



*Libyan Civil Aviation Authority
Flight Operations Section
Commercial Air Transport– AOC Documents Evaluation
Compliance Monitoring Manual Structure Evaluation Checklist*

<input type="checkbox"/> Operator Name		<input type="checkbox"/> Inspector Name	
<input type="checkbox"/> Operator Focal Point Contact Details	Name	Phone No.	E-mail

No.	LYCARs AIR-OPS Requirements	CM M Reference	Compliance	
			YES	NO

Chapter 0	ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL
-----------	---

0.1	Introduction			
(a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate			
(b)	A statement that the manual contains compliance 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.			



*Libyan Civil Aviation Authority
Flight Operations Section
Commercial Air Transport– AOC Documents Evaluation
Compliance Monitoring Manual Structure Evaluation Checklist*

Chapter 1	ORGANIZATION AND RESPONSIBILITIES
-----------	-----------------------------------

1.1	Organizational structure. A description of the organizational structure including the general company organogram and flight operations, ground operations, crew training and maintenance system departments organogram. The organogram must depict the relationship between the compliance monitoring Manager/ Unit/ Department and the other Departments of the company..			
1.2	Names of nominated post holders. The name of each nominated post holder responsible for flight operations, the maintenance system, crew training and ground operations, as prescribed in ORO.AOC.135 (a). A description of their function and responsibilities must be included			
1.3	Responsibilities and duties of compliance management personnel. A description of the duties, responsibilities and authority of compliance management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.			

No.	LYCARs AIR- OPS Requirements	Q M Reference	Compliance	
			YES	NO

Chapter 2	GENERAL
-----------	---------

2.1	Terminology			
2.2	Compliance policy			
2.3	Purpose of Compliance Monitoring system			
2.4	Compliance Monitoring manager			

Chapter 3	CCOMPLIANCE MONITORING SYSTEM
-----------	-------------------------------

3.1	Introduction			
3.2	Scope			
3.3	Relevant documentation			



Libyan Civil Aviation Authority
Flight Operations Section
Commercial Air Transport– AOC Documents Evaluation
Compliance Monitoring Manual Structure Evaluation Checklist

Chapter 4	COMPLIANCE MONITORING ASSURANCE PROGRAM
-----------	---

4.1	Introduction			
4.2	Compliance 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	COMPLIANCE ASSURANCE RESPONSIBILITY FOR SUB CONTRACTORS
-----------	---

5.1	Subcontractors			
-----	----------------	--	--	--

Chapter 6	COMPLIANCE SYSTEM TRAINING
-----------	----------------------------

6.1	General			
6.2	Source of training			

<input type="checkbox"/> Overall Inspection Result of Compliance Monitoring Manual	
Satisfactory	Unsatisfactory

