



Australian Government

Department of Education, Employment and Workplace Relations

A VIW4034A Supervise aircraft refuelling

Revision Number: 1

AVIW4034A Supervise aircraft refuelling

Modification History

Not applicable.

Unit Descriptor

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This unit involves the skills and knowledge required to supervise staff refuelling an aircraft. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work involves the application of quality control procedures and regulatory requirements to the conduct of refuelling of aircraft across a variety of operational contexts within the Australian aviation industry.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable Civil Aviation Safety Authority (CASA) compliance.

Work is performed under limited or minimum supervision and involves the provision of leadership of others either individually or in teams.

This unit of competency is nominally packaged at Certificate IV.

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 refuelling operations

- 1.1 Fuel quality control checks are conducted in accordance with workplace procedures
- 1.2 Staff personal protective equipment is checked
- 1.3 Refuelling brief is conducted
- 1.4 Refuelling equipment is grounded and bonded prior to task
- 1.5 Inspection of equipment is conducted

2 Supervise refuelling operations

- 2.1 Clearance to refuel aircraft is obtained
- 2.2 Refuelling staff are directed to commence operations
- 2.3 Safety precautions are maintained
- 2.4 Refuelling contingencies are communicated to refuelling team and aircraft crew
- 2.5 Incident or emergency actions are managed in accordance with workplace procedures

3 Manage post-refuelling operations

- 3.1 Refurbishment and stowing of equipment is observed
- 3.2 Recording and reporting of equipment unserviceabilities are completed
- 3.3 Post-refuelling documentation is completed in accordance with workplace procedures

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 and other regulations pertaining to quality control processes carried out when supervising aircraft refuelling
- Relevant OH&S and environmental procedures and regulations
- Knowledge of quality control principles and processes as they apply to supervising aircraft refuelling operations
- Workplace procedures for conducting various quality control operations related to supervising aircraft refuelling
- Manufacturers instructions for equipment used in quality control processes
- Risks that exist when supervising refuelling of aircraft and related risk control procedures and precautions
- Problems that may occur when supervising refuelling of aircraft and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when supervising refuelling of aircraft
- Read and interpret instructions, regulations, procedures and other information relevant to supervising refuelling of aircraft
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to supervising refuelling of aircraft
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when supervising refuelling of aircraft
- 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 refuelling of aircraft in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when supervising refuelling of aircraft
- Apply precautions and required action to minimise, control or eliminate hazards that may exist when supervising refuelling of aircraft
- 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

REQUIRED KNOWLEDGE AND SKILLS

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 when supervising refuelling of aircraft

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:
 - conducting fuel quality control checks in accordance with workplace procedures
 - conducting refuelling briefs
 - communicating to refuelling staff, including information on refuelling contingencies
 - supervising refuelling operations, including management of incident or emergency actions
 - completing post-refuelling documentation, recording and reporting of equipment unserviceabilities

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.

Refuelling operations may include:

- various aircraft types
- international, domestic and regional airports
- variable weather conditions including day and night
- single or team operations

Workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures
- local instructions
- standard operating procedures
- manufacturers instructions

Instructions may include:

- interpersonal communications
- written
- radio
- telephone
- other electronic means

Personal protective equipment may include:

- gloves
- safety glasses
- hearing protection
- safety headwear and footwear
- mask or respirator
- high visibility clothing
- approved clothing

Inspection of equipment may include:

- visual inspection of refuelling equipment
- visual inspection of safety equipment
- serviceability of ground support equipment
- serviceability of personal protective equipment
- visual inspection of fuel availability
- radio check
- visual inspection of documentation
- visual inspection of auxiliary equipment

Clearance to refuel may include:

- air traffic control
- aircraft pilot
- aircrew
- airline engineers
- supervisors or managers

RANGE STATEMENT

Refuelling contingencies may include:	<ul style="list-style-type: none">• ground support staff• technical staff• hot engines, static electricity, sparks and other forms of ignition• contamination of or from materials being handled• fuel vapours• other aircraft or vehicles on tarmac• jet blast or rotor wash• rotating propellers• hazardous or dangerous materials• noise• dust• heat• other additives (e.g. water, methanol, icing inhibitors)• hot refuelling• multiple refuelling tasks
Incident or emergency actions may include:	<ul style="list-style-type: none">• spills, leakages, ruptures• injury of personnel• aircraft or fuel fire• aircraft accident/incident• aircraft threat• damage to refuelling equipment
Recording and reporting may include:	<ul style="list-style-type: none">• written• electronic• phone• facsimile• verbal
Post-refuelling documentation may include:	<ul style="list-style-type: none">• written• electronic
Information/documents may include:	<ul style="list-style-type: none">• sections of Civil Aviation Safety Regulations and Civil Aviation Orders relevant to refuelling operations• International Air Transport Association (IATA) Guidelines for Aviation Fuel Quality Control, and Operating Procedures for Joint Inter Plane Fuelling Services (JIG Guidelines)• OH&S and environmental protection regulations• workplace procedures and instructions and job specification• airport airside drivers handbook• loading and fuelling operational checklists

RANGE STATEMENT

Applicable regulations and legislation may include:

- emergency procedures
- flight schedules
- manufacturers specifications and instructions for the fueller/dispenser vehicle and auxiliary equipment
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- relevant Civil Aviation Safety Regulations and Civil Aviation Orders
- IATA Guidelines for Aviation Fuel Quality Control, and Operating Procedures for Joint Inter Plane Fuelling Services (JIG Guidelines)
- Australian Dangerous Goods Code (ADG Code)
- relevant OH&S legislation
- environmental protection legislation
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field

W - Equipment and Systems Operations