



Australian Government

Assessment Requirements for MEACOM0041 Write aviation technical publications

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and equivalent to MEA162 Write aviation technical publications.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to draft, in line with required standards and specifications, one aviation technical publication and one amendment to an existing aviation technical publication, with one of these 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
- seek subject matter expert input, including from:
 - client
 - design engineers and staff
 - production staff
 - component and material suppliers
 - regulator representatives.

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 internal and external subject matter experts
 - 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
- procedures for processing print-based drafts and publications including desktop publishing, printing, binding and distribution
- principles for publication database systems and the development of input data for electronic format publications.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (DASA and CASA) and maintenance stakeholders and must be rigorously observed.

Skills must have been demonstrated under routine supervision in the workplace or in a simulated environment that reflects workplace conditions and contingencies encountered in writing aviation technical publications. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - software package/s
 - desktop publishing software for print-based publication
 - database systems and data to input for electronic publication product and manufacturing specifications, codes, standards, manuals, and reference materials.
- modelling of industry operating conditions, including permitting candidate to refer to relevant documentation.

Evidence of tasks demonstrating competency must be recorded in a log of industrial experience and achievement.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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