Documentation Quality Assurance & Editorial Control

Manual Name: TW Specialist:

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Check capitalization for the following: • captain • flight crew • pilot • crew • dispatcher • autopilot • flight attendant • first officer • pilot-in-command • pilot monitoring • lead flight attendant • pilot flying • pilot not flying • flight crew member
Add regulations referenced from www.ecfr.gov as a comment.
Make sure *"FAR"* is replaced with *"CFR."*
Make sure "INTENTIONALLY LEFT BLANK" pages are replaced with page breaks.
Remove purser and replace with flight attendant. If purser/lead flight attendant just use lead flight attendant.
Run Spell Checker and make corrections.
Make sure Applicable References, Interfaces, Responsibility & Authority are at the beginning of the document.
Make sure Controls and Process Measurements ATOS element headers are at least at the end of the chapter and at the end of sections as required.
Check that acronyms and abbreviations are spelled out on the first instance only.
Change enroute to en route.
Change crew member to crewmember.
Change the following to Air: NWA, NW, West, North Airlines
Add two spaces after a period at the end of a sentence.
Add two spaces after colons that introduce complete clauses.
Make sure that one space is used after a colon to introduce a list.
Add comments to the text that tell what the source is (NWA, FOM, or AAY, GOM).

Make sure GOM is accurately marked up and file/chapter markups are put into master GOM markup file.

Remove any aircraft types and airline information including any widebody aircraft other than the following:

• **A319***	• **B757**
• **A320***	• **MD80**
• **A321***	

***referred to as A320 family**

Add a comment by all references and to other sections of the FOM to check when appropriate chapters of the manual are complete.

When NWA paragraphs reference 14 CFR parts, search AAY GOM to see if information exists.

PORTFOLIO SAMPLE