



Australian Government

Department of Education, Employment and Workplace Relations

MEA103B Plan and organise aviation maintenance work activities

Revision Number: 2

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Modification History

Minor formatting and editorial changes made. Prerequisite unit version updated.

Unit Descriptor

This unit of competency is applicable to all Aeroskills maintenance training pathways. It covers the competencies required for planning and organising individual and group work activities. Where a CASA licensing outcome is sought this unit forms part of the CASA requirement for the granting of the chosen Aircraft Maintenance Engineer Licence under CASR Part 66, in accordance with the licensing provisions in the Assessment Guidelines.

Application of the Unit

This unit requires application of work planning and organising principles that are applied within the framework of defined single or multiple aviation maintenance tasks that involve more than one individual.

Applications include flight line/tarmac, hangar and workshop maintenance tasks.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

MEA101B	Interpret occupational health and safety practices in aviation maintenance
MEA105C	Apply quality standards applicable to aviation maintenance practices
MEA107B	Interpret and use aviation maintenance industry manuals and specifications
MEA108B	Complete aviation maintenance industry documentation

Employability Skills Information

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

1. Identify task requirements
 - 1.1. Task requirements are determined or confirmed, and clarified to ensure correct interpretation of specifications or requirements
2. Plan steps to complete task
 - 2.1. Task is interpreted and relevant steps are identified to ensure efficient conduct of work to meet specifications in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices
 - 2.2. Steps are planned in conjunction with the work of other personnel to allow achievement of practical outcomes, in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices
 - 2.3. Human factors are allowed for in planning of steps
3. Organise work
 - 3.1. Work activity is organised with other involved personnel, allowing for relevant human factors and using relevant communication processes to ensure safe and appropriate sequencing of tasks
 - 3.2. All necessary documentation related to job planning and progress is completed, and recorded in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- the interpretation of information relating to the work activity from a range of industry manuals, industry and enterprise regulations and industry documentation
- consideration of OHS regulations/precautions specific to the work activity and others working in the vicinity of the planned work activity, particularly with regard to electricity, gases (especially oxygen), oils and chemicals
- the use of MSDS
- the application of human factors in planning maintenance activities

Required knowledge

Look for evidence that confirms knowledge of:

- the impact of human factors on the safe and effective performance of maintenance on aircraft and aircraft components
- MSDS
- the types of servicings performed on aircraft, i.e. scheduled and unscheduled maintenance activities, and their impact on planning aviation work activity
- aircraft reference numbering systems as an aid to organising effective work activity in terms of related tasks and inspection/servicing zones

Evidence Guide

<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able plan and organise work activities involving more than one person in the case of single and multiple tasks while allowing for human factors and observing all relevant OHS procedures.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The relationship between broader planning and organising requirements and service specific procedures must be clearly linked.</p> <p>Evidence of underlying knowledge and skills associated with the general application of planning and organising while allowing for relevant human factors and OHS requirements is required to supplement evidence of ability to integrate these processes in conjunction with other personnel in the workplace.</p> <p>A person cannot be assessed as competent until it can be demonstrated to the satisfaction of the workplace assessor that the relevant elements of the Unit of Competency are being achieved under routine supervision on single and multiple tasks involving more than one person. This shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent industry .</p>
<p>Context of and specific resources for assessment</p>	<p>Competency should be assessed in the work environment, or by use of simulated activities, covering planning and organising situations applicable in the aircraft maintenance environment.</p> <p>This unit must be related in its assessment and application to all other units, particularly those that apply to the actual maintenance of aircraft.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	
	Application of this unit may relate to: <ul style="list-style-type: none">• scheduled or unscheduled maintenance• team-related activities• single or multiple tasks

Unit Sector(s)

Aviation maintenance

Competency field

Co-requisite units

Not applicable