



Australian Government

MEA162 Write aviation technical publications

Release: 1

MEA162 Write aviation technical publications

Modification History

Release 1. Supersedes and equivalent to MEA137 Write aviation technical publications.
Revised as a result of changed prerequisites. Unit codes updated.

Application

This unit of competency describes the skills and knowledge required to research data, and draft and process aviation technical publications and amendments to technical publications in print-based, electronic and microfiche medium. The publications must be written according to established standards and specifications. Work may be performed individually or as part of a team.

The aviation technical publications apply to maintenance manuals, operating instructions, parts catalogues, procedures manuals, and other related technical publications used in scheduled and unscheduled aviation maintenance. The unit is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Integrated logistic support

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Research requirements for aviation technical publication or amendment

PERFORMANCE CRITERIA

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

- 1.1 Determine required medium, style and layout for publication
- 1.2 Obtain or access required data for publication content
- 1.3 Identify potential problems, and identify and consult experts who may provide assistance with those matters

ELEMENTS**PERFORMANCE CRITERIA**

	1.4 Determine problem resolution strategies
2. Draft publication or publication amendment	2.1 Draft publication or amendment using required guidelines and specified software package
	2.2 Select required graphics and raise illustrator briefs
	2.3 Identify and observe legislative requirements in relation to copyright
	2.4 Insert completed graphics into draft, and annotate and label them
	2.5 Prepare draft for publishing and submit for editorial review
3. Process draft publication or amendment	3.1 Submit proofed copy of publication or amendment for client acceptance
	3.2 Publish publication or amendment
	3.3 Update publication management database and deliver or distribute completed publication

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and equivalent to MEA137 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 MEA162 Write aviation technical publications

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- draft an aviation technical publication and an amendment to an existing aviation technical publication in line with required standards and specifications.

One of the above must be drafted in print-based format and one in electronic format.

In the course of the above work, the candidate must:

- access data sources required for publication content, including:
 - design and production data and drawings
 - parts and materials listings
 - operating procedure documentation
 - maintenance schedules
 - modification instructions and service bulletins
 - manufacturer and trade catalogues
 - required legislation and regulations
- undertake research into publication format and content requirements as detailed in:
 - applicable style guide
 - contract requirements
 - industry standards and specifications
- use applicable documentation standards and style manuals
- demonstrate written communication skills to the required level
- use word processing software and graphics packages suited to requirements of the technical publications
- communicate orally
- undertake problem solving in relation to encountered or predicted problems
- seek subject matter expert input as required, including from:
 - client
 - design engineers and staff
 - production staff
 - component and material suppliers

- regulator representatives
- obtain editorial input and process proofed product.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key features of:
 - word processing and graphics packages used for drafting technical publications and amendments to publications
 - publication writing conventions, standards, and specifications
 - organisation and publication-specific style guides
- organisational policies and procedures for:
 - seeking the input of subject matter experts, who may be external to the organisation
 - submitting draft product for editorial review
 - maintaining publication records
- illustration techniques
- techniques for reading 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
- techniques for reading electrical and electronic circuits and wiring diagrams
- methodology for:
 - developing system schematics
 - developing block diagrams
 - sketching

- using and developing logic charts
- developing fault diagnosis guides
- preparing illustrator briefs
- preparing indexes to publication contents
- problem solving
- maintaining publication records
- regulations relating to technical publications
- key features of work health and safety (WHS) legislation applicable to technical publications
- for print-based publications: procedures for processing drafts through desktop publishing to printing, binding, and distribution
- for electronic format publications: principles for publication database systems and the development of input data.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations encountered in writing aviation technical publications.

The candidate must be permitted to refer to relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials.

The candidate must have access to:

- equipment and materials required to demonstrate the performance evidence above
- software and hardware, including:
 - required software package
 - required desktop publishing software for print-based publication
 - required database systems and data to input for electronic publication.

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability can be gathered through direct observation, supervisor's reports, project work, samples and questioning.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the Civil Aviation Safety Regulation (CASR) Part 147 Manual of Standards.

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