



Australian Government

AVIF3025 Facilitate the safety of aerodrome works and works site access

Release: 1

AVIF3025 Facilitate the safety of aerodrome works and works site access

Modification History

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 facilitate the safety of aerodrome works and works site access, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes preparing for aerodrome works, facilitating aerodrome access by vehicles and personnel, facilitating aerodrome works, and completing aerodrome works.

This unit addresses aviation non-technical skill requirements (mental, social and personal-management abilities) related to safety management 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

F – Safety Management

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 Prepare for aerodrome works

- 1.1 Official notification of impending start to aerodrome works is confirmed with appropriate aerodrome personnel
- 1.2 Processes for safe conduct of aerodrome works are developed or adapted from relevant plans, drawings, procedures documents and Method of Working Plans (MOWPs) in accordance with workplace procedures
- 1.3 Factors that may adversely affect the safety and/or security of an aviation workplace are determined
- 1.4 Workplace hazards are identified, risks are assessed and risk controls are developed and implemented

2 Facilitate aerodrome access by vehicles and personnel

- 2.1 Access requirements and relevant authorisation for vehicles and personnel are determined in accordance with workplace procedures
- 2.2 Personnel, vehicles and equipment entering airside are inspected to ensure compliance with aerodrome requirements
- 2.3 Appropriate facilitation of works personnel and vehicles is maintained throughout period on airside
- 2.4 Vehicles are inspected to ensure they are marked in an appropriate manner

3 Facilitate aerodrome works

- 3.1 Unserviceability markers and barriers are positioned in accordance with workplace procedures and regulations
- 3.2 Aerodrome works are facilitated in accordance with MOWPs or other workplace procedures
- 3.3 Activities of personnel, vehicles and plant on movement area are managed to ensure aircraft safety
- 3.4 Works are completed in accordance with relevant MOWP or Notice to Airmen (NOTAM)
- 3.5 Updated notification information is issued to ensure continued safe conduct of aerodrome works and aircraft operations

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|-----------------------------------|-----|---|
| | 3.6 | Aerodrome is temporarily restored to operational status in accordance with workplace procedures and regulatory requirements as required by aircraft |
| 4 Complete aerodrome works | 4.1 | Works area is cleared of personnel, vehicles and plant in a safe and timely manner, ensuring aerodrome has been restored to full operational status |
| | 4.2 | Works-affected area is inspected for serviceability in accordance with workplace procedures |
| | 4.3 | Aerodrome overall is inspected for serviceability in accordance with workplace procedures |
| | 4.4 | Relevant authorities or organisations are notified of aerodrome serviceability restoration in accordance with workplace procedures, using suitable means of communication |
| | 4.5 | Relevant reports are completed, filed and disseminated in accordance with workplace procedures |

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.

Relevant authorities for reporting purposes must include one or more of the following:

- aerodrome operator or delegated person
- aerodrome users
- Air Traffic Control (ATC)
- Australian Defence Forces for military bases
- CASA
- NOTAM Office (Airservices Australia)

Aerodrome categories must include one or more of the following:

- certified
- registered
- other

Aerodrome works are classified as:

- MOWP, where regular public transport (RPT) or other regular users are disrupted (movement area not operable within 30

	minutes)
	- time limited works not affecting normal aircraft operations (movement area operational in less than 10 minutes) - time limited works requiring a NOTAM, where normal aircraft operations are not affected (movement area not operational within 10 minutes) - works requiring NOTAM, with attached MOWP
Aerodrome works must include one or more of the following types:	- maintenance of markings and lights - major construction or repairs to movement area - minor repairs to pavements - mowing grass - painting and repainting - rolling surfaces - surveys and inspections - sweeping pavements
Processes for the safe conduct of works must include one or more of the following:	- identifying safe work vehicle movement areas - instructing work personnel - work procedures
Procedures for making movement area safe for aerodrome works must include one or more of the following:	- accessing and promulgating as appropriate public weather and aviation forecasts and current weather products applicable to the works site - closing the movement area (aerodrome closure) - contacting the aerodrome user - extinguish lighting to the hazardous section of the movement area - lighting required to carry out works does not represent a hazard to aircraft operations - marking the unserviceable area - partial closure of the movement area
Vehicle or other mobile obstacle markings and equipment will include:	- company colours - orange or yellow paint (for vehicles regularly used on movement area) - radio equipment as required - warning lights (orange/amber/yellow)
Unserviceability markers and cones must include:	- displaced threshold markers - signal circle markers - unserviceability cones - unserviceability cross markers - unserviceability lighting
Updating and issuing notification information	- aerodrome tenants/users - Air Traffic Control (ATC)

must include one or more of the following:

- airline personnel and managers
- contractors
- emergency services personnel
- other aerodrome/workplace personnel and managers
- relevant technical staff
- safety personnel
- security personnel

Inspection of vehicles must include:

- appropriate markings and lights
- cleanliness to prevent the spread of weeds
- company logo/identification
- fuel and oil leakage
- radio equipment as required
- roadworthiness
- secure loads

Inspection of personnel must include:

- confirmation of authorisation to enter airside
- confirmation of appropriate licence to operate vehicles and equipment
- checking understanding of:
 - aerodrome markings and signage
 - aerodrome speed limits
 - aerodrome terminology, signs and radio instructions
 - directions from works safety officer
 - required vehicle marking and lighting requirements
 - vehicle restriction zones around aircraft, navigation beacons, lights

Unit Mapping Information

This unit replaces and is equivalent to AVIF3025A Facilitate the safety of aerodrome works and works site access.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIF3025 Facilitate the safety of aerodrome works and works site access

Modification History

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

Performance Evidence

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

- adapting to differences in equipment and operating environment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- applying relevant systems such as aerodrome safety management system (SMS) and procedures to assess and/or mitigate risk that might arise when inspecting and reporting on aerodrome serviceability
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment required to facilitate the safety of aerodrome works and works site access:
 - computer
 - hand tools
 - lights
 - maintenance equipment
 - markers
 - radio/s (non-ops/HR radio, airband/VHF radio)
 - spills response kit
 - telephone
 - vehicle with flashing light
 - vehicle siren/loud speaker
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- 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
- preparing, processing and completing a Notice to Airmen (NOTAM) request in accordance with workplace procedures and regulatory requirements
- reading, interpreting and following relevant instructions, regulations, procedures, information

and signs

- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- working collaboratively with others when facilitating the safety of aerodrome works and works site access
- working systematically with required attention to detail without injury to self or 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, performance criteria and range of conditions and include knowledge of:

- aerodrome layout, including access routes
- aerodrome works classifications:
 - time limited works not affecting normal aircraft operations (movement area operational in less than 10 minutes)
 - time limited works requiring a NOTAM, where normal aircraft operations are not affected (movement area not operational within 10-30 minutes)
 - works requiring MOWP with proposed NOTAM for each stage of works
 - unscheduled/emergency works
 - unrestricted works (aerodrome closed)
- aircraft schedules and their use in facilitating the safety of aerodrome works and works site access
- different operating conditions:
 - all weather conditions
 - day or night
 - variety of terrain conditions
 - various forms of transport such as vehicles, other motorised/towed equipment
- functions of a works safety officer
- operation of airband radio equipment
- physical characteristics of aircraft
- problems, safety hazards and risks that may occur when facilitating the safety of aerodrome works and works site access and related assessment/management measures that may need to be taken
- procedures for making movement area safe for aerodrome works include:
 - accessing current weather information and public/aviation forecasts applicable to works site as required

- closing aerodrome to all air traffic
- contacting aerodrome users
- ensuring lighting required to carry out works does not represent a hazard to aircraft operations
- extinguishing lighting to hazardous section of movement area
- marking unserviceable area/s
- partial closure of movement area
- purpose and application of aerodrome markers, markings and temporary lighting
- purpose and application of Method of Works Plan (MOWP)
- reporting procedures
- relevant information/documents:
 - Aerodrome Emergency Plan (AEP) and procedures to be followed for each aerodrome emergency
 - aerodrome Drug and Alcohol Management Plan (DAMP)
 - aerodrome manual
 - aerodrome SMS and safety/security policies, and principles of risk assessment and risk management
 - aerodrome Transport Security Plan (TSP)
 - airline timetables
 - airside driver handbook and/or airside driving requirements for the aerodrome
 - Australian Standards
 - Civil Aviation Safety Regulations (CASRs)
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
 - induction and training materials
 - logbooks
 - Manual of Standards (MOS) Part 139 – Aerodromes
 - NOTAM
 - operational checklists
 - plans and maps
 - relevant forms and databases
 - safety data sheets (SDSs)/materials safety data sheets (MSDSs) for hazardous materials
 - workplace procedures
- relevant legislative and regulatory requirements relating to facilitating the safety of aerodrome works identified in:
 - CASRs and MOS Part 139 – Aerodrome
 - Defence Orders and Instructions
 - environmental sustainability
 - standards and recommended practices (SARPs) of the International Civil Aviation Organization (ICAO)
 - workplace relations

- WHS/OHS and environmental, procedures and regulations including DAMP
- reporting procedures
- requirements for completing relevant documentation and/or incident reporting
- safety distances required from an aircraft wingtip to objects including other aircraft
- signs and notices:
 - hazard warnings
 - limited access
 - movement area guidance signs
 - no smoking
 - speed restrictions
 - unauthorised entry
 - underground electrical reticulation
- suitable means of reporting the conduct of works:
 - MOWP
 - NOTAM
 - other written means of communications as appropriate
 - verbal communication
- weather information and its implications for workplace operations
- when serviceability inspections may need to occur
- workplace procedures for facilitating the safety of aerodrome works and works site access.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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.

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

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 personal protective equipment currently used in industry.

Links

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