



**Australian Government**

# **MEA157 Complete aviation maintenance industry documentation**

**Release: 1**

# MEA157 Complete aviation maintenance industry documentation

## Modification History

Release 1. Supersedes and equivalent to MEA108 Complete aviation maintenance industry documentation. Revised as a result of changed prerequisites. Unit codes updated.

## Application

This unit of competency describes the skills and knowledge required to complete and process aircraft maintenance documentation in the maintenance environment in line with regulatory and organisational procedures and aircraft publications, maintenance regulations/orders, and standards and practices documentation.

The unit applies to documentation required during, and on completion of, aviation maintenance activities during scheduled and unscheduled 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

Aviation maintenance

## 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. Interpret aviation maintenance documentation | <p>1.1 Determine documentation requirements, and access required documentation from relevant sources according to regulatory and organisational procedures</p> <p>1.2 Review information relating to aviation maintenance activities in existing documentation</p> |

**ELEMENTS****PERFORMANCE CRITERIA**

- |                                                |                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 2. Complete aviation maintenance documentation | 2.1 Determine information requirements for new documentation or updating of existing documentation               |
|                                                | 2.2 Complete required documentation accurately and clearly according to regulatory and organisational procedures |
| 3. Process aviation maintenance documentation  | 3.1 Distribute completed documentation to designated stakeholders according to organisational procedures         |
|                                                | 3.2 Store completed documentation in an accessible manner and according to organisational procedures             |

**Foundation Skills**

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

**Unit Mapping Information**

Release 1. Supersedes and equivalent to MEA108 Complete aviation maintenance industry documentation.

**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 MEA157 Complete aviation maintenance industry documentation

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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:

- under routine supervision, prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports from each of the following two groups:
  - maintenance logs, overhaul test/check sheets, job history sheets, maintenance reports, and irregularity reports
  - safety data sheets (SDS) or material record sheets.

In providing evidence of the above, the candidate must:

- identify documentation requirements
- access documentation from relevant sources
- produce documentation that is accurate, clear, and easily read or interpreted
- demonstrate required levels of literacy and numeracy, associated with presenting clear and concise information
- distribute and store industry documentation in line with:
  - organisational and regulatory procedures
  - industry requirements, standards and practices
  - requirements of relevant aircraft publications.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational and regulatory procedures required to complete and process the aviation maintenance documentation detailed in the performance evidence found in:
  - Civil Aviation Regulations (CARs) or Civil Aviation Safety Regulations (CASRs)
  - aviation maintenance organisation manuals
  - procedures manuals
  - work instructions
  - quality manuals
  - safety manuals

- Defence regulations and instructions applicable to the maintenance activity
- standing instructions
- maintenance practice terminology and associated relationship with industry documentation, including scheduled and unscheduled servicing, aircraft/component lifting, i.e. on condition, life expired, throwaway, repair, and overhaul.

## 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.

Competency must be assessed in the work environment, or by use of simulated activities.

The candidate must have access to:

- aircraft maintenance documentation in the maintenance environment and aircraft publications, maintenance regulations/orders, and standards and practices documentation, as described in the performance evidence
- regulatory and organisational procedures relating to the completion and processing of that documentation.

This unit must be linked in its assessment and application to other units that apply to the actual maintenance of aircraft.

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry Evidence Guide (for details refer to the Companion Volume Implementation Guide).

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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