



Australian Government

AVIC4002 Administer airside driving

Release: 2

AVIC4002 Administer airside driving

Modification History

Release 2. This is the second release of this unit of competency in the AVI Aviation Training Package.

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to administer airside driving, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes testing applicants to drive airside, administering and issuing vehicle permits, and investigating airside driving incidents.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to administrative duties of ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, instructions, publications and regulations.

Pre-requisite Unit

Not applicable.

Competency Field

C – Driving Vehicle

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Test applicants to drive airside	1.1	Airside driving tests are administered and results are recorded in accordance with established procedures
	1.2	Documentation is issued to appropriate authorities as required and recorded
2 Administer and issue vehicle permits	2.1	Permit is issued in accordance with aerodrome procedures
	2.2	Conditions of use of permit are explained to applicant
3 Investigate airside driving incidents	3.1	Reports on incidents and accidents are prepared and appropriate safety management is actioned
	3.2	Airside driving procedures and rules are reviewed
	3.3	Recommendations for safety improvements are made to aerodrome management

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the AVI Aviation Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to AVIC4002A Administer airside driving.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIC4002 Administer airside driving

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- investigating airside driving incidents
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- testing and administering airside driving applicants
- working collaboratively with others
- working systematically with required attention to detail without injury to self, others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

the requirements of the elements and performance criteria and include knowledge of:

- braking and safety system procedures
- cleaning requirements
- communications equipment checks
- controls, instruments and indicators and their purpose, location and use
- emergency procedures
- external features of equipment that must be checked during a pre-operational visual inspection
- fuel tank capacity and range
- functions of all supervisory indicators and controls and related checks for correct operation
- functions of ancillary systems and related checks for correct operation
- lubrication requirements
- Part 139 Manual of Standards - Aerodromes
- operating controls
- operating procedures
- pre-operational checks
- principles, purpose and location of controls, monitoring devices and systems
- procedures for adjusting controls to optimise equipment operation
- procedures for checking fluid levels and carrying out lubrication processes
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing and controlling hazardous situations when carrying out work activities
- procedures for operating electronic communications equipment
- procedures for servicing and minor maintenance
- procedures for starting and operating ancillary systems
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- relevant sections of state/territory and national legislation, operating standards and codes of practice
- relevant WHS/OHS and environmental procedures and regulations
- relevant licensing authority licence requirements
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders
- relevant sections of the current Transport Safety Investigation Act for reporting transport safety matters
- requirements for completing relevant documentation
- sources of information on differences in equipment and related standard operating and servicing procedures
- start-up procedures
- steps involved in planning work activities
- typical defects that can occur and related action that should be taken
- visual inspection procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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