

FEDERAL AVIATION ADMINISTRATION



MMEL INDUSTRY GROUP

Master Minimum Equipment List (MMEL) Agenda Proposal & Coordination Process

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Master Minimum Equipment List (MMEL) Agenda Proposal & Coordination Process

Chapter 1 Introduction

The Air Transport Association of America (ATA) and Federal Aviation Administration (FAA) formed a joint industry Master Minimum Equipment List (MMEL) Subcommittee in January 1991 (NOTE: Subcommittee name changed to MMEL Industry Group in early 2004). The MMEL Industry Group (IG) was formed to develop consensus industry position and make recommendations to the FAA relating to Master Minimum Equipment Lists, FAA Flight Standards letters, FAA Orders, Principal Inspector guidance, related Advisory Circulars (ACs) and other associated documents. As part of their activity, the MMEL IG developed a "lead airline" MMEL revision coordination process to assist the Flight Operations Evaluation Board (FOEB) chairmen develop draft FOEB MMEL agenda items. This document provides guidelines and milestones for developing and submitting proposed MMEL agenda items. However, readers of this document should be aware that MMELs could also be changed by other means such as FAA Global Change Policy Letters and Airworthiness Directives. This document is maintained and revised exclusively by the MMEL IG.

Chapter 2 Background

The objective of this document is to improve the quality of proposed MMEL agenda items and to assist the FAA (FOEB chairmen) develop MMEL revisions on a more timely basis. The document includes assignment of a lead airline to work with the aircraft manufacturers and FOEB chairmen to develop a draft MMEL revision agenda for consideration at an FOEB. The FOEB may be conducted in a formal meeting or "electronically" using the FAA's Flight Standards (AFS-200) web site.

The procedures outlined in this document are intended to reduce the FOEB chairmen's workload, allow early industry involvement with the development of a draft MMEL revision and enable better draft MMEL revisions to be processed sooner. The procedures are intended to enact a proactive and cooperative process that allows the FAA to capitalize on the expertise of both the aircraft manufacturers and operators. Early coordination and interface between the lead airline, the aircraft manufacturer and the FOEB chairman are the cornerstones to make the process successful. Details of the process are described in the following paragraphs.

Chapter 3 MMEL Agenda Item Coordination Process via the Lead Airline

Lead airline assignments for Part 91, 121, 125 and 135 operators will be designated by the MMEL IG in coordination with the ATA and Regional Airline Association (RAA). [Appendix A] provides the lead airline assignments and key personnel for coordinating draft MMEL revisions. The lead airlines will serve as the primary point of contact for the FOEB chairmen, aircraft manufacturers and other operators for a specific airplane MMEL. Since the information in [Appendix A] is dynamic, the MMEL IG will update its contents as required.

3a. The following guidance is provided for determining Lead Airline assignments:

1. Airplane should be operated by the designated Lead Airline.
2. Changing Lead Airline assignments may be made with concurrence of existing Lead Airline. Reason for change may be due to existing Lead Airline workload issues, another airline requesting to assume Lead Airline duties for an airplane type, or the operator retires the airplane type from its fleet, etc.
3. Changes to Lead Airline assignment should be coordinated with the MMEL IG Chairman, the aircraft manufacturer's MMEL representative and the appropriate FOEB Chairman.
4. Disputes over, or petitions for change in lead assignments that cannot be amiably agreed to between the parties will be brought to attention of the MMELIG Chairpersons and will be resolved by membership vote. In response to such petitions, preference should given to the party that has:
 - a. The most operational expertise, and/or
 - b. The larger percentage of affected equipment in its inventory, and/or
 - c. The internal resources and financial ability to support the Lead assignment/ obligation.

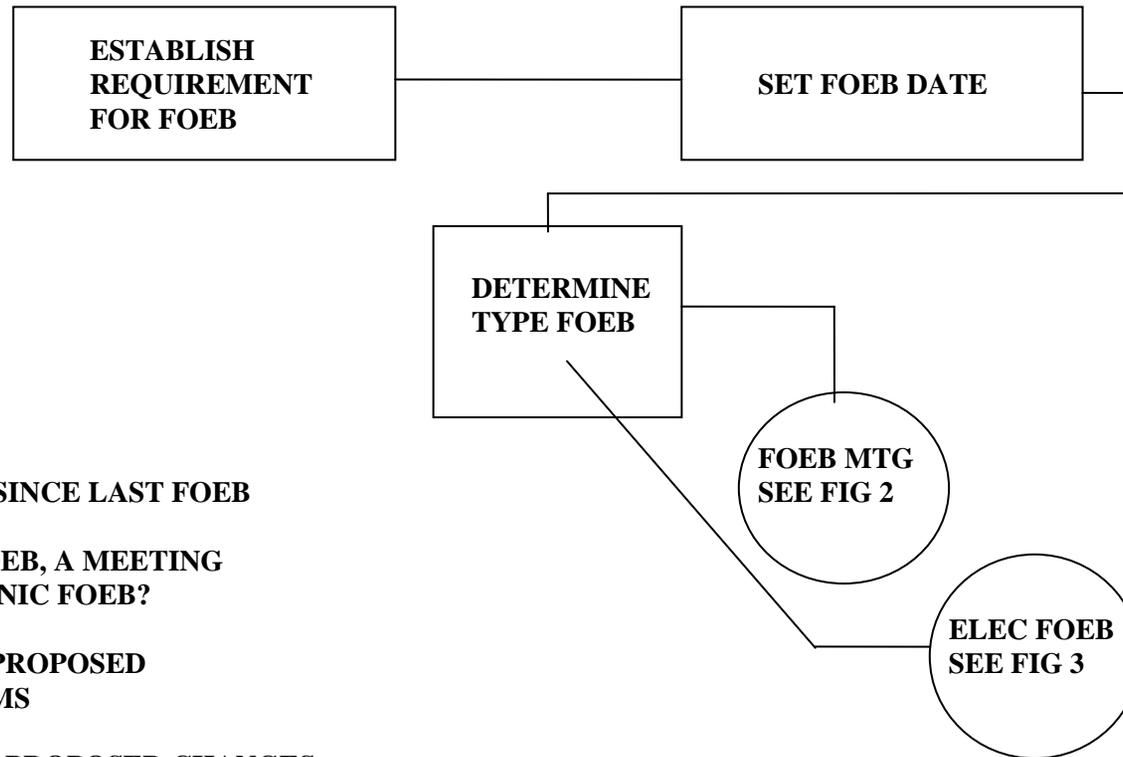
Chapter 4 Formal FOEB Procedure

The following paragraphs provide the procedures and coordination process for submitting draft MMEL agenda items for an FOEB. [Figure 4-1.1] provides the steps and considerations for determining the type of FOEB, meeting or electronic. [Figure 4-1.2] shows the schedule of the lead airline coordination process for developing draft agenda items for an FOEB and for drafting MMEL revisions. [Figure 4-1.3] shows the corresponding, abbreviated process for an electronic FOEB. [Figure 4-1.4] further details the coordination and procedures necessary for FOEBs.

Figures 4-1.1, 4-1.2, 4-1.3 and 4-1.4 on pages 5, 6, 7 & 8.

4-1 Establish proposed FOEB date 210-180 days prior to FOEB

1. The lead airline will coordinate with the aircraft manufacturer and the FOEB chairman to determine a date for the FOEB. In most cases it will take approximately 180-210 days to coordinate the proposals for the FOEB.
2. Once an FOEB date has been coordinated and established between the lead airline, the manufacturer and the FAA FOEB chairman, the lead airline representative or FAA FOEB chairman will notify the FAA AFS-260 in writing as to the date, time and location of the meeting. The FAA AFS-260 will take the necessary action announcing the FOEB meeting. The lead airline will coordinate with the aircraft manufacturer for alerting operators.



CONSIDERATIONS

1. **DATE / TIME SINCE LAST FOEB**
2. **WAS LAST FOEB, A MEETING OR ELECTRONIC FOEB?**
3. **NUMBER OF PROPOSED AGENDA ITEMS**
4. **URGENCY OF PROPOSED CHANGES**

FIGURE 4-1.1 - Determining the Type of FOEB

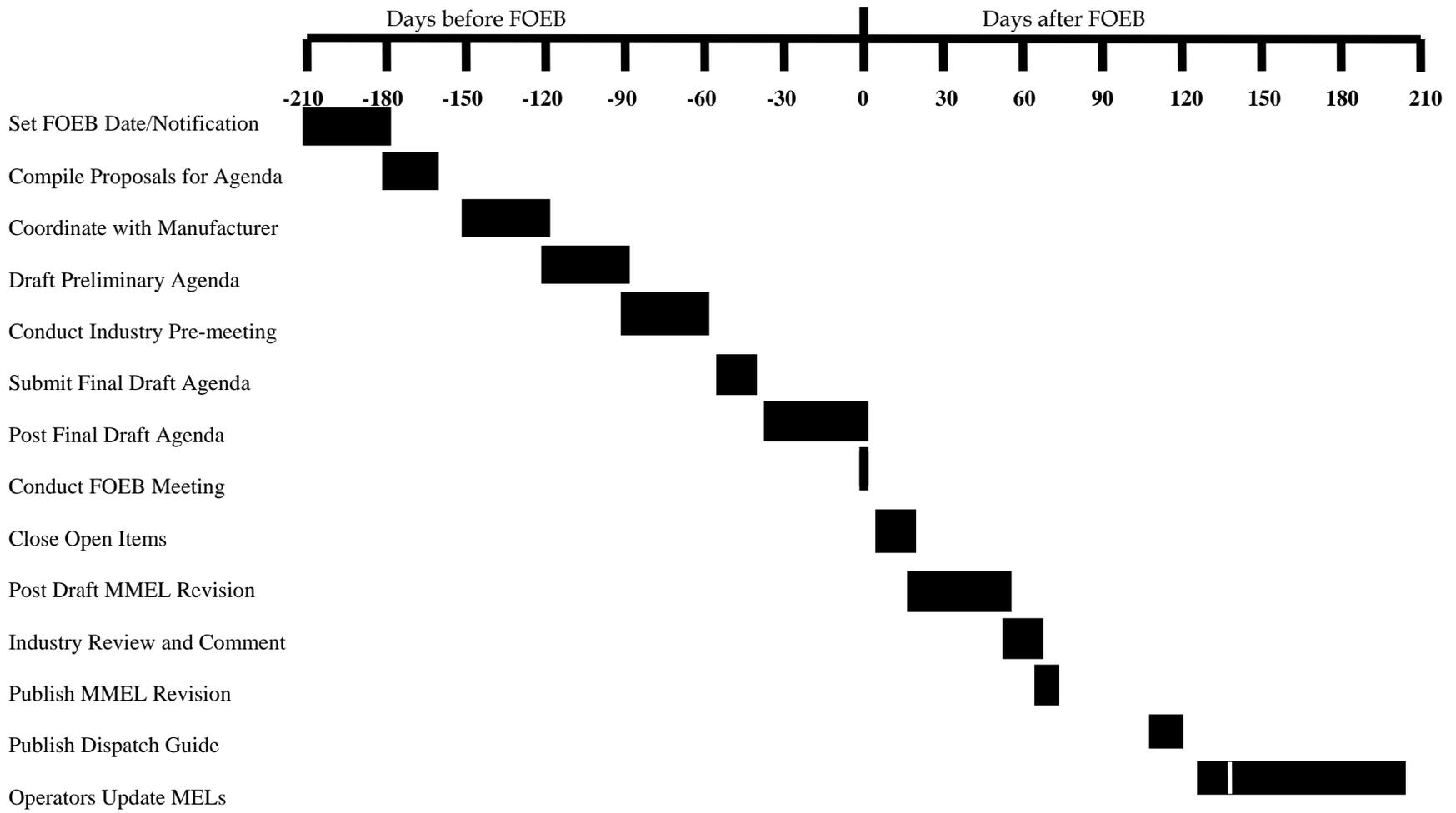


Figure 4-1.2 - FAA FOEB Process

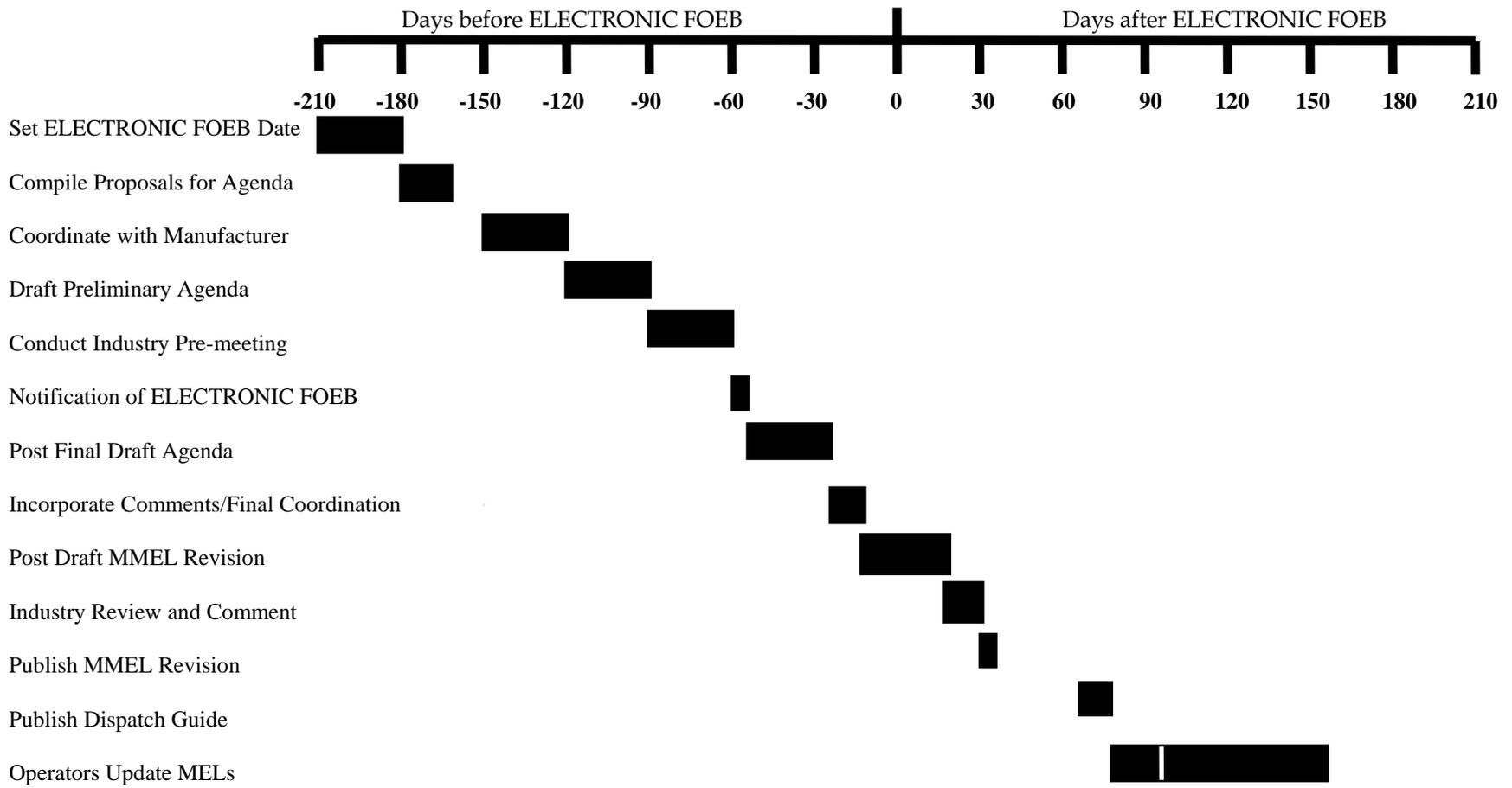
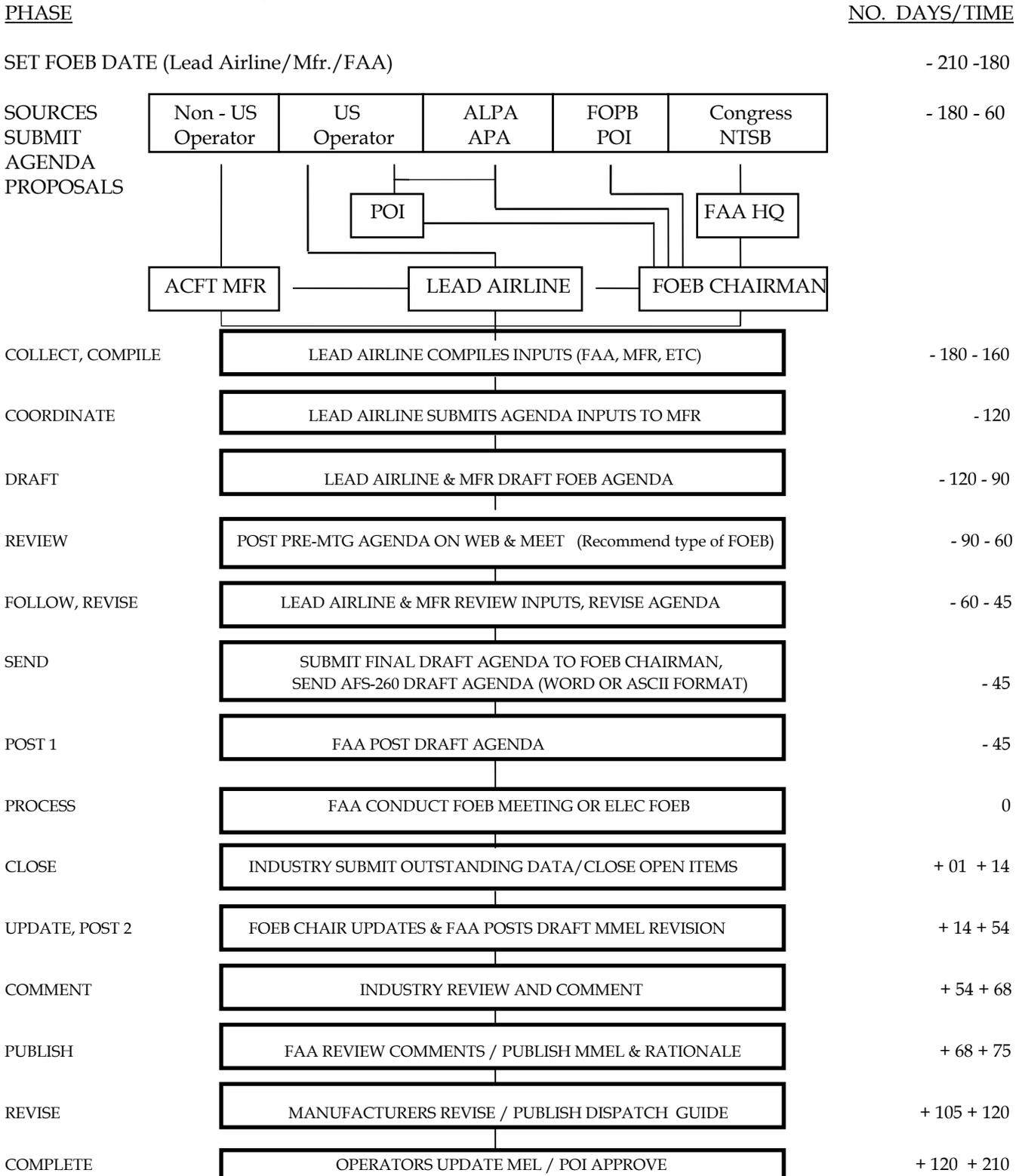


Figure 4-1.3 - FAA ELECTRONIC FOEB Process

Figure 4-1.4 - LEAD AIRLINE MMEL COORDINATION PROCESS



4-2 Collect and compile candidate agenda items 180-160 days prior to FOEB

1. After establishment of the FOEB date, operators should submit proposed agenda items to the lead airline representative at least 160-180 days prior to the FOEB date. Operators should also forward a copy of their agenda items to the FOEB chairman via their Principal Operations Inspector (POI).
2. The aircraft manufacturer will collect and provide other draft MMEL agenda items that have been submitted to the manufacturer to the lead airline at least 160-180 days prior to the FOEB date.
3. Operators are responsible for submitting draft MMEL agenda items to the lead airline and aircraft manufacturer / modifier that pertain to Supplemental Type Certification (STC) systems. Close coordination between the STC holder, operator(s) and the lead airline is critical to ensure that STC MMEL items are properly documented.
4. The lead airline will request a copy from the FOEB chairman of any candidate agenda items that were submitted directly to the FOEB chairman.

4-3 Coordinate draft agenda items with aircraft manufacturer 120 days prior to FOEB

1. The lead airline should submit draft agenda items to the aircraft manufacturer no later than 120 days prior to the FOEB date. To support the draft agenda item(s) operators should include technical data and justification and as appropriate, draft operations (O) and / or maintenance (M) procedures as outlined in [Appendix B]. The lead airline will coordinate with the aircraft manufacturer for a review of technical data, justification and draft procedures.
2. The lead airline should also coordinate with other operators and pilot and labor organizations on proposed agenda items and for additional technical and operator data.
3. The aircraft manufacturer will consolidate technical support recommendations for draft agenda items based on a schedule acceptable to the lead airline and the aircraft manufacturer.
4. Draft MMEL agenda items pertaining to approved STCs / FAA Form 337 should be coordinated between the agenda item originator, the STC / 337 holder and the lead airline. The lead airline should also coordinate with the aircraft manufacturer to ensure continuity for the final draft MMEL agenda package.
5. If it has been determined, in the preparation of the MMEL agenda package, that an O and / or M procedure is required, the lead airline and the aircraft manufacturer will include a draft O and / or M procedure, including provisos, with the draft agenda item. The lead airline and / or manufacturer may also elect to contact the agenda item originator for drafting the O and / or M procedure and provisos. If FAA FOEB input is needed to verify a need for an O and / or M procedure the lead airline and the aircraft manufacturer may provide just the intent / outline of the O and / or M procedure and wait for further guidance at the FOEB.

4-4 Lead airline/manufacturer draft FOEB agenda items 120-90 days prior to FOEB

1. The lead airline and the aircraft manufacturer will develop draft MMEL revision agenda items 90-120 days prior to the FOEB date.
2. Draft MMEL revision agenda items should be developed in the format outlined in [Appendix B]. This format is preferred by the FAA for presentation at the FOEB. Draft agenda items should be completed in Microsoft Word format.
3. Each revision proposal submitted to the FAA may vary in terms of the amount of required data. Simple proposals for typographical errors, minor wording changes, or basic technical changes may be adequately justified by a single sentence or short paragraph. Proposals for which some technical evaluation is necessary may require more substantial written justification as shown in [Appendix B].

4-5 Review draft agenda items at industry pre-meeting 90-60 days prior to FOEB

1. The draft MMEL revision agenda items will be reviewed at an industry pre-meeting 60-90 days prior to the FOEB date. The industry pre-FOEB meeting should be coordinated with the aircraft manufacturer to determine the date and location. ATA or RAA as appropriate may be used to assist in arranging the pre-meeting.
2. The lead airline may also coordinate with FAA AFS-260 and have the draft MMEL revision agenda posted on the FSIMS website for review and access prior to the pre-meeting. The web site address is <http://fsims.faa.gov>

3. Based on the considerations outlined in [Figure 4-1.1] and related factors discussed at the industry pre-meeting, the lead airline and aircraft manufacturer, in concert with the industry representatives in attendance at the industry pre-meeting, will develop a recommendation as to the type of FOEB (i.e., meeting or electronic). The lead airline may make the recommendation as to the type of FOEB to the FOEB chairman. FOEBs conducted electronically should refer to Chapter 5.
4. Industry representatives unable to participate in the industry pre-meeting may submit comments directly to the lead airline in time for review at the pre-meeting.
5. Contact FOEB Chairman and the Lead Airline to request an FOEB meeting in lieu of an electronic FOEB.

4-6 Follow-up and revise draft agenda 60-45 days prior to FOEB

1. The lead airline and the aircraft manufacturer will compile the agenda items inputs following the industry pre-meeting and develop a final draft MMEL revision agenda.
2. The revision will be accomplished 45-60 days prior to the FOEB date.

4-7 Submit agenda to FOEB chairman and FAA AFS-260 45 days prior to FOEB

1. The lead airline will submit the agenda items to the FOEB chairman NO LATER THAN 45 DAYS PRIOR TO THE FOEB DATE. The FOEB chairman should be provided both a hard copy and electronic media (Word) of the proposed agenda items using the approved FAA format (Ref. [Appendix B]).
2. The lead airline should also forward a hard copy and electronic media of the agenda to:
Special Programs Branch, AFS-260
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
USA
3. FAA AFS-260 will post the agenda items on the FAA web site upon receipt from the lead airline. FAA AFS-260 will coordinate with the lead airline representative in the event the electronic media is not properly formatted.

4-8 FAA Conducts FOEB - Day 0

1. The lead airline and the aircraft manufacturer may elect to conduct a final industry review prior to the FOEB date and submit additions/revisions to the agenda. The FAA also conducts its own pre-FOEB meeting to review industry agenda items prior to the FOEB.
2. The FAA FOEB chairman will conduct the FOEB meeting and review the agenda items developed under the lead airline process.

4-9 Open agenda items - Submittal of outstanding justification/data 1-14 days

1. The lead airline and aircraft manufacturer will coordinate with the FOEB chairman and conduct a review of FOEB open agenda items and develop an agreement to close out the items within 14 days after the FOEB.
2. Open agenda item justification / data must be submitted to the FOEB chairman within ten working days after the FOEB meeting or the agenda item will be tabled to enable release of the MMEL revision. Incomplete agenda items will be considered for the next MMEL revision.
3. Once tabled open agenda item requirements have been satisfied, the FOEB Chairman may choose to post a draft MMEL revision.

4-10 FOEB updates draft MMEL revision - Post on FAA WEB 14-54 days

1. After receipt of outstanding justification and data from the lead airline and / or manufacturer, the FAA will complete the draft MMEL revision.
2. After updating the draft MMEL revision, the FAA will post the document on the FAA WEB for a period of 14 days for final industry comment.

4-11 Industry review and comment 54-68 days

1. After posting on the FAA WEB, industry will have 14 days to review and submit comments on the draft MMEL revision.
2. Industry comments can be submitted to the FOEB chairman and/or the lead airline. Comments submitted to the FOEB chairman will be reviewed and considered for inclusion in the MMEL revision.
3. To request additional review time notify AFS-260, FOEB Chairman, and the Lead Airline.

4-12. FAA review comments and publish the MMEL revision within 68-75 days after the FOEB

1. After review of industry comments the FAA will post the new MMEL revision on the FAA WEB within 68-75 days after completion of the FOEB.
2. FAA will notify industry of final MMEL revisions.

4-13 Manufacturers revise and publish applicable Dispatch Deviation Guides/ procedures

1. Manufacturers must make every effort to publish a revised Dispatch Deviation Guide (DDG) / procedures in conjunction with the release of a new MMEL.

4-14 Operators revise MEL to reflect changes published in new MMELs

1. In accordance with FAA Policy Letter 86, MMEL changes that are more restrictive than the operator's MEL, are to be submitted to the Principal Operations Inspector (POI) within 90 days of the MMEL revision date, unless the operator and the POI agree that extenuating circumstances preclude adoption of a specific MMEL item. The POI may authorize an additional 90days if deemed necessary.

Chapter 5 Electronic FOEB Procedure

5-1 Coordinate with FOEB Chairman

1. At the industry pre-meeting, held 60-90 days prior to an FOEB, a recommendation will be developed as to the type of FOEB (i.e., meeting or electronic).
2. The lead airline and aircraft manufacturer will coordinate with the FOEB chairman to obtain concurrence and establish a target date for the ELECTRONIC FOEB.

5-2 Coordinate with FAA AFS-260

1. Once a date has been established, the lead airline will notify FAA AFS-260 stipulating that industry and the FAA FOEB chairman have agreed to conduct an electronic FOEB (for type airplane) and to expect a draft MMEL agenda to be forwarded to FAA AFS-260 by a specific date.
2. FAA AFS-260 will take the necessary action to publish the appropriate notification announcing the electronic FOEB, the date the draft MMEL revision will be posted and when comments will be due.

5-3 Post draft MMEL agenda package/Conduct FOEB electronically

1. The FAA will post the draft MMEL agenda items on the FAA AFS-200 web site for 30 days to allow for comment.
2. Industry should access the FAA web site and provide comments on the FAA web. Comments should also be forwarded to the lead airline, FOEB chairman and aircraft manufacturer.

5-4 Lead airline, aircraft manufacturer and FAA (FOEB chairman and AFS-260) coordinate industry comments

1. The lead airline, aircraft manufacturer and the FAA (FOEB Chairman and AFS-260) should review industry comments and agree on follow-on action for draft MMEL agenda items. Options include: revise and report on web site for follow-on review or, promulgates MMEL revision with change recommendations considered and incorporated.
2. Coordination of comments and follow-on action should be completed within 14 days after the comment period is closed.

5-5 FAA AFS-260 post MMEL revision on Web Site

1. The FAA AFS-260 will post the revised MMEL on the FAA AFS-200 web site within seven days after final coordination is completed.
2. A revised draft MMEL that requires additional comment / review will be posted for ten additional working days. Final coordination and dissemination of a revised MMEL will be completed within seven days after the second comment period is completed.

5-6 Other Considerations

1. Requirements pertaining to technical justification and data, O and / or M procedures, agenda format and Microsoft Word are applicable for the electronic FOEB.
2. In cases where an electronic FOEB is to be originated by the FOEB chairman, it is incumbent that the FOEB chairman coordinate with the lead airline and aircraft manufacturer to enable the opportunity to include additional agenda items with the FOEB chairman's electronic FOEB package. The FOEB chairman, lead airline and manufacturer should agree on a timetable and follow the above electronic FOEB procedures as appropriate.

Chapter 6. MMEL Coordination Process Improvement

In order to provide feedback on the effectiveness of the MMEL coordination process and to enable improvements to the MMEL coordination process, lead airlines and aircraft manufacturers are requested to track the MMEL development and publication time using the format outlined in [Appendix D].

Reports by lead airlines will be included in quarterly industry and government MMEL IG meetings with the intent of highlighting the coordination process steps that worked particularly well or became backlogged or delayed.

Master Minimum Equipment List (MMEL) Agenda Proposal & Coordination Process

Appendix A, as of September, 2010

MMEL LEAD AIRLINES

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
DC-8	ASTAR Air Cargo	Mr. Eric Bergesen Flight Standards ASTAR Air Cargo, Inc. 859-980-1084 / 859-980-1749 (office) Fax: 859-980-3216 Email: MngrFltTrng&Stndrds@astaircargo.us
DC-9/MD-80	American Airlines	Mr. Donn Reece Flight Operations Technical American Airlines MD 843 PO Box 619617 DFW Airport, TX 75261-9617 817-967-5115 Fax: 817-967-5443 Email: donn.reece@aa.com
DC-10	OPEN	Contact Manufacturer or FOEB Chairman
MD-90	Delta Air Lines	Mr. George M. Roberts Manager – MEL Programs Delta Air Lines, Inc. Department 088 P.O. Box 20706 Atlanta, GA 30320-6001 404-714-6763 Fax: 404-715-7202 Email: george.m.roberts@delta.com
B717	AirTran Airways	Mr. Thomas Young Director of Maintenance Southern Region AirTran Airways 9955 AirTran Blvd. Orlando, FL 32827 407-318-5536 Fax: 407-318-5952 Email: thomas.young@airtran.com

MMEL LEAD AIRLINES (cont.)

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
MD-10 MD-11	Federal Express	Mr. Michael W. Krueger Standards & Tech. Support 901-224-5335 Fax: 901-224-5337 Email: mwkrueger@fedex.com Mr. Carl Krueger Standards & Tech. Support 901-224-5528 Fax: 901-224-5337 Email: carl.krueger@fedex.com Federal Express Delivery Code 0135 3131 Democrat Road Memphis, TN 38133
B727	Federal Express	Mr. Frank Rogers Flight Standards & Tech. Support Federal Express Delivery Code 0135 3131 Democrat Road Memphis, TN 38118 901-224-4979 Fax: 901-224-5537 Email: frank.rogers@fedex.com
B737	Southwest Airlines	Mr. Jim Stieve Sr. Manager Certification and Compliance Southwest Airlines P.O. Box 36611, HDQ 1DP 2702 Love Field Drive Dallas, TX 75235-1611 214-792-3517 Fax: 214-792-3120 Email: jim.stieve@wnco.com
B747 (100-300/SP)	OPEN	Contact Manufacturer or FOEB Chairman
B747-400	Delta Air Lines	Mr. George M. Roberts Manager – MEL Programs Delta Air Lines, Inc. Department 088 P.O. Box 20706 Atlanta, GA 30320-6001 404-714-6763 Fax: 404-715-7202 Email: george.m.roberts@delta.com

MMEL LEAD AIRLINES (cont.)

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
B757	Delta Air Lines	Mr. George M. Roberts Manager – MEL Programs Delta Air Lines, Inc. Department 088 P.O. Box 20706 Atlanta, GA 30320-6001 404-714-6763 Fax: 404-715-7202 Email: george.m.roberts@delta.com
B767	Delta Air Lines	Mr. George M. Roberts Manager – MEL Programs Delta Air Lines, Inc. Department 088 P.O. Box 20706 Atlanta, GA 30320-6001 404-714-6763 Fax: 404-715-7202 Email: george.m.roberts@delta.com
B777	United Airlines	Mr. Tom Atzert Manager, MEL Engineering United Air Lines Network Operations Center 233 S. Wacker Drive, 28 th Floor OPBEG Chicago, IL 60606 872-825-1031 Fax: 872-825-0470 thomas.atzert@united.com
B787	United Airlines	Mr. Tom Atzert Manager, MEL Engineering United Air Lines Network Operations Center 233 S. Wacker Drive, 28 th Floor OPBEG Chicago, IL 60606 872-825-1031 Fax: 872-825-0470 thomas.atzert@united.com
L1011	OPEN	Contact Manufacturer or FOEB Chairman

MMEL LEAD AIRLINES (cont.)

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
A300 B4	ASTAR Air Cargo	Mr. Steve Capps Flight Standards ASTAR Air Cargo, Inc. 937-302-5864 (office) Fax: 937-655-5111 Email: Steve.Capps@astaraircargo.us
A300-600/310	Federal Express	Mr. Jason Bohannon Flight Standards and Tech Support Federal Express Delivery Code 0135 3131 Democrat Road Memphis, TN 38133 901-224-5338 Fax: 901-224-5359 Email: jason.bohannon@fedex.com
A318/319/320/321	Delta Air Lines	Mr. George M. Roberts Manager – MEL Programs Delta Air Lines, Inc. Department 088 P.O. Box 20706 Atlanta, GA 30320-6001 404-714-6763 Fax: 404-715-7202 Email: george.m.roberts@delta.com
A330	US Airways	Mr. Bob Taylor Manager - MEL Administration US Airways Operations Control Center – PIT OPS MCL 150 Hookstown Grade Road Moon Township, PA 15108 412 474-4355 Fax: 412-474-4396 E-mail: rtaylor@usairways.com
A350 XWB	United Airlines	Mr. Tom Atzert Manager, MEL Engineering United Air Lines Network Operations Center 233 S. Wacker Drive, 28 th Floor OPBEG Chicago, IL 60606 872-825-1031 Fax: 872-825-0470 thomas.atzert@united.com
F-28 Mk 1000 F-28 Mk 2000 F-28 Mk 4000	OPEN	Contact Manufacturer or FOEB Chairman
F100/F70	OPEN	Contact Manufacturer or FOEB Chairman

RAA OPERATOR LEAD AIRLINES

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
ATR 42/72	Mountain Air Cargo	Captain Matthew Riley Assistant Director of Operations Mountain Air Cargo 3524 Airport Rd. Maiden, NC 28650 Phone: 828-464-8741, ext. 214 Email: mriley@mtaircargo.com
Bae 146/RJ	OPEN	Contact Manufacturer or FOEB Chairman
Beechcraft 1900D	OPEN	Contact Manufacturer or FOEB Chairman
CRJ 100/200/700/900	Mesaba/Piedmont	Mr. Roger Lien CRJ Fleet Manager 1000 Blue Gentian Road, Suite 200 Eagan, MN 55121 Phone: 612-794-9417 Fax: 612-794-9495 Email: roger.lien@mesaba.com
DHC-6	Scenic Airlines	Mr. Glenn R. Nicoll Scenic Airlines 2705 Airport Drive North Las Vegas, NV 89032 Phone: 520-638-2463 Email: Gnicoll@scenic.com
DHC-8-100/200/300	Piedmont Airlines	Mr. Andrew Wills Dash 8 Program Manager Piedmont Airlines 4800 Hangar Road Charlotte, NC 28208 Phone: 704-359-1432 FAX: 704-359-2748 Email: Andy.Wills@usairways.com
DHC-8-400	Horizon Air	Mr. Jeff Sparks Project Pilot Horizon Air Email: jeff.sparks@horizonair.com
DOR 328	OPEN	Contact Manufacturer or FOEB Chairman

RAA OPERATOR LEAD AIRLINES (cont.)

<u>AIRPLANE</u>	<u>AIRLINE</u>	<u>AIRLINE POINT OF CONTACT</u>
DO-328JET	Skyway	Mr. Doug Myers Phone: 414-570-2380 Email: dmyers@midwest-express.com
EMB 120	SkyWest	Mr. Bill Boice SkyWest Airlines 444 South River Road St. George, Utah 84790 Phone: 435-634-3730 Email: bboice@skywest.com
EMB 135/140/145	American Eagle Airlines	Capt. Chip Bearden - EMB Fleet Manager 972-425-1450 / Email: curtis.bearden@aa.com OR Capt. Ed Korzun - CRJ Fleet Manager 972-425-1776 / Email: ed.korzun@aa.com American Eagle Airlines 1700 West 20 th Street DFW Airport, TX 75261-2527 Fax: 972-425-1938
EMB 170/190	OPEN	Contact Manufacturer or FOEB Chairman
Jetstream 31/32	Corporate Airlines	Mr. Kevin J. Cline Phone: 615-223-5644 ext. 114 Email: kcline@corporateairlines.com
Jetstream 41	Trans States Airlines	Mr. Matt Conrad Phone: 314-222-4357 Email: conradm@transstates.net
Metro II	Big Sky	Mr. Craig Denney Big Sky Airlines 1601 Aviation Place Billings, MT 59105 Phone: 406-247-3912 Email: craig.denney@bigskyair.com
Saab 340	Mesaba Airlines, Inc.	Mr. Dan Sauter Saab 340 Fleet Manager Mesaba Airlines, Inc. Phone: 651-367-5106 FAX: 651-367-5125 Email: Daniel.sauter@mesaba.com

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OPEN

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AIRCRAFT MANUFACTURER CONTACTS

Airbus A300B4, A300-600/310

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FORMAT FOR PROPOSED FOEB AGENDA ITEMS

Appendix B

- I. **Summary Page.** Document and justify proposed MMEL agenda items in a summary page formatted as follows below. The magnitude and complexity of the proposed revision will determine the scope of the justification data:
1. Subject – Title and number of proposed MMEL item.
 2. Proposal – Summary of proposed MMEL relief.
 3. Justification – Provide data substantiating proposal.
 4. System(s) Description - should include a description of the system or equipment under consideration, its function and other details that will aid in evaluating the proposal. If possible, any variations within the fleet should also be defined, such as different numbers installed on aircraft, etc. If possible, a schematic diagram or other system drawing should be included for clarification.
 5. Certification Basis (optional) - This may be included to explain any certification requirements, or lack thereof associated with the agenda item.
 6. Effect of Failure - the effect of the failure on the aircraft/system should be clearly explained. Consideration must be given to the possible interaction of the inoperative system or equipment with other systems. A clear description of the effects will avoid any misconceptions and improper conclusions by the evaluator.
 7. Effects of Additional Enroute Failures - in addition to including an evaluation of the potential outcome of operating with items that are inoperative, documentation should consider the subsequent failure of the next critical component, the interrelationships between items that are inoperative, the impact on aircraft flight manual procedures (AFM) and the increase in flight crew workloads.
 8. Procedures - any operations (O) and/or maintenance (M) procedures required for the proposed dispatch condition should be defined. It is preferred that the detailed O and/or M procedure be identified. However, in some cases a general outline and description of the functions to be accomplished by the procedure should be adequate for presentation at the FOEB. The intent of providing this information is to help support the agenda item and in no way means that the FAA is approving the procedure(s).
- II. **Submit existing and proposed MMELs using MMEL Proposal - Record Summary Template Appendix D.** Examples of Summary Page and associated submittals follow:

Appendix C

FAA Websites - Draft and Final MMELs

FAA Aviation Safety Draft Documents Open for Comment Website

Draft MMELs will be posted on the FAA “Aviation Safety Draft Documents Open for Comment” Website (http://www.faa.gov/aircraft/draft_docs/).

Once on the Website, under the heading of Flight Standards Service (AFS) Draft Documents, select “Master Minimum Equipment List (MMEL)”, and then locate the desired document.

Draft MMELs may be downloaded for viewing or printing; comments may be submitted to the FOEB Chairman via e-mail; comments, when posted, may be viewed via the Draft Document Comment Grid.

FAA FSIMS Website

Final MMELs will be posted on the FAA's Flight Standards Information System (FSIMS) Website (<http://fsims.faa.gov/>).

Once on the Website, select “Publications”, then “Master Minimum Equipment List (MMEL)”, and then navigate to the desired document.

Posted MMELs may be downloaded for viewing or printing.

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

Record Summary

Subject:

21-33-03 Cabin Rate-of-Climb Indicator

Proposal:

Delete "M" from first set of provisos.

Justification:

Relief may be given provided all other components of the cabin pressurization control system are operative, or if flight is conducted in an unpressurized configuration and the Cabin Air Outflow Valve remains OPEN.

For this proposal, which concerns dispatch option 01, there is no additional maintenance procedure required for this item.

System Description:

Provides Cabin Rate-of-Climb Indication.

Effect of Failure:

Cabin Rate-of-Climb Indication not available.

Effect of Additional Enroute Failures:

Redundant features of cabin pressurization control system will be available.

Procedures:

For dispatch option 01, none required.

For dispatch option 02, (M) procedures required to position Cabin Air Outflow Valve OPEN; (O) procedures required to configure and operate the airplane unpressurized.

EXAMPLE

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

U.S. Department Of Transportation Federal Aviation Administration		Master Minimum Equipment List			
Aircraft	MD-90	Revision Number:			Page: 21-X
	Proposed By: ABC Air Lines				Date: 3/20/00
Present					
21 Air Conditioning					
Repair category					
Number Installed					
Number Required for Dispatch					
Maintenance Procedure Required					
Operations Procedure Required					
Remarks or Exceptions					
Sequence Number					
21 33 01					
Name / Description					
01	Cabin Rate-of- Climb Indicator	D	1	0	M
May be inoperative provided all other components of the cabin pressurization control system are operative.					
02	Cabin Rate-of- Climb Indicator	C	1	0	M O
May be inoperative provided:					
a) Flight is conducted in an unpressurized configuration, and					
b) The Cabin Air Outflow Valve remains OPEN.					

EXAMPLE

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

U.S. Department Of Transportation Federal Aviation Administration		Master Minimum Equipment List			
Aircraft	MD-90	Revision Number:			Page: 21-X
	Proposed By: ABC Air Lines				Date: 3/20/00
Proposed					
21 Air Conditioning		Repair category			
		Number Installed			
Sequence Number		Number Required for Dispatch			
21 33 01		Maintenance Procedure Required			
		Operations Procedure Required			
Name / Description		Remarks or Exceptions			
01	Cabin Rate-of- Climb Indicator	D	1	0	May be inoperative provided all other components of the cabin pressurization control system are operative
02	Cabin Rate-of- Climb Indicator	C	1	0	M O
		May be inoperative provided: a) Flight is conducted in an unpressurized configuration, and b) The Cabin Air Outflow Valve remains OPEN.			

EXAMPLE

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

Record Summary

Subject:

Proposal:

Justification:

System Description:

Effect of Failure:

Effect of Additional Enroute Failures:

Procedures:

TEMPLATE

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

U.S. Department Of Transportation Federal Aviation Administration		Master Minimum Equipment List							
Aircraft XXXXX	Revision Number:		Page: XX-X						
Proposed By: XXXXXX		Date: XX/XX/XXXX							
Present									
ATA Number / Chapter Name	Item	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Repair category</td> </tr> <tr> <td style="padding: 2px;">Number Installed</td> </tr> <tr> <td style="padding: 2px;">Number Required for Dispatch</td> </tr> <tr> <td style="padding: 2px;">(M) Procedure</td> </tr> <tr> <td style="padding: 2px;">(O) Procedure</td> </tr> <tr> <td style="padding: 2px;">Remarks or Exceptions</td> </tr> </table>		Repair category	Number Installed	Number Required for Dispatch	(M) Procedure	(O) Procedure	Remarks or Exceptions
Repair category									
Number Installed									
Number Required for Dispatch									
(M) Procedure									
(O) Procedure									
Remarks or Exceptions									

TEMPLATE

MMEL PROPOSAL – RECORD SUMMARY TEMPLATE (Appendix D)

U.S. Department Of Transportation Federal Aviation Administration		Master Minimum Equipment List													
Aircraft	XXXXX	Revision Number:	Page: XX-X												
	Proposed By: XXXXXXXX		Date: XX/XX/XXXX												
Proposed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="padding: 2px;">Repair category</td> </tr> <tr> <td></td> <td style="padding: 2px;">Number Installed</td> </tr> <tr> <td></td> <td style="padding: 2px;">Number Required for Dispatch</td> </tr> <tr> <td></td> <td style="padding: 2px;">(M) Procedure</td> </tr> <tr> <td></td> <td style="padding: 2px;">(O) Procedure</td> </tr> <tr> <td></td> <td style="padding: 2px;">Remarks or Exceptions</td> </tr> </table>				Repair category		Number Installed		Number Required for Dispatch		(M) Procedure		(O) Procedure		Remarks or Exceptions
	Repair category														
	Number Installed														
	Number Required for Dispatch														
	(M) Procedure														
	(O) Procedure														
	Remarks or Exceptions														
ATA Number / Chapter Name															
Item															

TEMPLATE

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