

**Element Performance Inspection (EPI) Data Collection Tool
1.3.5 MEL / CDL / Deferred Maintenance (AW)**

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To develop and maintain a comprehensive program for managing the repair of items listed in the approved MEL / CDL.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the MEL / CDL / Deferred Maintenance process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the MEL / CDL / Deferred Maintenance process.

Specific Instructions:

- To accomplish this EPI, the inspector will review the aircraft logbook for proper MEL/CDL/Deferred Maintenance actions. The inspector should verify the appropriate placards have been installed. This verification should include a determination that the issuance of the MEL/CDL/Deferred Maintenance items were in accordance with the Certificate Holder's policies and procedures. The inspector should also observe aircraft deferrals to determine all maintenance requirements and time limitations of the deferral program(s) were met.

Related EPIs:

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (AW)
- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
119.43(b)

119.43(b)(1)
119.43(b)(2)
119.43(c)
119.5(f)(1)
121.135(a)(1)
121.135(b)(1)
121.135(b)(2)
121.135(b)(3)
121.153(a)(2)
121.303(d)(1)
121.303(d)(2)
121.628(a)(1)
121.628(a)(2)
121.628(a)(3)(i)
121.628(a)(3)(ii)
121.628(a)(4)
121.628(a)(5)
121.628(b)(1)
121.628(b)(2)
121.628(b)(3)
121.628(c)
121.701(a)
121.709(b)
121.709(b)(1)
121.709(b)(3)
43.13(c)
43.9
91.213(c)
91.403(c)
91.7(a)
D.095 Minimum Equipment List (MEL) Authorization

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank

- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 37
FAA Order 8300.10, Volume 2, Chapter 63
FAA Order 8300.10, Volume 2, Chapter 65
FAA Order 8300.10, Volume 2, Chapter 84
FAA Order 8300.10, Volume 3, Chapter 3
FAA Order 8400.10, Volume 4, Chapter 4
FAA Flight Standards Handbook Bulletin HBAW 98–09/HBAT 98–18

EPI SECTION 1 – PERFORMANCE OBSERVABLES	
Objective: (FAA oversight responsibility): To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Outsource Organization.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review the information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the MEL / CDL / Deferred Maintenance process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements, and interface attribute sections.
4	Observe the MEL / CDL / Deferred Maintenance process to gain an understanding of the procedures, instructions, and information contained in the Certificate Holder's manual.
5	Discuss the MEL / CDL / Deferred Maintenance process with the personnel (other than management) who perform the duties and responsibilities required by the process.
Questions	
To meet this objective, the inspector must answer the following questions:	
Were the following Performance Measures met:	
1.1 Did the Certificate Holder have items repaired within the time intervals specified in the Minimum Equipments List (MEL) for Category A, Category B, Category C, or Category D items? <i>Related Performance JTI's:</i> 1. Check at the air carrier's records repository and review log pages to determine if a deferred item was not closed within the time interval allowed for "B" and "C" items. If there were time intervals that were exceeded, check that the Principal Maintenance Inspector or the Principal Avionics Inspector were notified within 24 hours of any extensions. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D 2. Check at the record repository by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension) <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D 3. Check at the aircraft cockpit by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension) <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D 4. Check at the air carrier's specified location by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension) <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.2 Were the Certificate Holder's methods complied with for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the record repository and review sufficient records to determine that repairs have been made within the time period specified in the MEL. <p><i>Sources:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.3 Were the Certificate Holder's procedures for authorizing and controlling extensions to the specified maximum repair intervals for MEL Category B and C items followed?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the record repository that the carrier is maintaining an acceptable level of safety when operating with multiple deferred items, in coordination with maintenance control, in accordance with the Certificate Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1083 2. Check at the aircraft cockpit by reviewing the aircraft logbook that an acceptable level of safety is being maintained when operating with multiple inoperative items in accordance with the air carriers design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1083 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.4 Was the Flight Standards District Office notified within 24 hours of any Certificate Holder's extension approval for Category B and C items specified in the MEL?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier's specified location and review that the Principal Maintenance Inspector or the Principal Avionics Inspector has been notified within 24 hours of any extensions to the maximum repair interval for category "B" and "C" items. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D 2. Check at the FAA location that the Principal Inspectors are receiving MEL category "B" and "C" time extensions within 24 hours of their occurrence. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5 Were MEL repetitive procedures accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check in the aircraft cockpit by reviewing the aircraft logbook that any applicable MEL repetitive procedures have been accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 3, Chapter 3, Section 9, Paragraph C (3) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.6 Were the applicable "O" and "M" procedures for MEL items properly complied with?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the aircraft cockpit that deferred maintenance procedures for "O" and "M" items have been properly performed in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 3, Chapter 3, , Paragraph 9 C (1) 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1131C(1), Paragraph 1127 B 2. Check at the air carrier's specified location to ensure items have been properly deferred in accordance with the MEL/CDL, and an aircraft was not operated in an unairworthy condition, in accordance with the Certificate Holder's design. <i>Sources:</i> 91.7(a) 3. Check at the aircraft by observing the MEL/CDL process to ensure items have been properly deferred in accordance with the MEL/CDL, and an aircraft was not operated in an unairworthy condition, in accordance with the Certificate Holder's design. <i>Sources:</i> 91.7(a) 4. Check at the aircraft cockpit by review of the aircraft logbook that that MEL/CDL and deferred maintenance items are being recorded in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9 5. Check at the air carrier's specified location that MEL/CDL and deferred maintenance items are being recorded in accordance with the Certificate Holder's design <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9 6. Check at the air carrier's specified location that the MEL/CDL and deferred maintenance items are being recorded in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9 7. Check at the aircraft cockpit, that after notification to dispatch/flight following and maintenance control, that a notation has been made in the aircraft logbook of CDL missing parts in accordance with the Certificate Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1213 8. Check at the aircraft cockpit that dispatch/flight following and maintenance control are notified, and a notation is made in the aircraft logbook of CDL missing parts in accordance with the Certificate Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7 Were repetitive inspections performed to ensure the continued airworthiness of deferred maintenance item (DMI) irregularities (i.e., fuel leak classifications, temporary repairs, etc.), which were previously inspected and found to be within serviceable limits?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the aircraft that the air carrier is monitoring deferred maintenance item (DMI) irregularities that have been inspected 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>previously and found to be within serviceable limits (i.e. fuel leak classifications, temporary repairs) and conducts repetitive inspections to ensure continuing airworthiness in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 8300.10, Volume 3, Chapter 3, Paragraph 11B (1)</p> <p>2. Check at the aircraft cabin that passenger convenience items are that are not safety/airworthiness related deferrals are being handled in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 8300.10, Volume 3, Chapter 3, Section 9, Paragraph 11B (2)</p>	
2	<p>Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the MEL / CDL / Deferred Maintenance process followed?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the maintenance operational control to determine if the coordination is taking place to ensure that repairs are made as soon as possible for the identified items in the MEL <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079A 2. Check at the aircraft cockpit by reviewing the aircraft logbook that an acceptable level of safety is being maintained when operating with multiple inoperative items in accordance with the air carriers design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1083 3. Check at the specified air carrier location that the MEL contains a description of the MEL Management Program and procedures in accordance with the air carriers design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1127 B 4. Check at the aircraft by observing the MEL process that the procedural requires for the equipment loss are met prior to utilizing the MEL in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 5B 5. Check at the aircraft cockpit that placard requirements are being followed in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section1, Paragraph 7B 6. Check at the aircraft cockpit by observation of the deferral process that placard requirements are being followed in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section1, Paragraph 7B 7. Check at the aircraft cockpit by review of the aircraft logbook that that MEL/CDL and deferred maintenance items are being recorded in accordance with the Certificate Holder's design. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9</p> <p>8. Check at the air carrier's specified location by a review of aircraft logbook pages, that the MEL/CDL policies, instructions and controls, are being followed in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chap. 63, Section2, Paragraph5 E3</p> <p>9. Check at the air carrier's specified location that after notification to dispatch/flight following and maintenance control, that a notation has been made in the aircraft logbook of CDL missing parts in accordance with the Certificate Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1213</p> <p>10. Check at the air carrier's specified location that dispatch/flight following and maintenance control are notified, and a notation is made in the aircraft logbook of CDL missing parts in accordance with the Certificate Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1213</p>	
3	<p>Were the MEL / CDL / Deferred Maintenance process controls followed?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier's specified location by observation of the deferral process, that the MEL/CDL policies, instructions and controls, are being followed in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chap. 63, Section 2, Paragraph 5 E3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
4	<p>Did the records for the MEL / CDL / Deferred Maintenance process comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the record repository and review sufficient records to determine that repairs have been made at facilities where maintenance is available in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 5B</p> <p>2. Check at the air carrier's specified location that to determine that repairs have been made at facilities where maintenance is available in accordance with the Certificate Holder's design <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 5B</p> <p>3. Check at the record repository by reviewing aircraft log pages that MEL/CDL and deferred maintenance items are being recorded in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9</p> <p>4. Check at the record repository, that after notification to dispatch/flight following and maintenance control, that a notation has been made in the aircraft logbook of CDL missing parts in accordance with the Certificate</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

	Holder's design. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1213	
5	Were the process measurements for the MEL / CDL / Deferred Maintenance process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the certificate holder as having responsibility and/or authority for the Outsource Organization process is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the MEL / CDL / Deferred Maintenance process.
 - 2 Identify the person who has overall authority for the MEL / CDL / Deferred Maintenance process.
- NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6. Answer questions 2.1 & 2.2, and provide the name/title.
- 3 Review the duties and responsibilities for the person(s) who manage the MEL / CDL / Deferred Maintenance process documented in the Certificate Holder's manual.
 - 4 Review the appropriate organizational chart.
 - 5 Discuss the MEL / CDL / Deferred Maintenance process with the management personnel identified in Tasks 1 and 2.
 - 6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the MEL / CDL / Deferred Maintenance process:
 - 2.1 Is there a clearly identified person who is responsible for the quality of the MEL / CDL / Deferred Maintenance process?

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
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 - 2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the MEL / CDL / Deferred Maintenance process?

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
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 - 2.3 Does the responsible person know that he/she has responsibility for the MEL / CDL / Deferred Maintenance process?

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
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 - 2.4 Does the person with authority know that he/she has authority for the MEL / CDL / Deferred Maintenance process?

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
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 - 2.5 Does the person with responsibility for the MEL / CDL / Deferred Maintenance process meet the qualification standards?

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
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2.6 Does the person with authority to establish and modify the MEL / CDL / Deferred Maintenance process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu
1. Assignment of responsibility.
2. Assignment of authority.
3. Does not understand procedures, policies or instructions and information.
4. Does not understand controls.
5. Does not understand process measurements.
6. Does not understand interfaces.
7. Span of control.
8. Position vacant.
9. Other.