GACA
الهيئة العامة للطيران المدني
General Authority of Civil Aviation

DOCUMENT INITIAL REVIEW FORM - QM

(GACAR PART 151)

Document(s)	Quality Assurance / Compliance Manual (QAM)
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 Revisions (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	Corporate Mission & Vision (consistent with GOM)	☐	☐	☐
1.10	Quality Policy Statement (consistent with GOM)	☐	☐	☐
1.11	Manual Review, Amendment and Administration procedure (including Notification to the President for Acceptance of Revisions)	☐	☐	☐
2.	**Passenger Handling**			
2.1	Quality Management Objectives (Conformance with GACAR Parts 151 & 68)	☐	☐	☐
2.2	Top Management Commitment	☐	☐	☐
2.3	Corporate Organizational Structure (should be consistent with GOM)	☐	☐	☐
2.4	Roles, Accountabilities, and Responsibilities of Key Management Personnel (covering all functions / titles described in the Organizational Chart)	☐	☐	☐
2.5	Requirements for Nominated Post-holders – GACAR Part 151.43(b)	☐	☐	☐
2.6	Quality Organizational Structure / Chart (at Corporate and Station levels) **Remark:** Station’s organizational chart can be provided in station’s Local Supplement	☐	☐	☐
2.7	Responsibilities of Quality Post-holder (at Corporate and Station levels) **Remark:** Can be provided in station’s Local Supplement	☐	☐	☐
2.8	Delegation of Authority within Organization (Privileges and Authorizations) **Remark:** Can be a separate document	☐	☐	☐
2.9	Management Review (at Corporate and Station levels) & Frequencies **Remark:** Can be provided in station’s Local Supplement	☐	☐	☐
2.10	Person Responsible for Management Reviews (at Corporate and Station levels) **Remark:** Can be provided in station’s Local Supplement	☐	☐	☐
2.11	Internal Communication	☐	☐	☐
2.12	External Communication (Authorities and customers)	☐	☐	☐
2.13	Observing Customer Processes	☐	☐	☐
2.14	Purchasing Process (Products & Services)	☐	☐	☐
2.15	Verification of Purchased Products or Services	☐	☐	☐
2.16	Subcontracting / Outsourcing (Conformance with GACAR Part 151.9)	☐	☐	☐
2.17	Quality Assurance of Fatigue Management (Conformance with GACAR Part 151, Subpart G)	☐	☐	☐
2.18	Quality Assurance of GSE Condition and Serviceability (Conformance with GACAR Part 151, Subpart D)	☐	☐	☐

2.19	Document Control System	☐	☐	☐
2.20	Records and Retention Period	☐	☐	☐
3.	**Recourse Management**			
3.1	Selection and Provision of Human Resources	☐	☐	☐
3.2	Adequacy of Human Resources	☐	☐	☐
3.3	Competency, Awareness, Training, and Assessment	☐	☐	☐
3.4	Annual Evaluation of Management	☐	☐	☐
3.5	Annual Evaluation of Personnel	☐	☐	☐
3.6	Promotion of Just Corporate Culture	☐	☐	☐
3.7	Adequacy of Infrastructure	☐	☐	☐
3.8	Work Environment Compliance with Health & Safety	☐	☐	☐
3.9	Availability of Financial Resources	☐	☐	☐
4.	**Quality Monitoring System & Audits**			
4.1	Product Realization Principles (Inputs & Outputs)	☐	☐	☐
4.2	Privileges of Quality Assurance Personnel / Auditors (Delegation of Authority)	☐	☐	☐
4.3	Responsibilities of Audit Personnel	☐	☐	☐
4.4	Training, Development, and Qualifications of Audit Personnel	☐	☐	☐
4.5	Auditor Planned Workload (Monthly or/and Annually)	☐	☐	☐
4.6	Monitoring at Central Level	☐	☐	☐
4.7	Monitoring at Station Level	☐	☐	☐
4.8	Continuous Compliance with GACAR Part 151 and Part 68	☐	☐	☐
4.9	Setting Targets: Quality Indicators / SPIs / KPIs (SPIs consistent with SMS)	☐	☐	☐
4.10	Monitoring Services / Products & SLAs	☐	☐	☐
4.11	Monitoring Customer Satisfaction	☐	☐	☐
4.12	Audit / Inspections Standards & Relevant Subscriptions	☐	☐	☐
4.13	Quality Assurance Audits & Inspections	☐	☐	☐
4.14	Internal Quality Audit Planning / Inspections & Frequencies	☐	☐	☐
4.15	Subcontractors Quality Audit Planning / Inspections & Frequencies	☐	☐	☐
4.16	Preparation of Audits (Pre, Post, and Follow-up)	☐	☐	☐
4.17	Conduct of Audits (Opening, Execution, De-briefing)	☐	☐	☐
4.18	Independent (External) Audits (of the complete organization and the Quality System)	☐	☐	☐
4.19	Levels of Non-Conformity / Findings Criticality	☐	☐	☐
4.20	Root Cause Analysis (RCA)	☐	☐	☐
4.21	Corrective Actions	☐	☐	☐
4.22	Preventive Actions	☐	☐	☐
4.23	Closure of Findings	☐	☐	☐
4.24	Follow up of Corrective / Preventive Actions	☐	☐	☐
5.	**Measurement & Continuous Improvement**			
5.1	Measurement Methods and Tools	☐	☐	☐
5.2	Assessment / Review of Processes	☐	☐	☐
5.3	Measurement of Services	☐	☐	☐
5.4	Measurement of Subcontractors’ SLA Implementation	☐	☐	☐
5.5	Measurement of Customers’ SLA Implementation	☐	☐	☐

DOCUMENT INITIAL REVIEW FORM - QM

(GACAR PART 151)

5.6	Measurement of Customer Satisfaction	☐	☐	☐
5.7	Evaluation of Training Effectiveness	☐	☐	☐
5.8	Measurement of Audits Effectiveness	☐	☐	☐
5.9	Measurement of Effectiveness of Preventive & Corrective Actions	☐	☐	☐
5.10	Customer Feedback (Collection & Response)	☐	☐	☐
5.11	Improvement of Customer Related Processes & Service Delivery	☐	☐	☐

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