



Australian Government

MEM234029 Produce and manage technical publications

Release: 1

MEM234029 Produce and manage technical publications

Modification History

Release 1. Supersedes and is equivalent to MEM234029A Produce and manage technical publications.

Application

This unit of competency defines engineering skills and knowledge required to develop and produce engineering-related technical publications and to manage publications for use within an organisation and by downstream users including contractors and final customers.

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

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

Pre-requisite Unit

Nil

Competency Field

Engineering science

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop technical publications	1.1 Identify the requirement for technical publications 1.2 Determine the required medium, style and layout 1.3 Obtain or access relevant data 1.4 Identify potential problems and consult relevant experts involved in product engineering design and/or production 1.5 Determine resolution strategies 1.6 Draft the publication using relevant guidelines and specified or selected software package 1.7 Select required graphics and prepare illustrator briefs to meet requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.8 Observe copyright legislation 1.9 Insert completed graphics into the draft and add annotations and/or labels 1.10 Prepare the draft for publication and submit for editorial review
2. Produce and distribute technical publications	2.1 Submit proof copy of the publication or publication amendment for client acceptance 2.2 Arrange publication in accordance with workplace procedures 2.3 Update distribution records, as required, and arrange delivery or distribution of the completed publication
3. Manage the amendment of technical publications	3.1 Identify the need for publication amendment action 3.2 Initiate amendment action in line with identified need 3.3 Produce or edit draft amendments 3.4 Arrange production and distribution of amendments in accordance with workplace procedures
4. Manage the distribution and control of technical publications	4.1 Establish a publication distribution and amendment control system 4.2 Manage publications in accordance with regulatory requirements, and organisational policies and procedures 4.3 Monitor the operation of the publication distribution and control system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Technical publications include:	• workshop and procedures manuals • operating instructions • assembly instructions • parts catalogues • technical specifications • technical brochures for sales and marketing.
Required medium includes one or more of the following:	• print-based • digital • microfiche.
Style and layout are determined by one or more of the following:	• an applicable style guide • contract requirements • industry standards and specifications.
Relevant data sources include:	• design and production data and drawings • parts and materials listings • engineering specifications • operating procedure documentation • component assembly procedures • maintenance schedules • manufacturer and trade catalogues • relevant legislation and regulations.
Relevant experts include:	• client • design engineers and staff • production staff • maintenance managers and staff • component and material suppliers • regulator representatives.
Requirement for publication amendment action include:	• publication user feedback • modifications to systems or components • test procedure development or refinement • quality system audits • compliance with regulatory requirements.
Editing process includes checking:	• compliance with the style guide • 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.
Sources of regulatory requirements, and	• organisational policy manuals • procedures and quality manuals

organisational policies and procedures include:	• Commonwealth and state/territory legislation and regulations in areas including work health and safety (WHS) and environmental protection • sustainability requirements.
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Unit Mapping Information

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Links

Companion Volume Implementation Guides are available on VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>