

CHECKLIST- QUALITY MANUAL STRUCTURE EVALUATION

GACAR PART-143

TRAINING ORGANIZATION INFORMATION			
Organization Name			
Quality Manager Detail	Name	Contact Number	E-Mail

Chapter 0 ADMINISTRATION AND CONTROL OF QUALITY MANUAL

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
0.1	Introduction			
	(a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable approval		<input type="checkbox"/>	<input type="checkbox"/>
	(b) A statement that the manual contains quality instructions that are to be complied with by the relevant personnel		<input type="checkbox"/>	<input type="checkbox"/>
	(c) Explanations and definitions of terms and words needed for the use of the manual		<input type="checkbox"/>	<input type="checkbox"/>
0.2	System of amendment and revision			
	(a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.		<input type="checkbox"/>	<input type="checkbox"/>
	(b) A record of amendments and revisions with insertion dates and effective dates		<input type="checkbox"/>	<input type="checkbox"/>
	(c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety		<input type="checkbox"/>	<input type="checkbox"/>
	(d) A description of the system for the annotation of pages and their effective dates.		<input type="checkbox"/>	<input type="checkbox"/>
	(e) A list of effective pages		<input type="checkbox"/>	<input type="checkbox"/>
	(f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams)		<input type="checkbox"/>	<input type="checkbox"/>
	(g) Temporary revisions		<input type="checkbox"/>	<input type="checkbox"/>
	(h) A description of the distribution system for the manuals, amendments and revisions.		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 1 ORGANIZATION AND RESPONSIBILITIES

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
1	Organizational structure. A description of the organizational structure		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
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.		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 2 GENERAL

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
2.1	Terminology		<input type="checkbox"/>	<input type="checkbox"/>
2.2	Quality Policy, Objectives and Strategy		<input type="checkbox"/>	<input type="checkbox"/>
2.3	Purpose of quality system		<input type="checkbox"/>	<input type="checkbox"/>
2.4	Quality manager		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 3 QUALITY SYSTEM

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GACAR PART-143

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No	GACAR PART-143 Requirements	QM Reference	Yes	No
3.1	Introduction		<input type="checkbox"/>	<input type="checkbox"/>
3.2	Scope		<input type="checkbox"/>	<input type="checkbox"/>
3.3	Feedback System		<input type="checkbox"/>	<input type="checkbox"/>
3.4	Relevant documentation		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 4

QUALITY ASSURANCE PROGRAM

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
4.1	Introduction			
4.2	A QA plan for an ATO should encompass well- designed and documented policies, processes and procedures for at least the following activities:			
	(a) Monitor training services and process controls;		<input type="checkbox"/>	<input type="checkbox"/>
	(b) Monitor assessment and testing methods;		<input type="checkbox"/>	<input type="checkbox"/>
	(c) Monitor personnel qualifications and training;		<input type="checkbox"/>	<input type="checkbox"/>
	(d) Monitor training devices and equipment qualification, calibration and functionality, as applicable; and		<input type="checkbox"/>	<input type="checkbox"/>
	(e) Conduct internal and external audits and inspection;		<input type="checkbox"/>	<input type="checkbox"/>
	(f) Develop, implement and monitor corrective and preventive actions and associated reporting systems		<input type="checkbox"/>	<input type="checkbox"/>
	(g) Utilize appropriate statistical analysis to identify and respond appropriately to trends.		<input type="checkbox"/>	<input type="checkbox"/>
4.3	Quality inspection			
4.4	Audits and inspections		<input type="checkbox"/>	<input type="checkbox"/>
4.5	Auditors		<input type="checkbox"/>	<input type="checkbox"/>
4.6	Auditors' independence		<input type="checkbox"/>	<input type="checkbox"/>
4.7	Audit scope		<input type="checkbox"/>	<input type="checkbox"/>
4.8	Audit scheduling		<input type="checkbox"/>	<input type="checkbox"/>
4.9	Monitoring and corrective action		<input type="checkbox"/>	<input type="checkbox"/>
4.10	Management evaluation		<input type="checkbox"/>	<input type="checkbox"/>
4.11	Recording		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 5

QUALITY ASSURANCE RESPONSIBILITY FOR SUBCONTRACTORS

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
5.1	Subcontractors			

Chapter 6

QUALITY SYSTEM TRAINING

		Compliance		
No	GACAR PART-143 Requirements	QM Reference	Yes	No
6.1	General		<input type="checkbox"/>	<input type="checkbox"/>
6.2	Source of training		<input type="checkbox"/>	<input type="checkbox"/>
6.3	Initial and recurrent training		<input type="checkbox"/>	<input type="checkbox"/>

Chapter 7

QUALITY-RELATED DOCUMENTATION

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No	GACAR PART-143 Requirements	Compliance		
		QM Reference	Yes	No
7.1	Relevant documentation includes parts of the raining and procedures manual which may be included in a separate quality manual.			
7.2	In addition, the relevant documentation should include the following			
	(a) Quality policy and strategy;		<input type="checkbox"/>	<input type="checkbox"/>
	(b) Glossary;		<input type="checkbox"/>	<input type="checkbox"/>
	(c) Organizational risk profile;		<input type="checkbox"/>	<input type="checkbox"/>
	(d) Risk management plan;		<input type="checkbox"/>	<input type="checkbox"/>
	(e) Coherence matrix;		<input type="checkbox"/>	<input type="checkbox"/>
	(f) Procedures and reporting system for corrective and preventive actions;		<input type="checkbox"/>	<input type="checkbox"/>
	(g) Specified training standards;		<input type="checkbox"/>	<input type="checkbox"/>
	(h) Description of the organization;		<input type="checkbox"/>	<input type="checkbox"/>
	(i) Assignment of duties and responsibilities; and		<input type="checkbox"/>	<input type="checkbox"/>
	(j) Training procedures related to the quality system to ensure regulatory compliance.		<input type="checkbox"/>	<input type="checkbox"/>
7.3	The QA audit program documentation should reflect			
	(a) The schedule of the monitoring process;		<input type="checkbox"/>	<input type="checkbox"/>
	(b) Audit procedures;		<input type="checkbox"/>	<input type="checkbox"/>
	(c) Reporting procedures;		<input type="checkbox"/>	<input type="checkbox"/>
	(d) Procedures for follow-up and corrective actions;		<input type="checkbox"/>	<input type="checkbox"/>
	(e) The recording system; and Document control.		<input type="checkbox"/>	<input type="checkbox"/>

RESULT OF QUALITY MANUAL ASSESSMENT

Evaluation Result (Overall)

Manual Approval/Acceptance Status

☐ Approved

☐ Not Approved

No.	Remarks
1	
2	
3	
4	
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10	

Air Safety Inspector Name	Position	Signature	Date