

**Safety Attribute Inspection (SAI) 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 if the certificate holder's MEL/CDL/Deferred Maintenance process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's MEL/CDL/Deferred Maintenance process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's MEL/CDL/Deferred Maintenance process.

**Specific Instructions:**

- Intentionally Left Blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 119.43(b)
  - 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)

- SRRs:
  - 121.709(b)(1)
  - 121.709(b)(3)
  - 43.13(c)
  - 43.9
  - 91.213(c)
  - 91.403(c)
  - 91.7(a)
  - D.095 Minimum 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

### SAI Section 1 - Procedures Attribute

**Objective:** Procedures, instructions, and information are documented methods for accomplishing a process. The certificate holder's policies should establish their compliance posture. Policies may be stand-alone statements, or they may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

#### 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 duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the MEL/CDL/Deferred Maintenance process.
3.	Review the certificate holder's MEL/CDL/Deferred Maintenance process to ensure it contains the policies, procedures, instructions and information necessary for personnel to perform their duties and responsibilities with a high degree of safety.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's MEL/CDL/Deferred Maintenance process meet the specific regulatory and FAA policy requirements:	
1.1.	Does the certificate holder specify that no person may takeoff an airplane with inoperable instruments or equipment installed unless the records identifying the inoperable instruments and equipment, and the MEL information that provides for the operation of the airplane with certain instruments and equipment in an inoperable condition, are available to the pilot? SRRs: 119.5(f)(1); 121.135(a)(1); 121.153(a)(2); 121.303(d)(1); 121.628(a)(1); 121.628(a)(2); 121.628(a)(3)(i); 121.628(a)(4); 121.628(a)(5); 121.628(b)(1); 121.628(b)(2); 121.628(b)(3); 91.213(c); 121.628(a)(3)(ii); 121.303(d)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Does the certificate holder specify that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance (i.e., inoperable instrument and equipment listed in its MEL) that is critical to the safety of flight will make, or have made, a record of that action in the airplane's maintenance log? SRRs: 121.701(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Has the certificate holder provided procedures to prepare an airworthiness release or log entry after MEL required maintenance is performed on the aircraft? SRRs: 121.709(b)(1); 121.709(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Does the certificate holder specify that an airworthiness release or aircraft log entry for MEL items must be prepared in accordance with the procedures set forth in their manual? SRRs: 121.709(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.5.	Does the certificate holder provide instructions and information necessary to ensure that: SRRs: 121.135(a)(1); D.095Minimum Equipment List (MEL) Authorization	
1.5.1	Category A items are repaired within the time interval specified in the remarks column of the certificate holder's approved MEL? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.2	Category B items are repaired within three consecutive calendar days (72 hours), excluding the calendar day when the malfunction was recorded in the aircraft maintenance log and/or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.3	Category C items are repaired within 10 consecutive calendar days (240 hours), excluding the calendar day when the malfunction was recorded in the aircraft maintenance log and/or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.4	Category D items are repaired within 120 consecutive calendar days (2,880 hours), excluding the day when the malfunction was recorded in the aircraft maintenance log and/or record? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Does the certificate holder document a description of the MEL management process? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Does the certificate holder's MEL management process include: SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.7.1	A method that provides for tracking the date, and when appropriate, the time an item was deferred and subsequently repaired? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.2	A plan for bringing together parts, maintenance personnel, and aircraft at a specific time and place for repair? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.3	A review of items deferred, because of the unavailability of parts, to ensure that a valid back order exists with a firm delivery date? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.4	A description of specific duties and responsibilities by the job title of personnel who manage the MEL management process? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.5	Procedures for controlling extensions to specified maximum repair intervals as permitted by operations specifications D095, to include the limit of the extension? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.6	Procedures to be used for authorizing extensions? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Does the certificate holder's method for tracking the date and time an item was deferred (within the MEL management process) include: SRRs: D.095Minimum Equipment List (MEL) Authorization	
1.8.1	A supervisory review of the number of deferred items per aircraft? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.8.2	A supervisory review of each deferred item to determine the reason for any delay in repair, length of delay, and the estimated date the item will be repaired? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.	Does the certificate holder's MEL management process specify that the certificate holder is authorized to approve extensions to the maximum repair interval for Category B and C items, as specified in the approved MEL, provided the responsible Flight Standards District Office is notified within 24 hours of any extension approval? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	Does the certificate holder's MEL management process specify that the certificate holder is not authorized to approve any extensions to the maximum repair interval for Category A items or Category D items, as specified in the approved MEL? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.	Does the certificate holder's MEL management process specify that the Flight Standards District Office may deny the use of the continuing authorization if abuse is evident? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12.	Does the certificate holder specify that it will not use an MEL for any aircraft that is not specifically authorized by operations specifications D095? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.	Does the certificate holder specify it is authorized to use the approved MEL for the aircraft listed in its D095 operations specifications, provided items are repaired within the time intervals specified for the categories of items listed in operations specifications D095? SRRs: D.095Minimum Equipment List (MEL) Authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14.	Does the certificate holder's MEL/CDL/Deferred Maintenance process comply with the guidance contained in FAA Order 8900.1? <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual system includes a procedure that ensures compliance, procedures, policies, instructions and controls for the use of the Minimum Equipment List and Configuration Deviation List. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382E3 <i>Interfaces:</i> 1.3.1(AW); 1.3.11(AW); 1.3.14(AW); 4.2.1(AW) 2. Check that the Certificate Holder's manual system includes procedures that carryover items and deferred maintenance are audited to ensure they are properly complied with. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 44, Para 3-3893B1a <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP) 3. Check that the Certificate Holder's manual system includes procedures that all mechanical discrepancies entered in the maintenance log are corrected or deferred. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 4, Para 6-236B <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.3.14(AW); 3.1.2(OP); 3.1.9(OP); 3.2.1(OP); 3.2.3(OP) 4. Check that the Certificate Holder's manual system includes airworthiness release procedures, or maintenance record entries that	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>include a certification that the work was performed in accordance with the requirements of the manual.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 2, Para 3-3382F13f</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 4.2.1(AW); 7.1.6(AW)</p> <p>5. Check that the Certificate Holder's manual system includes procedures for airworthiness release, or maintenance record entries that include a certification that all items required to be inspected were inspected.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 2, Para 3-3382F13f</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 4.2.1(AW); 7.1.6(AW)</p>	
1.15.	<p>Does the certificate holder s manual contain the required references to, or excerpts from, the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.	<p>If the certificate holder s manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications?</p> <p>SRRs: 119.43(b)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.	<p>Does the certificate holder s manual require compliance with operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18.	<p>Does the certificate holder s MEL/CDL/Deferred Maintenance process contain a method for keeping all persons engaged in its operations informed of the provisions of the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(c)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Does the certificate holder's manual contain general policies for the MEL/CDL/Deferred Maintenance process that comply with the SRRs?</p> <p>SRRs: 121.135(b)(1); 121.628(a)(1); 121.628(a)(2); 121.628(a)(3)(i); 121.628(a)(4); 121.628(a)(5); 91.213(c); 121.628(a)(3)(ii); 43.13(c); 91.7(a); D.095Minimum Equipment List (MEL) Authorization; 43.9</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system contains a policy that when required by its operations specifications to provide for a continuous airworthiness maintenance program, it makes a record of the maintenance in accordance with the provisions of Part 121.</p> <p><i>Sources:</i> 121.135(b)(1); 43.9(b)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.14(AW)</p> <p>2. Check that the Certificate Holder's manual system contains a policy that as a holder of operations specifications it will use the methods, techniques, and practices contained in the maintenance manual or the maintenance part of the manual which constitutes an acceptable means of compliance with the provisions of Part 121.</p> <p><i>Sources:</i> 121.135(b)(1); 43.13(c)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW)</p> <p>3. Check that the Certificate Holder's manual system contains a policy that no person may operate a civil aircraft unless it is in an airworthy</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>condition.</p> <p><i>Sources:</i> 121.135(b)(1); 91.7(a)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.14(AW); 3.1.3(OP); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW)</p>	
4.	<p>Check that the Certificate Holder's manual system includes a policy that a person authorized to use an approved Minimum Equipment List issued for a specific aircraft under Part 121 of this chapter shall use that Minimum Equipment List in connection with operations conducted with that aircraft under this part without additional approval requirements.</p> <p><i>Sources:</i> 121.135(b)(1); 91.213(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 3.2.1(OP); 3.2.3(OP)</p>	
5.	<p>Check that the Certificate Holder's manual system includes instructions and information to their personnel that a person authorized to use an approved Minimum Equipment List issued for a specific aircraft under Part 121 of this chapter shall use that Minimum Equipment List in connection with operations conducted with that aircraft under this part without additional approval requirements.</p> <p><i>Sources:</i> 121.135(a)(1); 91.213(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 3.2.1(OP); 3.2.3(OP)</p>	
6.	<p>Check that the Certificate Holder's manual contains a policy that no person may operate an aircraft unless a manufacturer's maintenance manual or instructions for continued airworthiness has been issued that contains an airworthiness limitations section.</p> <p><i>Sources:</i> 121.135(b)(1); 91.403(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.3.1(AW); 1.3.2(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 2.1.4(AW); 2.1.4(OP); 3.1.9(OP)</p>	
7.	<p>Check that the Certificate Holder's manual system contains a policy that no person may operate an aircraft in violation of an air carrier operating certificate, operating certificate, or appropriate operations specifications.</p> <p><i>Sources:</i> 119.5(l); 121.135(b)(1)</p> <p><i>Interfaces:</i> 1.3.14(AW)</p>	
8.	<p>Check that the Certificate Holder's manual system contains a policy that is appropriate for each group of personnel who support en route flight, navigation, and communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route.</p> <p><i>Sources:</i> 121.135(b)(1); 121.135(b)(5)</p> <p><i>Interfaces:</i> 1.1.2(AW); 1.1.2(OP); 3.1.3(OP); 3.2.1(OP); 3.2.3(OP); 4.2.3(OP); 4.2.5(OP); 4.2.11(OP); 7.2.1(OP)</p>	
9.	<p>Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and equipment required to comply with airworthiness requirements are in operable condition.</p> <p><i>Sources:</i> 121.135(b)(1); 121.153(a)(2); 121.303(d)(1)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP); 7.1.6(AW)</p>	
10.	<p>Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and</p>	

	<p>equipment specified for all operations are in operable condition.  <i>Sources:</i> 121.135(b)(1); 121.303(d)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW); 7.1.6(AW)</p> <p>11. Check that the Certificate Holder's manual system contains a policy that no person may take off any airplane unless the instruments and equipment specified for the kind of operation indicated are in operable condition.  <i>Sources:</i> 121.135(b)(1); 121.303(d)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW); 7.1.6(AW)</p> <p>12. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless an approved Minimum Equipment List exists for that airplane.  <i>Sources:</i> 121.135(b)(1); 121.628(a)(1)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.3(OP)</p> <p>13. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment unless; ? The certificate-holding district office has issued operations specifications authorizing operations in accordance with an approved Minimum Equipment List. ? The flight crew shall have direct access at all times prior to flight to all of the information contained in the approved Minimum Equipment List through printed or other means approved by the Administrator in the Certificate Holders operations specifications. ? An approved Minimum Equipment List, as authorized by the operations specifications, constitutes an approved change to the type design without requiring recertification.  <i>Sources:</i> 121.135(b)(1); 121.628(a)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP)</p> <p>14. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List is prepared in accordance with the limitations specified in FAR 121.628(b).  <i>Sources:</i> 121.135(b)(1); 121.628(a)(3)(i)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>15. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition.  <i>Sources:</i> 121.135(b)(1); 121.628(a)(3)(ii)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>16. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed, unless records identifying the inoperable instruments and equipment are available to the pilot.  <i>Sources:</i> 121.135(b)(1); 121.628(a)(4)</p>	
--	---	--



	<p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>17. Check that the Certificate Holder's manual system contains a policy that no person may take off an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing use of the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(b)(1); 121.628(a)(5)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.3.14(AW); 3.1.2(OP); 3.1.9(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>18. Check that the Certificate Holder's manual system contains a policy that instruments and equipment that are required by the airworthiness requirements which are essential for safe operations under all operating conditions may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(b)(1); 121.628(b)(1)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>19. Check that the Certificate Holder's manual system contains a policy that instruments and equipment required to be in operable condition by an Airworthiness Directive may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(b)(1); 121.628(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>20. Check that the Certificate Holder's manual system contains a policy that instruments and equipment required for specific operations by this part may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(b)(1); 121.628(b)(3)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>21. Check that the Certificate Holder's manual system contains a policy that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log.</p> <p><i>Sources:</i> 121.135(b)(1); 121.701(a)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 4.2.1(AW); 7.1.6(AW)</p>	
3.	<p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 121.135(b)(3)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
4.	<p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the MEL/CDL/Deferred Maintenance process?</p> <p>SRRs: 121.135(b)(2); D.095Minimum Equipment List (MEL) Authorization</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
5.	<p>Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the MEL/CDL/Deferred Maintenance process?</p> <p>SRRs: 119.5(f)(1); 121.135(a)(1); 121.153(a)(2); 121.303(d)(1); 121.628(a)(1); 121.628(a)(2); 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); 121.628(a)(3)(ii); 121.303(d)(2);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

	<p>43.13(c); 91.7(a); 91.403(c)  <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system has instructions and information to their personnel that when required by its operations specifications to provide for a continuous airworthiness maintenance program, it makes a record of the maintenance in accordance with the provisions of Part 121.  <i>Sources:</i> 121.135(a)(1); 43.9(b)  <i>Interfaces:</i> 1.1.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.14(AW)</li> <li>2. Check that the Certificate Holder's manual system has instructions and information to their personnel that as a holder of operations specifications it will use the methods, techniques, and practices contained in the maintenance manual or the maintenance part of the manual which constitutes an acceptable means of compliance with the provisions of Part 121.  <i>Sources:</i> 121.135(a)(1); 43.13(c)  <i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW)</li> <li>3. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may operate a civil aircraft unless it is in an airworthy condition.  <i>Sources:</i> 121.135(a)(1); 91.7(a)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.14(AW); 3.1.3(OP); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW)</li> <li>4. Check that the Certificate Holder's manual system contains procedures to ensure that both the Preamble and the Notes from the Master Minimum Equipment List are incorporated in its MEL.  <i>Sources:</i> 8300.10, Volume 2, Chapter 37, Section 1, Paragraph 9A  <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP)</li> <li>5. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may operate an aircraft in violation of an air carrier operating certificate, operating certificate, or appropriate operations specifications.  <i>Sources:</i> 119.5(l); 121.135(a)(1)  <i>Interfaces:</i> 1.3.14(AW)</li> <li>6. Check that the Certificate Holder's manual system includes instructions and information for their personnel that it will not operate an aircraft unless that aircraft is in an airworthy condition and meets the applicable airworthiness requirements.  <i>Sources:</i> 121.135(a)(1); 121.153(a)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP); 7.1.6(AW)</li> <li>7. Check that the Certificate Holder's manual system includes instructions and information for their personnel that no person may take off any airplane unless the instruments and equipment required to comply with airworthiness requirements are in operable condition.  <i>Sources:</i> 121.135(a)(1); 121.153(a)(2); 121.303(d)(1)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 3.2.1(OP); 3.2.3(OP); 7.1.6(AW)</li> <li>8. Check that the Certificate Holder's manual system includes instructions and information for their personnel that that no person may take off any airplane unless the instruments and equipment specified for all operations are in operable condition.</li> </ol>	
--	--	--

	<p><i>Sources:</i> 121.135(a)(1); 121.303(d)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW); 7.1.6(AW)</p> <p>9. Check that the Certificate Holder's manual system includes instructions and information to their personnel that no person may take off any airplane unless the instruments and equipment specified for the kind of operation indicated are in operable condition.  <i>Sources:</i> 121.135(b)(26); 121.303(d)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP); 4.2.1(AW); 7.1.6(AW)</p> <p>10. Check that the Certificate Holder's manual system includes instructions and information to its personnel that no person may take off an airplane with inoperable instruments or equipment installed unless an approved Minimum Equipment List exists for that airplane.  <i>Sources:</i> 121.135(a)(1); 121.628(a)(1)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.3(OP)</p> <p>11. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; &amp;#61623; The certificate-holding district office has issued operations specifications authorizing operations in accordance with an approved Minimum Equipment List.  <i>Sources:</i> 121.135(a)(1); 121.628(a)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP)</p> <p>12. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; &amp;#61623; The flight crew shall have direct access at all times prior to flight to all of the information contained in the approved Minimum Equipment List through printed or other means approved by the Administrator in the Certificate Holders operations specifications.  <i>Sources:</i> 121.135(a)(1); 121.628(a)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP)</p> <p>13. Check that the Certificate Holder's manual system includes instructions and information to their personnel, that no person may take off an airplane with inoperable instruments or equipment unless; ? An approved Minimum Equipment List, as authorized by the operations specifications, constitutes an approved change to the type design without requiring recertification.  <i>Sources:</i> 121.135(a)(1); 121.628(a)(2)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 3.2.1(OP); 3.2.3(OP)</p> <p>14. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List is prepared in accordance with the limitations specified in FAR 121.628 (b).  <i>Sources:</i> 121.135(a)(1); 121.628(a)(3)(i)  <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p>	
--	--	--

	<p>15. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed unless the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(a)(3)(ii)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>16. Check that the Certificate Holder's manual system includes instructions and information that no person may take off an airplane with inoperable instruments or equipment installed, unless records identifying the inoperable instruments and equipment are available to the pilot.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(a)(4)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>17. Check that the Certificate Holder's manual system includes instructions and information to its personnel that no person may take off an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing use of the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(a)(5)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.3.14(AW); 3.1.2(OP); 3.1.9(OP); 3.2.1(OP); 3.2.3(OP)</p> <p>18. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment that are required by the airworthiness requirements which are essential for safe operations under all operating conditions may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(b)(1)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>19. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment required to be in operable condition by an Airworthiness Directive may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>20. Check that the Certificate Holder's manual system has instructions and information to its personnel that instruments and equipment required for specific operations by this part may not be included in the Minimum Equipment List.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(b)(3)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 3.2.3(OP); 7.1.6(AW)</p> <p>21. Check that the Certificate Holder's manual system includes instructions and information to its personnel that an airplane with inoperable instruments or equipment may be operated under a special flight permit in accordance with FAR 21.197.</p> <p><i>Sources:</i> 121.135(a)(1); 121.628(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.1.3(AW); 1.2.1(AW); 1.3.1(AW); 1.3.14(AW); 3.2.1(OP); 7.1.6(AW)</p> <p>22. Check that the Certificate Holder's manual system includes instructions and information to its personnel that each person who takes action in</p>	
--	---	--

	<p>the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log.</p> <p><i>Sources:</i> 121.135(a)(1); 121.701(a)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 4.2.1(AW); 7.1.6(AW)</p>	
--	---	--

<b>SAI Section 1 - Procedures Attribute Drop-Down Menu</b>	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

### SAI Section 2 - Controls Attribute

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the system to ensure that the most important policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

#### Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the MEL/CDL/Deferred Maintenance process:	
1.1.	Is there a control or controls in place to ensure that the certificate holder has items repaired within the time intervals specified in the MEL for Category A, Category B, Category C, or Category D items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that the certificate holder complies with its methods for tracking the date, and when appropriate, the time an item was deferred and subsequently repaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that the Flight Standards District Office is notified within 24 hours of any certificate holder's extension approval for Category B and C items specified in the MEL?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure that MEL repetitive procedures are accomplished in accordance with the requirements of the MEL and are recorded as being completed in the aircraft logbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control or controls in place to ensure that the applicable "O" and "M" procedures for MEL items are properly complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that repetitive inspections are 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a control or controls in place to ensure that the certificate holder's procedures for authorizing and controlling extensions to the specified maximum repair intervals for MEL Category B and C items are followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 2 - Controls Attribute Drop-Down Menu</b>	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.



### SAI Section 3 - Process Measurement Attribute

**Objective:** Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's MEL/CDL/Deferred Maintenance process include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would identify if the certificate holder failed to have items repaired within the time intervals specified in the MEL for Category A, Category B, Category C, or Category D items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would identify if the certificate holder failed to comply with its methods for tracking the date, and when appropriate, the time an item was deferred and subsequently repaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would identify if the certificate holder's procedures for authorizing and controlling extensions to the specified maximum repair intervals for MEL Category B and C items were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would identify if the Flight Standards District Office was not notified within 24 hours of any certificate holder's extension approval for Category B and C items specified in the MEL?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a process measurement or process measurements that would identify if MEL repetitive procedures were not accomplished in accordance with the requirements of the MEL and recorded as being completed in the aircraft logbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.6.	Is there a process measurement or process measurements that would identify if the applicable "O" and "M" procedures for MEL items were not properly complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a process measurement or process measurements that would identify if repetitive inspections were not 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder use its process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 3 - Process Measurement Attribute Drop-Down Menu</b>
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

### SAI Section 4 - Interfaces Attribute

**Objective:** Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different areas within the certificate holder's system must be consistent and complement each other. For the interfaces to be effectively managed, the certificate holder's system should identify and document the interfaces.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:	
1.	Review the interfaces associated with the MEL/CDL/Deferred Maintenance process that have been identified along with the individual questions in section 1, Procedures, of this DCT.	
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.	

#### Questions

	To meet this objective, the inspector must answer the following questions: NOTE: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's system properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder document a method for assessing the impact of any changes to the associated interfaces within the MEL/CDL/Deferred Maintenance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 4 - Interfaces Attribute Drop-Down Menu</b>	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

### SAI Section 5 - Management Responsibility & Authority Attributes

**Objective:** The questions in this section of the DCT 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:
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 of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder clearly identify who is responsible for the quality of the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the MEL/CDL/Deferred Maintenance process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the MEL/CDL/Deferred Maintenance process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder clearly and completely document its qualification standards for the person having responsibility for the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder clearly and completely document the procedures for	<input type="checkbox"/> Yes

	delegation of authority for the MEL/CDL/Deferred Maintenance process?	<input type="checkbox"/> No, Explain
--	---	--------------------------------------

<b>SAI Section 5 - Management Responsibility &amp; Authority Attributes Drop-Down Menu</b>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.