Form A02 Suggestion for continuous improvement

The organisations' continuous improvement process aims to improve the management, conduct and effectiveness of all activities conducted by the organisation.

Complete this form and send to the HOFO by email. Additional recipients can be added in accordance with the distribution list in row 2 below.

>> TO BE COMPLETED BY THE PERSON MAKING THE SUGGESTION <<

#### Details

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by: |  | Date: |  |
| Distribution list: | CEO  HOFO | Other: |  |

| Identify area of deficiency or ambiguity | X | References and / or details |
| --- | --- | --- |
| Exposition (all parts) |  |  |
| Flight Ops Management |  |  |
| Fatigue Management System |  |  |
| Facilities (buildings, computers & other equipment etc.) |  |  |
| Aircraft (equipment levels, suitability and serviceability etc.) |  |  |
| Aircraft Operating Procedures |  |  |
| Other (describe) |  |  |

|  |
| --- |
| Suggested improvement & benefits |
|  |

#### HOFO acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| Feedback given to originator: | YES  NO | Discussed with: | CEO  HOFO |
| Responsibility for action? |  | Resources required? |  |
| HOFO Signature |  | Date |  |