



Australian Government

MEA135 Use computers in aviation maintenance-related integrated logistic support activities

Release: 3

MEA135 Use computers in aviation maintenance-related integrated logistic support activities

Modification History

Release 2.1 Equivalent to MEA135 Use computers in aviation maintenance-related integrated logistic support activities. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA135 Use computers in aviation maintenance-related integrated logistic support activities. Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to use the internet; and word processing, spreadsheet, database, and project planning software to perform tasks relating to integrated logistic support (ILS) activities associated with aviation maintenance. The work involves aircraft technical records, including standards; specifications; vendor data on materials, piece parts and components; and engineering data. The unit requires compliance with regulatory requirements relating to compiling and safeguarding data.

The unit applies to computer use during scheduled and unscheduled aviation maintenance. It 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

Integrated logistic support

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Use word processing software, spreadsheets and databases

PERFORMANCE CRITERIA

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

- 1.1 Draft correspondence, instructions and reports using word processing software for aviation maintenance-related integrated logistics support activity

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|---|
| | 1.2 Obtain data from spreadsheets used within the organisation and update spreadsheets |
| | 1.3 Develop a simple spreadsheet for a typical ILS-related application |
| | 1.4 Obtain data from databases used for maintenance-related ILS activities in the organisation, and populate databases in line with organisational requirements |
| 2. Use project-planning software | 2.1 Use project-planning software to plan a typical maintenance-related ILS task |
| | 2.2 Use project-planning software to monitor the progress of a task |
| | 2.3 Enter data into organisational maintenance task management software and use it as required |
| 3. Use the internet | 3.1 Obtain regulatory information from applicable internet websites |
| | 3.2 Obtain technical data from internet websites |
| 4. Maintain and store backup copies of data | 4.1 Determine required media for backup copies of data |
| | 4.2 Back up data and update backups as required by regulatory requirements, and organisational policies and procedures |
| | 4.3 Store backup copies of data according to regulatory requirements, and organisational policies 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 MEA135 Use computers in aviation maintenance-related integrated logistic support activities

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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:

- in compliance with regulatory, contract and organisational requirements, perform each of the following on at least one occasion during integrated logistic support (ILS) activities associated with aviation maintenance:
 - use word processing software for one of the following purposes:
 - correspondence
 - reports, including tables
 - instructions
 - develop and use a spreadsheet for one of the following purposes:
 - cost a maintenance task or proposed modification
 - assess the economic value of a proposed repair
 - cost a training program for maintenance personnel
 - manage items of aeronautical product on or off aircraft
 - manage life critical parts
 - manage a maintenance program
 - populate and obtain data from one of the following databases:
 - life cycle costing data
 - baselines for reliability, availability and maintainability
 - life support analysis record data
 - personnel task authorisations and training records
 - management of items of aeronautical product both on and off aircraft
 - management of life critical parts
 - maintenance programs
 - use project planning software for one of the following purposes:
 - plan an aircraft maintenance task
 - plan a modification program
 - plan a training program for maintenance personnel.

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

- back up and store data using required media
- use the internet to obtain regulatory and technical data
- apply regulatory and contract requirements and organisational protocols, policies and procedures
- demonstrate writing skills required to draft correspondence, reports and instructions.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- regulatory requirements, standards and specifications relating to compiling, using and safeguarding data in the maintenance-related ILS environment
- websites to access information on regulatory requirements, standards and specifications
- types of word processing software commonly used in the maintenance-related ILS environment
- types of project planning software and task management software used by aviation maintenance organisations
- methodology for developing and using spreadsheets
- contract requirements, regulatory requirements, and organisational protocols, policies and procedures for:
 - database usage in the maintenance-related ILS environment
 - using project planning software and the types of task management software used by aviation maintenance organisations
 - using internet search engines to obtain technical and commercial data
 - backing up and storing data, including suitable media
- regulatory requirements and organisational protocols, policies and procedures, including:
 - relevant aviation safety regulations
 - aviation maintenance organisation expositions
 - continuing airworthiness management organisation expositions
 - aircraft maintenance programs
 - quality manuals
 - procedures manuals
 - work instructions
 - standing instructions
 - maintenance management plan
 - applicable overseas airworthiness regulations, such as Federal Aviation Regulations and European Aviation Safety Regulations.

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 involving the use of computers in aviation maintenance-related ILS activities.

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 equipment and materials required to demonstrate the performance evidence above, including:

- a fully functioning computer with access to the internet
- software and hardware to perform the tasks described in the performance evidence.

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.

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