



Australian Government

MEA103 Plan and organise aviation maintenance work activities

Release: 1

MEA103 Plan and organise aviation maintenance work activities

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires the application of work planning and organising principles that are applied within the framework of defined single or multiple aviation maintenance tasks that involve one or more individuals. Tasks may be performed during scheduled or unscheduled maintenance performed on flight line/tarmac, in hangars and in component workshops. It is applicable to all Aeroskills maintenance training pathways and is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA) during scheduled or unscheduled maintenance.

Where a CASA licensing outcome is sought this unit forms part of the CASA requirement for the granting of the chosen maintenance certification licence under Civil Aviation Safety Regulation (CASR) Part 66, in accordance with the licensing provisions in the Companion Volume Implementation Guide.

Pre-requisite Unit

MEA101	Interpret work health and safety practices in aviation maintenance
MEA105	Apply quality standards applicable to aviation maintenance practices
MEA107	Interpret and use aviation maintenance industry manuals and specifications
MEA108	Complete aviation maintenance industry documentation

Competency Field

Aviation maintenance

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

essential outcomes.

demonstrate achievement of the element.

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|----|-----------------------------|-----|---|
| 1. | Identify task requirements | 1.1 | Task requirements are determined or confirmed, and clarified to ensure correct interpretation of specifications or requirements |
| 2. | Plan steps to complete task | 2.1 | Task is interpreted and relevant steps are identified to ensure efficient conduct of work to meet specifications in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices |
| | | 2.2 | Steps are planned in conjunction with the work of other personnel to allow achievement of practical outcomes in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices |
| | | 2.3 | Human factors are allowed for in planning of steps |
| 3. | Organise work | 3.1 | Work activity is organised with other involved personnel, allowing for relevant human factors and using relevant communication processes to ensure safe and appropriate sequencing of tasks, including observance of all relevant work health and safety (WHS) requirements and the use of material safety data sheets (MSDS) |
| | | 3.2 | All necessary documentation related to job planning and progress is completed and recorded in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices |

Foundation Skills

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Unit Mapping Information

Release 1 – equivalent to MEA103B Plan and organise aviation maintenance work activities

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>

Assessment Requirements for MEA103 Plan and organise aviation maintenance work activities

Modification History

Release 1 - New unit of competency

Performance Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria under the specified conditions of assessment, and must include:

- the interpretation of information relating to the work activity from a range of industry manuals, industry and enterprise regulations and industry documentation
- consideration of WHS regulations/precautions specific to the work activity and others working in the vicinity of the planned work activity, particularly with regard to electricity, gases (especially oxygen), oils and chemicals
- the use of MSDS
- the application of human factors in planning maintenance activities.

The relationship between broader planning and organising requirements and service specific procedures must be clearly linked.

Knowledge Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- the impact of human factors on the safe and effective performance of maintenance on aircraft and aircraft components
- MSDS
- the types of servicings performed on aircraft, i.e. scheduled and unscheduled maintenance activities, and their impact on planning aviation work activity
- aircraft reference numbering systems as an aid to organising effective work activity in terms of related tasks and inspection/servicing zones.

Assessment Conditions

- Competency should be assessed in the work environment or by use of simulated activities, covering planning and organising situations applicable in the aircraft maintenance environment.
- This unit must be related in its assessment and application to all other units, particularly those that apply to the actual maintenance of aircraft.

- Evidence of underlying knowledge and skills associated with the general application of planning and organising while allowing for relevant human factors and WHS requirements is required to supplement evidence of ability to integrate these processes in conjunction with other personnel in the workplace.
- The following conditions of assessment represent the requirements of the Regulators (ADF and CASA) and maintenance stakeholders and must be rigorously observed.
- A person cannot be assessed as competent until it can be demonstrated to the satisfaction of the workplace assessor that the relevant elements and performance criteria of the unit of competency are being achieved under routine supervision on single and multiple tasks involving more than one person. This shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry Evidence Guide (for details refer to the Companion Volume Implementation Guide).
- Assessors must satisfy the requirements of the National Vocational Education and Training Regulator (Australian Skills Quality Authority, or its successors).
- Where the unit is to be used for CASA licensing purposes the Assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

Links

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