

**Name of Assessed Person:**

**Registration:**

**UNIT MEA157: Complete Aviation Maintenance Industry Documentation**

<b>1. Interpret Aviation Maintenance Documentation</b>	a. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports: <ul style="list-style-type: none"> <li>• maintenance logs, overhaul test/check sheets, job history sheets, maintenance reports, and irregularity reports</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports: <ul style="list-style-type: none"> <li>• safety data sheets (SDS) or material record sheets</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

**Performance Criteria:**

- 1.1 Determine documentation requirements, and access required documentation from relevant sources according to regulatory and organisational procedures.
- 1.2 Review information relating to aviation maintenance activities in existing documentation.

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<b>2. Complete Aviation Maintenance Documentation</b>	<p>a. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports:</p> <ul style="list-style-type: none"> <li>• maintenance logs, overhaul test/check sheets, job history sheets, maintenance reports, and irregularity reports</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports:</p> <ul style="list-style-type: none"> <li>• safety data sheets (SDS) or material record sheets</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

**Performance Criteria:**

- 2.1 Determine information requirements for new documentation or updating of existing documentation.
- 2.2 Complete required documentation accurately and clearly according to regulatory and organisational procedures.

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<b>3. Process Aviation Maintenance Documentation</b>	<p>a. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports:</p> <ul style="list-style-type: none"> <li>• maintenance logs, overhaul test/check sheets, job history sheets, maintenance reports, and irregularity reports</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Prepare and process at least one type of documentation relating to aircraft/aircraft component maintenance, repair, overhaul and modification activities and industry regulatory reports:</p> <ul style="list-style-type: none"> <li>• safety data sheets (SDS) or material record sheets</li> </ul>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

**Performance Criteria:**

- 3.1 Distribute completed documentation to designated stakeholders according to organisational procedures.
- 3.2 Store completed documentation in an accessible manner and according to organisational procedures.

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**Confirmation of Underpinning Knowledge and Skills to Complete Aviation Maintenance Industry Documentation**

Competency must be assessed in the work environment, or by use of simulated activities. 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).

<b>UNIT MEA157: Complete Aviation Maintenance Industry Documentation</b>	<b>Date/ MTO Stamp</b>
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;"><b>156</b></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;"><b>OR</b></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:** \_\_\_\_\_