



**Australian Government**

# **MEA108B Complete aviation maintenance industry documentation**

**Release 3**

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## **Modification History**

Release 3 - Typographical error corrected in Required Skills - equivalent

Release 2 - Minor formatting and editorial changes made. Prerequisite unit version updated.

## **Unit Descriptor**

This unit of competency is applicable to all Aeroskills training pathways. It covers the competencies required to correctly interpret, use and complete documentation associated with aircraft and aircraft component maintenance and manufacture. 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 skills and knowledge relating to the requirements for the completion and processing of documentation during, and on completion of, aviation maintenance activities.

## **Licensing/Regulatory Information**

Not applicable.

## **Pre-Requisites**

MEA105C      Apply quality standards applicable to aviation maintenance processes

## **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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## Elements and Performance Criteria

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| <p>1. Interpret documentation</p>            | <p>1.1. <b><i>Documentation</i></b> requirements are determined and accessed, where necessary, from relevant sources in accordance with regulatory and enterprise procedures</p> <p>1.2. Information contained in existing documentation is interpreted correctly and, where necessary, requirements carried out in accordance with <b><i>regulatory and enterprise procedures</i></b></p> |
| <p>2. Complete documentation</p>             | <p>2.1. Information requirements for new documentation or updating of existing documentation are determined to allow for accurate completion of records</p> <p>2.2. Documentation is completed accurately and clearly to enable information to be easily read or interpreted</p>   |
| <p>3. Store and distribute documentation</p> | <p>3.1. All procedures for storing and distributing documentation are followed to ensure ready access when required in accordance with regulatory and enterprise procedures</p>  |

## **Required Skills and Knowledge**

### **Required skills**

Look for evidence that confirms skills in:

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

### **Required knowledge**

Look for evidence that confirms knowledge of:

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

## Evidence Guide

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><b>Overview of assessment</b></p>	<p>A person who demonstrates competency in this unit must be able to correctly complete and process maintenance documentation applicable to maintenance tasks that are being performed.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>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.</p> <p>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.</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 at least one type of documentation from each of Groups 1 and 2 from the Range Statement.</p> <p>This shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry .</p>
<p><b>Context of and specific resources for assessment</b></p>	<p>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.</p> <p>This unit must be linked in its assessment and application to those that apply to the actual maintenance of aircraft.</p>
<p><b>Method of assessment</b></p>	
<p><b>Guidance information for assessment</b></p>	

## Range Statement

<p>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.</p>	
<b>Note</b>	Range statements listed below are numbered to facilitate specification of the assessment requirements included in the Evidence Guide
<b>Documentation</b>	<p>Documentation may include:</p> <ol style="list-style-type: none"> <li>1. Maintenance logs, overhaul test/check sheets, job history sheets, traveller cards, maintenance reports, irregularity reports, serviceable tags or removal tags</li> <li>2. MSDS or material record sheets</li> </ol>
<b>Regulatory and enterprise procedures</b>	<p>Regulatory and enterprise procedures may be found in:</p> <ul style="list-style-type: none"> <li>• CARs or CASRs</li> <li>• maintenance organisation manual</li> <li>• procedures manual</li> <li>• work instructions</li> <li>• quality manual</li> <li>• safety manual</li> <li>• applicable defence regulations and instructions</li> <li>• standing instructions</li> </ul>
<b>Application</b>	Application of this unit may relate to on-aircraft and workshop-related activities in the aircraft maintenance environment

## Unit Sector(s)

Aviation maintenance

## Competency field

Not applicable.

## **Co-requisite units**

Not applicable