

<b>Title</b>	<b>Control incoming aeronautical engineering technical information</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	<p>This unit standard is intended for people providing technical services support for aircraft operating and maintenance activities.</p> <p>People credited with this unit standard are able to: identify required aeronautical engineering technical information types and sources for aircraft operating and maintenance activities; obtain technical information; and process incoming technical information.</p>
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<b>Classification</b>	Aeronautical Engineering > Aeronautical Engineering Technical Support
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All tasks must be carried out in accordance with enterprise procedures.
- 2 **Definition**  
*Enterprise procedures* – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
- 3 Technical information may include information from: airworthiness authority publications and documents; manufacturer and/or vendor publications and documents; internal requests for – investigations, parts, procedure changes, modifications, defect reports; incident reports; telephone calls, facsimiles, telexes, emails.

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### Outcomes and performance criteria

#### Outcome 1

Identify required aeronautical engineering technical information types and sources for aircraft operating and maintenance activities.

**Performance criteria**

- 1.1 Technical information types that may affect the aircraft are identified in terms of their relevance to the operation and/or maintenance programme.
- Range airworthiness directives, service bulletins, technical instructions, modification proposals, maintenance and operating publications, publication change proposals, airworthiness authority concessions, technical reports.
- 1.2 Information relevant to the aircraft operation and/or maintenance programme is identified.
- Range sources of technical information may include but are not limited to – customers, manufacturers, airworthiness authorities, management, production, planning, supply, cabin crew, flight crew, other operators.

**Outcome 2**

Obtain technical information.

**Performance criteria**

- 2.1 The supply of required technical information is established.
- 2.2 Subscriptions are established and maintained for repetitive bulletins and publications appropriate to the aircraft operation and/or maintenance programme.

**Outcome 3**

Process incoming technical information.

**Performance criteria**

- 3.1 System is established and maintained that ensures incoming documents are complete, current, and match publisher's control documents.
- 3.2 Incoming information is recorded.
- 3.3 Incoming information is distributed for evaluation.

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<b>Planned review date</b>	31 December 2024
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	23 July 1997	31 December 2016
Revision	2	8 May 2001	31 December 2016
Review	3	19 May 2006	31 December 2016
Review	4	24 October 2014	31 December 2021
Review	5	26 March 2020	N/A

**Consent and Moderation Requirements (CMR) reference**

0028

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact ServiceIQ [qualifications@serviceiq.org.nz](mailto:qualifications@serviceiq.org.nz) if you wish to suggest changes to the content of this unit standard.