

Title	Promulgate and control aeronautical engineering technical information and instructions		
Level	4	Credits	8

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: maintain files and records of aeronautical engineering technical information; promulgate technical information; and control and monitor documentation.</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.

Outcomes and performance criteria

Outcome 1

Maintain files and records of aeronautical engineering technical information.

Performance criteria

- 1.1 Incoming information is filed.
- 1.2 Records are maintained for outgoing technical information and instructions.

Outcome 2

Promulgate technical information.

Performance criteria

2.1 External users are identified.

Range airworthiness authorities, customers, manufacturers, vendors.

2.2 Internal users are identified.

Range production, planning, technical library, supply, quality control, quality assurance, management, flight operations, ground operations, training, technical services.

2.3 Technical information and instructions are distributed to users.

Outcome 3

Control and monitor documentation.

Performance criteria

3.1 Documentation is controlled.

Range revision status, copy numbers, effectivity.

3.2 Follow-up action is completed.

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Status information and last date for assessment for superseded versions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
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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.