



**Australian Government**

# **AVIZ1005 Maintain basic situational awareness in an aviation workplace**

**Release: 1**

# **AVIZ1005 Maintain basic situational awareness in an aviation workplace**

## **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 required to maintain basic situational awareness in an aviation workplace, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes maintaining basic situational awareness, assessing situations and taking appropriate action, setting priorities and managing work tasks, and working with others in managing situational awareness.

This unit addresses aviation non-technical skill requirements (mental, social and personal-management abilities) for flight and 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.

Work is performed independently or under limited supervision within a single-pilot or multi-crew environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit at time of publication.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

## **Pre-requisite Unit**

Not applicable.

## **Competency Field**

Z – Situational Awareness

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Maintain basic situational awareness**

### PERFORMANCE CRITERIA

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

- 1.1 Continuous monitoring of all critical factors relevant to the safety and security of an aviation workplace is undertaken
- 1.2 All relevant indications of an unsafe or insecure situation are recognised and appropriate action is taken to alert relevant personnel and/or to take appropriate action
- 1.3 Situational awareness is maintained at all times during workplace activities

#### **2 Assess situations and take appropriate action**

- 2.1 Factors that may adversely affect the safety and security of an aviation workplace are identified
- 2.2 Relevant information concerning the safety and security of an aviation workplace is recognised and interpreted, and timely action is taken
- 2.3 Risks to workplace safety and security are recognised and appropriate action is taken to control the risk
- 2.4 Changes to workplace environment and related risks are monitored and managed to ensure a safe outcome to workplace operations
- 2.5 Safe alternative plan of action is formulated and implemented as required in response to changed circumstances and risks

#### **3 Set priorities and manage work tasks**

- 3.1 Task priorities are set and workload is organised to ensure completion of all assigned tasks relevant to the safety and security of the workplace
- 3.2 Appropriate tasks are prioritised and implemented to maintain ongoing workplace operations and to achieve workplace objectives
- 3.3 Relevant information is accessed and applied to ensure the safety and security of an aviation workplace when

|          |                                                           |                                                                                                                                                                                                               |
|----------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                           | completing workplace tasks                                                                                                                                                                                    |
|          | 3.4                                                       | Critical safety and essential security workplace tasks are prioritised over routine activities and completed in accordance with workplace procedures, checklists, and legislative and regulatory requirements |
|          | 3.5                                                       | Symptoms of fatigue are recognised and appropriate action is taken to reduce its effects                                                                                                                      |
| <b>4</b> | <b>Work with others in managing situational awareness</b> |                                                                                                                                                                                                               |
|          | 4.1                                                       | Communications with relevant personnel are undertaken in an effective and efficient manner to achieve situational awareness and to meet all requirements for the safety and security of the workplace         |
|          | 4.2                                                       | Team members and others in the workplace are encouraged to participate in and contribute to, the safety and security of the workplace                                                                         |
|          | 4.3                                                       | Effective interpersonal skills are used when working with others to maintain awareness, and the safety and security of the workplace                                                                          |
|          | 4.4                                                       | Appropriate action is taken in conjunction with others to cooperatively correct any identified unsafe and/or insecure situations                                                                              |

## 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.

- Factors that may adversely affect the safety and/or security situation of an aviation workplace must include one or more of the following:
- breaches of security regulations and procedures
  - changes in wind and weather conditions
  - equipment exceeding nominated operating parameters and tolerances
  - equipment or facility breakdown, malfunction or failure
  - moving vehicles and aircraft in the workplace environs
  - persons committing criminal or unlawful acts of interference with aviation

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                           | <ul style="list-style-type: none"><li>• poor housekeeping</li><li>• safety hazards in the workplace such as rotating equipment and propellers, jet blast, slippery surfaces, exposed electrical leads and connections, and toxic materials</li><li>• security threats</li><li>• workplace emergency such as a fire, flood, chemical/toxic spill, crash or personnel injury</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Indications of an unsafe or insecure situation must include one or more of the following: | <ul style="list-style-type: none"><li>• deteriorating or faulty equipment or facility performance obtained through routine equipment and facility checks</li><li>• emergency sirens and alarms</li><li>• equipment exceeding or about to exceed operating parameters and tolerances</li><li>• poorly maintained workplace and related facilities</li><li>• observation and recognition of a security threat</li><li>• observed breaches of security regulations and procedures</li><li>• observed rubbish and untidiness in the workplace</li><li>• persons acting suspiciously</li><li>• recognition of safety hazards in the workplace and/or breaches of safety policies and procedures</li><li>• warning signs and visual/audible signals indicating hazards arising from moving vehicles and/or aircraft in the workplace</li><li>• weather and other meteorological information that indicates a potential threat to workplace operations and/or personnel in the workplace</li></ul> |
| Information must include one or more of the following:                                    | <ul style="list-style-type: none"><li>• approved workplace checklists</li><li>• conditions of service, legislation and industrial agreements including workplace agreements and awards</li><li>• emergency procedures</li><li>• equipment facility performance specifications/charts</li><li>• induction and training materials</li><li>• local instructions for the aviation workplace concerned</li><li>• operations manuals</li><li>• relevant approved aviation publications</li><li>• relevant regulations for the aviation workplace concerned</li><li>• safety and security policies, procedures and guidelines</li><li>• weather and meteorological information, charts, advice and forecasts</li><li>• workplace procedures and instructions, and job specifications</li></ul>                                                                                                                                                                                                     |
| Legislative and regulatory requirements must include one or more of the following:        | <ul style="list-style-type: none"><li>• Civil Aviation Act</li><li>• relevant Australian Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders pertaining to the aviation workplace concerned</li><li>• relevant Australian Standards</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

- relevant health, food handling and hygiene legislation
- relevant International Air Transport Association (IATA) regulations
- relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) for the aviation workplace concerned
- relevant security regulations
- relevant national and state/territory work health and safety (WHS)/occupational health and safety (OHS) legislation
- relevant state/territory environmental protection legislation

## Unit Mapping Information

This unit replaces and is equivalent to AVIZ1005B Maintain basic situational awareness in the aviation workplace.

## 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 AVIZ1005 Maintain basic situational awareness in an aviation workplace

## 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 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
- interpreting and following operational instructions and prioritising work
- 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
- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment conforming to industry and WHS/OHS 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:

- communication procedures and protocols
- people to consult about maintaining situational awareness:
  - airline personnel and managers
  - aviation passengers
  - contractors
  - other workplace personnel and managers
  - emergency services personnel
  - relevant human resources staff
  - relevant technical staff
  - safety personnel
  - security personnel
  - workplace visitors
- procedures for maintaining situational awareness
- relevant safety, security and environmental regulations, policies, procedures and rules and any other relevant regulatory requirements
- safety and security hazards and risks that may be identified in an aviation workplace and ways of controlling identified hazards and associated risks
- safety and security problems that may be identified when maintaining and managing situational awareness and action that can be taken to overcome these problems
- weather information and its implications for workplace operations.

## 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.

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

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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