

## Element Performance Inspection (EPI) Data Collection Tool 3.2.3 MEL / CDL Procedures (OP)

### ***ELEMENT SUMMARY INFORMATION***

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

- To operate an aircraft with specific inoperable instruments or equipment and/or specific missing CDL items within the limitations of the approved Minimum Equipment List and Operations Specifications Authorization.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the MEL/CDL Procedures.
- 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 Procedures.

**Specific Instructions:**

- Intentionally left blank.

**Related EPI(s):**

- 2.1.1 Manual Currency (OP)
- 2.1.3 Distribution (Manuals) (OP)
- 2.1.4 Availability (Manuals) (OP)
- 3.1.3 Airmen Duties / Flight Deck Procedures (OP)
- 3.2.1 Dispatch / Flight Release (OP)

### ***SUPPLEMENTAL INFORMATION***

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 119.43(a)
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)
  - 119.43(c)
  - 121.135(a)(1)

121.135(b)(1)  
121.135(b)(2)  
121.135(b)(3)  
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)  
D095 Minimum Equipment List (MEL) Authorization

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
  - 121.135(b)(24)
  - 121.628(c)
  
- FAA Policy/Guidance:
  - HBAT 98-18
  - FAA Order 8400.10, Vol 4, Chapt. 4
  - FAA Order 8400.10, Vol 3, Chapt. 6

## EPI SECTION 1 – PERFORMANCE OBSERVABLES

**Objective:** (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the MEL / CDL Procedures.

### 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 Procedures program 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 Procedures program to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the MEL/CDL Procedures program with the personnel (other than management) who perform the duties and responsibilities required by the program.

### Questions

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

- 1 Were the following Performance Measures met:
 

1.1 Does the current Dispatch/Airworthiness release reflect all MEL/CDL items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2 Were listed MEL items within their categorical time limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3 Do flight crews review the logbook for MEL/CDL items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4 Are MEL items placarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5 Do flight crews have access to the approved MEL at all times prior to flight?  <i>Related performance JTIs:</i> <ul style="list-style-type: none"> <li>• Check at the Aircraft Cockpit that all of the information contained in the approved MEL is available for access by the flight crew prior to flight, in printed or other means approved by the Administrator. Sources: 121.628(a)(2)</li> <li>• Check at the Aircraft Cockpit that the pilot is supplied with information regarding the operation of the airplane with inoperable instruments and equipment in accordance with the certificate holder's design. Sources: 121.628(a)(2)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6 Does the Certificate Holder provide a means for pilots to identify inoperable instruments and equipment?  <i>Related performance JTIs:</i> <ul style="list-style-type: none"> <li>• Check at the Aircraft Cockpit that the pilot was informed of records identifying inoperable instruments and equipment in accordance with the certificate holder's design. Sources: 121.628(a)(4)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<ul style="list-style-type: none"> <li>• Check at the Aircraft Cockpit that the pilot is supplied with information regarding the operation of the airplane with inoperable instruments and equipment in accordance with the certificate holder's design. <i>Sources: 121.628(a)(2)</i></li> </ul>	
<p>1.7 Does the Certificate Holder notify crewmembers or dispatchers of CDL missing parts?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check at the aircraft by interview of responsible air carrier personnel that they are aware of the procedures for reporting CDL missing parts to crewmembers and dispatch (or flight following) in accordance with the certificate holder's design. <i>Sources: 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1213</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Were the Certificate Holder's instructions for placarding CDL associated limitations in clear view of crewmembers followed?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check in the aircraft cockpit that the Certificate Holder's personnel are following instructions for placarding CDL associated limitations in clear view of PIC and other appropriate crewmembers in accordance with the certificate holder's design. <i>Sources: 8400.10, Vol. 4, Chpt. 4, Section 6, Para. 1211</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9 Where dispatchers or persons exercising operational control notified of additional deferred discrepancy items that become known after the release was prepared?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the MEL/CDL Procedures program followed?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check in the aircraft cockpit that the flight crews comply with all CDL limitations when operating with certain equipment missing in accordance with the certificate holder's design. <i>Sources: 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1211</i></li> <li>• Check at the Dispatch Center that the dispatchers (flight followers) comply with all CDL limitations when dispatching (releasing) aircraft with certain equipment missing in accordance with the certificate holder's design. <i>Sources: 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1211</i></li> <li>• Check at the FAA location that there is an approved Minimum Equipment List authorized by the Operations Specifications for the specific aircraft type operated in accordance with the certificate holder's design. <i>Sources: 121.628(a)(1)</i></li> <li>• Check at the FAA location that the Operations Specifications have been issued, authorizing the use of a MEL for the specific aircraft type operated in accordance with the certificate holder's design. <i>Sources: 121.628(a)(2)</i></li> <li>•</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>Check at the FAA location that the MEL has provisions for the operation of the airplane with certain instruments and equipment inoperable in accordance with the certificate holder's design.  <i>Sources: 121.628(a)(2)</i></p>	
3	<p>Were the MEL/CDL Procedures program controls followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	<p>Did the records for the MEL/CDL Procedures program comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check at the Certificate Holder's Training Center that ground personnel are receiving adequate instruction in MEL use in accordance with the certificate holder's design.  <i>Sources: 8400.10, Vol. 4, Chpt. 4, Section 6, Para. 1129B (11)</i></li> <li>• Check at the Certificate Holder's Training Center that flight crews are receiving adequate instruction in MEL use in accordance with the certificate holder's design.  <i>Sources: 8400.10, Vol. 4, Chpt 4, Section 6, Para. 1129B (11)</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	<p>Were the process measurements for the MEL/CDL Procedures program effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	<p>Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b><i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i></b>
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 having responsibility and/or authority for the MEL / CDL Procedures 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 Procedures program.

2 Identify the person who has overall authority for the MEL / CDL Procedures program.

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 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

3 Review the duties and responsibilities for those who manage the MEL/CDL procedures program documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the MEL/CDL Procedures program 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 accomplish the following tasks:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the MEL / CDL Procedures program:

2.1 Is there a clearly identified person who is responsible for the quality of the MEL/CDL Procedures program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
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 Procedures program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the MEL/CDL Procedures program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the MEL/CDL Procedures program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the MEL/CDL Procedures program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.6 Does the person with authority to establish and modify the MEL/CDL Procedures program 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 Procedures program?	<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 Procedures program?	<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 Procedures program?	<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 Procedures program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<b><i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES –Drop Down Menu</i></b>
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.