



NIGERIA CIVIL AVIATION AUTHORITY
 Corporate Headquarters
 Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

ATO/AOC/AMO/CAMO Initial Manual Review Guide

ATO/AOC/AMO/CAMO Holder/Applicant Name: _____

Manual Name: _____

Inspector Name: _____

Date: _____

CL: O-GEN003

INSTRUCTIONS FOR USE

- 1) Check YES column if you reviewed the record, procedure or event and have no comment.
- 2) Check NO column if you reviewed the record, procedure or event and have a comment.
- 3) Check NS (not seen) column if you did not review the record, procedure or event.
- 4) Check NA (not applicable) column, if the line item is not required in this particular situation.
- 5) Make notes regarding a NO answer for transfer to the JA-ATO/AOC/AMO as appropriate.
- 6) For later reference, precede any notes with the appropriate question number.

YES	NO	NS	NA	Q#	OVERALL MANUAL PRESENTATION
				1.	Manuals presented in "Hard copy" and "Soft copy" Compact disk (CD), Flash drive, other (Circle one). Identification (ID) number:_____.
				2.	Bound in a secure form (not loose)?
				3.	Binder is 4 rings?
				4.	Exterior or binder clearly indicated manual contents?
				5.	Prepared in language of the country?
				6.	Prepared in English Language?
YES	NO	NS	NA	Q#	MANUAL CONTROL PROCESS
				7.	Copies numbered for controlled issuance?
				8.	Amendment issuance tracking process described? Where? _____
				9.	NCAA issued a numbered volume?
YES	NO	NS	NA	Q#	MANUAL REVISION PROCESS
				10.	Revision Instructions adequate?
				11.	Revision page for proper revision entry?
				12.	List of effective pages provided and correct?
				13.	List of revisions to individual pages identified?
YES	NO	NS	NA	Q#	MANUAL REFERENCING SYSTEM
				14.	Table of contents easy to find and use?
				15.	Index, if included, easy to find and use?
				16.	Tabbed/"Bookmarked" as necessary for usability without difficulty?
				17.	Select at least ten (10) references to this manual in the Statement of

						Compliance (SOC). How many references were accurate? # ___ of # ___ (e.g. 8 of 10).
YES	NO	NS		NA	Q#	INDIVIDUAL PAGE PRESENTATION
					18.	Pages numbered in chronological sequence (by chapter or single documents)?
					19.	Last revision number/date appears on each page?
					20.	Company name (and logo) appears on each page (exception: 19 & 20)?
					21.	If manufacturer's document is submitted in lieu of a company manual, does the manufacturer's name appear on each page?
					22.	For all manufacturer's documents submitted, a manufacturer's letter or reference document is provided to substantiate current revision number/date?
					23.	Method(s) for revising company manuals from updates to manufacturer's references described?
YES	NO	NS		NA	Q#	PARAGRAPH NUMBERING
					24.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?
YES	NO	NS		NA	Q#	SUPPLEMENTARY CONTENT REFERENCE
					25.	Tables referenced for ease of use?
					26.	Figures referenced for ease of use?
					27.	Appendices reference for ease of use?
YES	NO	NS		NA	Q#	MANUAL EXCERPTS PROPERLY REFERENCED
					28.	Condensed checklists compared and current?
					29.	Passenger briefing cards compared and current?
					30.	Training materials an accurate depiction of manual contents?

Inspector Notes / Recommendations: _____

Inspector Signature: _____

CPM Comments: _____

CPM Signature: _____