	Electronic Flight Bag (EFB) Administrator Audit Checklist	**Form**	**SOPS INSP-006 B**
		Revision	**00**
		Date	**01 Feb 2024**

Operator's Details			
Operator:		**AOC No.:**	
Date:		**Location:**	
Post Holder Operations:		**Telephone No:**	
		Email:	
EFB Administrator:		**Telephone No:**	
		Email:	

No.	Description	S	U/S	Comments
1	Maintaining the availability of the EFB to all employees authorized to access electronic documents.			
2	Ensuring that the EFB contains only valid reference documents and current operational material.			
3	Amending any document under the control or authorship of Operator and hosted within the EFB following the authorization of revisions and changes to such documents by the Post Holder Operations			
4	Maintaining the revision status of all documents hosted within the EFB.			
5	Ensuring that reference documents are kept up to date and that only authorized material is made available to users.			
6	Performing a Quality Control function by the routine monitoring of the EFB system and its Administration.			
7	Archived Folder Structure.			
8	I-Pad Folder Structure.			
9	Manual Structure.			
10	Document File Format and Security.			
11	Document Revisions.			
12	Editing EFB files.			
13	Templates.			

14	Hyperlinks
	    1- Internal Hyperlinks
	    2- External Hyperlinks			

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15	EFB availability for end-users
	   1- EFB on the Intranet
	   2- EFB on the iPad			

16	Documentation amendment processes			
17	Temporary Revision (TR)			
18	Formal Revision			
19	EFB administration procedures – flowcharts			

Satisfactory ☐	Unsatisfactory ☐
Note: Inspector must fill base inspection audit / Inspection Report - Form BASE INSP–004	

Flight Operations Inspector's Name	Signature	Date: