

DOCUMENT INITIAL REVIEW FORM - LOCAL SUPPLEMENT (GACAR PART 151)

Document(s)	Local Supplement (Operations or/and Quality)
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	☐	☐	☐
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	Manual Review, Amendment and Administration procedure (including Notification to the President for Acceptance of Revisions)	☐	☐	☐
2.	Local Ground Operations Supplement Requirements			
2.1	Scope of Services (as per Part-151 Application / Certificate)	☐	☐	☐
2.2	Organization, structure and accountabilities for the particular ground station	☐	☐	☐
2.3	Processes and procedures not addressed in generic ground operations manual.	☐	☐	☐
2.4	Facilities and staging areas allocated to organization at particular ground station.	☐	☐	☐
2.5	Ground support equipment and maintenance accommodations at the particular ground station.	☐	☐	☐
2.6	Budgeted (planned) personnel for the subject ground station.	☐	☐	☐
3.	Local Quality Assurance Supplement Requirements			
3.1	Local quality department organization and accountabilities.	☐	☐	☐
3.2	Special local quality procedures not described in the generic quality manual.	☐	☐	☐
3.3	Local audit and inspection plan.	☐	☐	☐

