SOFEMA
Aviation services

Aviation Regulatory Experts

CAMO & AMO Planning & Tech Services - Job Card & Technical Authoring – 1 Day

Introduction

Anyone who's organizational role includes the need to create technical or procedural content on behalf of the organisation has a responsibility to ensure that the information is delivered in a clear, correct and effective way.

This course is aimed at sharing best practice use of Aviation Technical English particularly focused on a clear understanding of the "Maintenance Planning" and "Tech Services" best practice & business objectives.

It is essential in terms of efficiency and effectiveness of the organisation process that we ensure the communication of "task" requirements in the correct way.

A primary objective therefore of this course is to ensure clarity in your writing and avoid any reference to vagueness – (note that insufficient understanding of the task specifics may lead to ambiguity in writing).

Who is the course for?

All personnel with duties and/or responsibilities in the Airline Planning environment. Quality Assurance Staff. Also of Interest to persons working in a CAMO or Part M Quality System. Production Planning and Reliability Specialists, Engineers, Managers & Lease Companies.

What is the Benefit of this Training – What will I learn?

a) Understanding regarding how to use our knowledge of Aviation English Standards to improve our internal documentation procedures.

b) To consider the common mistakes which are made when we generate procedural documentation.

c) To be efficient with the time at hand – self-discipline and organisation of your thoughts is an essential ingredient to effective delivery of information.

d) The delegate will consider best practices to deliver information to achieve the most effective communication possible.

Date
On Demand

Venue

Category
Personal Development

Price
On Demand

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www.sassofia.com

Why should I choose SAS for this training?

Sofema Aviation Services is a Regulatory Training and Consulting company with 45 years of commercial aviation experience and 10 years operational experience. Since the start we have provided certificates to approx 20,000 delegates and we have grown for 2 primary reasons!
The first is that we are professional and we listen to our customers.

The second reason is a combination of outstanding course fees, together with a world beating discount program which leaves our competitors way behind – please do not take our word for it, check it out!

What Makes SAS CAMO & AMO Planning & Tech Services - Job Card & Technical Authoring - 1 Day Different?

Because our courses are written by people who have lived through the regulations. The author of the training material has more than 25 years' experience as an auditor across the entire regulatory spectrum.

At Sofema Aviation Services our focus is on accepting that compliance with Regulations is in fact minimum compliance. Interpreting the regulations in a way which enables the development and optimisation of our business is where we should see opportunity to drive efficiencies and cost saving.

Detailed Content / Topics – The following Subjects will be addressed

- o Contents
- o Performing Gap Analysis Related to Task Card Documentation and Procedures Authoring
- o Introduction - Aviation English for Technical Engineering Staff
- o Task Card Example Errors
- o Error Potential Related to the Use of Aviation English in the Maintenance Environment
- o The Challenge of Working with English as a Foreign Language
- o Considering the Basics – Best Practice Rules
- o Correct Use of Technical Names
- o Use of ACTIVE and PASSIVE Voice in Aviation English
- o Optimizing Sentence Structure (keep it simple)
- o Considering Task Card Issues in the Context of the Maintenance Repair Organisation (MRO)
- o Human Factor Issues related to Technical Communication
- o Considering the IOSA- ISM Driven Obligations to Ensure
- o Developing & Authoring Aviation Maintenance Technical Procedures
- o Developing Safety Instructions

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Target groups

This course is aimed at all Aviation Technical Engineering Staff. It is particularly beneficial where the delegate speaks English as a second language.

Pre-requisites

Attendance to this course assumes a strong understanding of English Language and the associated structure of English Grammar.

Learning Objectives

The primary purpose of this training is to identify how we can use our knowledge of Aviation English Standards to improve our internal documentation procedures.

Attendance to this course assumes a strong understanding of English Language and the associated structure of English Grammar.

To consider the common mistakes which are made when we generate procedural documentation.

The delegate will consider best practices to deliver information to achieve the most effective communication possible.

To consider the guidelines provided by ASD-STE100 Simplified Technical English.

What do People Say about Sofema Aviation Services Training?

"This training offers very good explanations of difficult topics."
"All aspect were useful, the examples were great."
"This training helped me to develop some new skills."
"The instructor is very resourceful and intelligent."
"Having a visual material helps a lot the learning process."

Duration

1 Day – The training will commence at 09.00 and finish at 17.00, with appropriate refreshment breaks.

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