



DSA.AOC.MAN.003

TYPE OF DOCUMENT MANUAL

NAME OF DOCUMENT MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL

PROCESS CERTIFICATION AND SURVEILLANCE OF AIR OPERATORS

PILOT OF PROCESS DIRECTOR OF AVIATION SAFETY

	NAME	FUNCTION	DATE	SIGNATURE
PREPARED BY	ASSOUMOU KOKI Paule	OPS Inspector	05/03/2015	<i>Paule</i>
OPERATIONAL CHECK	NGANGUE Jean-Claude	Airworthiness Inspector	06/03/2015	<i>Ngangue</i>
QUALITY CHECK	ABONDO Cyrille	Quality Manager	06/03/2015	<i>Abondo</i>
VALIDATED BY	ASSOUMOU KOKI Paule	Director of Aviation Safety	09/03/2015	<i>Paule</i>
APPROVED BY	TANKAM Pierre	Director General	09/03/2015	<i>Pierre Tankam</i>



Pierre Tankam
Ingénieur Hors Echelle

This document is proprietary to the Cameroon Civil Aviation Authority.
All communication or reproduction is forbidden without prior permission.
All rights reserved.



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
	REV	00 DU 05/03/2015

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	
01	00	10/03/2015	15/03/2015	Creation of the manual



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
	REV	00 DU 05/03/2015

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



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
	REV	00 DU 05/03/2015

TABLE OF CONTENTS

FOREWORD 1

AMENDMENTS 2

ACRONYMS 3

TABLE OF CONTENTS 4

1. GENERAL 8

 1.1. Background 8

 1.2. Definitions 8

 1.3. Purpose of MEL 9

 1.4. Items listed on the MEL 9

 1.5. Timely repairs of items that are inoperative 10

 1.6. Record keeping 10

 1.7. Multiple items that are inoperative 10

 1.8. Fleet approval 10

 1.9. Access to MEL 11

 1.10. Conflicts with other CCAA approved documents 11

 1.11. Acceptable sources of MMELs 11

2. AIR OPERATOR MEL DEVELOPMENT 12

 2.1. Development 12

 2.2. Supporting Data 12

 2.3. MEL Content 12

 2.3.1. General 12

 2.3.2. Cover Page 12

 2.3.3. Approval Page 12

 2.3.4. MEL Page Format 12

 2.3.5. Highlights of change page 12

 2.3.6. List of Effective Pages 13

 2.3.7. Log of revisions 13

 2.3.8. Table of Contents 13

 2.3.9. Notes and Definitions 13

 2.3.10. MEL Preamble 13

 2.3.11. Individual Air Transport Association of America (ATA) system pages. 13



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
	REV	00 DU 05/03/2015

2.4. Additional guidance on ATA System pages..... 14

 2.4.1. MMEL items not listed on the operator’s MEL 14

 2.4.2. MMEL items listed on the operator’s MEL 14

 2.4.3. Items listed on the MMEL but not installed on the operator’s aircraft..... 14

 2.4.4. Triple asterisk symbol (***)..... 14

 2.4.5. Repair category..... 14

 2.4.6. Operating and Maintenance Procedures 15

 2.4.7. Passenger convenience items..... 15

 2.4.8. Administrative control items 16

 2.4.9. Number of items installed..... 16

 2.4.10. Number of items required for dispatch. 16

2.5. Additional guidance on terms and conditions of relief. 17

2.6. Operations Manual Procedures 18

 2.6.1. Recording procedures 18

 2.6.2. Flight crew notification..... 19

 2.6.3. Flight restrictions..... 19

 2.6.4. Training programme material..... 19

 2.6.5. Deferral of Items..... 20

 2.6.6. MEL management programme 20

3. CCAA APPROVAL PROCESS..... 21

 3.1. General..... 21

 3.2. MEL Acceptability..... 21

 3.3. Initial phase of the MEL approval 21

 3.4. Final phase of MEL approval process..... 22

 3.4.1. Phase overview 22

 3.4.2. Unacceptable submittal..... 22

 3.4.3. Acceptable submittal 22

 3.4.4. Reference material..... 23

 3.5. MEL evaluation 23

 3.5.1. General: 23

 3.5.2. Specific guidance 23

 3.5.3. Evaluation of associated documentation..... 24

 3.5.4. Terms and conditions of relief..... 25



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
	REV	00 DU 05/03/2015

3.6. Approval of the MEL.....25

 3.6.1. CCAA MEL Approval Time.....25

 3.6.2. Interim Approvals.....25

 3.6.3. Formal approval.....25

 3.6.4. MEL Distribution and Effectivity.....25

4. USE OF THE MEL BY THE OPERATOR26

 4.1. Placarding.....26

 4.1.1. Requirements to Placard/Placard Control26

 4.1.2. Procedures.....26

 4.1.3. Placard Criteria26

 4.1.4. Multiple Placards.....26

 4.1.5. Temporary Placards.....26

 4.2. Dispatch.....26

 4.2.1. Operational and Maintenance Items27

 4.2.2. Elementary Work.....27

 4.3. MEL Item Repair Interval Self Extension Program28

 4.3.1. Purpose.....28

 4.3.2. Approval28

 4.3.3. Program28

 4.3.4. OI/AI Communications29

 4.3.5. Program Administration30

 4.3.6. Program Compliance30

5. CCAA ADMINISTRATION OF THE MEL.....31

 5.1. General.....31

 5.2. Administrative Procedures.....31

 5.2.1. Copies31

 5.2.2. MEL Updates.....31

 5.2.3. MEL Amendments31

 5.3. Conformity to the MMEL31

 5.3.1. MEL Content31

 5.3.2. Administrative Control Items32

 5.3.3. MEL Audits.....32

 5.4. MELs for Leased Aircraft32



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED REV	02 DU 05/03/2015 00 DU 05/03/2015

5.4.1. MELs for Leased Foreign Registered Aircraft32

5.4.2. MELs for Foreign Leased Cameroonian Registered Aircraft32

5.5. CCAA MEL Administrative Procedures33

5.5.1. MEL Review Group33

5.5.2. MEL Priority33

5.5.3. Administrative Procedures33

APPENDIX A: MEL ITEM REPAIR INTERVAL EXTENSION AUTHORITY.....34

APPENDIX B: MEL REVIEW GROUP35

APPENDIX D: SAMPLE - MEL APPROVAL LETTER36

APPENDIX E: Revision Required to MEL - Sample Letter37

APPENDIX F: Flow Chart - CCAA MEL Approval38

APPENDIX G: MEL Approval Regulatory References40

APPENDIX H: FLOW CHART - OPERATOR DEVELOPMENT OF MINIMUM EQUIPMENT LIST 42

APPENDIX I: OPERATIONS MANUAL AMENDMENT GUIDE44

1.1 Defects and Their Control - General44

1.2 Deferred Defect Restrictions44

1.3 Deferring Procedures and Control - Maintenance44

1.4 Use of MEL - Flight Crew45

1.5 Journey Log Book Procedures45

APPENDIX J: INITIAL AND RECURRENT MEL TRAINING – SAMPLE SYLLABUS46

1.1 MEL Origin and Philosophy46

1.2 General MEL Content46

1.3 Specific Use of the MEL46

1.4 Examination46

1.5 Company Forms46



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
	REV	00 DU 05/03/2015

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).



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
	REV	00 DU 05/03/2015

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.



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
	REV	00 DU 05/03/2015

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



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
	REV	00 DU 05/03/2015

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.



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
	REV	00 DU 05/03/2015

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.



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
	REV	00 DU 05/03/2015

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.



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
	REV	00 DU 05/03/2015

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.



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
	REV	00 DU 05/03/2015

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,



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
	REV	00 DU 05/03/2015

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:



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
	REV	00 DU 05/03/2015

- i) when the item is not installed on the aircraft, in which case a zero may be shown as the number required for dispatch; and
- ii) when the item is shown in the MMEL as being a variable number required for dispatch.

Note.— In this case, the operator shall make a determination as to the number required for dispatch. There can be several factors that establish this number. In some cases, it is determined by a reference to specific requirements listed in the “remarks or exceptions” column of the MMEL. An example would be cabin lights. In this case, the MMEL may show a variable number installed while the “remarks or exceptions” column might state that 50 per cent of those items be operable. The number required for dispatch would therefore be 50 per cent of the number of lights determined to be actually installed on the individual aircraft. Another case where the MMEL may show a variable number required for dispatch is when the “remarks or exceptions” column of the MMEL contains the statement “as required by regulation”. In this case, the number is the minimum quantity of these items that must be installed for operations under the Cameroon regulations.

2.5. Additional guidance on terms and conditions of relief.

This section further explain how the Operator should state the terms and conditions under which operations may be conducted with inoperative items for the operator’s particular organization and aircraft, to be granted relief on those items.

- 1) standard phraseology. The operator should generally use the phraseology used in the MMEL to ensure clarity and standardization. In some cases modified phraseology is appropriate for the operator’s specific installation.
- 2) “as required by regulations”. The general term “as required by regulations”, applies to various ATA Chapters, including 23 (Communications), 31 (Instruments), 33 (Lights) and 34 (Navigation equipment). When this term appears in the “remarks or exceptions” section of an MMEL, the operator’s MEL must contain the specific conditions that apply. The operator usually must research the applicable regulations in detail to develop the appropriate provisions that apply to that operator’s particular operations. Some items covered by regulations in MMEL are presented in Appendix

Note.— The operator’s MEL must clearly establish the actual requirement for its operation when the MMEL stipulates “as required by regulation”. It is not acceptable for the MEL to simply refer to the regulation.

3) “O” and “M” procedures.

- i) “O” and “M” procedures must contain descriptions of the individual steps necessary to accomplish each process. The procedure must address the following:
 - how the procedure is accomplished;
 - the order of accomplishing the elements of the procedure;
 - the actions necessary to complete the procedure

For example, if the MMEL contains an “M” symbol with a provision that a valve must be closed, the operator must include detailed steps and actions for closing and testing the valve and installing the placard.



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
	REV	00 DU 05/03/2015

ii) "O" procedures. The "(O)" symbol indicates a requirement for a specific operations procedure that must 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 authorized to perform certain functions. The satisfactory accomplishment of all procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as a part of the operator's operations manual or MEL.

iii) "M" procedures. The "(M)" symbol indicates a requirement for a specific maintenance procedure, which must be accomplished prior to operation with the listed item inoperative. Normally these procedures are accomplished by maintenance personnel; however, other personnel may be qualified and authorized to perform certain functions. Maintenance personnel shall accomplish procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment. The satisfactory accomplishment of all maintenance procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as part of the operator's maintenance manual or MEL.

Note.— Several manufacturers have produced manuals of recommended procedures for operating with inoperative equipment. When a manufacturer's recommended procedures exist, operators shall use them. However, the section about the Guidelines for "O" and "M" procedures should not be copied as such in the MEL. The actual written procedures may be contained within the "remarks or exceptions" section of the MEL, in separate documents, or attached as an appendix. If the "O" and "M" procedures are not contained within the MEL, the MEL shall include a reference to the location of the procedures.

4) Provisos. The "remarks and exceptions" section of the MMEL generally contains provisos that include specific conditions under which an item of equipment may be inoperative. These provisos must be carried over either verbatim into the operator's MEL or by using equivalent terminology. Provisos are distinct from "O" and "M" procedures. A procedure is an action that must be performed. A proviso is a condition that must exist. For a proviso that operations must be conducted under VFR, an operation under an IFR flight plan is not permitted, regardless of the weather conditions. When reference is made to visual meteorological conditions (VMC), operations may be conducted under an IFR flight plan, but only in VMC.

2.6. Operations Manual Procedures

The air operator must establish procedures in the company Operations Manual for the use and guidance of crew members when using the MEL. The procedures must agree with those in the Maintenance Control Manual. The air operator may choose to include all procedures/instructions in the MEL itself; in which case the Operations Manual will only be required to reference this document.

2.6.1. Recording procedures

The operator shall establish clear procedures for recording inoperative equipment (in the aircraft technical log) and for any required maintenance procedures, such as affixing placards. At a minimum, provisions for recording the following data shall be included:

- an identification of the item of equipment involved;
- a description of the nature of the malfunction;



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
	REV	00 DU 05/03/2015

- an identification of the person making the entry; and
- the MEL item number for the equipment involved.

2.6.2. Flight crew notification.

The operator shall establish procedures for advising the pilot-in-command (PIC) of inoperative items and required procedures such as affixing placards, alternate operating procedures and operating limitations. The PIC and the operator are both responsible for ensuring that flights are not dispatched or released until all of the requirements of the “O” and “M” procedures have been met.

2.6.3. Flight restrictions.

The operator shall establish procedures to ensure that dispatch or other operational control personnel, as well as the flight crew, are notified of any flight restrictions required when operating with an item of equipment that is inoperative. These restrictions may involve maximum altitudes, limitations for the use of ground facilities, weight limitations or a number of other factors.

2.6.4. Training programme material.

The operator shall develop training programmes for the flight and ground personnel containing adequate instruction for MEL use.

2.6.4.1. Training Program — Ground Personnel

The operator shall develop a MEL training program for ground personnel, to be included in the MCM and operations manual, as appropriate, which must be approved prior to an air operator receiving approval to operate with a MEL. The training should include those sections of the MCM /operations manual procedures dealing with the use of the MEL, placarding of inoperative equipment, deferral procedures, dispatching, and any other MEL related procedures. (See Appendix S). Ground personnel includes dispatchers and aircraft maintenance engineers. All required personnel shall receive MEL training prior to their use of the MEL.

2.6.4.2. Training Program — Crew Members

The operator shall provide crew members with MEL training and shall detail such training in the Operations Manual. The training will include the purpose and use of a MEL, instruction on company MEL procedures, elementary work procedures, and pilot-in-command responsibility (See Appendix J). Crew members include pilots, flight engineers, and flight attendants. All required personnel shall receive MEL training prior to their use of the MEL.

2.6.4.3. Training Program — Recurrent

Recurrent training shall be conducted, annually, to refresh procedural knowledge and ensure company personnel are aware of any changes in MEL procedures.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED REV	02 DU 05/03/2015 00 DU 05/03/2015

2.6.5. Deferral of Items

Procedures for the deferral of MEL items will be included as part of the operator's Maintenance Control Manual (MCM). The operator must ensure that the MEL reference the aforementioned procedures in the MCM, or duplicates the same. (See Appendix I for sample procedures.)

2.6.5.1. Requirements

These procedures comprise a method for:

- a) deferral of inoperative equipment;
- b) placarding requirements as per the MEL;
- c) dispatching of aircraft with deferred MEL item(s);
- d) a remote deferral system;
- e) controlling categorized times; and
- f) the training of company personnel who are responsible for MEL compliance procedures.

2.6.5.2. Review of Deferred Items

The air operator must establish procedures whereby Maintenance and Operations, periodically review the deferred items, in order to ensure that any accumulation of deferred items neither conflict with each other based on the CDL and the AFM Supplement Compatibility List, nor present an unacceptable increase in flight or cabin crew workload. Notwithstanding the categorization of item repair intervals, it should be the aim of each MEL document holder to ensure that inoperative items are repaired as quickly as possible. It is CCAA policy that optional inoperative equipment should be repaired or removed from an aircraft. OIs and MIs are expected to encourage this practice with their air operators.

2.6.6. MEL management programme .

Operators must develop an MEL management programme as a comprehensive means of controlling the repair of items listed in the approved MEL. Operators must include a description of the programme in their maintenance manual, maintenance control manual or other documents. The MEL management plan must include the following:

- i) a method for tracking the date and time of deferral and repair;
- ii) the procedures for controlling extensions to maximum repair categories;
- iii) a plan for co-ordinating parts, maintenance, personnel and aircraft at a specific time and place for repair;
- iv) a review of items deferred due to unavailability of parts;
- v) the specific duties and responsibilities of the managers of the MEL management programme, listed by job title.



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
	REV	00 DU 05/03/2015

3. CCAA APPROVAL PROCESS

3.1. General

This section contains specific direction, guidance, and procedures to be used by flight operations and airworthiness inspectors when evaluating and approving MELs. The operator's MEL is developed by the operator from the appropriate MMEL, then approved by the CCAA. The CCAA approval process for an MEL follows the general process for approval or acceptance.

3.2. MEL Acceptability

The general criteria for MEL acceptability are as follows:

- a) Equally or more restrictive. The operator's MEL must not be less restrictive than the MMEL, the Cameroonian Regulations, operations specifications, the approved flight manual limitations, certification maintenance procedures, or airworthiness directives (AD).
- b) Appropriate. The MEL must be appropriate to the individual aircraft make and model. It should take into account the service bulletins implemented and the equipment installed.
- c) Specific. The operator's operations ("O") and maintenance ("M") procedures must be specific to the aircraft and the operations conducted.

3.3. Initial phase of the MEL approval

- a) Phase overview. In this phase of the MEL approval process, the operator shall consult with the operations inspector (OI) regarding requirements for either developing an MEL or for revising an existing MEL. The OI shall consult with and seek the participation of the airworthiness inspector (AI) during the entire approval process. During the review of the "O" and "M" procedures, the OI or AI may consult with the State which approved the type design as necessary concerning specific procedures. Normally, the "O" and "M" procedures are accepted on the basis of the MMEL, unless amended by the applicant.
- b) Operator familiarization. In phase one of the MEL approval process, the OI shall determine the scope of the task, based on the operator's experience with MELs. OIs shall adapt the discussion to fit the operator's needs and experience, and shall provide advice and guidance to the operator as necessary. OIs must ensure that the operator clearly understands that MEL document preparation is solely the operator's responsibility.
- c) Required document submittal. OIs shall advise the operator that, for an MEL to be approved, the following documents must be submitted:
 - 1) the proposed MEL or MEL changes;
 - 2) necessary "O" and "M" procedures, which may be based on the aircraft manufacturer's recommended procedures, supplemental type certificate (STC) modifier's procedures, or equivalent operator procedures;



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
	REV	00 DU 05/03/2015

3) a description of the MEL management programme and its procedures as required by the operations manual, unless an MEL management programme is already in place; and

4) any required guidance material developed by the operator, such as training material, guidance, and deferral procedures for both maintenance and operations personnel.

d) Materials provided to the operator. Operators may obtain a copy of an MMEL for a specific aircraft in either hard copy or electronic format, along with appropriate guidance material, from the FAA website and or the manufacturer in case of a non-FAA approved MMEL.

e) Document form. The operator will submit MEL draft documents to the CCAA either on hard copy (printed on paper) or as an electronic file. The operator and the OI shall discuss the techniques that will be used for revising and editing the proposed document. It is important that the operator understand that when the process is complete, the final proposed MEL must be submitted on paper in two copies and the final electronic version.

3.4. Final phase of MEL approval process

3.4.1. Phase overview.

The final phase begins when the operator formally submits the proposed MEL or MEL changes to the OI. The OI shall initially review the operator's submittal to verify that it is complete, contains the required elements, and is detailed enough to permit a thorough evaluation of the MEL.

3.4.2. Unacceptable submittal.

If the OI finds the proposed MEL package to be incomplete or unacceptable at this time or at any other juncture in the approval process, the OI shall contact the operator. If a mutually acceptable correction cannot be immediately agreed upon, the entire package must be immediately returned to the operator, or its representative, along with a written explanation of the problems found within the documents.

3.4.3. Acceptable submittal.

If the OI finds the proposed MEL package to be complete and to contain the required information in an acceptable format, the detailed analysis begins. The OI shall coordinate with the AI to perform a detailed examination (technical content and quality) of the proposed MEL document and other supporting documents and procedures. If the operator does not currently have an MEL programme, its MEL management programme must also be reviewed for acceptability.

Inspectors shall address all deficiencies and notify the operator in writing of any discrepancies or outstanding issues. The OI/AI and the operator may informally coordinate by telephone to clarify minor discrepancies or misunderstandings;



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED REV	02 DU 05/03/2015 00 DU 05/03/2015

3.4.4. Reference material.

Inspectors shall use the MMEL and this manual as the primary reference document when reviewing and approving the MEL. The most recent version of foreign MMELs shall be used to produce a MEL. The links to the latest approved versions of MMELs for foreign MMELs are available for viewing or downloading from the DASIS MMEL/MEL web page (www.dasis.ccaa.aero). In addition, inspectors shall use the following references:

- i) related Cameroonian regulations; (Refer to Appendix 1)
- ii) advisory circulars/pamphlets;
- iii) approved flight manual;
- iv) operator's operations specification;
- v) operator's manuals; and
- vi) other information provided by the State of Design or State of Manufacture as applicable.

3.5. MEL evaluation.

3.5.1. General:

- Inspectors will use the checklist DSA.AOC.CHKL.077.
- Inspectors shall verify that the operator's MEL contains the required pages (*table of contents, log of revisions, preamble, notes and definitions, control page, individual ATA system pages*) and that they comply with the requirements defined in section 2.
- Inspectors shall compare the operator's MEL against the corresponding items in the current MMEL for the specific aircraft type.
- The inspector shall ensure that the operator has not listed inappropriate items or items that are listed individually elsewhere in the MMEL.

3.5.2. Specific guidance

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

The reviewing inspector shall examine the individual ATA system pages, ensuring that the MEL is at least as restrictive as the MMEL and that operator's procedures are adequate and appropriate. The inspector shall also examine the material contained on these pages for conflict with the Cameroon Civil Aviation Regulations, with the approved flight manual emergency procedures and limitations, and with the operator's operations specification.

3.5.2.2. Passenger convenience items.

OIs shall review the proposed MEL to decide which passenger convenience items are components of an item appearing in the MMEL.

3.5.2.3. Administrative control items.

The OI must 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;



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
	REV	00 DU 05/03/2015

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.

3.5.2.4. Number of items required for dispatch.

If the number of items required for dispatch was modified as explained in section 2, the reviewing inspector shall ascertain that the operator has made a determination as to the number required for dispatch.

3.5.2.5. "Remarks or exceptions".

Certain items demand specific relief developed by the operator as authorized through operations specifications, area of operation and Cameroon regulations "As required by regulation" is an example of this type of relief. This column may also contain aircraft identifications, with one item row per list of aircraft identifications for that item.

3.5.2.6. Other items.

Other items in which relief has been specifically written to reflect actions or restrictions to the operation may be changed only when the State that approved the aircraft design makes a change to the MMEL. Generally they contain "O" and "M" procedures in which the operator develops its company procedures to comply with the MEL.

3.5.3. Evaluation of associated documentation.

The inspector shall evaluate the supporting documentation submitted by the operator to ensure that it is complete and appropriate.

3.5.3.1. The operator's operations manual.

Inspectors shall evaluate the operator's manual to ensure that it contains adequate guidance for the operator's personnel in conducting operations using the MEL, as described in section 2.

Generally, if the operator does not presently have an MEL programme, the applicable portions of its manual and other guidance material shall be submitted at the time the MEL is submitted for initial review.

When evaluating the operator's manual, inspectors shall ensure procedures for recording inoperative equipment (in the aircraft technical log) and for any required maintenance procedures, such as affixing placards, are clear.

Inspectors shall ensure that the operator's flight and ground personnel training programmes contain adequate instruction for MEL use.

3.5.3.2. MEL management programme .

The OI shall co-ordinate closely with both the AI and the operator on the MEL management programme.



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
	REV	00 DU 05/03/2015

3.5.4. Terms and conditions of relief.

Inspectors shall ensure that the Operators has followed the guidelines presented in 2. To establish the terms and conditions of relief.

3.6. Approval of the MEL

3.6.1. CCAA MEL Approval Time

Provided that the air operator submits a MEL or MEL amendment that complies with the the present manual, Cameroon Civil Aviation Authority will endeavor to approve regulatory related submissions of the document within 60 days. The 60 daytime limit does not apply to discretionary changes

3.6.2. Interim Approvals

CCAA will not grant an air operator interim approval while the MEL is undergoing the review process, nor will approval be given to use a MMEL as a MEL.

3.6.3. Formal approval

The OI will coordinate with the AI on approving the MEL. The AI must ensure that, prior to authorizing the use of the approved MEL for an Air operator, the MEL management programme is approved. Once the OI and AI are satisfied that all requirements of this chapter have been met the OI stamps and signs the list of effective pages and all pages and prepare the letter of approval to the operator for the signature of the Director General. A sample format for the letter of approval is found in Appendix K.

3.6.4. MEL Distribution and Effectivity

An approved or revised MEL is deemed to be in force upon receipt from CCAA. However, the air operator may have 10 calendar days or as specified in the air operator's approved system, (if necessary) to distribute and implement the new document. In all cases, copies are required for:

- a) each aircraft;
- b) Director of Maintenance;
- c) Director of Flight Operations;
- d) Dispatch (if applicable);
- e) Maintenance Coordinator (or equivalent);
- f) any other personnel as required;



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
	REV	00 DU 05/03/2015

4. USE OF THE MEL BY THE OPERATOR

4.1. Placarding

All inoperative items must be placarded to inform crew members of equipment condition. While the MEL for some items may require specific wording, the majority of items leave the placard wording and location to be determined by the air operator.

The air operator shall provide the capability and instructions to the flight crew to ensure that the placard is in place prior to the aircraft being dispatched.

Note: The exclusion of an asterisk in a MMEL does not preclude the requirement for placarding.

4.1.1. Requirements to Placard/Placard Control

Placarding will be carried out in accordance with the placarding procedures established and set out in the air operator's approved MCM. The method of placarding control must ensure that all inoperative items are placarded and placards are removed and accounted for when the defect is cleared.

4.1.2. Procedures

The equipment/system shall be placarded so as to inform the crew members of the inoperative condition(s) of the item. To the extent practicable, placards must be located as indicated in the MFI, or adjacent to the control or indicator affected. When not practical, the placard may be placed in a centralized location in the flight deck. This location shall be in plain view of the flight crew. In all cases, the MEL placarding instructions shall indicate where the placard is to be placed.

4.1.3. Placard Criteria

Placards shall be self-adhesive. The placard may be in two parts. Part one shall list a description of the defect and the defect control number and should be attached to the log book for crew reference. Part two shall list the system affected and the defect control number and be fixed in the appropriate location. A MEL control sheet attached to the log book could serve the same purpose as Part One above.

4.1.4. Multiple Placards

If more than one placard is required for a MEL item, provision must be made to ensure that all placards are removed when the defect is cleared.

4.1.5. Temporary Placards

If a defect occurs at a base where maintenance personnel are not available, the flight or cabin crew may install a temporary placard as required by the MEL. The aircraft may continue on a planned itinerary to a base where maintenance will rectify or re-defer in accordance with the approved deferral system.

4.2. Dispatch

"Dispatch" for the purpose of the MEL refers to the moment the airplane starts its takeoff roll. In the case of a helicopter, it refers to the moment the helicopter commences air or ground taxi. The MEL is approved



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
	REV	00 DU 05/03/2015

on the basis that equipment will be operative for takeoff unless the appropriate MEL procedures have been carried out. The air operator's MEL shall include procedures to deal with any failures which occur between the start of taxi or push back and takeoff brake release. Any failure which occurs after takeoff commences shall be dealt with as an in-flight failure, by reference to the appropriate section of the aircraft flight manual, if necessary. After takeoff commences, no MEL action is required, until the completion of the next landing.

4.2.1. Operational and Maintenance Items

a) Any item of equipment in the MEL, which when inoperative would require an operating or maintenance procedure to ensure the required level of safety, shall be so identified in the "remarks" or "exceptions" column of the MEL. This will normally be "O" for an operating procedure, or "M" for a maintenance procedure. (O)(M) means both operating and maintenance procedures are required.

b) (O) Items

Aircraft with inoperative equipment requiring an operating procedure may be returned to service following completion of the required MEL procedure for deferral.

Operating procedures are normally carried out by qualified flight or cabin crew, but may be accomplished by other qualified, approved personnel.

c) (M) Items

Aircraft with inoperative equipment requiring a maintenance procedure may be returned to service following completion of the required MEL procedure for deferral.

Maintenance procedures are normally accomplished by authorized maintenance personnel, but some elementary work may be carried out by other authorized personnel.

3. Maintenance procedures in the MEL designated with a (M#) Maintenance Personnel Required may only be performed by authorized maintenance personnel. In this circumstance, the aircraft may not proceed until authorized maintenance personnel carry out the specified procedure.

In the case where an air operator who already has a system in place which uses other symbols that meet the requirements stated above, the air operator may continue to use the same system provided it is defined in the preamble section of the air operator's MEL.

4.2.2. Elementary Work

Some elementary work called for in the MEL may be accomplished by crew members, or others, who have been trained and approved to do so.

Subject to the requirements listed in the above paragraph, and after the appropriate pages of the air operator's MEL (including the preamble), the OM and the MCM have been submitted for approval, these pages will be returned to the air operator as approved for inclusion in the respective manuals. After the applicable persons have been trained, an air operator may authorize such person to perform elementary work by way of a letter to the individual's training file, certifying that the individual has been trained and is competent to perform elementary work on the affected type of aeroplane.



MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED	02 DU 05/03/2015
	REV	00 DU 05/03/2015

4.3. MEL Item Repair Interval Self Extension Program

4.3.1. Purpose

Under certain conditions, such as a shortage of parts from manufacturers, or other unforeseen situations, The operator may be unable to comply with specified repair intervals. This may result in the grounding of aircraft. To preclude that from happening, a MEL Item Repair Interval Extension Program has been instituted that will allow operators, under controlled conditions, to grant extensions to MEL repair interval categories. The following paragraphs give instructions to Airworthiness Inspectors (AIs) and to Operations Inspectors (OIs) to administer an operator's MEL Item Repair Interval Extension programs.

4.3.2. Approval

a) Each operator seeking this alleviation shall revise their MEL to include the following statements: "(Air Operator) may self-extend the repair interval for Category A, B, C, and D items contained within the MEL, but shall notify the CCAA Operations Inspector (OI) or Airworthiness Inspector (AI) responsible for the operator within one working day when this action is taken and the reason it was required.

b) Furthermore, the CCAA Operations Inspector (OI) or Airworthiness Inspector (AI) responsible for the air operator shall be notified within one working day, any time it becomes necessary to continue or extend the item repair interval period beyond the expiry date of the original extension. When advised of any extension, the CCAA Inspector receiving such notification shall ensure that his/her counterpart is fully informed as soon as possible.

c) For all extensions, the air operator shall complete a form (See Appendix B), or provide the information to CCAA in an equivalent and acceptable format. A copy of the completed form must accompany the journey log entry as follows:

"This aircraft is operating on a MEL item repair interval extension as specified in the attached form";

A copy of the completed form (or the equivalent document) shall be retained on file by the air operator for a period of thirty-six months, for auditing purposes. The period of the self-extension shall be subject to CCAA review upon notification by the air operator. This review may result in changes to the period of the extension, or may be used to determine abuse of the process;

Prior to the approval or amendment of the air operator's MEL to include this policy, CCAA personnel must ensure that the provisions of this section have been fully addressed.

Note: Certain items qualify for time-limited dispatch as specified in the Type Certificate Data Sheets. The notation "And no extensions are authorized" will appear in the MMEL for such items.

4.3.3. Program

Maintenance Control Manual

To ensure that the operator extend MEL repair intervals only when necessary, the following elements must be adequately addressed in the MCM. Some of the elements listed below are already required as part of an operator's maintenance program. They are restated here to emphasize their importance with respect



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
	REV	00 DU 05/03/2015

to the MEL Interval Extension Program. This list is not all inclusive and Airworthiness personnel should take any other appropriate factors into account as necessary:

a) Authority

The operator must assign authority to the appropriate level of the maintenance department for the approval of interval extensions. Procedures must be established and implemented to ensure that extensions are not granted without approval from the assigned maintenance management level. The authorized maintenance manager will indicate his/her approval of the extension in writing.

b) Communications

Operator's maintenance and operations divisions must establish clear lines of communication to show that a MEL item repair extension will not be granted unless both parties agree that the extension is clearly warranted.

c) Parts/Equipment Control

The air operator must establish and implement procedures that will ensure where parts and/or equipment are needed to rectify a MEL defect, and that these established procedures are acted upon in the most timely manner possible.

d) Maintenance Control

The air operator must establish and implement procedures to ensure that where required, all maintenance actions required to rectify a defect are initiated in the most timely manner possible.

e) Records

In addition to the existing maintenance record keeping requirements, the operator must indicate what records will be used for this program. Of primary interest will be records that convey maintenance approval for a MEL item interval extension and any other records that indicate maintenance, parts, or equipment control actions. A control sheet or other similar means should be used to track all events related to the extended MEL item up to and including rectification. The air operator must be able to provide all records necessary to clearly justify a MEL interval extension, when requested.

f) Audits

The air operator must include the MEL Item Interval Extension Program in their system of internal audits at an initial frequency of 12 months or less.

4.3.4. OI/AI Communications

CCAA Operations and Airworthiness Inspectors responsible for each operator requesting this authority must establish clear lines of communication throughout the approval and ongoing surveillance of this program. Communication should ensure that where an air operator reports the use of an internal extension, both the OI and the AI are made aware of this report on an urgent basis. The operator has a requirement to report the use of a MEL item repair interval extension to the OI or AI within one working day. It is the responsibility



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
	REV	00 DU 05/03/2015

of the CCAA Inspector who receives notification from an air operator to ensure that her/his counterpart is made aware of the extension as soon as possible.

4.3.5. Program Administration

Events beyond the air operator's Control

The core of this program is to ensure that The operator do not substitute MEL item repair interval extensions as a means to reduce or eliminate the need to repair MEL defects in accordance with the established category limit. The operator are not to use the extension program as a normal means of conducting MEL item repairs. Extensions will only be considered valid and justifiable when events beyond the air operator's control have precluded rectification.

It is recognized that while MEL item repair interval categories have been established, it may not be possible in every case to repair aircraft in the time allotted for each MEL item. Several factors may influence the air operator's ability to comply with the specified interval.

These factors include:

- a) Parts shortages from manufacturers that affect all the operator equally. Parts shortages can result from material, labour, or shipping problems but must be clearly outside the air operator's control.
- b) Inability to obtain equipment necessary for proper troubleshooting and repair.

Operators must, to the maximum extent possible, have the necessary equipment available to perform troubleshooting and repair of MEL items. Equipment shortages or unserviceabilities may be encountered that cannot be directly controlled by the air operator for the specified MEL item.

An unwillingness on the part of the air operator to obtain parts or equipment to rectify the defect in the most timely manner possible will be grounds for review of this authority. A recommendation to remove this authority will be forwarded to the Regional Director Airworthiness for transmission to the Regional Manager Commercial and Business Aviation, or Chief, Airline Inspection, where justified.

Abuse, as determined by the operator's OI and AI will result in withdrawal of self- extension privileges. To ensure compliance with the spirit and intent of this authorization, the operator not previously exercising this authority may be subject to an evaluation period up to 12 months. During the period of evaluation, CCAA concurrence and pre-approval will be required for extensions to all repair item categories.

4.3.6. Program Compliance

Attempts have been made to define abuse of this program in quantitative terms. As with other delegated authorities, abuse can be determined based on the correct application of approved procedures. Airworthiness and Operational personnel must ensure that operators establish and implement a sound program to address this authority and that ongoing surveillance ensures compliance with approved procedures. The number of times this privilege is used is expected to be low. The actual number of MEL interval extensions will vary from one air operator to another due to individual circumstances. Emphasis should not be placed on how many MEL item repair interval extensions are used, but rather on the correct application of approved procedures for the issue of the extension.



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
	REV	00 DU 05/03/2015

5. CCAA ADMINISTRATION OF THE MEL

5.1. General

This section contains specific direction, guidance, and procedures for operations and airworthiness inspectors on the revision, administration, and policy application for administering MELs that have been approved for use by operators operating under the provisions of Cameroon regulations.

5.2. Administrative Procedures

5.2.1. Copies

The air operator shall submit a hard copy (more where requested) of the MEL document as well as an editable electronic document to the CCAA.

5.2.2. MEL Updates

It is the air operator's responsibility to ensure that their MEL is reviewed and updated as required. The MEL shall be reviewed by the air operator at least annually to ensure that it incorporates any changes to the operation, aircraft or to the Cameroonian Aviation Regulations. A revision to the MMEL will require that the air operator review and amend their MEL, as necessary. The MEL development, processing and approval procedures should be reviewed as part of the air operator's quality assurance program.

5.2.3. MEL Amendments

- a) Amendments to MELs will be handled according to the process outlined in this document for initial approval.
- b) Where a MMEL revision is more restrictive, the air operator must submit an appropriate amendment to the MEL for approval within 60 days following the posting date of the MMEL revision.
- c) Where an O&M Procedures Manual, DDPG, DPG or equivalent document is available; or where a MMEL revision does not affect a procedure, the time for MEL amendment remains at 60 days, following the posting of the MMEL revision. Where an O&M Procedures Manual, DDPG, DPG or equivalent document is not available; or where the MMEL revision affects a procedure, the MEL amendment time is 120 days following the posting of the MMEL revision.

5.3. Conformity to the MMEL

5.3.1. MEL Content

- a) The air operator's MEL must reflect the current MMEL limitations unless otherwise authorized by a change in the MMEL. When a revision is issued to a MMEL, the air operator's MEL need not be revised if the change is less restrictive than the existing MEL.
- b) Except as noted above, all items installed in an air operator's aircraft which are addressed in the most recent approved version of the MMEL, shall be included in the MEL. At the same time, an air operator or pilot retains the option to refuse any alleviation, and may choose not to dispatch with any particular MEL item inoperative.



MANUAL	REF	DSA.AOC.MAN.003
MINIMUM EQUIPMENT LIST POLICY AND PROCEDURES MANUAL	ED	02 DU 05/03/2015
	REV	00 DU 05/03/2015

5.3.2. Administrative Control Items

Some operators use their MEL as a comprehensive document to control items for tracking and informational purposes. In such cases, air operators' MELs may include items not contained in the MMEL; however, no relief may be granted for these administrative control items unless conditions and limitations are contained in an approved document other than the MMEL (e.g., aircraft flight manual). Administrative control items and passenger convenience items may not include items or subsystems of items which are addressed in the MMEL. The operator seeking to add administrative control items to their MEL must submit their request to their PMI or POI with appropriate substantiation.

5.3.3. MEL Audits

- a) Whenever an audit is conducted, the air operator's MEL shall be reviewed. The review shall ensure that the MEL conforms to CCAA current policies and procedures.
- b) Special attention should be given to operating rules that may have been amended since the MEL was last approved. It shall be confirmed that the latest revisions to the MMEL, if more restrictive, have been incorporated into the MEL.

5.4. MELs for Leased Aircraft

5.4.1. MELs for Leased Foreign Registered Aircraft

- a) Cameroonian leasing regulations require that leased aircraft must be of a type certificated for registration in Cameroon. A leased aircraft must have a MMEL approved or accepted by CCAA in accordance with the criteria set out in Sections 2.4 to 2.4.10 of this document.
- b) The MEL for a particular leased aircraft must not be less restrictive than the Cameroonian approved or accepted MMEL and must be approved or accepted by CCAA in accordance with the criteria set out in Sections 2.4 to 2.5 of this document. The MEL must be available in French and/or English, appropriate to the region and personnel using the MEL.
- c) The foreign country of registration of the leased aircraft may require that their aircraft be operated in accordance with their approved MEL, in which case any less restrictive changes to this MEL must be approved by the foreign authority. CCAA may require more restrictive changes to the MEL because of Cameroonian regulations and operating conditions. It is the responsibility of the Cameroonian lessee to determine the requirements of the foreign authority and CCAA for the use of a MEL on the leased aircraft.

5.4.2. MELs for Foreign Leased Cameroonian Registered Aircraft

- a) CCAA reviews each lease and approves or accepts the use of a MEL on such aircraft based on whether a bilateral airworthiness agreement or a technical arrangement exists between Cameroon and the foreign regulatory authority and it has been determined that the MMEL/MEL procedures are acceptable.
- b) If there is no agreement between CCAA and the foreign authority a review of the foreign air operator's MEL is conducted to determine that it is consistent with our approved MMEL.



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
	REV	00 DU 05/03/2015

5.5. CCAA MEL Administrative Procedures

5.5.1. MEL Review Group

- a) While the air operator is preparing his/her MEL the Director of Aviation Safety will set up a MEL Review Group. The Chairperson would normally be the OI Coordinator for that air operator.
- b) Formation of a MEL Review Group ensures that proper co-ordination between Airworthiness and Operations is formalized to ensure approvals can be achieved in a timely manner. The composition of the MEL Review Group and the functions and duties are outlined in Appendix I.
- c) Each MEL will be reviewed by a TC MEL Review Group. Once all of the requirements for approval have been met, each member of the MEL Review Group will initial the MEL Co-ordination Sheet. Both Maintenance and Operations concurrence is required prior to the MEL being approved.

5.5.2. MEL Priority

MEL approvals and amendments are to be considered a top priority for CCAA personnel charged with their review. CCAA personnel will attempt to minimize approval/turnaround times for MEL submissions, depending on existing tasking and availability.

5.5.3. Administrative Procedures

- a) If all requirements have been met following the MEL review process, then the OI and MI will initial all pages of the MEL. The Director of Aviation Safety will sign and stamp the MEL Approval Form and the List of Effective Pages. The letter of approval authorizing the air operator's MEL is then signed by the Director General.
- b) One copy of the MEL will be returned to the air operator along with the CCAA approval letter. The standard format for a MEL approval letter can be found in Appendix K. The other copy of the MEL shall be retained at the CCAA. If changes to the MEL are required before approval, a copy is returned to the air operator along with the requested changes.
- c) A copy of the approval letter will form part of the MEL, in accordance with the air operator's approved system.



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
	REV	00 DU 05/03/2015

APPENDIX A: MEL ITEM REPAIR INTERVAL EXTENSION AUTHORITY

<i>Schedule 1</i>	DATE
1. Aircraft type/registration	
2. ATA MEL Number / Item	
3. Repair Interval (Category)	
4. Reason for Extension	
5. Date / Location item became unserviceable	
6. Original date / Location of item scheduled for repair	
7. Name of item required	
8. Part number	
9. Date part ordered / vendor	
10. 1st confirmed delivery date	
11. New date repair scheduled	
12. CCAA Representatives notified: (names, titles)	
13. Company Director Quality Assurance (signed)	
14. Time limit valid to:	_ : _ (z) _ (d) _ (m) _ (y)
15. CCAA approved:	date:

Note: A fully completed copy of the extension form must accompany the journey log book entry as follows:

“This aircraft is operating on a MEL item repair interval extension as specified in the attached Schedule.”

This documentation must be completed prior to flight and retained in company files for a period of thirty-six months from the date of the extension. Extensions for Category A items must be pre-approved by the CCAA PAI and POI and authorized by the RMCBA or the Chief, Airline Inspection (AARXD), prior to dispatch of the aircraft.

Copies:

1. Director of Quality Assurance
2. CCAA OI/AI
3. Aircraft Journey Log Book



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
	REV	00 DU 05/03/2015

APPENDIX B: MEL REVIEW GROUP

This Group will meet when a recommendation for approval of a MEL is required. It is the responsibility of the Directorate of Aviation Safety to set up the group. The MEL Review Chairperson would normally be the Operations Inspector in charge for the Operator in order to ensure familiarity with the operator and his/her operating environment. The purpose in forming such a group is two-fold; to establish authority and to ensure proper co-ordination between Operations and Airworthiness Inspectors so formalized approvals can be achieved in a timely manner.

Revisions to the MEL may require a meeting of the Review Group. The Director of Aviation Safety will decide whether the scope and content of a MEL revision will require a formal review. For example, a MEL amended to reflect a recent revision to an operating rule may only require the review of the Operations Inspector.

REPORTING RELATIONSHIP

This group will report to the Director of Aviation Safety.

COMPOSITION

CHAIRPERSON: OI for the Operator

MEMBERS:

Designated Pilot qualified on type

PMI for the Operator

Designated Aircraft Maintenance qualified on type

Cabin Safety Operations Inspector (if required)

Note: It is up to the Director of Aviation Safety to decide the composition of each MEL Review Group. The example given is considered desirable, but a MEL Review Group may simply consist of an Operations Inspector and an Airworthiness Inspector, provided that the Inspectors are familiar with the operator, the operation, and the aircraft, or the MEL Review Group may call upon more experts.

Function and Duties (of Chairperson)

Provides co-ordination between CCAA and the operator.

If not available from the manufacturer, provides the operator with the MMEL, and guidance material to the operator for preparation of a MEL.

Works with the operator to answer any question on MEL preparation.

Ensures the review group reviews the MEL submitted by the operator to ensure compliance with the MMEL, that the operator's unique characteristics are addressed, and the (O) and (M) procedures have been developed and referenced.

Recommends decisions on items of disagreement by MEL Review Group Members.

Prepare record of the decisions taken and the reasons for them. Provides the Director of Aviation Safety with a MEL for approval.

Meets as required to review the company MEL in response to requests from CCAA or the operator.



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
	REV	00 DU 05/03/2015

APPENDIX D: SAMPLE - MEL APPROVAL LETTER

The (Aircraft Type) Minimum Equipment List updated to revision ** and received by this office on March 23, 19**, has been reviewed and meets the requirements of the MMEL/MEL Policy and Procedures Manual. The (Aircraft Type) MEL is approved in accordance with CAR 605.07 (3), for use by (Operator's Name) with the understanding that CCAA may require further amendments to the (Aircraft Type) MEL as regulatory requirements or airworthiness standards are modified.

The list of effective pages has been date stamped and approved and this together with the letter of approval form part of your approved Minimum Equipment List.

Director General

Cameroon Civil Aviation Authority



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
	REV	00 DU 05/03/2015

APPENDIX E: REVISION REQUIRED TO MEL - SAMPLE LETTER

Dear Operator;

This letter is to advise you that the FAA MMEL for the DHC-8 aircraft, from which your MEL is based, has been revised. In order to maintain your MEL approval, please submit an amendment to your MEL incorporating Revision No. XX no later than 60 days from the date of this letter.

If you are unable to obtain a copy of the MMEL revision, you may contact the Directorate of Aviation Safety.

Director General

Cameroon Civil Aviation Authority



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
	REV	00 DU 05/03/2015

APPENDIX F: FLOW CHART - CCAA MEL APPROVAL

- | | | | |
|--|-----|----|--|
| 1. Acquire a current copy of MMEL & TC Supplement, if applicable. | --- | No | Acquire from FAA or Foreign Aviation Authority |
| 2. Do I have a current AFM? | --- | No | Acquire manual. |
| Yes | | | |
| 3. Do I have a copy of the CCAA MEL Policy and Procedures Manual? | --- | No | Download the manual |
| Yes | | | |
| 4. Does the MEL contain a list of effective pages | --- | No | Include a list of effective pages. |
| Yes | | | |
| 5. Does the MEL contain a table of contents? | --- | No | Include table of contents. |
| Yes | | | |
| 6. Does the MEL include the preamble or program rules? | --- | No | Include preamble or program rules. |
| Yes | | | |
| 7. Does the MEL contain a section for the notes and/or definitions? | --- | No | Include notes and/or definitions. |
| Yes | | | |
| 8. Does the MEL format follow an acceptable format as per the CCAA MEL Policy and Procedures Manual? | --- | No | Suggest acceptable format. |
| Yes | | | |
| 9. Check each item against MMEL. | | | |
| 10. Are the operator's (O) procedures clear and understandable? | --- | No | Rewrite - procedures must be clear. |
| Yes | | | |
| 11. Are operator's (M) procedures clear and understandable? | --- | No | Rewrite - procedures must be clear. |
| Yes | | | |
| 12. Are all items at least as restrictive as the MMEL? | --- | No | Items cannot be less restrictive |
| Yes | | | |



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
	REV	00 DU 05/03/2015

13. Does the operator 's Operations Manual and MCM include instructions for the use of the MEL?

--- No ---

Establish and publish procedures in the Ops. Manual and MCM.

Yes

14. Does the operator have a MEL training program?

--- No ---

Operator to establish MEL training program.



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
	REV	00 DU 05/03/2015

APPENDIX G: MEL APPROVAL REGULATORY REFERENCES

ATA CHAPTER	ITEM	REGULATORY REFERENCE
	Night Flying Equipment	Arrêté 606 §6.10, §6.11
35	Oxygen Equipment	Arrêté 606 §4.4.5
25	Altitude Reporting Equipment	Arrêté 606 §
23	Communications and High-Frequency (HF) Communication System	
23	Boom Microphones	Arrêté 606 §6.20
23	Cockpit Voice Recorder	Arrêté 606 §6.3.7
	Altitude Alerting System	Arrêté 606 §
25	Emergency Locator Transmitter	Arrêté 606 §6.6, 6.17
25	Emergency Medical Equipment	Arrêté 606 §6.2.5
25	Crash Ax/Crow Bar	Arrêté 606 §6.2.8
25	Extended Overwater Equipment	
25	Flashlight	Arrêté 606 §6.10
25	Flight Attendant Seat	Arrêté 606 §6.16
	Additional Gyroscopic Bank and Pitch Indicator	Arrêté 606 §
23	Day VFR Instruments	Arrêté 606 §
23	Minimum Equipment Required to be Operative Prior to Flight	Arrêté 606 §
23	Ground Proximity Warning System	Arrêté 606 §
23	IFR Flight Instruments and Equipment	Arrêté 606 §
23	Floor Proximity Emergency Escape Path Markings	Arrêté 606 §
26	Aeroplane Cabin Fire Protection (Lavatory)	Arrêté 606 §
26	Aeroplane Hand Held Fire Extinguishers	Arrêté 606 §6.2.7
31	Flight Data Recorder	Arrêté 606 §6.3.1.1
34	Traffic Collision Avoidance System (TCAS)	Arrêté 606 §6.18

**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
	REV	00 DU 05/03/2015

34	ILS Systems	Arrêté 606 §7.3.1
34	Weather Radar Systems	Arrêté 606 §6.11
34	Ground Proximity Warning System (GWPS)	Arrêté 606 §6.15
34	VOR Navigation Systems	Arrêté 606 §7.3.1
34	Transponder and Automatic Altitude Reporting Systems	Arrêté 606 §7.3.5.2
34	Distance Measuring Equipment Systems	Arrêté 606 §7.3.1



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
	REV	00 DU 05/03/2015

APPENDIX H: FLOW CHART - OPERATOR DEVELOPMENT OF MINIMUM EQUIPMENT LIST

- | | | |
|--|------------|--|
| 1. Is there a MMEL for this aircraft type? | --- No--- | Discontinue. |
| ---Yes--- | | |
| 2. Acquire a current copy from CCAA/Directorate of Aviation Safety | | |
| 3. Do I have a current copy of the AFM? | --- No--- | Acquire AFM |
| ---Yes--- | | |
| 4. Do I have a current copy of Cameroon Civil Aviation Regulations | ---No--- | Acquire Cameroon Civil Aviation Regulations |
| ---Yes--- | | |
| 6. Do I have a current copy of the CCAA MMEL/MEL Policy and Procedures Manual? | ---No--- | Acquire Manual |
| ---Yes--- | | |
| 7. Have I included the MEL preamble and/or program instructions? | ---No--- | Include Instructions |
| ---Yes--- | | |
| 8. Do I have a list of effective pages? | ---No--- | Establish list of effective pages. |
| ---Yes--- | | |
| 9. Is there a table of contents included in my MEL? | --- No --- | Include table of contents. |
| ---Yes--- | | |
| 10. Does my MEL include all notes and definitions for the use of the MEL? | --- No --- | Include notes and definitions. |
| ---Yes--- | | |
| 11. Do I have a MEL format based on the CCAA MMEL/MEL Manual? | --- No --- | Establish format as suggested in Manual |
| ---Yes--- | | |
| 12. Develop MEL | --- No --- | |
| ---Yes--- | | |
| 13. Are my (O) procedures clearly written? | --- No --- | Rewrite to ensure procedures are included and clearly understandable |
| ---Yes--- | | |



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
	REV	00 DU 05/03/2015

APPENDIX I: OPERATIONS MANUAL AMENDMENT GUIDE

MEL Defect Deferral Suggested Procedures

Disclaimer: This sample is provided to operators as a means of defect control.

It is not intended to be used as a guide or checklist for those The operator who have existing procedures that currently meet the intent of the requirements.

The procedures developed below are specifically for a company Operations Manual. These procedures should be identical to those found in the MCM and in the MEL.

1.1 Defects and Their Control - General

- a) All defects will be entered in the aircraft Journey Log Book. (If applicable interior cosmetic defects may be entered in a Cabin Defect Log Book.)
- b) Prior to flight all defects shall be actioned and certified or deferred in accordance with the procedures set forth in the Operations Manual (OM), Maintenance Control Manual (MCM) and Minimum Equipment List (MEL).
- c) For each aircraft a defect will have a unique number assigned to it for tracking purposes.

1.2 Deferred Defect Restrictions

- a) Any defect may be deferred provided it is included in the approved MEL and the aircraft must be operated in accordance with any conditions or limitations specified therein.
- b) Where the conditions or limitations specified in a MEL are in conflict with the requirements of an airworthiness directive, the airworthiness directive prevails.
- c) If any doubt exists as to the deferral of an item, consultation between operations and maintenance is required.
- d) Once a defect has been established as being, the following procedures will be used.

1.3 Deferring Procedures and Control - Maintenance

If a defect has been deferred by the flight crew (Section 1.4) re-defer in accordance with the following:

- a) The defect will be entered in the Journey Log Book as “deferred in accordance with MEL ATA #...” and signed by a qualified AME.
- b) A placard will be placed in the aircraft as described by the MEL.
- c) The Journey Log must be checked to ensure that when operating with multiple inoperative items, the interrelationship between those items and the effect on aircraft operation and crew workload will be considered.
- d) The deferral will be tracked by Quality Assurance to ensure a timely rectification with regard to the categorization.
- e) After defect rectification, remove the placard from the aircraft and follow the procedures in the MCM for placarding control or for multiple copy Journey Log, affix the placard to the maintenance copy of the defect rectification.



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
	REV	00 DU 05/03/2015

f) It is mandatory that all defects not cleared when the Journey Log Book expires be transferred to the new Journey Log Book with all details.

1.4 Use of MEL - Flight Crew

Once a defect has been established as being deferrable, the Pilot-in-Command (PIC) may defer the defect in accordance with the MEL providing the following procedures are adhered to:

- a) The Pilot-in-Command will enter the defect in the Journey Log Book.
- b) The Pilot-in-Command will advise the Maintenance department as soon as practicable.
- c) Where required the flight crew will adhere to all column 5 restrictions and perform (O) procedures as applicable.
- d) (M) Maintenance Procedures may be actioned and deferred by Flight Crews who have been trained to do so under the authority of "Elementary Work".
- e) Flight Crews may not perform Maintenance procedures if the defect involves an item designated in the MEL as (M#) - which denotes MAINTENANCE PERSONNEL REQUIRED. The aircraft may not proceed until maintenance carries out the procedures found in Section 1.3.
- f) The Journey Log must be checked by the Pilot-in-Command for multiple inoperative items. The interrelationship between those items and the resultant effect on aircraft operation and crew workload will be considered by the PIC before making a go / no-go decision.
- g) Appropriate placard(s) will be installed by the flight crew in accordance with the instructions in the MEL.
- h) The Pilot-in-Command will enter in the Journey Log Book, adjacent to the defect, under what authority the defect has been deferred i.e. "deferred in accordance with MEL ATA Number...", the time of day, his/her signature and pilot's licence number.
- i) If any doubt exists, this does not preclude the pilot from consulting maintenance to confirm that the ATA item and procedure has been deferred correctly prior to subsequent dispatch.
- j) The aircraft may proceed on a planned itinerary to a base where maintenance will rectify or re-defer the defect in accordance with the procedures in the MCM.

1.5 Journey Log Book Procedures

"O" and "M" Procedures

PRIOR TO EACH DEPARTURE:

Where an "O" and/or "M" Procedure is required PRIOR TO EACH DEPARTURE, the Pilot-in-Command will ensure all required actions are completed in accordance with the MEL.

PRIOR TO EACH FLIGHT DAY:

Where an "O" and/or "M" Procedure is required PRIOR TO EACH FLIGHT DAY, the Pilot-in-Command will ensure all required actions are completed in accordance with the MEL.



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
	REV	00 DU 05/03/2015

APPENDIX J: INITIAL AND RECURRENT MEL TRAINING – SAMPLE SYLLABUS

Note: If elementary work is to be carried out by crew members, this practice needs to be addressed in the MEL training syllabus in the Operations Manual and the MCM, including the particular items approved.

1.1 MEL Origin and Philosophy

- a) MMEL background and development.
- b) MEL background and development.

1.2 General MEL Content

- a) Approval Letter
- b) List of effective pages
- c) Table of contents
- d) Preamble
- e) Definitions
- f) ATA Chapters, Page format, Page numbering, System and item titles, categorization, columns, remarks and exceptions, placarding, (O) and (M) procedures.

1.3 Specific Use of the MEL

- a) A review of items from a variety of systems including those with no procedures, (O), (M), (M#), (O) and (M), as applicable.
- b) Practical demonstration of MEL use versus hypothetical situations at and away from a maintenance base.
- c) Supervised 'hands on' use of a MEL, until familiar with the location, contents and procedures, including those at or away from a maintenance base.

1.4 Examination

- a) A written or practical test to ensure that the training has been adequate.

1.5 Company Forms

Adequate company records must be developed to document MEL training (initial and recurrent) to be added to the employee's training records. If the aircrew are to exercise elementary maintenance privileges, training forms must include an area describing what is being certified, and a place for sign off by an AME.

