



AFI Plan Project

AIM Results-Based Implementation Support (RBIS) for the AFI Region

DOCUMENTS VALIDATION CRITERIA

#	Criteria	Description
1.	Overall control/mastery of the document	1) A cover page bearing the Administration/Organization logo and name, the name and abbreviation of the regulation, the edition number, month and year of the edition; 2) A validation page for document of procedures, manuals and guides; 3) A list of effective pages; 4) A page for the registration of amendments and corrigenda; 5) A table of amendments; 6) A table of corrigenda; 7) A list of documents as references; 8) A list of abbreviations; 9) A mailing list; 10) A list of terms and definitions, if necessary; 11) A table of contents; 12) The different chapters of the regulation
2.	Missing elements	Chapter/Section/Paragraph identified with missing elements in their formulation or wording.
3.	Unclear elements	Chapter/Section/Paragraph identified with ambiguous parts lacking clarity
4.	Incorrect elements	Chapter/Section/Paragraph identified with parts of inaccuracies or containing incorrect elements
5.	Inconsistencies	Chapter/Section/Paragraph identified with part of inconsistencies with regards to regulation, AIM related SARPs, approve Guidance material, etc.
6.	Proposed Correction needed	Chapter/Section/Paragraph identified with general corrections to be made
7.	Overall appreciation of the document	The moderator of the discussions of the working groups, with regard to the results of the evaluation of criteria 1) to 6), will give an overall assessment/appreciation of the document examined.