



Australian Government

Department of Education, Employment and Workplace Relations

MEA137A Write aviation technical publications

Revision Number: 2

MEA137A Write aviation technical publications

Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit is part of Diploma and Advanced Diploma training pathways. It covers the competencies required to draft and process aviation technical publications in accordance with relevant standards and regulatory requirements. The unit is used in workplaces that operate under the airworthiness regulatory systems of the ADF and CASA.

Application of the Unit

This unit requires application of competencies relating to the researching of data, drafting and processing of technical publications and amendments to technical publications.

Applications include maintenance manuals, operating instructions, parts catalogues, procedures manuals and related technical publications.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

MEA135A	Use computers in aviation maintenance-related integrated logistic support activities
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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

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| 1. Research data | 1.1. <i>The required medium, style and layout</i> are determined
1.2. <i>Relevant data</i> is obtained or accessed
1.3. Potential problems are identified and <i>relevant experts</i> are identified and consulted
1.4. Problem resolution strategies are determined |
| 2. Draft publication or publication amendment | 2.1. The publication or amendment is drafted using relevant guidelines and specified software package
2.2. Required graphics are selected and illustrator briefs are raised
2.3. Copyright legislation is observed
2.4. Completed graphics are inserted into the draft and annotations/labels added
2.5. The draft is prepared for publishing and is submitted for editorial review |
| 3. Process draft publication or amendment | 3.1. Proof copy of the publication or amendment is submitted for client acceptance
3.2. Publication or amendment is published
3.3. The publication management database is updated and the completed publication is delivered or distributed |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- research
- utilisation of international document standards, such as IATA and GAMA
- oral communication
- written communication
- problem solving
- use of word processing software and graphics packages

Required knowledge

Look for evidence that confirms knowledge of:

- word processing and graphics packages used for technical publication and publication amendment drafting
- publication writing conventions, standards and specifications
- the use of style guides
- illustration techniques
- reading of 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
- reading of electrical and electronic circuits and wiring diagrams
- development of system schematics
- development of block diagrams

- sketching
- use and development of logic charts
- development of fault diagnosis guides
- the preparation of illustrators' briefs
- the preparation of indexes to publication contents
- problem solving methodology
- regulations relating to technical publications
- OHS legislation
- for print-based publications, procedures for processing drafts through DTP to printing, binding and distribution
- for electronic format publications, the principles for publication database systems and the development of input data
- requirements for, and methods of, maintaining publication records

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	A person who demonstrates competency in this unit must be able to research, draft and process technical publications and amendments thereto.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all tools, equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	Application of this unit may relate to: • scheduled or unscheduled maintenance • individual or team-related activities
The required medium	The required medium may be: • print-based • electronic • microfiche
Style and layout	Style and layout may be determined from: • an applicable style guide • contract requirements • industry standards and specifications
Relevant data sources	Relevant data sources may include: • design and production data and drawings • parts and materials listings • operating procedure documentation • maintenance schedules • modification instructions and service bulletins • manufacturer's and trade catalogues • relevant legislation and regulations
Relevant experts	Relevant experts may include: • the client • design engineers and staff • production staff • component and material suppliers • regulator representatives

Unit Sector(s)

Integrated logistics support

Competency field

Co-requisite units

Not applicable