

# TECHNICAL MANUAL GENERAL LAYOUT

DSA.AOC.CHKL.070

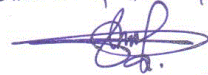


OPERATOR:	MANUAL:	N° and edition date:
		N° and revision date:
CHECKED BY:	CHECK DATE:	SIGNATURE:

Fill this checklist before the evaluation of flight crew training program (DSA.AOC.CHKL.10), operations manual part D (DSA.AOC.CHKL.075) and operation manual conformity list (DSA.AOC.CHKL.71)

Key : S : Satisfactory ; U : Unsatisfactory ; N/S : Not seen ; N/A : Not available

S/N	OVERALL MANUAL PRESENTATION	S	U	N/S	N/A	COMMENTS
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 or French language?					
<b>MANUAL CONTROL PROCESS</b>						
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?					

Director of Air Safety  
  
 Alioum SEITOU OUSMANOU

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MANUAL REVISION PROCESS					
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					
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					
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					
20.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?				
SUPPLEMENTARY CONTENT REFERENCING					
21.	Tables referenced for ease of use?				
22.	Figures referenced for ease of use?				
23.	Appendices referenced for ease of use?				

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