



Australian Government

MEACOM0041 Write aviation technical publications

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation skills made explicit. Assessment Requirements clarified. Supersedes and equivalent to MEA162 Write aviation technical publications.

Application

This unit describes the skills and knowledge required to research data and to draft and process aviation technical publications and amendments to technical publications in print-based, electronic and microfiche medium. The publications must be written according to established standards and specifications. 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 Civil Aviation Safety Authority (CASA) and the Defence Aviation Safety Authority (DASA).

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

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. Research requirements for aviation technical publication or amendment	1.1 Determine required medium, style and layout for publication 1.2 Obtain or access required data for publication content 1.3 Identify potential problems, and identify and consult experts for assistance with those matters 1.4 Determine problem resolution strategies
2. Draft publication or	2.1 Draft publication or amendment using required guidelines and

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
publication amendment	specified software package 2.2 Select required graphics and raise illustrator briefs 2.3 Identify and observe legislative requirements in relation to copyright 2.4 Insert completed graphics into draft, and annotate and label them 2.5 Prepare draft for publishing and submit for editorial review
3. Process draft publication or amendment	3.1 Submit proofed copy of publication or amendment for client acceptance 3.2 Publish publication or amendment 3.3 Update publication management database and deliver or distribute completed publication

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Writing skills to draft publication or amendment according to documentation standards and style manuals.
- Reading skills to research and interpret regulatory requirements, organisation policies and procedures, and publications.
- Learning skills to solve encountered and predicted problems.
- Oral communication to liaise with client and subject matter experts.
- Technology skills to use word processing and database software and graphics packages suited to requirements of the technical publications.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA162 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>

