



**Australian Government**

**Assessment Requirements for MEA162  
Write aviation technical publications**

**Release: 1**

# Assessment Requirements for MEA162 Write aviation technical publications

## Modification History

Release 1. Supersedes and equivalent to MEA137 Write aviation technical publications. Revised as a result of changed prerequisites. Unit codes updated.

## Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- draft an aviation technical publication and an amendment to an existing aviation technical publication in line with required standards and specifications.

One of the above must be drafted in print-based format and one in electronic format.

In the course of the above work, the candidate must:

- access data sources required for publication content, including:
  - design and production data and drawings
  - parts and materials listings
  - operating procedure documentation
  - maintenance schedules
  - modification instructions and service bulletins
  - manufacturer and trade catalogues
  - required legislation and regulations
- undertake research into publication format and content requirements as detailed in:
  - applicable style guide
  - contract requirements
  - industry standards and specifications
- use applicable documentation standards and style manuals
- demonstrate written communication skills to the required level
- use word processing software and graphics packages suited to requirements of the technical publications
- communicate orally
- undertake problem solving in relation to encountered or predicted problems
- seek subject matter expert input as required, including from:
  - client
  - design engineers and staff
  - production staff
  - component and material suppliers

- regulator representatives
- obtain editorial input and process proofed product.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key features of:
  - word processing and graphics packages used for drafting technical publications and amendments to publications
  - publication writing conventions, standards, and specifications
  - organisation and publication-specific style guides
- organisational policies and procedures for:
  - seeking the input of subject matter experts, who may be external to the organisation
  - submitting draft product for editorial review
  - maintaining publication records
- illustration techniques
- techniques for reading engineering drawings, including:
  - standard drawing sheets and drawing layouts
  - types of drawing
  - engineering standards and specifications
  - technical terms and abbreviations
  - sectioned views
  - dimensioning
  - tolerancing of dimensions
  - types of fit
  - aircraft standard hardware
  - screw threads
  - threaded components and washers
  - locking devices
  - rivets
  - special structural fasteners
  - spur gears
  - welding symbols and geometry tolerancing
  - surface texture
  - material specifications and metal surface treatment
- techniques for reading electrical and electronic circuits and wiring diagrams
- methodology for:
  - developing system schematics
  - developing block diagrams
  - sketching

- using and developing logic charts
- developing fault diagnosis guides
- preparing illustrator briefs
- preparing indexes to publication contents
- problem solving
- maintaining publication records
- regulations relating to technical publications
- key features of work health and safety (WHS) legislation applicable to technical publications
- for print-based publications: procedures for processing drafts through desktop publishing to printing, binding, and distribution
- for electronic format publications: principles for publication database systems and the development of input data.

## Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations encountered in writing aviation technical publications.

The candidate must be permitted to refer to relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials.

The candidate must have access to:

- equipment and materials required to demonstrate the performance evidence above
- software and hardware, including:
  - required software package
  - required desktop publishing software for print-based publication
  - required database systems and data to input for electronic publication.

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability can be gathered through direct observation, supervisor's reports, project work, samples and questioning.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the Civil Aviation Safety Regulation (CASR) Part 147 Manual of Standards.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>