

Maintenance Event Decision Aid (MEDA) Results Form

Section I—General Information

Reference #: _____ Airline: _____ Station of Maintenance System Failure: _____ Aircraft Type: _____ Engine Type: _____ Reg. #: _____ Fleet Number: _____ ATA #: _____ Aircraft Zone: _____ Ref. # of previous related event: _____	Interviewer's Name: _____ Interviewer's Telephone #: _____ Date of Investigation: ____/____/____ Date of Event: ____/____/____ Time of Event: __: __ am pm Shift of Failure: _____ Type of Maintenance (Mx) (circle one): 1. Line -- If Line, what type? _____ 2. Base --If Base, what type? _____ Date Changes Implemented: ____/____/____
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Section II – Event

Please select the event (check all that apply)

1. Operations Process Event

- a. Flight Delay __ days __ hrs. __ min.
- b. Flight Cancellation
- c. Gate Return
- d. In-Flight Shut Down
- e. Air Turn-Back

- f. Diversion
- g. Smoke/fumes/odor event
- h. Other (explain below)

() 2. Aircraft Damage Event

() 3. Personal Injury Event

- 4. Rework (e.g., did not pass Ops check/inspection)

() 5. Airworthiness Control

() 6. Found during Maintenance

() 7. Found during Flight

() 8. Other Event (explain below)

Describe the incident/degradation/failure (e.g., could not pressurize) that caused the event.

Section III – Maintenance System Failure

Please select the maintenance system failure(s) that caused the event:

1. Installation Failure

- a. Equipment/part not installed
- b. Wrong equipment/part installed
- c. Wrong orientation
- d. Improper location
- e. Incomplete installation
- f. Extra parts installed
- g. Access not closed
- h. System/equipment not reactivated/deactivated
- i. Damaged on remove/replace
- j. Cross connection
- k. Mis-rigging (controls, doors, etc.)
- l. Consumable not used
- m. Wrong consumable used
- n. Unserviceable part installed
- o. Other (explain below)

4. Fault Isolation/Test/Inspection failure

- a. Did not detect fault
- b. Not found by fault isolation
- c. Not found by operational/ functional test
- d. Not found by task inspection
- e. Access not closed
- f. System/equipment not deactivated/reactivated
- g. Not found by part inspection
- h. Not found by visual inspection
- i. Technical log oversight
- j. Other (explain below)

7. Personal Injury

- a. Slip/trip/fall
- b. Caught in/on/between
- c. Struck by/against
- d. Hazard contacted (e.g., electricity, hot or cold surfaces, and sharp surfaces)
- e. Hazardous substance exposure (e.g., toxic or noxious substances)
- f. Hazardous thermal environment exposure (heat, cold, or humidity)
- g. Other (explain below)

2. Servicing Failure

- a. Not enough fluid
- b. Too much fluid
- c. Wrong fluid type
- d. Required servicing not performed
- e. Access not closed
- f. System/equipment not deactivated/reactivated
- g. Other (explain below)

5. Foreign Object Damage/Debris

- a. Tooling/equipment left in aircraft/engine
- b. Debris on ramp
- c. Debris falling into open systems
- d. Other (explain below)

8. Maintenance Control Failure

- a. Scheduled task omitted/late/incorrect
- b. MEL interpretation/application/removal
- c. CDL interpretation/application/removal
- d. Incorrectly deferred/controlled defect
- e. Airworthiness data interpretation
- f. Technical log oversight
- g. Airworthiness Directive overrun
- h. Modification control
- i. Configuration control
- j. Records control
- k. Component robbery control
- l. Mx information system (entry or update)
- m. Time expired part on board aircraft
- n. Tooling control
- o. Mx task not correctly documented
- p. Not authorized/qualified/certified to do task
- q. Other (explain below)

3. Repair Failure (e.g., component or structural repair)

- a. Incorrect
- b. Unapproved
- c. Incomplete
- d. Other (explain below)

6. Airplane/Equipment Damage

- a. Tools/equipment used improperly
- b. Defective tools/equipment used
- c. Struck by/against
- d. Pulled/pushed/drove into
- e. Fire/smoke
- f. Other (explain below)

() 9. Other (explain below)

Did the Maintenance System Failure “fly” on the aircraft? () Yes () No

Describe the specific maintenance failure (e.g., auto pressure controller installed in wrong location).

IV. Chronological Summary of the Event, including how some Contributing Factors lead to additional Contributing Factors

(Use additional pages, as necessary)

V. Summary of Recommendations

(Use additional pages, as necessary)

Section VI – Contributing Factors Checklist

A. Information (e.g., work cards, maintenance manuals, service bulletins, maintenance tips, non-routines, illustrated parts catalogs, etc.)

- N/A 1. Not understandable 4. Too much/conflicting information 7. Information not used
 2. Unavailable/inaccessible 5. Update process is too long/complicated 8. Inadequate
 3. Incorrect 6. Incorrectly modified manufacturer's MM/SB 9. Uncontrolled
 10. Other (explain below)

Describe specifically how the selected information factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

B. Ground Support Equipment/Tools/Safety Equipment [Personal Protective Equipment (PPE) and Collective Protective Equipment (CPE)]

- N/A 1. Unsafe 6. Inappropriate for the task 11. Not used
 2. Unreliable 7. Cannot use in intended environment 12. Incorrectly used
 3. Layout of controls or displays 8. No instructions 13. Inaccessible
 4. Out of calibration 9. Too complicated 14. Past expiration date
 5. Unavailable 10. Incorrectly labeled/marked 15. Other (explain below)

Describe specifically how selected ground support equipment/tools/safety equipment factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

C. Aircraft Design/Configuration/Parts/Equipment/Consumables

- N/A 1. Complex 5. Parts/equipment incorrectly labeled 9. Not user friendly
 2. Inaccessible 6. Inappropriate for the task 10. Consumable unavailable
 3. Aircraft configuration variability 7. Easy to install incorrectly 11. Wrong consumable used
 4. Parts/equipment unavailable 8. Not used 12. Expired consumable used
 13. Other (explain below)

Describe specifically how the selected aircraft design/configuration/parts/equipment/consumables factor(s) contributed to system failure.

Recommendations to correct the Contributing Factors listed above.

D. Job/Task

- N/A ___
- | | | |
|---|--|---|
| <input type="checkbox"/> 1. Repetitive/monotonous | <input type="checkbox"/> 3. New task or task change | <input type="checkbox"/> 5. Other (explain below) |
| <input type="checkbox"/> 2. Complex/confusing | <input type="checkbox"/> 4. Different from other similar tasks | |

Describe specifically how the selected job/task factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

E. Knowledge/Skills

- N/A ___
- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Technical skills | <input type="checkbox"/> 4. Airline process knowledge | <input type="checkbox"/> 7. Teamwork skills |
| <input type="checkbox"/> 2. Task knowledge | <input type="checkbox"/> 5. Aircraft system knowledge | <input type="checkbox"/> 8. Computing skills |
| <input type="checkbox"/> 3. Task planning | <input type="checkbox"/> 6. English language proficiency | <input type="checkbox"/> 9. Other (explain below) |

Describe specifically how the selected knowledge/skills factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

F. Individual Factors

- N/A ___
- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Physical health (including hearing and sight) | <input type="checkbox"/> 5. Complacency | <input type="checkbox"/> 10. Visual perception |
| <input type="checkbox"/> 2. Fatigue | <input type="checkbox"/> 6. Body size/strength | <input type="checkbox"/> 11. Lack of assertiveness |
| <input type="checkbox"/> 3. Time pressure | <input type="checkbox"/> 7. Personal event (e.g., family problem, car accident) | <input type="checkbox"/> 12. Stress |
| <input type="checkbox"/> 4. Peer pressure | <input type="checkbox"/> 8. Task distractions/interruptions | <input type="checkbox"/> 13. Situation awareness |
| | <input type="checkbox"/> 9. Memory lapse (forgot) | <input type="checkbox"/> 14. Workload/task saturation |
| | | <input type="checkbox"/> 15. Other (explain below) |

Describe specifically how the selected individual factors contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

G.Environment/Facilities

- N/A ___
- | | | | |
|---|--------------------------------------|--|--|
| <input type="checkbox"/> 1. High noise levels | <input type="checkbox"/> 5. Rain | <input type="checkbox"/> 9. Vibrations | <input type="checkbox"/> 13. Inadequate ventilation |
| <input type="checkbox"/> 2. Hot | <input type="checkbox"/> 6. Snow | <input type="checkbox"/> 10. Cleanliness | <input type="checkbox"/> 14. Markings |
| <input type="checkbox"/> 3. Cold | <input type="checkbox"/> 7. Wind | <input type="checkbox"/> 11. Hazardous/toxic substance | <input type="checkbox"/> 15. Labels/placards/signage |
| <input type="checkbox"/> 4. Humidity | <input type="checkbox"/> 8. Lighting | <input type="checkbox"/> 12. Power sources | <input type="checkbox"/> 16. Confined space |
| | | | <input type="checkbox"/> 17. Other (explain below) |

Describe specifically how the selected environment/facilities factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

H. Organizational Factors

- N/A ___
- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Quality of support from
Technical Organizations
(e.g., engineering, planning,
technical pubs) | <input type="checkbox"/> 4. Corporate change/restructuring | <input type="checkbox"/> 8. Work process/procedure not documented
(e.g., use tribal knowledge) |
| <input type="checkbox"/> 2. Company policies | <input type="checkbox"/> 5. Union action | <input type="checkbox"/> 9. Work group normal practice (norm) |
| <input type="checkbox"/> 3. Not enough staff | <input type="checkbox"/> 6. Work process/procedure
followed | <input type="checkbox"/> 10. Team building |
| | <input type="checkbox"/> 7. Work process/procedure not
followed | <input type="checkbox"/> 11. Other (explain below) |

Describe specifically how the selected organizational factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above.

I. Leadership/Supervision

- N/A ___
- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Planning/organization of tasks | <input type="checkbox"/> 4. Unrealistic attitude/expectations | <input type="checkbox"/> 6. Amount of supervision |
| <input type="checkbox"/> 2. Prioritization of work | <input type="checkbox"/> 5. Does not assure that approved
process/procedure is followed | <input type="checkbox"/> 7. Other (explain below) |
| <input type="checkbox"/> 3. Delegation/assignment of task | | |

Describe specifically how the selected leadership/supervision factor(s) contributed to the failure.

Recommendations to correct the Contributing Factors listed above.

J. Communication

N/A

1. Between departments

4. Between maintenance crew and lead

7. Other (explain below)

2. Between mechanics

5. Between lead and management

3. Between shifts

6. Between flight crew and maintenance

Describe specifically how the selected communication factor(s) contributed to the system failure.

Recommendations to correct the Contributing Factors listed above