Element Performance Inspection (EPI) Data Collection Tool
1.3.5 MEL / CDL / Deferred Maintenance (AW)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To develop and maintain a comprehensive program for managing the repair of items listed in the approved MEL/CDL.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder s procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the MEL/CDL/Deferred Maintenance process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the MEL/CDL/Deferred Maintenance process.

Specific Instructions:

- To accomplish this EPI, the inspector will review the aircraft logbook for proper MEL/CDL/Deferred Maintenance actions. The inspector should verify the appropriate placards have been installed. This verification should include a determination that the issuance of the MEL/CDL/Deferred Maintenance items was in accordance with the certificate holder's policies and procedures. The inspector should also observe aircraft deferrals to determine all maintenance requirements and time limitations of the deferral program(s) were met.
- There may be occasional circumstances when it is not possible to observe an event listed on this EPI. If during an inspection activity, the inspector does not observe the events listed in a question, leave the question unanswered until the last inspection activity. If the inspector does not observe the event during the last planned activity for the open EPI, then answer it, "Yes", and explain why it was not observed. He/She would select the "YES" button for the specific question, and enter an explanation in the Yes comment box, detailing why the event was not observed.

Related EPIs:

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (AW)
- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
  119.43(b)

- SRRs:

  119.43(b)(1)
  119.43(b)(2)
  119.43(c)
  119.5(f)(1)
  121.135(a)(1)
  121.135(b)(1)
  121.135(b)(2)
  121.135(b)(3)
  121.153(a)(2)
  121.303(d)(1)
  121.303(d)(2)
  121.628(a)(1)
  121.628(a)(2)
  121.628(a)(3)(i)
  121.628(a)(3)(ii)
  121.628(a)(4)
  121.628(a)(5)
  121.628(b)(1)
  121.628(b)(2)
  121.628(b)(3)
  121.628(c)
  121.701(a)
  121.709(b)
  121.709(b)(1)
  121.709(b)(3)
  43.13(c)
  43.9
  91.213(c)
  91.403(c)
  91.7(a)
  D.095Minimum Equipment List (MEL) Authorization

Related CFRs & FAA Policy/Guidance:

- Related CFRs:

  Intentionally left blank

- FAA Policy/Guidance:

  FAA Order 8900.1, Vol 4, Ch 4, Sec 1
  FAA Order 8900.1, Vol 3, Ch 32, Sec 11
  FAA Order 8900.1, Vol 3, Ch 44

EPI Section 1 - Performance Observables	
Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the MEL/CDL/Deferred Maintenance process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's MEL/CDL/Deferred Maintenance process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the MEL/CDL/Deferred Maintenance process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	Did the certificate holder have items repaired within the time intervals specified in the minimum equipment list (MEL) for Category A, Category B, Category C, or Category D items? *Related Performance JTIs:* 1. Check at the air carrier's records repository and review log pages to determine if a deferred item was not closed within the time interval allowed for "B" and "C" items. If there were time intervals that were exceeded, check that the Principal Maintenance Inspector or the Principal Avionics Inspector were notified within 24 hours of any extensions. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D 2. Check at the record repository by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension) *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D 3. Check at the aircraft cockpit by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension) *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D 4. Check at the air carrier's specified location by reviewing logbook pages that the maximum repair time for category "A" and "D" items have not been exceeded in accordance with the Certificate Holder's design. (The carrier is prohibited from authorizing an extension)	☐ Yes ☐ No, Explain

	Sources: FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D	
1.2.	Were the certificate holder's methods complied with for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired? *Related Performance JTIs:* 1. Check at the record repository and review sufficient records to determine that repairs have been made within the time period specified in the MEL. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629A	☐ Yes ☐ No, Explain
1.3.	Were the certificate holder's procedures for authorizing and controlling extensions to the specified maximum repair intervals for MEL Category B and C items followed? *Related Performance JTIs:* 1. Check at the record repository that the carrier is maintaining an acceptable level of safety when operating with multiple deferred items, in coordination with maintenance control, in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-631 2. Check at the aircraft cockpit by reviewing the aircraft logbook that an acceptable level of safety is being maintained when operating with multiple inoperative items in accordance with the air carriers design. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-631	☐ Yes ☐ No, Explain
1.4.	Was the Flight Standards District Office notified within 24 hours of any certificate holder s extension approval for Category B and C items specified in the MEL? *Related Performance JTIs:* 1. Check at the air carrier's specified location and review that the Principal Maintenance Inspector or the Principal Avionics Inspector has been notified within 24 hours of any extensions to the maximum repair interval for category "B" and "C" items. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D 2. Check at the FAA location that the Principal Inspectors are receiving MEL category "B" and "C" time extensions within 24 hours of their occurrence. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629D	☐ Yes ☐ No, Explain
1.5.	Were MEL repetitive procedures accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook? *Related Performance JTIs:* 1. Check in the aircraft cockpit by reviewing the aircraft logbook that any applicable MEL repetitive procedures have been accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 6, Ch 2, Sec 4, Para 6-236D3	☐ Yes ☐ No, Explain
1.6.	Were the applicable "O" and "M" procedures for MEL items properly complied	☐ Yes

	with? *Related Performance JTIs:* 1. Check at the aircraft cockpit that deferred maintenance procedures for "O" and "M" items have been properly performed in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 6, Ch 2, Sec 4, Para 6-236D1 FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-626FF&GG 2. Check at the air carrier's specified location to ensure items have been properly deferred in accordance with the MEL/CDL, and an aircraft was not operated in an unairworthy condition, in accordance with the Certificate Holder's design. *Sources:* 91.7(a) 3. Check at the aircraft by observing the MEL/CDL process to ensure items have been properly deferred in accordance with the MEL/CDL, and an aircraft was not operated in an unairworthy condition, in accordance with the Certificate Holder's design. *Sources:* 91.7(a)	☐ No, Explain
1.7.	Were repetitive inspections performed to ensure the continued airworthiness of deferred maintenance item (DMI) irregularities (i.e., fuel leak classifications, temporary repairs, etc.), which were previously inspected and found to be within serviceable limits? *Related Performance JTIs:* 1. Check at the aircraft that the air carrier is monitoring deferred maintenance item (DMI) irregularities that have been inspected previously and found to be within serviceable limits (i.e. fuel leak classifications, temporary repairs) and conducts repetitive inspections to ensure continuing airworthiness in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 6, Ch 2, Sec 4, Para 6-237B1 2. Check at the aircraft cabin that passenger convenience items that are not safety/airworthiness related deferrals are being handled in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 6, Ch 2, Sec 4, Para 6-237B2	☐ Yes ☐ No, Explain
1.8.	Were maintenance discrepancies properly deferred in accordance with the appropriate sources?	☐ Yes ☐ No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information for the MEL/CDL/Deferred Maintenance process, followed? *Related Performance JTIs:* 1. Check at the maintenance operational control to determine if the coordination is taking place to ensure that repairs are made as soon as possible for the identified items in the MEL *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-629A 2. Check at the aircraft cockpit by reviewing the aircraft logbook that an acceptable level of safety is being maintained when operating with multiple inoperative items in accordance with the air carriers design. *Sources:* FAA Order 8900.1, Vol 4, Ch 4, Sec 1, Para 4-631 3. Check at the air carrier's specified location by a review of aircraft logbook pages, that the MEL/CDL policies, instructions and controls, are being followed in accordance with the Certificate Holder's design.	☐ Yes ☐ No, Explain

	Sources: FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382E3	
3.	Were the MEL/CDL/Deferred Maintenance process controls followed? *Related Performance JTIs:* 1. Check at the air carrier's specified location by observation of the deferral process, that the MEL/CDL policies, instructions and controls, are being followed in accordance with the Certificate Holder's design. *Sources:* FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382E3	☐ Yes ☐ No, Explain
4.	Did the records for the MEL/CDL/Deferred Maintenance process comply with the instructions provided by the certificate holder?	☐ Yes ☐ No, Explain
5.	Were the process measurements for the MEL/CDL/Deferred Maintenance process effective in identifying problems or potential problems and providing corrective action for them?	☐ Yes ☐ No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	☐ Yes ☐ No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI Section 2 - Management Responsibility & Authority Observables	
Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major process changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the MEL/CDL/Deferred Maintenance process.
2.	Identify the person who has overall authority for the MEL/CDL/Deferred Maintenance process.
3.	Review the duties and responsibilities for those who manage the MEL/CDL/Deferred Maintenance process.
4.	Review the appropriate organizational chart.
5.	Discuss the MEL/CDL/Deferred Maintenance process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change
4.	Does the person with authority know that he/she has authority for the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change
5.	Does the person with responsibility for the MEL/CDL/Deferred Maintenance process meet the qualification standards?	☐ Yes ☐ No, Explain ☐ No Change
6.	Does the person with authority to establish and modify the MEL/CDL/Deferred Maintenance process meet the qualification standards?	☐ Yes ☐ No, Explain

		☐ No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change
9.	Does the responsible person know who has authority to establish and modify the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change
10.	Does the individual with authority know who has the responsibility for the MEL/CDL/Deferred Maintenance process?	☐ Yes ☐ No, Explain ☐ No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu
1. Assignment of responsibility.
2. Assignment of authority.
3. Does not understand procedures, policies or instructions and information.
4. Does not understand controls.
5. Does not understand process measurements.
6. Does not understand interfaces.
7. Span of control.
8. Position vacant.
9. Other.