



Australian Government

MEA123 Manage aviation maintenance work environment policy and practices

Release: 2

MEA123 Manage aviation maintenance work environment policy and practices

Modification History

Release 2. Equivalent to MEA123 Manage aviation maintenance work environment policy and practices. Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to apply required regulations and organisational policies and procedures when planning, developing, and implementing aviation maintenance work practices. Work may be performed individually or as part of a team.

The unit applies to aviation maintenance work undertaken during scheduled and unscheduled maintenance in aviation maintenance workshops, aircraft hangars, and on flight lines. 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. Plan aviation maintenance work practices, policies and programs	1.1 Plan work practices and policies that seek to maintain the safety and wellbeing of others and comply with legislation, rules and regulations 1.2 Seek guidance from required authorities in line with workplace requirements

ELEMENTS**PERFORMANCE CRITERIA**

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| | 1.3 Prepare plans for implementing corrective action to remedy identified deficiencies |
| | 1.4 Plan learning programs to provide personnel with the knowledge and skills required to maintain a safe working environment |
| 2. Control the development and implementation of aviation maintenance work practices | 2.1 Develop and implement work practices according to work health and safety (WHS) requirements and industrial agreement provisions |
| | 2.2 Analyse employment conditions and apply in the work context |
| | 2.3 Inform employees of their obligations and rights under legislation and the organisation's conditions of employment |
| | 2.4 Maintain quality standards in work practices as required by regulations and instructions |
| | 2.5 Communicate work practices to aviation personnel in a professional manner and identify performance difficulties |
| 3. Implement work environment policy and practices | 3.1 Delegate responsibility for implementing policies and practices for a clean, safe and healthy work environment to personnel according to regulatory requirements and organisational policy and procedures |
| | 3.2 Modify reporting systems practices where required to incorporate improvements in maintaining a safe, clean and healthy work environment |
| | 3.3 Modify work practices and procedures on the basis of incident analysis statistics to reduce/eliminate the causative factors |
| 4. Conduct investigations into injuries and related claims | 4.1 Initiate injury reports and associated claim investigations in the shortest possible time after an incident and according to legislative, regulatory and organisational requirements |
| | 4.2 Analyse injury and claim statistics to determine causes and prevent recurrence |

Foundation Skills

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

Unit Mapping Information

Release 2. Equivalent to MEA123 Manage aviation maintenance work environment policy and practices.

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 MEA123 Manage aviation maintenance work environment policy and practices

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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:

- analyse the work environment, and develop and implement aviation maintenance work practices, policies and programs that support the effective performance of personnel, plant and machinery in work areas during scheduled or unscheduled maintenance in an aviation maintenance workshop, aircraft hangar or flight line.

During the course of the above work, the candidate must:

- demonstrate effective communication and problem-solving skills
- comply with required legislation, rules and regulations, including work health and safety (WHS) requirements
- manage the work environment by delegating responsibilities to designated personnel.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- federal, state or territory WHS legislation relating to work activities described in the performance evidence
- organisational WHS policies, rules and procedures relating to personnel, plant and machinery
- airworthiness regulations and associated documentation relating to workplaces and work practices
- impact of aspects of the aviation maintenance work environment on work practices, including:
 - lighting
 - noise
 - atmospheric contamination
 - physical hazards
 - chemical materials
 - enclosed spaces.

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 encountered during the management of an aviation maintenance work environment in terms of policy and practice.

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
- personnel, plant, and machinery required to demonstrate the performance evidence above.

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 can 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.

Links

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