

## 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):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the MEL/CDL Procedures process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the MEL/CDL Procedures process.

**Specific Instructions:**

- Intentionally left blank.

**Related EPIs:**

- 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 Requirements (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)

- SRRs:
  - 121.628(b)(2)
  - 121.628(b)(3)
  - A.362c(6)
  - B.040b(1)
  - B.040b(2)
  - B.045c(3)
  - D.095Minimum Equipment List (MEL) Authorization

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - FAA Order 8900.1, Volume 3, Chapter 25, Section 1
  - FAA Order 8900.1, Volume 4, Chapter 4, Section 10

<b>EPI Section 1 - Performance Observables</b>	
<b>Objective:</b> The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.	
<b>Tasks</b>	
	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 certificate holder's policies, procedures, instructions, and information for the MEL/CDL Procedures process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute responses.
4.	Observe the certificate holder's MEL/CDL Procedures process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the MEL/CDL Procedures process with the personnel (other than management) who perform the duties and responsibilities required by the process.

<b>Questions</b>		
	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were 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 flightcrews 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 flightcrews have access to the approved MEL at all times before flight? <i>Related Performance JTIs:</i> 1. 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. <i>Sources:</i> 121.628(a)(2) 2. 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:</i> 121.628(a)(2)	<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>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ol style="list-style-type: none"> <li>1. 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. <i>Sources:</i> 121.628(a)(4)</li> <li>2. 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:</i> 121.628(a)(2)</li> </ol>	
1.7.	<p>Does the certificate holder notify crewmembers or dispatchers of CDL missing parts?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. 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:</i> FAA Order 8900.1, vol.4, ch. 004, sec. 010, para. 4-880</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.	<p>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> <ol style="list-style-type: none"> <li>1. 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:</i> FAA Order 8900.1, vol.4, ch. 004, sec. 010, para. 4-879</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	<p>Were 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
2.	<p>Were the certificate holder's policies, procedures, instructions, and information for the MEL/CDL Procedures process, followed?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. 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:</i> 121.628(a)(1)</li> <li>2. 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:</i> 121.628(a)(2)</li> <li>3. 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:</i> 121.628(a)(2)</li> <li>4. 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:</i> FAA Order 8900.1, vol.4, ch. 004, sec. 010, para. 4-879</li> <li>5. Check at the Dispatch Center that the dispatchers (flight followers)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>comply with all CDL limitations when dispatching (releasing) aircraft with certain equipment missing in accordance with the certificate holder's design.</p> <p>Sources: FAA Order 8900.1, vol.4, ch. 004, sec. 010, para. 4-880</p>	
3.	Were the MEL/CDL Procedures process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the MEL/CDL Procedures process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the MEL/CDL Procedures process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI Section 1 - Performance Observables Drop-Down Menu</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:** The questions in this section 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:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) 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 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the MEL/CDL Procedures process.
2.	Identify the person who has overall authority for the MEL/CDL Procedures process.
3.	Review the duties and responsibilities for those who manage the MEL/CDL Procedures process.
4.	Review the appropriate organizational chart.
5.	Discuss the MEL/CDL Procedures process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
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 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the MEL/CDL Procedures process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the MEL/CDL Procedures process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process	<input type="checkbox"/> Yes

	measurements, and interfaces associated with the MEL/CDL Procedures process?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the MEL/CDL Procedures process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI Section 2 - Management Responsibility &amp; Authority Observables Drop-Down Menu</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.