



Australian Government

MEA111 Perform administrative processes to prepare for certification of civil aircraft maintenance

Release: 1

MEA111 Perform administrative processes to prepare for certification of civil aircraft maintenance

Modification History

Release 1 - New unit of competency

Application

This is one of the units of competency that must be attained to progress from Aircraft Maintenance Engineer (AME) to the grant of a maintenance certification licence under Civil Aviation Safety Regulation (CASR) Part 66, in accordance with the Part 66 Manual of Standards. It covers the competencies required to correctly interpret and apply Civil Aviation Safety Authority (CASA) airworthiness and certification requirements during aircraft scheduled or unscheduled maintenance.

The skills and knowledge covered by the units of competency at Certificate IV level listed in the MEA Aeroskills Training Package for the qualification leading to the applicable maintenance certification licence sought are prerequisite to the attainment of the elements of competency specified in this unit. This includes full coverage of the CASR Part 66 Avionics or Mechanical Syllabus subjects/topics listed in the Part 66 Manual of Standards.

Applications include all maintenance tasks that require certification by a Licensed Aircraft Maintenance Engineer (LAME).

Pre-requisite Unit

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. Determine the registration status of an aircraft | 1.1 Registration status is determined in accordance with CASR Part 47 |
| | 1.2 The person responsible for airworthiness and maintenance control is identified |
| 2. Determine eligibility to | 2.1 Eligibility to certify in terms of licence privileges is |

certify the completion of aircraft maintenance activities		established in accordance with CASR Parts 42, 145 and 66
	2.2	Eligibility to certify in terms of the Aviation Maintenance Organisation (AMO) Class/Rating is established in accordance with CASR Part 145 and Part 42 Subpart F
3. Prepare for return of aircraft to service	3.1	Completion of all scheduled and unscheduled maintenance activities is coordinated in accordance with CASR Parts 42 145, 66 and the approved maintenance program
	3.2	The requirement for a maintenance test flight is determined
	3.3	Documentation is prepared for return of aircraft to service in accordance with CASR Part 42 and/or 145 and the approved maintenance program
4. Compile and process maintenance documentation and reports	4.1	Maintenance documentation is raised and compiled for certification
	4.2	Configuration management procedures are applied
	4.3	Maintenance-related reports are compiled and processed
	4.4	Technical communication activities, both oral and written, are performed

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.

Note

Range statements listed below are numbered to facilitate precise specification of the assessment requirements included in the Assessment Conditions

Certification tasks

The competency applies to the certification of aircraft maintenance activities, including:

1. Scheduled maintenance
2. Unscheduled maintenance
3. Configuration changes
4. Modification incorporation
5. Repairs

In performing Tasks 1 to 5, knowledge is to be applied with regard to airworthiness regulatory systems and Australian legislation, and the application of compliance requirements in the performance, recording and certification of maintenance activities, as follows:

6. International and national regulatory bodies and recognition agreements, including bilateral agreements
7. Australian airworthiness regulatory bodies and the legislative framework
8. The basis of airworthiness certification and determination of non-conformity
9. Procedures for release of aircraft to service following maintenance, including the determination of the requirement for a maintenance test flight
10. Procedures for certification of scheduled and unscheduled maintenance activities
11. Procedures for certification of the incorporation of modifications
12. Procedures for certifying the completion of repairs
13. Determining and applying configuration management procedures, including the weighing of aircraft and the determination of the centre of gravity
14. Compiling and processing service difficulty reports
15. Compiling and processing technical investigation reports
16. Compiling and processing condition reports
17. Orally communicating on technical and airworthiness compliance topics
18. Communicating in writing on technical and airworthiness compliance issues

Unit Mapping Information

Release 1 – equivalent to MEA111C Perform administrative processes to prepare for certification of civil aircraft maintenance

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 MEA111 Perform administrative processes to prepare for certification of civil aircraft maintenance

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Performance Evidence

It is essential that airworthiness compliance requirements are interpreted and fully applied without error.

Evidence is required of underlying knowledge and skills associated with the application of airworthiness legislation and compliance requirements, along with evidence of appropriate levels of English literacy and oral expression associated with presenting clear and concise information.

Skills must be demonstrated in:

- describing and applying the requirements applicable to the privileges of their authority
- application of Airworthiness Directive (AD) requirements under CASR Part 39
- application of maintainers' responsibilities under CASR Parts 42, 66 and 145
- compliance with CASR Part 45 Subpart D
- application of aviation maintenance personnel licensing requirements under CASR Part 66
- application of requirements related to conduct and issue of maintenance certifications and Certificates of Release to Service for the aircraft or aeronautical product under CASR Parts 42, 66 and 145
- demonstrating a familiarity with requirements related to the tasks and functions they may perform
- demonstration of literacy and oral expression skills required for clear written and oral communication.

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:

- AD requirements under CASR Part 39
- maintainers' responsibilities under CASR Parts 42, 66 and 145
- aircraft registration and markings under CASR Parts 45–47
- aviation maintenance personnel licensing requirements under CASR Part 66
- continuing airworthiness requirements under CASR Part 42
- maintenance organisations requirements under CASR Part 42 Subpart F and Part 145
- design organisations under CASR Part 21 Subpart J
- Maintenance Training Organisations (MTO) under CASR Part 147.

Assessment Conditions

- Competency should be assessed in the work environment under supervision but without intervention for the purpose of Log entries, and/or by use of simulated activities in a CASR Part 147 MTO, covering the interpretation and application of airworthiness control and certification requirements.
- The following conditions of assessment represent the requirements of CASA 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 supervision without intervention on a range of tasks fully representative of Groups 1 to 18 in the Range of Conditions. The body of evidence for this unit may be collected and logged during simulated activities at the CASR Part 147 MTO and/or performance during supervised workplace activities, such as Practical Consolidation of Training (PCT) assessments.
- Knowledge must also be demonstrated of the concept of airworthiness that underpins the legislative framework and compliance requirements.
- The Assessor must meet the criteria specified in the CASR Part 147 Manual of Standards.

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