



**Australian Government**

# **MEM16012 Interpret technical specifications and manuals**

**Release: 1**

# MEM16012 Interpret technical specifications and manuals

## Modification History

Release 1. Supersedes and is equivalent to MEM16012A Interpret technical specifications and manuals

## Application

This unit of competency defines the skills and knowledge required to identify, access, interpret and analyse technical information in an enterprise. It covers explaining and using the information, and identifying implications of information changes on engineering or manufacturing work activities.

Where routine accessing, organising and communicating of information related to processes or tasks is required, MEM16006 Organise and communicate information should be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Band: B**

**Unit Weight: 4**

## Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

## Competency Field

Communication

## Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	<b>Identify and locate technical information resources</b>	1.1	Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times
		1.2	Identify information needs and confirm with appropriate persons
		1.3	Identify workplace information resources and determine

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	their location in the information system
	1.4 Obtain appropriate technical information
<b>2 Access technical information</b>	2.1 Locate relevant technical information using search techniques appropriate to the resource and information requirements
	2.2 Interpret symbols, codes, legends and abbreviations
	2.3 Obtain clarification or further explanation of technical information, as required
	2.4 Verify the revision status of the technical information to ensure currency and authenticity
<b>3 Interpret and analyse technical information</b>	3.1 Check technical information/data is appropriate to work requirements
	3.2 Interpret technical information and analyse for use in given engineering or manufacturing applications
	3.3 Use technical information according to the specific engineering or manufacturing application
<b>4 Explain and use information</b>	4.1 Explain information and analyses and distribute to appropriate personnel
	4.2 Use information resources according to work requirements
	4.3 Undertake work in accordance with acquired technical information
<b>5 Identify implications of changes to technical</b>	5.1 Monitor technical information systems for changes
	5.2 Identify personnel affected by changes to internal or external specifications or other technical information

Elements describe the essential outcomes.

**information**

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

- 5.3 Establish means of distributing changed information
- 5.4 Document changes to technical information according to enterprise procedures

## Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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.

**Information resources include one (1) or more of the following:**

- documented management system (manufacturing, quality, environmental and WHS)
- manufacturers' manuals
- specifications
- Australian Standards
- international standards
- customer requirements
- industry manuals
- codes of practice
- legislation
- quality documentation
- equipment manufacturer specifications
- engineering data sheets

**Location includes one (1) or more of the following:**

- reference libraries
- workplace storage areas
- internet
- site

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**Information system** includes one (1) or more of the following:

- internal
- external

**Search techniques** include one (1) or more of the following:

- computer database
- internet search
- standard techniques to identify relevant information:
  - skimming and scanning
  - identifying key words/ideas
  - using index
  - table of contents
  - numbering
  - classification systems

## Unit Mapping Information

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## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>