

Title	Control incoming aeronautical engineering technical information		
Level	4	Credits	6

Purpose	<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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Classification	Aeronautical Engineering > Aeronautical Engineering Technical Support
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Available grade	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.

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.

Planned review date	31 December 2027
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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
Rollover and Revision	6	26 April 2024	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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.