

AA TT PRO 01a

Name of Assessed Person: Registration:

UNIT MEA116: Apply Work	Heal	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	-	1	2	2	3	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	:	L	2	2	3	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
1. Provide Information to the		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.						
		effectiveness of risk control measures	Date						
Work Group About WHS and			Simulated	Yes	No	Yes	No	Yes	No
the Organisation's WHS		Assessing the resources needed to apply different risk control	No. of Entries	:	L	2	2	3	3
Policies, Procedures and	c.		Ass. Sign.						
Programs	C.	measures and make recommendations to management on that basis	Ass. No.						
		measures and make recommendations to management on that sasis	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries		1	2	2	3	3
			Ass. Sign.						
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity.
- 1.2 Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required.
- 1.3 Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required.



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UNIT MEA116: Apply Work	Hea	Ith and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	1		2		(1)	3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
1. Cont'd			No. of Entries	1		2		(1)	3
Provide Information to the Work Group About WHS and the Organisation's WHS	f.	Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different	Ass. Sign.						
			Ass. No.						
Policies, Procedures and	aviation maintenance activities above	Date							
Programs			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	1		2) -	3	3
1	_	Identify toom member skill game revealed in the source of the activity	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity,	Ass. No.						
	and arrange suitable WHS training	Date							
			Simulated	Yes	No	Yes	No	Yes	No

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity.
- 1.2 Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required.
- 1.3 Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required.



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UNIT MEA116: Apply Work	Heal	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	-	L	2	2	:	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries		L	2	<u>)</u>	3	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.					<u></u>	
		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.					<u></u>	
Implement and Monitor Participative Arrangements		effectiveness of risk control measures	Date						
		Simulated	Yes	No	Yes	No	Yes	No	
for Managing WHS			No. of Entries		L	2	2	3	3
	c.	Assessing the resources needed to apply different risk control	Ass. Sign.					<u> </u>	
	C.	measures and make recommendations to management on that basis	Ass. No.					<u> </u>	
		mediates and make recommendations to management on that basis	Date					<u> </u>	
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries		L	2	2	3	3
			Ass. Sign.					<u> </u>	
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.					<u> </u>	
			Date					<u> </u>	
			Simulated	Yes	No	Yes	No	Yes	No

- 2.1 Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute.
- 2.2 Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures.
- 2.3 Communicate outcomes of consultation over WHS issues promptly to work group.



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UNIT MEA116: Apply Work	Healt	h and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries		L	2	2		3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
2. Cont'd			No. of Entries	-	L	2	2		3
Implement and Monitor	f. Demonstrate writing skills to accurately and legibly complete an		Ass. Sign.						
Participative Arrangements	different aviation maintenance activities above	Ass. No.							
for Managing WHS		Date							
		Simulated	Yes	No	Yes	No	Yes	No	
			No. of Entries	:	L	2	2	3	3
	_	Identify team member skill game revealed in the course of the	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	Ass. No.						
		activity, and arrange suitable with training	Date						
			Simulated	Yes	No	Yes	No	Yes	No

Performance Criteria:

- 2.1 Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute.
- 2.2 Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures.
- 2.3 Communicate outcomes of consultation over WHS issues promptly to work group.

R: 3



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UNIT MEA116: Apply Work I	Healt	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	1	L	2	2	(1)	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	1	L	2	2	3	š
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.						
3. Implement and Monitor Organisational Procedures for		effectiveness of risk control measures	Date						
			Simulated	Yes	No	Yes	No	Yes	No
Identifying Hazards and			No. of Entries	1	L	2	2	3	3
Assessing Risks			Ass. Sign.						
	C.	Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	Ass. No.						
		measures and make recommendations to management on that basis	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	1	L	2	2	3	3
			Ass. Sign.						
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 3.1 Identify existing and potential hazards in work areas.
- 3.2 Report identified hazards so that risk assessment and risk control procedures can be applied.



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UNIT MEA116: Apply Work I	Heal	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries		L	2)	(1)	3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
3. Cont'd			No. of Entries		L	2) -	3	3
Implement and Monitor	f.	. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different	Ass. Sign.						
Organisational Procedures for			Ass. No.						
Identifying Hazards and	aviation maintenance activities above	Date							
Assessing Risks			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	-	L	2)	3	3
	_	Identify team member skill gans revealed in the source of the activity	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	Ass. No.						
		and arrange suitable with training	Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 3.1 Identify existing and potential hazards in work areas.
- 3.2 Report identified hazards so that risk assessment and risk control procedures can be applied.



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UNIT MEA116: Apply Work I	Healt	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	-	1	2	2	3	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	:	1	2	<u>-</u>	3	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.						
4. Implement and Monitor the		effectiveness of risk control measures	Date						
Organisation's Procedures for		Simulated	Yes	No	Yes	No	Yes	No	
Dealing with Risks			No. of Entries	:	1	2	-	3	3
	c.	Assessing the resources needed to apply different risk control	Ass. Sign.						
	С.	measures and make recommendations to management on that basis	Ass. No.						
		measures and make recommendations to management on that sasis	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	:	1	2) -	3	3
			Ass. Sign.						
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 4.1 Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures.
- 4.2 Monitor existing risk control measures and report according to organisational procedures.
- 4.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel.
- 4.4 Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel.



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UNIT MEA116: Apply Work	Heal	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	1	L	2	<u>)</u>	(1)	3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
4. Cont'd			No. of Entries	1	L	2	2	(1)	3
Implement and Monitor the	f.	Demonstrate writing skills to accurately and legibly complete and	Ass. Sign.						
Drganisation's Procedures for		Ass. No.							
Dealing with Risks.		Date							
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	1	L	2	2	(1)	3
	_	Identify team member skill gans revealed in the source of the activity	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	Ass. No.						
		and arrange suitable with training	Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 4.1 Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures.
- 4.2 Monitor existing risk control measures and report according to organisational procedures.
- 4.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel.
- 4.4 Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel.



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			No. of Entries	-	L	2	<u>)</u>	3	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	-	L	2	<u>)</u>	3	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
_		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.						
5. Implement Organisational		effectiveness of risk control measures	Date						
Procedures and Control			Simulated	Yes	No	Yes	No	Yes	No
Measures for Dealing with	1	No. of Entries	-	L	2	<u>)</u>	3	3	
Hazardous Events	c.	Assessing the resources needed to apply different risk central	Ass. Sign.						
	C.	Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	Ass. No.						
		measures and make recommendations to management on that basis	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries		L	2	2	3	3
			Ass. Sign.						
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 5.1 Implement organisational procedures required to deal with hazardous event to control hazard promptly.
- 5.2 Investigate hazardous event and identify its cause according to organisational investigation procedures.
- 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies.
- 5.4 Refer hazardous event to designated personnel for implementation as required.



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UNIT MEA116: Apply Work	Heal	th and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries	1	L	2		***	3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
5. Cont'd			No. of Entries	1	L	2) -	3	3
Implement Organisational Procedures and Control	f.	Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different	Ass. Sign.						
			Ass. No.						
Measures for Dealing with	aviation maintenance activities above	Date							
Hazardous Events		Simulated	Yes	No	Yes	No	Yes	No	
			No. of Entries	1	L	2		3	3
	~	Identify team member skill gaps revealed in the source of the activity	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity,	Ass. No.						
		and arrange suitable WHS training							
			Simulated	Yes	No	Yes	No	Yes	No

- 5.1 Implement organisational procedures required to deal with hazardous event to control hazard promptly.
- 5.2 Investigate hazardous event and identify its cause according to organisational investigation procedures.
- 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies.
- 5.4 Refer hazardous event to designated personnel for implementation as required.



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UNIT MEA116: Apply Work H	lealtl	n and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries		L	2	<u>)</u>	(1)	3
	a.	Analysing the entire work environment in the area of responsibility in	Ass. Sign.						
		order to identify hazards, assess risks and judge when intervention to	Ass. No.						
		control risks is necessary	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries		L	2	<u>)</u>	(1)	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
6.		monitoring data, to identify hazards, assess risks and evaluate the	Ass. No.						
		effectiveness of risk control measures	Date						
Implement and Monitor the			Simulated	Yes	No	Yes	No	Yes	No
Organisational Procedures for		Assessing the resources needed to apply different risk control	No. of Entries		L	2	2	(1)	3
Providing WHS Training	c.		Ass. Sign.						
	C.	measures and make recommendations to management on that basis	Ass. No.						
		measures and make recommendations to management on that sais	Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	- :	L	2	2	(1)	3
			Ass. Sign.						
	d.	Implement procedures for consulting over workplace WHS issues	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held.
- 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties.



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UNIT MEA116: Apply Work	lealt	h and Safety Procedures at Supervisor Level in Aviation Maintenance							
			No. of Entries		L	2)	3	3
	e.	Demonstrate communication skills to accurately and clearly convey	Ass. Sign.						
		WHS regulatory and organisational information to work group	Ass. No.						
		members	Date						
			Simulated	Yes	No	Yes	No	Yes	No
6 0 41			No. of Entries		L	2	<u> </u>	3	3
6. Cont'd Implement and Monitor the Organisational Procedures for	f.	Demonstrate writing skills to accurately and legibly complete and	Ass. Sign.						
	different aviation maintenance activities above	Ass. No.							
Providing WHS Training.		Date							
Troviding vviis training.		Simulated	Yes	No	Yes	No	Yes	No	
			No. of Entries	-	L	2	<u>)</u>	3	3
٤	~	Identify toom member skill game revealed in the course of the	Ass. Sign.						
	g.	Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	Ass. No.						
		activity, and arrange suitable with training	Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held.
- 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties.



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Name of Assessed Person: Registration:

UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance									
7. Implement and Monitor the Organisational Procedures for Maintaining WHS Records	a.	 Analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary 	No. of Entries	-	L	2	2	3	3
			Ass. Sign.						
			Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	:	L	2	<u>-</u>	3	3
	b.	Analysing relevant workplace data, such as incident or environmental	Ass. Sign.						
		monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures	Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No
		c. Assessing the resources needed to apply different risk control measures and make recommendations to management on that basis	No. of Entries	:	L	2	<u>.</u>	3	3
	_		Ass. Sign.						
	С.		Ass. No.					<u> </u>	
			Date					<u> </u>	
			Simulated	Yes	No	Yes	No	Yes	No
			No. of Entries	1		2		3	
			Ass. Sign.					<u> </u>	
	d.	d. Implement procedures for consulting over workplace WHS issues	Ass. No.					<u> </u>	
			Date					<u> </u>	
			Simulated	Yes	No	Yes	No	Yes	No

- 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease.
- 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies.



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Name of Assessed Person: Registration:

UNIT MEA116: Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance									
7. Cont'd Implement and Monitor the Organisational Procedures for Maintaining WHS Records	e.	e. Demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members	No. of Entries	1		2		3	
			Ass. Sign.						
			Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No
		f. Demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above	No. of Entries	1		2		3	
	f.		Ass. Sign.						
			Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No
		g. Identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training	No. of Entries	1		2		3	
	_		Ass. Sign.						
	g.		Ass. No.						
			Date						
			Simulated	Yes	No	Yes	No	Yes	No

- 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease.
- 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies.



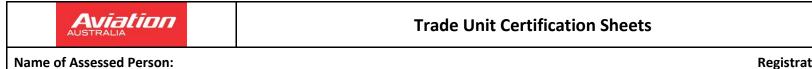
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Name of Assessed Person: Registration:

Certification of Underpinning Knowledge and Skills to Apply Work Health and Safety Procedures at Supervisor Level in Aviation Maintenance

Competency must be assessed through a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment must ensure that evidence relating to the contingency management component of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques, such as interviews and simulations. Conditions for simulations must accurately simulate the range of circumstances (especially with regard to a realistic range of emergencies and hazardous events) that the individual could be expected to deal with in the workplace and allow for discussion.

UNIT IVIEATI6: Apply Work Health and Safety	Procedures at Supervisor	Level in Aviation iviaintenance	
Evidence has been confirmed of the attainment of	the following pre-requisite	e units of competency (as they are related	
to attainment of the elements of competency speci	fied in this unit).		
	Nil		
Evidence has been confirmed of the knowledge req	uirements for this unit as	delivered by a CASR 147 Approved	
Organisation.			
	OR		
Assessment has been conducted to determine that	the underpinning knowled	dge and skills have been achieved in	
accordance with the Competency Unit.			
Certification of Unit Completion			
1	-l		t
I certify that I have reviewed the certification of the	elements for this compete	ency unit and that all of the competency uni	t requirements have been met.
Signed:	Assessor No.	MTO:	Date:



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