

Name of Assessed Person:

Registration:

UNIT MEA111: Perform Administrative Processes to Prepare for Certification of Civil Aircraft Maintenance

1. Determine the Registration Status of an Aircraft	a. Apply the elements and performance criteria to scheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Apply the elements and performance criteria to unscheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Apply the elements and performance criteria to configuration changes while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Apply the elements and performance criteria to modification incorporation while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 1.1 Registration status is determined in accordance with CASR Part 47.
- 1.2 The person responsible for airworthiness and maintenance control is identified.

See Note 1:

Name of Assessed Person:

Registration:

UNIT MEA111: Perform Administrative Processes to Prepare for Certification of Civil Aircraft Maintenance

<p>1. Cont'd Determine the Registration Status of an Aircraft</p>	<p>e. Apply the elements and performance criteria to repairs while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 1.1 Registration status is determined in accordance with CASR Part 47.
- 1.2 The person responsible for airworthiness and maintenance control is identified.

See Note 1:

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<p>2. Determine Eligibility to Certify the Completion of Aircraft Maintenance Activities</p>	<p>a. Apply the elements and performance criteria to scheduled maintenance while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Apply the elements and performance criteria to unscheduled maintenance while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Apply the elements and performance criteria to configuration changes while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Apply the elements and performance criteria to modification incorporation while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 2.1 Eligibility to certify in terms of licence privileges is established in accordance with CASR Parts M, 145 and 66.
- 2.2 Eligibility to certify in terms of the Aircraft Maintenance Organisation Class/Rating is established in accordance with CASR Part 145.

See Note 1:

Name of Assessed Person:

Registration:

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2. Cont'd Determine Eligibility to Certify the Completion of Aircraft Maintenance Activities	e. Apply the elements and performance criteria to repairs while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Tail / Job No.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 2.1 Eligibility to certify in terms of licence privileges is established in accordance with CASR Parts M, 145 and 66.
- 2.2 Eligibility to certify in terms of the Aircraft Maintenance Organisation Class/Rating is established in accordance with CASR Part 145.

See Note 1:

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3. Prepare for Return of Aircraft to Service	a. Apply the elements and performance criteria to scheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Apply the elements and performance criteria to unscheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Apply the elements and performance criteria to configuration changes while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Apply the elements and performance criteria to modification incorporation while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 Completion of all scheduled and unscheduled maintenance activities is coordinated in accordance with CASR Parts M 145, 66 and the approved maintenance program.
- 3.2 The requirement for a maintenance test flight is determined.
- 3.3 Documentation is prepared for return of aircraft to service in accordance with CASR Part M and /or 145 and the approved maintenance program.

See Note 1:

Name of Assessed Person:

Registration:

UNIT MEA111: Perform Administrative Processes to Prepare for Certification of Civil Aircraft Maintenance

<p>3. Cont'd Prepare for Return of Aircraft to Service</p>	<p>e. Apply the elements and performance criteria to repairs while applying the airworthiness regulatory knowledge</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 3.1 Completion of all scheduled and unscheduled maintenance activities is coordinated in accordance with CASR Parts M 145, 66 and the approved maintenance program.
- 3.2 The requirement for a maintenance test flight is determined.
- 3.3 Documentation is prepared for return of aircraft to service in accordance with CASR Part M and /or 145 and the approved maintenance program.

See Note 1:

Name of Assessed Person:

Registration:

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4. Compile and Process Maintenance Documentation and Reports	a. Apply the elements and performance criteria to scheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3		
		Ass. Sign.					
		Ass. No.					
		Date					
		Simulated	Yes	No	Yes	No	Yes
	b. Apply the elements and performance criteria to unscheduled maintenance while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3		
		Ass. Sign.					
		Ass. No.					
		Date					
		Simulated	Yes	No	Yes	No	Yes
	c. Apply the elements and performance criteria to configuration changes while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3		
		Ass. Sign.					
		Ass. No.					
		Date					
		Simulated	Yes	No	Yes	No	Yes
	d. Apply the elements and performance criteria to modification incorporation while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3		
Ass. Sign.							
Ass. No.							
Date							
Simulated		Yes	No	Yes	No	Yes	No
Performance Criteria:							
4.1 Maintenance documentation is raised and compiled for certification.							
4.2 Configuration management procedures are applied.							
4.3 Maintenance related reports are compiled and processed.							
4.4 Technical communication activities, both oral and written, are performed.							
See Note 1:							

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Registration:

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4. Cont'd Compile and Process Maintenance Documentation and Reports	e. Apply the elements and performance criteria to repairs while applying the airworthiness regulatory knowledge	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 4.1 Maintenance documentation is raised and compiled for certification.
- 4.2 Configuration management procedures are applied.
- 4.3 Maintenance related reports are compiled and processed.
- 4.4 Technical communication activities, both oral and written, are performed.

See Note 1:

Name of Assessed Person:**Registration:****Note 1:**

In performing Tasks a to e, knowledge is to be applied with regard to Airworthiness Regulatory Systems and Australian Legislation, and the application of compliance requirements in the performance, recording and certification of maintenance activities, is as follows:

- International and national regulatory bodies and recognition agreements, including bilateral agreements;
- Australian airworthiness regulatory bodies and the legislative framework;
- The basis of airworthiness certification and determination of non-conformity;
- Procedures for release of aircraft to service following maintenance, including the determination of the requirement for a maintenance test flight;
- Procedures for certification of scheduled and unscheduled maintenance activities;
- Procedures for certification of the incorporation of modifications;
- Procedures for certifying the completion of repairs;
- Determining and applying configuration management procedures, including the weighing of aircraft and the determination of the centre of gravity;
- Compiling and processing service difficulty reports;
- Compiling and processing technical investigation reports;
- Compiling and processing condition reports;
- Orally communicating on technical and airworthiness compliance topics; and
- Communicating in writing on technical and airworthiness compliance issues.

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Registration:

Confirmation of Underpinning Knowledge and Skills to Perform Administrative Processes to Prepare for Certification of Civil Aircraft Maintenance

A person cannot be assessed as competent until it can be demonstrated to the satisfaction of the workplace assessor that the relevant elements and performance criteria of the unit of competency are being achieved under supervision without intervention on a range of tasks fully representative of Groups a to e in the Range of Conditions. The body of evidence for this unit may be collected and logged during simulated activities at the CASR Part 147 MTO and/or performance during supervised workplace activities, such as Practical Consolidation of Training (PCT) assessments.

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<p>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> <p style="text-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>	
<p>Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation.</p> <p style="text-align: center;">OR</p> <p>Assessment has been conducted to determine that the underpinning knowledge and skills have been achieved in accordance with the Competency Unit.</p>	

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:** _____