

Competency Standards

for

AERODROME INSPECTION AND REPORTING

and

WORKS SAFETY



June 2000

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CONTENTS

USERS GUIDE

Introduction	
Competency Standards	
What are Competency Standards?	
Structure and Layout of Standards	
Access and Equity	
Customisation.....	
Licensing and Regulations	
Training and Assessment	v
Training	
Assessment	
Recognition of Prior Learning (RPL)	v
The Role of the Registered Training Organisation (RTO)	v
National Recognition as an Aerodrome Reporting Officer or Works Safety Officer	vi
Requirements to Gain Recognition as a Reporting Officer	vi
Requirements to Gain Recognition as a Works Safety Officer	vi
Glossary of terms	i
Acronyms	2

UNITS OF COMPETENCE

Unit 1: Inspect and report on the aerodrome	
Unit 2: Inspect and report on aerodrome lighting systems	
Unit 3: Inspect and report on the obstacle limitation surfaces	1
Unit 4: Complete a Notice to Airmen (NOTAM)	2
Unit 5: Use an aircraft radio	2
Unit 6: Supervise the safety of aerodrome works and general access	3

INTRODUCTION

The Australian Airports Association Ltd (AAA) has developed these competency standards, in consultation with the **Civil Aviation Safety Authority (CASA)** and the Australian aviation industry. They have been developed as part of a nationally co-ordinated approach to training and skills development for aerodrome inspection and reporting, and aerodrome works safety functions.

These standards describe the skills, knowledge and level of performance required to work as:

1. **Aerodrome Reporting Officer**
2. **Works Safety Officer**

They meet the minimum requirements of the *Civil Aviation Act (1988)* and *Civil Aviation Regulations and Orders*, and satisfy the operating requirements of aerodrome operators in Australia. They have been structured with the flexibility to meet the skills requirements for all classifications of airports, aerodromes and aeroplane landing areas (ALAs).

The AAA and CASA see the competency standards as the cornerstone for the future best-practice training and skills development in this industry sector. The standards will also help address the duty of care responsibilities of aerodrome operators.

COMPETENCY STANDARDS

What are Competency Standards?

Competency standards describe the tasks and functions (or more accurately, groups of tasks and functions) that make up a job, and specify the level of performance required by the industry. These standards define the functions of aerodrome reporting and works safety, as well as specifying the minimum requirements for Reporting Officer or Works Safety Officer to perform those functions.

Competency standards focus on what is expected of an employee in the workplace, rather than the learning process. Competency Standards do **NOT** specify how a person gets the required skills to do the job, but only asks whether that person can do the job to the required standard. The skills can be learned on-the-job, through in-house training or by using the services of an outside training provider.

Competency standards are **NOT** curriculum, syllabi or training programs and therefore, should not be confused with training courses. However, competency standards **DO** specify how a person's skills can be assessed (see **Training and Assessment**), and provide a guide to professional trainers to determine the units to be included in a training program.

NOTE: Each training organisation can develop or purchase curriculum and training materials to suit its, or its clients' specific training needs, as long as the training meets all the required competencies. There is no restriction on a training organisation providing value-added training services, which are additional to the minimum requirements described by the standards.

Structure and Layout of Standards

(It may be useful to read this section of the user guide in conjunction with **Unit 1: Inspect an Aerodrome** in the **Units of Competence** section of this document)

These competency standards follow the structure described in the Australian National Training Authority (ANTA) guidelines. The whole jobs of aerodrome reporting and works safety are divided into realistic workplace practices called Units of Competence (see also Requirements to Gain a Qualification).

The **Unit of Competence** describes a job, or a discrete part of a job that can be assessed realistically in the workplace. Units of competence must:

- Integrate a number of skills
- Define a major skills area of industry
- Relate to realistic workplace activities
- Allow contextualisation to particular workplaces, products, work systems and circumstances, whilst maintaining transferability

Units of Competence consist of the following components,

- The **Unit Title** and **Description** are concise descriptions of what work area or duty the unit covers
- The **Elements** list the main job tasks that a person has to carry out to be competent. Each element identifies and describes observable outcomes (performances) which makes up the unit.
- The **Performance Criteria** give more detail on how to carry out each task. They:
 1. Are as precise as possible.
 2. Describe evidence that is observable
 3. Describe only essential aspects of performance
 4. Refer to the work requirements where practicable
 5. Avoid specifying procedures and methods
- The **Range of Variables** take into account differences between workplaces. It lists:
 1. The situation and conditions in which a person may have to carry out the job such as different locations and weather or light conditions
 2. The tools and equipment they may have to use
 3. The types and sources of information a person might need to know, such as documents and regulations
- The **Evidence Guide** assists the assessor with the interpretation of the unit by listing what to look for when assessing whether the person being assessed meets the competency standards. It helps ensure that the assessment is valid, reliable, fair and flexible. It includes:
 1. The things that the assessor must be able to observe
 2. The required underpinning knowledge and skills to do the job
 3. The required assessment resources
 4. The contexts in which the assessment may occur

Key Competencies underlie all work. They are generic in that they apply to work generally rather than being specific to particular occupations or industries. Key competencies are the skills a person needs to have the capacity to transfer knowledge and skills to new situations eg. different equipment or software, new processes.

- There are seven key competencies with three levels of performance, as shown in the table below. Each unit provides an indication of the expected level of performance required, in each of the key competencies, to achieve overall competence in that unit

SUMMARY OF KEY COMPETENCIES AND LEVELS

KEY COMPETENCIES	PERFORMANCE LEVEL 1	PERFORMANCE LEVEL 2	PERFORMANCE LEVEL 3
1 Collecting, analysing and organising ideas and information Capacity to locate information, sift and sort information in order to select what is required and present it in a useful way, and evaluate both the information and the sources and methods to obtain it.	Access and record-single source	Access, select and record more than one source	Access, evaluate and organise – range of sources

SUMMARY OF KEY COMPETENCIES AND LEVELS

KEY COMPETENCIES	PERFORMANCE LEVEL 1	PERFORMANCE LEVEL 2	PERFORMANCE LEVEL 3
<p>2 Communicating ideas and information</p> <p>Capacity to communicate effectively with others using a range of spoken, written, graphic and other non-verbal means of expression.</p>	Simple – familiar setting	Complex particular context	Complex –variety of contexts
<p>3 Planning and organising activities</p> <p>Capacity to plan and organise one’s own work activities, including making good use of time and resources, sorting out priorities and monitoring own performance</p>	Under supervision	With guidance	Independently initiate and evaluate complex activity
<p>4 Working with others and in teams</p> <p>Capacity to interact effectively with other people, including understanding and responding to the needs of a client and working effectively as a member of a team to achieve a shared goal</p>	Familiar activities	Help formulate and achieve goals	Collaborate in complex activities
<p>5 Using mathematical ideas and techniques</p> <p>Capacity to use concepts such as number, space and measurement and techniques such as estimation for practical purposes</p>	Simple tasks	Select appropriate complex tasks	Evaluate and adapt as appropriate for task
<p>6 Solving problems</p> <p>Capacity to apply problem solving strategies in purposeful ways, both where the problem and solution are clearly evident and where a creative approach to achieving an outcome is required</p>	Routine – minimal supervision Exploratory – close supervision	Routine – independently Exploratory – with guidance	Complex problems Implement systematic approach: explain processes
<p>7 Using technology</p> <p>Capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems</p>	Reproduce or present basic product or service	Construct organise or operate products and services	Design or tailor products or services

NOTE: These competency standards have been designed with the flexibility to fit in with the requirements of all workplaces. A person can be trained and assessed against whole units of competence, or parts of the units, as is required by the workplace. Also, two or more units, or parts of units can be assessed together, depending on the requirements of the workplace. For example, if a person is being assessed on how to perform an aerodrome inspection, it might make sense to assess them at the same time carrying out other types of inspections that are also part of their job, even though they may be included in different units, (eg., lighting inspections). Also refer to the **Customisation** section of this document.

Access and Equity

An important consideration of these standards for aerodrome reporting and works safety is to ensure that no aerodrome or individual is disadvantaged by the implementation of these standards. To ensure that all workplaces can participate in this system, the following measures have been

adopted:

- The standards have been structured to maximise their flexibility and applicability to all workplaces. They encourage the selection of units to reflect the diverse work roles that exist within and across different workplaces
- The standards promote a variety of assessment processes
- The standards do not lock a company and/or individual into a pre-determined training program that may not reflect their operational needs

Customisation

It is vital that these competency standards can be implemented at the enterprise level. Since the various airports and aerodromes throughout Australia will have enterprise-specific job structures or work requirements, customisation of these standards to meet those enterprise requirements is encouraged.

To maintain the integrity of the package, the following general guidelines are provided as to what constitutes an acceptable level of customisation:

- Changes to the unit title are not permitted because this would impede the development of a truly national training system for aerodrome reporting and works safety.
- The substance of the Elements and Performance Criteria can not be changed. This does not preclude the incorporation of enterprise quality practices or specific enterprise terminology.
- It is appreciated that standards are applied in different contexts. Therefore, amendments can be made to the Range of Variables. The evidence guide may also be required to be altered to allow for an organisation's Quality Assurance and customer service procedures to be included for the purpose of assessment.

When customising these standards, a Registered Training Organisation (see **Training and Assessment**) and/or enterprise must ensure that the customised standard(s) specify the same range and level of skills and knowledge as the original standards.

Licensing and Regulations

These competency standards have been developed to complement the regulatory and industry requirements, in particular:

Civil Aviation Regulations 1988

- Part 8. Radio Systems for use in, or in connection with, aircraft
- Part 9. Aerodromes
89V Reporting Officers for Unlicensed Aerodromes

Civil Aviation Advisory Publications

- CAAP No. 89O-1(1) Published aerodrome information and reporting changes
- CAAP No. 89ZA-1(0) Aerodrome safety inspection and report

Rules and Practices for Aerodromes

Compliance with all international, national, state and territory regulations is a prerequisite to achieving competence in all of the units in these standards.

TRAINING AND ASSESSMENT

Training

These competency standards do not prescribe how a person should achieve competency (meet the standard). Competency can be achieved in four ways:

1. Learning on-the-job
2. Training provided by an in-house trainer
3. Training provided by a **Registered Training Organisation (RTO)**
4. Any combination of the above

Any person delivering on-the-job or in-house training should have the minimum qualification of Train Small Groups (BSZ404A) from the **BSZ 98 Training Package for Assessment and Workplace Training**.

Training staff from training organisations will need to possess a Certificate IV Assessment and Workplace Training in line with the requirements of **BSZ 98 Training Package for Assessment and Workplace Training**.

Assessment

The process of confirming that a person has achieved competency is called “assessment”. Assessment involves gathering of evidence, comparing that evidence with predetermined criteria of the competency standards, and then making a judgement as to whether the criteria have been met. The purpose of assessment (in this context) is to determine the competence of Reporting Officers, as demonstrated by the practical application of their knowledge and skills to the task of aerodrome reporting.

In order to be nationally recognised by the AAA, CASA and the national training system, the assessment for Aerodrome Reporting Officers and Aerodrome Works Safety Officers must be:

1. Performed by a **Qualified Workplace Assessor** who has the required competencies, and a minimum of three years experience, in the area being assessed
or
Performed by a **Qualified Workplace Assessor** working in conjunction with a person with the required competencies and experience.
2. Overseen by a **Registered Training Organisation (RTO)**

Qualified Workplace Assessors have been successfully assessed against the **Workplace Assessor** units of **BSZ 98 Training Package for Assessment and Workplace Training** and have a nationally recognised workplace assessor qualification issued by an RTO.

All assessment must comply with the **Transport and Distribution Training Package (Assessment Guidelines)**.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a formal mechanism for the recognition of competencies (skills, knowledge and attitudes) held as a result of formal training, work experience and/or life experiences.

The RPL process will allow people performing aerodrome reporting and works safety functions, learned on-the-job or through previous training course, to have their skills and knowledge formally recognised against these competency standards. Additional training will only be required where there are gaps in the required skills and knowledge.

A qualified Workplace Assessor must perform RPL assessment process.

The Role of the Registered Training Organisation (RTO)

RTOs have a pivotal role in the development and recognition of skills in aerodrome reporting and works safety. The Transport and Distribution Industry Assessment System, as required by the ANTA Ministerial Council, have developed processes concerning how, and in what circumstances, an RTO may operate under this system. In the Transport and Distribution Industry Assessment System the RTOs are responsible for:

- Conducting training and assessment processes in accordance with these competency standards
- Ensuring that these competency standards are used as the benchmark for assessment
- Ensuring that individuals/partnership arrangements undertaking training and assessment meet the criteria stipulated in these standards
- Provide quality assurance mechanisms to ensure that assessment is fair, reliable, valid, and provides for a consistency of outcomes
- Ensuring that training and assessment are conducted in a cost efficient, flexible and timely manner
- Issuing the qualification or statement of attainment to an individual who has been assessed as competent in the relevant units of competence
- Monitoring and evaluating the adherence of the training and assessment process to training and assessment guidelines
- Maintaining records of all training and assessments undertaken
- Instituting a reporting process for training and assessment outcomes
- Providing access to records in a secure and efficient manner

All training organisations wishing to deliver training and assessment services and offer qualifications recognised by the AAA and CASA, for aerodrome reporting and works safety, will need to become an **RTO** through their state/territory training authority. All training and assessment will need to be delivered or overseen by an RTO.

NATIONAL RECOGNITION AS AN AERODROME REPORTING OFFICER OR WORKS SAFETY OFFICER

Requirements to Gain Recognition as a Reporting Officer

CORE

Unit 1: Inspect an Aerodrome

The minimum requirement to receive industry and regulatory recognition as a aerodrome Reporting Officer

NON-CORE

Unit 2: Inspect Aerodrome Lighting Systems

Required by Reporting Officers inspecting aerodrome lighting as part of their job

Unit 3: Inspect Obstacle Limitation Surfaces

Required by Reporting Officers inspecting obstacle limitation surfaces as part of their job

Unit 4: Complete a Notice to Airmen (NOTAM)

Required by Reporting Officer completing a Notice to Airmen (NOTAM) as part of their job

Unit 5: Use an Aircraft Radio

Required by Reporting Officers operating an aircraft radio as part of their job

Requirements to Gain Recognition as a Works Safety Officer

Unit 6: Supervise the Safety of Aerodrome Works and General Access

The minimum requirement to receive industry and regulatory recognition as a Works Safety Officer

GLOSSARY OF TERMS

The following is an explanation of terms used in these competency standards.

Accelerate-Stop Distance Available:	Length of the take-off run available plus the length of any stopway
Aerodrome Movement Area:	Part of the aerodrome used for take-off, landing, taxiing and parking of aircraft including the Apron, Taxiway, Runway and Obstacle Restriction Area
Aerodrome Reporting Officer:	Person charged with the notification of relevant authorities of changes to published aerodrome information or any other occurrence affecting the safety of aircraft using the aerodrome
Aeroplane Landing Area (ALA):	A place that can be used as an aerodrome, where aircraft with a maximum capacity of 5700 Kg can land, . For the purposes of these competency standards no distinction is made between ALAs and unlicensed aerodromes
Apron:	Defined area on the aerodrome intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, fuelling, parking or maintenance
Common Traffic Advisory Frequency (CTAF):	Specific area around an aerodrome within which certain information may be broadcast
En route Supplement Australia (ERSA):	Aerodrome information of a lasting character essential to air navigation
Helicopter Landing Site (HLS):	A place that may be used as an aerodrome for the purposes of landing or taking off helicopters
Landing Distance Available:	Length of runway available for ground run of a landing aircraft
Licensed Aerodrome:	Aerodrome used by aircraft with more than 30 passenger seats or more than 3400Kg payload, and engaged in regular public transport operations
Mandatory Broadcast Zone:	Specific area around an aerodrome within which certain information must be broadcast
Method of Working Plan (MOWP):	An established plan to manage aerodrome works
(NOTAM):	A formal notification of changes to the serviceability of aerodromes
Obstacle Restriction Area:	Area of the aerodrome consisting of runway strips, RESA's, clearway and taxiway strips
Obstacle Limitation Surfaces:	A series of planes associated with each runway of an aerodrome that define the desirable limits to which objects may project into the airspace around the aerodrome
Runway:	Defined area of land on an aerodrome for landing and take-off of aircraft
Runway Lighting:	Lights at the edge, threshold and end of the runway to delineate the useable limits of the runway
Runway Threshold:	Point on the ground from which the landing distance available to an aircraft is measured

GLOSSARY OF TERMS

The following is an explanation of terms used in these competency standards.

Unserviceability Markers/Markings:	Markers/markings used to indicate any part of the manoeuvring area which is not to be used by aircraft
Supplementary Take-off Distances Available (STODA):	Provided for TODA with obstacle-free gradients of more than 1.6%
Taxiway:	Defined path connecting the apron to the runway.
Take-off Distances Available (TODA):	Distance available to an aircraft for completion of its ground run, lift off and initial climb to 35 feet
TORA:	Length of runway available for the ground run of an aircraft taking off
T-VASIS:	Visual slope guidance system- (T-shaped Visual Approach Slope Indicator System)
Unlicensed Aerodrome:	An aerodrome used by non-RPT aircraft or RPT aircraft with a carrying capacity of 30 or less seats or less than 3,400 Kg payload.

ACRONYMS

AAA:	Australian Airports Association Ltd.	MBZ:	Mandatory Broadcast Zone
ALA:	Aeroplane Landing Area	MOWP:	Method of Working Plan
ANTA:	Australian National Training Authority	NOTAM:	Notice to Airmen
ASDA:	Accelerate-Stop Distance Available	OLS:	Obstacle Limitation Surfaces
ATC	Air Traffic Control	ORA:	Obstacle Restriction Area
ATIS:	Automatic Terminal Information Service	PAL:	Pilot Activated Lighting
CAA:	Civil Aviation Act	PAPI:	Precision Approach Path Indicator
CAAP:	Civil Aviation Advisory Publication	RPA	Rules and Practices for Aerodromes
CAO:	Civil Aviation Orders	RESA	Runway End Safety Area
CAR:	Civil Aviation Regulations	RPT:	Regular Public Transport
CASA:	Civil Aviation Safety Authority	RTO:	Registered Training Organisation
CTAF:	Common Traffic Advisory Frequency	STODA:	Supplementary Take-off Distances
DAP:	Departure and Approach Procedures	TODA:	Take-off Distance Available
ERSA:	En route Supplement Australia	TORA:	Take-off Run Available
HLS:	Helicopter Landing Site	T-VASIS:	T-shaped Visual Approach Slope Indicator System
LDA:	Landing Distance Available	VHF:	Very High Frequency

UNITS OF COMPETENCE

REPORTING OFFICER

CORE

Unit 1: Inspect an Aerodrome

NON-CORE

Unit 2: Inspect Aerodrome Lighting Systems

Unit 3: Inspect Obstacle Limitation Surfaces

Unit 4: Complete a Notice to Airmen (NOTAM)

Unit 5: Use an Aircraft Radio

AERODROME WORKS SAFETY OFFICER

CORE

Unit 6: Supervise the Safety of Aerodrome Works and General Access

UNIT 1: INSPECT AND REPORT ON THE AERODROME

DESCRIPTION:

Skills and knowledge to perform an inspection of the aerodrome movement and obstacle restriction areas, and surrounds, and report on hazardous situations or restoration of aerodrome serviceability

ELEMENT	PERFORMANCE CRITERIA
<p>a. Perform an aerodrome inspection</p>	<p>a. Access to the aerodrome is arranged with appropriate authorities</p> <p>b. Aerodrome is inspected for serviceability, identifying situations resulting in the unserviceability of the aerodrome</p> <p>c. Where appropriate, the hazardous situation is rectified or made safe using suitable procedures</p>
<p>b. Report hazardous situations</p>	<p>a. Any requirement for official notification of the hazardous situation on the movement area and obstacle restriction areas are assessed</p> <p>b. Relevant authorities or organisations are notified of the hazardous situation using suitable means of communication</p>
<p>c. Facilitate repairs</p>	<p>a. Appropriate repair or hazard removal procedures are initiated, minimising disruption to aircraft operations</p> <p>b. Relevant authorities or organisations are notified of intended aerodrome works using suitable means of communication</p>
<p>d. Report the restoration of aerodrome serviceability</p>	<p>a. Aerodrome is inspected for serviceability</p> <p>b. Unserviceability markings are removed</p> <p>c. Relevant authorities or organisations are notified of the restoration of aerodrome serviceability, using suitable means of communication</p>
<p>e.</p>	<p>a.</p>

RANGE OF VARIABLES

INSPECT THE AERODROME	
VARIABLE	SCOPE
a. General context	<p>a. Aerodrome serviceability inspections should occur:</p> <ul style="list-style-type: none"> • At least one hour prior to the first commercial transport operation of the day, or as determined by the aerodrome operator, or • After any significant phenomenon which could reasonably be expected to affect the serviceability of the aerodrome, or • Otherwise as determined by the aerodrome operator <p>b. Situations requiring reporting may include:</p> <ul style="list-style-type: none"> • Changes to temporary or permanent published aerodrome information • Hazardous situations resulting in some or all of the aerodrome becoming unserviceable • Aerodrome works • Restoration of aerodrome serviceability <p>c. Relevant authorities for accessing and reporting purposes may include:</p> <ul style="list-style-type: none"> • Aerodrome operator or delegated person • NOTAM Office (Airservices Australia) • Civil Aviation Safety Authority • Air Traffic Control • Australian Defence Forces Command for military bases • Aerodrome users <p>d. Aerodromes may include:</p> <ul style="list-style-type: none"> • Licensed Aerodromes • Unlicensed Aerodromes • Aeroplane Landing Areas (ALAs) <p>e. Inspections may need to occur by day or by night, and in any weather conditions.</p>

RANGE OF VARIABLES

INSPECT THE AERODROME

VARIABLE	SCOPE
<p>c. Worksite environment</p>	<p>a. Aerodrome movement area includes:</p> <ul style="list-style-type: none"> • Apron • Taxiway • Runway • Obstacle Restriction Area (ORA) <p>b. Aerodrome surrounds may include:</p> <ul style="list-style-type: none"> • Fences and gates • Buildings • Permanent or temporary structures under flight paths • Drainage systems • Areas surrounding navigational aids • Obstacle limitation surfaces <p>c. Obstacle Restriction Areas may include:</p> <ul style="list-style-type: none"> • Runway Strips • Clearways • Taxiway Strips • Runway End Safety Areas <p>d. Visual aids may include:</p> <ul style="list-style-type: none"> • Wind indicator • Signal circles • Markers and markings <p>e. Signs and notices may include:</p> <ul style="list-style-type: none"> • Authorised entry • Speed restrictions • No smoking • Limited access • Hazard Warnings • Movement area guidance signs • Underground electrical reticulation <p>f. Navigational aids may include:</p> <ul style="list-style-type: none"> • Non directional beacons • VHF Omni range • Distance measuring equipment • Instrument landing systems <p>g. Hazardous situations leading to the unserviceability of sealed movement areas may include:</p> <ul style="list-style-type: none"> • Changes or loss of runway surface frictional characteristics • Excessive loose materials • Potholes or cracks • Loss of runway shape • Loss of visibility of markings • Stripping • Flooding • Runway edge fretting • Bird or animal activity <p>h. Hazardous situations leading to the unserviceability of unsealed movement areas may include:</p> <ul style="list-style-type: none"> • Disabled aircraft, vehicles, and equipment • Fuel and oil spills

RANGE OF VARIABLES

INSPECT THE AERODROME

VARIABLE	SCOPE
<p>d. Sources of information/documents</p>	<p>a. Sources of information may include:</p> <ul style="list-style-type: none"> • Aerodrome manual • Workplace operating procedures manuals • Rules and Practices for Aerodromes (RPA) • En route Supplement Australia (ERSA) • Departure and Approach Procedures (DAP) • Manufacturers' specifications • Civil Aviation Advisory Publications (CAAPs) • Airline timetables
<p>e. Applicable Australian and State/Territory regulations and legislation</p>	<p>a. Civil Aviation Act (1988)</p> <p>b. Civil Aviation Regulations and Orders</p> <p>c. Rules and Practices for Aerodromes</p> <p>d. Applicable State, Territory and Commonwealth regulations concerning:</p> <ul style="list-style-type: none"> • Occupational Health and Safety • Workplace relations • Workers Compensation • Dangerous goods handling (inc. Mines Regulation Act for fuel) • Environmental protection • Equal opportunity • Wildlife Management (including culling)

EVIDENCE GUIDE

INSPECT THE AERODROME

<p>a Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Complete an inspection of an aerodrome including: <ol style="list-style-type: none"> a. movement area b. obstacle restriction areas comprising of runway strip, runway end safety areas, clearways and taxiway strips c. visual aids comprising of wind indicators, signal circle and markings and markers d. animal and bird hazards e. objects becoming obstacles within the obstacle limitation areas • Identify hazardous conditions affecting the safety of aircraft • Assess the requirement for official notification of changes to the serviceability of the aerodrome • Assess the most appropriate means of making the hazardous situation temporarily safe • Where appropriate, repair damage to movement area and surrounds without official notification • Correctly use unserviceability markers • Determine the most appropriate reporting or notification procedures • Report changes to the serviceability of the movement and obstacle restriction areas, and aerodrome surrounds • Interpret a NOTAM or MOWP where applicable • Facilitate appropriate repairs • Undertake appropriate animal and bird harassment procedures • Implement appropriate response to aircraft accidents and incidents • Locate, interpret and apply relevant information • Provide customer/client services • Work effectively with colleagues • Convey information in written and oral forms • Maintain workplace records • Use workplace colloquial and technical language and communications technologies in the workplace context • Use relevant forms, charts and proformas
<p>b Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>

EVIDENCE GUIDE

INSPECT THE AERODROME

<p>c Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Aerodrome operating procedures • Civil Aviation Regulations • Functions of a safety officer • Reporting procedures • Potential problems associated with the movement and obstacle restriction areas • Aircraft schedules • Unserviceability markers • MOWP • Aerodrome emergency response <p>b. Skills to:</p> <ul style="list-style-type: none"> • Inspect the movement and obstacle restriction areas, and aerodrome surrounds • Report changes to aerodrome serviceability • Make temporary repairs to the movement area • Position unserviceability markers • Operate communications equipment • Assess the need for official notification • Assess the appropriateness of repair processes
<p>d Resources implications</p>	<p>a. Access to:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations and Orders • En Route Supplement Australia (ERSA) for the aerodrome or simulated aerodrome • On site or simulated aerodrome movement area
<p>e Consistency in performance may include</p>	<p>a. Identifying changes to the movement and obstacle restriction areas, and aerodrome surrounds</p> <p>b. Identifying the appropriate course of action</p> <p>c. Identifying appropriate notification processes</p> <p>d. Reporting changes to the serviceability of the movement area</p>
<p>e. Context of assessment</p>	<p>a. Practical assessment may occur:</p> <ul style="list-style-type: none"> • on the job • in a simulated work environment with relevant equipment, simulated work instructions and deadlines. <p>b. Assessment of knowledge may occur:</p> <ul style="list-style-type: none"> • on the job • off the job • concurrently with practical assessment

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
Level 1	Level 2	Level 2	Level 2	Level 1	Level 2	Level 1

UNIT 2: INSPECT AND REPORT ON AERODROME LIGHTING SYSTEMS

DESCRIPTION:

Skills and Knowledge to perform an inspection on aerodrome lighting systems and equipment and operating, and report on hazardous situations

ELEMENT	PERFORMANCE CRITERIA
<p>1. Inspect the aerodrome lighting</p>	<ul style="list-style-type: none"> a. Access to the aerodrome is arranged with appropriate authorities a. Lighting systems are prepared for inspection b. Lighting systems are inspected for serviceability, and faults or hazardous situations which may effect aircraft safety are identified c. Where appropriate, the hazardous situation created by faulty lighting systems is rectified or made safe using suitable procedures
<p>2. Report faults to aerodrome lighting</p>	<ul style="list-style-type: none"> a. Any requirement for official notification of lighting faults is assessed b. Suitably qualified electrical contractors are contacted for repairs where appropriate c. Relevant authorities or organisations are notified of damage to aerodrome lighting and circuits using suitable means of communication
<p>3. Make the unserviceability condition safe</p>	<ul style="list-style-type: none"> a. Faulty lights are replaced or repaired so as to minimise disruption to aircraft movements b. Relevant authorities or organisations are notified of aerodrome works, using suitable means of communication c. Temporary lighting is installed as required
<p>4. Report the return of the aerodrome to serviceable condition</p>	<ul style="list-style-type: none"> a. Aerodrome lighting systems are inspected for serviceability b. Relevant authorities or organisations are notified of the restoration of lighting serviceability, using suitable means of communication

RANGE OF VARIABLES

INSPECT AERODROME LIGHTING SYSTEM

VARIABLE	SCOPE
1. General context	<p>a. Lighting inspections may occur:</p> <ul style="list-style-type: none">• As often as is required to maintain the integrity of the lighting systems• Immediately any significant phenomenon which could reasonably be expected to affect the serviceability of the aerodrome, or• Otherwise as determined by the aerodrome operator <p>b. Relevant authorities for reporting purposes may include:</p> <ul style="list-style-type: none">• Aerodrome operator or delegated person• NOTAM Office (Airservices Australia)• Civil Aviation Safety Authority• Australian Defence Forces Command for military bases• Aerodrome users <p>c. Aerodromes may include:</p> <ul style="list-style-type: none">• Licensed Aerodromes• Unlicensed Aerodromes• Aeroplane Landing Areas (ALAs) <p>d. Inspections may need to occur by day or by night, and in any weather conditions.</p>

RANGE OF VARIABLES

INSPECT AERODROME LIGHTING SYSTEM

VARIABLE	SCOPE
2. Worksite environment	<p>a. Permanent aerodrome lighting and circuits may include:</p> <ul style="list-style-type: none"> • Runway lighting • Runway end lights • Taxiway centre lights • Threshold lights • Threshold identification lights • Obstacle lighting • Aerodrome beacon • Approach lighting • Illuminated wind indicators • Pilot Activated Lighting (PAL) • Taxiway edge lights • Apron lights • T-VASIS • PAPI • Standby power <p>b. Temporary aerodrome lighting may include kerosene or battery flares</p> <p>c. Reportable hazardous situations caused by faulty lights may include:</p> <ul style="list-style-type: none"> • Power supply failure • Circuit failure • Partial lighting failures, as described in Rules and Practices for Aerodromes • Failure of lighting to the wind indicator • Failure of obstruction lights • Failure of aerodrome beacon • Failure of the Pilot Activated Lighting warning signal <p>d. Procedures for making the lighting problem safe may include:</p> <ul style="list-style-type: none"> • Partial closure of the movement area • Closing the movement area (aerodrome closure) • Contacting the aerodrome user <p>e. Unserviceability lights are red lights</p> <p>f. Suitable means of reporting may include:</p> <ul style="list-style-type: none"> • Verbal communications • NOTAMs • Other written means of communication as is appropriate (eg. fax) • Method of Working Plan (MOWP) <p>g. Initiating repairs or hazard removal procedures may include:</p> <ul style="list-style-type: none"> • Notifying relevant aerodrome personnel • Undertaking the repairs • Removing the hazard • Notifying appropriate electrical contractors

RANGE OF VARIABLES

INSPECT AERODROME LIGHTING SYSTEM

VARIABLE	SCOPE
3. Sources of information/documents	a. Aerodrome manual b. Workplace operating procedures manuals c. Rules and Practices for Aerodromes (RPA) d. En route Supplement Australia (ERSA) e. Manufacturers' specifications f. RPT routes & timetables
4. Applicable Australian and State/Territory regulations and legislation	a. Civil Aviation Act (1988) b. Civil Aviation Regulations and Orders c. Applicable State, Territory and Commonwealth regulations concerning: <ul style="list-style-type: none"> • Electrical work • Occupational Health and Safety • Workplace relations • Workers Compensation • Dangerous goods handling (inc. Mines Regulation Act for fuel) • Environmental protection • Equal opportunity

EVIDENCE GUIDE

INSPECT AERODROME LIGHTING SYSTEM

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Complete a lighting systems inspection • Identify faulty lights, switches or circuit breakers • Assess the requirement for official notification of faulty lights • Repair faulty lighting where applicable • Correctly use unserviceability lighting • Determine the most appropriate reporting or notification procedures • Report changes to the serviceability of the lights • Interpret a MOWP where applicable • Facilitate appropriate repairs • Locate, interpret and apply relevant information • Provide customer/client services • Work effectively with colleagues • Convey information in written and oral form • Maintain workplace records • Use workplace colloquial and technical language and communications technologies in the workplace context • Use relevant forms, charts and proformas
<p>2. Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>
<p>3. Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Aerodrome lighting systems • Aerodrome operating procedures • Civil Aviation Regulations and Orders • Reporting procedures • Effects on the serviceability of the aerodrome caused by lighting faults • Unserviceability markers <p>b. Skills to:</p> <ul style="list-style-type: none"> • Inspect the lighting systems • Make appropriate temporary repairs to the lighting systems • Operate communications equipment
<p>4. Resources implications</p>	<p>a. Access to:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations and Orders • Rules and Practice for Aerodromes • En Route Supplement Australia (ERSA) • Lighting system or simulated lighting system
<p>5. Consistency in performance may include</p>	<p>a. Identifying damage to the movement surface b. Identifying the appropriate course of action c. Identifying appropriate notification processes d. Reporting changes to the serviceability of the lights</p>

EVIDENCE GUIDE

INSPECT AERODROME LIGHTING SYSTEM

6. Context of assessment	<p>a. Practical assessment may occur:</p> <ul style="list-style-type: none"> • on the job • in a simulated work environment with relevant equipment, simulated work instructions and deadlines <p>b. Assessment of knowledge may occur:</p> <ul style="list-style-type: none"> • on the job • off the job • concurrently with practical assessment
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KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
Level 1	Level 2	Level 2	Level 2	Level 1	Level 2	Level 1

UNIT 3: INSPECT AND REPORT ON THE OBSTACLE LIMITATION SURFACES

DESCRIPTION:

Skills and Knowledge to determine and report when an object becomes an obstacle, and calculate declared distances

ELEMENT	PERFORMANCE CRITERIA
<p>1. Perform a visual inspection of the obstacle limitation surfaces</p>	<p>a. The Obstacle Limitation Surfaces are inspected visually, and objects or structures which have or may become obstacles are identified</p> <p>b. Where appropriate, obstacles in the Obstacle Limitation Surfaces are removed without notification, using suitable procedures</p> <p>c. Where an obstacle can not be removed, a determination for the marking or lighting of the obstacle is made</p>
<p>2. Report obstacles in the Obstacle Limitation Surface</p>	<p>a. Where an obstacle can not be removed, declared distances and supplementary take off distances are calculated</p> <p>b. All relevant authorities or organisation are notified of the:</p> <ul style="list-style-type: none"> • Status of the obstacle (i.e. permanent or temporary) • Declared distances for the obstacle or, • Location of the obstacle, where there is no requirement for reporting declared distances • Appropriate marking and lighting requirements using suitable means of communication
<p>3. Report the return of the aerodrome to the previous status</p>	<p>a. The Obstacle Limitation Surfaces are inspected visually for obstacles</p> <p>b. Relevant authorities or organisations are notified of the removal of the temporary obstacle, using suitable means of communication</p>

RANGE OF VARIABLES

INSPECT THE OBSTACLE LIMITATION SURFACES

VARIABLE	SCOPE
<p>1. General context</p>	<p>a. Obstacle Limitation Surfaces inspections will occur:</p> <ul style="list-style-type: none"> • One hour prior to the first commercial transport operation of the day, or • Immediately any significant phenomenon which could reasonably be expected to affect the serviceability of the aerodrome, or • Otherwise as determined by the aerodrome operator <p>b. Relevant authorities for reporting purposes may include:</p> <ul style="list-style-type: none"> • Aerodrome operator or delegated person • NOTAM Office (Airservices Australia) • Civil Aviation Safety Authority • Australian Defence Forces Command for military bases • Aerodrome users <p>c. Aerodromes may include:</p> <ul style="list-style-type: none"> • Licensed Aerodromes • Unlicensed Aerodromes • Aeroplane Landing Areas (ALAs) <p>d. Inspections may need to occur by day or by night, and in any weather conditions.</p>

RANGE OF VARIABLES

INSPECT THE OBSTACLE LIMITATION SURFACES

VARIABLE	SCOPE
2. Worksite environment	<p>a. Obstacles may be:</p> <ul style="list-style-type: none"> • Existing objects or structures • Proposed objects or structures <p>b. Obstacles may occur within the:</p> <ul style="list-style-type: none"> • Movement area • Obstacle restriction area • Obstacle limitation surfaces <p>c. Obstacle Limitations Surfaces which are related to the aerodrome reference point may include:</p> <ul style="list-style-type: none"> • Inner horizontal surface • Conical surface • Outer horizontal surface <p>d. Other Obstacle Limitations Surfaces may include:</p> <ul style="list-style-type: none"> • Transitional surface • Inner transitional surface • Approach and take-off surfaces • Inner approach surface • Baulked landing surfaces <p>e. Declared distances may include:</p> <ul style="list-style-type: none"> • Takeoff run available (TORA) • Takeoff distance available (TODA) • Accelerate stop distance (ASDA) • Landing distance available (LDA) • TODA gradient • STODA and associated gradient <p>f. Procedures for making the aerodrome surrounds safe may involve:</p> <ul style="list-style-type: none"> • Marking the unserviceable area by day or night • Partial closure of the aerodrome • Aerodrome closure • Contacting the aerodrome user • Marking and lighting of obstacles <p>g. Serviceability markers and cones may include:</p> <ul style="list-style-type: none"> • Signal circle markers • Unserviceability cross markers • Unserviceability Cones • Displaced threshold markers • Work limit markers • Glider markers • Dumb bell markers <p>h. Suitable means of reporting may include:</p> <ul style="list-style-type: none"> • Verbal communications • NOTAMs • Other written means of communication as is appropriate (eg. fax) • Method of Working Plan (MOWP) <p>i. Initiating repairs or hazard removal procedures may include:</p> <ul style="list-style-type: none"> • Notifying relevant aerodrome personnel • Undertaking the repairs

RANGE OF VARIABLES

INSPECT THE OBSTACLE LIMITATION SURFACES

VARIABLE	SCOPE
<p>3. Sources of information/documents</p>	<p>a. Sources of information may include:</p> <ul style="list-style-type: none"> • Aerodrome manual • Workplace operating procedures manuals • Rules and Practices for Aerodromes (RPA) • Civil Aviation Advisory Publications • En route Supplement Australia (ERSA) • Departure and Approach Procedures (DAP) • Manufacturers' specifications • Airline timetables
<p>4. Applicable Australian and State/Territory regulations and legislation</p>	<p>a. Civil Aviation Act (1988)</p> <p>b. Civil Aviation Regulations and Orders</p> <p>c. Airports Act</p> <p>d. Applicable State, Territory and Commonwealth regulations concerning:</p> <ul style="list-style-type: none"> • Occupational Health and Safety • Workplace relations • Workers Compensation • Environmental protection • Equal opportunity

EVIDENCE GUIDE

INSPECT THE OBSTACLE LIMITATION SURFACES

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Identify the various Obstacle Limitation Surfaces • Complete an inspection of the Obstacle Limitation Surfaces • Identify objects protruding through the Obstacle Limitation Surfaces (i.e. become obstacles) • Assess the requirement for official notification of obstacles • Assess the most appropriate means of making the hazardous situation temporarily safe • Where appropriate, remove the obstacle without official notification • Correctly use unserviceability markers and lighting • Correctly apply obstacle markers and lighting • Calculate declared distances • Calculate supplementary takeoff distances • Report obstacles and declared distances • Facilitate appropriate restorative procedures • Locate, interpret and apply relevant information • Provide customer/client services • Convey information in written and oral form • Maintain workplace records • Use workplace colloquial and technical language and communications technologies in the workplace context • Use relevant forms, charts and proformas
<p>2. Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>
<p>3. Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Aerodrome operating procedures • Civil Aviation Regulations and Orders • Functions of a safety officer • Reporting procedures • Obstacle Limitation Surfaces • Potential problems which may occur when objects protrude the Obstacle Limitation Surfaces • Aircraft schedules • Unserviceability markers • MOWP <p>b. Skills to:</p> <ul style="list-style-type: none"> • Inspect the Obstacle Limitation Surfaces • Report changes to aerodrome serviceability • Make temporary repairs to the movement area • Position unserviceability markers • Operate communications equipment • Assess the need for official notification • Assess the appropriateness of repair processes

EVIDENCE GUIDE

INSPECT THE OBSTACLE LIMITATION SURFACES

4. Resources implications	a. Access to: <ul style="list-style-type: none">• Civil Aviation Regulations and Orders• En Route Supplement Australia (ERSA) for the aerodrome or simulated aerodrome• On site or simulated aerodrome surrounds
5. Consistency in performance may include	a. Identifying objects protruding through the Obstacle Limitation Surfaces b. Calculating changes to the Obstacle Limitation Surfaces c. Identifying the appropriate course of action d. Identifying appropriate notification processes
6. Context of assessment	a. Practical assessment may occur: <ul style="list-style-type: none">• on the job• in a simulated work environment with relevant equipment, simulated work instructions and deadlines. b. Assessment of knowledge may occur: <ul style="list-style-type: none">• on the job• off the job• concurrently with practical assessment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
Level 2	Level 2	Level 2	Level 2	Level 2	Level 2	Level 1

UNIT 4: COMPLETE A NOTICE TO AIRMEN (NOTAM)

DESCRIPTION:

Skills and Knowledge to complete a Notice to Airmen

ELEMENT	PERFORMANCE CRITERIA
1. Prepare a Notice to Airmen (NOTAM)	a. Situations requiring the issue of a NOTAM are identified b. Specific information required for inclusion in the NOTAM is calculated or otherwise identified c. NOTAM, containing appropriate information, formatting, terminology and abbreviations for the notifiable situation is raised and issued to relevant authorities or organisations

RANGE OF VARIABLES

COMPLETE A NOTICE TO AIRMEN (NOTAM)

VARIABLE	SCOPE
1. General Context	a. Relevant authorities for reporting NOTAMs may include: <ul style="list-style-type: none">• NOTAM Office (Airservices Australia)• Australian Defence Forces Command for military bases b. Aerodromes may include: <ul style="list-style-type: none">• Licensed Aerodromes• Unlicensed Aerodromes

RANGE OF VARIABLES

COMPLETE A NOTICE TO AIRMEN (NOTAM)	
VARIABLE	SCOPE
<p>2. Worksite environment</p>	<p>a. Published information may include:</p> <ul style="list-style-type: none"> • AIP – En Route Supplement Australia (ERSA) • NOTAM • AIP Supplement (AICs) <p>b. Types of NOTAMS may include:</p> <ul style="list-style-type: none"> • Permanent • Temporary • Review <p>c. NOTAMS may be issued for the following situations:</p> <ul style="list-style-type: none"> • Changes (temporary or permanent) to published information • Advanced notice of aerodrome works affecting runways or obstacle limitation surfaces • Unserviceable portions of the runway • Failures in aerodrome lighting or obstacle lighting • Changes to navigational aids information • Bird or animal hazards posing a danger to aircraft movements • New obstacles • Other changes of the serviceability of the aerodrome which may affect the safety of aircraft operations <p>d. ERSA information may include:</p> <ul style="list-style-type: none"> • Aerodrome diagram • Aerodrome location and administration • Movement area data • Lighting data • Navigation aids data • Air traffic services • Traffic advisory frequency • Ground services • Unicom • Aerodrome Frequency Response Unit • Special procedures • Notices • Runway Distance Supplements • Obstacle-clear take-off gradients • One directional runways • Obstacle survey areas • Supplementary Take Off Distances • Runway slope • Runway strip width <p>e. Information in a NOTAM will include:</p> <ul style="list-style-type: none"> • Name of Aerodrome • Purpose of the NOTAM • Date of issue of the NOTAM • Period of validity

RANGE OF VARIABLES

COMPLETE A NOTICE TO AIRMEN (NOTAM)

VARIABLE	SCOPE
<p>3. Sources of information/documents</p>	<p>a. Sources of information may include:</p> <ul style="list-style-type: none"> • Aerodrome manual • Workplace operating procedures manuals • Rules and Practices for Aerodromes (RPA) • Civil Aviation Regulations • Civil Aviation Orders (CAO) • En route Supplement Australia (ERSA) • Departure and Approach Procedures (DAP) • Airline timetables • A, B and C type charts
<p>4. Applicable Australian and State/Territory regulations and legislation</p>	<p>a. Civil Aviation Act (1988)</p> <p>b. Civil Aviation Regulations</p> <p>c. Applicable State, Territory and Commonwealth regulations concerning:</p> <ul style="list-style-type: none"> • Occupational Health and Safety • Workplace relations • Workers Compensation • Dangerous goods handling (inc. Mines Regulation Act for fuel) • Environmental protection • Equal opportunity

EVIDENCE GUIDE

COMPLETE A NOTICE TO AIRMEN (NOTAM)

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Identify when a NOTAM is required • Identify the type of information required in a NOTAM for different situations • Complete a NOTAM for: <ol style="list-style-type: none"> 1. hazardous situations in the movement area 2. changes to published information (including declared distance calculations) 3. permanent changes to the aerodrome requiring notification • Interpret a MOWP • Locate, interpret and apply relevant information • Provide customer/client services • Work effectively with colleagues • Convey information in written and oral form • Maintain workplace records • Use workplace colloquial and technical language and communications technologies in the workplace context • Use relevant forms, charts and proformas
<p>2. Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>
<p>3. Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Aerodrome operating procedures • Civil Aviation Regulations and Orders • Reporting procedures • Aircraft schedules • MOWP <p>b. Skills to:</p> <ul style="list-style-type: none"> • Complete a NOTAM • Operate communications equipment
<p>4. Resources implications</p>	<p>a. Access to:</p> <ul style="list-style-type: none"> • En Route Supplement Australia (ERSA) for the aerodrome or simulated aerodrome • Information of new aerodrome facilities
<p>5. Consistency in performance may include</p>	<p>a. Completing a NOTAM</p> <p>b. Interpreting a MOWP</p>
<p>6. Context of assessment</p>	<p>a. Practical assessment may occur:</p> <ul style="list-style-type: none"> • on the job • in a simulated work environment with relevant equipment, simulated work instructions and deadlines. <p>b. Assessment of knowledge may occur:</p> <ul style="list-style-type: none"> • on the job • off the job • concurrently with practical assessment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
Level 2	Level 2	Level 2	Level 1	Level 1	Level 1	Level 1

UNIT 5: USE AN AIRCRAFT RADIO

DESCRIPTION:

Skills and Knowledge to maintain and operate an aircraft radio system

ELEMENT	PERFORMANCE CRITERIA
1. Maintain an aircraft radio	a. The aircraft radio system is maintained in accordance with manufacturers specifications and operational requirements. b. Minor faults in the radio are identified and reported in accordance with company procedures
2. Operate an aircraft radio	a. System checks are performed to confirm that the radio is operational in accordance with manufacturer's specifications and operational procedures b. The radio is operated safely in accordance with manufacturers specifications and legislative requirements c. Radio procedures, appropriate to the requirements of the relevant agencies, aerodrome users or other organisations, are used d. Emergency radio procedures are interpreted and an appropriate response undertaken
3. Transmit and receive information using an aircraft radio	a. Messages are transmitted clearly and precisely with due observance of correct phraseology, phonetics and protocols b. A listening watch on the relevant frequency is established c. Appropriate procedures are used to conduct a communication check with relevant control agencies
4. Interpret alternative methods of communication	a. Respond to light signals in the advent of radio failure

RANGE OF VARIABLES

USE AN AIRCRAFT RADIO

VARIABLE	SCOPE
1. General Context	a. Aerodromes may include: <ul style="list-style-type: none">• Licensed Aerodromes• Unlicensed Aerodromes• Aeroplane Landing Areas (ALAs)

RANGE OF VARIABLES

USE AN AIRCRAFT RADIO

VARIABLE	SCOPE
2. Worksite environment	<p>a. Aircraft radio systems may include:</p> <ul style="list-style-type: none"> • VHF <p>b. An aircraft radio system may include:</p> <ul style="list-style-type: none"> • Battery switch • Radio master switch • Indicating meters • Fuses and Circuit Breakers • Microphone and voice activated • Transmitter • Receiver • Headphones and speaker • Antenna systems appropriate to the radio <p>c. Radio operations may include:</p> <ul style="list-style-type: none"> • Maintaining the aircraft radio system • Transmitting and receiving on VHF and HF • Using squelch controls • Establishing a listening watch • Conducting a communication check • The use of Automatic Terminal Information Services (ATIS) • Use of an Emergency Locator Transmitter (ELT) <p>d. Relevant frequencies (as per ERSA) may include:</p> <ul style="list-style-type: none"> • Mandatory Broadcast Zones (MBZ) • Common Traffic Advisory Frequency (CTAF) • Other air traffic agencies (eg. Air Traffic Control) • Automatic Terminal Information Services (ATIS) <p>e. Phraseology and phonetic considerations may include:</p> <ul style="list-style-type: none"> • Standard procedural words and phrases • Pronunciation of phonetic alphabet and numbers • Correct use of aircraft call signs • Transmission of numbers • Transmission of time • Radio test procedure/reliability scale • Listening to the radio (avoiding over transmissions) • Establishing and maintaining communications • Clipped transmission and consequences <p>f. Emergency radio procedures are:</p> <ul style="list-style-type: none"> • A distress message ('Mayday' call) • An Urgency Message ('Pan' call) <p>g. Appropriate responses to emergency transmission may include:</p> <ul style="list-style-type: none"> • Establishing priority of calls • Imposing radio silence <p>h. At aerodromes with air traffic control (ATC), alternative communication methods, in the advent of radio failure, may include the use of light signals</p>

RANGE OF VARIABLES

USE AN AIRCRAFT RADIO

VARIABLE	SCOPE
<p>3. Sources of information/documents</p>	<p>a. Aerodrome manual b. Workplace operating procedures manuals c. Civil Aviation Regulations d. Rules and Practices for Aerodromes (RPA) e. CAAP No. AIRWAYS – 3(0) f. Civil Aviation Orders (CAO) g. En route Supplement Australia (ERSA) h. Manufacturers specifications</p>
<p>4. Applicable Australian and State/Territory regulations and legislation</p>	<p>a. Civil Aviation Act (1988) b. Civil Aviation Regulations c. Applicable State, Territory and Commonwealth regulations concerning: <ul style="list-style-type: none"> • Occupational Health and Safety </p>

EVIDENCE GUIDE

USE AN AIRCRAFT RADIO

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Maintain an aircraft radio system • Overcome minor faults and problems • Check equipment and prepare for transmission or receipt • Transmit and receive messages • Use correct phraseology and phonetics and protocols according to aviation conventions • Maintain a listening watch • Conduct a communication check • Respond to emergency transmission • Interpret light signals (applicable to aerodromes with ATC) • Locate, interpret and apply relevant information (eg. ATIS)
<p>2. Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>
<p>3. Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Radio procedures • Radio maintenance procedures • Radio phraseology and phonetics including phonetic alphabet and numerals according to aviation conventions • A distress message ('Mayday' call) • An Urgency Message ('Pan' call) <p>b. Skills to:</p> <ul style="list-style-type: none"> • Maintain an aircraft radio • Operate an aircraft radio
<p>4. Resources implications</p>	<p>a. Access to:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations • An appropriate aircraft radio
<p>5. Consistency in performance may include</p>	<p>a. Receiving and transmitting VHF and HF messages using appropriate protocols, phraseology and phonetics</p> <p>b. Maintaining aircraft radio system</p>
<p>6. Context of assessment</p>	<p>a. Practical assessment may occur:</p> <ul style="list-style-type: none"> • on the job • in a simulated work environment with relevant equipment, simulated work instructions and deadlines. <p>b. Assessment of knowledge may occur:</p> <ul style="list-style-type: none"> • on the job • off the job • concurrently with practical assessment

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
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Level 1	Level 2	Level 1	Level 1	Level 1	Level 2	Level 2
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UNIT 6: SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

DESCRIPTION:

Skills and Knowledge to supervise aerodrome works and access to 'airside'

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for aerodrome works	<ul style="list-style-type: none"> a. Official notification of impending start to the works is confirmed with appropriate aerodrome personnel b. Processes for the safe conduct of the aerodrome works are developed or adapted from relevant plans, drawings, procedures documents, or Method of Working Plans
2. Supervise aerodrome access by vehicles and personnel	<ul style="list-style-type: none"> a. Access requirements and relevant authorisation for all vehicles and personnel are determined b. Personnel, vehicles and equipment entering the airside are inspected to ensure compliance with aerodrome requirements c. Appropriate supervision of airside personnel and vehicles is maintained throughout period on airside d. Vehicles are inspected to ensure they are marked in an appropriate manner
3. Supervise aerodrome works	<ul style="list-style-type: none"> a. Unserviceability markers are positioned in accordance with work procedures and regulations b. Aerodrome work procedures are supervised in accordance with MOWPs or other work procedures c. The activities of personnel, vehicles and plant on the movement area are managed to ensure the safety of aircraft d. Liaison with required on-site and external personnel is maintained, using appropriate communications techniques and visual aids, to ensure safe and timely conduct of the aerodrome works and aircraft operations e. Updated notification information is issued to ensure continued safe conduct of aerodrome works and aircraft operations f. At such times as required by aircraft, the aerodrome is temporarily restored to operational status
4. Complete aerodrome works	<ul style="list-style-type: none"> a. The work area is cleared of personnel, vehicles and plant in a safe and timely manner, ensuring the aerodrome has been restored to full operational status b. The work area is inspected for serviceability c. Relevant authorities or organisation are notified of the restoration of aerodrome serviceability, using suitable means of communication

RANGE OF VARIABLES

SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

VARIABLE	SCOPE
1. General context	<p>a. Relevant authorities for reporting purposes may include:</p> <ul style="list-style-type: none">• Aerodrome Operator or delegated person• NOTAM Office (Airservices Australia)• Civil Aviation Safety Authority• Air Traffic Control• Australian Defence Forces Command for military bases• Aerodrome users <p>b. Aerodromes may include:</p> <ul style="list-style-type: none">• Licensed Aerodromes• Unlicensed Aerodromes <p>c. Works may need to occur by day or by night, and in any weather conditions.</p>

RANGE OF VARIABLES

SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

VARIABLE	SCOPE
<p>2. Worksite environment</p>	<p>a. Aerodrome works are classified as:</p> <ul style="list-style-type: none"> • Time Limited works not affecting normal aircraft operations (movement area operational in less than 10 minutes) • Time Limited works requiring a NOTAM, where normal aircraft operations are not effected (movement area not operational within 10 minutes). • Works requiring NOTAM, with attached Methods of Working Plan (MOWP) where Regular Public Transport or other regular users are disrupted (movement area not operable within 30 minutes) <p>b. Aerodrome works may include:</p> <ul style="list-style-type: none"> • Maintenance of markings and lights • Mowing grass • Rolling Surfaces • Sweeping pavements • Minor repairs to pavements • Surveys and inspections • Major construction or repairs to the movement area • (Re)Painting <p>c. Processes for the safe conduct of works includes:</p> <ul style="list-style-type: none"> • Work procedures • Identifying safe work vehicle movement areas • Instructing work personnel <p>d. Relevant works information may include:</p> <ul style="list-style-type: none"> • Method of Working Plan • NOTAM • Other written or verbal notification <p>e. Procedures for making the movement area safe for aerodrome works may include:</p> <ul style="list-style-type: none"> • Marking the unserviceable area • Partial closure of the movement area • Closing the movement area (aerodrome closure) • Contacting the aerodrome user • Extinguish lighting to the hazardous section of the movement area • Lighting required to carry out works does not represent a hazard to aircraft operations <p>f. Inspection of vehicles may include:</p> <ul style="list-style-type: none"> • Roadworthiness • Fuel and oil leakage etc • Appropriate markings and lights <p>g. Assessment of personnel may include:</p> <ul style="list-style-type: none"> • Authorisation to enter the airside • Appropriate licences to operate vehicles and equipment • Understanding of aerodrome terminology, signs and radio instructions • Understanding of aerodrome markings and signage • Understanding vehicle restriction zones around aircraft, navigation beacons, lights

National Competency Standards for Aerodrome Inspection, Reporting and Works Safety

RANGE OF VARIABLES

SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

VARIABLE	SCOPE
3. Sources of information/documents	a. Sources of information may include: <ul style="list-style-type: none">• Aerodrome manual• Workplace operating procedures manuals• Rules and Practices for Aerodromes (RPA) Specifically Chapter 13, Schedule2• En route Supplement Australia (ERSA)• Manufacturers' specifications• RPT routes & timetables• Method of Working Plan (MOWP)
4. Applicable Australian and State/Territory regulations and legislation	a. Civil Aviation Act (1988) b. Civil Aviation Regulations and Orders c. Applicable State, Territory and Commonwealth regulations concerning: <ul style="list-style-type: none">• Occupational Health and Safety• Workplace relations• Workers compensation• Dangerous goods handling (inc. Mines Regulation Act for fuel)• Environmental protection• Equal opportunity

EVIDENCE GUIDE

SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • Determine type of aerodrome works being undertaken(time limited works or otherwise) • Supervise aerodrome works to ensure the safe conduct of aerodrome work • • Issue a NOTAM if necessary • Organise plant and equipment where appropriate • Ensure that unserviceability markers are used correctly • Interpret a MOWP and facilitate changes as required • Inspect vehicles for appropriate markings and lighting • Restore aerodrome to operational status • Oversee the use of, parking or storing of vehicles, plant and equipment to ensure aerodrome, aircraft and personnel safety • Oversee the restoration of the aerodrome to an operational status • Locate, interpret and apply relevant information • Provide customer/client services • Work effectively with colleagues • Convey information in written and oral form • Maintain workplace records • Use workplace colloquial and technical language and communications technologies in the workplace context • Use relevant forms charts and proformas
<p>2. Interdependent assessment of units</p>	<p>a. This unit of competency may be assessed in conjunction with other units that form part of the job role</p>
<p>3. Underpinning knowledge and skills may include</p>	<p>a. Knowledge of:</p> <ul style="list-style-type: none"> • Aerodrome operating procedures • Civil Aviation Regulations and Orders • Functions of a Works Safety Officer • Aircraft schedules • Unserviceability markers <p>b. Skills to:</p> <ul style="list-style-type: none"> • Interpret NOTAM • Interpret a MOWP • Position unserviceability markers • Operate communications equipment • Inspect vehicles • Supervise personnel
<p>4. Resources implications</p>	<p>a. Access to:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations and Orders • En Route Supplement Australia (ERSA) • On site or simulated aerodrome works

EVIDENCE GUIDE

SUPERVISE THE SAFETY OF AERODROME WORKS AND GENERAL ACCESS

5. Consistency in performance may include	a. Identifying damage to the movement area surface b. Identifying the appropriate course of action c. Identifying appropriate notification processes d. Interpreting a NOTAM e. Interpreting a MOWP
6. Context of assessment	a. Practical assessment may occur: <ul style="list-style-type: none">• on the job• in a simulated work environment with relevant equipment, simulated work instructions and deadlines. b. Assessment of knowledge may occur: <ul style="list-style-type: none">• on the job• off the job• concurrently with practical assessment

National Competency Standards for Aerodrome Inspection, Reporting and Works Safety

KEY COMPETENCIES						
Collect, analyse & Organise information	Communicate Ideas and information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology
Level 2	Level 2	Level 2	Level 2	Level 1	Level 2	Level 1