PREPARATION OF
ACCEPTABLE REGULATION COMPLIANCE CHECKLISTS

SECTION 1   GENERAL

1.1   PURPOSE

This Advisory Circular (AC) provides guidance for acceptable completion of the regulation compliance checklists that are required for certification of organizations seeking approval as an—

- Air Operator Certificate (AOC)
- Aerial Work Operator Certificate
- Approved Training Organization Certificate
- Approved Maintenance Organization Certificate

1.2   STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance of this AC.

1.3   BACKGROUND

A.   An organization seeking approval by the CAAP will be required to demonstrate conformance with Philippine legislation and regulations during the certification. A proven method of demonstrating conformance is the submission of a compliance checklist listing each Section and subparagraph and how the applicant will comply with those regulations.

B.   This AC has been developed to assist these organizations to demonstrate their conformance with Philippine civil aviation regulations by referencing, using a standardized presentation, where the regulatory requirements are found as policy and procedure in the company manual system.

C.   The CAAP will use the compliance checklists submitted by the organization seeking approval *as a key reference document* to review the organization's manual system to confirm that all applicable regulatory requirements are included.

D.   Organizations that conform to the legislation and regulations will be in compliance with the international aviation standards.

1.4   APPLICABILITY

This AC is applicable to organizations that submit an application for certification as an aviation organization under PCAR—

1)   Part 3 as an approved training organization;

- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a regulation contains the words "prescribed by the Authority," the AC may be considered to "prescribe" a viable method of compliance, but status of that "prescription" is always "guidance" (never regulation).

2) Part 6 as an approved maintenance organization;

3) Part 7 (Instruments & Equipment) for AOC and Aerial Work operations;

4) Part 8 (Operations of Aircraft) for AOC and Aerial Work operations;

5) Part 9 as an air operator conducting commercial air transport;

6) Part 11 as an aerial work certificate holder; and

7) Part 18 as an operator approved for transportation of dangerous goods by air.

1.4.1 DEFINITIONS & ACRONYMS

A. The following definitions are used in this advisory circular—

1) **Regulations Compliance Checklist.** A checklist to prepared by an applicant to demonstrate awareness of and compliance with the applicable regulations for their proposed functions and operations in aviation.

2) **Repository Paragraphs**. A term used to describe paragraphs that tend to have more than 10 lines and contain long unbroken discussions.

> - Similar checklists used by mature aviation oversight organizations are referred to as "compliance statements," "letter of compliance," "conformance reports."
> - All of these documents perform the same function during the certification process which is to verify that the applicant is in compliance with applicable regulations when the certification is completed.

B. The following acronyms are used in this advisory circular—

1) **AC** – Advisory Circular

2) **AOC** – Air Operator Certificate

3) **CAAP** – Civil Aviation Authority of the Philippines

4) **CPC** – Certification Project Coordinator

5) **FAC** – Formal Application Checklist

6) **PASI** – Pre-Application Statement of Intent

7) **PCAR** – Philippine Civil Aviation Regulation

8) **SRR** – Specific Regulatory Requirement

1.5 RELATED REGULATIONS

The following regulations are directly applicable to this advisory circular—

- Part 6, AMO Certification and Administration
- Part 7, Instruments and Equipment
- Part 3, ATO Certification and Administration
- Part 8, Operations of Aircraft
- Part 9, AOC Certification
- Part 11, Aerial Work
- Part 18, Transportation of Dangerous Goods

1.6 RELATED PUBLICATIONS

For further information on this topic, organizations are advised to review the following publications and regulatory requirements—

1) Civil Aviation Authority of the Philippines (CAAP)

     ♦ Philippine Civil Aviation Regulations

     ♦ AC 03-001, ATO Certification

     ♦ AC 06-001, AMO Certification

     ♦ AC 09-001, AOC Certification

> Copies may be obtained from the CAAP Flight Standards Inspectorate Service.

2) International Civil Aviation Organization (ICAO)

     ♦ Doc 8335. Manual on Operations Certification

> Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

3) Federal Aviation Administration (FAA)

     ♦ Order 8900.1, Flight Standards Information Management System (FSIMS)

> Copies may be obtained through the Internet address of www.fsims.faa.gov.

SECTION 2   GENERAL INFORMATION

2.1   PRIMARY METHOD

A. The compliance checklists are the <u>primary method</u> used by the CAAP to ensuring that the applicant has—

1) Considered all safety regulations applicable to its operations; and

> ⚠
> - The applicant should ensure that these documents are as accurate as possible.
> - It is important to be meticulous in the development and cross-referencing of these documents with the manual system.

2) Established policy and procedures for conformance of its personnel with those requirements.

A. These checklists are the most critical documents in the certification process.

2.2   APPLICANT COMPLETION OF COMPLIANCE CHECKLISTS

The applicant should complete the Compliance Checklists as its personnel are putting together its system of policies and procedures for operations and maintenance to ensure that the proper safety standards have been addressed.

- Past experience has found that most applicants will wait until they believe that they have a complete system developed and ready for submission.

> The applicant should complete the compliance checklists at the beginning of the development of the manuals and formal application package.

- In the rush to complete the formal application, the applicant's personnel tend to view the completion of the Compliance Checklists as an inconvenience or a slight to their vast knowledge and experience.
- The result is that they will not usually take the time to fully consider the requirements and implications of specific regulations in the rush to complete the document for submission.

2.3   AVAILABLE COMPLIANCE CHECKLISTS

A. The following Compliance Checklists are available for applicants—

- Part 3 Compliance Checklist – Required for ATO

> Digital MS Word copies of these compliance checklists may be obtained from the CAAP.

- Part 6 Compliance Checklist – Required for AMO
- Part 7 Compliance Checklist – Required for AOC
- Part 8 Compliance Checklist – Required for AOC
- Part 9 Compliance Checklist – Required for AOC
- Part 18 Compliance Checklist – Required for carriage of Dangerous Goods

B. **Electronic Copies** – During the pre-application meeting, the CAAP will provide the applicants with an electronic copy of the applicable blank Compliance Checklists.

> Applicants may submit their completed reports either in paper or electronic format.

SECTION 3 INSTRUCTIONS FOR COMPLETION

The first page of each Compliance Checklist form (see blue box) contains the general instructions regarding the form which are further amplified in this Section.

3.1 GENERAL GUIDANCE

The first 4 instructions are explanations of the handling of the completed compliance checklists—.

1) This document will be the primary record of applicant conformance. This document must be completely correct in order for the CAAP to issue the appropriate approval, authorization or certificate that is the goal of the specific certification process.

2) The applicant's compliance checklist must address all requirements at a sub-paragraph level (see examples). No requirement of the applicable regulation may be deleted or left out of the document.

3) Each compliance checklist required for a particular certification must be submitted with the original formal application.

> ⚠️ Failure to submit the applicable compliance checklists will result in the immediate return of the formal application.

4) This document, when audited by the CAAP, becomes one of the official records that the applicant was certificated in compliance with international safety standards.

> ⚠️ These checklists provide the most efficient means of ensuring conformance with the required regulations both in the—
> - Preparation of the applicant's manual system; and
> - Subsequent conformance review by the CAAP.

3.2 PROVIDING REGULATION REFERENCES

A. The each regulation compliance checklist will have 6 columns.

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #	Applicant Comments	Status	Inspector Date

PCAR Part 9 Regulations Compliance Checklist for:_____ (Organization)

1) From the left, the first column will contain the specific regulatory requirement (SRR).

2) The second column will contain the specific text of the requirement.

   ♦ The text of a regulation requirement may be separated into 2 or more rows when additional requirements are embedded in the text. This ensures that all requirements have been addressed.

♦ Headers that appear in regulations, such as Subpart and regulation headers, are provided as they appear in the regulations.

3) The two center columns *are the spaces* where the CAAP expects the applicant to indicate how they will comply with the specific regulatory requirement by either—

(a) Entering a reference from a company manual in the "Manual Paragraph" column; and/or

(b) Entering a explanation in the "Applicant Comments" regarding the compliance or why compliance is not required.

> More detailed guidance on making these entries is provided in the next paragraph.

4) The two far right columns are reserved for the CAAP sign-off of acceptability.

SECTION 4   MANUAL REFERENCES ARE THE BEST

4.1   EXAMPLE OF MANUAL REFERENCES

A. When possible, the applicant should provide a reference from his policy and procedure manuals.

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #
9.5.1.7	**Miscellaneous**	
(b)	Where an operator accepts the carriage of weapons removed from the passengers, the aircraft shall have provision for stowing such weapons in a place so that they are inaccessible to any person during the flight time.	**FOM 8.5(b)** **CCSM 9.5(b)** **CLM 4.5(c)** **DGM 12.5(c)**

B. In the example above, the applicant provides paragraph references for the SRR 9.5.1.7(b)—

- FOM = FlightOperations Manual, Paragraph 8.5(b)
- CCSM = Cabin Crew Safety Manual, Paragraph 9.5
- CLM = Cargo Loading Manual, Paragraph 4.5l
- DGM = Dangerous Goods Manual, Paragraph 12.5

4.2   CORRESPONDING SRR CITES

A. The applicant should ensure that it is possible for the reviewing CAAP inspector to find those references in the applicant's manuals system.

> Including the SRR cites in the manuals simplifies the—
> - Development of a compliance checklist, and
> - The CAAP review.

B. This is accomplished by inserting SRR cities in the manuals.

4.2.1   EXAMPLE REFERENCE AT THE BEGINNING OF PARAGRAPH

A. The following is an example of a SRR cite that may be inserted in a manual on the line above the beginning of the applicable paragraph.

- "Reference: PCAR 9.5.1.7"
- .....Start of Paragraph.....

B. This method is recommended, but other methods (if accurate) will be acceptable.

4.2.2   EXAMPLE REFERENCE INSIDE OF THE PARAGRAPH

The following is an example of a SRR cite within the applicable paragraph.

- ".....end of paragraph. (PCAR 9.5.1.7)"

4.2.3   EXAMPLE REFERENCE IN THE TITLE

A. The following is an example of an SRR cite in the title—

- "Header Title (PCAR 9.5.1.7)"

B. The regulation reference cite may be on the same line as the title or located directly below it.

4.3   SUGGESTED MANUAL ACRONYMS

A. The use of acronyms in the "Manual(s)" column of the compliance checklists is recommended, provided those acronyms are defined and consistent.

> ⚠️ Undefined or obscure acronyms will be unacceptable.
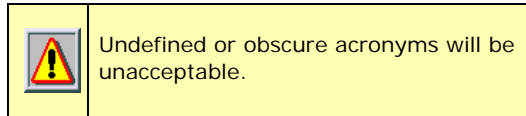
B. Specific acronyms may be developed by the applicant, but must be defined in the applicant's application.

4.3.1   OPERATIONS ACRONYMS

Examples of possible operations acronyms include—

- FOM = Flight Operations Manual
- GOM = General Operations Manual
- OMA = Operations Manual, Part A
- CCM = Cabin Crewmember Manual
- DPH = Dispatch Procedures Manual
- CSM = Crew Scheduling Manual
- FOTM = Flight Operations Training Manual
- OMD = Operations Manual, Part D
- RTG = Route Guide
- OMC = Operations Manual, Part C
- TPM = Training & Procedures Manual
- DIM = Deicing Program Manual
- WOM = Winter Operations Manual

4.3.2   AIRWORTHINESS ACRONYMS

Examples of possible airworthiness acronyms include—

- MCM = Maintenance Control Manual
- MOPM = Maintenance Organization Procedures Manual
- MTM = Maintenance Training Manual

4.3.3   AIRCRAFT TYPE-SPECIFIC ACRONYMS

Examples of acronyms associated with aircraft type-specific manuals and documents—

- AFM = Aircraft Flight Manual
- OMB = Operations Manual, Part B
- SOP = Standard Operating Procedures
- CCC = Condensed Cockpit Checklists
- QRH = Quick Reference Handbook
- ACS = Aircraft Systems
- ACP = Aircraft Performance
- MEL = Minimum Equipment List
- MBM = Mass & Balance Manual

- MP = Maintenance Program
- JTC = Job Task Cards
- PBC = Passenger Briefing Card

4.4 PAGE VS PARAGRAPH NUMBERING

A. Numbering of the chapters and paragraphs within a manual system is important. As much as practical, the manuals should be consistently numbering throughout the system.

- A compliance checklist is generally better referenced when the manual system has consistently numbering.
- As much as possible, the compliance checklist should direct the user to the specific paragraph(s) where the SRR is embedded in the text.

B. The applicant should carefully consider the use of consistent paragraph numbering in their manual system.

C. Paragraph numbering—

1) Is important in a flight safety documents system; and

2) Provides for user-friendly access to the contents.

D. Having an inconsistent numbering system from manual to manual within a company manual system makes it difficult for the—

1) Users to access and use these aviation safety manuals; and

2) CAAP to review and determine that the manual system is acceptable.

4.4.1 TRIPLE HEADER PARAGRAPH NUMBERING

A. Triple header paragraph numbering similar to that used in this advisory circular are the most acceptable numbering methodology.

B. This type of header numbering provides a more specific accessing of the contents by the user.

C. It also enables the applicant to be very specific in the compliance checklist as to where the policy/procedures regarding an SRR is located in the company manual system.

4.4.2 SINGLE HEADER PARAGRAPH NUMBERING

A. Having chapter numbers and single-level numbering within the manual system will be acceptable provided the—

1) Total number of paragraphs under a header number tend to be 4 or less; and

2) Paragraphs tend to be short (not more than 7 lines per paragraph).

Manuals that have "repository" para-graphs (long, unbroken paragraphs) will not be acceptable.

B. The line and paragraph numbers cited here are goals, not absolute limitations.

4.4.3 NO PARAGRAPH NUMBERING

A. Some applicants may choose to use manuals that have only chapter numbers (no paragraph numbering).

B. In these cases, the inclusion of SRR cites within the document will be very important to the CAAP review, because the only possible compliance checklist entries will have to be page numbers.

- It is difficult to review manuals without paragraph numbering
- Such manuals will be rejected if they do not include the manual reference cites.

- Without the regulation cites inserted in the document, it will be impractical to attempt to check the conformance.

SECTION 5   ORGANIZATION COMMENT ENTRIES

A. The applicant should include a comment in the "Applicant Comments" column when the SRR is—

1) Applicable, but no manual reference is provided, or

2) Determined to be not applicable to the applicant.

B. For maximum clarity, a comment in the "Applicant Comments" when the SRR is applicable, but the organization is requesting an exemption, waiver or special approvals.

5.1   APPLYING FOR EXEMPTION, DEVIATION OR WAIVER?

Where a request for an exemption, deviation or waiver to an SRR has been submitted, the applicant should—

> ⚠️ The Exemption request, completed as outlined in PCAR Part 1 must be filed with CAAP no later than the submission of the formal application.

1) Insert the exemption number or manual references which outline the proposed alternative requirements to the SRR;

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #	Applicant Comments
9.5.1.7	Miscellaneous		
(a)	Each operator should provide specialized means of attenuating and directing the blast for the use at the least-risk bomb location.	**Exemption 11-03405**	*Anywhere Airlines has filed for an exemption from this requirement*

2) Insert an explanation in the Applicant Comments column advising that the alternative requirement is requested; and

5.2   APPLYING FOR SPECIAL APPROVAL:

A. Where the CAAP will be expected to conduct a special review, such as a requests for computer record keeping as the primary method of record keeping, the applicant should—

1) Insert the manual references which outline the proposed special methodology to meet the SRR;

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #	Applicant Comments
9.2.2.5	Retention & Maintenance of Personnel Records		
(c)	Each operator shall maintain records in a manner acceptable to the Authority.	**CSM 12.1.5 FOM 9.4.3 CCSM 12.2.3 FOTM 4.3**	*Anywhere Airlines is applying to use the Crew Track computer software for as the primary method of flight and cabin crew qualification records.*

2) Insert an explanation in the "Applicant Comments" column advising that the proposed is requested; and

> The alternative methodology must be clearly outlined in the applicant's policies and procedures (manual reference).

5.3   Decision regarding Permissive Requirement?

A. Occasionally, there are "permissive" requirements included in the regulations. The applicant should their intentions regarding these types of regulations.

B. If the decision is not to take advantage of the permissive requirement, the applicant should—

1) Insert an "NA" in the "Manual(s)" column; and

2) Insert a statement in the "Applicant Comments" column indicating that this provision will not be requested by the applicant; and

C. If the decision is made to take advantage of a permissive requirement, the applicant should complete the SRR to included at least the "Manual(s) Paragraph" and, if necessary, the Applicant Comments.

5.4   Regulation Not Applicable?

Where an SRR is not applicable to the organization, that fact should be annotated in the compliance checklist in the following manner—

1) Insert an "NA" in the "Manual(s)" column; and

PCAR Part 8 SRR	Regulation Text	Manual(s) Paragraph #
8.6.2.8	**OFF-SHORE ALTERNATES FOR HELICOPTER OPERATIONS**	
(a)	No person may designate an offshore alternate landing site when it is possible to carry enough fuel to have an on-shore alternate landing site.	**NA**

2) Insert a statement in the "Applicant Comments" column explaining the reason that SRR is not applicable.

> Above example reads: "…*Anywhere Airlines does not plan to conduct helicopter operations…*"

5.5   A-1 = Acknowledgement of Applicability Required

Where the SRR outlines the applicability of the requirement and there are yellow color-coded cells, the applicant is expected to acknowledge that applicability by—

1) Inserting "A-1" in the "Manual(s) column (this indicates to the CAAP that the applicant is aware of the applicability); and

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #
9.1	**AIR OPERATOR CERTIFICATE**	
9.1.1.1	**Applicability**	
(a)(1)	Part 9 applies to the carriage of passengers, cargo or mail for remuneration or hire by persons whose principal place of business or permanent residence is located in Republic of the Philippines	**A-1**

2) The applicant may also insert an acknowledgement statement in the Applicant Comment column, such as "...*Anywhere Airlines , its crews and flight instructors are subject to the the requirements of PCAR Part 9....*"

5.6   A-2 = Acknowledgement of an Applicant Responsibility

Some SRRs provide specific information that is not necessary to include within the manual system, but should be acknowledged by the applicant. The following provides the method for that type of acknowledgement—

1)   Insert "A-2" in the manual reference column; and

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #
9.1.1.8	Duration of an Air Operator Certificate	
(b)	An operator shall make application for renewal of an AOC at least 30 days before the end of the existing period of validity.	A-2

2)   The applicant may also insert an acknowledgement statement in the Applicant Comment column, such as "...*Anywhere Airlines understands that they must propose an amendment to the AOC operations specifications at least 30 days prior to the intended date of any operation under the amendment..*"

5.7   A-3 = Acknowledgement of a Required CAAP Action

A.   On those requirements which state that an action by the Authority is necessary, such as "approval" or "acceptance," the applicant's answer must show that they understand the need for compliance with the SRR.

1)   Insert "A-3" in the manual reference column; and

PCAR Part 9 SRR	Regulation Text	Manual(s) Paragraph #
9.1.1.9	Amendment of an Air Operator Certificate	
(a)	The Authority may amend any AOC if:	
(a)(1)	An operator shall make application for renewal of an AOC at least 30 days before the end of the existing period of validity.	A-3

2)   The applicant may also insert an acknowledgement statement in the Applicant Comment column, such as "...*Anywhere Airlines understands that we must make application 30 days prior to end of existinger period of validity..*"

5.8   NR-PEL = Required for Licence Knowledge & Skill Test?

A.   Some regulations require knowledge that is basic to the holder of a PEL licence. It may not be necessary for that information to be included in the organization's manual system, if it is clear that the employees, as holders of PEL licenses, should be aware of the requirement.

B.   In some cases, this will be obvious, such as a a basic airworthiness or operations requirement that applies to the PEL license holders involved, such as—

1)   Common definitions, or .

PCAR Part 8 SRR	Regulation Text	Manual(s) Paragraph #
8.1.1.2	Definitions	
(b)(3)	**Aerobatic flight.** Maneuvers intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, or an abnormal variation in speed.	NR-PEL

2) General requirements regarding flight plans.

PCAR Part 8 SRR	Regulation Text	Manual(s) Paragraph #
8.6.1.5	**CHANGES TO A FLIGHT PLAN**	
(a)	When a change occurs to a flight plan submitted for an IFR flight or a VFR flight operated as a controlled flight. The pilot shall report that change as soon as practicable to the appropriate ATC facility.	**NR-PEL**

C. For these SRRs—

1) Insert an "**NR-PEL**" in the "Manual Reference" column; and

2) The applicant may also insert a statement in the "Applicant Comments" column explaining that the the SRR is basic knowledge for the PEL license holder involved; and

> Example above reads: *"…This SRR is basic knowledge required for original qualification of the PEL license holders involved.*

D. In individual cases, however, the CAAP may determine that some requirements, designated by the applicant as basic knowledge that should be known by the PEL license holder, must be included in the manual system. This decision will necessitate revision of the document to conform.

> The applicant should consider meeting with the CPC early in the process of developing the compliance checklists to discuss the SRRs that may to possible to treat as prescribed in this paragraph.

5.9 SPECIAL CITES: AIRCRAFT INSTRUMENTS & EQUIPMENT

A. Normally manual references provided in Compliance Checklists are provided by paragraph number. (Page number will be acceptable where there is a bold header on the page which indicates the proper subject or the specific regulatory reference cites are properly located.)

B. Part 7 (Instruments & Equipment) requires manual reference cites that can be taken from the—

- Minimum Equipment Lists ATA numbers – where these numbers show numbers installed (preferred method)
- Aircraft Equipment List – by page and paragraph number
- Operations manual – by page and/or paragraph number

5.10 COMPLIANCE CHECKLIST EDITORIAL ISSUES

A. When a compliance checklist is started, be sure to view the header and insert the business name of the applicant.

B. Before submitting the conformance report, the applicant should insert the—

1) Business name,

2) Printed name of the accountable manager;

3) Signature of the accountable manager; and

4)   The date the document was completed.

• THE MANAGEMENT OF THE AOC APPLICANT HEREBY CERTIFY THAT THIS IS AN ACCURATE AND COMPLETE RECORD DEMONSTRATING THE CURRENT CONFORMANCE WITH APPLICABLE PART 15 SECTIONS:	
Air Operator Certificate Applicant:	**Anywhere Airlines**
Accountable Manager's Name:	**James Johnson** *James Johnson*
Date Submitted:	**20/07/2009**

C.   After rejection/revision, the date of the revision on the re-submitted compliance checklist should appear in the date submitted" line.

SECTION 6   CAAP REVIEW

6.1   COMPLETELY ACCURATE CROSS-REFERENCES

A.   The goal is to have a completely accurate cross-reference of the SRRs that provides the applicant's—

1)   Manual system primary references for the applicable SRRs;

2)   Acknowledgments of applicability;

3)   Acknowledgements of responsibility;

4)   Alternate proposals for exemptions and/or deviations; and

5)   Special approval requirements.

B.   These compliance checklists, when completely accurate, are included in a Completed Certification Report that is retained by the CAAP to demonstrate that the applicant was in compliance with the applicable SRRs when they were issued the certificate of approval.

6.2   REJECTED & REVISED COMPLIANCE CHECKLISTS

A.   The submitted compliance checklists will be audited for compliance with each SRR.

B.   Submitted compliance checklists that have inaccurate or insufficient references will be returned to the applicant and the conformance review will be terminated.

> ⚠ The CAAP document conformance review will not be conducted in the absence of accurate compliance check-list that correctly cross-reference the applicant's manual system.

C.   When the revised compliance checklists, and supporting manual revisions are re-submitted, the conformance review will begin again.

● The compliance checklists will remain "In-Work" throughout the document conformance phase.

D.   Throughout the certification process, with emphasis on the document conformance phase, these checklists will ensure that, when the certification process is completed, the applicant and its manual system are in conformance with the applicable PCAR Parts.

6.3   GENERAL CAAP APPROACH

A.   Assuming the applicant submitted a complete package of compliance checklists and documents, the certification team will use the following methodology—

1)   As early as possible in the document conformance phase, all of the regulatory compliance checklists will be evaluated in detail to ensure that the applicant's manual references and comments are correct.

2) If not, these documents will be rejected and returned to the applicant. At this point the document conformance phase (and entire certification process) will be suspended pending the necessary revisions by the applicant.

3) The remainder of the document conformance phase cannot be accomplished in a timely manner until the manual system is determined to be in conformance with the applicable regulations.

> The CAAP document conformance review will not continue the document conformance phase if the regulatory compliance checklists are not correct!

4) After the Regulatory Compliance Checklists references and comments are found to be acceptable, the CAAP will continue to be alert for potential changes to the references as addition revisions to the affected manuals are necessary.

B. The Regulatory Compliance Checklists are only considered to be acceptable as in-final for inclusion in the CAAP certification file after all manual revisions required in the document conformance phase have been finalized as acceptable.

6.4 FILING OF EACH SUBMITTED COMPLIANCE CHECKLIST

A. The CAAP will retain a digital file copy of each compliance checklist that is submitted by the applicant, including those which are returned for revision.

> At all points in the certification process where the compliance checklists is rejected or found to be fully acceptable, a copy will be printed as a PDF file and retained in the certification records.

B. The copy that is accepted by the CAAP as an accurate copy will be retained a special certification "book" as evidence to international aviation authorities that the applicant completed a complete certification under the applicable aviation regulations.

End of Advisory Circular

RAMON S. GUTIERREZ
Director General

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