



**Australian Government**

# **MEACOM0011 Manage an aviation maintenance quality system**

**Release: 1**

# MEACOM0011 Manage an aviation maintenance quality system

## Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA120 Manage an aviation maintenance quality system.

## Application

This unit 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 Civil Aviation Safety Authority (CASA) and the Defence Aviation Safety Authority (DASA).

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

## 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 | <p>1.1 Identify and evaluate organisational structure, work processes and outcomes for application to quality processes</p> <p>1.2 Develop operating procedures, job descriptions, and supporting documentation</p> <p>1.3 Establish and document quality control processes and checks</p> <p>1.4 Identify aviation regulatory instructions and policies relevant to quality system, and incorporate them into system processes and documentation</p> <p>1.5 Allocate and communicate personnel roles and responsibilities in</p> |

| Elements                                                 | Performance Criteria                                                                                                                                                                                           |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes.                | Performance criteria describe the performance needed to demonstrate achievement of the element.                                                                                                                |
|                                                          | quality system                                                                                                                                                                                                 |
| 2. Monitor quality processes in aviation quality system  | 2.1 Conduct quality control checks according to organisational policy and procedures<br>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<br>3.2 Report evaluation outcomes to designated personnel according to organisational policy and procedures             |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret maintenance information and procedures.
- Oral and written communication skills to communicate:
  - system information to designated personnel
  - personnel roles and responsibilities.
- Numeracy skills to interpret technical information.

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

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA120 Manage an aviation maintenance quality system.

## 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 MEACOM0011 Manage an aviation maintenance quality system

## Modification History

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## Performance Evidence

There must be evidence the candidate has completed all the tasks outlined in the elements and performance criteria of this unit, and demonstrated 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
  - 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 systems.

## Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (DASA and CASA) and maintenance stakeholders and must be rigorously observed.

Skills must have been demonstrated under routine supervision in the workplace or in a simulated environment that reflects workplace conditions and contingencies, or a combination of both on- and off-the-job assessment. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace procedures, manufacturing specifications, codes, standards, manuals, and reference materials relevant to managing an aviation maintenance quality system
  - tools, equipment, and materials required to manage an aviation maintenance quality system
- documentation required to manage an aviation maintenance quality system, including:
  - operating procedures
  - job descriptions
  - supporting documentation, including:
    - maintenance personnel authorisation workbooks
    - duty statements
    - standing instructions.

Evidence of tasks demonstrating competency must be recorded in a log of industrial experience and achievement.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors. 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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