



Australian Government

Department of Education, Employment and Workplace Relations

MEA140A Supervise aviation maintenance teams and perform maintenance quality inspections

Release: 2

MEA140A Supervise aviation maintenance teams and perform maintenance quality inspections

Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit is part of Diploma and Advanced Diploma training pathways. It covers the competency required to supervise maintenance teams and perform maintenance quality inspections in the ADF airworthiness regulatory environment.

Candidates must have been appointed as a MQI or Independent Inspector in order to be assessed for this unit of competency.

Application of the Unit

This unit requires application of competencies relating to the management and supervision of aviation maintenance teams and the performance of maintenance quality inspections.

Applications include maintenance teams within the ADF and within contractor organisations maintaining ADF aircraft and items of aeronautical product.

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. Plan maintenance for teams | <p>1.1. Maintenance tasks are identified and interpreted from available maintenance in accordance with organisational procedures</p> <p>1.2. Workload is organised in order of priority taking into consideration all required tasks and specified timeframes</p> <p>1.3. Required resources are identified and obtained</p> <p>Tools and support equipment are checked for serviceability and currency of calibration applicable</p> |
| 2. Implement team maintenance activities | <p>2.1. Maintenance tasks are allocated to team members after consideration of individual qualifications and task authorisations</p> <p>2.2. Team members are clearly briefed on their responsibility and function in the task</p> <p>2.3. Team members are correctly authorised to operate the required items of ground test equipment</p> |
| 3. Provide guidance | <p>3.1. Guidance is provided to team members appropriate to the complexity or criticality of the maintenance task and the experience level of the individual</p> <p>3.2. Guidance is provided in determining the cause of complex faults or faults not covered in the maintenance manual fault diagnosis guides</p> |
| 4. Monitor and certify maintenance quality | <p>4.1. Activities are checked and personnel are guided to ensure that maintenance work is certified in accordance with the applicable documentation, policies and procedures</p> <p>4.2. Check inspections are performed on completed work or work stages and certified in accordance with regulatory requirements, policies and procedures</p> |
| 5. Perform human resource management activities at the supervisor level | <p>5.1. Human factors affecting job performance are identified and addressed</p> <p>5.2. The possibility of maintenance errors is minimised</p> <p>5.3. Sound teamwork is maintained through an awareness of contributing factors</p> <p>5.4. Sound employment relations are maintained</p> |
| 6. Perform workplace training tasks | <p>6.1 On-job training is delivered</p> <p>6.2. The Supervisor's Verification portion of the Workplace History Sheets (Section 6.2 of Industrial Experience and Achievement) is completed</p> <p>6.3. Expert witness verification of competency for workplace assessors is provided</p> <p>6.4. Opportunities for individuals to develop competencies are provided</p> |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- oral communication
- written communication
- planning
- supervision
- inspection
- advanced troubleshooting
- man management
- on-job training delivery
- application of OHS requirements in the workplace

Required knowledge

Look for evidence that confirms knowledge of:

- principles of supervision
- high level technical knowledge applicable to the job
- fault diagnosis techniques
- maintenance data and documentation
- regulations, policies and procedures relating to supervision and certification of maintenance
- human factors and guidelines
- equity, diversity and fraud
- Commonwealth and state/territory OHS legislation
- MSDS
- use of PPE
- confined space entry permits
- avoidance of maintenance errors
- National Aeroskills Training Package, including relevant competency units and training pathways
- The Log of Industrial Experience and Achievement, responsibility for making entries and responsibility for the certification of entries
- the role of supervisors in assisting workplace competency assessors
- techniques for delivery of on-job training
- relevant industrial awards and/or workplace agreements, or conditions of service

Evidence Guide

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 supervise work teams performing aviation maintenance tasks and certify maintenance quality/independent inspections. Individuals will need to have been appointed as an MQI or Independent Inspector before being assessed for competency in this Unit.

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, or a combination of both on and off the job. Where partial assessment occurs off the job an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working as a team leader. 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
Maintenance tasks	Maintenance tasks include: • scheduled maintenance • unscheduled maintenance • configuration changes • modification incorporation • repair • overhaul
Maintenance data or schedule	Maintenance data or schedule includes any or all of: • maintenance records • maintenance manuals • servicing schedules • computer maintenance data systems • service bulletins • special technical instructions • modification orders • repair instructions • observations and feedback from maintenance personnel and aircrew • internal work instructions or management directives
Required resources	Required resources may include: • personnel in required numbers with applicable experience, qualifications and task authorisation • spares • consumables • tools • special equipment • ground support equipment • PPE
Ground support and test	Ground support and test equipment may include:

equipment	• power carts • hydraulic rigs • pneumatic rigs • stands and docking • component test stands
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Guidance	Guidance may encompass: • damage assessment • assessment of repair cost effectiveness • assessment of replacement options
Applicable documentation, policies and procedures	The applicable documentation, policies and procedures include: • operating manuals • maintenance manuals • organisational policy manuals • quality manuals • safety manuals • MSDS • procedures manuals • work instructions • defence instructions and standards • standing instructions
Regulatory requirements	Regulatory requirements are found in: • AAP 7001.053 Technical Airworthiness Maintenance Manual • Commonwealth and state/territory OHS legislation
Human factors affecting job performance	Human factors affecting job performance may include: • individual health and disability • social psychology • time pressure and workload • the physical work environment
Actions to minimise maintenance errors may include:	Actions to minimise maintenance errors may include: • varying the extent of supervision according to the nature of the task and work conditions • allowance for qualification and experience levels within the team • allowance for human error and 'Murphy's Law' ('If something can go wrong, it will')
Sound employment relations	Sound employment relations include knowledge of: • relevant sections of industrial awards • content of enterprise agreements • conditions of employment and service that that apply to the particular workplace
On-job training	On-job training involves:

	the reinforcement of knowledge and skills gained in off-job training and guiding their application to specific on-job maintenance tasks
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Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable