



Australian Government

Department of Education, Employment and Workplace Relations

MEA120B Manage an aviation maintenance quality system

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Advanced Diploma training pathways. It covers the management of an aviation maintenance quality system in compliance with regulatory requirements.

Application of the Unit

This unit requires application of quality system concepts and management procedures within an aerospace maintenance organisation.

Applications include setting up a quality process and the monitoring and evaluation of quality processes within a quality system.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

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|---|---|
| 1. Establish a quality process | 1.1. Organisational structure, work processes and outcomes are identified and defined
1.2. Operating procedures, job descriptions and <i>supporting documentation</i> are developed
1.3. Quality control processes/checks are established and documented
1.4. <i>Aviation regulatory instructions/policies</i> are identified and incorporated into quality system processes and documentation
1.5. Personnel roles and responsibilities are allocated and communicated |
| 2. Monitor and evaluate quality processes within a quality system | 2.1. Quality control checks are conducted in accordance with <i>organisational policy and procedures</i>
2.2. Non-compliances are identified, analysed and appropriate responses initiated in accordance with air safety management guidelines
2.3. Outcomes are recorded and reported in accordance with organisational policy and procedures |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- leadership
- research and interpretation of regulations and guidelines
- written communication
- oral communication
- inspecting and auditing
- quality management

Required knowledge

Look for evidence that confirms knowledge of:

- enterprise authorisation and re-authorisation procedures
- organisational policy and procedures
- enterprise and industry regulatory requirements in monitoring and assessing quality in the aviation maintenance environment
- quality system audit and review requirements and processes
- relevant OHS legislation at state/territory and Commonwealth level
- quality management principles

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	A person who demonstrates competency in this unit must be able to apply quality system principles and applicable regulatory requirements in setting up a quality system process and monitoring the operation of the process within a quality system.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all tools, equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	Application of this unit may relate to: • scheduled or unscheduled maintenance • individual or team-related activities
Supporting documentation	Supporting documentation may include: • maintenance personnel authorisation workbooks • duty statements • standing instructions
Aviation regulatory instructions/policies	Aviation regulatory instructions/policies may include: • Civil Aviation Regulations (CARs) • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • AAP 7001.053 Technical Airworthiness Maintenance Manual • relevant overseas regulations, such as Federal Aviation Regulations or European Aviation Safety Regulations • OHS legislation (state/territory and Commonwealth)
Organisational policy and procedures	Organisational policy and procedures may include: • maintenance organisation manual • maintenance organisation exposition • procedures manuals • work instructions • quality manuals • safety manuals • defence instructions • Australian Air publications • Civil Aviation advisory publications and advisory circulars • specific aircraft/equipment maintenance manuals • inspection schedules and worksheets

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable