**ACAA COMPLIANCE CHECKLIST MEL**

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| **ACAA Checklist Details** | | |
| Checklist Identification:  O3-2.FMAN.01.FRM.068 | Checklist Name:  **Aircraft Minimum Equipment List (MEL) Checklist** |  |

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| **ACAA Process Details** | |
|  | **Inspector Name:**  **Airworthiness Inspector:**  **OPS Inspector:** |
| Inspection Date: | Inspection Status: □ MEL Approved  □ MEL Not Approved |

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| **Customer/Operator Information** | | |
| Name: | AOC No: | Part-M Subpart G approval No: |
| Contact person, name: | Direct No: | e-mail: |
| **Aircraft Information** | | |
| Aircraft type: | | |
| Aircraft registration(s): | | |
| **Document Information** | | |
| Document Name/Identification: | | Document Status: Rev. No: Dated: |
| Other Information: | | |

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| OPS (and TGL) reference | Requirement | OK | NC | Remark |

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| **0** | **General Instructions** | |
| **APPLICABLE REGULATION AND DOCUMENTS:**  **Basic Regulation:**  (EC) No. 1139/2018; Annex V,  **Commission Regulation:**  (EC) No. 965/2012 Annex II (Part-ARO) ARO.OPS.205  (EC) No. 965/2012 Annex III (Part-ORO) ORO.MLR.105  **AMC and GM to Part-ORO;**  Annex to ED Decision 2014/017/R  **Agency Rules;**  CS-MMEL Initial Issue 31.Jan.2014  CS-GEN-MMEL Initial Issue 31.Jan.2014  1)Internet Address for FAA approved MMEL is <http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=MMEL> and for EASA MMEL/MEL is:  <http://www.easa.europa.eu/certification/experts/MMELs-list.php>  2) All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list (MEL) are automatically required to be operative. [GM1 ORO.MLR.105(a)]  3) Check “OK” box if satisfactory results. Check “NC” box if non-satisfactory results. Use “Remark” field for comments. Use “Notes” field for any possible inspector`s notes. If N/A check “OK” box and state “N/A” | |  |
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| **0** | **Check of MEL format and general issues** | | | |
| Basic Regulation (EC) No.1139/2018; Annex IV, 8.a.3 (I) | MEL must provide for the operation of the aircraft, under specified conditions, with particular instruments, items of equipment or functions imperative at the commencement of the flight;; | | |  |
| Basic Regulation (EC) No. 1139/2018; Annex IV, 8.a.3 (II) | MEL must be prepared for each individual aircraft, taking account of the operator`s relevant operational and maintenance conditions.  *Check that all applicable registration marks are listed in MEL.* | □ | □ |  |
| Basic Regulation (EC) No. 1139/2018; Annex IV, 8.a.3 (III)  ORO.MLR.105(2) | The MEL must be based on the Master Minimum Equipment List (MMEL), if available, and must not be less restrictive than the MMEL;  Check that MEL contains the revision status of the MMEL upon which the MEL is based and the revision status of the MEL. | □ | □ |  |
| ACAA Recommendation | Check that MEL includes a cover page  *(Document name, operator`s name, aircraft type, revision number.)* | □ | □ |  |
| ACAA | MEL must contain an authority approval page which includes  Information given by ACAA. (For recommended approval page draft see: [info@acaa.gov.al](mailto:info@acaa.gov.al) search MEL)  Check that the data given in approval page is correct and up to date (MMEL revisions, etc.) | □ | □ |  |
|  | Check that MEL includes a list of Effective Pages (LEP) | □ | □ |  |
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|  | Check that MEL includes a List of Revisions | □ | □ |  |
| AMC 1 ORO.MLR.105(d) | (a)The MEL format and the presentation of items and dispatch conditions should reflect those of the MMEL. | □ | □ |  |
|  | (b)The ATA 100/2200 Specification numbering system for MEL items is preferred. | □ | □ |  |
|  | (c)Other formats and item numbering systems may be used provided they are clear and unambiguous. | □ | □ |  |
|  | **Also note:** | | | |
| ORO.MLR.105(c)  AMC 1 ORO.MLR.105(c) | AMENDMENTS TO THE MEL FOLLOWING CHANGES TO THE MMEL- APPLICABLE CHANGES AND ACCEPTABLE TIMESCALES  a) The following are applicable changes to the MMEL that require amendment of the MEL;   1. A reduction of the rectification interval; 2. Change of an item, only when the change is applicable to the aircraft or type of operations and is more restrictive.   b) An acceptable timescale for submitting the amended MEL to the competent authority is 90 days from the effective date specified in the approved change to the MMEL.  c) Reduced timescales for the implementation of safety related amendments may be required if the Agency and/or competent authority consider it necessary. | | |  |

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| ORO.MLR.105(h)  AMC1.ORO.MLR.105(h) | **OPERATIONAL AND MAINTENANCE PROCEDURES-APPLICABLE CHANGES**  (a)Changes to the operational and maintenance procedures referenced in the MMEL are considered applicable and require the amendment of the maintenance and the operating procedures referenced in the MEL when the:   1. Modified procedure is applicable to the operator`s MEL; and 2. Purpose of this change is to improve compliance with the intent of the associated MMEL dispatched condition.   (b)An acceptable timescale for the amendments of maintenance and operating procedures, as defined in (a), should be 90 days from the date when the amended procedures referenced in the MMEL are made available. Reduced timescale for the implementation of safety related amendments may be required if the competent authority considers it necessary. | | |  |
| ORO.MLR.105(j)  AMC1.ORO.MLR.105(j)  GM1 ORO.MLR.105(j)  ARO.OPS.205(c) | **USE OF AIRCRAFT OUTSIDE THE LIMITATIONS OF MEL BUT INSIDE OF MMEL**  Needs case -by –case approval by the competent authority. See ORO.MLR.105(j) | | |  |
| Notes |  | | | |
| **1** | **Check of MEL preamble** | | | |
| ORO.MLR.105(d)(1)  AMC1  ORO.MLR.105(d)(1) | MEL shall contain a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL.  The MEL preamble should: | | |  |
|  | (a)reflect the content of the MMEL preamble to the MEL scope and extent; | □ | □ |  |
|  | (b)contain terms and definitions used in the MEL; | □ | □ |  |

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|  | (c)contain any other relevant specific information for the MEL scope and use that is not originally provided in the MMEL; | □ | □ |  |
|  | (d)provide guidance on how to identify the origin of a failure or malfunction to the extent necessary for appropriate application of the MEL; | □ | □ |  |
|  | (e)contain guidance on the management of multiple unserviceabilities, based on the guidance given in the MMEL | □ | □ |  |
|  | (f) Contain guidance on placarding of inoperative items to inform crew members of equipment conditions, as appropriate. In particular, when such items are accessible to the crew during flight, the control(s) and indicator(s) related to inoperative unit(s) should be clearly placarded. | □ | □ |  |
| ORO.MLR.105(d)(3)  AMC1  ORO.MLR.105(d)(3)  GM1  ORO.MLR.105(d)(3) | Check that MEL includes description of **Scope of the MEL.**  The MEL should include:  (a)The dispatch conditions associated with flights conducted in accordance with special approvals held by the operator in accordance with Part-SPA. (RVSM, ETOPS, LVO)  (b)Specific provision for particular types of operations carried out by the operator in accordance with ORO.AOC.125. (crew training, positioning flights, demonstration flights, non-commercial operations by the holder of an AOC) | □ | □ |  |

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| ORO.MLR.105(d)(3)  AMC2  ORO.MLR.105(d)(3) | Check that MEL includes description of **Extent of the MEL**  The operator should include guidance in the MEL on how to deal with any failures that occur between the commencement of the flight and the start of the take-off. If a failure occurs between the commencement of the flight and the start of the take-off, any decision to continue the flight should be subject to pilot judgment and good airmanship. The pilot-in-command/commander may refer to the MEL before any decision to continue the flight is taken. | □ | □ |  |
| ORO.MLR.105(d)(3)  GM2  ORO.MLR.105(d)(3) | Check that MEL includes description of **Purpose of the MEL**  Check that it reflects the GM2 ORO.MLR.105(d)(3). | □ | □ |  |
| GM1 ORO.MLR.105(a) | **Non – safety – related equipment**  All items not included in the list are required to be operative unless they are considered to be non-safety related items.  Non-safety-related items are defined in  GM1 ORO.MLR.105(a).  Non-safety-related items include those items related to the convenience, comfort, or entertainment of the passengers and equipment that is issued only on ground for maintenance purposes. Convenience, comfort, or entertainment of the passengers may include items such as galley equipment, movie equipment, stereo equipment, overhead reading lamps.  *If operator chooses to list non-safety related items, not listed in the MMEL, check compliance with*  *GM1 ORO.MLR.105(a).* | □ | □ |  |

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| **Notes** |  | | | |
| **2** | **Check the Definitions and Explanatory Notes** | | | |
|  | Check that use and purpose of MEL Item List columns are described and comply with MMEL. | □ | □ |  |
|  | **Column 1:** System & sequence numbers items | □ | □ |  |
| ORO.MLR.105(e)(f) | **Column 2:** Rectification interval  Check that categories (A-D) comply with MMEL | □ | □ |  |
|  | **Column 3:** Number Installed  Check that explanation complies with MMEL | □ | □ |  |
|  | **Column 4:** Number required for dispatch  Check that explanation complies with MMEL | □ | □ |  |
| ORO.MLR.105(g)  AMC1 ORO.MLR.105(g)  GM1 ORO.MLR.105(g) | **Column 5:** Remarks or exceptions  Check that explanation complies with MMEL  (definition of (M) and (O) procedures, “notes” and Placarding) | □ | □ |  |
|  | Check that **“definitions** “and **“Abbreviations”** comply with MMEL | □ | □ |  |
| **Notes** |  | | | |
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| **3** | Check of Rectification Interval Extension (RIE) | | | |
| ORO.MLR.105(f)  GM1 ORO.MLR.105(f)  ARO.OPS.205(b) | Check that procedure allows only one-time RIE and only for category B, C and D items for the operator; | □ | □ |  |
| ORO.MLR.105(f)(1) | Check the extension of the rectification interval is within the scope of the MMEL for the aircraft type; | □ | □ |  |
| ORO.MLR.105(f)(2) | Check the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL; | □ | □ |  |
| ORO.MLR.105(f)(3) | Check that the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have produced rectification; | □ | □ |  |
| ORO.MLR.105(f)(4) | Check that a description of specific duties and responsibilities for controlling extensions is established by the operator | □ | □ |  |
| ORO.MLR.105(f)(5) ARO.OPS.205(b) | Check that the competent authority is notified of any extension of the applicable rectification interval | □ | □ |  |
| ORO.MLR.105(f)(6) | Check that a plan to accomplish the rectification at the earliest opportunity is established | □ | □ |  |
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| **4** | **Check of MEL Item List** | | | |
| Use the MMEL to check each item or component separately. Also check the related (M) and (O) procedure.  In case of any findings (e.g. item, remarks, definition, rectification category missing or wrongly entered) use Remark column (e.g. ATA-33-11, Strobe Light System, no entry in remarks column). | | | |  |
| **ATA-100 Classification** | | OK | NC | Remark |
| ATA 07: Lifting and Shoring | | □ | □ |  |
| ATA 08: Leveling and weighing | | □ | □ |  |
| ATA 09: Towing and Taxing | | □ | □ |  |
| ATA 10: Parking, Mooring, storage and return to service | | □ | □ |  |
| ATA 11: Placard and Marking | | □ | □ |  |
| ATA 12: Servicing – routine maintenance | | □ | □ |  |
| ATA 20: Standard practices – Airframe | | □ | □ |  |
| ATA 21: Air conditioning | | □ | □ |  |



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| ATA 22: Auto flight | □ | □ |  |
| ATA 23: Communication | □ | □ |  |
| ATA 24: Electrical power | □ | □ |  |
| ATA 25: Equipment/Furnishings | □ | □ |  |
| ATA 26: Fire protection | □ | □ |  |
| ATA 27: Flight controls | □ | □ |  |
| ATA 28: Fuel | □ | □ |  |
| ATA 29: Hydraulic power | □ | □ |  |
| ATA 30: Ice and rain protection | □ | □ |  |
| ATA 31: Indicating / recording systems | □ | □ |  |
| ATA 32: Landing gear | □ | □ |  |
| ATA 33: Lights | □ | □ |  |
| ATA 34: Navigation | □ | □ |  |
| ATA 35: Oxygen | □ | □ |  |
| ATA 36: Pneumatic | □ | □ |  |

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| ATA 37: Vacuum | □ | □ |  |
| ATA 38: Water/Waste | □ | □ |  |
| ATA 39: Electrical – electronic panels and multipurpose components | □ | □ |  |
| ATA 41: Water ballast | □ | □ |  |
| ATA 45: Central maintenance system (CMS) | □ | □ |  |
| ATA 46: Information systems (EFP) | □ | □ |  |
| ATA 49: Airborne auxiliary power | □ | □ |  |
| ATA 51: Standard practices and structures – general | □ | □ |  |
| ATA 52: Doors | □ | □ |  |
| ATA 53: Fuselage | □ | □ |  |
| ATA 54: Nacelles/Pylons | □ | □ |  |
| ATA 55: Stabilizers | □ | □ |  |
| ATA 56: Windows | □ | □ |  |
| ATA 57: Wings | □ | □ |  |

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| ATA 60: Standard practices – propeller / rotor | □ | □ |  |
| ATA 61: Propellers / Propulsions | □ | □ |  |
| ATA 62: Main Rotor(s) | □ | □ |  |
| ATA 63: Main rotor drive | □ | □ |  |
| ATA 64: Tail rotor | □ | □ |  |
| ATA 65: Tail rotor drive | □ | □ |  |
| ATA 66: Rotor blade and tail pylon folding | □ | □ |  |
| ATA 67: Rotors flight controls | □ | □ |  |
| ATA 70: Standard practices Engines | □ | □ |  |
| ATA 71: Power Plant | □ | □ |  |
| ATA 72: Engine | □ | □ |  |
| ATA 73: Engine fuel and control | □ | □ |  |
| ATA 74: Ignition | □ | □ |  |
| ATA 75: Air | □ | □ |  |
| ATA 76: Engine controls | □ | □ |  |

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| ATA 77: Engine indicating | □ | □ |  |
| ATA 78: Exhaust | □ | □ |  |
| ATA 79: Engine oil | □ | □ |  |
| ATA 80: Starting | □ | □ |  |
| ATA 81: Turbines (reciprocating engines) | □ | □ |  |
| ATA 82: Water injection | □ | □ |  |
| ATA 83: Accessory gear boxes (engine driven) | □ | □ |  |
| ATA 84: Propulsion augmentation | □ | □ |  |
| OTHER : | □ | □ |  |
| **Notes** |  | | |