DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

Document(s)	Ground Operations Manual (GOM)
Organization	
Issue Date	
Review Date	

Conformance	S = Satisfactory	U = Unsatisfactory	X = Not Applicable

Item	Subject / Subtopic	S	U	X
1.	**General / Administration**			
1.1	Issue / Edition Number and Effectivity / Validity Date	☐	☐	☐
1.2	Company Name, Location, and Contact Details	☐	☐	☐
1.3	List of Effective Pages (can be merged with item 1.4)	☐	☐	☐
1.4	Record of Revision (date and page included)	☐	☐	☐
1.5	Distribution List	☐	☐	☐
1.6	Table of Contents (comprehensive not fragmented)	☐	☐	☐
1.7	Definitions / Abbreviations	☐	☐	☐
1.8	Appendices / List and Sample of Forms	☐	☐	☐
1.9	Company Description / Information	☐	☐	☐
1.10	Corporate Mission & Vision	☐	☐	☐
1.11	Shareholder / Ownership Structure	☐	☐	☐
1.12	Scope of Services (as per Part-151 Application / Certificate)	☐	☐	☐
1.13	Manual Review, Amendment Procedure (including Notification to the President for Acceptance of Revisions)	☐	☐	☐
1.14	Organization's Safety Policy	☐	☐	☐
1.15	Organization's Quality Policy (can be merged with items 1.14 and 11.1)	☐	☐	☐
1.16	Document Administration and Control Procedures	☐	☐	☐
1.17	Statement Signed by the Accountable Executive confirming the compliance with GACAR Part 151 at all times	☐	☐	☐
1.18	Delegation of Authority (in absence)	☐	☐	☐
1.19	Duties and Responsibilities of nominated Post holders (must conform to GACAR 151.45 and 151.101(g)	☐	☐	☐
1.20	Organizational Structure & Chart	☐	☐	☐
1.21	Station(s) Organization Chart(s) (if not in the Local Supplement Manuals)	☐	☐	☐
1.22	Duties & Responsibilities of Management and Supervisory Personnel (covering all functions / titles described in the Organizational Chart)	☐	☐	☐
1.23	Notification of Organizational Changes (including notification of the President for acceptance of the nominated post-holders)	☐	☐	☐
1.24	General Description of Manpower Resources (required manpower and reference ground rules for staff deployment relevant to each function)	☐	☐	☐
1.25	Fatigue Management Program – GACAR 151, Subpart G	☐	☐	☐
1.26	Description of Facilities and Equipment (list of GSE)	☐	☐	☐
1.27	Education & Prevention Programs for the Problematic Use of Psychoactive Substances	☐	☐	☐
1.28	Evaluation and Subcontracting of Ground Services	☐	☐	☐
1.29	List of Subcontracted Organizations (consistent with the GSP Application)	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

1.30	Mandatory Safety Occurrence Reporting	☐	☐	☐
1.31	Voluntary Safety / Hazard Reporting	☐	☐	☐
1.32	Health and Safety Management Program – AHM 617	☐	☐	☐
1.33	Human Factors Program - AHM 616	☐	☐	☐
	(a) Implementation of Human Factors in Airside Operations	☐	☐	☐
	(b) Safety Culture Initiatives & Reporting	☐	☐	☐
	(c) Establishment of a Just Culture Model	☐	☐	☐
	(d) Human Factors Initial & Recurrent Training (details or reference)	☐	☐	☐
	(e) Procedure Compliance Initiatives (details or reference)	☐	☐	☐
	(f) LOSA (Line Operations Safety Assessment) Monitoring **Remark:** Details in ICAO Doc. 9803 adapted to ground operations re AHM 616	☐	☐	☐
1.34	Environmental Plan and Policies (can be a separate document)	☐	☐	☐
1.35	Details of, or Reference to, the GSE Maintenance Program **Remark:** can be a separate document	☐	☐	☐
	(a) Include preventive maintenance schedule for each GSE specifying maintenance tasks and frequencies.	☐	☐	☐
	(b) Refers or describes manufacturer's program and recommendations for each maintenance task (can be more stringent than manufacturer)	☐	☐	☐
1.36	Details of, or Reference to, Organization's Quality Management System **Remark:** Can be a separate document	☐	☐	☐
1.37	Details of, or Reference to, Organization's Safety Management System **Remark:** Can be a separate document	☐	☐	☐
1.38	Details of, or Refence to, Emergency Response Plan (ERP) **Remark:** Can be a separate document	☐	☐	☐
1.39	Details of, or Refence to, Contingency Procedures **Remark:** Can be merged with the ERP	☐	☐	☐
	(a) Loss of Information & Telecommunication Systems (ITC)	☐	☐	☐
	(b) Loss of Power in own Facilities	☐	☐	☐
	(c) Airport Key Systems Failure (relevant to operation, e.g. CUTE, BHS, BRS)	☐	☐	☐
	(d) Other Contingency Procedures Relevant to Scope of Services	☐	☐	☐
1.40	Complete Set of Standard Operating Procedures (SOP) Relevant to Scope of Services **Remark:** Below items refer – ensure all activities within Scope of Services are covered	☐	☐	☐
2.	**Passenger Handling**			
2.1	Passenger Departure – IGOM 1.1	☐	☐	☐
	(a) Pre-departure Activities	☐	☐	☐
	(b) Passenger Check-in	☐	☐	☐
	(c) Baggage Drop-off	☐	☐	☐
	(d) Travel Documents Verification	☐	☐	☐
	(e) Passenger Acceptance	☐	☐	☐
	(f) Flight Documents	☐	☐	☐
	(g) Passenger Boarding	☐	☐	☐
	(h) Post-flight Departure Activities	☐	☐	☐
2.2	Passenger Security – IGOM 1.2	☐	☐	☐
	(a) Security of Documents	☐	☐	☐
	(b) Passenger Suitability for Travel	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(c) Security of Passengers & their Baggage	☐	☐	☐
2.3	Passenger Arrival, Transfer and Transit – IGOM 1.3	☐	☐	☐
	(a) Pre-arrival	☐	☐	☐
	(b) Arrival	☐	☐	☐
	(c) Transfer	☐	☐	☐
	(d) Transit	☐	☐	☐
2.4	Special Categories of Passengers – IGOM 1.4	☐	☐	☐
	(a) Unaccompanied Minors	☐	☐	☐
	(b) Infants & Children	☐	☐	☐
	(c) Groups	☐	☐	☐
	(d) Passengers Requiring Assistance (RPM, Visual / Hearing Impairment)	☐	☐	☐
	(e) Passengers Requiring Medical Clearance	☐	☐	☐
	(f) PRMs not Requiring Medical Clearance	☐	☐	☐
	(g) Service Animals	☐	☐	☐
	(h) Stretcher Case	☐	☐	☐
	(i) Oxygen for Medical Use	☐	☐	☐
	(j) Inadmissible Passengers & Deportees	☐	☐	☐
	(k) Unruly Passengers	☐	☐	☐
2.5	Passenger Irregularities – IGOM 1.5	☐	☐	☐
	(a) General Irregularity Guidelines	☐	☐	☐
	(b) Delays	☐	☐	☐
	(c) Misconnections / Cancellations / Diversions	☐	☐	☐
	(d) Involuntary Change of Class	☐	☐	☐
	(e) Denied Boarding	☐	☐	☐
3.	**Baggage Handling**			
3.1	Cabin Baggage – IGOM 2.1	☐	☐	☐
3.2	Checked Baggage – IGOM 2.2	☐	☐	☐
	(a) Excess Baggage	☐	☐	☐
	(b) Baggage Tags	☐	☐	☐
	(c) Baggage Destination	☐	☐	☐
3.3	Special Baggage – IGOM 2.3	☐	☐	☐
	(a) Bulky & Oversized Baggage (OOG)	☐	☐	☐
	(b) Cabin Seat Baggage	☐	☐	☐
	(c) Crew Baggage	☐	☐	☐
	(d) Delivery at Aircraft (DAA)	☐	☐	☐
	(e) Sporting Equipment	☐	☐	☐
	(f) Wheelchairs & Mobily Aids	☐	☐	☐
	(g) Handling Pets	☐	☐	☐
3.4	Baggage Handling – IGOM 2.4	☐	☐	☐
	(a) Baggage Room Preparation	☐	☐	☐
	(b) Baggage Sorting	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(c) Baggage Cut-off & ULD Load Verification Process	☐	☐	☐
	(d) Removal of Checked Baggage	☐	☐	☐
	(e) Transfer Baggage & Special Cases	☐	☐	☐
	(f) Short Connection Baggage	☐	☐	☐
3.5	Baggage Security – IGOM 2.5	☐	☐	☐
	(a) Handling of Hold Baggage	☐	☐	☐
	(b) Carriage of Weapons	☐	☐	☐
	(c) Security Removed Items	☐	☐	☐
	(d) Transfer and Connecting Baggage	☐	☐	☐
	(e) Baggage Reconciliation	☐	☐	☐
	(f) Dangerous Goods in Baggage	☐	☐	☐
	(g) Baggage Theft & Pilferage Prevention	☐	☐	☐
3.6	Mishandled Baggage – IGOM 2.6	☐	☐	☐
	(a) Storage & Handing of Mishandled / Unidentified / Unclaimed Baggage	☐	☐	☐
	(b) Mishandled Mobility Aids	☐	☐	☐
	(c) Live Animals	☐	☐	☐
	(d) Legal Time Limits for Reporting	☐	☐	☐
	(e) Baggage Tracing	☐	☐	☐
4.	**Cargo & Mail Handling**			
4.1	Booking & Planning of Shipments	☐	☐	☐
4.2	Reception & Transfer of Shipments (incl. from/to shippers, forwarders, airlines)	☐	☐	☐
4.3	Cargo Trucking Procedures	☐	☐	☐
4.4	Cargo & Mail Handover Processes	☐	☐	☐
4.5	Cargo Storage & Warehouse Operations – General	☐	☐	☐
	(a) Warehouse Equipment & Maintenance	☐	☐	☐
	(b) Compliance with Customs Requirements	☐	☐	☐
	(c) Warehouse Security Arrangements	☐	☐	☐
	(d) Cargo Electronic Data Processing (EDP) Processing	☐	☐	☐
	(e) ULD Storage & Inventory Control	☐	☐	☐
	(f) Special Cargo Storage Requirements	☐	☐	☐
4.6	Cargo & Mail Safety & Security – General (Can be covered in item 11)	☐	☐	☐
4.7	Import Cargo Handling Procedures	☐	☐	☐
	(a) Cargo Flight Handling	☐	☐	☐
	(b) Import Cargo Ramp Handling & Transfer	☐	☐	☐
	(c) Cargo Delivery	☐	☐	☐
	(d) Cargo Warehousing	☐	☐	☐
	(e) Cargo Clearance	☐	☐	☐
	(f) Cargo Customer Services	☐	☐	☐
	(g) Commercial & Revenue	☐	☐	☐
4.8	Export Cargo Handling Procedures	☐	☐	☐
	(a) Acceptance of General Cargo	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(b) Acceptance & Handling of Dangerous Goods	☐	☐	☐
	(c) Acceptance & Handling of Special Cargo	☐	☐	☐
	(d) Acceptance & Handling of Human Remains	☐	☐	☐
	(e) Acceptance, Stowage, and Handling of Live Animals	☐	☐	☐
	(f) Acceptance & Handling of Perishables	☐	☐	☐
	(g) Acceptance, Handling, and Protection of Valuable Cargo	☐	☐	☐
	(h) Acceptance & Handling of Heavy Cargo	☐	☐	☐
	(i) Acceptance & Handling of Unaccompanied Baggage	☐	☐	☐
	(j) Acceptance & Handling of Courier & Express Cargo/Mail	☐	☐	☐
	(k) Acceptance & Handling of Diplomatic Mail	☐	☐	☐
	(l) Export Cargo Manifest	☐	☐	☐
	(m) Export Cargo Screening & Security	☐	☐	☐
	(n) Export Cargo Ramp Handling & Transfer	☐	☐	☐
4.9	Mail Handing & Documents – AHM 350/351	☐	☐	☐
4.10	Cargo & Mail Irregularities – General	☐	☐	☐
4.11	Found Cargo & Mail	☐	☐	☐
4.12	Handing of Damaged Cargo	☐	☐	☐
4.13	Handling of Damaged Mail	☐	☐	☐
4.14	Handling of Pilfered Cargo – AHM 321	☐	☐	☐
4.15	Handling of Wet Cargo – AHM 322	☐	☐	☐
4.16	Handling of Infectious Substances	☐	☐	☐
4.17	Information and Data Transmission to Load-Control	☐	☐	☐
4.18	Cargo ULD Breakdown, Delivery, in Transit and Transfer	☐	☐	☐
4.19	Cargo ULD Build-up	☐	☐	☐
4.20	Cargo Preparation for Flight	☐	☐	☐
5.	**Aircraft Turn-Around**			
5.1	Aircraft Turnaround Basics & Plan	☐	☐	☐
5.2	Turnaround Coordination & Supervision Requirements – IGOM 6.3	☐	☐	☐
5.3	Aircraft Arrival – IGOM 4.1	☐	☐	☐
	(a) Standard Arrival Procedures	☐	☐	☐
	(b) GSE on Aircraft Arriving	☐	☐	☐
5.4	Aircraft Chocking – IGOM 4.2	☐	☐	☐
5.5	Aircraft Coning – IGOM 4.3	☐	☐	☐
5.6	Aircraft Doors – IGOM 4.4	☐	☐	☐
	(a) Safety Requirements	☐	☐	☐
	(b) Cabin Access Doors	☐	☐	☐
	(c) Cargo Hold Doors	☐	☐	☐
5.7	Aircraft Loading & Offloading – IGOM 4.5	☐	☐	☐
	(a) Supervision of Loading	☐	☐	☐
	(b) Safety Requirements	☐	☐	☐
	(c) Loading Precautions	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(d) Bulk Compartments	☐	☐	☐
	(e) Cargo Loading Systems (containerized aircraft)	☐	☐	☐
	(f) Cargo Loader Operations (lower deck, main deck)	☐	☐	☐
	(g) Preparation for Aircraft Loading (incl. cargo)	☐	☐	☐
	(h) Loading Procedures	☐	☐	☐
	(i) Live Animals	☐	☐	☐
	(j) Wet Cargo	☐	☐	☐
	(k) Securing of Load	☐	☐	☐
	(l) Load Spreading	☐	☐	☐
	(m) Unit Load Devices (ULD) – Refer to Item 9	☐	☐	☐
	(n) Spills in Cargo Holds	☐	☐	☐
	(o) Cargo Hold Inspection	☐	☐	☐
	(p) Advance Loading Preparation	☐	☐	☐
	(q) Aircraft Ground Stability	☐	☐	☐
	(r) Offloading Procedures	☐	☐	☐
5.8	Aircraft Departure & Open Ramp Departure – IGOM 4.6 & IGOM 4.8	☐	☐	☐
	(a) Actions Prior to Departure	☐	☐	☐
	(b) Pre-departure Check	☐	☐	☐
	(c) Wheel Chock Removal	☐	☐	☐
	(d) Pre-departure Table	☐	☐	☐
	(e) Anti-collision Lights	☐	☐	☐
	(f) Engine Start using APU	☐	☐	☐
	(g) Engine Cross-bleed Start	☐	☐	☐
	(h) Communication Requirements	☐	☐	☐
	(i) Departure Communications	☐	☐	☐
	(j) Nose Gear Steering	☐	☐	☐
	(k) Maneuvering during Adverse Weather	☐	☐	☐
5.9	Aircraft Pushback & Towing Operations – IGOM 4.7 & 4.9	☐	☐	☐
	(a) Actions before Pushback	☐	☐	☐
	(b) Safety Precautions & Incidents (all types of equipment)	☐	☐	☐
	(c) Preparation for Pushback	☐	☐	☐
	(d) Power Push Unit & Procedure	☐	☐	☐
	(e) Tow-bar Unit & Procedure	☐	☐	☐
	(f) Towbarless Unit & Procedure	☐	☐	☐
	(g) Open Ramp (Taxi-through Stands) Departure	☐	☐	☐
	(h) Aircraft Towing Requirements	☐	☐	☐
	(i) Aircraft Towing Operations	☐	☐	☐
	(j) Towing Maneuvering	☐	☐	☐
	(k) Towing Limits	☐	☐	☐
6.	**Ramp Safety & Servicing Operations**			
6.1	Ramp Safety in Aircraft Handling - IGOM 3.1	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(a) General Ramp Safety Principles	☐	☐	☐
	(b) Safety Instructions for GSE Operation on the Ramp	☐	☐	☐
	(c) FOD Prevention – AHM 635	☐	☐	☐
6.2	Safety During Fueling / Defueling – IGOM 3.2	☐	☐	☐
	(a) Fuel Safety Zone	☐	☐	☐
	(b) Fuel Spillage	☐	☐	☐
	(c) Fueling with Passengers on Board	☐	☐	☐
6.3	Hand Signals – IGOM 3.4	☐	☐	☐
	(a) Conditions for Using Hand Signals	☐	☐	☐
	(b) Hand Signals for GSE	☐	☐	☐
	(c) Pushback Hand Signals (Headset Operator to Tug Driver)	☐	☐	☐
	(d) Pushback Hand Signals (Wing walker to Headset Operator / Tug Driver)	☐	☐	☐
	(e) Marshalling Hand Signals for Aircraft	☐	☐	☐
	(f) Technical / Servicing Hand Signals (Ground Staff to Flight Crew)	☐	☐	☐
	(g) Technical / Servicing Hand Signals (Flight Crew to Ground Staff)	☐	☐	☐
6.4	Ground Power Unit (GPU) Servicing	☐	☐	☐
6.5	Pre-Conditioned Air (PCA) Servicing	☐	☐	☐
6.6	Air Starter Unit (ASU) Servicing	☐	☐	☐
6.7	Use of Passenger Steps	☐	☐	☐
6.8	Use of Passenger Boarding Bridge	☐	☐	☐
6.9	Use of Passenger Buses	☐	☐	☐
6.10	PRM / High-loader Vehicle Servicing	☐	☐	☐
6.11	Potable Water Servicing – IGOM 3.6	☐	☐	☐
	(a) General Hygiene Precautions	☐	☐	☐
	(b) Potable Water Unit Servicing Procedures	☐	☐	☐
6.12	Toilet Servicing – IGOM 3.5	☐	☐	☐
	(a) Hygiene Precautions	☐	☐	☐
	(b) Toilet Servicing Procedure	☐	☐	☐
6.13	Catering Servicing	☐	☐	☐
6.14	Aircraft Cabin Servicing & Cleaning – IGOM 3.7	☐	☐	☐
	(a) Aircraft Dressing & Cleaning	☐	☐	☐
	(b) Cleaning Equipment	☐	☐	☐
	(c) Health & Safety Instructions	☐	☐	☐
	(d) Lost & Found / Damage / Suspicious Items	☐	☐	☐
	(e) Garbage Disposal	☐	☐	☐
6.15	Aircraft Exterior Cleaning	☐	☐	☐
	(a) Cleaning Procedures	☐	☐	☐
	(b) List of Approved Cleaning Agents	☐	☐	☐
	(c) Covering and Uncovering of Aircraft Sensitive Sensors/Probs (to be performed or/and inspected by a Part-66 licensed aircraft mechanic).	☐	☐	☐
	(d) Approved Airline Procedures to be Followed	☐	☐	☐
6.16	Deicing / Anti-Icing Operations – IGOM 3.8	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

	(a) Personnel Safety	☐	☐	☐
	(b) Open Basket Operations	☐	☐	☐
	(c) Closed Basket Operations	☐	☐	☐
6.17	Adverse Weather Conditions – IGOM 3.3	☐	☐	☐
	(a) Slippery/Contaminated Apron Conditions	☐	☐	☐
	(b) Storms – Lightning	☐	☐	☐
	(c) High Wind Conditions & Activity Table	☐	☐	☐
	(d) Low Visibility & Sandstorms	☐	☐	☐
	(e) Intense Heat	☐	☐	☐
7.	**Airside Safety Operational Oversight**			
7.1	Scope of Supervision – IGOM 6.2	☐	☐	☐
7.2	Reporting (Incidents, Accidents, & Near Misses) – IGOM 6.4	☐	☐	☐
7.3	Airside Investigation Procedure – IGOM 6.5	☐	☐	☐
7.4	Monitoring Procedure – IGOM 6.6	☐	☐	☐
	(a) Ramp Safety – General	☐	☐	☐
	(b) Aircraft Arrival & Offload Checklists	☐	☐	☐
	(c) Boarding & De-boarding of Passengers	☐	☐	☐
	(d) Loading & Off-loading (Cargo Loaders, Conveyor Belts, High Loaders)	☐	☐	☐
	(e) Lavatory Servicing	☐	☐	☐
	(f) Potable Water Servicing	☐	☐	☐
	(g) Aircraft Onload & Departure Checklists	☐	☐	☐
	(h) Ground Support Equipment Checklists	☐	☐	☐
	(i) Fueling Operations	☐	☐	☐
	(j) Catering Operations	☐	☐	☐
	(k) Cabin Servicing	☐	☐	☐
	(l) Anti / De-icing Operations	☐	☐	☐
8.	**Load Control**			
8.1	Load Control Principles – IGOM 5.2	☐	☐	☐
8.2	Regulatory Requirements – IGOM 5.3	☐	☐	☐
8.3	Load Control Tasks – IGOM 5.4	☐	☐	☐
	(a) Load Planning	☐	☐	☐
	(b) Aircraft Loading & Supervision	☐	☐	☐
	(c) Load Information Exchange	☐	☐	☐
	(d) Reporting Actual Load	☐	☐	☐
	(e) Notification to the Captain (NOTOC)	☐	☐	☐
	(f) Weight & Balance Calculation	☐	☐	☐
	(g) Weight Recording – IGOM 5.11	☐	☐	☐
	(h) Departure Control System (DCS) Process	☐	☐	☐
	(i) Post-departure Message Task	☐	☐	☐
8.4	Load Control Task Job Responsibility – IGOM 5.5	☐	☐	☐
8.5	Qualification Requirements – IGOM 5.6	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

8.6	Documentation – IGOM 5.7	☐	☐	☐
8.7	Information and Procedures for: (ISAGO LOD 1.1)	☐	☐	☐
	(a) Provision of Info Required for Weight & Balance Calculation	☐	☐	☐
	(b) Use of Operator-approved Coding Scheme, passenger, & Baggage Weights	☐	☐	☐
	(c) Calculating & Communicating Provisional Load Planning Data	☐	☐	☐
	(d) Load Planning and Load Instruction Report (LIR) Production	☐	☐	☐
	(e) Supervision of the Loading and Offloading of Aircraft	☐	☐	☐
	(f) Reporting and Recording the Loading of the Aircraft and Load Finalization	☐	☐	☐
	(g) EDP Load sheet Production	☐	☐	☐
	(h) Manual Load sheet Production	☐	☐	☐
	(i) Last Minute Change Process (LMC)	☐	☐	☐
	(j) Managing Discrepancies	☐	☐	☐
	(k) Transmission of Post-departure Messages and Reports	☐	☐	☐
	(l) Records & Filing	☐	☐	☐
	(m) Roles & Responsibilities	☐	☐	☐
8.8	Load Control Process Flow – IGOM 5.8	☐	☐	☐
	(a) Flow Scheme	☐	☐	☐
	(b) Flow Legend	☐	☐	☐
9.	**ULD Control**			
9.1	ULD Build Up and Breakdown – AHM 426	☐	☐	☐
9.2	Types / Categories of ULD	☐	☐	☐
9.3	Storage of ULD – AHM 421	☐	☐	☐
9.4	Control of Transferred ULD – AHM 422	☐	☐	☐
9.5	Acceptable Standards for the Interchange of ULD – AHM 340	☐	☐	☐
9.6	Serviceability / Airworthiness Inspection of ULD – AHM 425	☐	☐	☐
9.7	Tagging of ULD – AHM 420	☐	☐	☐
9.8	ULD Transportation – AHM 427	☐	☐	☐
9.9	ULD Stock & Device Control Messages – AHM 423 & AHM 424	☐	☐	☐
10.	**Dangerous Goods**			
10.1	Compliance with GACAR Part 109	☐	☐	☐
10.2	Explicitly refer to current IATA / ICAO DGR edition used	☐	☐	☐
10.3	Relevant DG Training Category is clearly defined for each applicable job function	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - GOM

(GACAR PART 151)

Item (Above)	Reference (in the Manual)	Findings / Observations / Remarks