



Australian Government

MEACOM0041 Write aviation technical publications

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to research data and to 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 Civil Aviation Safety Authority (CASA) and the Defence Aviation Safety Authority (DASA).

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Integrated logistic support

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Research requirements for aviation technical publication or amendment	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 for assistance with those matters 1.4 Determine problem resolution strategies
2. Draft publication or	2.1 Draft publication or amendment using required guidelines and

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
publication amendment	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

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Writing skills to draft publication or amendment according to documentation standards and style manuals.
- Reading skills to research and interpret regulatory requirements, organisation policies and procedures, and publications.
- Learning skills to solve encountered and predicted problems.
- Oral communication to liaise with client and subject matter experts.
- Technology skills to use word processing and database software and graphics packages suited to requirements of the technical publications.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MEACOM0041 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, 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.

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