

Minimum Equipment List Compliance Review and Approval Checklist

Minimum Equipment List (MEL)

Aircraft Make & Model	
Aircraft Registration(s) (Tail Number)	

Type of Operator: General Aviation (GA) Air Operator Certificate Holder (AOC)

Master Minimum Equipment List (MMEL)

Minimum Equipment List (MEL)

Issue		Issue	
Revision		Revision	
Date		Date	

Type of Approval: Initial Approval Amendment Approval

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1	MMEL (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
1.1	Check that MMEL is the Latest Revision MMEL Rev: Date:	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (1) Current MMEL	AIR			Operator:	
						CAAT	AIR: OPS:
			OPS				
1.2	Check that every item in MEL is based on and not less restrictive than MMEL	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 3. Minimum Equipment List	AIR			Operator:	
						CAAT	AIR: OPS:
			OPS				
1.3	Check that the quantity of items for each ATA Chapter not more than MMEL.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 3. Minimum Equipment List	AIR			Operator:	
						CAAT	AIR: OPS:
			OPS				
1.4	In case of “****”, only one should be selected	Recommendation: Indicates an item which is not required by regulation, but which may have been installed on some models of aircraft cover by MMEL.	AIR			Operator:	
						CAAT	AIR: OPS:
			OPS				

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2	Preamble (OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (OPS)	
			S	U	N/A		
2.1	Check that the MEL contain an appropriate Preamble that includes all relevant definitions, guidance and abbreviations for flight crews and maintenance personnel using the MEL	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of Minimum Equipment List, (5) Preamble	OPS			Operator:	
						CAAT	OPS:
3	Content of MEL/MMEL Conformity (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
3.1	Check that MEL includes a cover page with operator's name, aircraft make and model, and blank space for sign and stamping approval.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (1) Cover Page	AIR			Operator:	
						CAAT	AIR: OPS:
3.2	Check that MEL includes log of revisions with number and date of revision, and blank space for signature of person who is responsible for revise the MEL.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of Minimum Equipment List, (2) Log of Revision	AIR			Operator:	
						CAAT	AIR: OPS:

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3	Content of MEL/MMEL Conformity (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)		
			S	U	N/A			
3.3	Check that MEL includes table of contents with detail of all section of MEL	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (3) Table of Contents	AIR			Operator:	CAAT	AIR: OPS:
			OPS					
3.4	Check that MEL includes control page or list of effective page with operator's name, date of each page and its number and revision number, and blank space for signature of flight operation and airworthiness inspector.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (4) Control Page or List of Effective Page	AIR			Operator:	CAAT	AIR: OPS:
			OPS					
3.5	Check that control page or list of effective page is acceptable, updated and Completed.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (4) Control Page or List of Effective Page	AIR			Operator:	CAAT	AIR: OPS:
			OPS					
3.6	Check that MEL against MMEL for errors	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 3. Minimum Equipment List	AIR			Operator:	CAAT	AIR: OPS:
			OPS					

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4	MEL Tailored (AIR)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR)	
			S	U	N/A		
4.1	Check that the MEL been tailored to reflect the Operators Aircraft in terms of equipment fitted and all applicable registration marks.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (2) Current aircraft equipment list				Operator:	
						CAAT	AIR:
5	Acceptance of Defects (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
5.1	Check that MEL includes procedure for acceptance of defects and the requirement of using MEL before commencement of flight (Chocks off)	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (5) Preamble	AIR			Operator:	
			OPS			CAAT	AIR: OPS:

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6	Equipment List (AIR)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR)
			S	U	N/A	
6.1	Check that MEL includes the Latest Status of aircraft equipment list.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (2) Current aircraft equipment list	AIR			Operator:
						CAAT AIR:
6.2	Check that MEL reflect the aircraft configuration (e.g. number, and type where applicable)	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (2) Current aircraft equipment list	AIR			Operator:
						CAA AIR:
7	Modification List (AIR)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR)
			S	U	N/A	
7.1	Check that MEL includes the latest Status of Mod list and associated detail	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (3) Modification list and associated detail	AIR			Operator:
						CAAT AIR:
7.2	Check that all modifications reflected in the MEL.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 5. For Minimum Equipment List Approval, (3) Modification list and associated detail	AIR			Operator:
						CAAT AIR:

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8	MEL Revision Station (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
8.1	Check that MEL includes the page revision status reflects the log of revisions and control page or list of effective page.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (4) Control Page or List of Effective Page	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
9	Maintenance (M) and Operation (O) Procedures (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
9.1	Check that MEL includes Maintenance (M) and Operation Procedures (O) identified where applicable, and do they conform to recommended OEM procedures (e.g. AMM References).	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of Minimum Equipment List, (5) Preamble	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
9.2	Check that the MEL format and the presentation of items and dispatch conditions reflect with MMEL.	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of Minimum Equipment List, (5) Preamble	AIR			Operator:	
			OPS			CAAT	AIR: OPS:

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10	Special Operations Consideration (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
10.1	Check that MEL includes AWO (CAT II/III, EVS)	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			CAAT	Operator: AIR: OPS:
10.2	Check that MEL includes ETOPS/EDTO	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List, (8) Extended Range Twin – Engine Aircraft Operation (ETOPS)	AIR			CAAT	Operator: AIR: OPS:
10.3	Check that MEL includes PBN (Check PBN specifications applied for (Form 101)	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			CAAT	Operator: AIR: OPS:
10.4	Check that MEL includes RVSM	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			CAAT	Operator: AIR: OPS:

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10	Special Operations Consideration (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
10.5	Check that MEL includes MNPS	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
10.6	Check that MEL includes EFB	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
10.7	Check that MEL includes ADS-B/ ADS-C/ CPDLC	For AOC & GA: Announcement of Department of Civil Aviation (ADCA) for Minimum Equipment List Approval 4. Content of for Minimum Equipment List	AIR			Operator:	
			OPS			CAAT	AIR: OPS:

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11	Rectification Interval Extensions (RIE) (AIR)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR)
			S	U	N/A	
11.1	The MEL includes RIE procedure.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 1. Minimum Equipment List (MEL) Requirement, 15. Rectification interval extension (RIE)	AIR			Operator:
						CAAT AIR:
12	One Time Extension (AIR)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR)
			S	U	N/A	
12.1	Check that MEL includes procedure allow only a one-time RIE and only for the applicable category B, C or D rectification interval.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 1. Minimum Equipment List (MEL) Requirement, 15. Rectification interval extension (RIE)	AIR			Operator:
						CAA AIR:
12.2	Check that MEL includes a description of specific duties and responsibilities for controlling extensions is established by the operator.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 1. Minimum Equipment List (MEL) Requirement, 15. Rectification interval extension (RIE)	AIR			Operator:
						CAAT AIR:
12.3	Check that MEL includes the CAAT is notified of any extension of the applicable rectification interval.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 1. Minimum Equipment List (MEL) Requirement, 15. Rectification interval extension (RIE)	AIR			Operator:
						CAAT AIR:

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13	Consideration of Thai Regulation (AIR and OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (AIR and OPS)	
			S	U	N/A		
13.1	Check that where the MMEL column state "AS required by regulations" this wording does not appear in MEL rather synopsis of the Thai regulation shall appear (CAAT AC AIR-02-MEL)	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 3. Appendix 2, 2. MMEL items as required by regulation/the authority	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
13.2	If there are no applicable Thai regulation, then use EASA CS-MMEL latest revision.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 3. Appendix 2, 2. MMEL items as required by regulation/the authority	AIR			Operator:	
			OPS			CAAT	AIR: OPS:
14	Flight Day Consideration (OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (OPS)	
S	U	N/A					
14.1	Consideration of local time or UTC for calculating of flight day for invoking MEL; Check MEL explains how the flight day is calculated.	Recommendation: Guidance Material Minimum Equipment List (MEL) Requirement Part 2. Appendix 1, 2.7.8 Rectification Interval Categories	OPS			Operator:	
						CAAT	OPS:

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15	List of holders (OPS)	Reference	CAAT Only			MEL Page References (Operator) Comment (OPS)
			S	U	N/A	
15.1	Check that MEL includes at least MEL copy on board aircraft, QA department., Engineering and CAAT.	For AOC: Announcement of Department of Civil Aviation (ADCA) for the Air Navigation by Aeroplane of AOC holders Chapter 3 – Aeroplane Instruments, Equipment and Flight Documents, (2) All aeroplanes on all flights, (c) An aeroplane shall carry For GA: General Aviation Requirements Appendix G – Minimum Equipment Lists (MEL)	OPS			Operator: CAAT OPS:
16	MEL Compliance Checklists (AIR and OPS)	Reference	CAAT Only			Comment (AIR and OPS)
			S	U	N/A	
16.1	Check that MEL Compliance Checklist is corrected and completed. (For CAAT)	-	AIR			CAAT AIR: OPS:
			OPS			
17	Compile dossier (AIR and OPS)	Reference	CAAT Only			Comment (AIR and OPS)
			S	U	N/A	
17.1	Compile dossier of checklists, correspondence, and audit records. For AOC Approvals file under AOC records, for Non-AOC file in the Aircraft registration file. (For CAAT)	-	AIR			CAAT AIR: OPS:
			OPS			

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S = Satisfy

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non-Compliance or other information

For Operator

For CAAT (AIR)

Completed by		Inspector Name	
	()		()
Position:		Position:	
Completed on:		Completed on:	

For CAAT (OPS)

Inspector Name	
	()
Position:	
Completed on:	