

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.203

National Policy

Effective Date:
1/10/13

Cancellation Date:
1/10/14

SUBJ: Aviation Safety Inspector Requirements and Procedures for Use of the Minimum Equipment List Currency Tracking System

1. Purpose of This Notice. This notice establishes the requirement for aviation safety inspectors (ASI) to use the Web-based minimum equipment list (MEL) tracking system known as “Field Office Workspace.” The purpose of this system is to track the currency of approved MELs with their parent Master Minimum Equipment List (MMEL) for certificate holders and program managers operating under Title 14 of the Code of Federal Regulations (14 CFR) parts 91, subpart K (part 91K), 121, 125, 135, and part 129 foreign air carriers authorized operations under § 129.14.

Note: The use of the term “aircraft operator” used in this notice refers to those certificate holders, program managers, and foreign air carriers conducting aircraft operations under parts 91K, 121, 125, 135, and 129, unless otherwise specified.

2. Audience. The primary audience for this notice is Flight Standards District Office (FSDO) and certificate management office (CMO) ASIs with oversight responsibility of aircraft operators. The secondary audience includes Flight Standards Service (AFS) branches and divisions in the regions and in headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. ASIs can access this notice through the Flight Standards Information Management System (FSIMS) at <http://www.fsims.avs.faa.gov>. Aircraft operators can find this notice on the Federal Aviation Administration’s (FAA) Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background. MMELs are the base documents from which all MELs are developed. MELs must be kept current with respect to their parent MMEL documents to ensure that the most current information is being applied to the allowed relief and the required equivalent level of safety is being maintained. The original system developed to monitor the currency of MELs was through the use of Dynacom (FAA.net). In 2010, a new system, called “Field Office Workspace,” was deployed by the FAA Aircraft Evaluation Groups (AEG) to replace the Dynacom system. The FAA released Notice N 8900.125, Tracking Currency of Operators’ Approved Minimum Equipment Lists Using the Aircraft Evaluation Group System, on June 19, 2010, which gave

general guidance for use of the AEG system. However, until now, the use of “Field Office Workspace” was not mandatory and ASI use of the system was not a requirement.

5. Guidance. ASIs will use the “Field Office Workspace” system to ensure MELs are in currency with their parent MMEL. ASIs should follow the procedural guidance in paragraph 6 of this Notice and ensure all current MELs for which they hold oversight responsibility are accurately reflected in the system. Field office managers will maintain oversight of system use by accessing the “Reports” function of the system to identify issues with compliance of MEL currency requirements. Data gained from this system will be reported to senior FAA leadership.

6. Action.

a. Field Office Workspace Instructions. ASIs will enter and/or update all required information into the “Field Office Workspace” on each MEL for which they hold oversight responsibility. All required entries must be made within 60 days from the date of this notice.

Note: The “Field Office Workspace” does not provide notification of any type when a record is not current. The system should be checked periodically to ensure that aircraft operators have the most current MMEL information.

(1) Each MEL must be in use by aircraft operators issued operations specification (OpSpec) or management specification (MSpec) D095 under part 91, § 91.1115, part 121, § 121.628, part 125, § 125.201, part 129, § 129.14, and part 135, § 135.179.

(2) Each MEL will be entered only once.

(3) A fleet-type MEL will be entered only once. For example, for an aircraft operator with a fleet MEL that covers their Boeing 737-500/600/700/800 series aircraft, one MEL is entered, not four. In this case, the series chosen when entering the MEL currency data is irrelevant.

(4) Multiple MELs developed from one MMEL will be entered separately. For example, the Boeing 737 has one MMEL for the 737-500/600/700/800 series aircraft. An aircraft operator with all four series aircraft develops one MEL for the 737-500, one for the 737-600, one for the 737-700, and one for the 737-800 aircraft. In this case, four MELs will be entered into the system.

(5) For aircraft operators that have more than one single-engine airplane for which no make/model-specific MMEL has been developed, the ASI will make one entry into the system for a Generic Airplane – Single-Engine Airplane.

b. Field Office Workspace Interface. Within the “Field Office Workspace” there are three sections: Field Office Records Out of Date, Current Field Office Records, and Designator Assignment Requires Confirmation. Each section has the following function(s):

(1) Field Office Records Out Of Date. This section displays a list of aircraft operators by office. Information on any currently approved MEL must be entered in this section. The information entered creates the initial MEL database record.

(a) A record is out of date when:

- The field office needs to initially enter or update the aircraft operator's MEL; or
- A revised MMEL has been released causing the assigned aircraft operator's MEL to be out of date.

(b) If the aircraft operator is not authorized to use an MEL, the ASI must click the "MEL(s) Are Current" button. This will move the designator from "Field Office Records Out of Date" to "Current Field Office Records."

(2) Current Field Office Records. This section provides a current list of all the aircraft operators and their approved MELs after entering the information in the "Field Office Records Out of Date" section. The "Current Field Office Records" section also provides field offices with the ability to revise or add MEL information to current aircraft operators.

(3) Designator Assignment Requires Confirmation. This section uses National Vital Information Subsystem (NVIS) records to identify aircraft operators that have transferred to a different office or assigned a new designator. The office gaining the aircraft operator must first confirm that they are the new responsible office. After confirmation of the transfer, the designator will appear in either "Field Office Records Out of Date" or "Current Field Office Records" depending upon the currency status of their MEL(s).

Note: The "MEL Field Office Workspace Job Aid" guidance for the "Designator Assignment Requires Confirmation" section is not updated. Follow the guidance in paragraph 6b(3) for the most current information.

c. MEL Currency Report. An MEL currency report may be accessed by using the "Reports" "Quick Links" tab found at the top of any page within the "Field Office Workspace." Field offices are strongly encouraged to run this report at regular intervals.

Note: Currency reports are also available in Flight Standards Service Automation System (FSAS)/Technical Analysis Program (TAP) at <https://analysis.avs.faa.gov/AnalysisNET/Home.aspx>.

d. Procedures. The following procedures should be followed when accessing the "Field Office Workspace" and entering the required information:

(1) Access the "Field Office Workspace" Web-based application via the following hyperlink: <http://av-info.avs.faa.gov/aeginspector> (no login or password is required to access the Web site).

Note: For answers to specific questions on how to use the Web site, access the "MEL Field Office Workspace Job Aid" located in the "Quick Links" tab found on the "Field Office Workspace" homepage.

(2) Locate the "Field Office Records Out of Date" column, then locate and click on the appropriate FAA office identifier.

(3) Locate and click on the aircraft operator's identifier.

(4) To enter a new MEL: Click on the green "Add" button on the right side of the screen and enter the following information:

- Aircraft make;
- Aircraft model and series;
- Approved MEL revision number;
- MEL approval date;
- Based-upon MMEL revision number; and
- To save record, click the blue "Save" button on the right side of the screen.

(5) To enter an MEL revision:

(a) From the "Field Office Workspace" main page, locate the FAA office identifier in the "Field Office Records Out of Date" or the "Current Field Office Records" column. Click on the appropriate FAA office identifier.

(b) Locate and click on the aircraft operator's identifier receiving the approved MEL revision:

- Review the make, model, and series (M/M/S) and aircraft model information for correctness;
- Enter the aircraft operator's new MEL revision number;
- Enter the new MEL revision approval date;
- Enter the MMEL revision number the new MEL revision is based on; and
- Click on the "Save Record" tab on the right side of the screen.

7. Disposition. We will incorporate the information in this notice into FAA Order 8900.1 (Volume 4, Chapter 4) before this notice expires. Direct questions regarding this notice to the New Programs Implementation and International Support Branch, AFS-240, at 202-267-8166.



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