



Australian Government

MEACOM0012 Manage aviation maintenance work environment policy and practices

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA123 Manage aviation maintenance work environment policy and practices.

Application

This unit 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 and aircraft hangars and on flight lines.

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. 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 1.3 Prepare plans for implementing corrective action to remedy identified deficiencies 1.4 Plan learning programs to provide personnel with the knowledge and

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	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

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- 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 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 MEACOM0012 Manage aviation maintenance work environment policy and practices

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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:

- on at least two occasions, 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 work health and safety (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 (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 encountered in managing aviation maintenance work environment policy and practices, or a combination of 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, product and manufacturing specifications, codes, standards, manuals, and reference materials relevant to managing aviation maintenance work environment policy and practices
 - tools, equipment, and materials required to manage aviation maintenance work environment policy and practice
- personnel, plant, and machinery required to manage aviation maintenance work environment policy and practice.

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.

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