





TECHNICAL PUBLICATION TP-010 ISSUE: 2

MINIMUM EQUIPMENT LIST/CONFIGURATION DEVIATION LIST APPROVAL PROCEDURES MANUAL

(THIS DOCUMENT PROVIDES GUIDANCE FOR FLIGHT OPERATIONS AND
AIRWORTHINESS INSPECTORS AND THE COORDINATION BETWEEN THE
INSPECTORS ON THE APPROVAL PROCESS OF AN OPERATOR'S MEL/CDL)

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FOREWORD

This document was prepared as guidance for Flight Operations and Airworthiness Inspectors of the Guyana Civil Aviation Authority for the approval of aircraft Minimum Equipment List (MEL) and Configuration Deviation List (CDL). Regulation 20 of the Guyana Civil Aviation (Air Navigation) Regulations and Sub-Part 9.3.1.12 of the Guyana Aviation Requirements (GARs) require that AOC holders may have a Minimum Equipment List and Configuration Deviation List.

Consequently, this document contains all the relevant information with respect to the philosophy, development and approval of the aircraft Minimum Equipment List and Configuration Deviation List. The approval of these lists shall be a concerted and coordinated efforts among Flight Operations and Airworthiness Inspectors.

It is expected that operators shall establish for each aircraft, a MEL approved by the DGCA since an operator shall not operate an aircraft other than in accordance with the MEL unless otherwise permitted by the DGCA.



Lt. Col. (Ret'd) Egbert Field
Director General of Civil Aviation



LIST OF EFFECTIVE PAGES

PAGE #	REV. #	DATE	PAGE #	REV. #	DATE
1	Issue 2	November, 2016	26	Issue 2	November, 2016
2	Issue 2	November, 2016	27	Issue 2	November, 2016
3	Issue 2	November, 2016	28	Issue 2	November, 2016
4	Issue 2	November, 2016	29	Issue 2	November, 2016
5	Issue 2	November, 2016	30	Issue 2	November, 2016
6	Issue 2	November, 2016	31	Issue 2	November, 2016
7	Issue 2	November, 2016	32	Issue 2	November, 2016
8	Issue 2	November, 2016	33	Issue 2	November, 2016
9	Issue 2	November, 2016	34	Issue 2	November, 2016
10	Issue 2	November, 2016	35	Issue 2	November, 2016
11	Issue 2	November, 2016	36	Issue 2	November, 2016
12	Issue 2	November, 2016	37	Issue 2	November, 2016
13	Issue 2	November, 2016	38	Issue 2	November, 2016
14	Issue 2	November, 2016	39	Issue 2	November, 2016
15	Issue 2	November, 2016	40	Issue 2	November, 2016
16	Issue 2	November, 2016	41	Issue 2	November, 2016
17	Issue 2	November, 2016	42	Issue 2	November, 2016
18	Issue 2	November, 2016	43	Issue 2	November, 2016
19	Issue 2	November, 2016	44	Issue 2	November, 2016
20	Issue 2	November, 2016			
21	Issue 2	November, 2016			
22	Issue 2	November, 2016			
23	Issue 2	November, 2016			
24	Issue 2	November, 2016			
25	Issue 2	November, 2016			



GENERAL TABLE OF CONTENTS

SUBJECT	PAGE
Approval Page	1
Foreword	2
List of Effective Pages	3
General Table of Contents	4
Record of Amendments	5
INTENTIONALLY LEFT BLANK	6
CHAPTER: 1 – GENERAL	7-15
CHAPTER: 2 – MEL APPROVAL PROCESS	16-25
CHAPTER: 3 – MEL USE IN SERVICE	28-35
CHAPTER: 4 – CONFIGURATION DEVIATION LIST	36-38
APPENDIX: A - SAMPLE UNACCEPTABLE SUBMITTAL LETTER	39
APPENDIX: B- SAMPLE LETTER OF APPROVAL	40-41
APPENDIX: C - SAMPLE MEL PAGE	42
APPENDIX: D - FLOW CHART – MEL APPROVAL PROCESS	43
INTENTIONALLY LEFT BLANK	44



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CHAPTER: 1 GENERAL

TABLE OF CONTENTS

SUBJECT	PAGE
CHAPTER: 1 – GENERAL	7-15
Table of Contents	7
1.1 MEL background	8
1.2 Applicability	8
1.3 Definitions	8
1.4 Acronyms	10
1.5 Purpose of the MEL	11
1.6 Items Listed on the MEL	11
1.7 Timely Repair of Items that are Inoperative	12
1.8 Recordkeeping	13
1.9 Multiple Items that are inoperative	13
1.10 Fleet Approval	13
1.11 Access to the MEL	13
1.12 Conflict with other GCAA Approved Documents	14
INTENTIONALLY LEFT BLANK	15



1.1 MINIMUM EQUIPMENT LIST - BACKGROUND

1.1.1 Minimum Equipment List (MEL) procedures were developed to allow the continued operation of an aircraft with specific items of equipment inoperative under certain circumstances. The Guyana Civil Aviation Authority (GCAA) has found that for particular situations, an acceptable level of safety (ALoS) can be maintained with specific items of equipment inoperative for a limited period of time, until repairs can be made.

1.1.2 The Master Minimum Equipment List (MMEL) produced by the State of Manufacture or Design and consequently the MEL document produced by operators describes the limitations that apply when an operator wishes to conduct operations when certain items of equipment are inoperative. The GCAA accepts the MEL programme for commercial air transport operations.

1.2 APPLICABILITY

1.2.1 Flight Operations Inspectors (FOI) are the primary GCAA officials responsible for the overall process of administering, evaluating, and approving an operator's MEL. It is essential that the FOI work with Airworthiness Inspectors (Maintenance Inspectors and Avionics Inspectors) and any other individuals or groups involved in this process.

1.3 DEFINITIONS

- a. **Aircraft Flight Manual** - The approved flight manual is the document approved by the responsible Civil Aviation Authority (CAA) aircraft certification office (ACO) during type certification. The approved flight manual for the specific aircraft is listed on the applicable type certificate data sheet. The approved flight manual is the source document for operational limitations and performance parameters for an aircraft. The CAA requires an approved flight manual for aircraft type certification.
- b. **Aircraft Maintenance Manual** - The aircraft maintenance manual is the source document for aircraft maintenance procedures. The CAA requires an aircraft maintenance manual for aircraft certification.
- c. **Air Transport Association of America Specification 100** - ATA Specification 100, Manufacturer's Technical Data, is an international industry numbering standard developed to identify systems and components on different aircraft in the same format and manner.
- d. **Authority** – Authority means the Guyana Civil Aviation Authority the body corporate responsible for regulation and oversight of civil aviation matters in Guyana.
- e. **Civil Aviation Authority (CAA)** – The responsible authority of a State for civil aviation matters, e.g. in the United Kingdom the UK CAA is the responsible authority for civil aviation matters, whereas in the United States of America, the Federal Aviation Administration (FAA) is the responsible authority for civil aviation matters.



- f. **Configuration Deviation List** - Aircraft certified under the provisions of a State's Civil Air Regulations and intended for use in air transport operations may be approved for operations with missing secondary airframe and engine parts. The aircraft source document for such operations is the configuration deviation list. The CAA grants approval of the CDL under an amendment to the type certificate. For United States of America (USA) certificated aircraft, the CDL is incorporated into the limitations section of the approved flight manual as an appendix.
- g. **Federal Aviation Administration Flight Operations Evaluation Board** - An FOEB is a board of Federal Aviation Administration personnel assigned for each type of aircraft. The FOEB is composed of Federal Aviation Administration personnel who are operations, avionics, maintenance and aircraft certification specialists. The FOEB develops a Master Minimum Equipment List (MMEL) for a particular aircraft type.
- h. **Inoperative** – Inoperative means that a system or component has malfunctioned to the extent that it does not accomplish its intended purpose and/or is not consistently functioning normally within its approved operating limits or tolerances.
- i. **Master Minimum Equipment List** - The Master Minimum Equipment List is a list of equipment that the CAA has determined may be inoperative under certain operational conditions and still provides an acceptable level of safety. The Master Minimum Equipment List contains the conditions, limitations and procedures required for operating the aircraft with these items inoperative. The Master Minimum Equipment List is used as a starting point in the development and review of an individual operator's Minimum Equipment List (MEL).
- j. **Minimum Equipment List** - The Minimum Equipment List is derived from the Master Minimum Equipment List and is applicable to an individual operator. The operator's Minimum Equipment List takes into consideration the operator's particular aircraft configuration, operational procedures and conditions. When approved and authorised for use, the Minimum Equipment List permits operation of the aircraft under specified conditions with certain inoperative equipment.
- k. **Proposed Master Minimum Equipment List** - The Proposed Master Minimum Equipment List is a list developed by the manufacturer or operator that is submitted to, in the USA, the Federal Aviation Administration Flight Operations Evaluation Board as a basis for the development of a Master Minimum Equipment List.



1.4 ACRONYMS

AD	- Airworthiness Directives
ADDS	- Aircraft Deferred Defect Sheet
AFM	- Aircraft Flight Manual (both aeroplanes and rotorcraft)
AMM	- Aircraft Maintenance Manual
AMO	- Approved Maintenance Organisation
ATA	- Air Transport Association of America
AWI	- Airworthiness Inspector (Avionics and Maintenance)
AWM	- Airworthiness Manual
CDL	- Configuration Deviation List
DDG	- Dispatch Deviation Guide
DDPG	- Dispatch Deviation Procedures Guide
DGCA	- Director General of Civil Aviation
ETOPS	- Extended Range Twin Operations
FAA	- Federal Aviation Administration
FAR	- Federal Aviation Regulations
FOEB	- Flight Operations Evaluation Board (Federal Aviation Administration)
FOI	- Flight Operations Inspector
GCAA	- Guyana Civil Aviation Authority
GCAR	- Guyana Civil Aviation (Air Navigation) Regulations
GAR	- Guyana Aviation Requirements
IFR	- Instrument Flight Rules
IMC	- Instrument Meteorological Conditions
MCM	- Maintenance Control Manual
MEL	- Minimum Equipment List
MMEL	- Master Minimum Equipment List
OPI	- Office of Principal Interest
STC	- Supplemental Type Certificate
TC	- Type Certificate
PMMEL	- Proposed Master Minimum Equipment List
USA	- United States of America
VFR	- Visual Flight Rules
VMC	- Visual Meteorological Conditions



1.5 PURPOSE OF MEL

1.5.1 Regulation 20 of the Guyana Civil Aviation (Air Navigation) Regulations [GCARs] require that all equipment installed on an aircraft in compliance with the airworthiness standards and the operating rules must be operative. However, the regulation also permits the publication of a MEL where compliance with certain equipment requirements is not necessary in the interests of safety under all operating conditions. Experience has shown that with the various levels of redundancy designed into aircraft, operation of every system or installed components may not be necessary when the remaining operative equipment can provide an acceptable level of safety. Regulation 20 (c) of the GCARs allow the continued operation of an aircraft as long as a MEL exists for that aircraft. Based upon particular aircraft equipment configurations, operational conditions and the applicable conditions and limitations contained in an approved MEL, an aircraft may be operated with certain instruments and equipment in an inoperable condition.

1.6 ITEMS LISTED ON THE MEL

1.6.1 Categories of Items - There are three (3) categories of items that may be contained in the operator's MEL, such as, MMEL items, passenger convenience items and administrative control items.

1.6.2 MMEL Items - The MEL will list all of the items for which the operator seeks relief and that are appropriate for its operation. The operator, by not listing at its discretion certain items in its MEL, may be more restrictive than permitted by the MMEL.

1.6.3 Passenger Convenience Items - The passenger convenience items, as contained in the operator's approved MEL, are those related to passenger convenience, comfort, or entertainment, such as, but not limited to, galley equipment, movie equipment, in-flight phones, ashtrays, stereo equipment, and overhead reading lamps. It is incumbent on the operator and the Inspector to develop procedures to ensure that those inoperative passenger convenience items are not used. Passenger convenience items do not have fixed repair intervals. Items addressed elsewhere in the MMEL shall not be authorised relief as a passenger convenience item. "M" and "O" procedures may be required and should be developed by the operator, approved by all assigned Inspectors, and included in the operator's appropriate document.

1.6.4 Administrative Control Items - An operator may use a MEL as a comprehensive document to control items for administrative purposes. In such cases, the operator's MEL may include items not listed in the MMEL; however, relief may not be granted for these items unless conditions and limitations are contained in approved documents other than the MMEL or meet the GCAA's regulatory requirements. Examples of items considered to be administrative control items would be cockpit procedure cards, medical kits, delaminated windshields, and life vests.



1.7 TIMELY REPAIR OF ITEMS THAT ARE INOPERATIVE

1.7.1 Operator's Responsibility:

- a. The MEL is intended to permit the operation of an aircraft with certain inoperative items for a limited period of time until repairs can be accomplished.
- b. The operator is responsible for establishing a controlled and effective repair programme.

1.7.2 Repair Interval:

- a. Operators must make repairs within the time period specified by the MEL.
- b. Although the MEL might permit multiple days of operation with certain inoperative equipment, operators must repair the affected item as soon as possible.

1.7.3 Day of Discovery:

- a. The day of discovery is the calendar day an equipment malfunction was recorded in the aircraft technical log or journey log.
- b. This day is excluded from the calendar days or flight days specified in the MMEL for the repair of an inoperative item of equipment.
- c. This provision is applicable to all MMEL items, such as categories "A," "B," "C," and "D." The operator and the FOI must establish a reference time in which the calendar day or flight day begins and ends 24 hours later. This reference time is established to ensure compliance with timely repair of equipment and items.

1.7.4 MEL Definitions:

- a. More than one set of MMEL definitions exist due to years of evolving changes during which not all MMELs have been updated to the latest revision of the definitions. However, only certain portions of the latest definitions may be appropriate for a specific air operator's MEL.
- b. Definitions found in global changes, such as administrative control and repair intervals, may be adopted by the operator.

1.7.5 Continuing Authorisations:

- a. Approval of a MEL authorises an operator to use a continuing authorisation to approve extensions to the maximum repair interval for category "B" and "C" items, provided that the authorisation is approved by Director General of Civil Aviation (DGCA).



- b. The certificate holder is not authorised to extend the maximum repair time for category "A" and "D" items, as specified in the approved MEL. Misuse of the continuing authorisation may result in an amendment of the operator's authority to use a MEL. In such circumstance the operator is not permitted to operate aircraft with any inoperative item.

NOTE: Continued authorisation is a privilege and not the operator's right to have nor is it a right of entitlement, therefore the misuse of it will result in the privileges withdrawn by DGCA.

1.8 RECORDKEEPING

- 1.8.1 When an item of equipment becomes inoperative, the operator must make an entry in the aircraft technical log/journey log. If the MEL provides relief for the defect to be deferred, then the deferral must be entered in the Aircraft Deferred Defect Sheet (ADDS) and the rectification by deferral must be entered in the aircraft technical log/journey log (normally adjacent to the where the defect was entered).

1.9 MULTIPLE ITEMS THAT ARE INOPERATIVE

- 1.9.1 While many individual MEL requirements are designed to provide coverage for single failures, its interface with other instruments, equipment, or systems may be dependent upon the now inoperative item. This now may render another system inoperative required for a specific operation.
- 1.9.2 When operating with multiple inoperative items, the operator should consider the interrelationships between those items and the effect on aircraft operation, crew workload, particular aircraft equipment configurations, operational conditions, including consideration of a single additional failure occurring en route.

1.10 FLEET APPROVAL

- 1.10.1 An operator who has a single MEL for multiple aircraft may reflect equipment in its MEL that is not installed on all aircraft in its fleet. In this case, the item's title in the operator's MEL need to be referenced on any specific aircraft identification, in this case, the aircraft nationality and registration marks.

1.11 ACCESS TO THE MEL

- 1.11.1 Guyana Aviation Requirements (GARs)n Sub-Part 9.3.1.12 (a) requires that each AOC holder shall provide for the use of the flight crewmembers, maintenance personnel and persons assigned operational control functions during the performance of their duties, a MEL approved by the Authority.
- 1.11.2 A copy of the approved MEL must be carried aboard the aircraft since the flight crew must have direct access to the MEL information prior to flight. Normally the MEL forms part of the AOC holder's approved operations manual, a copy of which is required to be onboard the aircraft.



1.12 CONFLICT WITH OTHER GCAA APPROVED DOCUMENTS.

- 1.12.1** The MEL may not conflict with other GCAA approved documents such as the approved flight manual limitations and applicable airworthiness directives. The operator's MEL may be more restrictive than the MMEL, but under no circumstances may the operator's MEL be less restrictive.



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CHAPTER: 2 MEL APPROVAL PROCESS

TABLE OF CONTENTS

SUBJECT	PAGE
CHAPTER: 2 – MEL APPROVAL PROCESS	16-28
Table of Contents	16
2.1 General Information	17
2.2 MEL acceptability	17
2.3 Initial Phase of MEL Approval	17
2.4 Final Phase of MEL Approval	18
2.5 Terms and Conditions of Relief	25
2.6 Demonstration Phase	27
2.7 FOI Approval of the Operator's MEL	27
2.8 MEL Management Programme	27
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2.1 GENERAL INFORMATION

2.1.1 This part contains specific direction, guidance, and procedures to be used by Flight Operations and Airworthiness Inspectors when evaluating and approving MELs. The operator's MEL is developed by the operator from the appropriate Master Minimum Equipment List (MMEL), and then approved by the Authority. The Authority's approval process for a MEL follows the general process for approval or acceptance. This part contains the GCAA's general approval process for the MEL.

2.2 MEL ACCEPTABILITY

2.2.1 The general criteria for MEL acceptability are as follows:

- a. **Equally or More Restrictive.** The operator's MEL must not be less restrictive than the MMEL, the approved flight manual limitations, certification maintenance procedures, or applicable airworthiness directives (AD).
- b. **Appropriate.** The MEL must be appropriate to the individual aircraft make and model.
- c. **Specific.** The operator's operations ("O") and maintenance ("M") procedures must be specific to the aircraft and the operations or maintenance conducted.
- d. **Applicability.** A MEL should be applicable for the CAA regulations under which the operator is certificated.

2.3 INITIAL PHASE OF MEL APPROVAL PROCESS

2.3.1 Phase Overview:

- a. In this phase of the MEL approval process, the operator should consult with the FOI regarding requirements for either developing a MEL or for revising an existing MEL.
- b. The FOI should consult with and seek the participation of the AWI (avionics and maintenance) during the entire approval process.

2.3.2 Operator Familiarisation:

- a. In phase one of the MEL approval process, the FOI should determine the scope of the task, based on the operator's experience with MELs.
- b. FOI should adapt the discussion to fit the operator's needs and experience, and should provide advice and guidance to the operator as necessary.
- c. FOI must ensure that the operator clearly understands that MEL document preparation is solely the operator's responsibility.



2.3.3 Required Document Submittal:

- a. FOI should advise the operator that, for a MEL to be approved, the following documents must be submitted:
 - (1) The proposed MEL or MEL changes.
 - (2) Necessary "O" and "M" procedures, which may be based on the aircraft manufacturer's recommended procedures, Supplemental Type Certificate (STC) modifier's procedures, or equivalent operator procedures.
 - (3) Any required guidance material developed by the operator, such as training material, guidance, and deferral procedures for both maintenance and operations personnel.
 - (4) Some manufacturers have produced manuals of recommended procedures for operating with inoperative equipment. The Boeing Dispatch Deviation Procedures Guide (DDPG) is an example of these manuals. When a manufacturer's recommended procedures exist, operators may use them or may develop alternate procedures. When contract services are used to develop the operator's MEL along with acceptable "O" and "M" procedures, the FOI and AWIs should review the "O" and "M" procedures in light of the type of operations being conducted and should ensure the acceptability of the procedures. The inspectors should ensure that the developed MEL procedures can be adequately implemented by the operator.

2.3.4 Materials Provided to the Operator:

Operators shall obtain a copy of a MMEL for a specific aircraft in either hard copy or electronic format from the State of Manufacture or Design (or in some cases, the State that issued the Type Certificate if different from the State of Manufacture or Design).

2.3.5 Document Form:

- a. The operator may submit MEL draft documents to the GCAA either on hard copy (printed on paper) or on computer disk (PDF format), as mutually agreed upon between the operator and the FOI.
- b. The operator and the FOI should discuss the techniques that will be used for revising and editing the proposed document. It is important that the operator understand that when the process is complete, the final proposed MEL must be submitted on paper unless otherwise approved by the DGCA.

2.3.6 MEL Format:

- a. The MMEL format has been standardised to facilitate the development, revision, and approval of both master and operator documents.
- b. While the MMEL contains eight total sections, six of these sections are considered basic for MEL development and should be included in each operator's MEL.



2.3.7 Generic Single Engine MMELs:

- a. A generic MMEL for single engine aircraft has been developed and published by the States of Manufacture or Design. This MMEL is applicable to all single engine aeroplanes and helicopters for which a specific MMEL has not been issued.
- b. When an operator is approved to use this generic MMEL, and a specific MMEL for the individual aircraft type is subsequently issued, the operator's MEL must be revised within the specified time frame to conform to the specific MMEL.

2.4 FINAL PHASE OF MEL APPROVAL PROCESS

2.4.1 Phase Overview:

- a. The final phase begins when the operator formally submits the proposed MEL or MEL changes to the FOI.
- b. The FOI should initially review the operator's submittal to verify that it is complete and that it contains the required elements.

2.4.2 Unacceptable Submittal:

- a. If the FOI finds the proposed MEL package to be incomplete or unacceptable at this time or at any other juncture in the approval process, the FOI should contact the operator in writing. A sample letter for unacceptable submittal is provided in **Appendix: A**.
- b. If a mutually acceptable correction cannot be immediately agreed upon, the entire package must be immediately returned to the operator, or its representative, along with an explanation of the problems found within the documents.

2.4.3 Acceptable Submittal:

- a. If the FOI finds the proposed MEL package to be complete and to contain the required information in an acceptable format, the detailed analysis begins.
- b. During this analysis, the FOI should co-ordinate with the AWIs to perform a detailed examination of the proposed MEL document and other supporting documents and procedures.
- c. If the operator does not currently have a MEL programme, its MEL management programme must also be reviewed for acceptability.
- d. Inspectors should examine the technical content and quality of the proposed MEL document and other supporting documents and procedures as follows:
 - (1) **Timely Review.** FOI should promptly address all deficiencies and notify the operator of any discrepancies or outstanding issues. The FOI and the operator may informally co-ordinate by telephone to clarify minor discrepancies or misunderstandings.



- (2) **Reference Material.** Inspectors should use the MMEL as the primary reference document when reviewing and approving the MEL. In addition, inspectors should use the following references:
- (i) Related Civil Aviation Regulations.
 - (ii) Approved flight manual.
 - (iii) Operator's operations and maintenance manuals.

2.4.4 Co-ordination with Technical Groups:

During this phase, the FOI may wish to co-ordinate with any other concerned group.

2.4.5 Change in Schedule:

- a. If certain MMEL items must be addressed within a specific time frame, the FOI should notify the operator of this requirement as soon as possible.
- b. If the operator is unable to meet these schedule requirements, the FOI should negotiate a new schedule with the operator.

2.4.6 MEL Evaluation:

- a. Inspectors should compare the operator's MEL changes against the corresponding items in the current MMEL for the specific aircraft type.
- b. In addition, inspectors should verify that the operator's MEL contains the following required sections:
 - (1) **Cover Page** (Required). The MEL cover page shall contain the operator's name and the make and model of the aircraft to which the MEL applies.
 - (2) **Table of Contents** (Required). The table of contents shall contain a list of all of the pages in the MEL by title and the corresponding page identification (usually a page number).
 - (3) **Log of Revisions** (Required). The log contains the revision identification (usually a number) and date of the revision. It may also contain a list of the revised pages, a block for the initials of the person posting the change, and additional enhancements for use by the operator.
 - (4) **Preamble** (Required). The standard MMEL preamble section must be reproduced word for word in each MEL, without modification.
 - (5) **Definitions** (Required). The standard MMEL definitions section must be reproduced word for word in each MEL, without modification.
 - (6) **Control Page** (Required). The control page is used as a method for keeping track of the status of the MEL and includes a record of the revision status or the date of each page of the operator's MEL. It must be used as a means of conveying CAA approval of the MEL. The control page is also referred to as the "**List of Effective Pages.**"



2.4.7 Minimum Contents:

- a. At a minimum, the control page must contain the following:
 - (1) The operator's name.
 - (2) A listing of all of the pages in the MEL (including the date of each page and its page number or revision number).
 - (3) The MMEL revision number on which the MEL is based.
 - (4) A signature block containing space for signature of the Inspector approving the MEL.
 - (5) **Optional Contents.** The operator may include additional information on the control page to provide flexibility and additional approval functions.
 - (6) **Highlights of Change Page** (Optional). This page contains a synopsis of the changes made by the operator in each revision.

2.4.8 Additional Items. The operator may include additional information sections, as follows:

- a. **Individual Air Transport Association of America (ATA) System Page Evaluation.** These pages contain a list of individual items of equipment in the aircraft together with provisions for the operation of the aircraft when the items are inoperative. The reviewing inspector should examine the individual ATA system pages, ensuring that the MEL is at least as restrictive as the MMEL and that operator's procedures are adequate and appropriate. The inspector should also examine the material contained on these pages for conflict with the Civil Aviation Regulations currently in force, and with the approved flight manual emergency procedures. The following elements are included:
 - (1) **ATA Numbering System.** Operators should use the standard ATA numbering system, similar to the manner used in the MMEL, for numbering individual pages in this section. An example of this numbering system would be the communications page; the first page would be 23-1; the second page would be 23-2.
 - (2) **Individual Items of Equipment.** The MMEL contains listed items of installed equipment that may be inoperative.
- b. **MMEL Items not listed on the Operator's MEL.** If items listed on the MMEL are not listed on the MEL, there is no relief.
- c. **MMEL Items Listed on the Operator's MEL.** Each piece of equipment that is installed on the aircraft and that is contained in the MMEL, for which the operator seeks relief and that is appropriate for its operation, should be listed on the appropriate page of the operator's MEL within the associated ATA system. The operator may be more restrictive than permitted by the MMEL by not listing certain items in its MEL. Each item title on the operator's MEL will generally be entered exactly as it is shown on the MMEL. Exceptions include the following:
 - (1) When the MMEL uses a generic term to address equipment that serves a similar function when various operators use different names for that equipment; or
 - (2) When the MMEL lists functions rather than individual pieces of equipment within that category such as "Navigation Equipment" or "Communications



Equipment." In such cases, the MEL must contain a list of the individual equipment items or systems within that category that are actually installed on the aircraft, such as "VHF Communications Transceivers." When items of this type consist of several components of a system, the item may be listed as a complete system, such as "VOR Navigation System," consisting of a VOR navigation receiver and its associated indicator. The inspector should ensure that the operator has not listed inappropriate items or items that are listed individually elsewhere in the MMEL. However, the FOI is authorised to approve generic MMEL relief for navigation or communication equipment that is appropriate such as ILS, VOR, VHF, HF and GPS.

- d. **Items Listed on the MMEL but not installed on the Operator's Aircraft.** The FOI may follow several acceptable methods of dealing with an item of equipment being listed on the MMEL but not installed on the operator's aircraft. One method is to simply omit the item from the MEL altogether, renumbering individual items within an ATA category as necessary to provide proper continuity. (It should be noted that individual item numbers on a page are not necessarily ATA code numbers, but are simply sequential item numbers within an ATA category.) Another method is to list the item as shown on the MMEL, and to show the Number Installed as zero. In this case, the "Number Required for Dispatch" would also be zero, and the remark "Not Installed" may be noted under "Remarks and Exceptions"; repair category designators should be omitted.
- e. **Triple Asterisk Symbol (***)**. The triple asterisk symbol is used in an MMEL to indicate that an item is not installed on some models of the aircraft. Operators should not produce or use this symbol in the MEL.
- f. **Repair Category**. Each item of equipment listed in the operator's MEL, except for Administrative Control Items and Passenger Convenience Items, must include the repair category designator for that item as shown on the MMEL. These designators, categorised as "A," "B," "C," or "D," indicate the maximum time that an item may remain inoperative before repair is made. The actual repair categories corresponding to these letters are provided in the "Notes and Definitions" section of the MMEL. The operator may choose to adopt a more restrictive repair category than the one shown on the MMEL, but may not relax the requirement. Components or subsystems of items categorised in the MMEL, such as items of communications or navigation equipment that are not listed individually in the MMEL, must retain the repair category shown on the MMEL when listed as separate items on the MEL.
- g. **Passenger Convenience Items**. Passenger convenience items relate to the convenience, comfort, and entertainment of passengers and must never affect the airworthiness of the aircraft. These items do not carry a specific repair category; however, the operator should make repairs to convenience items within a reasonable time frame. Normally, the operator lists these items individually in ATA chapters 25 and 38. Passenger convenience items may be included elsewhere in the MEL if clearly identified as passenger convenience items. FOI should review the proposed MEL to decide which passenger convenience items are components of an item appearing in the MMEL. When listing passenger convenience items on the MEL, the operator must list each item for which the operator wishes relief.
- h. **Note: The operator may make a list of passenger convenience items that, once it is acceptable to the FOI, is held at the GCAA. Passenger convenience items also apply to cargo aeroplanes, as appropriate.**



- i. **Administrative Control Items.** "Administrative control item" means an item listed by the operator in the MEL for tracking and informational purposes. It may be added to an operator's MEL by approval of the FOI, provided no relief is granted, or provided conditions and limitations are contained in an approved document (such as Structural Repair Manual or airworthiness directive). If relief other than that granted by an approved document is sought for an administrative control item, the operator must submit a request to the DGCA when the FAA MMEL process is used. If the request results in review and approval by the FOEB, the item becomes an MMEL item rather than an administrative control item. Examples of items that could be considered administrative control items are cockpit procedure checklist, medical kits, first aid kits, and life vests. These items should appear in the appropriate ATA chapter and would not have a repair category. When the operator chooses this course of action, the FOI must examine each proposed administrative control item on the operator's proposed MEL to ensure that the following conditions are met:
- (1) No item is included as an administrative control item if it is included elsewhere in the MMEL.
 - (2) Administrative items are not included as a subsystem of items listed in the MMEL.
 - (3) Administrative items are not granted relief in the MEL unless the release conditions or limitations are contained in another approved document.
- j. **Number of Items Installed.** The MEL will normally contain the actual number of items of particular equipment installed on the aircraft. This number may be either greater or less than the number shown on the MMEL. The MMEL shows the number of items installed as the number of those items normally installed on a particular aircraft type. Individual aircraft operated by an operator may have a different number of items. Frequently the MMEL shows a dash in the "Number Installed" column. This dash indicates that variable quantities of these items are usually installed on the aircraft. If the operator has an MEL for a single aircraft or identical aircraft, the actual number of these items on the particular aircraft must be listed in the MEL. If the operator has an MEL for multiple aircraft, and the equipment is not installed on all aircraft or there is a variable quantity between aircraft, the operator's MEL will not reference specific aircraft identifications; the "Number Installed" column may contain a dash.
- k. **Number of Items Required for Dispatch.** Normally, the number of items required for dispatch is determined by the State of Manufacture or Design, and may be modified in the MEL in only two cases:
- (1) When the item is not installed on the aircraft, in which case a zero may be shown as the number required for dispatch.
 - (2) When the item is shown in the MMEL as being a variable number required for dispatch.



NOTE: *In this case, the reviewing inspector should ascertain that the operator has made a determination as to the number required for dispatch. There can be several factors that establish this number. In some cases, it is determined by a reference to specific requirements listed in the "Remarks or Exceptions" column of the MMEL. An example would be cabin lights. In this case, the MMEL may show a variable number installed while the "Remarks or Exceptions" column might state that 50 percent of those items be operable. The number required for dispatch would therefore be 50 percent of the number of lights determined to be actually installed on the individual aircraft. Another case where the MMEL may show a variable number required for dispatch is when the "Remarks or Exceptions" column of the MMEL contains the statement, "As Required by regulation." In this case, the number is the minimum quantity of these items that must be installed for operations under the least restrictive regulation under which the operator conducts operations.*

- l. **"Remarks or Exceptions."** Certain items demand specific relief developed by the operator as authorised through Ops Specs, area of operation and Civil Aviation Regulations. "As required by regulation" is an example of this type of relief.
- m. **Other Items.** Other items in which relief has been specifically written to reflect actions or restrictions to the operation may be changed only when, in the case of the U.S., the FOEB chairman makes a change to the MMEL. Generally, they contain "O" and "M" procedures in which the operator develops its company procedures to comply with the MEL.
- n. **Evaluation of Associated Documentation.** The inspector should evaluate the supporting documentation submitted by the operator to ensure that it is complete and appropriate. Evaluate as follows:
 - (1) **The Operator's Operations and Maintenance Manuals.** Inspectors should evaluate the operator's operations and maintenance manuals to ensure that it contains adequate guidance for the operator's personnel in conducting operations using the MEL. Generally, if the operator does not presently have an MEL programme, the applicable portions of its manuals and other guidance material should be submitted at the time the MEL is submitted for initial review. When evaluating the operator's manual, inspectors should ensure procedures for documenting inoperative equipment (in the aircraft technical log/journey log) and any required maintenance procedures are clear. At a minimum, provisions for recording the following items should be developed:

 - (i) An identification of the item of equipment involved.
 - (ii) A description of the nature of the malfunction.
 - (iii) An identification of the person making the entry.
 - (iv) The MEL item number for the equipment involved
- o. **Crew Notification.** The operator should establish procedures for advising the pilot in command (PIC) of inoperative items and required procedures such as affixing placards, alternate operating procedures, and instructions for the isolation of malfunctions. The PIC and the operator are both responsible for ensuring that flights are not dispatched or released until all of the requirements of the "O" procedures and "M" procedures have been met.



- p. **Flight Restrictions.** The operator should establish procedures to ensure that dispatch or other operational control personnel, as well as the flight crew, are notified of any flight restrictions required when operating with an item of equipment that is inoperative. These restrictions may involve maximum altitudes, limitations for the use of ground facilities, weight limitations, or a number of other factors.
- q. **Training Programme Material.** Inspectors should ensure that the operator's flight and ground personnel training programmes contain adequate instruction for MEL use.
- r. **MEL Management Programme.** The FOI should co-ordinate closely with both the AWIs and the operator on the MEL management programme. Operators must develop a MEL management programme as a comprehensive means of controlling the repair of items listed in the approved MEL. Operators must include a description of the programme in their operations manual, maintenance control manual, or other operational document. The MEL management programme must include the following:
 - (1) A method for tracking the date and time of deferral and repair.
 - (2) The procedures for controlling extensions to maximum repair categories.
 - (3) A plan for coordinating parts, maintenance, personnel, and aircraft at a specific time and place for repair.
 - (4) A review of items deferred due to unavailability of parts.
 - (5) The specific duties and responsibilities of the managers of the MEL management programme, listed by job title.

2.5 TERMS AND CONDITIONS OF RELIEF

2.5.1 This section contains the terms and conditions of relief granted to an operator for operating the aircraft with items of installed equipment that are inoperative. The operator must state the terms and conditions under which operations may be conducted with inoperative items for the operator's particular organisation and aircraft.

2.5.2 The reviewing inspector must address the following elements of this part:

- a. **Standard Phraseology.** When reviewing the MEL, inspectors should ensure that the operator generally uses the phraseology used in the MMEL to ensure clarity and standardisation. In some **cases**, modified phraseology is appropriate for the operator's specific installation.
- b. **"As Required by Regulations".** The general term, "As Required by Regulations", applies to ATA chapters 23 (Communications), 31 (Instruments), 33 (Lights), and 34 (Navigation Equipment). When this term appears in the "Remarks or Exceptions" section of a MMEL, the operator's MEL must contain the specific conditions that apply and not just rewrite the words **"As Required by Regulations"**. The operator must research the applicable regulations in detail to develop the appropriate provisions that apply to that operator's particular operations. An example of a typical distance measuring equipment (DME) remark could read, "Not required for flights below FL 240."

NOTE: The operator's MEL must clearly establish the actual requirement for its operation when the MMEL stipulates "As Required by Regulation." It is not acceptable for the MEL to simply refer to the regulation.



- c. **"O" and "M" Procedures.** "O" and "M" procedures must contain descriptions of the individual steps necessary to accomplish each process. For example, if the MMEL contains an "M" symbol with a provision that a valve must be closed; the operator must include the appropriate procedures to close the valve as part of the operator's manual or MEL. The reviewing inspector must ensure that the procedure addresses the following:
- (1) How the procedure is accomplished.
 - (2) The order of accomplishing the elements of the procedure.
 - (3) The actions necessary to complete the procedure.

For example, if the MMEL contains an "M" symbol with a provision that a valve must be closed; the operator must include detailed steps and actions for closing and testing the valve and installing the placard. The actual written procedures may be contained within the "Remarks or Exceptions" section of the MEL, in separate documents, or attached as an appendix. Inspectors should consult the Guidelines for "O" and "M" Procedures of the MMEL when evaluating these procedures. The section about the Guidelines for "O" and "M" Procedures does not have to be contained within the operator's MEL. If the "O" and "M" procedures are not contained within the MEL, the MEL should include a reference to the location of the procedures.

NOTE: While inspectors should ensure that the procedures are detailed and explicit, it is not necessary that the operator repeat obvious requirements of the MEL item, of the regulation, or of other established standards.

"O" Procedures. The "(O)" symbol indicates a requirement for a specific operations procedure that must be accomplished in planning for and/or operating with the listed item inoperative. Normally, these procedures are accomplished by the flight crew; however, other personnel may be qualified and authorised to perform certain functions. The satisfactory accomplishment of all procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as a part of the operator's manual or MEL.

"M" Procedures. The "(M)" symbol indicates a requirement for a specific maintenance procedure, which must be accomplished prior to operation with the listed item inoperative. Normally these procedures are accomplished by maintenance personnel; however, other personnel may be qualified and authorised to perform certain functions. Maintenance personnel should accomplish procedures requiring specialised knowledge or skill, or requiring the use of tools or test equipment. The satisfactory accomplishment of all maintenance procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as part of the operator's manual or MEL.

- d. **Provisos.** The "Remarks and Exceptions" section of the MMEL generally contains provisos that include specific conditions under which an item of equipment may be inoperative. These provisos must be carried over either verbatim into the operator's MEL or by using equivalent terminology. Provisos are distinct from "O" and "M" procedures. A procedure is an action that must be performed. A proviso is a condition that must exist. For a proviso that operations must be conducted under VFR, an operation under an IFR flight plan is not permitted, regardless of the weather conditions. When reference is made to visual meteorological conditions (VMC), operations may be conducted under an IFR flight plan, but only in VMC.



2.6 DEMONSTRATION PHASE

- 2.6.1 A demonstration phase is normally not required for an MEL approval. When an operator is developing an MEL in conjunction with final certification for initial issuance of an operating certificate, or when instituting service with a new aircraft type, a demonstration of the operator's ability to use an MEL may be conducted during any required aircraft demonstration flight.

2.7 FOI APPROVAL OF THE OPERATOR'S MEL

- 2.7.1 After the FOI is satisfied that the MEL is in full compliance with all applicable requirements, the FOI shall sign the MEL control page or the individual MEL pages to signify approval. The FOI shall inform the operator in writing that the MEL was approved. A sample letter of approval is in **Appendix: B**.

2.8 MEL MANAGEMENT PROGRAMME

- 2.8.1 After the FOI has approved the MEL in coordination the AWIs, the AWIs must ensure that prior to authorising the use of the approved MEL for an AOC holder that the MEL management programme is approved.
- 2.8.2 Operators should have a MEL management programme to ensure that the MMEL, CAA Regulations and ADs are reviewed at regular intervals to see if it affects the MEL. The review intervals should be agreed to by the operator and the DGCA. The MEL must be amended if any changes to the MMEL, CAA Regulations or ADs will affect the approved operator's MEL. Amendments to the approved operator's MEL must be submitted to the Authority for approval.



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CHAPTER: 3 MEL USE IN SERVICE

TABLE OF CONTENTS

SUBJECT	PAGE
CHAPTER: 3 – MEL USE IN SERVICE	29-35
Table of Contents	30
3.1 General Information	30
3.2 Revision Procedures	30
3.3 Tracking of Revision Status	33
3.4 Availability of MEL for Flight Crewmembers	33
3.5 Method of Authorising Flight Crewmembers Access to MEL	33
3.6 Discrepancies Discovered During Flight	33
3.7 Documentation of Discrepancies	34
3.8 Conflict with Airworthiness Directives	34
3.9 Interrelationships of Inoperative Components	34
3.10 Repair Categories	34
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3.1 GENERAL INFORMATION

- 3.1.1 This section contains specific direction, guidance, and procedures for FOIs and AWIs on the revision, administration, and policy application for administering MELs that have been approved for use by operators.

3.2 REVISION PROCEDURES

- 3.2.1 **Revisions to a MEL.** Either the operator or the GCAA may initiate revisions to an operator's MEL. Operator initiated revisions may be equal to or more restrictive than the Master Minimum Equipment List (MMEL). It is not necessary for an operator to submit an entire MEL when requesting the approval of a revision. The minimum submission would consist of only the affected pages; the approval by the FOI may only consist of specific items. These items are approved within a controlled process, and the operator will produce the final MEL document. If the revision results in individual pages either being added or deleted, a revised table of contents page is also required. The issuance of an airworthiness directive (AD) will not be the basis for change to an operator's MEL. Instead, ADs will be referred to, in the case of the USA, the Flight Operations Evaluations Board (FOEB) chairman for appropriate changes to the MMEL.

NOTE: When operations ("O") or maintenance ("M") procedures are required per the MMEL, it is the operator's responsibility to develop appropriate procedures or to use manufacturer-developed procedures in order to meet the requirements for inclusion of the item on the MEL. The FOI is not authorised to grant MEL relief unless the operator provides acceptable "O" and "M" procedures.

- 3.2.2 **MEL Revision Initiated by an Operator.** An operator initiated MEL revision will normally fit into one of the following three categories:
- Items Not Requiring an MMEL Change.** Operators may propose changes to an MEL that are equal to, or more restrictive than, the MMEL. These revisions are approved by the FOI using the same procedures, as those required for a final MEL approval.
 - Items Requiring an MMEL Change.** Operators may request changes to an MEL that are less restrictive than the MMEL. However, the MEL cannot be revised until the MMEL has been revised to permit the proposed MEL change. The most common instance of a revision request of this type occurs when an operator installs additional equipment on an aircraft and provisions for that equipment are not included on the current MMEL.
 - Major Aircraft Modifications.** Major aircraft modifications, such as a supplemental type certificate (STC), a major alteration or a type certificate (TC) amendment, may invalidate the MEL for that aircraft. Operators should review the MEL to assess the impact of any planned modification and should immediately notify the FOI of these modifications and the impact on the MEL. The FOI should obtain guidance from the State of aircraft design, to determine if a revision to the MMEL is required.



3.2.3 MEL Revisions Initiated by the GCAA. When the GCAA receives a MMEL or a revision to a MMEL, the GCAA may initiate revision to an operator's approved MEL.

3.2.4 A GCAA initiated MEL revision will normally fit into one of the following four categories:

- a. **Non-mandatory Revision.** MMEL revisions that only provide additional relief are reflected by a lower case letter suffix following the MMEL numeric revision number; for example, MMEL Revision No. 8 would become Non-Mandatory Revision No. 8a. Any MMEL changes that are less restrictive than the operator's MEL may be ignored by the operator. An example of a Non- mandatory revision is when the MMEL has been revised to provide for optional equipment normally not installed on all aircraft of a particular type, such as logo lights. Operators that operate aircraft with logo lights may choose to revise the MELs, while operators operating without logo lights would not.
- b. **Global Change.** A global change is another type of non-mandatory revision. A global change generally applies to items of equipment that are required to be installed by a new regulatory requirement, such as a cockpit voice recorder (CVR), or a traffic alert and collision avoidance system (TCAS). Items affected by GCAA policy decisions are also global changes. The global change does not replace the normal MMEL revision process. When a standard revision to an MMEL is issued, it will include all global changes issued to date. However, since the process for revising the MMEL can be lengthy, and the operator's MEL must be based on the MMEL, a global change will allow an operator to revise its MEL prior to the change in the MMEL. The FOI has the authority to approve the operator's MEL revision on the basis that the global change is an approved addendum to the existing MMEL.
- c. **Mandatory Revisions.** Mandatory changes, which are more restrictive and may remove relief from the current MMEL, are reflected by the next successive change to the basic MMEL revision number itself. For example, the next mandatory revision following the Non-mandatory revisions 6a, 6b, or 6c would be revision 7. Any MMEL changes that are more restrictive than the operator's MEL will be implemented by the operator within thirty days. In some cases, when relief is removed from the MMEL, there will be a specific date for compliance or guidance for an acceptable date to be negotiated between the FOI and the operator.
- d. **FOI Initiated Revision.** A FOI may initiate an MEL revision that is not based on a revision to the MMEL. The FOI should make such a request to the operator in writing, stating specific reasons why the revision is necessary. A FOI initiated revision may be made upon the discovery that an operator has modified an aircraft or that faulty maintenance or operations procedures exist. The FOI should work closely with the operator and make every effort to resolve the matter in a mutually agreeable manner. The operator should be given a reasonable time period to make the required changes depending on whether safety of flight is affected. In the event that the operator declines to make the required change, the FOI may consult with the AWI to rescind the operator's authority to use the MEL.



3.2.5 Modifications Within a Fleet

- a. If an operator has been granted approval to use the MEL for a fleet, and the operator installs a new piece of equipment in one or more aircraft, the operator may continue to operate that aircraft under the provisions of the currently approved MEL. The operator may not defer repair of the new item until an appropriate revision to the MEL has been approved.

3.3 TRACKING OF REVISION STATUS

- 3.3.1** FOI shall maintain a copy of the current MEL for each assigned operator's aircraft type. The FOI shall update the GCAA copy of the MEL to record and track the revision status of the operator's MEL.

3.4 AVAILABILITY OF MEL FOR FLIGHT CREWMEMBERS

- 3.4.1** Flight crewmembers must have direct access to the MEL at all times prior to flight. To comply with this requirement operator are required to carry a controlled copy of the MEL aboard each aircraft. The operator may choose to use some system of access to the MEL other than the MEL document. For example, the flight crew may obtain access to the MEL through the ARINC Communications Addressing and Reporting System (ACARS). The critical element in approving an alternate form of access is whether or not the flight crew has a direct means of access to the appropriate information in the MEL, specifically "O" and "M" procedures. Direct access should not be construed to mean access through telephone or radio conversations with maintenance or other personnel. If the operator chooses to provide the flight crew with access to the MEL by other than printed means, the method must be approved in the operator's MEL programme, operations manual and or maintenance control manual.

3.5 METHOD OF AUTHORISING FLIGHT CREWMEMBER ACCESS TO MEL

- 3.5.1** FOI may approve a method other than printed means for providing the flight crew with access to the MEL. Before authorising such a method, the FOI must be confident that the operator has an adequate means in place to provide flight crews with the complete equivalent of the actual text of the MEL. This method must be described in detail in the operator's GCAA accepted operations manual or equivalent. When the decision is made to authorise this alternative method, the FOI should use appropriate provisions.

3.6 DISCREPANCIES DISCOVERED DURING FLIGHT

- 3.6.1** Use of the MEL is not applicable to discrepancies or malfunctions that occur or are discovered during flight. Once an aircraft moves under its own power, the flight crew must handle any equipment failure in accordance with the approved flight manual.
- 3.6.2** A flight is considered to have departed when the aircraft moves under its own power for the purpose of flight.



3.6.3 Discrepancies occasionally occur between the time the flight departs and the time it takes off. If the flight manual contains procedures for handling that discrepancy, or if the pilot in command (PIC) deems that the discrepancy does not affect the safety of flight, the flight may continue. The discrepancy must be addressed prior to the next departure.

3.6.4 For those operators who are required to use a dispatch or flight release, the PIC must handle a discrepancy that occurs after the issuance of the release, but before the flight departs, in accordance with the MEL. The PIC must obtain a new or amended dispatch or flight release, as well as any required airworthiness release. This new or amended release must contain any applicable flight restrictions necessary for operation with any item of equipment that is inoperative.

3.7 DOCUMENTATION OF DISCREPANCIES

3.7.1 Provisions of the MMEL preamble require that an airworthiness release be issued or an entry be made in the aircraft technical log prior to conducting any operations with items of equipment that are inoperative.

3.8 CONFLICT WITH AIRWORTHINESS DIRECTIVES

3.8.1 Occasionally an AD may apply to an item of equipment that may be authorised to be inoperative under the MEL. The item may not simply be deferred under the MEL in order to avoid or delay compliance with the AD or a GCAA approved alternate means of compliance with the AD.

3.8.2 In all cases, when an AD has been issued, the operator must comply fully with the terms of the AD or a GCAA approved alternate means of compliance with the AD. The GCAA must approve any alternative method of compliance with the AD as provided in the AD. In other cases, the provisions of an AD may allow operation of the aircraft on the condition that certain items of installed equipment be used or be operable. In those cases, the affected items must be operable even though the MEL may provide for deferral of repair.

3.9 INTERRELATIONSHIPS OF INOPERATIVE COMPONENTS

3.9.1 When the MEL authorises a component of a system to be inoperative, only that component may be affected.

3.9.2 When a system is authorised to be inoperative, individual components of that system may also be inoperative. Any warning or caution systems associated with that system must be operative unless specific relief is authorised in the MEL.

3.9.3 The operator must consider the interrelationship of inoperative components. This consideration must include the following:

- a. The interrelationship of one piece of equipment on another.
- b. The crew workload.
- c. The operation of the aircraft.
- d. The flight restrictions.



3.10 REPAIR CATEGORIES

3.10.1 When an item of equipment becomes inoperative, and repair is deferred under an MEL, the operator must make repairs as specified by the associated repair category designator ("A," "B," "C," or "D") and the operator's MEL management programme. In the event that more items are installed than those that are required for normal operation, the "C" repair category may be used, for example, if one altitude alerting system is required and the associated repair category is "B," but there are two such systems installed, failure of the first system could be deferred as specified for a "C" category item (10 days). Failure of the remaining system would limit at least one system to the repair category for the "B" category item (3 days). See the definitions section of the MMEL for an explanation of repair categories.



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CHAPTER: 4 CONFIGURATION DEVIATION LIST

TABLE OF CONTENTS

SUBJECT	PAGE
CHAPTER: 4 – CONFIGURATION DEVIATION LIST	36-38
Table of Contents	36
4.1 General Information	37
4.2 Development and Approval of CDL	37
4.3 Use of CDL	37
4.4 Operational Control	37
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4.1 GENERAL INFORMATION

4.1.1 GARs Sub-Part 9.3.1.12 (c) requires that each AOC holder may provide for the use of flight crew, maintenance personnel and persons assigned operational control functions during the performance of their duties a Configuration Deviation List (CDL) specific to the aircraft type if one is provided and approved by the State of Design. The AOC Holder operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

4.1.2 This section contains information for FOIs and AWIs concerning the development and approval processes of Configuration Deviation List. Transport aircraft may be approved for operations with missing secondary airframe and engine parts. Approval for operating with these parts missing would be authorised by the State of Manufacture or Design.

4.2 DEVELOPMENT AND APPROVAL OF A CDL

4.2.1 An aircraft manufacturer develops a proposed CDL for a specific aircraft type. Engineering specialists submit the proposed CDL to the Authority of the State of Manufacture or Design for approval.

4.2.2 For USA certificated aeroplanes, the CDL, once approved, is incorporated into the limitations section of the aeroplane flight manual (AFM) as an appendix. For manufacturers outside the USA, the CDL may be a stand-alone document and part of the Structure Repair Manual, or another manufacturer's document. Some operators may choose to attach a copy of the CDL to their MEL for easy and ready reference by flight crews.

4.2.3 The GCAA accepts the State of Manufacture or Design approved CDL.

4.3 USE OF THE CDL

4.3.1 Operators must follow the CDL limitations when operating with a configuration deviation. Operators are required to observe the following:

- a. The limitations in the CDL when operating with certain equipment missing (except as noted in the appendix to the approved flight manual).
- b. The flight operations, restrictions, or limitations that are associated with each missing airframe and engine part.
- c. Any placard(s) required by the CDL describing associated limitations, which must be affixed in the cockpit in clear view of the pilot in command (PIC) and other appropriate crewmembers

4.4 OPERATIONAL CONTROL

4.4.1 FOI must ensure that the operator has developed appropriate procedures for the PIC and, if appropriate, procedures for notifying dispatch of the CDL missing parts by an appropriate notation in the aircraft technical logbook or other acceptable means.



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APPENDIX: A
SAMPLE UNACCEPTABLE SUBMITTAL LETTER

GCAA LETTERHEAD

GCAA FILE REF:

[Date]

[Name]

Director of Operations

Company Name

Company Mailing Address

Dear [Name of Director of Operations],

MINIMUM EQUIPMENT LIST

Reference your letter dated [state date] on the above caption.

This letter is to inform you that the Minimum Equipment List (MEL) submitted for approval on [date] is being returned to your office. A comparison of your MEL submitted for aircraft [state aircraft registration] against the current Master Minimum Equipment List (MMEL) shows that in the following places the MEL submitted is less restrictive than the MMEL.

Specifically, these System and Sequence Numbers do not comply with acceptable procedures:

1. Page 24-1, item 3. DC Load meter.
2. Page 28-1, item 1. Boost Pumps.
3. Page 30-3, item 13. Pitot Heater

Additionally, the MEL submitted does not include the required Control Page.

I am returning your MEL for necessary correction and inclusion of the missing areas.

If you have further questions on the MEL approval process, please feel free to contact me.

Sincerely,

[Signature of FOI] _____

Name of FOI

Flight Operations Inspector

for Director General of Civil Aviation



APPENDIX: B1
SAMPLE APPROVAL LETTER

GCAA LETTERHEAD

GCAA FILE REF:

[Date]

[Name]

Director of Operations

Company Name

Company Mailing Address

Dear [Name of Director of Operations],

MINIMUM EQUIPMENT LIST

Reference your letter dated [state date] on the above caption.

This letter is to inform you that the Minimum Equipment List (MEL) submitted for approval on [date] has been approved. The control page has been signed as evidence of approval.

Enclosed is the approved MEL.

Sincerely,

[Signature of FOI] _____

Name of FOI

Flight Operations Inspector

for Director General of Civil Aviation



APPENDIX: B2
SAMPLE MEL AMENDMENT APPROVAL LETTER

GCAA LETTERHEAD

GCAA FILE REF:

[Date]

[Name]

Director of Operations

Company Name

Company Mailing Address

Dear [Name of Director of Operations],

MINIMUM EQUIPMENT LIST

The (Aircraft Type) Minimum Equipment List updated to revision **(Insert number)** and received by this office on **(Insert date (d/m/y))**, has been reviewed and is acceptable in its form and content. The (Aircraft Type) MEL is approved for use by **(Operator's Name)** with the understanding that the Guyana Civil Aviation Authority, may require further amendments to the **(Aircraft Type)** MEL as regulatory requirements or airworthiness standards are modified.

The list of effective pages has been date stamped and approved (or as specified for the operator) and this together with the letter of approval forms part of your approved Minimum Equipment List.

Sincerely,

[Signature of FOI] _____

Name of FOI

Flight Operations Inspector

for Director General of Civil Aviation

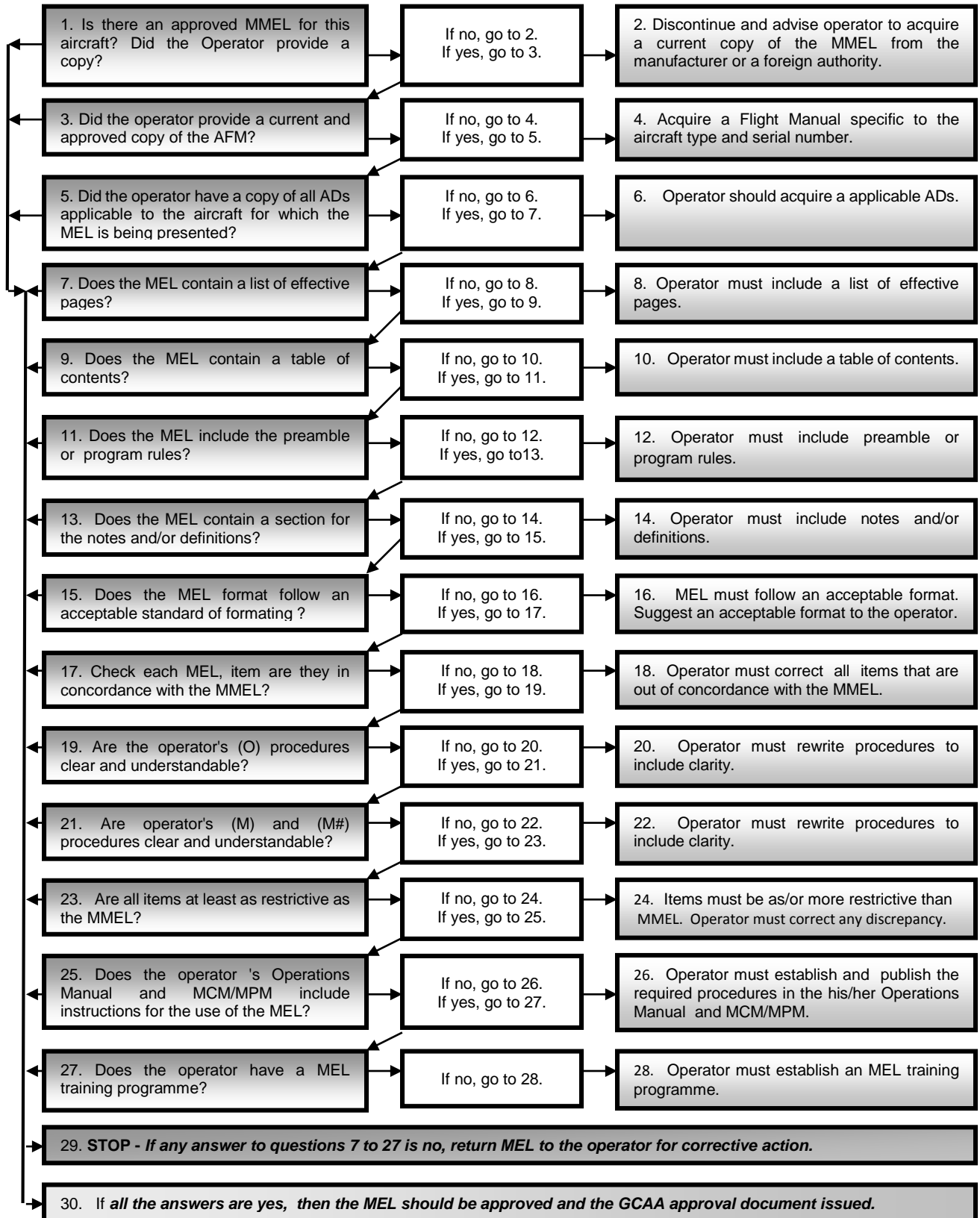


APPENDIX: C
SAMPLE MEL PAGE

AIRCRAFT: De HAVILLAND DHC-8 Series 100/300	REVISION NO: 4 DATE: April 01, 1995	PAGE: 24-38-1
(1) System and Sequence Numbers Item	(2) Number Installed	
24. ELECTRICAL POWER 24-38 BAT HOT C (i) Caution or Warning Lights	(3) Number Required for Dispatch	
	(4) Remarks or Exceptions 2 0 (O) May be inoperative provided the associated Battery Temperature Indicator operates normally.	



APPENDIX: D
FLOW CHART – MEL APPROVAL PROCESS





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