

Name of Assessed Person:

Registration:

UNIT MEA155: Plan and Organise Aviation Maintenance Work Activities

1. Identify Aviation Task Requirements	a. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving one person	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving more than one person	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 1.1 Review job specifications to determine task requirements
- 1.2 Confirm and clarify correct interpretation of specifications and requirements

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2. Plan Steps to Complete Aviation Task	a. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving one person	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
b. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving more than one person	No. of Entries	1	2	3	
	Ass. Sign.				
	Ass. No.				
	Date				
	Simulated	Yes No	Yes No	Yes No	

Performance Criteria:

- 2.1 Review task and identify steps required for efficient conduct of work that meets specifications according to industry and organisational requirements.
- 2.2 Plan steps to facilitate practical aviation maintenance outcomes in conjunction with the work of other personnel and in line with industry standards and organisational requirements and procedures.
- 2.3 Incorporate human factors in planning task steps so as to be realistic when estimating task completion timelines.

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3. Organise and Document Work	a. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving one person	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Plan and organise the steps required for one scheduled or one unscheduled aircraft maintenance activity involving more than one person	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 3.1 Organise safe and appropriate sequencing of work activity with other involved personnel, allowing for human factors and using suitable communication processes.
- 3.2 Complete documentation relating to job planning and progress, and record according to industry standards and organisational requirements.

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Confirmation of Underpinning Knowledge and Skills to Plan and Organise Aviation Maintenance Work Activities

Competency must be assessed in the work environment or by use of simulated activities, covering planning and organising situations applicable in the aircraft maintenance environment. Candidate capability of providing the required performance and knowledge evidence must 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 MEA155: Plan and Organise Aviation Maintenance Work Activities	Date/ MTO Stamp
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 style="text-align: center;">107, 154, 156, 157</p>	
Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation. <p style="text-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:** _____