Australian Government

# MEA157 Complete aviation maintenance industry documentation

**Release: 1**

# MEA157 Complete aviation maintenance industry documentation

## Modification History

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

## Application

This unit of competency describes the skills and knowledge required to complete and process aircraft maintenance documentation in the maintenance environment in line with regulatory and organisational procedures and aircraft publications, maintenance regulations/orders, and standards and practices documentation.

The unit applies to documentation required during, and on completion of, aviation maintenance activities during scheduled and unscheduled maintenance. It 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

## Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
|---|---|
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Interpret aviation maintenance documentation | 1.1 Determine documentation requirements, and access required documentation from relevant sources according to regulatory and organisational procedures |
| | 1.2 Review information relating to aviation maintenance activities in existing documentation |

| ELEMENTS | PERFORMANCE CRITERIA |
|---|---|
| 2. Complete aviation maintenance documentation | 2.1 Determine information requirements for new documentation or updating of existing documentation |
| | 2.2 Complete required documentation accurately and clearly according to regulatory and organisational procedures |
| 3. Process aviation maintenance documentation | 3.1 Distribute completed documentation to designated stakeholders according to organisational procedures |
| | 3.2 Store completed documentation in an accessible manner and according to organisational procedures |

# Foundation Skills

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

# Unit Mapping Information

Release 1. Supersedes and equivalent to MEA108 Complete aviation maintenance industry documentation.

# Links

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