



Australian Government

Department of Education, Employment and Workplace Relations

AVIF3004B Supervise the safety of aerodrome works and general access

Revision Number: 1

AVIF3004B Supervise the safety of aerodrome works and general access

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to supervise the safety of aerodrome works and general access, including preparing for aerodrome works, supervising aerodrome access by vehicles and personnel, and supervising and completing aerodrome works. Required performance includes compliance with all relevant regulatory requirements (i.e. CAR 89 I, Schedule 10). Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the relevant regulatory requirements of the Civil Aviation Safety Authority.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision.

Work involves the application of relevant principles, regulations, protocols and procedures when supervising the safety of aerodrome works and general access as part of commercial activities across a variety of operational contexts within the Australian aviation industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for aerodrome works	<ul style="list-style-type: none">1.1 Official notification of impending start to the works is confirmed with appropriate aerodrome personnel1.2 Processes for the safe conduct of the aerodrome works are developed or adapted from relevant plans, drawings, procedures documents, and Method of Working Plans (MOWPs) in accordance with workplace procedures
2 Supervise aerodrome access by vehicles and personnel	<ul style="list-style-type: none">2.1 Access requirements and relevant authorisation for all vehicles and personnel are determined in accordance with workplace procedures2.2 Personnel, vehicles and equipment entering the airside are inspected to ensure compliance with aerodrome requirements2.3 Appropriate supervision of airside personnel and vehicles is maintained throughout period on airside2.4 Vehicles are inspected to ensure they are marked in an appropriate manner
3 Supervise aerodrome works	<ul style="list-style-type: none">3.1 Unserviceability markers and barriers are positioned in accordance with workplace procedures and regulations3.2 Aerodrome work procedures are supervised in accordance with MOWPs or other workplace procedures3.3 The activities of personnel, vehicles and plant on the movement area are managed to ensure the safety of aircraft3.4 Works are completed in accordance with relevant MOWP3.5 Updated notification information is issued to ensure continued safe conduct of aerodrome works and aircraft operations3.6 At such times as required by aircraft, the aerodrome is temporarily restored to operational status in accordance with workplace procedures
4 Complete aerodrome works	<ul style="list-style-type: none">4.1 The work area is cleared of personnel, vehicles and plant in a safe and timely manner, ensuring the aerodrome has been restored to full operational status4.2 The works-affected area is inspected for serviceability in accordance with workplace procedures4.3 The aerodrome overall is inspected for serviceability in accordance with workplace procedures4.4 Relevant authorities or organisations are notified of the restoration of aerodrome serviceability in accordance with workplace procedures, using suitable means of communication

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders
- Relevant OH&S and environmental procedures and regulations
- Aerodrome operating procedures
- Functions of a works safety officer (as defined in Civil Aviation Safety Regulations)
- Aircraft schedules and their use in aerodrome inspection and reporting
- Purpose and application of unserviceability markers
- Purpose and application of MOWPs
- Safety hazards and risks that exist when supervising the safety of aerodrome works and general access and related risk control procedures and precautions, including policies and local instructions concerning airside access and Notices to Airmen (NOTAMs), guidelines concerning runway visual range, policies/procedures related to works integrity at an aerodrome, policies/guidelines concerning manoeuvring area serviceability, and safety and security policies and procedures related to bird and animal hazards
- Problems that may occur when supervising the safety of aerodrome works and general access and action that should be taken in each case
- Aviation weather forecasts products and services and their potential impact on operations

Required skills:

- Communicate effectively with others when supervising the safety of aerodrome works and general access
- Read and interpret instructions, regulations, procedures and other information relevant to supervising the safety of aerodrome works and general access
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the safety of aerodrome works and general access
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when supervising the safety of aerodrome works and general access
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when supervising the safety of aerodrome works and general access in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when supervising the safety of aerodrome works and general access

REQUIRED KNOWLEDGE AND SKILLS

- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the supervision of the safety of aerodrome works and general access
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to conduct the supervision of the safety of aerodrome works and general access

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Works may need to occur:	<ul style="list-style-type: none"> • by day or by night • in any weather conditions
Relevant authorities for reporting purposes include:	<ul style="list-style-type: none"> • aerodrome operator or delegated person • NOTAM Office (Airservices Australia) • Civil Aviation Safety Authority • Air Traffic Control (ATC) • Australian Defence Forces Command for military bases • aerodrome users
Aerodromes may include:	<ul style="list-style-type: none"> • licensed aerodromes • unlicensed aerodromes
Aerodrome works are classified as:	<ul style="list-style-type: none"> • Time Limited Works not affecting normal aircraft operations (movement area operational in less than 10 minutes) • Time Limited Works requiring a NOTAM, where normal aircraft operations are not affected (movement area not operational within 10 minutes) • works requiring NOTAM, with attached MOWP • MOWP, where regular public transport (RPT) or other regular users are disrupted (movement area not operable within 30 minutes)
Aerodrome works may include:	<ul style="list-style-type: none"> • maintenance of markings and lights • mowing grass • rolling surfaces • sweeping pavements • minor repairs to pavements • surveys and inspections • major construction or repairs to the movement area • painting and repainting
Processes for the safe conduct of works includes:	<ul style="list-style-type: none"> • work procedures • identifying safe work vehicle movement areas • instructing work personnel
Relevant works information include:	<ul style="list-style-type: none"> • MOWP • NOTAM • other written or verbal notification
Procedures for making the movement area safe for aerodrome	<ul style="list-style-type: none"> • marking the unserviceable area • partial closure of the movement area

RANGE STATEMENT

works include:	<ul style="list-style-type: none">• closing the movement area (aerodrome closure)• contacting the aerodrome user• extinguish lighting to the hazardous section of the movement area• lighting required to carry out works does not represent a hazard to aircraft operations• accessing and promulgating as appropriate public weather and aviation forecasts and current weather products applicable to the worksite
Inspection of vehicles includes:	<ul style="list-style-type: none">• roadworthiness• fuel and oil leakage• appropriate markings and lights
Assessment of personnel includes:	<ul style="list-style-type: none">• confirmation of authorisation to enter the airside• confirmation of appropriate licences to operate vehicles and equipment• checking of understanding of:<ul style="list-style-type: none">• aerodrome terminology, signs and radio instructions• aerodrome markings and signage• vehicle restriction zones around aircraft, navigation beacons, lights• required vehicle marking and lighting requirements• aerodrome speed limits• directions from the safety officer• current and forecast aerodrome weather conditions
Vehicle or other mobile obstacle markings and equipment include:	<ul style="list-style-type: none">• orange or yellow paint (for vehicles regularly used on movement area)• warning lights (orange/amber/yellow)• radio equipment as required• company colours
Unserviceability markers and cones include:	<ul style="list-style-type: none">• signal circle markers• unserviceability cross markers• unserviceability cones• displaced threshold markers• unserviceability lighting
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none">• company procedures• enterprise procedures• organisational procedures• established procedures• standard operating procedures
Information/documents may	<ul style="list-style-type: none">• relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to supervising the safety

RANGE STATEMENT

include:

of aerodrome works and general access (i.e. CAR 89 I, Schedule 10)

- aerodrome manuals
- workplace operating procedures manuals
- Manual of Standards - Aerodromes (previously Rules and Practices for Aerodromes [RPA])
- En Route Supplement Australia (ERSA)
- manufacturers specifications for equipment
- RPT routes and timetables
- MOWPs
- induction and training materials
- relevant documents from Bureau of Meteorology, International Civil Aviation Organization (ICAO) and the World Meteorological Organization (WMO)

Applicable regulations and legislation may include:

- relevant Civil Aviation Act (1988) and Civil Aviation Regulations and Orders (i.e. CAR 89 I, Schedule 10)
- Manual of Standards - Aerodromes (previously Rules and Practices for Aerodromes [RPA])
- applicable state, territory and commonwealth regulations concerning:
 - OH&S
 - workplace relations
 - workers compensation
 - ADG Code and Mines Regulation Act for fuel
 - environmental protection
 - equal opportunity

Unit Sector(s)

Not applicable.

Competency field

Competency Field

F - Safety Management