

Name of Assessed Person:

Registration:

UNIT MEA119: Perform Administrative Processes to Prepare for Certification of Civil Aircraft A Level Line Maintenance

1. Determine Eligibility to Certify the Completion of Aircraft Maintenance Activities	a. Scheduled line maintenance up to Weekly Check level or equivalent	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Unscheduled maintenance involving component removal and installation within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Configuration changes that are within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Repairs to internal fittings	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

1.1 Eligibility to certify line maintenance activities in terms of licence privileges is established in accordance with CASR Parts M, 145 and 66.

See Note on the following page.

Name of Assessed Person:**Registration:**

Note: In performing Tasks a to d, 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, as follows:

- | | |
|--|--|
| a. International and national regulatory bodies and recognition agreements, including bilateral agreements | f. Determining and applying configuration management procedures involving items of removable equipment |
| b. Australian airworthiness regulatory bodies and the legislative framework | g. Compiling and processing service difficulty reports |
| c. Procedures for release of aircraft to service following maintenance | h. Orally communicating on technical and airworthiness compliance topics |
| d. Procedures for certification of scheduled and unscheduled maintenance activities | i. Communicating in writing on technical and airworthiness compliance issues |
| e. Procedures for certifying the completion of repairs | |

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2. Prepare for Return of Aircraft to Service	a. Scheduled line maintenance up to Weekly Check level or equivalent	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Unscheduled maintenance involving component removal and installation within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Configuration changes that are within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Repairs to internal fittings	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 2.1 Allocated line maintenance activities are completed in accordance with CASR Parts M 145, 66 and the approved maintenance program.
 - 2.2 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 on the following page.**

Name of Assessed Person:**Registration:**

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- a. International and national regulatory bodies and recognition agreements, including bilateral agreements
- b. Australian airworthiness regulatory bodies and the legislative framework
- c. Procedures for release of aircraft to service following maintenance
- d. Procedures for certification of scheduled and unscheduled maintenance activities
- e. Procedures for certifying the completion of repairs
- f. Determining and applying configuration management procedures involving items of removable equipment
- g. Compiling and processing service difficulty reports
- h. Orally communicating on technical and airworthiness compliance topics
- i. Communicating in writing on technical and airworthiness compliance issues

Name of Assessed Person:

Registration:

UNIT MEA119: Perform Administrative Processes to Prepare for Certification of Civil Aircraft A Level Line Maintenance

3. Compile and Process Maintenance Documentation and Reports	a. Scheduled line maintenance up to Weekly Check level or equivalent	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Unscheduled maintenance involving component removal and installation within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Configuration changes that are within the scope of the A Licence	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Repairs to internal fittings	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 Maintenance documentation is raised and compiled for certification.
- 3.2 Configuration management procedures are applied.
- 3.3 Maintenance related reports are compiled and processed.
- 3.4 Technical communication activities, both oral and written, are performed.

See Note on the following page.

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- a. International and national regulatory bodies and recognition agreements, including bilateral agreements
- b. Australian airworthiness regulatory bodies and the legislative framework
- c. Procedures for release of aircraft to service following maintenance
- d. Procedures for certification of scheduled and unscheduled maintenance activities
- e. Procedures for certifying the completion of repairs
- f. Determining and applying configuration management procedures involving items of removable equipment
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- h. Orally communicating on technical and airworthiness compliance topics
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Confirmation of Underpinning Knowledge and Skills to Perform Administrative Processes to Prepare for Certification of Civil Aircraft A Level Line maintenance

Competency in this unit underpins competency in other aspects of the workplace role of employees with managerial responsibilities in aviation maintenance and related integrated logistic support activities. It may be appropriate to assess parts of this unit in conjunction with units relating to the performance of such aspects of the role. This shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry Evidence Guide (for details refer to the Companion Volume Implementation Guide).

UNIT MEA119: Perform Administrative Processes to Prepare for Certification of Civil Aircraft A Level Line Maintenance	Date/ MTO Stamp
<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 other units of competency in Certificate II in Aircraft Line Maintenance (MEA20506)</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:** _____

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