

What is the purpose of this Registry Leaflet?

So...you have an approved Minimum Equipment List (MEL) and you need to update it. Perhaps due to the manufacturers Master Minimum Equipment List (MMEL) being re-issued or perhaps a voluntary change at the behest of the Operator.

This leaflet will give you all the information needed to amend an approved MEL, ensuring it still meets the IOMAR Standards. This will save time producing the final MEL fit for Registry approval, resulting in less findings raised during review and therefore a smoother and faster approval process.

Who is responsible for amending the MEL?

Although they may delegate this to a third party, the Flight Operations Representative (FOR) is remains responsible for the MEL.

Why would an approved MEL need to be amended?

There are many reasons why, including:

- the manufacturer re-issuing the Master Minimum Equipment List;
- the manufacturer re-issuing the O & M procedures (aka DDG or MOPP);
- embodiment of an STC adding optional equipment and therefore adding new MEL relief;
- compliance with an Airworthiness Directive that mandates an MEL change adding (e.g. an operational restriction caused by 5G C-Band issues);
- addition of a new operational approval, would need adding to Minimum Equipment Required for Operational Approvals as a minimum;
- an update to relevant Regulations, primarily Isle of Man legislation and regulations, and secondarily any other regulations relevant to the operator or operational environment.

If I make any changes to an approved MEL, does it need to be approved?

Yes it does. The amended MEL shall be submitted to the IOMAR together with the source documents (MMEL, manufacturers O&Ms, ADs, MMEL TRs etc.) and a completed Form 8 including a list of the changes and justification of why the changes apply.

Once the amendment has been approved, the Operations Specification Certificate will be updated to include the approved MEL revision number, at this point the amended MEL can be used operationally.

Is there a timescale I need to comply with for amending an approved MEL?

Yes and no. If the amendment is due to a revision of the source MMEL(s) then the MEL must be amended (and approved by the IOMAR) within 90 days from the effective date of the amended MMEL. The service delivery time for an approved MEL is 20 working days, so ensure it is sent to the Registry for review in good time.

However, if the MEL amendment is a voluntary change made by the operator, then there is no requirement to comply with the 90 day requirement.

Do I need to amend my MEL if the manufacturer re-issues the O&M Procedures Manual?

Maybe. Revisions to the manufacturers O&Ms shall be reviewed promptly, then determine whether the amendments to the O&Ms are to be included in the MEL and submitted to the IOMAR for approval.

The IOMAR strongly recommend that the Preamble does not include the revision status of the O&M procedures source documents.

This way, if the changes to the latest revision of the O&Ms does not affect the operators MEL, then the preamble does not need to be updated to revise the O&M revision number and date and therefore there is no requirement to go through the MEL amendment process at all!

How to amend an approved MEL.

If the change is due to a new revision of the MMEL or operators O&M procedures manual, look for the section near the front of the manufacturers document usually called 'Highlights of Change' this will list all the changes applied to this revision, they may also be indicated by change bars alongside the ATA item. Some of these changes may not apply to your aircraft and therefore to your MEL.

- Check carefully which of the changes apply (is the item installed on your aircraft, is it optional equipment or for a different aircraft type?)
- Ensure any customisation from the previously approved entry is carried over to the new entry if it still applies. This could be an operational procedure that was previously established by the operator published in the current approved MEL.
- If the new information relates to "National Regulations", "14 CFR", "Any in excess of those required..." etc. Please ensure these are customised to IOM Regulations, just as the previously approved MEL was. These are published in RP4 Pt.2 ch.5.2.5 Appendix 3, remember to always download the latest revision from our library, as documents are updated on an irregular basis.



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Simply follow these four simple steps:

Step 1

When amending an MEL remember to...

- Include the MEL revision number on the front cover page.
Since 1st April 2023, the Operations Specifications Certificate includes the MEL revision status/number.
As the MEL is a controlled document (i.e. it is 'approved'), all the pages should have the revision number and date included. This includes the front page of the MEL - it must include the MEL revision number, in addition to the aircraft serial number and/or registration mark and the name of the operator.
- Include the MEL revision status and date on each updated page.
The List of Effective Pages (LOEP) shall be updated to include the date of the MEL amendment for each page of the MEL. The date and revision status of each page of the MEL shall correspond to that shown on the List of Effective Pages.
Exception: Where the entire MEL is re-issued at each amendment AND it is produced in digital format only, a List of Effective Pages is not required;
- Update the amendment Record Page to reflect the changes implemented in the MEL;
- If required by the MEL amendments, remember to update the Table of Contents.



Step 2

Update the Preamble, Notes and Definitions

Preamble & Notes

The Preamble should be updated to include the MMEL revision number and date. If the operator decides to include the revision number and date of the manufacturers O&Ms, then this should be updated too.

Check if the Registry template Preamble published in [RP4 Part 2 Chapter 5.2.5 Appendix 1](#) has been updated since the previous MEL was approved. Incorporate any relevant changes to the MEL preamble.

Definitions

Similarly, check if the mandatory definitions published in RP4 Part 2 Chapter 5.2.5 Appendix 2 (aeroplane) or Appendix 3 (rotorcraft) has been updated since the previous MEL was approved. Incorporate any relevant changes to the MEL definitions.

Step 3

Customise the (O) and (M) Procedures

If any O or M procedures have been amended, ensure that where the MMEL uses the term "*Alternate procedures are established and used*", you include what the alternate procedure is in the MEL entry.

These may have been established previously in the approved MEL, if not, the operator (FOR) must establish and provide the alternative procedures to the MEL author. So either:

1. replace that text with the procedure, or
2. include it in the (O) or (M) Procedures as necessary.

In April 2022 the Registry introduced M* procedures.

These are where some (M) Procedures are within the skill set of a pilot.

In these instances the IOMAR has enabled **some** types of (M) Procedures to be listed in the MEL as (M*) which do not require a CRS, and therefore a pilot can complete the action without having to call for a certified engineer.



So when amending the MEL (M)

Procedures, check if any could be re-classified as M* procedures (unless the Operator does not wish to adopt this).

Read [RP 4 Part 2 Chapter 5.2.2.6.2.3](#) for further details and for the types of (M) Procedures which can be classed as (M*) Procedures.

Step 4

Consider including Rectification Interval Extension (RIE) Programme in the MEL

In December 2022, the Registry introduced RIE Programme approvals. The ability for Operators to request approval to self-extend a rectification interval.

Operators may request approval for an RIE Programme by satisfying the IOMAR that sufficient control over the process exists to ensure the procedure is not abused.

In order to receive approval for an RIE programme, the Operator must demonstrate that a sufficient level of control over the process will be in place to ensure the procedure is carefully managed. As the RIE Programme is an integral part of the MEL, the IOMAR expects the FOR to have overall control of the RIE Programme.

Further details can be found in [RP 4 Part 2 Ch 5.2.4](#)

Final Comment from the Registry – Safety with Service

Should the guidance published in this leaflet or that in RP4 not provide sufficient information, the Flight Operations team welcome emails and phone calls from any FOR or MEL author who requires any assistance in writing an MEL for an M-registered aircraft.

