



Australian Government

MEA163 Perform aviation technical publication management activities

Release: 1

MEA163 Perform aviation technical publication management activities

Modification History

Release 1. Supersedes and equivalent to MEA138 Perform aviation technical publication management activities. Revised as a result of changed prerequisites. Unit codes updated.

Application

This unit of competency describes the skills and knowledge required to produce, publish, distribute and amend aviation technical publications. It requires the application of established standards and specifications, and editorial and management knowledge. Work may be performed individually or as part of a team.

The aviation technical publications apply to maintenance manuals, operating instructions, parts catalogues, procedures manuals, and other related technical publications used in scheduled and unscheduled aviation maintenance. The unit is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Integrated logistic support

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

- | | |
|---|--|
| 1. Manage drafting and publication of aviation technical publications | 1.1 Determine and specify required style for technical publications
1.2 Edit technical publication drafts |
| 2. Manage amendment | 2.1 Identify requirement for publication amendments, and |

ELEMENTS	PERFORMANCE CRITERIA
of aviation technical publications	arrange for required amendments to be undertaken
	2.2 Edit draft amendments
3. Manage distribution and control of aviation technical publications	3.1 Establish publication distribution and amendment status database
	3.2 Manage publications according to regulatory requirements, and organisational policies and procedures
	3.3 Monitor operation of publication distribution and control system

Foundation Skills

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

Unit Mapping Information

Release 1. Supersedes and equivalent to MEA138 Perform aviation technical publication management activities.

Links

Companion Volume implementation guides are found in VETNet -

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