



EVALUATION OF QUALITY MANUAL

DSA.AOC.CHKL.079

CCAA

OPERATOR:		EDITION DATE:
		REVISION DATE:
CHECKED BY :	CHECK DATE:	SIGNATURE :

Regulatory reference : Arrêté N°00606/MINT du 13 septembre 2006 modifiant l'annexe de l'arrêté n°00731/MINT du 07 juin 2005 fixant les conditions d'utilisation des avions par une entreprise de transport aérien

No.	Points to check	State of implementation	Observations
1.	Bound in a secure form (not loose)?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
2.	Binder is 3 or 4 ring?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
3.	Exterior of binder clearly indicates manual content?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
4.	Prepared in English or French language?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	



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MANUAL CONTROL PROCESS		
5.	Copies numbered for controlled issuance?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
6.	Name or title of each person who holds a copy?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
7.	Amendment issuance tracking process?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
8.	Statement that the manual contains instructions which are required to be complied with by all personnel?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
9.	Statement of Compliance with relevant regulations?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
MANUAL REVISION PROCESS		
10.	Revision Instructions adequate?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
11.	Revision page for proper revision entry?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
12.	List of effective pages provided and correct?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
13.	Last revision to individual pages identified?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable



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MANUAL REFERENCING SYSTEM		
14.	Table of contents easy to find and use?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
15.	Index, if included, easy to find and use?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
16.	Tabbed as necessary for usability without difficulty?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
INDIVIDUAL PAGE PRESENTATION		
17.	Page numbered in chronological sequence (by chapter or single document)?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
18.	Last revision number/date appears on each page?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
19.	Company name (and logo) appears on each page?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
PARAGRAPH NUMBERING		
20.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable
SUPPLEMENTARY CONTENT REFERENCING		
21.	Tables referenced for ease of use?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable



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22.	Figures referenced for ease of use?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
23.	Appendices referenced for ease of use?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
MANUAL CONTENTS CONFORMANCE			
Organization and Management			
24.	Organizational Chart?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
25.	Quality Manager?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
Quality Management			
26.	Quality Policy?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
27.	Clearly defined lines of quality accountability throughout the organization?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
28.	Direct accountability for quality on the part of senior management?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
29.	Compliance monitoring includes a feedback system to the account manager to ensure corrective action as necessary?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
30.	Quality system includes a quality assurance program?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory	



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		<input type="checkbox"/> Not applicable	
31.	Quality assurance program contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
32.	System for monitoring the continuing compliance with the requirements of the regulations?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
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?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
34.	Procedures for ensuring that contracted maintenance is carried out in accordance with the contract?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
	COMPLIANCE WITH REQUIREMENTS		
35.	Complies with Cameroonian CAR	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	

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RECOMMEND ACCEPTANCE: <input type="checkbox"/> Yes <input type="checkbox"/> NO (Reasons cited below)
REMARKS & OBSERVATIONS



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Additional comments attached =>