Upon receipt of revisions, insert the revised page(s) in the manual and remove the replaced pages. Enter the insertion date and initials of the person incorporating the revision in the appropriate block on the Record of Revisions. . Return the Revision Notice/Acknowledgment Form MHI 019 to the Part 145 Accountable Manager. This manual will be revised in accordance with Chapter 2 of this manual.

Rev No.	Rev Date	Change Summary	Received Via
Original	11/01/14		
1	07/15/15	Page 3-4 Removed Part 65 Requirement	
2	08/01/16	Cert # & Address updated and Rev # added to Cover Page	