

AP 1.1.008A	 CAA CAAIKTT	19 JUN 2016
MEL repair item Air Operator Self Extension		Revision 1
		Air Operator Certification

Advisory Pamphlet

[MEL Operator Self Extension]

AP 1.1.008



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1. Purpose

- 1.1. The purpose of this pamphlet is to provide guidance on the requirements an air operator must meet in order to be able to grant self-extensions to MEL items.
- 1.2. This guidance is applicable to any air operators authorized by the CAAI to use a Minimum Equipment List in the operation of aircraft.

2. General

- 2.1. Under certain conditions, such as a shortage of parts or other unexpected situations, an air operator may be unable to comply with MEL specified repair intervals. This may result in the grounding of aircraft. MEL Management Program will allow air operators, under controlled conditions, to grant extensions to MEL repair interval "B" and "C" categories. The following paragraphs give instructions to air operators to create an operator's MEL Management Program.
- 2.2. Air operator may use a privilege to extend the repair interval for Category B and C items after approval of its MEL Management Program by CAAI.

NOTE 1: For repair interval category "B" the maximum extension is an additional 72 hours, and for repair interval category "C" the maximum extension is an additional 240 hours.

NOTE 2: An air operator is not authorized to extend the maximum repair time for category "A" and "D" items.

Events beyond the Operator's Control.

- 2.2.1. The core of this program is to ensure that air operators do not use MEL item repair interval extensions as a means to regularly postpone the repair of MEL defects in accordance with the established category limit. Air

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operators are not to use the extension program as a normal means of conducting MEL item repairs.

Extensions will only be considered valid when events beyond the air operator's control have precluded rectification.

2.2.2. Several factors beyond the operator's control may influence the air operator's ability to comply with the specified interval, and are considered valid grounds for MEL self extension. For example, these factors may include:

2.2.2.1 Parts/materials shortages. This factor may be a result from shipping problems;

2.2.2.2 Inability to obtain necessary equipment for proper troubleshooting and repair.

2.2.3. These factors do not include events within the operator's control, such as:

2.2.3.1 No maintenance procedure applied for a substantial part of the MEL period, resulting in the need for an extension.

2.2.3.2 The AOC holder uses the A/C in such a way that the A/C is abroad and need to return to base after the MEL is no longer valid.

3. Reference Material, Forms & Job-Aids

3.1. Regulatory Requirements

3.1.1. Air Navigation Regulations (Operation of Aircraft and Rules of Flight, 1981) 31A, 127, 299, 411F.

3.2. Forms

3.2.1. OPSF / AWF 1.1.008-2 - MEL item repair interval extension - operator's approval form

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3.2.2. OPSF / AWF 1.1.008-3 Air operator's MEL self-extension approvals list

4. **Guidance and Procedures**

4.1. **MEL management Program Procedures – to be included in the Operator's maintenance Control Manual**

4.1.1. The Air operator must develop a MEL management program as a comprehensive means of controlling the repair of items listed in the approved MEL. An air operator must include a description of the program in its MCM. The following list is not all inclusive and air operator responsible personnel may add any other appropriate factors into account as necessary:

a) **Authority**

The operator must assign authority to the maintenance and operation departments for the approval of MEL repair interval extensions. Procedures must be established and implemented to ensure that extensions are allowed only after approval by authorized persons from maintenance and operation divisions. The authorized air operator persons will sign the form OPSF / AWF 1.1.008-2 MEL item repair interval extension - operator's approval form (or equivalent document) for each extension (as detailed in the "program administration" section of this document).

b) **Communication**

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

c) **Parts/Equipment Control**

The air operator must establish and implement procedures that will ensure where parts and/or equipment are needed to rectify a MEL defect within the specified interval, rather than regularly relying on self-extension.

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d) Maintenance control regarding self-extension items

Generally, operators must make repairs within the time period specified by the MEL. Although the MEL might permit multiple days of operation with certain inoperative equipment, operators must repair the affected item as soon as possible. Before granting self-extensions, the operator must consider the cross implications of extending the repair interval on other MEL items/limitations. The MEL management plan must include the following:

1. a method for tracking the date and time of deferral and repair;
2. a plan for coordinating parts, maintenance, personnel, and aircraft at a specific time and place for repair;
3. a review of items deferred to ensure that the deferral is due to events beyond the Operator's Control, e.g. due to unavailability of parts.

e) Records

In addition to the existing maintenance record keeping requirements, a copy of the completed form/s OPSF / AWF 1.1.008-2 MEL item repair interval extension - operator's approval form (or the equivalent document) shall be retained on file by the air operator for a period of 36 months, for auditing purposes.

f) Audits.

The air operator must include the MEL Management Program in its system of internal audits at an initial frequency of 12 months or less.

The approvals of the self-extension shall be subject to CAAI audit. In addition to the form OPSF / AWF 1.1.008-2, the air operator must manage an annual self-extension approvals list for each fleet (see form APF 1.1.008-3 MEL item repair interval extension - operator's approval form). The air operator must be able to provide all records related to the self-extension approvals.

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4.2. Program Administration.

4.2.1. Procedure

4.2.1.1 Each air operator having approved an MEL Management Program shall revise its MEL to include the following statements as paragraph of the MEL preamble:

“(Air Operator) _____ may self-extend the repair interval for Category B and C items contained within the MEL, but shall notify the CAAI Principal Maintenance Inspector (PMI) or Principal Operations Inspector (POI) responsible for the air operator within one working day when this action is taken and the reason it was required.”

4.2.1.2 For each extension, the air operator's authorized personnel shall submit the form OPSF / AWF 1.1.008-2, or provide the information to CAAI in an equivalent and acceptable format.

4.2.1.3 The copies of the completed form will be -

4.2.1.3.1. attached to the journey log entry with the following log entry:

“This aircraft is operating on an MEL item repair interval extension as specified in the attached form”;

4.2.1.3.2. sent to contracted AMO;

4.2.1.3.3. sent to CAAI.

4.2.2. New Operators

4.2.2.1 For new air operators, MEL item repair interval extensions may be subject to an evaluation period up to 12 months, as determined by CAAI. During the period of evaluation, CAAI concurrence and pre-approval will be required for extensions to all repair items.

4.2.3. Cancellation of privileges

4.3. MEL Management Program Compliance.

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- 4.3.1. The number of times this privilege is used is expected to be low. The actual number of MEL interval extensions will vary from one air operator to another due to individual circumstances.
- 4.3.2. A deviation from the MEL Management Program procedures as described above or an abuse of its privileges may cause a cancellation of the air operator's authority to extend MEL repair interval and withdrawal of self-extension privileges. In any case, CAAI's emphasis should not be placed on how many MEL item repair interval extensions are used, but rather on the correct application of approved procedures for the issue of the extension.