

Article 1:A.2.f.

Flight Standards Technical Writer

Flight Standards Technical Writers create and maintain essential Flight Operations technical publications which must comply with FAA regulations, company policies, aircraft manufacturer guidance, and established industry safety standards. Flight Standards Technical Writers, in coordination with aircraft manufacturers, federal regulators, and internal stakeholders, contribute to the safety of flight and operational reliability by producing accurate, timely, and standardized publications.

Primary duties include, but are not limited to:

- Creating, revising, and publishing assigned publications such as aircraft flight manuals, flight test manuals, the Flight Operations Manual, the World Operations Manual, and airport briefing pages (10-7 pages).
- Revising and publishing aircraft-integrated electronic checklists (ECLs), when assigned, validating checklist functionality, and coordinating associated software deployment activities.
- Interfacing with aeronautical charting vendors to submit revision requests, review proofs, and coordinate publication schedules.
- Participating in the training of employees within the job classification to ensure consistent standards and practices.
- Contributing to the development and maintenance of departmental standards, processes, and work instructions.
- Providing input on team workflows and supporting consistency in content development and revision practices.
- Developing and completing other projects as assigned by management.

A Flight Standards Technical Writer may also be required to participate in cross-departmental and regulatory review meetings, attend industry events, conferences, standards working groups, and support user-acceptance and operational testing related to Electronic Flight Bag platforms. The role may also include contributing to structured authoring tool improvements, including providing input or limited programming support, and assisting in distributing content for other departments via mobile device management tools, the Company intranet, and other approved platforms. Additional duties may be assigned by management in support of Flight Operations safety, compliance, and operational performance.