Title	**Demonstrate knowledge of working within an aeronautical engineering workplace**		
Level	**3**	**Credits**	**4**

Purpose	People credited with this unit standard are able to, within an aeronautical engineering workplace, demonstrate knowledge of: company human resources and structure; fire and chemical safety; hazardous materials, procedures and handling; company and customer aircraft operations; and enterprise policies, procedures and documentation.

Classification	Aeronautical Engineering > Aeronautical Engineering - Core

Available grade	Achieved

Guidance Information

1 All tasks must be carried out in accordance with enterprise procedures.

2 Definitions
Enterprise procedures – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
MSDS refers to Material Safety Data Sheets.
ETOPS refers to Extended Range Operations with Twin-engine airplanes.
EDTO refers to Extended Diversion Time Operations.
CAANZ refers to Civil Aviation Authority New Zealand.
FAA (US) refers to Federal Aviation Administration.
CASA (AU) refers to Civil Aviation Safety Authority.
NZDF refers to New Zealand Defence Force.
EASA refers to European Aviation Safety Agency.

3 This unit standard may be assessed against either on or off job in a real or simulated aeronautical engineering environment.

4 Enactments and regulations relevant to this unit standard include but are not limited to – the Civil Aviation Act 1990; Hazardous Substances and New Organisms Act 1996; Resource Management Act 1991; Health and Safety at Work Act 2015; Spray Coating Regulations 1962; Approved Code of Practice for the Safe Use of Isocyanates 1994.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of company human resources services and structure within an aeronautical engineering workplace.

Performance criteria

1.1 Human resource services in the company are described in terms of enterprise procedures.

Range may include but is not limited to – general company information; personal skills record; remuneration; work unions, support services; grievance, harassment, and disciplinary procedures; training systems.

1.2 Company structure is described.

Range may include but is not limited to – organisation structure, incumbents.

1.3 Security and health and safety requirements are described.

Range may include but is not limited to – responsibilities, incident reporting, emergency procedures, security systems.

1.4 Business systems are described.

Range may include but is not limited to – overview, time capture.

Outcome 2

Demonstrate knowledge of fire and chemical safety within an aeronautical engineering workplace.

Performance criteria

2.1 Extinguishers are identified and related to types of fires.

Range water, foam, dry powder, carbon dioxide.

2.2 Operation methods of portable fire fighting equipment are identified and explained.

2.3 Procedures for the containment of chemical spills are identified.

2.4 Enterprise emergency procedures are described in accordance with company manuals.

Range may include but is not limited to – evacuation, equipment shut-down procedures, chemical spills, personal responsibilities.

Outcome 3

Demonstrate knowledge of hazardous materials, procedures and handling within an aeronautical engineering workplace.

Performance criteria

3.1 Hazardous materials and procedures are described.

Range may include but is not limited to – warnings/labels and classes of substance, storage labelling, storage facilities and locations, MSDS (contents and uses).

3.2 Handling of hazardous materials is described.

Range may include but is not limited to – exposure standards, exposure vs. absorption, potential health effects for groups of chemicals, emergency treatment, minimising harm.

3.3 Supply and use of personal protective equipment are described.

Outcome 4

Demonstrate knowledge of company and customer aircraft operations within an aeronautical engineering workplace.

Performance criteria

4.1 Procedures relating to company and customer aircraft operations are described.

Range may include but is not limited to – ETOPS, EDTO, CAANZ Rules, NZDF Airworthiness Policy.

4.2 Airworthiness Authority requirements relating to company operations and customer aircraft are described.

Range may include but is not limited to – FAA, CASA, EASA, CAANZ Rules, NZDF Airworthiness Policy.

4.3 Customer procedural and/or quality requirements are described.

Outcome 5

Demonstrate knowledge of enterprise policies, procedures and documentation within an aeronautical engineering workplace.

Performance criteria

5.1 Enterprise policies, procedures and documentation are described.

Range may include but is not limited to – defect reporting procedures, documentation and authorisations, work records, signatory responsibilities.

5.2 Enterprise quality assurance is described.

Range may include but is not limited to – Quality Management System, regulations, standards, compliance.

Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 April 2012	31 December 2017
Revision	2	15 September 2016	31 December 2021
Review	3	26 March 2020	N/A
Rollover and Revision	4	26 April 2024	N/A

Consent and Moderation Requirements (CMR) reference	0028

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.