

## Certification Manual Status

**NB: Should the SME post be vacant, then the immediate supervisory post becomes the SME responsible.**

Manual Name	Acronym	% Com	Pg Ct	Pg Com	SME	Comment	Status	DCT Status	ACC/APP
<b>Administration Manuals</b>									
Drug and Alcohol Prevention Manual	DAPM	80	72	57.6	Human Resources	Baseline only	In Review	Not Started	Approved
Publication Procedures Manual	PPM	90	122	109.8	Director Technical Publications	Baseline only	In Review	Not Started	Accepted
Company Organization Manual	COM	90	102	91.8	Director Technical Publications	Need review by all Departments	In Review	Not Started	Accepted
Compliance Statement	CS	100	100	100	Director Technical Publications	Living Document	In Process	Not Started	Accepted
Operations Specifications	OS	50	180	90	VP Flight Operations	proposed list only	In Process	Not Started	Approved
<b>Flight Operations Manuals</b>									
Aircraft Deicing Program	ADP	80	234	187.2	Director of Ground Operations	Baseline only	In Review	Not Started	Approved
Approved Programs Manual	APM	90	166	149.4	Director of Ground Operations	ESP, HAZ, CLP, CRO	Not Started	Not Started	Approved
AOM Volume 1 - Operations	AOMv1	95	396	376.2	Director of Flight Operations	Boeing baseline	Awaiting AC	Not Started	Accepted
AOM Volume 2 - Systems	AOMv2	95	1146	1088.7	Director of Flight Operations	Boeing baseline	Awaiting AC	Not Started	Accepted
Quick Reference Handbook	QRH	95	270	256.5	Director of Flight Operations	Boeing baseline	Awaiting AC	Not Started	Approved
Weight & Balance	WBM	90	88	79.2	Director of Maintenance	Need aircraft Info for final version	Awaiting AC	Not Started	Approved
Electronic Flight Bag	EFB	80	68	54.4	Director of Flight Operations	Baseline only	Not Started	Not Started	Accepted
Flight Operations Manual	FOM	80	540	432	Director of Flight Operations	Baseline only	In Process	Not Started	Approved
<b>Flight Training Manuals</b>									
Flight Operations Training Manual	FOTM	100	424	424	Director of Flight Training	Ready for FAA Audit	Complete	Not Started	Approved
Flight Crew Training Manual	FCTM	100	366	100	Director of Flight Training	Ready for FAA Audit	Complete	Not Started	Approved
Line Operating Flight Training	LOFT	100	76	76	Director of Flight Training	Ready for FAA Audit	Complete	Not Started	Accepted
<b>Inflight Service Manuals</b>									
Flight Attendant Manual	FAM	75	458	366.4	Manager Inflight Recruiting	Baseline only	In Process	Not Started	Accepted
Flight Attendant Training Manual	FATM	76	154	123.2	Manager Inflight Recruiting	Baseline only	In Process	Not Started	Approved
<b>Maintenance Operations Manuals</b>									
General Maintenance Manual	GMM	95	390	370.5	Chief Inspector	In Process/Review	In Review	Not Started	Approved
Fueling and Servicing Manual	FSM	80	66	52.8	Chief Inspector	Need aircraft Info	Awaiting AC	Not Started	Accepted
Quality Assurance Manual	QAM	90	362	325.8	Manager of Quality Assurance	In Process/Review	In Review	Not Started	Accepted
Maintenance Training Manual	MTM	100	94	94	Chief Inspector	Ready for FAA Audit	Complete	Not Started	Accepted
Essential Maintenance Provider Manual	EMPM	80	18	14.4	Manager of Quality Assurance	Baseline only	Not Started	Not Started	Accepted
MEL/CDL	MEL	95	356	338.2	Chief Inspector	Baseline to MMEL	Awaiting AC	Not Started	Approved
Maintenance and Inspection Program	MIPM	80	700	560	Chief Inspector	Need aircraft for task Listings	Awaiting AC	Not Started	Approved
<b>Ground Operations Manuals</b>									
Cargo Handling Manual	CHM	80	124	99.2	Director of Ground Operations	Baseline only	Not Started	Not Started	Accepted
Ground Operations Manual	GOM	90	286	257.4	Director of Ground Operations	Baseline only	In Process	Not Started	Accepted
Customer Service Manual	CSM	90	240	216	Director of Ground Operations	Baseline only	In Process	Not Started	Accepted
Station Operations Training	SOTM	80	82	65.6	Director of Ground Operations	Baseline only	Not Started	Not Started	Accepted
<b>Operations Control Manuals</b>									
Operations Control Manual	OCM	80	280	224	Director Operations Control	Baseline only	Not Started	Not Started	Accepted
Operational Control Training Manual	OCTM	80	138	110.4	Director Operations Control	Baseline only	Not Started	Not Started	Approved
<b>Operational Safety</b>									
Operational Safety Inspection Manual	OSIM	80	238	190.4	Director Operations Control	Need aircraft for table updates	Not Started	Not Started	Accepted
Fatigue Risk Management Program	FRMP	80	72	57.6	Director Operations Control	Baseline only	Not Started	Not Started	Approved
<b>Security and Occupational Safety</b>									
Safety Management System	SMS	80	96	33.6	Director Operations Control	Baseline only	Not Started	Not Started	Approved
Safety & Security Manual	SSM	80	172	137.6	Director Operations Control	Baseline only	Not Started	Not Started	Accepted
Emergency Response Program	ERP	80	292	233.6	VP Operations	Baseline only	Not Started	Not Started	Accepted
Security Manual	SM	95	174	165.3	Director Operations Control	Baseline only	Not Started	Not Started	Accepted
<b>Total Pages</b>			<b>9142</b>	<b>7708.8</b>					
<b>Manuals Percentage Complete</b>				<b>84%</b>					