



Australian Government

MEA137 Write aviation technical publications

Release: 1

MEA137 Write aviation technical publications

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires application of skills and knowledge relating to the researching of data, drafting and processing of technical publications and amendments to technical publications, including maintenance manuals, operating instructions, parts catalogues, procedures manuals and related technical publications to support scheduled or unscheduled maintenance. Work may be performed individually or as part of a team.

The unit is part of Diploma and Advanced Diploma training pathways. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

Pre-requisite Unit

MEA135 Use computers in aviation maintenance-related integrated logistic support activities

Competency Field

Integrated logistic support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|------------------|---|
| 1. Research data | 1.1 The required medium, style and layout are determined |
| | 1.2 Relevant data is obtained or accessed |
| | 1.3 Potential problems are identified and relevant experts are identified and consulted |
| | 1.4 Problem resolution strategies are determined |

2. Draft publication or publication amendment
 - 2.1 The publication or amendment is drafted using relevant guidelines and specified software package
 - 2.2 Required graphics are selected and illustrator briefs are raised
 - 2.3 Copyright legislation is observed
 - 2.4 Completed graphics are inserted into the draft and annotations/labels added
 - 2.5 The draft is prepared for publishing and is submitted for editorial review
3. Process draft publication or amendment
 - 3.1 Proof copy of the publication or amendment is submitted for client acceptance
 - 3.2 Publication or amendment is published
 - 3.3 The publication management database is updated and the completed publication is delivered or distributed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

The required medium can be one or more of:

- Print-based
- Electronic
- Microfiche

Style and layout can be determined from one or more of:

- An applicable style guide
- Contract requirements
- Industry standards and specifications

Relevant data sources include:

- Design and production data and drawings
- Parts and materials listings
- Operating procedure documentation
- Maintenance schedules
- Modification instructions and service bulletins
- Manufacturer's and trade catalogues
- Relevant legislation and regulations

Relevant experts include:

- The client
- Design engineers and staff
- Production staff
- Component and material suppliers
- Regulator representatives

Unit Mapping Information

Release 1 – equivalent to MEA137A Write aviation technical publications

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>