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REVISION PROCEDURES

The Chief Pilot is responsible for compiling and disseminating changes.

This manual is easy to revise. All revisions will be in the form of complete page changes or additions. Upon receipt of a change or addition, the holder of the manual shall simply follow the page control chart issued with the change, and remove and insert new pages as instructed.

Each page of this manual is identified with a chapter, section number, page number and date of issue. A vertical line in the margin identifies new or changed information. An arrow identifies deletions.

In the front of the manual there is a page for recording each revision entered in the manual and a Control Page(s) listing each page number, its date of issue and section header description. When a revision is issued, the Revision Sheet will be updated with appropriate entries and a new Control Page, addressing the respective page containing the change, will be inserted along with the change. This process will ensure:

1. Listing of all revisions.
2. Date of last revision.
3. Current date of each page.

It is essential that the Revision page be completed with appropriate entries every time a revision is entered.

Each manual holder will be held accountable for the currency and integrity of his or her respective manual.

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