



Flight Operations Standards Department
General Aviation & Training Section
FTOs/TRTOs Quality Manual Structure Evaluation Checklist

• Operator Name		• Inspector Name	
• Operator Focal Point Contact Details	Name	Phone No.	E-mail

No.	IEM No. 1 to JCAR-FCL2.055 Requirements	Q M Reference	Compliance	
			YES	NO

Chapter 0	ADMINISTRATION AND CONTROL OF QUALITY MANUAL
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0.1	Introduction			
(a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable approval			
(b)	A statement that the manual contains quality instructions that are to be complied with by the relevant personnel			
(c)	Explanations and definitions of terms and words needed for the use of the manual			
0.2	System of amendment and revision			
(a)	Details of the person(s) responsible for the issuance and insertion of amendments and revisions.			
(b)	A record of amendments and revisions with insertion dates and effective dates			
(c)	A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety			
(d)	A description of the system for the annotation of pages and their effective dates.			
(e)	A list of effective pages			
(f)	Annotation of changes (on text pages and, as far as practicable, on charts and diagrams)			
(g)	Temporary revisions			
(h)	A description of the distribution system for the manuals, amendments and revisions.			

Chapter 1	ORGANIZATION AND RESPONSIBILITIES
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1.1	Organizational structure. A description of the organizational structure			
1.2	Names of nominated post holders. The name of each nominated post holder and a description of their function and responsibilities must be included			
1.3	Responsibilities and duties of quality management personnel. A description of the duties, responsibilities and authority of quality management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.			





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No.	JCAR OPS 1 Requirements	Q M Reference	Compliance	
			YES	NO

Chapter 2	GENERAL
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2.1	Terminology			
2.2	Quality Policy and Strategy			
2.3	Purpose of quality system			
2.4	Quality manager			

Chapter 3	QUALITY SYSTEM
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3.1	Introduction			
3.2	Scope			
3.3	Feedback System			
3.4	Relevant documentation			

Chapter 4	QUALITY ASSURANCE PROGRAM
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4.1	Introduction			
4.2	Quality inspection			
4.3	Audit			
4.4	Auditors			
4.5	Auditors independence			
4.6	Audit scope			
4.7	Audit scheduling			
4.8	Monitoring and corrective action			
4.9	Management evaluation			
4.10	Recording			

Chapter 5	QUALITY ASSURANCE RESPONSIBILITY FOR SUB CONTRACTORS
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5.1	Subcontractors			
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Chapter 6	QUALITY SYSTEM TRAINING
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6.1	General			
6.2	Source of training			

• Overall Inspection Result of Quality Manual				
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory			



