



NIGERIAN CIVIL AVIATION AUTHORITY

AVIATION HOUSE

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

CL: O-OPS 037 EVALUATION ROUTE MANUAL

| | | | |
|----------------------------|------------|--------------------|--------------------|
| Record ID: | Protocol # | Inspector: | Action Taken: |
| Air Operator/Organization: | | Type of Operation: | Date Accomplished: |
| 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 operations manual contains operating instructions which are required to be complied with by all personnel? | | | | |
| 9. | Statement of Compliance | | | | |
| | 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 (exception – 20)? | | | | |
| 20. | If manufacturer's document is submitted in lieu of a company manual, does the manufacturer's name appear on each page? | | | | |
| 21. | For all manufacturers' documents submitted, a manufacturer's letter or reference document is provided to substantiate current revision number/date? | | | | |
| | PARAGRAPH NUMBERING | S | U | NS | NA |
| 22. | Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference? | | | | |
| | SUPPLEMENTARY CONTENT REFERENCING | S | U | NS | NA |
| 23. | Tables referenced for ease of use? | | | | |
| 24. | Figures referenced for ease of use? | | | | |
| 25. | Appendices referenced for ease of use? | | | | |

