

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

## Introduction

Anyone whose 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 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 the effective delivery of information.
- d) The delegate will consider best practices to deliver information to achieve the most effective communication possible.

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<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Basic
<b>Price</b>	On Demand

## Detailed Content / Topics - The following Subjects will be addressed

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

## 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 the 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 the 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.

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## What do People Say about Sofema Aviation Services Training?

*"I found satisfying answers to all my questions."*  
*"The instructor demonstrated very deep knowledge of the subject."*  
*"The length of the course fit my needs and expectations."*  
*"The content was really effective, I gained a lot of new knowledge."*  
*"The practical examples were perfectly delivered."*

## Duration

1 day – Start at 09.00 and finish at 17.00, with appropriate refreshment breaks.  
To register for this training, please email [team@sassofia.com](mailto:team@sassofia.com) or Call +359 28210806

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