



**Australian Government**

# **AVIF3012A Apply relevant laws and regulations to the operation of an aerodrome**

**Release 1**

# **AVIF3012A Apply relevant laws and regulations to the operation of an aerodrome**

## **Modification History**

Release 1. This is the first release of this unit.

This unit replaces and is equivalent to AVIF3011B Apply relevant laws and regulations to the management of an aerodrome.

## **Unit Descriptor**

This unit involves the skills and knowledge required to ensure compliance with regulations and policies applicable to aerodrome operations and includes compliance with relevant regulatory requirements, legal obligations, and pertinent local laws and regulations.

## **Application of the Unit**

Work must be carried out in compliance with the relevant regulatory requirements of the Civil Aviation Safety Authority (CASA).

Use for Australian Defence Force (Defence) Aviation is to be in accordance with relevant Defence Orders and Instructions.

Work is performed under limited supervision.

Work involves the application of relevant regulations, principles, policies and protocols when carrying out tasks and work activities as part aerodrome operations. All activities are carried out in accordance with relevant organisational policy and workplace procedures.

## **Licensing/Regulatory Information**

Legislative/regulatory and/or personnel licensing/certification requirements are applicable to this unit.

## **Pre-Requisites**

Nil.

## **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

- |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Apply relevant regulations and legal obligations</b> | <p>1.1 Sources of information on regulatory requirements and legal obligations relevant to aerodrome operations are identified and accessed in accordance with workplace procedures</p> <p>1.2 An understanding of regulatory requirements and legal obligations relevant to aerodrome operations is developed and applied to day-to-day work at an aerodrome</p> <p>1.3 Compliance with regulatory requirements is maintained in accordance with the operations of an aerodrome</p>                                                                                            |
| <b>2 Apply relevant local laws and regulations</b>        | <p>2.1 Regulations and local instructions relevant to the work activities of personnel are correctly identified and appropriate action is taken in day-to-day work to ensure compliance where applicable</p> <p>2.2 Regulations and local instructions relevant to the work activities of personnel are correctly identified and appropriate action is taken in day-to-day work to ensure compliance where applicable</p> <p>2.3 Relevant documentation and reports are prepared and processed in accordance with workplace procedures and relevant regulatory requirements</p> |

## Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

### Required knowledge:

- Aerodrome layout, including access routes
- Basic features and characteristics of aerodrome lighting systems
- Operation of airband radio equipment as used to communicate with air traffic control (ATC) and/or pilots
- Physical characteristics of aircraft
- Problems, safety hazards and risks that may exist in the operation of an aerodrome and related risk assessment/management measures that may need be taken
- Purpose and application of:
  - aerodrome markers, markings and aerodrome lighting
  - Method of Working Plan (MOWP)
- Relevant information/documents:
  - Aerodrome Emergency Plan (AEP) and procedures to be followed for each airport emergency
  - Aerodrome Manual
  - Aerodrome safety management system (SMS) and safety/security policies and principles of risk assessment and risk management
  - Aerodrome standard operating procedures, instructions and job specifications
  - Aerodrome Transport Security Plan (TSP)
  - Aeronautical Information Publication (AIP)
  - AIP – En Route Supplement Australia (ERSA)
  - AIP – Departure and Approach Procedures (DAP)
  - AIP Supplements (AIP-SUP)
  - Airline timetables
  - Airside Driver's Handbook and/or airside driving requirements for aerodromes
  - Australian Standards
  - Aeronautical Information Circulars (AICs)
  - Civil Aviation Safety Authority Advisory Publications (CAAP) and Advisory Circulars (AC)
  - 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)
- Manufacturer specifications for equipment used in the workplace
- Notices to Airmen (NOTAM)
- Operational checklists
- Plans and maps
- Relevant forms and databases
- Safety data sheets (SDS) for hazardous materials
- Wildlife Hazard Management Plan
- Workplace procedures
- Relevant legislative and regulatory requirements relating to operating an aerodrome
- Requirements for completing relevant documentation and/or incident reporting
- Reporting procedures
- Safety distances required:
  - from an aircraft wingtip to objects including other aircraft
  - for transfer of hazardous materials
- Workplace procedures for applying relevant laws and regulations to the operation of an aerodrome
- Weather information and its implications for workplace operations

### **Required skills:**

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Apply relevant systems such as aerodrome Safety Management System (SMS) and procedures to assess and/or mitigate risk that might arise in operating an aerodrome
- Communicate effectively with others when applying relevant laws and regulations to the operation of an aerodrome
- Complete documentation related to operating an aerodrome
- Identify and correctly use equipment required for operating an aerodrome
- Implement WHS/OHS procedures and relevant regulations
- Interpret and follow operational instructions and prioritise work
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments

- Operate electronic communication equipment to required protocol:
  - computer
  - radio/s
  - telephone
- Read and interpret instructions, regulations, procedures and other information relevant to applying laws and regulations to the operation of an aerodrome
- Select and use required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- Work collaboratively with others when operating an aerodrome
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement.

### **Context of and specific resources for assessment**

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- access to an appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

### **Method of assessment**

Assessment of this unit must be undertaken by a registered training organisation.

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests.

Practical assessment must occur in an appropriate range of situations in the workplace.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aerodromes may include:                                    | <ul style="list-style-type: none"> <li>• certified aerodromes</li> <li>• Defence aerodromes</li> <li>• joint-user aerodromes</li> <li>• registered aerodromes</li> <li>• other (unclassified) aerodromes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Regulatory requirements and legal obligations may include: | <ul style="list-style-type: none"> <li>• Airports (Protection of Airspace) Regulations</li> <li>• Airports (Control of On-Airport Activities) Regulations</li> <li>• Civil Aviation Safety Regulations (CASRs)</li> <li>• Defence Orders and Instructions</li> <li>• electrical codes and regulations</li> <li>• environmental sustainability</li> <li>• equal opportunity</li> <li>• International Civil Aviation Organization (ICAO) standards and recommended practices (SARPs)</li> <li>• licensing</li> <li>• Manual of Standards (MOS Part 139 - Aerodromes)</li> <li>• work health and safety (WHS)/occupational health and safety (OHS) and environmental, procedures and regulations including Drug and Alcohol Management Plan (DAMP)</li> <li>• workplace relations</li> <li>• wildlife management (including culling)</li> </ul> |
| Persons to be notified of breaches may include:            | <ul style="list-style-type: none"> <li>• air traffic controllers</li> <li>• airline personnel and managers</li> <li>• Civil Aviation Safety Authority personnel</li> <li>• contractors</li> <li>• emergency services personnel</li> <li>• freight handlers</li> <li>• relevant human resources staff</li> <li>• relevant technical staff</li> <li>• safety personnel</li> <li>• security personnel</li> <li>• union representatives</li> <li>• other aerodrome personnel and managers</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| Workplace procedures may include:                          | <ul style="list-style-type: none"> <li>• airside driving rules</li> <li>• company procedures</li> <li>• enterprise procedures</li> <li>• organisational procedures</li> <li>• standard operating procedures (SOPs)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Workplace may include:

- aerodrome environs
- airside
- entire aerodrome
- landside
- offices

## **Unit Sector(s)**

Not applicable.

## **Competency Field**

F - Safety Management