



Australian Government

MEA108 Complete aviation maintenance industry documentation

Release: 1

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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.

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| Documentation includes: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>