

**CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY**

MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED	02 DU 05/03/2015
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AMENDMENTS

The revised manual following an amendment will be published on the Directorate of Aviation Safety Information System website (www.dasis.ccaa.aero).

RECORD OF AMENDMENTS				
NUMBER		DATE		SUBJECT OF THE AMENDMENT
Edition	Révision	Issue	Applicable	
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ACRONYMS

ACAS	Airborne collision avoidance system
ADs	Airworthiness directives
AFM	Aircraft flight manual
AMM	Aircraft maintenance manual
AMO	Approved maintenance organization
AOC	Air operator certificate
APU	Auxiliary power-unit
ATC	Air traffic control
ATS	Air traffic services
AI	Airworthiness inspector
CCAA	Cameroon Civil aviation authority
CDL	Configuration deviation list
DG	Director General
EDTO	Extended diversion time operations
ELT	Emergency locator transmitter
EVS	Enhanced vision systems
OI	Flight operations inspector
FRMS	Fatigue risk management system
GPWS	Ground proximity warning system
HUD	Head-up-displays
IFR	Instrument flight rules
IMC	Instrument meteorological conditions
MCM	Maintenance control manual
MEL	Minimum equipment list
MET	Meteorological
MMEL	Master minimum equipment list
NOTAM	Notice to airmen
PBN	Performance -based navigation
PIC	Pilot-in-command
PM	Project Manager
RVSM	Reduced vertical separation minima
SARPs	Standards and Recommended Practices
SCUBA	Self-contained underwater breathing apparatus
SMS	Safety management system
SOP	Standard operating procedure
STC	Supplemental type certificate
TC	Type certificate
TCH	Threshold crossing height
USOAP	Universal Safety Oversight Audit Programme
VFR	Visual flight rules
VMC	Visual Meteorological Conditions



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1. GENERAL

1.1. Background

- MEL procedures were developed to allow the continued operation of an aircraft with specific items of equipment inoperative under certain circumstances. For particular situations, an acceptable level of safety can be maintained with specific items of equipment inoperative for a limited period of time, until repairs can be made.
- An operations inspector (OI) is the primary CCAA official responsible for the overall process of administering, evaluating, and approving an operator's MEL. If the OI is not a pilot, she/he will work together with a pilot OI, qualified or previously qualified on a similar type. It is essential that the OPS Inspector coordinates closely with the airworthiness inspector (AI) and other individuals or groups involved in this process prior to the approval of the MEL.

1.2. Definitions

The following definitions are used throughout this chapter:

Aircraft flight manual (AFM) . A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy and instructions and information necessary to the flight crew members for the safe operation of the aircraft.

Aircraft maintenance manual (AMM) . The AMM is the source document for aircraft maintenance procedures. The term AMM can apply to either an aeroplane or a rotorcraft manual. The AMM is developed as part of the aircraft certification process.

Air Transport Association of America (ATA) Specification 100. ATA Specification 100, Manufacturer's Technical Data, is an international industry numbering standard developed to identify systems and components on different aircrafts in the same format and manner.

Configuration deviation list (CDL). A list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance.

Inoperative. Inoperative means that a system or component has malfunctioned to the extent that it does not accomplish its intended purpose and/or is not consistently functioning normally within its approved operating limits or tolerances.

Master minimum equipment list (MMEL). A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures.

CCAA normally accept the MMEL approved by the foreign certification authority (State of Design of the Type Certificate Holder).



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Minimum equipment list (MEL). A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type.

Note.— The MEL is derived from the MMEL and is applicable to an individual operator. The operator's MEL takes into consideration the operator's particular aircraft configuration, operational procedures and conditions. When approved and authorized for use, the MEL permits operation of the aircraft under specified conditions with certain inoperative equipment.

1.3. Purpose of MEL

Ministerial Order N° 606, Par. 3.11 and 6.1.2 permit the operation of an aircraft with equipment and/or instruments inoperative through the use of a Minimum Equipment List, approved by the CCAA. Through the use of appropriate conditions or limitations, the MEL provides for improved scheduled reliability and aircraft utilization with an equivalent level of safety. This process is possible because of the installation of additional and redundant instruments, equipment and/or systems in present transport aircraft. Without an approved MEL, inoperative equipment would ground the aircraft until repair or replacement of the non-functioning equipment. An MEL is for a specific make and model of aircraft and for a specific configuration and is approved by a stamp and/or signature from the CCAA inspector authorizing its use by the operator.

1.4. Items listed on the MEL

Categories of items. There are three categories of items that may be contained in the operator's MEL:

- a) **MMEL items.** The MEL will list all of the items for which the operator seeks relief and that are appropriate for its operation. The operator, by not listing at its discretion certain items in its MEL, may be more restrictive than permitted by the MMEL;
- b) **Passenger convenience items.** The passenger convenience items, as contained in the operator's approved MEL, are those related to passenger convenience, comfort or entertainment such as, but not limited to, galley equipment, movie equipment, in-flight phones, stereo equipment, and overhead reading lamps. It is incumbent on the operator and the OI to develop procedures to ensure that those inoperative passenger convenience items are not used. Passenger convenience items do not have fixed repair intervals. Items addressed elsewhere in the MMEL shall not be authorized relief as a passenger convenience item. "M" and "O" procedures may be required and shall be developed by the operator, approved by the OI/AI, and included in the air operator's appropriate document; and
- c) **Administrative control items.** An operator may use a MEL as a comprehensive document to control items for administrative purposes. In such cases, the operator's MEL may include items not listed in the MMEL; however, relief may not be granted for these items unless conditions and limitations are contained in approved documents other than the MMEL or meet the regulatory requirements of Cameroon. An example of items considered to be administrative control items would be cockpit procedure cards.



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1.5. Timely repairs of items that are inoperative

a) Operator's responsibility. The MEL is intended to permit the operation of an aircraft with certain inoperative items for a limited period of time until repairs can be accomplished. The operator is responsible for establishing a controlled and effective repair programme.

b) Repair interval. Operators must make repairs within the time period specified by the MEL. Although the MEL might permit multiple days of operation with certain inoperative equipment, operators must repair the affected item as soon as possible.

c) Day of discovery. The day of discovery is the calendar day an equipment malfunction was recorded in the aeroplane technical log or record. This day is excluded from the calendar days or flight days specified in the MMEL for the repair of an inoperative item of equipment. This provision is applicable to all MMEL items such as categories "A", "B", "C" and "D". The operator and the OI must establish a reference time in which the calendar day or flight day begins and ends 24 hours later. This reference time is established to ensure compliance with timely repair of equipment and items.

d) MMEL definitions. More than one set of MMEL definitions exist due to years of evolving changes during which not all MMELs have been updated to the latest revision of the definitions. However, only the most up to date set of definitions may be used with a specific MMEL. Only certain portions of the latest definitions may be appropriate for a specific air operator's MEL.

e) Continuing authorizations. CCAA may authorize an experienced operator of an approved MEL to use a documented continuing authorization process to approve extensions to the maximum repair interval for category "B" and "C" items, provided the CCAA is notified within 24 hours of the operator's exercise of extension authority. This process should require coordination with the quality manager. The certificate holder is not authorised to extend the maximum repair time for category "A" items, as specified in the approved MEL. Misuse of the continuing authorization process may result in the CCAA removing the operator's authority to use an MEL.

1.6. Record keeping

When an item of equipment covered by the MEL becomes inoperative, the operator must report it by making an entry in the aircraft technical log, as prescribed by Cameroon regulations, with reference to the relevant MEL numbering, date of the day of discovery and MEL repair interval.

1.7. Multiple items that are inoperative

Individual MEL requirements are designed to provide coverage for single failures. When operating with multiple inoperative items, the operator shall consider the interrelationships between those items, the resulting impact on safety, and the effect on aircraft operation and crew workload, including consideration of a single additional failure occurring en-route. If acceptable, the aircraft can be dispatched under the MEL with those inoperative systems.

1.8. Fleet approval

An operator who has a single MEL for multiple aircrafts may reflect equipment in its MEL that is not installed on all aircraft in its fleet. In this case, the item's title in the operator's MEL need not reference any specific



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aircraft identification (usually registration marks) unless the operator determines that there is need to do so. The installed number of items must be identified for each airframe (the remarks column of the MEL can be used for that). The list of aircrafts for which the MEL is applicable should be part of the MEL content.

1.9. Access to MEL

The regulations require that the MEL is carried aboard the aircraft or that the flight crew has direct access to the MEL information prior to flight. Other means of direct access require approval.

1.10. Conflicts with other CCAA approved documents

The MEL may not conflict with other CCAA accepted or approved documents such as the approved flight manual limitations and airworthiness directives. The operator's MEL may be more restrictive than the MMEL, but under no circumstances may the operator's MEL be less restrictive.

1.11. Acceptable sources of MMELs

a) Source MMELs policy. For the time being, CCAA will accept MMELs approved by the Federal Aviation Administration (FAA). Approved MMELs may be downloaded at any time from the "Accepted Foreign Regulations" web page in the DASIS, when available in electronic format. Alternatively, if not available on the DASIS, the operator shall obtain MMELs directly from the manufacturer, or the foreign MMEL Authority who normally provide MMELs along with a revision service.

Operators are to incorporate source MMEL amendments as soon as they are available. CCAA is to be informed immediately of subsequent amendment. The amendment to an operator MEL is to be submitted to CCAA for approval prior to usage.

b) MMEL non approved by FAAs: in that case, CCAA will accept the approved English version of the MMEL, approved by the foreign Authority.



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2. AIR OPERATOR MEL DEVELOPMENT

2.1. Development

The air operator will develop its MEL and all subsequent amendments, as a joint operations and maintenance document, based on the current MMEL revision, O&M Procedure Manuals (DDPG, DPG, etc). In order to ensure management's involvement, each submissions of the air operator's MEL shall be reviewed and validated by at least one senior company official from each respective department (Operations, Maintenance and Quality) prior to the MEL being submitted to Cameroon Civil Aviation Authority.

2.2. Supporting Data

The air operator must provide adequate supporting documentation for their MEL submissions to the CCAA. These documents will provide additional information, as required, relating to the air operator's MEL.

2.3. MEL Content

2.3.1. General

The MEL must include the following: an approval page, a table of contents, a log of revisions or amendment record page, a highlights of change page, a list of effective pages, a preamble, notes and definitions, a section for each aircraft system addressed. In addition, the MEL must be securely binded with a cover page. The operator may include additional information sections in excess of the above sections

2.3.2. Cover Page

The MEL cover page contains the operator's name and the make and model of the aircraft to which the MEL applies;

2.3.3. Approval Page

The approval page include the operator's name, the MMEL revision number on which the MEL is based , the name and signature of the operator's nominated postholders for maintenance, operations and quality, a signature block containing space for signature of the CCAA and for the date of approval;

2.3.4. MEL Page Format

a) MEL page format shall follow the MMEL page format of five columns. The page numbering and individual MEL items use the ATA 100 code numbering system, similar to the manner used in the MMEL.

b) The MEL should incorporate only one item per page, when operations and/or maintenance procedures are required. However, if no procedures are required, or the required action is simple, multiple items may appear on a single page

2.3.5. Highlights of change page

This page contains a synopsis of the changes made by the operator in each revision.



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2.3.6. List of Effective Pages

The list of effective pages is used as a method for keeping track of the status of the MEL and includes a record of the revision status or the date of the last amendment of each page of the operator's MEL.

As a minimum the list of effective pages will include a listing of all of the pages in the MEL (including the date of each page and its page number or revision number);

2.3.7. Log of revisions

The log contains the revision identification (usually a number) and date of the revision. It may also contain a list of the revised pages, a block for the initials of the person posting the change and additional enhancements for use by the operator;

2.3.8. Table of Contents

The table of contents contains a list of all of the sections in the MEL by title utilizing the ATA 100 listing as found in the MMEL and the corresponding page identification (usually a page number).

2.3.9. Notes and Definitions

Notes and Definitions are required to allow the user to interpret the MEL properly. The standard MMEL definitions from current **FAA MMEL Policy Letter PL-25, MMEL DEFINITIONS**, must be reproduced word for word in each MEL without modification.

2.3.10. MEL Preamble

The purpose of the Minimum Equipment List Preamble is to provide direction to company personnel on the philosophy and use of the MEL. The standard MMEL preamble section **from current FAA MMEL Policy Letter PL-34, MMEL AND MEL PREAMBLE** must be reproduced word for word in each MEL without modification.

2.3.11. Individual Air Transport Association of America (ATA) system pages.

These pages contain a list of individual items of equipment in the aircraft together with provisions for the operation of the aircraft when the items are inoperative.

The MEL ATA page format shall follow the MMEL page format of five columns. The page numbering and individual MEL items use the ATA 100 code numbering system, similar to the manner used in the MMEL. An example of this numbering system for the communications page would be: the first page would be 23-1; the second page would be 23-2'

The MEL should incorporate only one item per page, when operations and/or maintenance procedures are required. However, if no procedures are required, or the required action is simple, multiple items may appear on a single page.

In addition each page shall have a block designated as "Reserved for the CCAA" at the bottom of the page, for CCAA date of approval and stamp.



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2.4. Additional guidance on ATA System pages

2.4.1. MMEL items not listed on the operator's MEL .

If items listed on the MMEL are not listed on the MEL there is no relief.

2.4.2. MMEL items listed on the operator's MEL .

Each piece of equipment that is installed on the aircraft and that is contained in the MMEL, for which the operator seeks relief and that is appropriate for its operation, shall be listed on the appropriate page of the operator's MEL within the associated ATA system. The operator may be more restrictive than permitted by the MMEL by not listing certain items in its MEL or adding operational restrictions or using a more restrictive repair category or increasing the number required for dispatch. Each item title on the operator's MEL will generally be entered exactly as it is shown on the MMEL.

Exceptions include the following:

- i) when the MMEL uses a generic term to address equipment that serves a similar function when various operators use different names for that equipment; or
- ii) when the MMEL lists functions rather than individual pieces of equipment within that category such as "navigation equipment" or "communications equipment". In such cases, the MEL must contain a list of the individual equipment items or systems within that category that are actually installed on the aircraft such as "VHF communications transceivers". When items of this type consist of several components of a system, the item may be listed as a complete system such as "VOR navigation system", consisting of a VOR navigation receiver and its associated indicator.

2.4.3. Items listed on the MMEL but not installed on the operator's aircraft.

The operator will use the following method of dealing with an item of equipment being listed on the MMEL but not installed on the operator's aircraft: is to list the item as shown on the MMEL and to show the number installed as zero. In this case, the "number required for dispatch" would also be zero, and the remark "not installed" may be noted under "remarks and exceptions"; repair category designators should be omitted.

2.4.4. Triple asterisk symbol (***) .

The triple asterisk symbol is used in an MMEL to indicate that an item is not installed on some models of the aircraft. Operators shall not produce or use this symbol in the MEL.

2.4.5. Repair category.

Each item of equipment listed in the operator's MEL, except for administrative control items and passenger convenience items, must include the repair category designator for that item as shown on the MMEL. These designators, categorized as "A", "B", "C" or "D" indicate the maximum time that an item may remain inoperative before repair is made. The actual repair categories corresponding to these letters are provided in the "definitions" section of the MMEL. The operator may choose to adopt a more restrictive repair category than the one shown on the MMEL, but may not relax the requirement.



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Components or subsystems of items categorized in the MMEL, such as items of communications or navigation equipment that are not listed individually in the MMEL, must retain the repair category shown on the MMEL when listed as separate items on the MEL.

2.4.6. Operating and Maintenance Procedures

a) Dispatch with inoperative items is often acceptable only with the creation of special operating or maintenance procedures. The section on terms of conditions and relief ...

b) The air operator, when comparing the MEL against the MMEL must ensure that where the (O) or (M) symbols appear, an operating or maintenance procedure has been developed that provides clear direction to the crew members and maintenance personnel of the action to be taken. Procedures recommended by the aircraft manufacturer in most cases can be adopted for this purpose (for e.g. Dispatch Deviation Procedure Guides), but the ultimate responsibility for providing acceptable procedures to be approved in the MEL rests with the air operator. Thus, if the aircraft manufacturer has not published operating or maintenance procedures, the air operator must develop appropriate procedures. These procedures will ensure that a satisfactory level of safety will be maintained.

c) The procedures must be included in the MEL. The only exception is when a procedure is contained in another document that is available:

- to the flight crew on the flight deck, such as an Aircraft Flight Manual, Aircraft Operating Manual, or the Company Operations Manual;
- to the flight attendants, such as a Company Operations Manual or Flight Attendant Manual;
- to the maintenance crew, such as an Aircraft Maintenance Manual (e.g. - the Airbus Aircraft Deactivation Procedures Manual), Maintenance Control Manual, etc.

In these cases, the MEL may refer to a section of the appropriate document.

d) It is not acceptable to reference the Cameroonian Aviation Regulations or similar documents, as these are not 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 4 states "as required by Regulation", this wording shall not appear in the MEL; rather, the procedure should guide the personnel against the regulation.

2.4.7. Passenger convenience items.

Passenger convenience items relate to the convenience, comfort and entertainment of passengers and must never affect the airworthiness of the aircraft. They may include items such as galley equipment, movie equipment, ash trays, (except exterior lavatory door ashtrays), stereo equipment, and overhead reading lamps. Passenger convenience items do not carry a specific repair interval, and need not be listed in an air operator's MEL, if they are not addressed in the MMEL. The exceptions to this rule are:

a) Where passenger convenience items serve a second function, such as movie equipment being used for cabin safety briefings, The operator must develop and include operational contingency procedures in case of an equipment malfunction; or,



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b) Where passenger convenience items are 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.

Although these items do not carry a specific repair category, the operator shall make repairs to convenience items within a reasonable time frame. Normally, the operator lists these items individually in ATA Chapters 25 and 38. Passenger convenience items may be included elsewhere in the MEL if clearly identified as passenger convenience items. When listing passenger convenience items on the MEL, the operator must list each item for which the operator wishes relief. Passenger convenience items also apply to cargo aeroplanes, as appropriate.

2.4.8. Administrative control items.

“Administrative control item” means an item listed by the operator in the MEL for tracking and informational purposes. It may be added to an operator’s MEL by approval of the OI, provided no relief is granted or provided conditions and limitations are contained in an approved document (such as structural repair manual or airworthiness directive). An example of items that could be considered administrative control items is cockpit procedure cards. These items should appear in the appropriate ATA chapter and would not have a repair category. When the operator chooses this course of action, the OI will examine each proposed administrative control item on the operator’s proposed MEL to ensure that the following conditions are met:

- i) no item is included as an administrative control item if it is included elsewhere in the MMEL;
- ii) administrative items are not included as a subsystem of items listed in the MMEL;
- iii) administrative items are not granted relief in the MEL unless the release conditions or limitations are contained in another approved document.

2.4.9. Number of items installed.

The MEL will normally contain the actual number of items of particular equipment installed on the aircraft. This number may be either greater or less than the number shown on the MMEL. The MMEL shows the number of items installed as the number of those items normally installed on a particular aircraft type. Individual aircraft operated by an operator may have a different number of items. Frequently, the MMEL shows a dash in the “number installed” column. This dash indicates that variable quantities of these items are usually installed on the aircraft. If the operator has an MEL for a single aircraft or identical aircraft, the actual number of these items on the particular aircraft must be listed in the MEL. If the operator has an MEL for multiple aircraft, and the equipment is not installed on all aircraft or there is a variable quantity between aircraft, the operator’s MEL will reference specific aircraft identifications (registration marks) and the number of installed items for the aircraft, possibly in the remarks section; the “number installed” column may then contain a dash.

2.4.10. Number of items required for dispatch.

Normally, the number of items required for dispatch is determined by the State of aircraft design and may be modified in the MEL in only two cases: