



Australian Government

MEA137 Write aviation technical publications

Release: 1

MEA137 Write aviation technical publications

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires application of skills and knowledge relating to the researching of data, drafting and processing of technical publications and amendments to technical publications, including maintenance manuals, operating instructions, parts catalogues, procedures manuals and related technical publications to support scheduled or unscheduled maintenance. Work may be performed individually or as part of a team.

The unit is part of Diploma and Advanced Diploma training pathways. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

Pre-requisite Unit

MEA135 Use computers in aviation maintenance-related integrated logistic support activities

Competency Field

Integrated logistic support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|-------------------------|---|
| 1. Research data | 1.1 The required medium, style and layout are determined |
| | 1.2 Relevant data is obtained or accessed |
| | 1.3 Potential problems are identified and relevant experts are identified and consulted |
| | 1.4 Problem resolution strategies are determined |
| 2. Draft publication or | 2.1 The publication or amendment is drafted using relevant |

publication amendment	guidelines and specified software package
	2.2 Required graphics are selected and illustrator briefs are raised
	2.3 Copyright legislation is observed
	2.4 Completed graphics are inserted into the draft and annotations/labels added
	2.5 The draft is prepared for publishing and is submitted for editorial review
3. Process draft publication or amendment	3.1 Proof copy of the publication or amendment is submitted for client acceptance
	3.2 Publication or amendment is published
	3.3 The publication management database is updated and the completed publication is delivered or distributed

Foundation Skills

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.

The required medium can be one or more of:

- Print-based
- Electronic
- Microfiche

Style and layout can be determined from one or more of:

- An applicable style guide
- Contract requirements
- Industry standards and specifications

Relevant data sources include:

- Design and production data and drawings
- Parts and materials listings
- Operating procedure documentation
- Maintenance schedules
- Modification instructions and service bulletins

- Relevant experts include:**
- Manufacturer's and trade catalogues
 - Relevant legislation and regulations
 - The client
 - Design engineers and staff
 - Production staff
 - Component and material suppliers
 - Regulator representatives

Unit Mapping Information

Release 1 – equivalent to MEA137A Write aviation technical publications

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MEA137 Write aviation technical publications

Modification History

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Performance Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria at least once under the specified conditions of assessment.

Evidence must be provided that the candidate can:

- undertake research
- utilise applicable documentation standards and style manuals
- communicate orally
- produce written communications to the required level
- undertake problem solving
- use word processing software and graphics packages to produce draft technical publications.
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Knowledge Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- word processing and graphics packages used for technical publication and publication amendment drafting
- publication writing conventions, standards and specifications
- the use of style guides
- illustration techniques
- reading of engineering drawings, including:
 - standard drawing sheets and drawing layouts
 - types of drawing
 - engineering standards and specifications
 - technical terms and abbreviations
 - sectioned views
 - dimensioning
 - tolerancing of dimensions
 - types of fit
 - aircraft standard hardware
 - screw threads

- threaded components and washers
- locking devices
- rivets
- special structural fasteners
- spur gears
- welding symbols and geometry tolerancing
- surface texture
- material specifications and metal surface treatment
- reading of electrical and electronic circuits and wiring diagrams
- development of system schematics
- development of block diagrams
- sketching
- use and development of logic charts
- development of fault diagnosis guides
- the preparation of illustrators' briefs
- the preparation of indexes to publication contents
- problem solving methodology
- regulations relating to technical publications
- work health and safety (WHS) legislation
- for print-based publications, procedures for processing drafts through desktop publishing to printing, binding and distribution
- for electronic format publications, the principles for publication database systems and the development of input data
- requirements for, and methods of, maintaining publication records.

Assessment Conditions

- 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, an appropriate simulation must be used where the elements and performance criteria are fully covered across the range of conditions in the simulation scenarios.
- The candidate must have access to all tools, equipment, 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.
- 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.
- 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.

- Assessors should gather a range of evidence that is valid, sufficient, current and authentic. The preferred method is the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log 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.
- Assessors must satisfy the requirements of the National Vocational Education and Training Regulator (Australian Skills Quality Authority, or its successors).

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