

Checklist MEL approval

Operator Name ⁽¹⁾:	
Aircraft Type/variant:	
MEL issue number:	
MEL revision number:	
MEL revision date:	
MMEL used (e.g., EASA, FAA...)	
MMEL revision number:	
MMEL revision date:	
Submission date to EASA:	

	Name/signature ⁽²⁾	Involved in the MEL Approval process?
FP		YES
FOI		YES / NO
AWI		YES / NO
Other		YES / NO

⁽²⁾ By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator ⁽¹⁾.

List of non-compliances identified			
No	Ref Non-compliance	Ref MEL	Non-compliances

List of remarks	
Ref. remarks	Remarks

Additional notes/comments:

NA = Not Applicable; C = Compliant; NC = Not Compliant; R = Remark; N/R = Not Reviewed

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
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	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
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	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
				☐ R ☐ N/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: - o reflect the content of the MMEL preamble; - o contain terms and definitions used in the MEL; - o contain any other relevant specific information for the MEL scope and use that is not originally provided in the MMEL; - o provide guidance on how to identify the origin of a failure or malfunction; - o contain guidance on the management of multiple unserviceabilities; and - o 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. maximum 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	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
				☐ 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)	<u>Operational procedures:</u> - MEL to include operational a procedure 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)	<u>Maintenance procedures:</u> - 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	<u>Rectification interval for the transponder:</u> 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	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
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 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: - o Name and position of the nominated personnel responsible for the control of the operator's RIE procedures; - o Duties and responsibilities of this personnel - o Names and positions of personnel authorising the use of the RIE procedure; and - o 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	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CAA	Description
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: - o Name and position of the nominated personnel responsible for the control of such operations; - o Duties and responsibilities of this personnel - o Names and positions of personnel authorising such procedure; and - o 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	

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 <i>Note: Signature required only if involved in the approval process</i>
FP		YES		
FOI		YES / NO		
AWI		YES / NO		
Other		YES / NO		