



**Australian Government**

# **MEA163 Perform aviation technical publication management activities**

**Release: 1**

# MEA163 Perform aviation technical publication management activities

## Modification History

Release 1. Supersedes and equivalent to MEA138 Perform aviation technical publication management activities. Revised as a result of changed prerequisites. Unit codes updated.

## Application

This unit of competency describes the skills and knowledge required to produce, publish, distribute and amend aviation technical publications. It requires the application of established standards and specifications, and editorial and management knowledge. 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. Manage drafting and publication of aviation technical publications

2. Manage amendment

### PERFORMANCE CRITERIA

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

- 1.1 Determine and specify required style for technical publications

- 1.2 Edit technical publication drafts

- 2.1 Identify requirement for publication amendments, and

| ELEMENTS                                                              | PERFORMANCE CRITERIA                                                                                     |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| of aviation technical publications                                    | arrange for required amendments to be undertaken                                                         |
|                                                                       | 2.2 Edit draft amendments                                                                                |
| 3. Manage distribution and control of aviation technical publications | 3.1 Establish publication distribution and amendment status database                                     |
|                                                                       | 3.2 Manage publications according to regulatory requirements, and organisational policies and procedures |
|                                                                       | 3.3 Monitor operation of publication distribution and control system                                     |

## Foundation Skills

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

## Unit Mapping Information

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## 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 MEA163 Perform aviation technical publication management activities

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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:

- produce, edit, publish, and distribute at least one aviation technical publication in line with required standards and specifications
- amend the content of at least one aviation technical publication; producing, editing, publishing, and distributing final product in line with required standards and specifications.

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

- identify the requirement to include or amend publication content based on one or more of the following:
  - publication user feedback
  - modifications to systems or components
  - development or refinement of test procedures
  - quality system audits
  - service bulletins
  - compliance with regulatory requirements
- specify the style and layout of above technical publications based on:
  - client requirements
  - applicable standards and specifications for publications in the industry
  - applicable regulatory requirements
  - selection of suitable publishing system
  - preparation process for publication
- develop and issue a style guide for above technical publications that specifies, as required:
  - writing style
  - layout
  - fonts
  - graphics selection and conventions
  - procedures for dealing with copyright issues
  - requirements for processing of drafts
- check for the following during the edit process:

- compliance with applicable 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
- correct application of version control procedures
- determine the need for amendment action
- manage publication according to regulatory requirements and organisational policies and procedures
- maintain effective control of technical publication distribution
- demonstrate oral and written communication skills to the required level.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- regulatory requirements, and organisational standards, policies and procedures governing the production, amendment, custody and distribution of aviation technical publications, including those relating to:
  - layout, content, and production requirements
  - development and use of technical publication style guides
  - legislative requirements relating to copyright
  - graphics conventions and techniques
- publication standards and systems applicable to aviation technical publications described in the performance evidence, including Air Transport Association (ATA)100 and Australian Air Publications
- key features of desktop publishing software systems
- requirements and specifications of printing methods and binder systems to be used with the aviation technical publications described in the performance evidence
- regulatory requirements, and organisational policies and procedures relating to managing aviation technical publications 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
  - aviation 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

- version control procedures.

## 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 associated with aviation technical publication management.

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, materials, and documentation required to demonstrate the performance evidence above
- software and hardware, including software package required to manage the aviation technical publications described in the performance evidence.

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 CASR Part 147 Manual of Standards.

## Links

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