



**Australian Government**

**Assessment Requirements for MEA108  
Complete aviation maintenance industry  
documentation**

**Release: 1**

# **Assessment Requirements for MEA108 Complete aviation maintenance industry documentation**

## **Modification History**

Release 1 - New unit of competency

## **Performance Evidence**

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria under the specified conditions of assessment, and must include:

- identification and accurate completion of industry documentation associated with aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports
- handling industry documentation appropriately to ensure that records are accurately processed, forwarded and/or stored as required by industry and enterprise regulations.

It is essential that information generated in the process of completing paperwork is in a form which is acceptable to the workplace environment and regulatory requirements in accordance with the relevant aircraft publications/maintenance regulations/orders and standards and practices.

## **Knowledge Evidence**

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- maintenance practice terminology and the associated relationship with industry documentation, i.e. scheduled and unscheduled servicing, aircraft/component life, i.e. on condition, life expired, throwaway, repair and overhaul.

---

## Assessment Conditions

- Competency should be assessed in the work environment, or by use of simulated activities, covering the interpretation, use and completion of aircraft maintenance documentation in the maintenance environment in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices.
- This unit must be linked in its assessment and application to those that apply to the actual maintenance of aircraft.
- Evidence of underlying knowledge and skills associated with the interpretation and completion of paperwork is required to supplement evidence of appropriate levels of literacy and numeracy, associated with presenting clear and concise information.
- The following conditions of assessment represent the requirements of the Regulators (ADF and CASA) and maintenance stakeholders and must be rigorously observed.
- A person cannot be assessed as competent until it can be demonstrated to the satisfaction of the workplace assessor that the relevant elements and performance criteria of the unit of competency are being achieved under routine supervision on at least one type of documentation from each of the following groups:
  - maintenance logs, overhaul test/check sheets, job history sheets, traveller cards, maintenance reports, irregularity reports, serviceable tags or removal tags
  - MSDS or material record sheets.
- This shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry Evidence Guide (for details refer to the Companion Volume Implementation Guide).
- 

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>