



## MEL APPROVAL JOB AID

### *Instructions for Use:*

1. Check YES column if you determine the document or individual item conforms.
2. Check NO column if you determine that the document or individual line item does not conform. (Put a marker tab in the manual with a short note opposite the non-conforming item)
3. Use the reverse side of this form if there are few notes. Otherwise – construct a separate paper listing the discrepancies separately by ATA number. Attach this paper to this form.
4. After your review is complete, enter the total number of non-conforming findings for each line item in the # column following the NO answer.
5. Check column if it is not applicable *or you do have adequate information to make a valid comment*

**REFER TO FSS-AOC-AP015 (DIRECTIVE FOR THE APPROVAL AND ACCEPTANCE OF THE MINIMUM EQUIPMENT LIST (MEL) AND CONFIGURATION DEVIATION LIST (CDL)) FOR FURTHER GUIDANCE.**

<b>MMEL REVISION NO:</b>	<b>Inspector Flt-Ops:</b>		<b>Inspector AWS:</b>		<b>Date received</b>
<b>Date Approved:</b>	<b>Operator/Applicant:</b>		<b>Operator representative</b>		<b>Date issued to operator</b>
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>NOT CHECKED (NC)</b>	<b>NOT APPLICABLE (NA)</b>	<b>REMARKS</b>
<b>OVERALL MANUAL PRESENTATION</b>  1. Bound in a secure form (not loose)?  2. Exterior of binder clearly indicates manual content  3. Revision Instructions adequate  4. List of effective pages provided and correct  5. Cover page required  6. Log of revision required					

<p><b>INDIVIDUAL PAGE PRESENTATION</b></p> <ol style="list-style-type: none"> <li>1. Page numbered?</li> <li>2. Last revision number/date?</li> <li>3. ATA chapter identified?</li> <li>4. Control page required should contain the following: <ul style="list-style-type: none"> <li>-The operators name</li> <li>-A listing of all the pages in the MEL</li> <li>-The MMEL revision number on which the MEL is based</li> </ul> </li> </ol>					
<p><b>INDIVIDUAL ITEM PRESENTATION AND CONTENT</b></p> <ol style="list-style-type: none"> <li>1. Proper MMEL-MEL number comparison?</li> <li>2. Proper item title?</li> <li>3. No item relief other than that shown in MMEL is allowed?</li> <li>4. Aircraft for which item is applicable identified by R/N or S/N?</li> <li>5. No item relief other than that shown in MMEL is allowed?</li> <li>6. Number of item installed correct?</li> <li>7. Aircraft with non-standard installation identified by R/N or S/N?</li> <li>8. Correct repair interval listed?</li> <li>9. Number required for dispatch conforms to MMEL?</li> </ol>					

10 The MEL is current with the MMEL date and revision number					
11 Contains the ATA Table of Content required					
12 Contains the permeable verbatim required					
13 Contains the Notes and Definitions section same as the MMEL required					
14 All items addressed in the MMEL covered in the MEL					
15 Items have been deleted					
If so, include description					
16 Revision page is appropriate					
17 Each page of the MEL can be matched to the MMEL to confirm revision number and date of revision.					
18 Describe the operation for placarding,  19 Placarding symbols provided in accordance with MMEL?					
20 Describe the procedure for recording discrepancies:					
21 Describe the procedure for clearing discrepancies:					

22 Describe the procedure for carrying over items per the MEL:					
23 Describe how the time to fix the open MEL items is controlled (A, B, C or D)					
24 There is a procedure for each "O" and "M" procedure found in the MMEL.					
a. Procedure describe who					
b. Procedure describe what					
c. Procedure describes when					
d. Procedure describes why					
e. Procedure describes how					
Or Procedure reference where the procedure can be found.					
25. Remarks correctly aligned with applicable — required numbers?					
26. Wording of MEL remarks not less restrictive than MMEL (special attention to use of —or & and?					
27. Configuration (# installed/required) allowed is in accordance with all applicable regulations?					
28 All references to applicable regulations converted to remarks format and aligned with —requiredll number?					

<p>28. All references to —by AFM converted to remarks format?</p> <p>29. Adherence (#installed /required) to all special restrictions applicable to operations authorized for air operator included?</p> <p>30. All references to operations not authorized to air operator deleted?</p> <p>31. Maintenance procedures taken from sources other than the manufacturer’s dispatch guide are technically correct, meet all remarks and have the source cited?</p> <p>32. No normal operating procedures are provided?</p> <p>33. All procedures apply to the dispatchof aircraft?</p>					
<p><b>33. CDL EVALUATION</b></p> <p>CDL properly tabbed in rear of MEL?</p> <p>CDL contents clearly identified?</p> <p>CDL items in accordance with current manufacturers guidance?</p>					

**FOR OFFICIAL USE ONLY**

**Observation / Recommendation:** .....

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**Inspector’s Name & ASI #** **Signature** **Date**

**Airworthiness chief’s Remarks:**

The above requirements have been evaluated against the operator submissions and is hereby **approved / not approved** and **recommended / not recommended** to be issued the appropriate Opspecs.

**Name / Signature / Date:** .....