



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEA111B Perform administrative processes to prepare for certification of civil aircraft maintenance**

Release: 1

## **MEA111B Perform administrative processes to prepare for certification of civil aircraft maintenance**

### **Modification History**

Not applicable.

### **Unit Descriptor**

<b>Unit descriptor</b>	<p>This is one of the units of competency that must be attained to progress from Aircraft Maintenance Engineer to the grant of an Aircraft Maintenance Engineer Licence or Aviation Maintenance Specialist Certificate under Civil Aviation Safety Regulation (CASR) Part 66, in accordance with the licensing provisions in the Assessment Guidelines. It covers the competencies required to correctly interpret and apply CASA airworthiness and certification requirements during aircraft maintenance.</p> <p>The skills and knowledge covered by the units of competency at Certificate IV level listed in the Aeroskills Training Package for the qualification leading to the applicable Aircraft Maintenance Engineer Licence sought are pre-requisite to the attainment of the elements of competency specified in this unit. This includes full coverage of the Civil Aviation Safety Regulation Part 66 Avionics or Mechanical Syllabus subjects/topics listed in the Assessment Guidelines.</p>
------------------------	--

### **Application of the Unit**

<b>Application of the unit</b>	<p>This Unit requires application of legislative and regulatory requirements relating to the certification of aviation maintenance.</p> <p>Applications include all maintenance tasks that require certification by a Licensed Aircraft Maintenance Engineer.</p>
--------------------------------	---

### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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.
---	--

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Determine the registration status of an aircraft.	1.1. Registration status is determined in accordance with CASR Part 47. 1.2. The person responsible for airworthiness and maintenance control is identified.
2. Determine eligibility to certify the completion of aircraft maintenance activities.	2.1. Eligibility to certify in terms of licence privileges is established in accordance with CASR Parts M, 145 and 66. 2.2. Eligibility to certify in terms of the Aircraft Maintenance Organisation Class/Rating is established in accordance with CASR Part 145.
3. Prepare for return of aircraft to service.	3.1. Completion of all scheduled and unscheduled maintenance activities is coordinated in accordance with CASR Parts M 145, 66 and the approved maintenance program. 3.2. The requirement for a maintenance test flight is determined. 3.3. Documentation is prepared for return of aircraft to service in accordance with CASR Part M and /or 145 and the approved maintenance program.
4. Compile and process maintenance documentation and reports.	4.1. Maintenance documentation is raised and compiled for certification. 4.2. Configuration management procedures are applied. 4.3. Maintenance related reports are compiled and processed. 4.4. Technical communication activities, both oral and written, are performed.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

Look for evidence that confirms skills in:

- Describing and applying the requirements applicable to the privileges of their authority
- Application of Airworthiness Directive requirements under CASR 39
- Application of Maintainers' Responsibilities under CASR Part M
- Compliance with CASA 45 Subpart D
- Application of Aviation Maintenance Personnel Licensing Requirements under CASR 66
- Application of requirements related to conduct and certification of maintenance under CASR 145
- Refuelling, taxiing, use of radios and engine running
- Demonstrating a familiarity with requirements related to the tasks and functions they may perform
- Demonstration of literacy and oral expression skills required for clear written and oral communication

#### Required knowledge

Look for evidence that confirms knowledge of:

- Airworthiness Directive requirements under CASR 39
- Maintainers' Responsibilities under CASR Parts M, 66 and 145
- Aircraft Registration and Markings under CASR 45- 47
- Aviation Maintenance Personnel Licensing Requirements under CASR 66
- Maintenance Requirements under -the applicable CASR operational Parts.
- Maintenance Organisations Requirements under CASR 145
- Design Organisations under CASR 146
- Maintenance Training Organisations under CASR 147
- Requirements associated with refuelling, taxiing, use of radios and engine running

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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><b>Overview of assessment</b></p>	<p>A person who demonstrates competency in this unit must be able to apply without error legislative and regulatory requirements relating to the certification of aviation maintenance.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>It is essential that airworthiness compliance requirements are interpreted and fully applied without error. Evidence is required of underlying knowledge and skills associated with the application of airworthiness legislation and compliance requirements, along with evidence of appropriate levels of literacy and oral expression 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 supervision without intervention on a range of tasks fully representative of Groups 1 to 18 in the Range Statement. The body of evidence for this unit may be collected and logged during simulated activities at the CASR Part 147 MTO and/or performance during supervised workplace activities such as Practical Consolidation of Training (PCT) assessments.</p> <p>Knowledge must also be demonstrated of the concept of airworthiness that underpins the legislative framework and compliance requirements.</p>
<p><b>Context of and specific resources for assessment</b></p>	<p>Competency should be assessed in the work environment under supervision but without intervention for the purpose of Journal entries, and/or by use of simulated activities in a CASR Part 147 Maintenance Training Organisation (MTO), covering the interpretation and application of airworthiness control and certification requirements.</p>
<p><b>Method of assessment</b></p>	<p>This unit must be linked in its assessment and application to those that apply to the exercise of Aircraft Maintenance Engineer Licence or Aviation Maintenance Specialist privileges in the actual maintenance of aircraft.</p>

<b>EVIDENCE GUIDE</b>	
<b>Guidance information for assessment</b>	

## Range Statement

### 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.

#### Note

Range statements listed below are numbered to facilitate specification of the assessment requirements included in the Evidence Guide.

#### Application

The competency applies to the certification of aircraft maintenance activities, including:

1. Scheduled maintenance
2. Unscheduled maintenance
3. Configuration changes
4. Modification incorporation
5. Repairs.

In performing Tasks 1 to 5, knowledge is to be applied with regard to airworthiness regulatory systems and Australian legislation, and the application of compliance requirements in the performance, recording and certification of maintenance activities, as follows:

6. International and national regulatory bodies and recognition agreements, including bilateral agreements
7. Australian airworthiness regulatory bodies and the legislative framework
8. The basis of airworthiness certification and determination of non-conformity
9. Procedures for release of aircraft to service following maintenance, including the determination of the requirement for a maintenance test flight
10. Procedures for certification of scheduled and unscheduled maintenance activities
11. Procedures for certification of the incorporation of modifications
12. Procedures for certifying the completion of repairs
13. Determining and applying configuration management procedures, including the weighing of aircraft and the determination of the centre of



<b>RANGE STATEMENT</b>	
	gravity 14. Compiling and processing service difficulty reports 15. Compiling and processing technical investigation reports 16. Compiling and processing condition reports 17. Orally communicating on technical and airworthiness compliance topics 18. Communicating in writing on technical and airworthiness compliance issues.

### **Unit Sector(s)**

<b>Unit sector</b>	
--------------------	--

### **Competency field**

<b>Competency field</b>	Aviation maintenance
-------------------------	----------------------

### **Co-requisite units**

<b>Co-requisite units</b>		