



Australian Government

AVIO0019 Apply and monitor aviation workplace security procedures

Release: 1

AVIO0019 Apply and monitor aviation workplace security procedures

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 apply and monitor aviation workplace security procedures in compliance with relevant regulatory requirements and national operating standards.

This includes checking and monitoring personnel and goods entering a workplace, carrying out surveillance of work areas, dealing with and writing reports on security incidents/emergencies, and completing required documentation.

This unit addresses aviation non-technical skill requirements (mental, social and personal-management abilities) related to aviation security duties of aviation personnel and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial 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.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

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 Check and monitor personnel and goods entering a workplace

1.1 Entry and/or exit of personnel and vehicles are checked to prevent improper entry or unlawful removal of goods and cargo in accordance with workplace operational procedures and statutory authority regulations

1.2 Potential breaches of security that may cause goods to be at risk are observed and reported promptly to designated personnel in accordance with workplace procedures

1.3 Security measures are applied in the workplace in accordance with legislative requirements and the organisation's aviation transport security program

2 Carry out surveillance of work areas

2.1 Surveillance of work areas is undertaken in accordance with workplace procedures and regulatory requirements

2.2 Breaches of security are identified, action is initiated and/or incident is reported in accordance with workplace procedures and regulatory requirements

3 Deal with and write reports on security incidents/emergencies

3.1 Security incidents/emergencies are dealt with in accordance with regulations and site operational procedures

3.2 Appropriate police/security/emergency services are contacted as required in accordance with workplace procedures

3.3 Intended message is effectively communicated in written reports of incidents/emergencies in accordance with workplace requirements

4 Complete required documentation

4.1 Surveillance documentation and report requirements are confirmed

4.2 Surveillance documentation and reports are completed and files dispatched in accordance with workplace procedures and regulatory requirements

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.

Unit Mapping Information

This unit replaces and is equivalent to AVIO2015 Apply and monitor aviation workplace security procedures.

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 AVIO0019 Apply and monitor aviation workplace security procedures

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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, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- conducting surveillance, including:
 - authorisation of personnel and property to be in a secured area
 - safety and security of buildings, gates and perimeter fence
 - safety of customers, visitors and contractors
 - security of monies, premises and equipment
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS) procedures and relevant Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) regulations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying problems, faults or malfunctions promptly in accordance with workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS standards
- working collaboratively with others
- 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:

- Australian and international codes and regulations relevant to security arrangements when transferring aviation cargo, freight and mail
- focus of operation of work systems, equipment, management and site operating systems for securely transferring cargo, freight and mail
- marking and numbering systems for aviation cargo, freight and mail
- relevant bond, quarantine or other legislative requirements
- relevant WHS and environmental protection procedures and guidelines
- security problems that may occur when transferring aviation cargo, freight and mail and appropriate action that can be taken to resolve or avoid these problems
- site layout and operating procedures
- types of hazardous aviation cargo and special handling procedures
- relevant transport and CASA security requirements with respect to person/s and vehicle/s access to the aerodrome
- workplace security procedures and policies for transferring aviation cargo, freight and mail.

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.

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