



Australian Government

Department of Education, Employment and Workplace Relations

MEA138B Perform aviation technical publication management activities

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Advanced Diploma training pathways. It covers the competencies required to manage the drafting, publication, distribution and control of technical publications while complying with applicable regulatory requirements.

Application of the Unit

This unit requires application of competencies relating to the application of editorial and management knowledge and skills in the production, publication, distribution and amendment of technical publications.

Applications include maintenance manuals, operating instructions, parts catalogues, procedures manuals and related technical publications.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

MEA137A Write aviation technical publications

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

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| <p>1. Manage the drafting and publication of technical publications</p> | <p>1.1. The required <i>style for technical publications</i> is determined and specified</p> <p>1.2. Technical publication drafts are edited</p> |
| <p>2. Manage the amendment of technical publications</p> | <p>2.1. <i>The requirement for publication amendment</i> action is identified</p> <p>2.2. Amendment action is initiated</p> <p>2.3. Draft amendments are <i>edited</i></p> |
| <p>3. Manage the distribution and control of technical publications</p> | <p>3.1. A publication distribution and amendment status database is established</p> <p>3.2. Publications are managed in accordance with <i>regulatory requirements, organisational policies and procedures</i></p> <p>3.3. The operation of the publication distribution and control system is monitored</p> |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- specifying the style and layout of technical publications
- determining the need for amendment action
- effective control of technical publication distribution
- oral communication
- written communication

Required knowledge

Look for evidence that confirms knowledge of:

- layout, content, production and use of technical publication style guides
- applicable publication standards and systems, including ATA100 and Australian Air publications
- copyright legislation
- graphics conventions and techniques
- desktop publishing software systems
- printing methods
- binder systems
- regulations governing the production, amendment, custody and distribution of technical publications
- version control procedures

Evidence Guide

<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to perform management activities relating to the production, amendment and distribution of technical publications.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p> <p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	Application of this unit may relate to: <ul style="list-style-type: none"> • scheduled or unscheduled maintenance • individual or team-related activities
Specifying style for technical publications	Specifying style for technical publications may involve: <ul style="list-style-type: none"> • determination of the client's requirements • identification of applicable standards and specifications for publications within the industry • identification of any applicable regulatory requirements • selection of an appropriate publishing system • development and issue of a style guide that specifies: <ul style="list-style-type: none"> • writing style • layout • fonts • graphics selection and conventions • procedures for dealing with copyright issues • requirements for processing of drafts • preparation for publication
The requirement for publication amendment action	The requirement for publication amendment action may arise from: <ul style="list-style-type: none"> • publication user feedback • modifications to systems or components • test procedure development or refinement • quality system audits • service bulletins • compliance with regulatory requirements
The editing process	The editing process may involve checking for: <ul style="list-style-type: none"> • compliance with the style guide

	<ul style="list-style-type: none"> • completeness and ease of understanding • appropriate use of graphics • observance of applicable regulations and legislation including copyright • final draft mark-up for desktop publishing • application of version control procedures
<p>Regulatory requirements, organisational policies and procedures</p>	<p>Regulatory requirements, organisational policies and procedures may be found in:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs) • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • maintenance organisation expositions • continuing airworthiness management organisation expositions • organisational policy manuals • procedures manuals • quality manuals • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence regulations and instructions • maintenance management plan • standing instructions

Unit Sector(s)

Integrated logistics support

Competency field

Co-requisite units

Not applicable