

AWF 1.2.202A		AW Inspector Handbook
Maintenance Organization Procedures Manual (MPM) – Initial Certification Checklist		Revision 1
		01 MAR 10

Yes	No	N/A	Question
Part 1		MANUAL CONTROL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of contents?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have page effectively list?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have amendment record?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have distribution list?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have abbreviations & definition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have cross reference table to regulation?
Part 2		MANAGEMENT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have corporate commitment by the accountable manager? Ref: Israeli ANR Maintenance Organization No 12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to safety and quality policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Management personnel? Ref: Israeli ANR Maintenance Organization No 20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to duties and responsibilities of management personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Accountable Manager Ref: CAAI AC 05-315
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to engineering director Ref: CAAI AC 05-315
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Maintenance Manager?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to workshops maintenance manager?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to workshops quality control inspector?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to external auditor?

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to quality manager? Ref: CAAI AC 05-315
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to management organisation chart(s)? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of certifying staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of base certifying staff? Ref: Israeli ANR Maintenance Organization No 20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of line certifying staff? Ref: Israeli ANR Maintenance Organization No 20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of component certifying staff? Ref: Israeli ANR Maintenance Organization No 20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of base maintenance category type 1 and type 2 qualified support staff? Ref: Israeli ANR Maintenance Organization No 20
			<b>Manpower resources</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to base maintenance/ component maintenance? Ref: Israeli ANR Maintenance Organization No 18
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to line maintenance? Ref: Israeli ANR Maintenance Organization No 18
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to subcontracted services? Ref: Israeli ANR Maintenance Organization No 18
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to specialized activities? Ref: Israeli ANR Maintenance Organization No 18

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Yes	No	N/A	Question
			<b>Facilities</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have description of the base maintenance facilities? Ref: Israeli ANR Maintenance Organization No 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have description of the line maintenance facilities? Ref: Israeli ANR Maintenance Organization No 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have description of the component maintenance facilities? Ref: Israeli ANR Maintenance Organization No 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have layout of premises? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have work away from main base/ workshops? Ref: Israeli ANR Maintenance Organization No 12(a)
			<b>Scope of Work</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to aircraft maintenance? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to engine maintenance? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to propellers maintenance? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to component maintenance? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to specialised services? Ref: Israeli ANR Maintenance Organization No 12(a)

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to additional; significant activities? Ref: Israeli ANR Maintenance Organization No 12(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to fabrication of parts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have capability list establishment & procedures related to revision process? Ref: Israeli ANR Maintenance Organization No 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to additional; significant activities ? Ref: Israeli ANR Maintenance Organization No 12(a)
			Notification Procedure to The Authority Regarding Change to The Organisation Activities/ Approval / Location/ Personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to notification to the authority regarding change of accountable manager? Ref: Israeli ANR Maintenance Organization No 9(a) CAAI AC 05-315
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to notification to the authority regarding change of senior nominated personnel? Ref: Israeli ANR Maintenance Organization No 9(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to notification to the authority regarding changes of approved locations/ maintenance bases? Ref: Israeli ANR Maintenance Organization No 9(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to notification to the authority regarding changes in company activities? Ref: Israeli ANR Maintenance Organization No 9

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Yes	No	N/A	Question
			Exposition amendment procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Person responsible for amending the exposition? Ref: Israeli ANR Maintenance Organization No 22(a) &(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to sources of proposed amendment within the organization? Ref: Israeli ANR Maintenance Organization No 22(a) &(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have summary of documents, including "lower order" documents constituting the total exposition? Ref: Israeli ANR Maintenance Organization No 22(a) &(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure for the Control and amendment of capability list? Ref: Israeli ANR Maintenance Organization No 22(a) &(b)
Part 3		MAINTENANCE PROCRDURES	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Supplier Evaluation and Subcontract Control Procedure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedure related to Acceptable/ Inspection of Aircraft Component and Materials from Outside Customer? Ref: Israeli ANR Maintenance Organization No 21(4) & 26(b)
			Does the manual have procedures related to storage, tagging and release of aircraft components and materials to aircraft maintenance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to handling of parts? Ref: Israeli ANR Maintenance Organization No 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to tagging and identification of parts? Ref: Israeli ANR Maintenance Organization No 26
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Part finishing? Ref: Israeli ANR Maintenance Organization No 16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to preservation of parts? Ref: Israeli ANR Maintenance Organization No 17(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to shelf life? Ref: Israeli ANR Maintenance Organization No 21(4)

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Acceptance of Tools and Equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Calibration of Tools and Equipment? Ref: Israeli ANR Maintenance Organization No 21(4) & 23
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Use of Tooling and equipment by Staff (Including Alternates Tools) Ref: Israeli ANR Maintenance Organization No 17 & 23
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Cleanliness Standards of Maintenance Facilities? Ref: Israeli ANR Maintenance Organization No 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Maintenance Instructions and Relationship to Aircraft/ Aircraft Components Manufacturer Instructions Including Updating and Availability to Staff? Ref: Israeli ANR Maintenance Organization No 24 Israeli ANR operation No 132 & 134 & 135
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Repair procedure? Ref: Israeli ANR Maintenance Organization No 24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Aircraft Maintenance Programme Compliance? Ref: Israeli ANR operation No 131 Israeli ANR operation No 348 & 135
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Airworthiness Directives Procedure? Ref: Israeli ANR documentation No 120 CAAI AC No 05-214
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Major repair/alteration, aircraft, component Ref: Israeli ANR Maintenance Organization No 26 (c) Israeli ANR operation No 134 & 423 CAAI AC 05-125

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Repair/alteration/overhaul accessories & appliance Ref: Israeli ANR Maintenance Organization No 26 (c) Israeli ANR operation No 134 & 423 CAAI AC 05-125
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Maintenance Documentation in Use and its Completion Ref: Israeli ANR Maintenance Organization No 28 Israeli ANR operation No 136
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Technical records Control Ref: Israeli ANR Maintenance Organization No 28 Israeli ANR operation No 136
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to rectification of defects arising during base maintenance? Ref: Israeli ANR Maintenance Organization No 16 Israeli ANR operation No 134
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Release to Service? Ref: Israeli ANR Maintenance Organization No 26 & 27 Israeli ANR operation No 133
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to records for the operator?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to reporting of defects to the component authority/ operator/ manufacturer? Ref: Israeli ANR Maintenance Organization No 29 CAAI AC 05-314
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to return of defective aircraft components to store?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to defective components to outside contractors? Ref: Israeli ANR Maintenance Organization No 26(b)

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to control of computer maintenance record system? Ref: FAA AC 120-78
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to control of man-hour planning versus scheduled maintenance work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to control of critical tasks? Ref: Israeli ANR operation No 348 CAAI AC 05-132
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have Reference to Specific maintenance procedures for example (but not only)? Ref: Israeli ANR Maintenance Organization No 24 Israeli ANR operation No 135
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to engine running procedures? Ref: CAAI AC 05-132
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to aircraft pressure run processes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to aircraft towing procedures? Ref: CAAI AC 05-306
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to aircraft taxing procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Required Inspections Items (RII)? Ref: Israeli ANR operation No 348 FAA AC 05-132
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to Reduced Vertical Separation Minima (RVSM)? Ref: CAAI AC 05-309 & 05-112
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to ETOPS? Ref: Israeli ANR operation No 403



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to category II/III lading? Ref: Israeli ANR operation No 7 CAAI AC 05-113
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to working in fuel tanks area? Ref: CAAI AC 05-136 & 05-137
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures to detect and rectify maintenance errors? Ref: Israeli ANR operation No 252
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have shift/ task handover procedures? Ref: Israeli ANR operation No 348
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures for maintenance data inaccuracies and ambiguities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have production planning procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have additional line maintenance procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to line maintenance control of aircraft components, tools, equipment etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have line maintenance procedures related to servicing/ fuelling/ de-icing etc.? Ref: Israeli ANR operation No (241)(b)(9) & 394(17) & 516
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to line maintenance control of defects and repetitive defects? Ref: Israeli ANR operation No (394)(26)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to line procedure for completion of the technical log? Ref: Israeli ANR operation No (241)(b)(6)

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have line procedures for pooled parts and loan parts? Ref: CAAI ANR operation No. 390 CAAI AC 05-124
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have line procedures for return of defective parts removed from aircraft?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have line procedures control of critical tasks? Ref: Israeli ANR operation No 348
Part 4		QUALITY PROCEDURES	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to continuity of inspection responsibility? Ref: Israeli ANR Maintenance Organization No 16 Israeli ANR operation No 135 & 418
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to preliminary inspection? Ref: Israeli ANR Maintenance Organization No 21(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to inspection for hidden damage? Israeli ANR Maintenance Organization No 21(6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to progressive inspection? Ref: Israeli ANR Maintenance Organization No 21(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to quality audit of organisation procedures? Ref: Israeli ANR operation No 241 & 394
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to quality audit of aircraft (and / or equipment)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to quality audit remedial action procedure?

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to certifying staff qualification and training procedures? Ref: Israeli ANR Maintenance Organization No 12(b)(8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to certifying staff records? Ref: Israeli ANR Maintenance Organization No 12(b)(8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to quality audit personnel? Ref: Israeli ANR Maintenance Organization No 12(b)(8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to qualifying inspectors? Ref: Ref: Israeli ANR Maintenance Organization No 12(b)(8) Israeli ANR operation No 349 &419
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to qualifying mechanics? Ref: Israeli ANR Maintenance Organization No 12(b)(8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to aircraft or components maintenance tasks, exemption process control  Ref: Israeli ANR Maintenance Organization No 24 Israeli ANR Operation No 135
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to concession control for deviation from the organisation's procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have qualification procedures for specialised activities such as NDT, welding etc.? Ref: Israeli ANR Maintenance Organization No 18 CAAI AC 05-409 & 05-411
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to control of manufacturer's and other maintenance working teams? Ref: Israeli ANR Maintenance Organization No 19

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Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to appointment of assignment of stamps?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to human factors training procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to competence assessment of personnel?
Part 5		OPERATORS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to contracted operators? Ref: Israeli ANR operation No 241 & 394
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to operators procedures and paperwork? Ref: Israeli ANR operation No 241 & 394
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have procedures related to operation records completion? Ref: Israeli ANR operation No 241 & 394
Part 6			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have sample of documents? Ref: Israeli ANR operation No131 (d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of subcontractors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of line maintenance locations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have list of contracted organizations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual have training program?
Part 7			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the manual contain any information which contradicts CAAI ANR's?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the manual approved?

