



Australian Government

MEACOM0022 Use computers in aviation maintenance-related integrated logistic support activities

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

Application

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

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

Integrated logistic support

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. Use software for aviation maintenance-related integrated logistics support activity	1.1 Use word processing software for aviation maintenance-related integrated logistic support activity 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

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	organisational requirements 1.5 Use the internet to research regulatory and technical information for maintenance-related ILS activities 1.6 Apply regulatory and contract requirements and organisational protocols, policies and procedures to activities
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. Maintain and store backup copies of data	3.1 Determine required media for backup copies of data 3.2 Back up data and update backups as required by regulatory requirements and organisational policies and procedures 3.3 Store backup copies of data according to regulatory requirements, and organisational policies and procedures

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 research regulatory and technical information.
- Writing skills to draft correspondence, reports and instructions.
- Numeracy skills to interpret and use data.
- Technology skills to use computer software.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA135 Use computers in aviation maintenance-related integrated logistic support activities.

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 MEACOM0022 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, and demonstrated 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.

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 (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. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a fully functioning computer with access to the internet
 - software and hardware to perform the tasks described in the performance evidence
 - documentation detailed in knowledge requirements

- modelling of industry operating conditions, including:
 - the use of computers in aviation maintenance-related ILS activities.

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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