



ATO/AOC/AMO/CAMO INITIAL MANUAL REVIEW GUIDE

Reference: CL: O-AWS027

Revision: Revision 0

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

Manual Name:

Inspector (s):

Evaluation Date:

Assessment Code: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable, U = Answer requires comment

S/N	Audit / Inspected Area	REFERENCE REGULATIONS	INSPECTOR'S OBSERVATION					REMARKS
	Audit Questions		COMPLIANCE VERIFIED					
ITEM			S	U	NS	N A	U	
1	OVERALL MANUAL PRESENTATION							
1.1	Manuals presented in "Hard copy" and "Soft copy" Compact disk (CD), Flash drive, other (Circle one). Identification (ID) number: _____.							
1.2	Bound in a secure form (not loose)?							
1.3	Binder is 3 or 4 rings?							
1.4	Exterior or binder clearly indicated manual contents?							
1.5	Prepared in language of the country?							
1.6	Prepared in English Language?							
2	MANUAL CONTROL PROCESS							
2.1	Copies numbered for controlled issuance?							
2.2	Amendment issuance tracking process described? Where? _____							
2.3	SLCAA issued a numbered volume?							
3	MANUAL REVISION PROCESS							
3.1	Revision Instructions adequate?							
3.2	Revision page for proper revision entry?							
3.3	List of effective pages provided and correct?							
3.4	List of revisions to individual pages identified?							
4	MANUAL REFERENCING SYSTEM							
4.1	Table of contents easy to find and use?							
4.2	Index, if included, easy to find and use?							
4.3	Index, if included, easy to find and use?							
4.4	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).							

5	INDIVIDUAL PAGE PRESENTATION							
5.1	Pages numbered in chronological sequence (by chapter or single documents)?							
5.2	Last revision number/date appears on each page?							
5.3	Company name (and logo) appears on each page?							
5.4	If manufacturer's document is submitted in lieu of a company manual, does the manufacturer's name appear on each page?							
5.5	For all manufacturer's documents submitted, a manufacturer's letter or reference document is provided to substantiate current revision number/date?							
5.6	Method(s) for revising company manuals from updates to manufacturer's references described?							
6	PARAGRAPH NUMBERING							
6.1	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?							
7	SUPPLEMENTARY CONTENT REFERENCE							
7.1	Tables referenced for ease of use?							
7.2	Figures referenced for ease of use?							
7.3	Appendices reference for ease of use?							
8	MANUAL EXCERPTS PROPERLY REFERENCED							
8.1	Condensed checklists compared and current?							
8.2	Passenger briefing cards compared and current?							
8.3	Training materials an accurate depiction of manual contents?							
9	1. Observations And Comments Immediate Action Required							
10	CPM Comments:							

	CPM Signature: