



Australian Government

MEA108 Complete aviation maintenance industry documentation

Release: 1

MEA108 Complete aviation maintenance industry documentation

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires application of skills and knowledge relating to the requirements for the completion and processing of documentation during, and on completion of, aviation maintenance activities and is applicable to all Aeroskills training pathways during scheduled or unscheduled maintenance.

The unit is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

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

MEA105 Apply quality standards applicable to aviation maintenance processes

Competency Field

Aviation maintenance

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|----------------------------|--|
| 1. Interpret documentation | 1.1 Documentation requirements are determined and accessed, where necessary, from relevant sources in accordance with regulatory and enterprise procedures |
| | 1.2 Information contained in existing documentation is interpreted correctly and, where necessary, requirements carried out in accordance with regulatory and enterprise |

			procedures
2.	Complete documentation	2.1	Information requirements for new documentation or updating of existing documentation are determined to allow for accurate completion of records
		2.2	Documentation is completed accurately and clearly to enable information to be easily read or interpreted
3.	Store and distribute documentation	3.1	All procedures for storing and distributing documentation are followed to ensure ready access when required in accordance with regulatory and enterprise procedures

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.

Documentation includes:	• Maintenance logs, overhaul test/check sheets, job history sheets, traveller cards, maintenance reports, irregularity reports, serviceable tags or removal tags • Material safety data sheets (MSDS) or material record sheets
Regulatory and enterprise procedures are found in:	• Civil Aviation Regulations (CARs) or Civil Aviation Safety Regulations (CASRs) • Maintenance organisation manuals • Procedures manuals • Work instructions • Quality manuals • Safety manuals • Applicable Defence Regulations and instructions • Standing instructions

Unit Mapping Information

Release 1 – equivalent to MEA108B Complete aviation maintenance industry documentation

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 MEA108 Complete aviation maintenance industry documentation

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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:

- identification and accurate completion of industry documentation associated with aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports
- handling industry documentation appropriately to ensure that records are accurately processed, forwarded and/or stored as required by industry and enterprise regulations.

It is essential that information generated in the process of completing paperwork is in a form which is acceptable to the workplace environment and regulatory requirements in accordance with the relevant aircraft publications/maintenance regulations/orders and standards and practices.

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:

- maintenance practice terminology and the associated relationship with industry documentation, i.e. scheduled and unscheduled servicing, aircraft/component lifing, i.e. on condition, life expired, throwaway, repair and overhaul.

Assessment Conditions

- Competency should be assessed in the work environment, or by use of simulated activities, covering the interpretation, use and completion of aircraft maintenance documentation in the maintenance environment in accordance with relevant aircraft publications/maintenance regulations/orders and standards and practices.
- This unit must be linked in its assessment and application to those that apply to the actual maintenance of aircraft.
- Evidence of underlying knowledge and skills associated with the interpretation and completion of paperwork is required to supplement evidence of appropriate levels of literacy and numeracy, associated with presenting clear and concise information.
- 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 at least one type of documentation from each of the following groups:
 - maintenance logs, overhaul test/check sheets, job history sheets, traveller cards, maintenance reports, irregularity reports, serviceable tags or removal tags
 - MSDS or material record sheets.
- 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).
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