



Australian Government

MEA138 Perform aviation technical publication management activities

Release: 1

MEA138 Perform aviation technical publication management activities

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires application of skills and knowledge relating to the application of editorial and management knowledge and skills in the production, publication, distribution and amendment of technical publications, including maintenance manuals, operating instructions, parts catalogues, procedures manuals and related technical publications used in scheduled or unscheduled maintenance. Work may be performed individually or as part of a team.

The unit is part of the Aeroskills 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

MEA137 Write aviation technical publications

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.

- | | |
|---|--|
| 1. Manage the drafting and publication of technical publications | 1.1 The required style for technical publications is determined and specified |
| | 1.2 Technical publication drafts are edited |
| 2. Manage the amendment of | 2.1 The requirement for publication amendment action is identified |

3. Manage the distribution and control of technical publications	technical publications	2.2	Amendment action is initiated
		2.3	Draft amendments are edited
		3.1	A publication distribution and amendment status database is established
		3.2	Publications are managed in accordance with regulatory requirements, and organisational policies and procedures
		3.3	The operation of the publication distribution and control system is monitored

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.

Specifying style for technical publication includes:

- 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:
 - 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 includes:

- Publication user feedback
- Modifications to systems or components
- Test procedure development or refinement
- Quality system audits

The editing process includes checking for:

- Service bulletins
- Compliance with regulatory requirements
- 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

Regulatory requirements, and organisational policies and procedures are found in:

- Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs)
- Civil Aviation Safety Regulations (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 Management Manual
- Defence Regulations and instructions
- Maintenance management plan
- Standing instructions

Unit Mapping Information

Release 1 – equivalent to MEA138B Perform aviation technical publication management activities

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 MEA138 Perform aviation technical publication management activities

Modification History

Release 1 - New unit of competency

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 under the specified conditions of assessment on at least one occasion, and must include:

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

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:

- layout, content, production and use of technical publication style guides
- applicable publication standards and systems, including Air Transport Association (ATA)100 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.

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 range of conditions reflects realistic workplace situations associated with aviation technical publication management, including all elements and performance criteria.

- 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.
- 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. 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).

Links

Companion Volume implementation guides are found in VETNet -

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