

**Application for approval or revision of a Minimum Equipment List**



Note: The CAA Standard Rate hourly charge applies.

**Instructions and advice for completing this Application Form**

1. Entries should be typed or printed in block letters.
2. Forward completed application to:      Manager Aircraft Certification Civil Aviation Authority PO Box 3555 Wellington 6140

**Section A: Aircraft Operator Details**

a. Legal Name of Organisation:					
b. Client ID (if known)					
c. Address for Service: <i>Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (ie, a physical address) and to promptly notify the Director of any changes.</i>					
Tel:		Email:			
Postal Address: <i>(If different from Address for Service.)</i>					
d. Person who can be contacted for further information concerning this application:					
Name:					
Position:					
Tel:		Email:			

**Section B: MEL Details**

Aircraft type and model to which the MEL applies:	
MEL Name, Revision Number & Date:	
MMEL, Revision Number and Date:	
Applicable Operating Rule(s) for MEL (e.g. 91, 135):	

**Section C: Application Type**

New Issue <input type="checkbox"/>	Revision <input type="checkbox"/>	Temporary Revision <input type="checkbox"/>
------------------------------------	-----------------------------------	---------------------------------------------

**Section D: Application Checklist**

Does the MEL contain:	
A List of Effective Pages to define the MEL	<input type="checkbox"/>
Defect recording and tracking procedures or reference to their location in another document:	<input type="checkbox"/>
Reference to the base document MMEL:	<input type="checkbox"/>
(O) Operating and (M) Maintenance Procedures (tick one):	
In a separate section within the MEL Document.	<input type="checkbox"/>
Included within the Remarks/Comments for the applicable item.	<input type="checkbox"/>

The MEL must reflect the current approved MMEL wording for the type certificated aircraft except where it is specific to the NZ CAA Operating rules, the operator and the individual aircraft (see template on the CAA website for standard wording options).

For a New Issue:

Details and justifications of deviations from the MMEL are described below or on an attached sheet.

For a Revision:

Details of what has changed and why are described below or on an attached sheet.

Description and Justification for Deviations/Changes:

Item	Description and Justification

Please attach further details on a separate sheet if necessary.

**Section E: Declaration**

I have read and understand the Guidelines for Producing a MEL (CAA website) and hereby apply on behalf of the operator detailed in Section A for the approval of the minimum equipment list specified in Section B above.

Full Name: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_