

1. Title	Aircraft documentation keeping and maintenance
2. Code	EMAMAG334A
3. Range	Applicable to all aircraft engineering works.
4. Level	3
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Data in the aircraft documentation</p> <ul style="list-style-type: none"> ◆ Understand the data that are needed to be recorded in the various documents, including : <ul style="list-style-type: none"> • condition reports e.g. heavy landing checks, defects investigations in log books • cross-reference to other files / records <p>6.2 Methods</p> <ul style="list-style-type: none"> ◆ Keep the documents systematically in accordance with the procedures <ul style="list-style-type: none"> • in locations as required e.g. on board • with updated data entry <p>6.3 Professional approach</p> <ul style="list-style-type: none"> ◆ Able to keep and preserve the documents in good conditions for periods as specified in AN(HK)O 1995. ◆ Able to produce the documents for inspection in accordance with the procedures.
7. Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <p>(i) Able to keep and maintain aircraft documentation in order.</p> <p>(ii) Able to describe the requirements to be fulfilled for keeping various aircraft documentation.</p> <p>(iii) Able to maintain an efficient and effective filing system.</p>
8. Remarks	<p>(Ref: HKAR-66 Module 10.1 - 10.5, 10.8 & 10.9)</p> <p>The Credit in this UoC is on the assumption of the person already possessed basic knowledge in the techniques for filing and storage of documentation.</p>