

Name of Assessed Person:

Registration:

UNIT MEA112: Plan and Implement Civil Aircraft Maintenance Activities

1. Plan Aircraft Maintenance Activities		No. of Entries	1	2	3
		a. Determining maintenance requirements	Ass. Sign.		
Ass. No.					
Date					
Simulated	Yes No		Yes No	Yes No	
No. of Entries	1		2	3	
b. Identify personnel resource requirements	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	
	No. of Entries	1	2	3	
c. Identify resources and equipment required to perform maintenance tasks	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	
	No. of Entries	1	2	3	

Performance Criteria:

- 1.1 **Maintenance Requirements** are determined from applicable sources.
- 1.2 Maintenance tasks are analysed and prioritised.
- 1.3 **Resource Requirements** are identified and allocated to ensure the timely and efficient completion of maintenance tasks.
- 1.4 Maintenance tasks to be performed are recorded in a maintenance schedule in accordance with enterprise policy and procedures.

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2. Implement Aircraft Maintenance Activities		No. of Entries	1	2	3		
		a. Determining maintenance requirements	Ass. Sign.				
			Ass. No.				
			Date				
			Simulated	Yes No	Yes No	Yes No	
b. Identify personnel resource requirements	No. of Entries	1	2	3			
	Ass. Sign.						
	Ass. No.						
	Date						
	Simulated	Yes No	Yes No	Yes No			
c. Identify resources and equipment required to perform maintenance tasks	No. of Entries	1	2	3			
	Ass. Sign.						
	Ass. No.						
	Date						
	Simulated	Yes No	Yes No	Yes No			

Performance Criteria:

- 2.1 Roles and responsibilities of maintenance personnel are communicated and agreed.
- 2.2 **Resources and Equipment required to Perform Maintenance Tasks** are identified and arranged.
- 2.3 Regular liaison with maintenance personnel is maintained to ensure scheduled/unscheduled tasks are being completed and continuity is maintained.
- 2.4 Management/stakeholders are provided with **Regular Updates** on maintenance progress as required.
- 2.5 Maintenance activities are monitored to ensure compliance with **Prescribed Instructions, Policy, Procedures and/or Regulatory requirements**.
- 2.6 **Advice and Assistance with Maintenance Activities** is provided as required.
- 2.7 Maintenance problems are resolved in accordance with the approved maintenance data.
- 2.8 Proposed changes to the maintenance schedule are processed and negotiated with management/stakeholders.

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2. Cont'd Implement Aircraft Maintenance Activities	d. Resolve maintenance problems	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 2.1 Roles and responsibilities of maintenance personnel are communicated and agreed.
- 2.2 **Resources and Equipment required to Perform Maintenance Tasks** are identified and arranged.
- 2.3 Regular liaison with maintenance personnel is maintained to ensure scheduled/unscheduled tasks are being completed and continuity is maintained.
- 2.4 Management/stakeholders are provided with **Regular Updates** on maintenance progress as required.
- 2.5 Maintenance activities are monitored to ensure compliance with **Prescribed Instructions, Policy, Procedures and/or Regulatory requirements**.
- 2.6 **Advice and Assistance with Maintenance Activities** is provided as required.
- 2.7 Maintenance problems are resolved in accordance with the approved maintenance data.
- 2.8 Proposed changes to the maintenance schedule are processed and negotiated with management/stakeholders.

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3. Evaluate and Report Maintenance Outcomes	a. Determining maintenance requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Identifying and applying prescribed instructions, policy, procedures and/or regulatory requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 3.1 Final maintenance outcomes are evaluated against the schedule in accordance with enterprise policy and procedures.
- 3.2 Maintenance reports are collated, evaluated and forwarded to appropriate management personnel in accordance with enterprise policy and procedures.

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Certification of Underpinning Knowledge and Skills to Plan and Implement Civil Aircraft Maintenance Activities

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 d).

- determining maintenance requirements
- identifying personnel resource requirements
- identifying resources and equipment required to perform maintenance tasks
- providing regular updates on progress of tasks
- identifying and applying prescribed instructions, policy, procedures and/or regulatory requirements
- providing advice and assistance in maintenance activities
- resolving maintenance problems.

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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). <p align="center">*All Certificate IV Units (Avionics or Mechanical)</p> <p>*Note 1: "CASA licensing requirement that competency not be sought until all of the Cert IV units have been obtained."</p>	
Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation. <p align="center">OR</p> 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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