

	Application for MEL Approval	Form	AWR/OPS 036
		Edition	Original
	Civil Aviation Authority - DGCAR	Revision	3
		Date	01/09/2020

<b>Instructions:</b>
<ol style="list-style-type: none"> <li>1. Refer to CAR MEL.</li> <li>2. Use type writer or print clearly in ink.</li> <li>3. If more space is required, use a separate sheet.</li> <li>4. Submit this application Form to Director General for Civil Aviation Regulation, P.O. Box 1, Code 111, Sultanate of Oman Muscat</li> <li>5. MEL (Must be submitted within 90 Days from the reception of the updated MMEL)</li> <li>6. For the MEL Approval fee please refer to CAN 1-06.</li> </ol>
<b>1- Operator name and MEL reference (if amendment)</b>
1.1 Owner/Operator: 1.2 MEL Reference:
<b>2- Type of application:</b>
a- <input type="checkbox"/> Initial Approval of Initial Aircraft Type MEL b- <input type="checkbox"/> Amendment Approval
<b>3- Reason(s) for submission (select as much as applicable):</b>
a- <input type="checkbox"/> New aircraft type: b- <input type="checkbox"/> MSNs to be introduced: c- <input type="checkbox"/> Due to change to MMEL: MMEL revision: ..... Date: ..... d- <input type="checkbox"/> Due to change to CARs/CANs e- <input type="checkbox"/> Other: .....
<b>4- Documents Required</b>
a) Application form properly filled in. b) Copy of Latest MMEL (hard or soft) c) Any documents requested by CAA deems necessary of the approval
<b>5- MEL approval process</b>
a) For approval of initial MEL, the process steps are: <ol style="list-style-type: none"> <li>i. Operators shall complete all sections of this form;</li> <li>ii. Operators shall sign and submit this form with the drafted MEL with its reference documents;</li> <li>iii. The CAA will review and provide comments as applicable.</li> </ol>
b) For approval of amended MEL (without internal approval), the process steps are: <ol style="list-style-type: none"> <li>i. Operators shall trigger their Management of Change process and identify the elements to be assessed. Any element of section 6 that is irrelevant to the reason(s) for approval shall be declared as "N/A".</li> <li>ii. Operators shall sign and submit it with the drafted amended MEL;</li> <li>iii. The CAA will review and provide comments as applicable. Any comment by the CAA which has not bearing with the reason(s) for approval shall be agreed for inclusion depending on the importance and safety benefit.</li> </ol> <p><i>Any other comments not included may be raised by the CAA as finding(s) in relation with the Operator's MEL generation process.</i></p>
c) For approval of amended MEL with internal approval, the process steps are: <ol style="list-style-type: none"> <li>i. Operators shall trigger their Management of Change process and identify the elements to be assessed. Any element of section 6 that is irrelevant to the reason(s) for approval shall be declared as "N/A".</li> <li>ii. Operators shall sign and keep a record of it (and as necessary attached it with the amended MEL);</li> <li>iii. Operators shall ensure that the amended MEL is provided (for record keeping) to the CAA before date of applicability</li> </ol>

**6- Check List Each element shall be answered using the following terminology:**

1. S = Satisfactory; N/S = Not Satisfactory; N/A = Not Applicable.
2. If one of the items in Section A "Preliminary review" is not satisfactory, CAA may reject the submitted revision and /or call a meeting with the operator

**Section A: General Preliminary Review**

Item No	Item Description	Operator	AWI		FOI		Comments
			Sati	Uns	Sati	Uns	
1	Verify that MEL refers to the latest effective revision of MMEL, Human factor principles and CAR-OPS. <b>Note:</b> Effective revision can be verified from the relevant website (CAA or Aircraft Manufacturer's specific website, e.g, My Boeing Fleet or Airbus World)						
2	Cross Check OM-A /MEL use and CAME						
3	Does the MEL clearly identify the aircraft MSN(s)?						
4	Verify that the MEL format is clear and unambiguous. <b>Note:</b> MEL format is at the discretion of the operator, however, it is recommended that the MEL page format follow the MMEL format or ATA 100 format.						
5	Preamble:						
	i) Verify that the Preamble contains a procedure on how to deal with Multiple Inoperative Items. Is the procedure acceptable.						
	ii) Verify that preamble includes the placarding procedures to be used by Flight Crew and Maintenance Staff. Is the procedure acceptable.						
	iii) Verify that the preamble includes a statement that meets the intend: "Repairs shall be accomplished at the earliest opportunity"						
	iv) Verify that the preamble states that the "MEL shall not deviate from the Aircraft Flight Manual Limitations, Emergency Procedures or with Airworthiness Directives. If a deviation is found, then Aircraft Flight Manual limitations, Emergency Procedures or with Airworthiness Directives take precedence"						
	v) Verify that rectification Intervals specified "A B C and D" comply with CAA regulatory requirements.						

**Section B: Detailed Review**

6	i) Review that the MEL contains procedures to instruct flight crew and maintenance staff how to: a) Use the MEL, and b) Apply the MEL						
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	<p>ii) Verify that the MEL contains a:</p> <p>a) Scope; and</p> <p>b) Purpose</p>						
	<p>iii) Review the List of Effective Pages (LEP):</p> <p>a) Ensure that the LEP is up-to-date by checking the date of the last amendment for each page of the MEL.</p> <p>b) The date and revision status of each page of the MEL should correspond to that shown on the LEP.</p> <p><b>Note:</b> In case of amendment, perform a) and b) for pages affected by the amendment</p>						
	<p>iv) If the MEL incorporates STCs having an impact on the MEL, ensure that they are listed along with the CAA Approval number.</p>						
	<p>v) Verify that the Table of Contents page list the section or each aircraft system.</p> <p><b>Note:</b> Pages will ideally 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).</p>						

**Section C: If the privilege has been granted to the operator, the preamble shall include:**

7	<p>i) Acceptable procedure related to RIE clearly stipulate the extent of extensions granted to the operator is in place.</p>						
	<p>ii) Acceptable procedure for operation outside the constraints of the MEL but within the constraints of the MMEL and the CAA requirements.</p>						
	<p>iii) Acceptable procedure authorising approval of the MEL by the Operator as per the relevant provision of CAR MEL</p>						
	<p>iv) Acceptable procedure for the establishment of a Non Safety related equipment process/NEF Programme.</p> <p><b>Note:</b> This procedure needs to state how items are identified as non-Safety related items and how the process will be documented and recorded.</p>						

**Section D: MEL ITEMS**

8	By means of comparing MEL with the MMEL ensure the following:						
	i) The MEL cannot be less restrictive (i.e. quantity of items for dispatch and/or interval category) than those established in the MMEL for the aircraft type .						
	ii) The remarks column contains all the conditions associated with inoperative equipment (as per the MMEL). Note: If there is a contrast between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.						
	iii) Maintenance procedures (M) as per MMEL are identified and listed. Note: a) It is the operator’s responsibility to establish the appropriate (M) procedures (which are often prepared by the manufacturer) and present them to the CAA for approval along with the MEL. b) If there is a difference between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.						
	iv) Operations procedures (O) as per MMEL are identified and listed. Note: a) It is the operator’s responsibility to establish the appropriate (O) procedures (which are often prepared by the manufacturer) and present them to the CAA for approval along with the MEL. b) If there is a difference between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.						
9	i) Verify CAR-OPS 1 or 3 Subpart K&L to ensure compliance for minimum dispatch requirements. ( Only Initial).						
	ii) Verify that the quantity of items required by the CAA Civil Aviation Regulations to be operative (and have received relief in the MMEL) are required to be operative for dispatch. Note: a) CAA Regulations take preference over MMEL whichever is stricter. b) If any items is related to cabin safety, consult with Cabin Safety Inspector.						

10	If Applicable/Approved, ensure all items required for Special Operations (e.g. RVSM, ETOPS, AWOPS, TCAS/ACAS) have been identified and assessed with operational impact on aircraft performance and operational limitations are imposed with any special maintenance requirements						
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**Section E - Applicant Compliance statement**

I hereby declare that all documentation and information submitted have been verified and found in compliance with Regulation, its Implementing Rules and all other applicable requirements/procedures.

Maintenance Representative:  
  
Date: ..... Signature: .....

Flight Operation Representative:  
  
Date: ..... Signature: .....

**For CAA Use Only**

**1. Comments and decision of FOI:**  
  
  
  
  
  
  
  
  
  
  
Date:  
Name:

**2. Comments and Decision of AWI:**  
  
  
  
  
  
  
  
  
  
  
Date:  
Name