



# **CIVIL AVIATION PUBLICATION**

## **CAP 03**

### **MINIMUM EQUIPMENT LIST (MEL)**

**INDEX**



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#### INDEX

Section	Title	Page No.
<b>1.</b>	<b>Introduction</b> .....	<b>1</b>
1.1	General .....	1
1.1.1	AOC Applicants.....	1
1.1.2	General Aviation Operators .....	1
1.2	Purpose .....	1
<b>2.</b>	<b>MEL/MMEL and Type Certificate</b> .....	<b>2</b>
2.1	General.....	2
2.2	Purpose of MEL .....	3
<b>3.</b>	<b>Preparation of the MEL and the Approval</b> .....	<b>3</b>
3.1	Preparation of the MEL.....	3
3.1.1	MMEL Acquisition .....	4
3.1.2	Operator MEL Development Process .....	4
3.1.3	Conformance with the MMEL .....	4
3.1.3.1	MEL Content.....	4
3.1.3.2	Non-safety-related Equipment .....	4
3.2	MEL Development Procedures .....	5
3.2.1	MEL Format and Content .....	5
3.2.2	MEL Basic Format .....	5
3.2.3	MEL Page Format .....	5
3.2.4	List of Effective Pages .....	6
3.2.5	Table of Contents .....	6
3.2.6	MEL Preamble .....	6
3.2.7	Notes and Definitions .....	6
3.2.8	Operational and Maintenance Procedures.....	6
3.2.9	Rectification Interval Categories .....	8
3.2.10	Equipment Requirement Specification .....	8
3.2.11	Aircraft Configuration .....	9
3.2.12	Operational Approvals .....	9
3.2.13	Inoperative Exits .....	9
3.2.14	Equipment Removal .....	9
3.2.15	Electronic MEL .....	9
3.3	Exceptions .....	9
3.4	MEL Approval .....	10
<b>4.</b>	<b>Amendment of MEL</b> .....	<b>10</b>
4.1	Amendment Timescales .....	10
4.2	Voluntary Amendment .....	10



<b>5.</b>	<b>Operational Use of the MEL</b> .....	<b>11</b>
5.1	Deferral of Items .....	11
5.1.1	Requirements .....	11
5.1.2	Review of Deferred Items .....	11
5.2	Placarding .....	11
5.2.1	Requirements to Placard/Placard Control .....	12
5.2.2	Placard Criteria .....	12
5.2.3	Multiple Placards .....	12
5.2.4	Temporary Placards .....	12
5.3	Dispatch.....	12
5.4	Operational and Maintenance Items .....	12
5.5	Non-Standard Operations .....	13
5.6	Operations with Multiple Unserviceabilities .....	14
5.7	Rectification Intervals .....	14
5.8	Rectification Interval Extension (RIE) for AOC Holders.....	14
5.8.1	Principles of RIEs .....	14
5.8.1.1	AOC Holders .....	14
5.8.1.2	GA Operators .....	15
5.8.2	Application for the use of RIEs .....	15
5.8.3	RIE Procedure.....	15
5.8.4	Authorisation .....	16
5.8.5	Use of RIEs.....	16
5.9	Operations outside the Scope of the MEL .....	16
<b>6.</b>	<b>Training</b> .....	<b>16</b>
6.1	Familiarisation Programme – Ground Personnel .....	16
6.2	Familiarisation Programme – Pilot-in-Command .....	16
Appendix 1	Example MEL Preamble .....	17
Appendix 2	MEL Approval Process Flowchart.....	23
Appendix 3	Flowchart for the Use of CAP 03 when Preparing an MEL .....	24
Appendix 4	List of CAR OPS 1 Requirements & Guidance Relating to MELs .....	25
Appendix 5	Example of Rectification Interval Extension Report Form.....	27



## 1. INTRODUCTION

### 1.1 General

CAR OPS 1.030 and CAR OPS 2.400 require operators of Commercial Air Transportation aeroplanes and General Aviation aircraft respectively, registered in San Marino, to establish a Minimum Equipment List (MEL) as part of the Operations Manual. Also where a MMEL is provided for Remotely Piloted Aircraft (RPA) CAR OPS 4.806 requires the operator to establish a MEL. The MEL must be approved by the CAA, and an approved MEL will permit the pilot-in-command to determine if the flight may be commenced or continued with the prevailing equipment deficiencies.

A CAA MEL approval will in no circumstances permit operations outside the constraints of the Master Minimum Equipment List (MMEL), if this exists. In the context of this document, the term 'MMEL' should be interpreted to mean MMEL or MMEL Supplement.

Where no MMEL exists for the aircraft type, or where an existing MMEL refers to regulations other than CAR OPS, aircraft operators should use this MEL CAP to produce an MEL specific to their aircraft. However, the material in this MEL CAP should not be used to overwrite the MMEL other than for the purpose(s) described.

#### 1.1.1 AOC Applicants

The approval of the MEL will be part of the AOC approval process. An AOC cannot be issued without approval of the MEL.

#### 1.1.2 General Aviation Operators

[The San Marino CAA recognises that the preparation of an MEL for submission can take a period of time, and therefore will consider applications from GA aircraft operators and RPA operators for the issue of a Permission to use the Master Minimum Equipment List for up to 30 days.

This time frame allows for the preparation of an MEL, submission to the San Marino CAA for approval, and any recommended changes, if required, following review.

The MMEL Permission, when granted, will be for a specified limited period of up to 30 days, and a copy of CAR OPS 2 must be carried and consulted for guidance when the statements such as "Refer to National Requirements" is made in the "Remarks or Exceptions" column of the MMEL.]

### 1.2 Purpose

The purpose of this CAP is to define and explain the policy of the CAA in regard to MELs. It provides guidance and specifies the means for an operator to produce MELs and procedures, so that an aircraft with unserviceable equipment may be dispatched in accordance with the applicable requirements of CAR OPS.

An MEL Approval Process Flowchart is at Appendix 2.



## 2. MEL/MMEL AND TYPE CERTIFICATE

### 2.1 General

While the MMEL is for an aircraft type, the MEL is tailored to a specific San Marino-registered aircraft and its operating environment, and may be dependent upon the route structure, geographic location, and number of airports where spares and maintenance capability are available etc. The MMEL cannot address these individual variables, or standard terms such as "As required by Operational Requirements". It is for this reason that an MMEL will not normally be accepted by the CAA as a substitute for the MEL. It is the responsibility of the aircraft operator to develop appropriate operational "(O)" and maintenance "(M)" procedures (see paragraph 3.2.8), or to use documents issued by the Type Certificate Holder, such as a Dispatch Deviations Guide, where these documents are available.

An MEL approval can only be issued if operation with specified unserviceable equipment meets the applicable requirements of CAR OPS, and the level of safety achieved is not less than the minimum standard either implied or specified by the aircraft certification basis (defined in the Type Certificate).

The basis of the procedures described in this CAP is that each aircraft type with a Maximum Total Mass Authorised (MTMA) exceeding 2730kgs will have an MMEL. The MMEL may be a stand-alone document, or may be an MMEL Supplement to be used in conjunction with a specific MMEL.

*Note: Aircraft which are modified may have AFM supplements which also indicate additional MEL items to be included (especially navigation equipment)*

The operator's MEL must be based on the applicable MMEL; Transport Canada's for aircraft with a TC Type Certificate, EASA for an EASA Type Certificate or FAA for an FAA Type Certificate. The easiest way to determine which MMEL is relevant is to verify what is listed on the current valid Certificate of Airworthiness. Where no MMEL exists for the type, or where an existing MMEL refers to regulations other than CAR OPS, operators should use this CAP to produce appropriate MEL material. Operators should note that where no MMEL (or equivalent document) exists, the MEL may only include unserviceabilities expressly permitted by CAR OPS; or by special limitations and procedures in the approved Flight Manual; or by agreement with the CAA and in accordance with this CAP.

An MMEL is not an exhaustive list of all equipment items required by law to be carried. An operator may include in a MEL any additional items that are not required to be carried, where such entries clarify legal requirements: for example, an operator may choose to specifically identify those items of equipment that are required for RVSM operations, where there are similar items of equipment that are not required for RVSM, and for which an alleviation exists.

The MMEL will deal with items of equipment which may safely be permitted to be unserviceable under certain conditions. Those items which are essential for safety under all conditions will not necessarily be included. It follows that all items related to the continued airworthiness of the aircraft and not included in the MMEL are automatically required to be operative prior to flight.



In order to establish whether or not it is acceptable to dispatch with particular equipment unserviceable, it will be necessary for each operator to prepare and seek CAA approval of their own MEL. The MEL cannot be less restrictive than the appropriate MMEL, and may have to be more restrictive to reflect an individual operator's circumstances and capabilities.

Aircraft are generally fitted with equipment that is not required for safe operation under all operating conditions, e.g. instrument lighting in day VMC, and the MEL should show clearly under what conditions such equipment must be serviceable.

## 2.2 Purpose of MEL

The MEL is a joint operations and maintenance document prepared by an aircraft operator to:

- (a) Identify the minimum equipment and conditions for an aircraft to maintain the Certificate of Airworthiness in force and to meet the operating rules for the intended flight;
- (b) Define operational and maintenance procedures necessary to maintain an acceptable level of safety, and to deal with inoperative equipment.

The MMEL and associated MEL are alleviating documents. Their purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment, and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety is maintained. A fundamental consideration is that the continued operation of an aircraft in this condition should be minimised. The limitations governing rectification intervals are specified in paragraph 3.2.9.

The pilot-in-command retains the option to decline the use of MEL alleviations, and may elect not to operate the aircraft with any particular MEL item inoperative.

## 3. PREPARATION OF THE MEL AND THE APPROVAL

### 3.1 Preparation of MEL

This CAP should be used in conjunction with the approved MMEL for the aircraft type. If no MMEL exists, the content of this CAP may be used to develop an MEL, subject to the approval of the CAA.

Aircraft operators should develop their MEL using the following principles:

- (a) The provisions of the approved MMEL should be used as the basis for their MEL;
- (b) The MEL may not be less restrictive than the MMEL;
- (c) The content of the MEL should take into consideration the operator's aircraft equipment, configuration and operational conditions, routes being flown and the requirements of the CAA;
- (d) The MEL may not deviate from any applicable Airworthiness Directive or any other Mandatory Requirement;



- (e) The MEL and associated material should be designed to be easily used operationally by those personnel who will need to consult it. An MEL that is not clearly presented and easy to use will often result in inappropriate or incomplete application of the specified procedures, with a consequent reduction in safety levels.

The material provided in this CAP is intended to be generic and is not system- (equipment or installation) specific. Therefore the (O) and (M) references are also generic and are included as they may apply to certain cases. It is the responsibility of the aircraft operator to determine the applicability of (O) and (M) references when establishing their MEL. This principle is also applicable in the absence of (O) and/or (M) references.

The flow diagram in Appendix 3 below explains how to use the CAP when preparing an MEL.

### **3.1.1 MMEL Acquisition**

The aircraft operator must ensure that they use the latest version of the appropriate MMEL to develop their MEL. The latest MMEL's and any associated Supplements are often available for viewing or downloading from the website of a contracting state Regulatory Authority (usually that of the Type Certifying Authority). Alternatively, aircraft operators may obtain MMEL's directly from the Type Certificate Holder, who can normally provide a MMEL, along with a revision service, on a commercial basis.

### **3.1.2 Operator MEL Development Process**

The aircraft operator should develop their MEL, and all subsequent amendments, as a joint operations and maintenance project, based on the current MMEL revision.

### **3.1.3 Conformance with the MMEL**

#### **3.1.3.1 MEL Content**

- (a) An aircraft operator's MEL must reflect the current limitations in the applicable MMEL or associated Supplement. When a revision is issued to an MMEL or associated Supplement, the aircraft operator's MEL need not be revised if the change is less restrictive than the existing MEL;
- (b) When the MMEL or MMEL Supplement is amended so as to become more restrictive, or when the CAA requires immediate amendment of the MEL, operators will be allowed 30 days from the date of notification of revision to amend their MEL.
- (c) Except as noted above, the aircraft operator's MEL shall be amended to reflect the most recent approved version of the MMEL or MMEL Supplement within 90 days of receipt of the latest revision or amendment.

#### **3.1.3.2 Non-Safety-Related Equipment**

Non-safety-related equipment includes those items related to the convenience, comfort, or entertainment of passengers. They may include items such as galley equipment, video equipment, ashtrays, stereo equipment, and overhead reading lamps.



Non-safety-related equipment must not have an effect on the continued airworthiness or safe operation of the aircraft. This equipment does not require a rectification interval and need not be listed in an operator's MEL if it is not addressed in the MMEL. If an aircraft operator chooses to list this equipment in the MEL, it may be given a 'D' Category rectification interval. The exceptions to this rule are:

- (a) Where non-safety-related equipment serves a second function, such as video equipment being used for cabin safety briefings, aircraft operators must develop and include operational contingency procedures in the MEL in case of an equipment malfunction;
- (b) Where non-safety-related equipment is part of another aircraft system, for example the electrical system, procedures must be developed and included in the MEL for deactivating and securing in case of malfunction.

In these cases, the item must be listed in the MEL, with compensating provisions and deactivation instructions if applicable. The rectification interval will be dependent on the secondary function of the item and the extent of its effect on other systems.

The \*\*\* symbol for optional equipment must be not present in the MEL. The MEL must be tailored. Optional equipment must either be included in the MEL if fitted, or not mentioned if not fitted.

The CAA does not require an MEL to contain a Non-essential Equipment and Furnishings (NEF) list. Instead, the MMEL's Passenger Convenience items entry can be used.

## **3.2 MEL Development Procedures**

### **3.2.1 MEL Format and Content**

The format of the MEL should follow that of the MMEL, and the Preamble provided in Appendix 1 should be used. The logical sequence of the material in this CAP is based upon the use of the ATA 2200 classification.

### **3.2.2 MEL Basic Format**

The MEL should include the following: a List of Effective Pages, a Table of Contents, the Preamble, Notes and Definitions, a section for each aircraft system, and amendment record page. The Preamble and Definitions shall be based upon, but no less restrictive than, the relevant MMEL. Aircraft operators must specify the revision status of the MMEL and MMEL Supplement, and any other documents such as a Dispatch Deviations Guide, used in the development of their MEL.

### **3.2.3 MEL Page Format**

MEL format is at the discretion of the aircraft operator, provided that it is clear and unambiguous. It is recommended that the MEL page format follow the normal MMEL page format of five columns. The page numbering and individual MEL items should be in accordance with the ATA 2200 code system.



### 3.2.4 List of Effective Pages

A List of Effective Pages (LEP) will be used to ensure that each MEL is up-to-date. It must list the date of the last amendment for each page of the MEL. The date and revision status of each page of the MEL must correspond to that shown on the List of Effective Pages.

*Note: The effective date of the MEL (or amendment) should be for a future date, which will allow the CAA adequate time to review and approve.*

### 3.2.5 Table of Contents

The Table of Contents page should list the section for each aircraft system using the ATA 2200 listing as found in the MMEL. This scheme should be adhered to in the MEL, even if the resulting list is not continuous. For example, if the MMEL contains ATA Items XX-1, XX-2, XX-3 and XX-4 and the operator does not have items XX-2 and XX-3, the second item in the MEL should still use the number XX-4. The rule applies similarly to sub-items a), b) etc. Operators may use customised MEL item numbering schemes provided they adhere to the basic ATA chapter assignment (i.e., ATA 21 - Air Conditioning, ATA 22 – Auto Flight, etc.), and a unique number is assigned to MEL items and sub-items. Pages should be numbered with the ATA system number followed by the item number for that system (e.g., the page following 27-2-1 would be 27-2-2).

### 3.2.6 MEL Preamble

The purpose of the MEL Preamble is to provide direction on its philosophy and use of the MEL. An example MEL Preamble for use by an aircraft operator is shown in Appendix 1. Aircraft operators may develop their own Preamble, but it should contain at least the information described in Appendix 1.

Unless specifically permitted, an inoperative item may not be removed from the aircraft, and the Preamble should prohibit unauthorised removal.

*Note: The Preamble, Notes and Definitions in an MEL should not contradict the applicable sections in the MMEL. Appendix 1 is shown as an example only, and should not be used to overwrite provisions of the MMEL.*

### 3.2.7 Notes and Definitions

Notes and Definitions are required to allow the user to interpret the MEL properly. An example of Notes and Definitions can be found in Appendix 1. Additions and deletions to the Notes and Definitions may be applied to the aircraft operator's MEL as required.

### 3.2.8 Operational and Maintenance Procedures

- (a) Dispatch with inoperative items is often acceptable only in accordance with special operational or maintenance procedures. Where the MMEL indicates that this is the case, the aircraft operator must establish appropriate procedures.



Aircraft operators, when comparing their MEL against the MMEL, should ensure that where the (O) or (M) symbols appear in the MMEL, an operational or maintenance procedure has been developed that provides clear direction to crewmembers and maintenance personnel of the action to be taken. This procedure should be included in the MEL.

Alternatively, when the procedure is already contained in another document that is routinely available; e.g. elsewhere in the Operator's Manuals for "(O)" procedures or the Maintenance Manual for "(M)" procedures, the MEL may refer to a section of the appropriate document;

- (b) Other than the example in (a) it is not acceptable to only make reference to other documents, as these may not be carried on board the aircraft and could be subject to misinterpretation. The objective is to provide personnel with clear, concise direction on how they are to proceed. Where the MMEL column 5 states, "as required by Operating Requirements" or "as per National Regulations", this wording must not appear in the MEL; instead the content should be developed in consideration of the equipment requirements of CAR OPS;
- (c) Procedures recommended by the Type Certificate Holder may in most cases be adopted for this purpose, but the ultimate responsibility for providing acceptable (O) and (M) procedures for the MEL rests with the aircraft operator. These procedures will ensure that an acceptable level of safety will be maintained. The Type Certificate Holder is required to produce operational and maintenance procedures such as Dispatch Deviation Guides, for use by aircraft operators. Dispatch Deviation Guides, such as those produced by Boeing, Bombardier, Gulfstream and others, may not be used as a stand-alone unedited documents to avoid including (O) and (M) information in the MEL. The same applies to the (O) and (M) chapters of an Airbus MMEL;
- (d) The manufacturer's procedures (DDG, DDPG, DDPM, MPM, etc.) may be inserted into the appropriate MEL pages, and submitted by the aircraft operator to form part of the MEL. Dispatch Deviation Guides, and other similar documents are not approved by the CAA, nor can they replace the MEL. If the Type Certificate Holder has not published operational or maintenance procedures, the aircraft operator should develop appropriate procedures and, if requested, submit them to the CAA. Transport Canada's MMEL's use a (M#) symbol to highlight those items that can only be accomplished by a certified Aircraft Technician. These type of items should carry over to the operator's MEL in some format;
- (e) DDG entries such as "in accordance with regulations" and "a procedure must be in place" and "alternate procedures must be established and used" must be fully explained, or, if covered in another manual carried on the aircraft, be fully referenced. The CAA's MEL reviewer will require sight of the reference document;
- (f) The manufacturer's (O) and (M) procedures are not necessarily exhaustive. The operator must add his own procedures if the manufacturers are vague or incomplete. For example, with an inoperative Anti-Skid system an entry such as "Airplane Flight Manual corrections must be made" is of little use if the crew has no access to the AFM's performance graphs.



An acceptable entry in the Operational Procedures column would be e.g. “Anti-skid inoperative runway analysis must be obtained from the performance provider” or “Use FCOM Vol 1 Take-off – Performance In-flight (PI) section – Antiskid Inoperative.”

### 3.2.9 Rectification Interval Categories

The operator shall take account of the Rectification Interval (i.e. the maximum time an aircraft may be operated between the deferral of an inoperative item and its rectification) given in the MMEL when preparing an MEL.

The Rectification Interval in the MEL shall not be less restrictive than the corresponding Rectification Interval in the MMEL.

Non-safety-related equipment such as reading lights and entertainment units need not be listed. However, if they are listed, they must include a rectification interval category. These items may be given a ‘D’ Category rectification interval provided any applicable (M) procedure (in the case of electrically supplied items) is applied.

The Rectification Interval Categories are defined as follows:

#### Category A

No standard interval is specified, however, items in this category shall be rectified in accordance with the conditions stated in the MEL. Whenever the time interval is specified in calendar days, it shall start at 00:01 on the day following the day of discovery.

#### Category B

Items in this category shall be rectified within three (3) consecutive calendar days, excluding the day of discovery.

#### Category C

Items in this category shall be rectified within ten (10) consecutive calendar days, excluding the day of discovery.

#### Category D

Items in this category shall be rectified as soon as is reasonably practical, but within one hundred and twenty (120) consecutive calendar days, excluding the day of discovery.

### 3.2.10 Equipment Requirement Specification

Operators must replace MMEL cross-references to regulations other than CAR OPS with numeric required quantities in the MEL. Dashes in the MMEL’s “Number Installed” and “Number Required for Dispatch” must be converted to the actual quantities installed and required on the aircraft. If the MEL covers more than one aircraft of the same type on which the numbers of equipment items installed differ, the aircraft registrations must be entered alongside the applicable quantities.



### 3.2.11 Aircraft Configuration

The operator's MEL must reflect the actual aircraft configuration where the available relief differs depending upon modification status, service bulletin accomplishment, aircraft model/series or serial number applicability. The relief must either be included in the MEL, if applicable; or not mentioned if not applicable.

### 3.2.12 Operational Approvals

Ops Spec/Navigation Approvals usually require that the MEL contain the relevant dispatch conditions. The appropriate entry must be written in the Number Installed, Number Required and the Remarks or Exceptions column; or a reference made to the appropriate manual where the dispatch requirements may be found.

### 3.2.13 Inoperative Exits

Where provided in the MMEL, relief for inoperative main entry or service doors/slides may be included in the operator's MEL only if blocked seating layouts and alternate evacuation procedures are developed and submitted to the CAA for review.

### 3.2.14 Equipment Removal

Unserviceable equipment must not be removed from the aircraft unless specifically permitted by the MEL or associated (M) procedures.

### 3.2.15 Electronic MEL

Paperless cockpit operators may present tailored electronic MEL's for approval, but the CAA must be given a text version. The same "rules" apply to electronic MEL's in respect of optional equipment, references to regulations and ATA alpha-numeric as to paper-based MEL's.

## 3.3 Exceptions

There are permissible exceptions to some of the above procedures:

- (a) If CAR OPS does not provide sufficient information, CARs must be used for a TC-based MMEL, EASA Ops (Commission Regulation (EC) No.965/2012) and JAA TGL 26 for an EASA-based MMEL, and FARs and MEL Policy Letters for an FAA-based MMEL. As a last resort, if a dispatch condition cannot be found from TC or FAA sources for MMELs issued by these authorities, TGL 26 may be used;
- (b) The dash (-) symbol may be retained where it would be impractical to specify the Number Required, for example in the number of lights in the cabin required for cabin crew to perform their duties, or where the Number Required is subject to conditions specific to the event; for example the Number of Fasten Seat Belt signs required to be visible to passengers when other signs or placards are inoperative. However, the exceptions should be few;



- (c) CAR OPS 1.030 and CAR OPS 2.400 require that the MEL be included in the Operations Manual. For convenience, the MEL may be a stand-alone separate manual (or an electronic document) so long as an appropriate entry is displayed in the Operations Manual identifying the MEL as part of the Operations Manual suite;
- (d) Because of difficulties experienced by MEL authors in determining Rectification Intervals for Flight Data Recorders, the period and conditions of JAA TGL 26 may be used irrespective of the origin of the MMEL.

### 3.4 MEL Approval

In order to use an MEL an operator must apply on Form SM 03 to obtain an Approval from the CAA, in accordance with CAR OPS. The CAA will accept an MEL once satisfied that the submitted MEL is not in conflict with the applicable MMEL or equivalent document and conforms with this CAP. The applicant must declare this on the application form as well as confirming every item in the MEL has been checked against the MMEL and “O” and “M” procedures have been developed where appropriate.

The charge for the Approval will be in accordance with the current Scheme of Charges.

## 4. AMENDMENT OF MEL

### 4.1 Amendment Timescales

When the MMEL or MMEL Supplement is amended so as to become more restrictive, or when the CAA requires immediate amendment of the MEL, operators will be allowed 30 days from the date of notification of revision to amend their MEL.

In all other cases, when an MMEL or MMEL Supplement revision is issued, operators will be allowed 90 days from the date of notification to amend their MEL.

The MEL shall be appropriately amended, as and when applicable (O) or (M) procedures as referenced in the MMEL are revised.

Every item in the MEL must be checked against the amended items in the MMEL and new “O” and “M” procedures must be developed where appropriate.

The operator's MEL need not be amended if the change to the MMEL, MMEL Supplement or (O) or (M) procedures is less restrictive than the existing MEL provisions.

### 4.2 Voluntary Amendment

Voluntary amendment of the MEL may be carried out as required by the operator, provided the proposed change is no less restrictive than the MMEL. In this case, the CAA must still approve the MEL amendment prior to its use.

*Note: The effective date of the amendment should be for a future date, which will allow the CAA adequate time to review and approve.*



## 5. OPERATIONAL USE OF THE MEL

### 5.1 Deferral of Items

Procedures for the deferral and management of MEL items should be included in the aircraft operator's Technical Log or equivalent document. Personnel training requirements may be included in Part D of the Operations Manual. The aircraft operator should ensure these procedures are referenced in the MEL.

#### 5.1.1 Requirements

These procedures comprise a method for:

- (a) Recording deferral, transfer and/or rectification of inoperative equipment;
- (b) Placarding requirements as per the MEL;
- (c) Dispatching of an aircraft with deferred MEL item(s);
- (d) Using a remote deferral system (*if applicable*);
- (e) Controlling compliance with categorised rectification interval time limits; and
- (f) Training of personnel who are responsible for MEL compliance procedures.

#### 5.1.2 Review of Deferred Items

The operator of an aircraft registered in San Marino should ensure that any deferred items are periodically reviewed to ensure that any accumulation of deferred defects neither conflict with each other nor create an unacceptable increase in pilot workload. Notwithstanding the categorisation of item rectification intervals, it should be the aim of aircraft operators to ensure that inoperative items are repaired as quickly as possible. It is the policy of the CAA that optional inoperative equipment should be rectified or removed from an aircraft.

### 5.2 Placarding

Inoperative items should be placarded to inform crewmembers of equipment condition as appropriate. When they are accessible to the crew in flight, the control(s), and/or indicator(s) related to inoperative unit(s) or component(s) should be clearly placarded. Though the MEL for some items may require specific wording, the majority of items leave the placard wording and location to be determined by the aircraft operator.

The aircraft operator shall provide the capability and instructions to the pilot-in-command to ensure that the placard is in place prior to the aircraft being dispatched.

*Note: Some MMEL's indicate the need for a placard through the use of an asterisk (\*). However, the lack of an asterisk in an MMEL does not preclude the requirement for placarding.*



### 5.2.1 Requirements to Placard/Placard Control

Placarding should be carried out in accordance with the placarding procedures established and set out in the aircraft operator's technical log or equivalent document. The method of placarding should ensure that all inoperative items are placarded and that placards are removed and accounted for when the defect is cleared.

The defective equipment/system shall be placarded so as to inform the pilot-in-command of the inoperative condition(s) of the item. To the extent practicable, placards must be located as indicated in the MEL, or adjacent to the control or indicator affected.

### 5.2.2 Placard Criteria

Where possible, placards should be self-adhesive and contain sufficient information about the defect to permit the pilot-in-command to clearly understand the effect of the defect on the aircraft's continued safe operation.

### 5.2.3 Multiple Placards

If more than one placard is required for a MEL item, aircraft operators should ensure that all placards are removed when the defect is cleared.

### 5.2.4 Temporary Placards

The pilot-in-command may install a temporary placard as required by the MEL, thereby enabling the aircraft to continue to a location where the defect may be rectified or be re-deferred in accordance with the deferral system.

## 5.3 Dispatch

"Dispatch" for the purpose of the MEL/MMEL refers to the commencement of flight, which is defined as "the point when an aircraft begins to move under its own power for the purpose of preparing for take-off." In the case of a helicopter, dispatch refers to the moment the helicopter commences air or ground taxi.

The MEL is approved on the basis that equipment will be operative for flight unless the appropriate MEL procedures have been carried out.

The aircraft operator's MEL should include procedures to deal with any failures which occur between the start of taxi and take-off brake release. Any failure which occurs after take-off commences should be dealt with as an in-flight failure, by reference to the appropriate section of the Aircraft Flight Manual or Operating Manual, if necessary.

## 5.4 Operational and Maintenance Items

Any item of equipment in the MEL which, when inoperative, would require an operational or maintenance procedure to ensure an acceptable level of safety will be so identified in the "remarks" or "exceptions" column of the MEL.



## CIVIL AVIATION PUBLICATION

This will normally be "(O)" for an operational procedure, or "(M)" for a maintenance procedure. "(O)(M)" means both operational and maintenance procedures are required.

(a) (O) Items

- (1) Aircraft with inoperative equipment requiring an operational procedure may continue in service following completion of the required MEL procedure for deferral;
- (2) Operational (O) procedures shall be accomplished in planning for and/or operating with the listed item inoperative. Normally these procedures are accomplished by the flight crew; however, other personnel may be qualified and authorised to perform certain functions. The satisfactory accomplishment of all procedures, regardless of who performs them, is the responsibility of the operator;

(b) (M) Items

- (1) Aircraft with inoperative equipment requiring a maintenance procedure may continue in service following completion of the required MEL procedure for deferral;
- (2) Maintenance (M) procedures shall be accomplished prior to operating with the listed item inoperative. Normally these procedures are accomplished by maintenance personnel; however, other personnel may be qualified and authorised to perform certain functions. The satisfactory accomplishment of all maintenance procedures, regardless of who performs them, is the responsibility of the operator.

### 5.5 Non-Standard Operations

Aircraft are often flown for purposes other than those associated with their most common use. Such non-standard uses may well allow less stringent minimum equipment requirements.

Examples of non-standard use may be:

- (a) Demonstration Flights;
- (b) Test Flights – after maintenance;
- (c) Training Flights;
- (d) Ferry Flights – carrying neither passengers nor freight, to return the aircraft to a place where it can be repaired.

Any reference to a reduction in minimum equipment requirements in an MEL must be clearly identified as such, together with the type of non-standard flight applicable.

*Note: Such non-standard flights may only be undertaken if the aircraft's Flight Manual contains the appropriate procedures and are authorised by the CAA.*



## 5.6 Operations with Multiple Unserviceabilities

In most cases multiple unserviceabilities of unrelated aircraft systems cannot be addressed by the MMEL, or consequently by the MEL. The decision as to whether or not to dispatch with multiple unserviceabilities, which individually would be allowed by the MEL, will ultimately rest with the pilot-in-command, taking into consideration advice from the Type Certificate Holder's MMEL where available.

## 5.7 Rectification Intervals

The operator is responsible for establishing an effective rectification programme that includes tracking of the inoperative items and co-ordinating parts, personnel, facilities and procedures necessary to ensure timely rectification. Operation of the aircraft is not allowed after expiry of the Rectification Interval specified in the MEL unless the defect has been rectified.

Where the applicable MMEL or MMEL Supplement does not contain Rectification Intervals, all entries included within the MMEL shall be classified with a Rectification Interval category 'C' (relating to 10 calendar days) in the MEL, except where there is an existing repair limit stated within the proviso for a particular MMEL entry. The stated limit will remain in force, and the entry should be identified as a category 'A' Rectification Interval in the MEL.

Once the applicable MMEL has been revised to include Rectification Intervals, this will supersede the guidance given in the paragraph above, and operators will need to reflect the Rectification Intervals in their MEL.

## 5.8 Rectification Interval Extensions (RIEs) for AOC Holders

### 5.8.1 Principles of RIEs

[Subject to the approval of the San Marino CAA, operators may be granted approval to utilise RIE's,

#### 5.8.1.1 AOC Holders

AOC holders may apply using Form SM 03B for permission to use their procedures for the extension of the applicable Rectification Intervals B, C, and D, for the same duration as specified in the MEL, provided:

- (a) a description of specific duties and responsibilities and procedures used for controlling extensions must be established by the operator and detailed in the operators MEL and accepted by the CAA;
- (b) the operator only grants a one-time extension of the applicable Rectification Interval;
- (c) the CAA is notified of the application of any extension within 10 days; and
- (d) Rectification is accomplished at the earliest opportunity within the period of the extension.



The operator should ensure that rectifications are accomplished at the earliest opportunity. RIEs are introduced to allow operators to continue to operate an aircraft after the Rectification Interval has expired if rectification has not been possible. An operator who utilises RIEs is required to report all such uses, together with the appropriate justification, to the CAA. The CAA is ultimately responsible for the oversight of RIEs.

#### **5.8.1.2 GA Operators**

GA Operators may apply for a one-off permission to extend a Rectification Interval but they must apply to the CAA on each occasion an RIE is required using Form SM 03A. GA Operators may not extend a Rectification Interval without explicit prior permission from the CAA.]

#### **5.8.2 Application for the use of RIEs**

The operator shall make an application on Form SM 03A to the CAA for authorisation to be able to use RIEs. The operator should provide the CAA with details of the name and position of the nominated person responsible for the control of the company RIE procedure and details of the specific duties and responsibilities established by the operator to control the use of RIEs. Authorising Managers who must be senior with experience in technical and operations management are to be listed by appointment and name.

The CAA will consider the engineering competence of the operator and the acceptability of the Authorising Managers. Where an operator uses contracted-out maintenance facilities, the CAA will judge whether the relationship between an operator and an independent maintenance contractor is adequate for the purposes of RIEs.

#### **5.8.3 RIE Procedure**

An RIE procedure must be defined by the operator, detailed in their MEL and agreed with the CAA, and shall consist of:

- (a) Consultation between the operational and technical staff of the operator as to the requirement for the RIE and the recommendation of the proposal.
- (b) Decision, made by the Authorising Manager to accept or reject the proposal based on consultation.
- (c) Authorisation, formal authorisation to inform the aircraft commander of the use of the RIE.
- (d) RIE Report on an operator form (Refer to Appendix 5), made to the CAA within 10 days of the extension being authorised.

A system of consultation must be listed. Authorising Managers who must be senior with experience in technical and operations management are to be listed by appointment and name.



#### 5.8.4 Authorisation

The operator form at Appendix 5 is the Authorising and Reporting form. It is to be completed (all boxes filled in) when the RIE is authorised and must contain the Authorising Manager's name.

The CAA requires that the operator form is sent to the CAA within 10 days of being authorised. The form will be used to check that the RIE was properly authorised and that the extension was granted for appropriate reasons.

The operator form for RIE should be in the format as specified in Appendix 5. Modifications, other than box size, are unacceptable although operators are free to include additional boxes where required and by agreement with the CAA.

#### 5.8.5 Use of RIEs

Operators are reminded that they must ensure that rectification is accomplished at the earliest opportunity. This is applicable for both the standard Rectification Interval and for the RIE.

The RIE permits an operator to continue to dispatch an aircraft with particular equipment unserviceable after the standard rectification interval has expired if, in the opinion of the Authorising Manager, it is not reasonably practicable for the repair to be made within that rectification interval. It is not intended that RIEs should be used purely to double the standard rectification interval.

It is most important that the agreed procedures for the use of RIEs are followed. In the event that operators do not comply with the laid down conditions, the CAA will take action by means of warning letters and ultimately (normally a second incident) by removal of the authorisation to utilise RIEs on a temporary or permanent basis.

*Note: Unwillingness on the part of the operator to obtain parts or equipment to rectify the defect in the timeliest manner possible will be grounds for review and could result in the withdrawal of the operator's privilege to use Rectification interval extensions.*

#### 5.9 Operations outside the Scope of the MEL

The CAA may exempt an operator from compliance with the appropriate MEL on an individual case-by-case basis, provided such exemption complies with applicable limitations in the MMEL.

### 6. TRAINING

#### 6.1 Familiarisation Programme — Ground Personnel

Aircraft operators must ensure that when utilising the services of ground personnel the personnel are familiarised with the MEL when appropriate, including placarding inoperative equipment, deferral procedures, aircraft dispatch and any MEL-related procedures.

#### 6.2 Familiarisation Programme — Pilot-in-Command

Aircraft operators should ensure that the pilot-in-command is familiar in the use of his MEL with particular regard to pilot-in-command responsibilities.



## CIVIL AVIATION PUBLICATION

### APPENDIX 1

#### EXAMPLE MEL PREAMBLE

**(OPERATOR'S NAME)  
MINIMUM EQUIPMENT LIST  
(AIRCRAFT TYPE)  
PREAMBLE**

***Note:** This specimen Preamble is intended only as an example of what is required, and operators may, with the approval of the CAA, vary the format and content of their MEL Preambles to suit their own needs and requirements.*

#### **1 Introduction**

The Minimum Equipment List (MEL) is based on the **(Certifying Authority)** Master Minimum Equipment List (MMEL) **(Revision, dated)**.

This MEL takes into consideration **(the operator's)** particular aircraft equipment, configuration and operational conditions, routes being flown and requirements set by the CAA.

This MEL will not deviate from any applicable Airworthiness Directive or any other Mandatory Requirement, and will be no less restrictive than the MMEL.

The MEL is intended to permit operations with inoperative items of equipment for a period of time until rectification can be accomplished.

Rectification is to be accomplished at the earliest opportunity.

MEL Conditions and Limitations do not relieve the pilot-in-command from determining that the aircraft is in a fit condition for safe operation with specified unserviceabilities allowed by the MEL.

The provisions of the MEL are applicable until the aircraft commences the flight, i.e. begins to move under its own power for the purpose of preparing for take-off.

Any decision to continue a flight following a failure or unserviceability which becomes apparent after the commencement of a flight must be the subject of pilot judgement and good airmanship.

The pilot-in-command may continue to make reference to and use of the MEL as appropriate.

By approval of the MEL, the CAA permits dispatch of the aircraft for flight with certain items or components inoperative, provided an acceptable level of safety is maintained by use of appropriate operational or maintenance procedures, by transfer of the function to another operating component, or by reference to other instruments or components providing the required information.



## 2 Contents of MEL

The MEL contains only those items required by operating regulations or those items of airworthiness significance which may be inoperative prior to dispatch, provided that appropriate limitations and procedures are observed. Equipment obviously basic to aircraft airworthiness such as wings, rudders, flaps, engines, landing gear, etc. are not listed and must be operative for all flights.

It is important to note that:

ALL ITEMS WHICH ARE RELATED TO THE AIRWORTHINESS OF THE AIRCRAFT AND ARE NOT INCLUDED IN THE LIST ARE **AUTOMATICALLY REQUIRED TO BE OPERATIVE**.

## 3 Criteria for Dispatch

The decision of the pilot-in-command of the flight to have allowable inoperative items corrected prior to flight will take precedence over the provisions contained in the MEL. The pilot-in-command may request requirements above the minimum listed whenever in his judgement such added equipment is essential to the safety of a particular flight under the particular conditions prevailing at the time.

The MEL cannot take into account all multiple unserviceabilities. Therefore, before dispatching an aircraft with multiple MEL items inoperative, it must be assured that any interaction or interrelationship between inoperative items will not result in degradation in the level of safety and/or an undue increase in crew workload. It is particularly in this area of multiple deficiencies (and especially deficiencies in related systems) that good judgement – based on the circumstances of the case, including climatic and en-route conditions – must be used.

## 4 Maintenance Action

Every effort shall be made by the maintenance organisation to correct all technical defects as early as practicable, and to ensure that the aircraft is released from a maintenance station in fully operational condition. The pilot-in-command must be informed by maintenance as soon as practicable should it be impossible to rectify the inoperative item prior to departure.

Whenever an aircraft is released by Maintenance for dispatch with items inoperative, the following is required:

- (a) The log book, or equivalent, aboard the aircraft must contain a detailed description of the inoperative item(s), special advice to the flight crew, if necessary, and information about corrective action taken;
- (b) When they are accessible to the crew in flight, the control(s), and/or indicator(s) related to inoperative unit(s) or component(s) **must be clearly placarded**;
- (c) If inadvertent operation could produce a hazard such equipment must be rendered inoperative (physically) as given in the appropriate maintenance procedure;



- (d) The relevant operational (O) and maintenance (M) procedures are contained in **(identify the particular Manual, Section, Chapter or Part etc.);**
- (e) Unserviceable equipment must not be removed from the aircraft unless specifically permitted by the MEL or associated (M) procedures.

## 5 Rectification Intervals

Inoperative items or components, deferred in accordance with the MEL, must be rectified at or prior to the Rectification Intervals established by the following letter designators given in the 'Rectification Interval Category' column of the MEL. AOC holders may be eligible for Rectification Interval Extension (RIE) – Refer to paragraph 5.8 of this CAP.

### Category A

Items in this category shall be rectified within the limitations specified in the MEL entry, commencing at 00:01 on the day following discovery for those items specified in calendar days.

### Category B

Items in this category shall be rectified within three (3) consecutive calendar days, excluding the day of discovery.

### Category C

Items in this category shall be rectified within ten (10) consecutive calendar days, excluding the day of discovery.

### Category D

Items in this category shall be rectified within one hundred and twenty (120) consecutive calendar days, excluding the day of discovery.

## 6 Definitions

For the purpose of this MEL the following definitions shall apply:

'Combustible Material' is material which is capable of catching fire and burning.

'Commencement of flight' the point when an aircraft begins to move under its own power for the purpose of preparing for take-off.

'Dash' (-) in columns 3 and 4 indicates a variable quantity.

'Day operation' is any flight conducted from the point of take-off to landing between 30 minutes before sunrise and 30 minutes after sunset.

'Icing Condition' the atmospheric environment is such that ice can form on the aircraft or engine(s).



'Inoperative' means that the equipment does not accomplish its intended purpose or is not consistently functioning within its design operating limits or tolerances. Some systems have been designed to be fault-tolerant and are monitored by digital computers which transmit fault messages to a centralised computer for the purpose of maintenance. The presence of this category of message does not mean that the system is inoperative.

'Visual Meteorological Conditions' (VMC) means weather permitting flight in accordance with the Visual Flight Rules, as defined in the Rules of the Air.

**Note:** *This is not an exhaustive list, and operators should include in their MELs any definition which is considered to be relevant.*

## **7 Centralised Message Systems (if appropriate)**

The aircraft is equipped with a system (such as ECAM/EICAS) which provides different levels of systems information messages (Warning, Caution, Advisory, Status, Maintenance etc.). Any aircraft discrepancy message that affects dispatch will normally be at status message level or higher. Therefore, system conditions that result only in a Maintenance Message are not normally addressed in the MEL as they, in themselves, do not prohibit dispatch of the aircraft. However, maintenance discrepancy messages must be recorded and corrected in accordance with the approved maintenance programme.

## **8 Operations outside the Scope of the MEL**

In exceptional circumstances, the CAA may exempt **operator's name** from compliance with the MEL on an individual case-by-case basis, provided such exemption complies with the applicable limitations in the MMEL.

## **9 Non-standard Operations**

Ferry flights are flights carrying neither passengers nor freight, for the purpose of returning the aircraft to a place where it can be repaired. These flights may be dispatched with less than the equipment specified in the MEL, provided all the equipment expected to be utilised in flight is operable and any relevant Sections of the Flight Manual are applied. Permission for such a flight, however, must be granted by the CAA before the flight takes place.

Other non-standard operations include Demonstration Flights, Test Flights (after maintenance) and Training Flights. Similar provisions apply to these flights, but the Operations Manual must include specific guidance on their conduct, and such flights must not take place without general or specific permission from the CAA.

## **10. MEL Amendments & Timescales**

This MEL will be amended to ensure that it remains no less restrictive than the MMEL upon which it is based.

When the MMEL or MMEL Supplement is amended to become more restrictive than the MEL, the MEL will be correspondingly amended as soon as possible, and in any case within 30 days of receipt of the MMEL or Supplement revision.



The MEL will not necessarily be amended when the MMEL or MMEL Supplement is amended to be less restrictive. Applicable changes to the MMEL that require amendment of the MEL include;

- (a) a reduction of the rectification interval; or
- (b) a change of an equipment item, only when the change is applicable to the aircraft or type of operations and is more restrictive.

The MEL will also be amended as soon as possible, and in any case within 30 days of a requirement by the CAA to amend the MEL.

In other cases, including those amendments instigated by **operator name** to reflect changes to equipment or operations, the MEL will be amended as soon as convenient, and in any case within 90 days of the change that prompted the amendment.

Changes to other documents, such as the aircraft manufacturer's (O) and (M) procedures, that affect the content of the MEL will also be reflected in the MEL within 90 days of receipt of the relevant revision, except where the amendment is clearly more restrictive than the current procedures in the MEL. In this case, the procedures will be amended as soon as possible, and in any case within 30 days of receipt of the amendment.

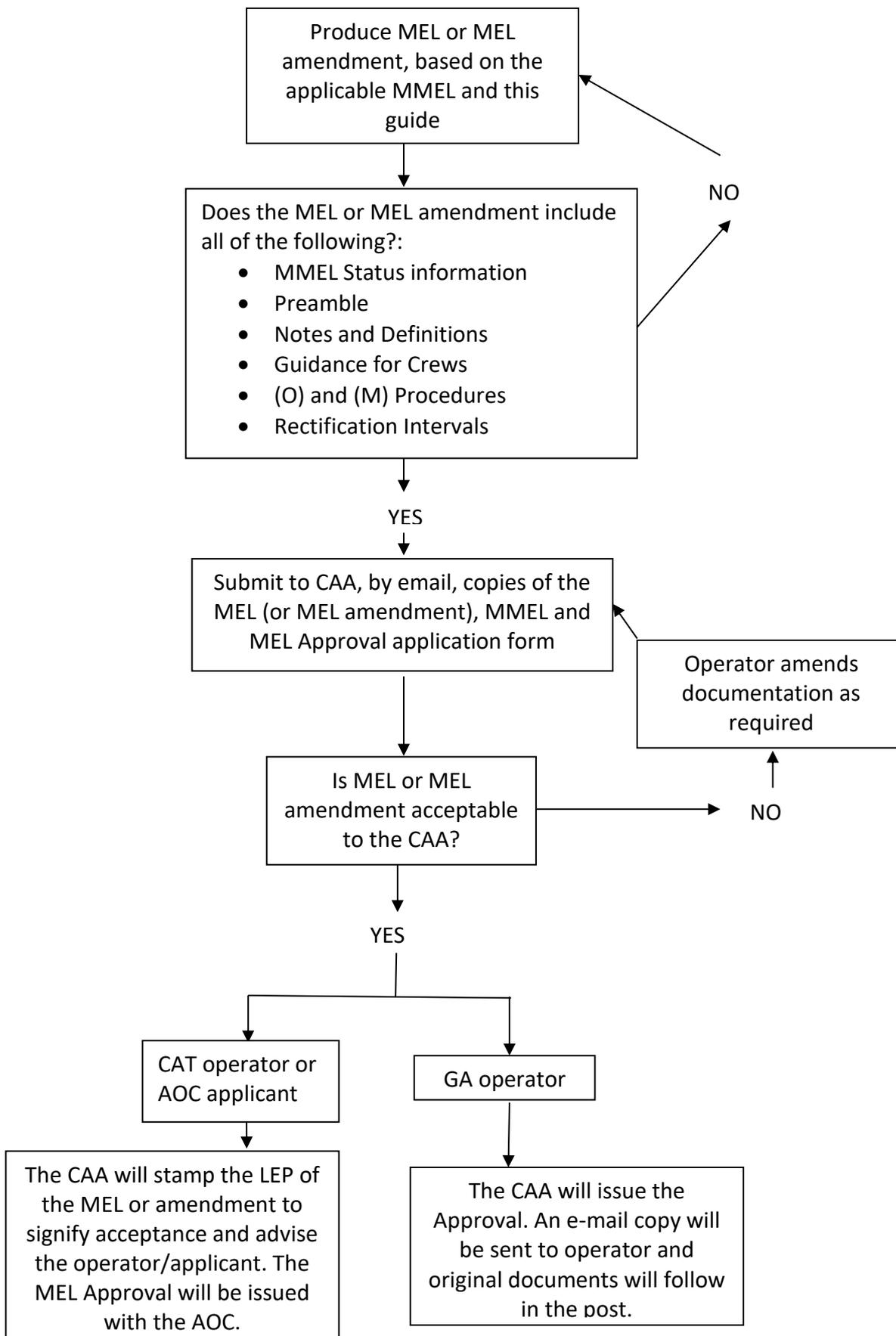


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APPENDIX 2

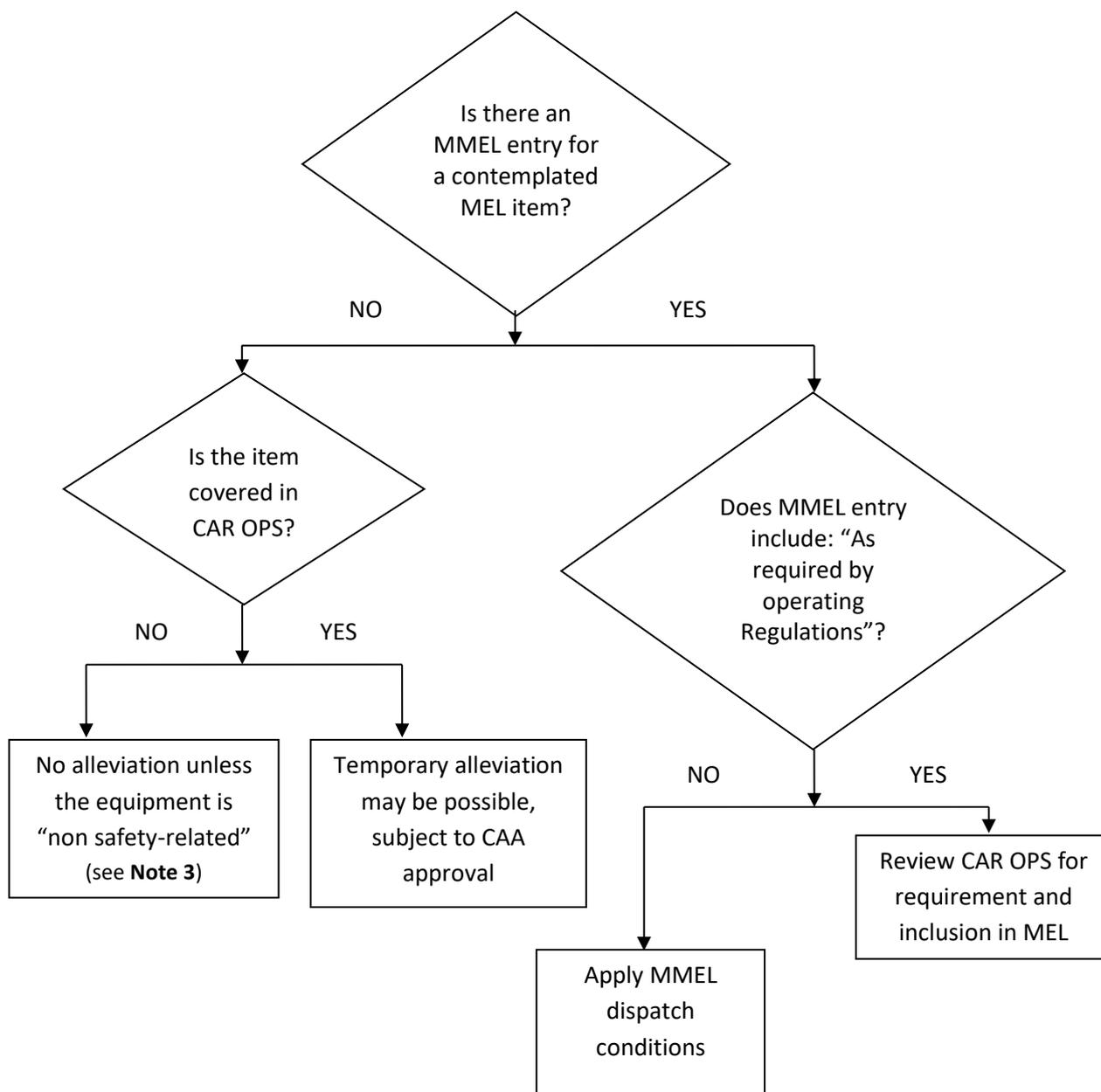
MEL APPROVAL PROCESS FLOWCHART





APPENDIX 3

FLOWCHART FOR THE USE OF CAP 03 WHEN PREPARING AN MEL



**Note 1:** All items related to the airworthiness of the aircraft and not included in the list, are required to be operative.

**Note 2:** All other items must be operative unless alleviation is provided in the MMEL or this CAP.

**Note 3:** Equipment obviously not required for the continued safe operation of the aircraft may not be listed. Aircraft operators should establish an effective decision-making process for failures that are not listed to determine if they are related to airworthiness and required for safe operation.

**Note 4:** Reference to operating requirements, regardless of the regulatory system quoted, should be read as those requirements specified in CAR OPS.



## APPENDIX 4

## LIST OF CAR OPS 1 REQUIREMENTS &amp; GUIDANCE RELATING TO MELS

All Operators			
	Requirement/Guidance	Title	Summary
1	1.030	Minimum Equipment Lists – Operator's Responsibilities	Operator to establish MEL.
2	1.085 (f)(11)	Crew Responsibilities	Commander's responsibility to decide on MEL unserviceabilities.
3	1.290 (b)(4)	Flight Preparation	Instruments and equipment to be operable except as provided for by MEL.
4	1.630 (a)(2)	Instruments and Equipment – General Introduction	Instruments and equipment to be operable for the planned operation except as provided for by MEL.
5	1.845 (a)(3)	Communication and Navigation Equipment - General Introduction	Instruments and equipment to be operable for the planned operation except as provided for by MEL.
6	App.1 to 1.1045, B 9	Operations Manual Contents	Operations Manual must include an MEL taking account of the aeroplane types and variants operated and the type(s)/area(s) of operation, including the navigational equipment and taking into account the required navigation performance for the route and area of operation.
7	AMC OPS 1.035, 4.6.1 o.	Quality System	The Quality System must monitor compliance with procedures for the use of the MEL.
8	AMC OPS 1.890 (a)(2)	Maintenance Responsibility	Operator must have a system to ensure that defects are rectified within the time limits specified in the MEL.
9	IEM OPS 1.1040 (b), A8.6, B 9	Elements of the Operations Manual Subject to Approval	Operations Manual sections on Use of MEL and the MEL itself to be approved by CAA.



## CIVIL AVIATION PUBLICATION

### LIST OF CAR OPS 1 REQUIREMENTS & GUIDANCE RELATING TO MELs (continued)

<b>Operators Approved in Accordance with CAR 145</b>			
	<b>Requirement/Guidance</b>	<b>Title</b>	<b>Summary</b>
1	App.1 to AMC OPS 1.905 (a)	Maintenance Management Exposition for an Operator who is Approved in Accordance with CAR 145	MME to include use of Technical Log and application of MEL procedures.

<b>Operators also intending to carry out EDTO</b>			
	<b>Requirement/Guidance</b>	<b>Title</b>	<b>Summary</b>
1	OPS 1.246 (b)	Extended Diversion Time Operations (EDTO)	Diversion time may be limited by MEL serviceability constraints.

<b>Operators also intending to carry out non-EDTO Twin Turbojet Aeroplanes between 120 and 180 Minutes from an Adequate Aerodrome</b>			
	<b>Requirement/Guidance</b>	<b>Title</b>	<b>Summary</b>
1	AMC OPS 1.245 (a)(2), 6.	Operation of Non-EDTO Approved Twin Turbojet Aeroplanes between 120 and 180 Minutes from an Adequate Aerodrome	The MEL should take into account all items specified by the manufacturer relevant to operations in accordance with the AMC.

<b>Operators intending to conduct IFR operations without ADF</b>			
	<b>Requirement/Guidance</b>	<b>Title</b>	<b>Summary</b>
1	AMC OPS 1.865 (d)(1)(i)	IFR Operations Without ADF System	The MEL must be amended to take account of lack of ADF.

<b>Operators also intending to carry out SEIMC operations</b>			
	<b>Requirement/Guidance</b>	<b>Title</b>	<b>Summary</b>
1	AMC OPS 1.526, 4. d.	S/E Operations at Night or in IMC	The MEL must be modified to address the equipment and systems necessary for operations at night and/or in IMC.



CIVIL AVIATION PUBLICATION

APPENDIX 5

EXAMPLE OF RECTIFICATION INTERVAL EXTENSION REPORT FORM

*(Operator logo & form number)*

**RECTIFICATION INTERVAL EXTENSION REPORT FORM**

**Part 1 MEL Defect**

1. Operator	2. Date of Defect	3. Aircraft Registration	4. Aircraft Type	5. RIE Number
6. Detail of Defect				
7. Reason for not rectifying				
8. Rectification Interval Category		9. Expiry date of Rectification Interval	10. MEL Reference	

**Part 2 RIE Application**

11. Name of Applicant	12. Position	
13. Reason RIE is Required		
14. Name of Authorising Engineering Manager	15. Position	16. Date



**Part 3 Authorisation**

17. Duration of RIE Authorised	18. Latest date the defect is due for rectification	
19 Comments of Authorising Manager		
20. Name of Authorising Flight Ops Manager	21. Position	22. Date

*Note: Form must be sent to the CAA within 10 days of authorisation.*