



**SAFETY MANAGEMENT MANUAL EVALUATION**  
**DSA.AOC.CHKL.076**

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

**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.

S/N	OVERALL MANUAL PRESENTATION	S	U	N/S	N/A
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>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</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?				
	<b>MANUAL REVISION PROCESS</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
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?				

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	<b>MANUAL REFERENCING SYSTEM</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
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?				
	<b>INDIVIDUAL PAGE PRESENTATION</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
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?				
	<b>PARAGRAPH NUMBERING</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
20.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?				
	<b>SUPPLEMENTARY CONTENT REFERENCING</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
21.	Tables referenced for ease of use?				
22.	Figures referenced for ease of use?				
23.	Appendices referenced for ease of use?				
	<b>MANUAL CONTENTS CONFORMANCE</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
	<b>Organization and Management</b>				
24.	Organizational Chart				
25.	Safety Manager				
	<b>Safety Management</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
26.	Safety Policy?				
27.	Identification of safety hazards?				
28.	Remedial action necessary to maintain an acceptable level of safety?				
29.	Provision for continuous monitoring of the safety level achieved?				
30.	Provision for regular assessment of the safety level achieved?				
31.	Provision to make continuous improvement to the overall level of safety?				

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32.	Clearly defined lines of safety accountability throughout the organization?				
33.	Direct accountability for quality on the part of senior management?				
	<b>Flight Data Analysis (For a Certificate holder of aircraft of a certificated takeoff mass in excess of 27,000 kilograms)</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
34.	Flight data analysis programme?				
35.	Is Flight data analysis programme non-punitive?				
36.	Adequate safeguards to protect the source of the data?				
37.	For flight data analysis programme contracted to third party, does operator retain overall responsibility for the maintenance of the programme?				
38.	Description of Flight safety document system for the use and guidance of operational personnel?				
	<b>COMPLIANCE WITH REQUIREMENTS</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
35.	Complies with Cameroonian CARs ?				
36.	Complies with CCAA Guidance Reference?				