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## **Interim Procedures for Approval of OSD and Operational Elements**

This document provides the interim procedures referenced in paragraph C.2.6 (4) of the **TECHNICAL IMPLEMENTATION PROCEDURES FOR AIRWORTHINESS AND ENVIRONMENTAL CERTIFICATION Under the Agreement on Civil Aviation Safety between the Government of Canada and the European Union, Revision 2.**

Currently, this document only contains procedures for the initial approval of and changes to Master Minimum Equipment List. As the procedures for approval of other operational elements become available, they will be approved by the Joint Sectorial Committee on Certification and added to an amended version of this document.



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## **interim Procedures for Approval of Initial Master Minimum Equipment List (MMEL) and Changes to the MMEL**

These interim procedures define the steps that must be taken by:

- a) Transport Canada Civil Aviation (TCCA) and European Aviation Safety Agency (EASA) Project Certification Managers and,
- b) Canadian and European applicants for and holders of Type Certificates to be validated in either Canada or Europe to obtain initial approval and approval of changes to MMELs.

The driver behind the definition of these procedures is the Introduction by EASA of OSD elements as part of the EASA Type Certificate and the need for a practical method to give Canadian applicants for a European design approval the ability to comply.

These procedures are interim in nature and it is planned that as the validation requirements for this and the other OSD elements mature, the procedures will be moved to the Technical Implementation Procedures (TIP) associated with the Agreement on Civil Aviation Safety between Canada and the European Union (EU).

It should be noted that designs being validated by EASA have an extra step for the applicant to account for in order to comply with the OSD requirements that TCCA does not have. For this reason the process of initial MMEL approval is defined by two columns rather than one.

### **1.0 Approval of Initial Master Minimum Equipment**

#### **1.1 Application for Approval of Initial MMEL**

##### **1.1.1 Application for approval of Initial MMEL of an aircraft that is EU State of Design:**

- (1) An EU applicant requesting a TCCA MMEL validation should send the application to the EASA PCM.
- (2) EASA PCM notifies TCCA PCM of the request.

##### **1.1.2 Application for approval of initial MMEL of an aircraft that is Canadian State of Design:**

- (1) A Canadian applicant requesting an EASA MMEL validation should send the application to the TCCA PCM.
- (2) TCCA PCM notifies EASA PCM of the request.
- (3) A Canadian applicant for an EASA MMEL approval should send the completed OSD application form for validation of MMEL.



## 1.2 Evaluation of Initial MMEL

### 1.2.1 Evaluation process of initial MMEL of aircraft with an EU State of Design:

- (1) EASA establishes the MMEL OSD certification basis with a CRI based on the date of application to EASA.
- (2) The EASA MMEL Panel receives technical familiarization from the applicant. (TCCA MMEL Review Group may attend at the request of the applicant).
- (3) EASA PCM coordinates with TCCA PCM on the plan for TCCA involvement.
- (4) EASA notifies the applicant of the accepted MMEL certification plan.
- (5) EASA and TCCA receive compliance documents as per the certification plan from the applicant.
- (6) Applicant conducts MMEL review meetings with EASA MMEL Panel and TCCA MMEL Review Group.
- (7) EASA PCM provides the draft of the MMEL to TCCA PCM.

### 1.2.2 Evaluation process of initial MMEL of aircraft with a Canadian State of Design:

- (1) EASA establishes the MMEL OSD certification basis with a CRI based on the date of application to EASA.
- (2) The TCCA MMEL Review Group receives technical familiarization from the applicant (EASA MMEL Panel may attend at the request of the applicant).
- (3) EASA provides the applicant and TCCA MMEL Review Group with an updated list of EASA differences: regulatory, policy letters, rectification periods to be addressed in the MMEL.
- (4) Applicant provides a list of candidate MMEL items to TCCA MMEL Review Group and EASA MMEL Panel.
- (5) Applicant conducts MMEL meetings with TCCA MMEL Review Group and EASA MMEL Panel.
- (6) Applicant provides the draft of the MMEL to TCCA PCM and EASA PCM.
- (7) EASA PCM provides TCCA PCM with a Statement of Satisfaction (SoS) for any items covered in CS-MMEL Book 2.
- (8) TCCA PCM provides EASA PCM with a Statement of Compliance (SoC).



### 1.3 Approval of Initial MMEL

1.3.1 TCCA shall accept the EASA MMEL for an aircraft with an EU State of Design when:

- (1) TCCA has issued a TC for the product.
- (2) EASA has issued an approval for the MMEL.
- (3) EASA has issued an EASA TC for the product.

1.3.2 EASA shall issue an MMEL approval for an aircraft with a Canadian State of Design when:

- (1) The applicant has demonstrated and declared compliance to the European OSD MMEL certification.
- (2) TCCA has issued a Statement of Compliance (SoC) with an equivalent to the European MMEL certification basis.
- (3) EASA has issued an EASA TC for the product.

*NOTE: EASA may approve the MMEL as part of the initial EASA TC in accordance with Part 21, 21.A.21(e) or as a post-TC change in accordance with Part 21, 21.A.21(f).*

### 2.0 Approval of Changes to the Master Minimum Equipment

These procedures are applicable to MMEL.

Changes to MMEL can be associated to a change to the Type Design, or can be stand-alone changes independent of any change to the Type Design.

2.0.1 MMEL changes for Canadian applicants will follow the procedure below:

- (1) Classification of an MMEL change is to be made independently of the design change classification (Refer to EASA GM 21.A.91 paragraph 3.2). The applicant will classify the changes to the MMEL as Major or Minor according to the criteria of GM 21.A.91 Paragraphs 3.4 and 3.5 (classification examples available in the GM 21.A.91, Appendix A, Table 1).
- (2) Based on whether an MMEL change is classified as minor or major:
  - a. MMEL changes classified as minor by the applicant are automatically accepted by EASA, without further action required, provided that the technical contents of the MMEL changes classified as minor have been approved under the TCCA MMEL.
  - b. For OSD changes classified as major, the applicant submits an application for OSD approval to EASA, with a copy to the TCCA PCM.



- c. The application consists of:
- i. EASA Form FO.CERT.00128
  - ii. Cover Letter, including:
    1. Reason for application;
    2. Reference to the associated TIP Level 1 or Level 2 Major design change, if any, including Applicant Application Letter reference and EASA Project number;
    3. Detailed description of OSD-MMEL Major change, including the applicable EASA certification basis;
    4. Applicant contact points for purpose of further communication on application;
    5. Target date requested for completion of EASA approval.

*Note: For MMEL changes associated with a TIP Level 1 Major Change, two applications are required (one for the TIP Level 1 Major Change and another for the MMEL).*

- (3) The EASA Applications Department replies to the applicant with an OSD Project Number. The EASA PCM acknowledges the application and confirms the applicable OSD-MMEL certification basis.
- (4) The EASA PCM informs the applicant and TCCA PCM of their technical involvement and allocates a team of experts. The applicant's MMEL Contact liaises with the EASA MMEL Expert, keeping the EASA PCM informed.
- (5) Upon completion of the EASA Technical Review, the applicant submits the final MMEL for approval to the EASA PCM, with copy to TCCA PCM.
- (6) EASA approves the MMEL found to be compliant with the applicable Certification Basis.

*Note: For an MMEL Major Change associated with a TIP Level 1 Major Change, EASA will approve the associated MMEL Major Change in the context of the Certificate of Approval for the associated TIP Level 1 Major Change with a reference to the affected MMEL.*


2.0.2 MMEL changes for EU applicants will follow the current TCCA procedures for approval of foreign aircraft MMEL.


#### AUTHORITY

The Joint Sectorial Committee on Certification approves these Interim Procedures for Approval of OSD and Operational Elements, as indicated by the signatures of its duly authorized representatives.

TRANSPORT CANADA CIVIL AVIATION

EUROPEAN AVIATION SAFETY AGENCY

  
By: Robert Sincennes  
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Date: December 2016

  
By: Trevor Woods  
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Date: December 2016

