



**Australian Government**

# **MEA123 Manage aviation maintenance work environment policy and practices**

**Release: 2**

# MEA123 Manage aviation maintenance work environment policy and practices

## Modification History

Release 2. Equivalent to MEA123 Manage aviation maintenance work environment policy and practices. Updated to meet training package policy requirements.

## Application

This unit of competency describes the skills and knowledge required to apply required regulations and organisational policies and procedures when planning, developing, and implementing aviation maintenance work practices. Work may be performed individually or as part of a team.

The unit applies to aviation maintenance work undertaken during scheduled and unscheduled maintenance in aviation maintenance workshops, aircraft hangars, and on flight lines. The unit is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

## Pre-requisite Unit

Nil.

## Competency Field

Aviation maintenance management

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Plan aviation maintenance work practices, policies and programs

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Plan work practices and policies that seek to maintain the safety and wellbeing of others and comply with legislation, rules and regulations
- 1.2 Seek guidance from required authorities in line with workplace requirements

**ELEMENTS****PERFORMANCE CRITERIA**

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|--|---|
|  | 1.3 Prepare plans for implementing corrective action to remedy identified deficiencies  |
|  | 1.4 Plan learning programs to provide personnel with the knowledge and skills required to maintain a safe working environment   |
| 2. Control the development and implementation of aviation maintenance work practices | 2.1 Develop and implement work practices according to work health and safety (WHS) requirements and industrial agreement provisions   |
|  | 2.2 Analyse employment conditions and apply in the work context   |
|  | 2.3 Inform employees of their obligations and rights under legislation and the organisation's conditions of employment  |
|  | 2.4 Maintain quality standards in work practices as required by regulations and instructions  |
|  | 2.5 Communicate work practices to aviation personnel in a professional manner and identify performance difficulties   |
| 3. Implement work environment policy and practices                                   | 3.1 Delegate responsibility for implementing policies and practices for a clean, safe and healthy work environment to personnel according to regulatory requirements and organisational policy and procedures |
|  | 3.2 Modify reporting systems practices where required to incorporate improvements in maintaining a safe, clean and healthy work environment   |
|  | 3.3 Modify work practices and procedures on the basis of incident analysis statistics to reduce/eliminate the causative factors   |
| 4. Conduct investigations into injuries and related claims                           | 4.1 Initiate injury reports and associated claim investigations in the shortest possible time after an incident and according to legislative, regulatory and organisational requirements                      |
|  | 4.2 Analyse injury and claim statistics to determine causes and prevent recurrence  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Release 2. Equivalent to MEA123 Manage aviation maintenance work environment policy and practices.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>