**MINIMUM EQUIPMENT LIST (MEL) APPLICATION AND CHECKLIST FOR APPROVAL**

**OF INITIAL OR NEW CURRENT REVISION**

1. **Minimum Equipment List (MEL) Initial or New Current Revision’s Approval**

**□ MEL Initial or New Current Revision ref:**

*Aircraft Type/Issue/Revision/Applicability Date*

**□ Current MMEL ref:**

*Aircraft Type/Issue/Revision/Applicability Date*

**□ Supporting Data (Additional information related to the MEL):**

 *TC Supplements/O&M Procedure Manual (DDPG, DPG, PSM, etc)*

□ **Current AFM ref:**

 *Aircraft Type/Model/Issue/Revision Date*

□ **Amendments to the MEL following changes to the MMEL:**

 *AMC1 ORO.MLR.105 (c)*

□ **Operational and Maintenance Procedures – applicable changes:**

 *AMC1 ORO.MLR.105 (h)*

□ **Operator’s modified Operational and Maintenance Procedures:**

 *AMC1 ORO.MLR.105 (g) O&M Procedures (a)*

**□ Operational and Maintenance Procedures reference to OM and CAMO or other documents:**

*GM1 ORO.MLR.105 (g)*

**□ MEL preparation and amendment procedure ref:**

 *AMC1 ORO.GEN.200 (a)(5); GM1 ORO.MLR.105 (a)*

□ **Rectification Interval Extension (RIE) Procedures ref:**

 *AMC1 ORO.MLR.105 (f)/Name and position of the nominated personnel responsible for the control of RIE*

**□ Personnel authorising RIEs:**

 *AMC1 ORO.MLR.105 (f)/Personnel listed by appointment and name*

□ **Procedures addressing operations outside the constraints of MEL ref:**

 *AMC1 ORO.MLR.105 (j)/Name and position of the nominated personnel responsible for the control*

**□ Personnel authorising operations outside the constraints of MEL:**

*AMC1 ORO.MLR.105 (j)/Personnel listed by appointment and name*

□ **Amended MEL submitted to LV CAA:**

 *Date of Submission/Date of applicability specified in the approved change to the MMEL*

1. **Highlights of Revision**

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| No | Item | Remarks | References to the manuals |
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1. **Compliance Statement**

This MEL is established as specified under Article 31 of Regulation (EU) 2018/1139, based on the relevant master minimum equipment list (MMEL) as defined in the data established in accordance with Regulation (EU) No 748/2012 and ensures compliance with the applicable ORO.MLR.105 requirements.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **MEL Checklist NA = Not Applicable; C = Compliant; NC = Not Compliant; R = Remark; N/R = Not Reviewed**

| **Reference** | **Requirement** | **Specific requirements/expectations** | **Operator MEL reference** | **Inspector assessment** |
| --- | --- | --- | --- | --- |
| **Administration and control of the MEL (if separated from OM-B)** |
| ORO.MLR.100 | **System of amendment and revision**(a)Details of the person(s) responsible for the issuance and insertion of amendments and revisions. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (b) A record of amendments and revisions with insertion dates and effective dates. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (d) A description of the system for the annotation of pages and their effective dates. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (e) A list of effective pages. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams). | Description on how changes to the MEL are identified. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.100 | (g) Temporary revisions. | Description of the process for the issuance of temporary revisions. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.AOC.150 | (h) A description of the distribution system for the MEL, amendments and revisions. | Description on how the MEL is made available to the relevant persons. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| **Approval of the MEL** |
| ORO.MLR.105(a) | - MEL to be based on the relevant MMEL, including:* Format;
* Item presentation; and
* Dispatch conditions.
 | - The ATA 100/2200 Specification numbering system for MEL items is preferred, but other numbering systems may be used.- Consider special conditions for non-complex helicopters MMEL |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(e) | - MEL to contain rectification intervals not less restrictive than the corresponding MMEL rectification interval. | The definitions and categories of rectification intervals are provided in CS-MMEL. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(e) | - Operator’s rectification programme to be described, including conditions to operate after expiry of the rectification interval. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R |  |
| ORO.MLR.105(c) | - Operator’s procedure to specify that the MEL is to be amended after any applicable change to the MMEL within 90 days. | - |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(h) | - Operator’s procedure to specify that the MEL is to be amended within 90 days after any change to the operational and maintenance procedures referenced in the MMEL. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(d) | - MEL to contain a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL.- MEL preamble to:* reflect the content of the MMEL preamble;
* contain terms and definitions used in the MEL;
* contain any other relevant specific information for the MEL scope and use that is not originally provided in the MMEL;
* provide guidance on how to identify the origin of a failure or malfunction;
* contain guidance on the management of multiple unserviceabilities; and
* contain guidance on placarding of inoperative items to inform crew members of equipment condition, as appropriate.
 | Check that specific national requirements are reflected into the MEL (if applicable) (e.g. maximim duration of unserviceable TCAS limited in some countries in Europe (e.g. Germany)) |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(d)(2) | - MEL to contain the revision status of the MMEL upon which the MEL is based and the revision status of the MEL. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(d)(3) | - MEL to include its scope, extent and purpose, including: * Specific provisions for the SPA approvals held by the operator;
* Specific provision for non-commercial operations carried out with aircraft listed on its AOC; and
* Guidance how to deal with any failures that occur between the commencement of the flight and the start of the T-O.
 | - Check that all the following SPA approvals (if applicable) PBN, MNPS, RVSM, LVO, HHO, HOFO, NVIS, EFB, ETOPS, SET-IMC, are reflected in the operator’s MEL. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(g) | Operational procedures:- MEL to include operational a procedures based on the procedures of the MMEL.- Existence of operational procedures to be clearly identified in the MEL by (o)  | - Check that operator’s policy described in the preamble includes the completion of operational/maintenance procedure when planning/prior to operating with the listed item inoperative. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(g) | Maintenance procedures:- MEL to include maintenance procedures based on the procedures of the MMEL.- Existence of maintenance procedures to be clearly identified in the MEL by (M). | - Check that operator’s policy described in the preamble includes the completion of operational/maintenance procedure when planning/prior to operating with the listed item inoperative. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| AUR.SUR.2010 | Rectification interval for the transponder:For aircraft required to be equipped with a transponder in accordance with para 1.b) and 1.c) of AUR.SUR.2005, the maximum rectification intervals shall be 3 days. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| **Procedure for the extension of rectification intervals for B, C and D intervals.** |
| ORO.MLR.105(f)(1) | - Extension of the rectification interval to be within the scope of the MMEL for the aircraft type; | - Check compliance of the operator’s procedure.- When an FAA MMEL is used, extension of CAT D rectification intervals is forbidden. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(f)(2) | - Extension of the rectification interval to be, as a maximum, of the same duration as the rectification interval specified in the MEL. | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(f)(3) | - Extension procedure not to be used as a normal means of conducting MEL item rectification, but only only when events beyond the control of the operator have precluded rectification. | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(f)(4) | - Description of specific duties and responsibilities for controlling extensions to be established by the operator, including:* Name and position of the nominated personnel responsible for the control of the operator’s RIE procedures;
* Duties and responsibilities of this personnel
* Names and positions of personnel authorising the use of the RIE procedure; and
* Required competencies/training for authorising personnel.
 | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(f)(5) | - Competent authority to be notified of any extension of the applicable rectification interval.- Notification timescale to be defined by the operator (10 days).- Notification to include a description of the defect and the rationales for the use of the RIE procedure. | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(f)(6) | - Plan to accomplish the rectification at the earliest opportunity to be established by the operator. | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| **Operation outside the constraints of the MEL but within the constraints of the MMEL** |
| ORO.MLR.105(j)(1) | - Concerned instruments, items of equipment or functions to be within the scope of the MMEL.  | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(j)(2) | - Procedure not to be used as a normal means of conducting operations outside the constraints of the approved MEL, but only when events beyond the control of the operator have precluded the MEL compliance; | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(j)(3) | - Description of specific duties and responsibilities for controlling the operation of the aircraft under such approval to be established by the operator, including:* Name and position of the nominated personnel responsible for the control of such operations;
* Duties and responsibilities of this personnel
* Names and positions of personnel authorising such procedure; and
* Required competencies/training for authorising personnel.
 | - Check compliance of the operator’s procedure. |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |
| ORO.MLR.105(j)(4) | - Plan to rectify the inoperative instruments, items of equipment or functions or to return operating the aircraft under the MEL constraints at the earliest opportunity to be established by the operator. |  |  | 🞏 N/A🞏 C🞏 NC🞏 R🞏 N/R |  |

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| **MEL revision approval statement** |
|  | **Name** | **Involved in the MEL Approval process?** | **Date** | **By signing this document, I hereby confirm that all identified non-conformities have been addressed and that the MEL is in full compliance with all applicable requirements** *Note: Signature required only if involved in the approval process* |
| **POI** |  | YES |  |  |
| **FOI** |  | YES / NO |  |  |
| **AIW** |  | YES / NO |  |  |
| **Other** |  | YES / NO |  |  |