



Australian Government

**Assessment Requirements for MEA157
Complete aviation maintenance industry
documentation**

Release: 1

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Modification History

Release 1. Supersedes and equivalent to MEA108 Complete aviation maintenance industry documentation. Revised as a result of changed prerequisites. Unit codes updated.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- under routine supervision, prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports from each of the following two groups:
 - maintenance logs, overhaul test/check sheets, job history sheets, maintenance reports, and irregularity reports
 - safety data sheets (SDS) or material record sheets.

In providing evidence of the above, the candidate must:

- identify documentation requirements
- access documentation from relevant sources
- produce documentation that is accurate, clear, and easily read or interpreted
- demonstrate required levels of literacy and numeracy, associated with presenting clear and concise information
- distribute and store industry documentation in line with:
 - organisational and regulatory procedures
 - industry requirements, standards and practices
 - requirements of relevant aircraft publications.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational and regulatory procedures required to complete and process the aviation maintenance documentation detailed in the performance evidence found in:
 - Civil Aviation Regulations (CARs) or Civil Aviation Safety Regulations (CASRs)
 - aviation maintenance organisation manuals
 - procedures manuals
 - work instructions
 - quality manuals
 - safety manuals

- Defence regulations and instructions applicable to the maintenance activity
- standing instructions
- maintenance practice terminology and associated relationship with industry documentation, including scheduled and unscheduled servicing, aircraft/component lifting, i.e. on condition, life expired, throwaway, repair, and overhaul.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

Competency must be assessed in the work environment, or by use of simulated activities.

The candidate must have access to:

- aircraft maintenance documentation in the maintenance environment and aircraft publications, maintenance regulations/orders, and standards and practices documentation, as described in the performance evidence
- regulatory and organisational procedures relating to the completion and processing of that documentation.

This unit must be linked in its assessment and application to other units that apply to the actual maintenance of aircraft.

Candidate capability of providing the required performance and knowledge evidence must 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).

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

Links

Companion Volume implementation guides are found in VETNet -

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