



Australian Government

Department of Education, Employment and Workplace Relations

MEA123B Manage aviation maintenance work environment policy and practices

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Advanced Diploma training pathways. It covers planning and implementing work practices and work environment policy and practices in an aviation maintenance environment in accordance with regulatory requirements.

Application of the Unit

This unit requires application of knowledge of relevant regulations and organisational policy and procedures in planning, developing and implementing work practices. Applications include aviation maintenance workshops, aircraft hangars and flight lines.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

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. Plan work practices and policies</p> | <p>1.1. Work practices and policies are planned which emphasise the safety and well-being and comply with <i>legislation, rules and regulations</i></p> <p>1.2. Guidance from appropriate authorities is sought, where necessary</p> <p>1.3. Plans are prepared for the implementation of corrective action to remedy identified issues</p> <p>1.4. Learning programs are planned to provide personnel with the knowledge and skills to maintain a safe working environment</p> |
| <p>2. Control the development and implementation of work practices</p> | <p>2.1. <i>Work practices</i> are developed and implemented within OHS requirements and agreement provisions</p> <p>2.2. Employment conditions are interpreted and applied in the work context</p> <p>2.3. Employees are informed of their obligations and rights under legislation and conditions of employment</p> <p>2.4. Quality standards required by regulations and instructions are maintained in work practices</p> <p>2.5. Work practices are adequately communicated to all aviation personnel and any difficulties are identified</p> |
| <p>3. Implement work environment policy and practices</p> | <p>3.1. Responsibility for implementing policies and practices for a clean, safe and healthy <i>environment</i> is delegated to appropriate personnel in accordance with regulatory and organisational policy and procedures</p> <p>3.2. Appropriate reporting systems and practices are modified to incorporate improvements in maintaining a safe, clean and healthy work environment</p> <p>3.3. Work practices and procedures are modified on the basis of incident analysis to reduce/eliminate the causative factors</p> |
| <p>4. Conduct investigations into injuries and related claims</p> | <p>4.1. Injury reports and associated claims investigations are initiated in the shortest time after an incident in accordance with legislative, regulatory and organisational requirements</p> <p>4.2. Injury and claim statistics are analysed to determine causes and prevent recurrence</p> |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- ability to analyse the working environment and develop appropriate work practices
- complying with relevant legislation, rules and regulations
- ability to manage the work environment through delegation of responsibilities to appropriate personnel

Required knowledge

Look for evidence that confirms knowledge of:

- OHS legislation at Commonwealth and state/territory levels
- enterprise and organisational level OHS policies, rules and procedures
- airworthiness regulations and associated documentation relating to workplaces and work practices

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.

Overview of assessment	A person who demonstrates competency in this unit must be able to develop, establish and manage work environment policies and practices.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all tools, equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
Method of assessment	
Guidance information for assessment	

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>	
Application	<p>Application of this unit may relate to:</p> <ul style="list-style-type: none"> • scheduled or unscheduled maintenance • individual or team-related activities
Legislation, rules and regulations	<p>Legislation, rules and regulations may include:</p> <ul style="list-style-type: none"> • Commonwealth and state/territory OHS legislation • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence instructions and standards • standing instructions • safety manuals • work procedures • work instructions • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • maintenance organisation expositions • continuing airworthiness management organisation expositions
Work practices	<p>Work practices apply to:</p> <ul style="list-style-type: none"> • plant and machinery • all personnel present in work areas
Aspects of the work environment	<p>Aspects of the work environment may include:</p> <ul style="list-style-type: none"> • lighting • noise • atmospheric contamination • physical hazards • chemical materials • enclosed spaces

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable