



NIGERIAN CIVIL AVIATION AUTHORITY

AVIATION HOUSE

P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

CL: O-OPS 038 EVALUATION OF QUALITY MANUAL

Record ID:	Protocol #	Inspector:	Action Taken:
Air Operator/Organization:	Date Accomplished:	Type of Operation:	Location:
Title of Manual reviewed:			

Instructions for Use:

1. Check `S` column if you reviewed the record, procedure or event and it is `Satisfactory`.
2. Check `U` column if you reviewed the record, procedure or event and it is `Unsatisfactory`.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number

SN	OVERALL MANUAL PRESENTATION	S	U	NS	NA
1.	Bound in a secure form (not loose)?				
2.	Binder is 3 or 4 ring?				
3.	Exterior of binder clearly indicates manual content?				
4.	Prepared in English language?				
	MANUAL CONTROL PROCESS	S	U	NS	NA
5.	Copies numbered for controlled issuance?				
6.	Name or title of each person who holds a copy?				
7.	Amendment issuance tracking process?				
8.	Statement that the manual contains instructions which are required to be complied with by all personnel?				
9.	Statement of Compliance with relevant regulations?				
	MANUAL REVISION PROCESS	S	U	NS	NA
10.	Revision Instructions adequate?				
11.	Revision page for proper revision entry?				
12.	List of effective pages provided and correct?				
13.	Last revision to individual pages identified?				
	MANUAL REFERENCING SYSTEM	S	U	NS	NA
14.	Table of contents easy to find and use?				
15.	Index, if included, easy to find and use?				
16.	Tabbed as necessary for usability without difficulty?				
	INDIVIDUAL PAGE PRESENTATION	S	U	NS	NA
17.	Page numbered in chronological sequence (by chapter or single document)?				
18.	Last revision number/date appears on each page?				
19.	Company name (and logo) appears on each page?				
	PARAGRAPH NUMBERING	S	U	NS	NA
20.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?				
	SUPPLEMENTARY CONTENT REFERENCING	S	U	NS	NA
21.	Tables referenced for ease of use?				
22.	Figures referenced for ease of use?				
23.	Appendices referenced for ease of use?				

MANUAL CONTENTS CONFORMANCE		S	U	NS	NA
Organization and Management					
24.	Organizational Chart?				
25.	Quality Manager?				
Quality Management		S	U	NS	NA
26.	Quality Policy?				
27.	Clearly defined lines of quality accountability throughout the organization?				
28.	Direct accountability for quality on the part of senior management?				
29.	Compliance monitoring includes a feedback system to the accountable manager to ensure corrective action as necessary?				
30.	Quality system includes a quality assurance programme?				
31.	Quality assurance programme contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures?				
32.	System for monitoring the continuing compliance with the requirements of the regulations?				
33.	For maintenance purposes, quality system includes monitoring that the activities of the Safety Management System are being performed in accordance with the accepted procedures?				
34.	Procedures for ensuring that contracted maintenance is carried out in accordance with the contract?				
COMPLIANCE WITH REQUIREMENTS		S	U	NS	NA
35.	Complies with Nigerian CARs Part 9.2.2.3 and IS 9.2.2.3?				
36.	Complies with NCAA Guidance Reference: AOC Administration?				

RECOMMEND ACCEPTANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO (Reasons cited below)	
REMARKS & OBSERVATIONS	
_____ INSPECTOR SIGNATURE	
Additional comments attached <input type="checkbox"/> =>	