



Australian Government

MEA138 Perform aviation technical publication management activities

Release: 1

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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

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| 2. | Manage the amendment of technical publications | 2.1 | The requirement for publication amendment action is identified |
| | | 2.2 | Amendment action is initiated |
| | | 2.3 | Draft amendments are edited |
| 3. | Manage the distribution and control of technical publications | 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

The requirement for publication amendment action includes:

- Preparation for publication
- 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 includes checking for:

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