

Name of Assessed Person:

Registration:

UNIT MEA113: Supervise Civil Aircraft Maintenance Activities and Manage Human Resources in the Workplace

1. Plan Maintenance for Teams	a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when using maintenance data or schedules	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when identifying required resources	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 1.1 Maintenance tasks are identified and interpreted from available **Maintenance Data or Schedules** in accordance with enterprise procedures.
- 1.2 Workload is organised in order of priority taking into consideration, where applicable, mandatory and optional maintenance tasks. Timeframes are taken into consideration when prioritising maintenance tasks.
- 1.3 Timeframes are taken into consideration when prioritising maintenance tasks.
- 1.4 **Required Resources** are obtained to facilitate planned maintenance tasks.

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2. Implement Maintenance for Teams	a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when providing guidance in maintenance activities	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 2.1 Maintenance tasks are allocated to appropriate team members with consideration of individual's experience and qualifications.
- 2.2 Personnel are clearly briefed on their responsibility and function in the team.
- 2.3 Team members are correctly authorised to operate the required items of ground support equipment.
- 2.4 Team members are instructed to observe WH&S requirements and all safety hazards are promptly identified and addressed.

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3. Provide Guidance	a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when providing guidance in maintenance activities	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when allowing for human factors affecting job performance	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when minimising the possibility of maintenance error	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 **Guidance** is provided to staff, appropriate to the maintenance task and individual's experience. This includes the communication of relevant maintenance data and procedures.
- 3.2 Guidance is readily available, in person as appropriate to the maintenance task.
- 3.3 Guidance is provided in determining the cause of difficult faults or faults not covered in maintenance manual fault diagnosis guides.

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4. Monitor Maintenance Quality		No. of Entries	1	2	3
		a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when using maintenance data or schedules	Ass. Sign.		
Ass. No.					
Date					
Simulated	Yes No		Yes No	Yes No	
b. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when providing guidance in maintenance activities	No. of Entries		1	2	3
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	
c. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when allowing for human factors affecting job performance	No. of Entries	1	2	3	
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	
d. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when minimising the possibility of maintenance error	No. of Entries	1	2	3	
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	

Performance Criteria:

- 4.1 Activities are checked and personnel are guided to ensure that maintenance is performed in accordance with the applicable documentation, policies and procedures.
- 4.2 Completed work including stages of maintenance are inspected for serviceability and prepared for certification on applicable documentation.

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5. Perform Human Resource Management Activities at the Supervisor Level		No. of Entries	1	2	3
		a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when allowing for human factors affecting job performance	Ass. Sign.		
Ass. No.					
Date					
Simulated	Yes No		Yes No	Yes No	
b. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when minimising the possibility of maintenance error	No. of Entries	1	2	3	
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	
c. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when applying employment relations at supervisor level	No. of Entries	1	2	3	
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	

Performance Criteria:

- 5.1 **Human Factors Affecting Job Performance** are identified and responded to.
- 5.2 **The Possibility Of Maintenance Errors** is minimised.
- 5.3 Sound teamwork is maintained through an awareness of contributing factors.
- 5.4 Sound **Employment Relations** are maintained.

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6. Perform Workplace Training Tasks	a. Apply the relevant elements and the performance criteria under supervision but without intervention on a maintenance supervision task that includes application across the Range of Conditions when delivering on-job training	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 6.1 On-job training is delivered through the reinforcement of knowledge and skills gained in off-job training and guiding their application to specific on-job maintenance tasks.
- 6.2 The Supervisor's **Confirmation** portion of the Workplace History Sheets (Section 3) of the Log of Industrial Experience and Achievement is completed.
- 6.3 Expert witness verification of competency for CASR Part 147 Maintenance Training Organisation (MTO) workplace assessors is provided when required organisation (MTO) Workplace Assessors is provided when required.

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Certification of Underpinning Knowledge and Skills to Supervise Civil Aircraft Maintenance Activities and Manage Human Resources in the Workplace

A person cannot be assessed as competent until it can be demonstrated to the satisfaction of the workplace assessor that the relevant elements of this unit of competency are being achieved under routine supervision on each type of system and on at least one (1) item of each group listed in the assessment conditions a) to c).

- using maintenance data or schedules
- identifying required resources
- providing guidance in maintenance activities
- allowing for human factors affecting job performance
- minimising the possibility of maintenance errors
- applying employment relations at supervisor level
- delivering on-job training.

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Evidence has been confirmed of the attainment of the following pre-requisite units of competency (as they are related to attainment of the elements of competency specified in this unit).	
*All Certificate IV Units (Avionics or Mechanical)	
*Note 1: "CASA licensing requirement that competency not be sought until all of the Cert IV units have been obtained."	
Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation.	
OR	
Assessment has been conducted to determine that the underpinning knowledge and skills have been achieved in accordance with the Competency Unit.	

Certification of Unit Completion

I certify that I have reviewed the certification of the elements for this competency unit and that all of the competency unit requirements have been met.

Signed: _____ **Assessor No.** _____ **MTO:** _____ **Date:** _____

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