

**Safety Attribute Inspection (SAI) 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's MEL / CDL / Deferred Maintenance program meets all applicable requirements of Title 14 of the Code of the Federal Aviation Regulations (14 CFR) and Federal Aviation Administration (FAA) policies.
- To determine if the Certificate Holder's MEL / CDL / Deferred Maintenance program incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's MEL / CDL / Deferred Maintenance program.

Specific Instructions:

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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.095Minimum Equipment List (MEL) Authorization

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
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- 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

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a program. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the program requirements that provide answers to the associated questions regarding who, what, when, where and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

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

- 1 Review the information listed in the Supplemental Information section of this DCT.
- 2 Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the MEL / CDL / Deferred Maintenance program.
- 3 Review the certificate holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the MEL / CDL / Deferred Maintenance program.

Questions

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

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a MEL / CDL / Deferred Maintenance process:

- 1.1 Does the Certificate Holder's manual contain general policies for the MEL / CDL / Deferred Maintenance process that comply with the specific regulatory requirements?
SRRs: 121.135(b)(1); 121.628(a)(1); 121.628(a)(2); 121.628(a)(3)(i); 121.628(a)(4); 121.628(a)(5); 91.213(c); D.095 Minimum Equipment List (MEL) Authorization; 121.628(a)(3)(ii); 43.13(c); 91.7(a); 43.9

 Yes

 No, Explain
Related Design JTIs:

1. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless an approved Minimum Equipment List exists for that airplane.
Sources: 121.628(a)(1); 121.135(b)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.3-op
2. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment unless; · The certificate-holding district office has issued operations specifications authorizing operations in accordance with an approved Minimum Equipment List. · The flight crew shall have direct access at all times prior to flight to all of the information contained in the approved Minimum Equipment List through printed or other means approved by the Administrator in the Certificate Holders operations specifications. · An approved Minimum Equipment List, as authorized by the operations specifications,

constitutes an approved change to the type design without requiring rectification.

Sources: 121.628(a)(2); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op

3. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List is prepared in accordance with the limitations specified in FAR 121.628(b).

Sources: 121.628(a)(3)(i); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op

4. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition.

Sources: 121.628(a)(3)(ii); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op

5. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed, unless records identifying the inoperable instruments and equipment are available to the pilot.

Sources: 121.628(a)(4); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op

6. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing use of the Minimum Equipment List.

Sources: 121.628(a)(5); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.2-op; 3.1.9-op; 3.2.1-op; 3.2.3-op

7. Check that the Certificate Holder's manual system contains a policy that instruments and equipment that are required by the airworthiness requirements which are essential for safe operations under all operating conditions may not be included in the Minimum Equipment List.

Sources: 121.628(b)(1); 121.135(b)(1)

Interfaces: 1.1.1-aw; 1.3.14-aw; 3.2.3-op; 7.1.6-aw

8. Check that the Certificate Holder's manual system contains a policy that instruments and equipment required to be in operable condition by an Airworthiness Directive may not be included in the Minimum Equipment List.

Sources: 121.628(b)(2); 121.135(b)(1)

- Interfaces:* 1.1.1–aw; 1.3.14–aw; 3.2.3–op; 7.1.6–aw
9. Check that the Certificate Holder's manual system contains a policy that instruments and equipment required for specific operations by this part may not be included in the Minimum Equipment List.
Sources: 121.628(b)(3); 121.135(b)(1)
Interfaces: 1.1.1–aw; 1.3.14–aw; 3.2.3–op; 7.1.6–aw
10. Check that the Certificate Holder's manual system contains a policy that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log.
Sources: 121.701(a); 121.135(b)(1)
Interfaces: 1.1.1–aw; 1.2.1–aw; 1.2.3–aw; 1.3.14–aw; 4.2.1–aw; 7.1.6–aw
11. Check that the Certificate Holder's manual system contains a policy that when required by its operations specifications to provide for a continuous airworthiness maintenance program, it makes a record of the maintenance in accordance with the provisions of Part 121.
Sources: 43.9(b); 121.135(b)(1)
Interfaces: 1.1.1–aw; 1.2.3–aw; 1.3.1–aw; 1.3.14–aw
12. Check that the Certificate Holder's manual system contains a policy that no person may operate a civil aircraft unless it is in an airworthy condition.
Sources: 91.7(a); 121.135(b)(1)
Interfaces: 1.1.1–aw; 1.1.2–aw; 1.1.2–op; 1.2.1–aw; 1.2.3–aw; 1.3.1–aw; 1.3.14–aw; 3.1.3–op; 3.2.1–op; 3.2.3–op; 4.2.1–aw
13. Check that the Certificate Holder's manual system contains a policy that as a holder of operations specifications it will use the methods, techniques, and practices contained in the maintenance manual or the maintenance part of the manual which constitutes an acceptable means of compliance with the provisions of Part 121.
Sources: 43.13(c); 121.135(b)(1)
Interfaces: 1.3.1–aw; 1.3.14–aw
14. Check that the Certificate Holder's manual system includes a policy that a person authorized to use an approved Minimum Equipment List issued for a specific aircraft under Part 121 of this chapter shall use that Minimum Equipment List in connection with operations conducted with that aircraft under this part without additional approval requirements.
Sources: 91.213(c); 121.135(b)(1)
Interfaces: 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 2.1.1–op; 3.2.1–op; 3.2.3–op
15. Check that the Certificate Holder's manual system includes instructions and information to their personnel that a person authorized to use an approved Minimum Equipment List issued for a specific aircraft under Part 121 of this chapter shall use that Minimum Equipment List in connection with operations conducted with that aircraft under this part without additional approval requirements.
Sources: 91.213(c); 121.135(a)(1)
Interfaces: 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 2.1.1–op; 3.2.1–op;

<p>3.2.3-op</p> <p>16. Check that the Certificate Holder's manual contains a policy that no person may operate an aircraft unless a manufacturer's maintenance manual or instructions for continued airworthiness has been issued that contains an airworthiness limitations section. <i>Sources:</i> 91.403(c); 121.135(b)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.1-aw; 1.3.2-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 2.1.4-aw; 2.1.4-op; 3.1.9-op</p> <p>17. Check that the Certificate Holder's manual system contains a policy that no person may operate an aircraft in violation of an air carrier operating certificate, operating certificate, or appropriate operations specifications. <i>Sources:</i> 119.5(l); 121.135(b)(1) <i>Interfaces:</i> 1.3.14-aw</p> <p>18. Check that the Certificate Holder's manual system contains a policy that is appropriate for each group of personnel who support en route flight, navigation, and communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route. <i>Sources:</i> 121.135(b)(5); 121.135(b)(1) <i>Interfaces:</i> 1.1.2-aw; 1.1.2-op; 3.1.3-op; 3.2.1-op; 3.2.3-op; 4.2.3-op; 4.2.5-op; 4.2.11-op; 7.2.1-op</p> <p>19. Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and equipment required to comply with airworthiness requirements are in operable condition. <i>Sources:</i> 121.153(a)(2); 121.303(d)(1); 121.135(b)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw</p> <p>20. Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and equipment specified for all operations are in operable condition. <i>Sources:</i> 121.303(d)(2); 121.135(b)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw</p> <p>21. Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and equipment specified for the kind of operation indicated are in operable condition. <i>Sources:</i> 121.303(d)(2); 121.135(b)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw</p>	
<p>1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI? <i>SRRs:</i> 121.135(b)(3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the MEL / CDL / Deferred Maintenance process?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

SRRs: 121.135(b)(2); D.095Minimum Equipment List (MEL) Authorization	
<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the MEL / CDL / Deferred Maintenance process?</p> <p>SRRs: 119.5(f)(1); 121.135(a)(1); 121.153(a)(2); 121.303(d)(1); 121.628(a)(1); 121.628(a)(2); 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); 121.628(a)(3)(ii); 121.303(d)(2); 43.13(c); 91.7(a); 91.403(c)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system has instructions and information to their personnel that when required by its operations specifications to provide for a continuous airworthiness maintenance program, it makes a record of the maintenance in accordance with the provisions of Part 121. <i>Sources:</i> 43.9(b); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw 2. Check that the Certificate Holder's manual system includes instructions and information to its personnel that no person may take off an airplane with inoperable instruments or equipment installed unless an approved Minimum Equipment List exists for that airplane. <i>Sources:</i> 121.628(a)(1); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.3-op 3. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; <ul style="list-style-type: none"> · The certificate-holding district office has issued operations specifications authorizing operations in accordance with an approved Minimum Equipment List. <i>Sources:</i> 121.628(a)(2); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op 4. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; <ul style="list-style-type: none"> · The flight crew shall have direct access at all times prior to flight to all of the information contained in the approved Minimum Equipment List through printed or other means approved by the Administrator in the Certificate Holders operations specifications. <i>Sources:</i> 121.628(a)(2); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op 5. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; <ul style="list-style-type: none"> · An approved Minimum Equipment List, as authorized by the operations specifications, constitutes an approved change to the type design without requiring rectification. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

Sources: 121.628(a)(2); 121.135(a)(1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op

6. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List is prepared in accordance with the limitations specified in FAR 121.628 (b).
Sources: 121.628(a)(3)(i); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op
7. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition.
Sources: 121.628(a)(3)(ii); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op
8. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed, unless records identifying the inoperable instruments and equipment are available to the pilot.
Sources: 121.628(a)(4); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op
9. Check that the Certificate Holder's manual system includes instructions and information to its personnel that no person may take off an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing use of the Minimum Equipment List.
Sources: 121.628(a)(5); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.2-op; 3.1.9-op; 3.2.1-op; 3.2.3-op
10. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment that are required by the airworthiness requirements which are essential for safe operations under all operating conditions may not be included in the Minimum Equipment List.
Sources: 121.628(b)(1); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.3.14-aw; 3.2.3-op; 7.1.6-aw
11. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment required to be in operable condition by an Airworthiness Directive may not be included in the Minimum Equipment List.

- Sources:* 121.628(b)(2); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.3.14-aw; 3.2.3-op; 7.1.6-aw
12. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment required for specific operations by this part may not be included in the Minimum Equipment List.
Sources: 121.628(b)(3); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.3.14-aw; 3.2.3-op; 7.1.6-aw
13. Check that the Certificate Holder's manual system includes instructions and information to its personnel that an airplane with inoperable instruments or equipment may be operated under a special flight permit in accordance with FAR 21.197.
Sources: 121.628(c); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.1.3-aw; 1.2.1-aw; 1.3.1-aw; 1.3.14-aw; 3.2.1-op; 7.1.6-aw
14. Check that the Certificate Holder's manual system includes instructions and information to its personnel that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log.
Sources: 121.701(a); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 4.2.1-aw; 7.1.6-aw
15. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may operate a civil aircraft unless it is in an airworthy condition.
Sources: 91.7(a); 121.135(a)(1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 3.1.3-op; 3.2.1-op; 3.2.3-op; 4.2.1-aw
16. Check that the Certificate Holder's manual system has instructions and information to their personnel that as a holder of operations specifications it will use the methods, techniques, and practices contained in the maintenance manual or the maintenance part of the manual which constitutes an acceptable means of compliance with the provisions of Part 121.
Sources: 43.13(c); 121.135(a)(1)
Interfaces: 1.3.1-aw; 1.3.14-aw
17. Check that the Certificate Holder's manual system contains procedures to ensure that both the Preamble and the Notes from the Master Minimum Equipment List are incorporated in its MEL.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9A
Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op
18. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may operate an aircraft in violation of an air carrier operating certificate, operating certificate, or appropriate operations specifications.
Sources: 119.5(l); 121.135(a)(1)
Interfaces: 1.3.14-aw
- 19.

<p>Check that the Certificate Holder's manual system includes instructions and information for their personnel that it will not operate an aircraft unless that aircraft is in an airworthy condition and meets the applicable airworthiness requirements. <i>Sources:</i> 121.153(a)(2); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 2.1.2-aw; 2.1.2-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw</p> <p>20. Check that the Certificate Holder's manual system includes instructions and information for their personnel that no person may take off any airplane unless the instruments and equipment required to comply with airworthiness requirements are in operable condition. <i>Sources:</i> 121.153(a)(2); 121.303(d)(1); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw</p> <p>21. Check that the Certificate Holder's manual system includes instructions and information for their personnel that that no person may take off any airplane unless the instruments and equipment specified for all operations are in operable condition. <i>Sources:</i> 121.303(d)(2); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw</p> <p>22. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may take off any airplane unless the instruments and equipment specified for the kind of operation indicated are in operable condition. <i>Sources:</i> 121.303(d)(2); 121.135(b)(24) <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw</p>	
<p>1.5 Does the Certificate Holder's manual specify that no person may take-off an airplane with inoperable instruments or equipment installed unless the records identifying the inoperable instruments and equipment, and the MEL information that provides for the operation of the airplane with certain instruments and equipment in an inoperable condition, are available to the pilot? SRRs: 119.5(f)(1); 121.135(a)(1); 121.153(a)(2); 121.303(d)(1); 121.628(a)(1); 121.628(a)(2); 121.628(a)(3)(i); 121.628(a)(4); 121.628(a)(4); 121.628(a)(5); 121.628(b)(1); 121.628(b)(2); 121.628(b)(3); 91.213(c); 121.628(a)(3)(ii); 121.303(d)(2)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system includes instructions and information to their personnel that a person authorized to use an approved Minimum Equipment List issued for a specific aircraft under Part 121 of this chapter shall use that Minimum Equipment List in connection with operations conducted with that aircraft under this part without additional approval requirements. <i>Sources:</i> 91.213(c); 121.135(a)(1) <i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.2.1-op; 3.2.3-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.6 Does the Certificate Holder's manual specify that it will not use a MEL for any aircraft that is not specifically authorized by operations specifications D095? SRRs: D.095Minimum Equipment List (MEL) Authorization</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7 Does the Certificate Holder's manual specify that the Certificate Holder is authorized to use the approved MEL for the aircraft listed in its D095 operations specifications – provided items are repaired within the time intervals specified for the categories of items listed in operations specifications D095b.(1)–(4)? SRRs: D.095Minimum Equipment List (MEL) Authorization</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Does the Certificate Holder's manual specify that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance (i.e., inoperable instrument and equipment listed in their MEL) that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log? SRRs: 121.701(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9 Has the Certificate Holder set forth in its manual, procedures to prepare an airworthiness release or log entry after MEL required maintenance is performed on the aircraft? SRRs: 121.709(b)(1); 121.709(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10 Does the Certificate Holder's manual specify that an airworthiness release or aircraft log entry for MEL items must be prepared in accordance with the procedures set forth in the manual? SRRs: 121.709(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains a policy that the airworthiness release will be signed by an authorized certificated mechanic or repairman except that a certificated repairman may sign the release or entry only for the work for which he is employed and certificated. <i>Sources:</i> 121.709(b)(3); 121.135(b)(1) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.2.3–aw; 1.3.14–aw; 4.2.1–aw 2. Check that the Certificate Holder's manual system includes instructions and information to its personnel that the airworthiness release will be signed by an authorized certificated mechanic or repairman except that a certificated repairman may sign the release or entry only for the work for which he is employed and certificated. <i>Sources:</i> 121.709(b)(3); 121.135(a)(1) <i>Interfaces:</i> 1.1.1–aw; 1.2.1–aw; 1.2.3–aw; 1.3.14–aw; 4.2.1–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 Does the Certificate Holder's manual include instructions and information necessary to ensure that: SRRs: 121.135(a)(1); D.095Minimum Equipment List (MEL) Authorization</p>	
<p>1.11.1 Category A items are repaired within the time interval specified in the remarks column of the Certificate Holder's approved MEL? SRRs: D.095Minimum Equipment List (MEL) Authorization</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.2 Category B items are repaired within three consecutive calendar days (72 hours), excluding the calendar day when the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

malfunction was recorded in the aircraft maintenance log and / or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.11.3 Category C items are repaired within 10 consecutive calendar days (240 hours), excluding the calendar day when the malfunction was recorded in the aircraft maintenance log and / or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.4 Category D items are repaired within 120 consecutive calendar days (2,880 hours), excluding the day when the malfunction was recorded in the aircraft maintenance log and / or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12 Does the Certificate Holder include in a document or its manual a description of the MEL management program? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13 Does the Certificate Holder's MEL management program include: SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.13.1 A method that provides for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.2 A plan for bringing together parts, maintenance personnel, and aircraft at a specific time and place for repair? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.3 A review of items deferred because of the unavailability of parts to ensure that a valid back order exists with a firm delivery date? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.4 A description of specific duties and responsibilities by the job title of personnel who manage the MEL management program? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.5 Procedures for controlling extensions to specified maximum repair intervals as permitted by operations specifications D095d, to include the limit of the extension? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.6 Procedures to be used for authorizing extensions? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14 Does the Certificate Holder's method for tracking the date and time an item was deferred (within the MEL management program) include: SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.14.1 A supervisory review of the number of deferred items per aircraft? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14.2 A supervisory review of each deferred item to determine the reason for any delay in repair, length of delay, and the estimated date the item will be repaired? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15 Does the Certificate Holder's MEL management program specify that the Certificate Holders is authorized to approve extensions to the maximum repair interval for Category B and C items, as specified in the approved MEL, provided the responsible Flight Standards District Office is notified	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

within 24 hours of any extension approval? SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.16 Does the Certificate Holder's MEL management program specify that the Certificate Holder is not authorized to approve any extensions to the maximum repair interval for Category A items or Category D items, as specified in the approved MEL? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17 Does the Certificate Holder's MEL management program specify that the Flight Standards District Office may deny the use of the continuing authorization if abuse is evident? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18 Does the Certificate Holder's manual contain the required references to, or excerpts from, operations specifications D095? SRRs: 119.43(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.19 If the Certificate Holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20 Does the Certificate Holder's manual require compliance with operations specifications D095? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21 Does the Certificate Holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specifications D095? SRRs: 119.43(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22 Does the Certificate Holder's MEL / CDL / Deferred Maintenance process comply with the guidance contained in FAA Order 8300.10? <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual system includes procedures that all deferred mechanical discrepancies are entered in the maintenance log. <i>Sources:</i> 8300.10, Volume 3, Chapter 3, Section 9, Paragraph B <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.2-op; 3.1.9-op; 3.2.1-op; 3.2.3-op 2. Check that the Certificate Holder's manual system includes procedures that all mechanical discrepancies entered in the maintenance log are corrected or deferred. <i>Sources:</i> 8300.10, Volume 3, Chapter 3, Section 9, Paragraph B <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.2-op; 3.1.9-op; 3.2.1-op; 3.2.3-op 3. Check that the Certificate Holder's manual system includes airworthiness release procedures, or maintenance record entries that include a certification that the work was performed in accordance with the requirements of the manual. <i>Sources:</i> 8300.10, Volume 2, Chapter 63, Paragraph 13(f) <i>Interfaces:</i> 1.1.1-aw; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 4.2.1-aw; 7.1.6-aw 4. Check that the Certificate Holder's manual system includes procedures for airworthiness release, or maintenance record entries	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

that include a certification that all items required to be inspected were inspected.

Sources: 8300.10, Volume 2, Chapter 63, Paragraph 13(f)

Interfaces: 1.1.1-aw; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 4.2.1-aw; 7.1.6-aw

5. Check that the Certificate Holder's manual system includes procedures for airworthiness release, or maintenance record entries that include a certification that no known condition exists that would make the airplane unairworthy.
Sources: 8300.10, Volume 2, Chapter 63, Paragraph 13(f)
Interfaces: 1.1.1-aw; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 4.2.1-aw; 7.1.6-aw
6. Check that the Certificate Holder's manual system includes procedures airworthiness release, or maintenance record entries that include a certification so far that the work is concerned, the airplane is in a condition for safe operation.
Sources: 8300.10, Volume 2, Chapter 63, Paragraph 13(f)
Interfaces: 1.1.1-aw; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 4.2.1-aw; 7.1.6-aw
7. Check that the Certificate Holder's manual system contains procedures to ensure that the MEL includes; procedures that allows the operator to continue a flight or series of flights, with certain instruments or equipment inoperative, to a place where repairs can be made.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 5B
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 3.2.1-op; 3.2.3-op; 7.1.6-aw
8. Check that the Certificate Holder's manual system contains procedures that ensure the MEL includes; procedures that in order to use the MEL it must first meet the procedural requirements for the equipment loss.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 5B
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 3.2.1-op; 3.2.3-op; 7.1.6-aw
9. Check that the Certificate Holder's manual system has procedures to monitor the irregularities that have been inspected previously and found to be within serviceable limits (i.e. fuel leak classifications, temporary repairs) and conduct repetitive inspections, to ensure continuing airworthiness.
Sources: 8300.10, Volume 3, Chapter 3, Section 9, Paragraph 11B (1)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw
10. Check that the Certificate Holder's manual system has a procedure to handle passenger convenience items that are not safety /airworthiness related deferrals.
Sources: 8300.10, Volume 3, Chapter 3, Section 9, Paragraph 11B (2)
Interfaces: 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.1.2-op; 3.2.3-op; 7.1.6-aw

11. Check that the Certificate Holder's manual system has procedures to provide for the prompt and orderly repairs of inoperative items.
Sources: 8300.10, Volume 3, Chapter 3, Paragraph 11 C
Interfaces: 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.1.2-op; 3.2.3-op; 7.1.6-aw
12. Check that the Certificate Holder's manual system has a procedure to ensure that all applicable repetitive Minimum Equipment List procedures are accomplished for those items that are deferred and are continuing to be deferred through the station. There must be a logbook sign off as evidence that the procedures were accomplished.
Sources: 8300.10, Volume 3, Chapter 3, Section 9, Paragraph C (3)
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw
13. Check that the Certificate Holder's manual system has a procedure to provide definitive guidance to the maintenance and operations personnel as to which equipment may be inoperative for a particular operation listed in it's MEL.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7
Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.2.1-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw
14. Check that the Certificate Holder manual system has a procedure to ensure that their Minimum Equipment List is not less restrictive than the Master Minimum Equipment List.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7
Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op
15. Check that the Certificate Holder's manual system has procedures to ensure that it's MEL actually reflects the aircraft being operated.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7A
Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op
16. Check that the Certificate Holder's manual system has procedures to exclude items from their Minimum Equipment List due to aircraft configuration or personal preference.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7A
Interfaces: 1.1.2-aw; 1.1.2-op; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op
17. Check that the Certificate Holder's manual contain a procedure that additional items cannot be added to the MEL that are not already on the Master Minimum Equipment List.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7A
Interfaces: 1.1.2-aw; 1.1.2-op; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op
18. Check that the Certificate Holder's manual includes procedures for the use of placards.
Sources: 8300.10, Volume 2, Chapter 37, Section1, Paragraph 7B
Interfaces: 1.3.14-aw; 3.1.3-op; 3.2.3-op; 4.2.1-aw; 7.1.6-aw
19. Check that the Certificate Holder's manual system contains procedures to ensure that the use of placards, alternate-operating procedures, and instructions for the isolation of malfunctions are

technically correct.

Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 7B

Interfaces: 1.3.1-aw; 1.3.14-aw; 3.1.3-op; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw

20. Check that the Certificate Holder's system contains procedures stating how the Minimum Equipment List is to be used.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9
Interfaces: 1.3.1-aw; 1.3.14-aw; 3.1.3-op; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw
21. Check that the Certificate Holder's manual system has procedures to include a method for recording a description of the inoperable instruments and equipment.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9
Interfaces: 1.1.2-aw; 1.1.2-op; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.2-op
22. Check that the Certificate Holder's manual system contains procedures to ensure that both the Preamble and the Notes from the Master Minimum Equipment List are incorporated in its MEL.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9A
Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op
23. Check that the Certificate Holder's manual has procedures to ensure that changes to the Minimum Equipment List must be approved by the FAA prior to implementation.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9B
Interfaces: 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op
24. Check that the Certificate Holder's manual system contains a procedure that the conditions and limitations set forth in the Operations Specifications Part D95 must be met.
Sources: 8300.10, Volume 2, Chapter 84, Section 1, Paragraph 29U (1)
Interfaces: 1.3.14-aw
25. Check that the Certificate Holder's manual system includes a procedure that ensures compliance, procedures, policies, instructions and controls for the use of the Minimum Equipment List and Configuration Deviation List.
Sources: 8300.10, Volume 2, Chapter 63, Section 2, Paragraph 5 E3
Interfaces: 1.3.1-aw; 1.3.11-aw; 1.3.14-aw; 4.2.1-aw
26. Check that the Certificate Holder's manual system includes a procedure that requires changes to the Minimum Equipment List to be approved by the FAA prior to implementation.
Sources: 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9B
Interfaces: 1.3.14-aw
27. Check that the Certificate Holder's manual system includes procedures that carryover items and deferred maintenance are audited to ensure they are properly complied with.
Sources: 8300.10, Volume 2, Chapter 65, Section 1, Paragraph 5B(a)
Interfaces: 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op; 4.2.1-aw; 7.2.1-op

<p>1.23 Does the Certificate Holder's MEL / CDL / Deferred Maintenance process comply with the guidance contained in FAA Order 8400.10?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system includes procedures prohibiting it from authorizing an extension of the maximum repair time for category "A" and "D" items. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 D <i>Interfaces:</i> 1.3.14-aw; 2.1.2-aw; 2.1.2-op; 3.2.3-op 2. Check that the Certificate Holder's manual system includes procedures to ensure that an acceptable level of safety is maintained when operating with multiple inoperative items. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1083 <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.1-aw; 7.1.6-aw 3. Check that the Certificate Holder's manual system includes procedures to monitor the interrelationships between those items and the effect on aircraft operation and crew workload, including consideration of a single additional failure occurring en route. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1083 <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.1-aw; 7.1.6-aw 4. Check that the Certificate Holder's manual system includes procedures to ensure that the MEL does not conflict with other FAA-approved documents (i.e. Flight manual limitations and airworthiness directives). <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1091 <i>Interfaces:</i> 1.3.14-aw; 2.1.2-aw; 2.1.2-op 5. Check that the Certificate Holder's manual system includes procedures when operating with a Configuration Deviation List (CDL) that it must follow the CDL limitations when operating with a Configuration deviation. Operators are required to observe the following: <ul style="list-style-type: none"> · The limitations in the CDL when operating with certain equipment missing (except as noted in the appendix to the approved flight manual) · The flight operations, restrictions, or limitations that are associated with each missing airframe and engine part. · 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. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 6, Paragraph 1211 <i>Interfaces:</i> 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 3.2.1-op; 3.2.3-op; 7.1.6-aw 6. Check that the Certificate Holder's manual system contains procedures to ensure that the MEL includes a description of the MEL Management Program and Procedures. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1127 B <i>Interfaces:</i> 1.3.1-aw; 1.3.14-aw 7. Check that the Certificate Holder's manual system contains 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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procedures for the PIC to notify dispatch/flight following and maintenance control of the CDL missing parts, by an appropriate notation in the aircraft logbook or other acceptable means.

Sources: 8400.10, Volume 4, Chapter 4, Section 6, Paragraph 1213

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.1-aw; 1.2.3-aw; 1.3.14-aw; 3.1.9-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw

8. Check that the Certificate Holder's manual system contains procedures that ensure that their MEL contains "O" and "M" procedures that are clear and concise, inclusive of how the procedure is accomplished, the order of accomplishing the elements of the procedure, and the actions necessary to complete the procedure.

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1131 C (1), Paragraph 1127 B; 8300.10, Volume 3, Chapter 3, Section 9, Paragraph C (1)

Interfaces: 1.1.1-aw; 1.1.2-aw; 1.1.2-op; 1.2.3-aw; 3.1.9-op; 3.2.3-op; 4.2.1-aw

9. Check that the Certificate Holder's manual system contains procedures to ensure that their MEL contains a table of contents, log of revisions, preamble, definitions, and a control page.

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1129 B (6)

Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op

10. Check that the Certificate Holder's manual system contains procedures to ensure that MEL has a Preamble, and Definitions that are verbatim per the MMEL.

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1129 B (6)(d)

Interfaces: 2.1.1-aw; 2.1.1-op; 2.1.2-aw; 2.1.2-op

11. Check that the Certificate Holder's manual system contains procedures that ensures their MEL; includes procedures stating which specific operations and conditions may be conducted with inoperative items.

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1131 B

Interfaces: 1.1.2-aw; 1.1.2-op; 1.3.14-aw; 3.2.1-op; 3.2.3-op

12. Check that the Certificate Holder's manual system contains procedures that ensures that the MEL includes specific conditions that apply to the actual requirements for its operation, when the MMEL stipulates "As Required by FAR".

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1131 B

Interfaces: 1.1.2-aw; 1.1.2-op; 3.1.9-op; 3.2.1-op; 3.2.3-op

13. Check that the Certificate Holder's manual system contains procedures to review and access planned changes to any aircraft configuration to determine how that change may impact the MEL.

Sources: 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1151 B(3)

Interfaces: 1.1.2-aw; 1.1.2-op; 1.2.2-aw; 1.2.3-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.1-op; 3.1.9-op; 3.2.3-op

<p>14. Check that the Certificate Holder's manual system includes procedures that specify repairs must be made within the time period specified in the MEL. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 A <i>Interfaces:</i> 1.3.1-aw; 1.3.14-aw; 3.2.3-op; 7.1.6-aw</p> <p>15. Check that the Certificate Holder's manual system includes procedures that may permit multiple days of operation with certain inoperative equipment as stated in the MEL. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 A <i>Interfaces:</i> 1.1.2-aw; 1.1.2-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw</p> <p>16. Check that the Certificate Holder's manual system includes procedures for the repair as soon as possible for the identified items in the MEL. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 A <i>Interfaces:</i> 1.1.2-aw; 1.1.2-op; 3.2.1-op; 3.2.3-op; 7.1.6-aw</p> <p>17. Check that the Certificate Holder's manual system includes a procedure in their MEL to address non-mandatory, global and mandatory changes. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1151, Paragraph C(1) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 2.1.1-op</p> <p>18. Check that the Certificate Holder's manual system includes instructions and information that establishes a reference time in which the calendar day or flight day begins and ends 24 hours later. <i>Sources:</i> 8400.10, Volume 4, Chapter 4, Section 1, Paragraph 1079 B <i>Interfaces:</i> 3.2.3-op; 7.1.6-aw</p> <p>19. Check that the Certificate Holder's manual system includes procedures to notify the Principal Maintenance Inspector or the Principal Avionics Inspector 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 <i>Interfaces:</i> 1.3.14-aw; 7.1.6-aw</p>	
<p>1.24 Does the Certificate Holder's MEL / CDL / Deferred Maintenance process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAW 98-09/HBAT 98-18?</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system includes procedures that should specify appropriate instructions to be followed by its personnel, when phrases such as; "provided alternate, normal and emergency procedures, and/or operating restrictions are established and used", so that appropriate action will be taken, resulting in an acceptable level of safety. <i>Sources:</i> HBAW, 98-18, HBAW 98-09, Section B <i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 1.3.14-aw; 3.1.3-op;</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

3.1.9-op; 4.2.1-aw; 7.2.1-op	
1.25 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

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

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

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

2. Are the following controls built into the MEL / CDL / Deferred Maintenance process:
 - 2.1 Is there control in place to ensure that the Certificate Holder has items repaired within the time intervals specified in the MEL for Category A, Category B, Category C, or Category D items?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.2 Is there a control in place to ensure that the Certificate Holder complies with its methods for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.3 Is there a control in place to ensure that the Flight Standards District Office is notified within 24 hours of any Certificate Holder's extension approval for Category B and C items specified in the MEL?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.4 Is there a control in place to ensure that MEL repetitive procedures are accomplished in accordance with the requirements of the MEL and are recorded as being completed in the aircraft logbook?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.5 Is there a control in place to ensure that the applicable "O" and "M" procedures for MEL items are properly complied with?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.6 Is there a control in place to ensure that repetitive inspections are 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?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 2.7 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the MEL / CDL / Deferred Maintenance process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety–related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection–related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

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

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

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

3. Does the Certificate Holder's MEL / CDL / Deferred Maintenance process include the following process measurements:

3.1 Process measurements that would reveal if the Certificate Holder failed to have items repaired within the time intervals specified in the MEL for Category A, Category B, Category C, or Category D items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if the Certificate Holder failed to comply with its methods for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal if the Certificate Holder's procedures for authorizing and controlling extensions to the specified maximum repair intervals for MEL Category B and C items were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal if the Flight Standards District Office was not notified within 24 hours of any Certificate Holder's extension approval for Category B and C items specified in the MEL?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal if MEL repetitive procedures were not accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal if the applicable "O" and "M" procedures for MEL items were not properly complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.7 Process measurements that would reveal if repetitive inspections were not 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Does the organization that conducts the process measurements have direct access to the person with responsibility for the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

Tasks

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

- 1 Review the interfaces associated with the MEL / CDL / Deferred Maintenance process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

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

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|---|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the MEL / CDL / Deferred Maintenance process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | Free form text:
<input type="text"/> |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the DCT address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (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.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

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

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the MEL / CDL / Deferred Maintenance process:
 - 5.1 Does the Certificate Holder's manual clearly identify 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"/>
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the 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"/>
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the MEL / CDL / Deferred Maintenance process?
SRRs: 121.135(b)(2)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the MEL / CDL / Deferred Maintenance process?
SRRs: 121.135(a)(1)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the MEL / CDL / Deferred Maintenance process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having 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

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the MEL / CDL / Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.