



## Manuals Submission Form

<b>Submission:</b> <input type="checkbox"/> Initial <input type="checkbox"/> Amendment	<b>Submission Date:</b>
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This Form should be completed, and signed as indicated below in part E:

- By Person who prepared the Manual/Document
  - By Manager of the section , and
  - By Quality Assurance Manager of the Company (Postholder)
1. Use this form for any operations manual/document submission by ticking the applicable box in **A or B** below.
  2. If the manual is not listed in **A or B**, fill out box **C**. and include a letter to explain your submission/request.
  3. Fill out remaining details in **D**. All Dates must be in (dd/mm/yyyy) format.
  4. Fill out form ALD/OPS/166 "Manual Compliance Form" and present both forms with the manual to BCAA.

A. MANUAL/DOCUMENT (ORGANISATION RELATED)	
<input type="checkbox"/> OM Part A. General Basic (OMA)	
<input type="checkbox"/> OM Part B. Aircraft Type Related (OMB)	
<input type="checkbox"/> OM Part C. Route Aerodrome (OMC)	
<input type="checkbox"/> OM Part D. Crew training (OMD)	

B. MANUAL/DOCUMENT (AIRCRAFT RELATED)	
<input type="checkbox"/> Minimum Equipment List (MEL)	
<b>Aircraft Type:</b>	<b>Engine Type:</b>

C. Other/Special Operations Manual or Document			
<b>Manual Name:</b>		<b>Manual Ref. No.:</b>	
<b>Manual Details:</b>		<b>Source Document (e.g.: MMEL):</b>	

D. Submitted Manual Details			Date
<b>Revision No.:</b>			
<b>Supersedes Revision No.:</b>			
<b>Revision Status:</b>		<i>Implementation Date</i>	

E. OPERATOR STATEMENT OF COMPLIANCE:				
The Signatories below declare that the submitted document has been prepared and reviewed by different persons and in accordance with the current BCAA ANTRs and CAPs, and approved by the operator's quality and safety section.				
Operator	Name	Title	Signature	Date
Prepared By				
Reviewed By				
Approved By				

F. BCAA Use	Name	Approved			Signature	Date
OPS		YES	NO	NA		
AIR		YES	NO	NA		