



Australian Government

MEA120 Manage an aviation maintenance quality system

Release: 3

MEA120 Manage an aviation maintenance quality system

Modification History

Release 2.1 Equivalent to MEA120 Manage an aviation maintenance quality system. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA120 Manage an aviation maintenance quality system. Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to apply quality system concepts and management procedures in an aviation maintenance organisation, including when setting up a quality process and monitoring and evaluating quality processes in a quality system during scheduled and unscheduled maintenance. Work may be performed individually or as part of a team.

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).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Aviation maintenance management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish aviation maintenance quality processes	1.1 Identify and evaluate organisational structure, work processes and outcomes for application to quality processes 1.2 Develop operating procedures, job descriptions, and supporting documentation 1.3 Establish and document quality control processes and

ELEMENTS	PERFORMANCE CRITERIA
	checks
	1.4 Identify aviation regulatory instructions and policies relevant to quality system, and incorporate them into system processes and documentation
	1.5 Allocate and communicate personnel roles and responsibilities in quality system
2. Monitor quality processes in aviation quality system	2.1 Conduct quality control checks according to organisational policy and procedures
	2.2 Identify and analyse non-compliances and initiate required responses according to air safety management guidelines
3 Evaluate quality processes in aviation quality system	3.1 Record evaluation outcomes according to regulatory and organisational requirements
	3.2 Report evaluation outcomes to designated personnel according to organisational policy and procedures

Foundation Skills

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

Unit Mapping Information

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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 MEA120 Manage an aviation maintenance quality system

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- manage an aviation maintenance quality system on at least one occasion, demonstrating:
 - research, analysis and application of legislative requirements, regulations, air safety management guidelines, and organisational policies, procedures and guidelines
 - leadership skills
 - oral and written communication skills sufficient to communicate:
 - system information to designated personnel
 - personnel roles and responsibilities
 - monitoring and evaluation of quality processes in the system in line with inspection and audit procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key components of organisational policies and procedures and air safety management guidelines relating to managing an aviation maintenance quality system found in:
 - maintenance organisation manuals
 - maintenance organisation expositions
 - procedures manuals
 - work instructions
 - quality manuals
 - safety manuals
 - relevant aviation safety regulations
 - specific aircraft/equipment maintenance manuals
 - inspection schedules and worksheets
- key requirements of organisational policies, procedures and guidelines relating to managing an aviation maintenance quality system, including:
 - quality system inspection and audit procedures, including recording and reporting procedures

- authorisation and re-authorisation procedures
- organisational and aviation industry regulatory requirements in monitoring and assessing quality in the aviation maintenance environment, including:
 - relevant aviation safety regulations
 - overseas regulations relating to aviation quality systems, such as Federal Aviation Regulations or European Aviation Safety Regulations
- aviation maintenance quality system requirements, including:
 - principles and management procedures
 - audit and review requirements and processes
- federal and state or territory work health and safety (WHS) legislation applicable within quality system.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations.

The candidate must be permitted to refer to relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials.

The candidate must have access to:

- tools, equipment, and materials required to demonstrate the performance evidence above
- documentation required to demonstrate the performance evidence above, including:
 - operating procedures
 - job descriptions
 - supporting documentation, including:
 - maintenance personnel authorisation workbooks
 - duty statements
 - standing instructions.

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability may be gathered through direct observation, supervisor's reports, project work, samples and questioning.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

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.

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