



# TrustFlight

## MEL Manager™ - User Guide

V1.4

Sept 2023

## Table of Contents

<b>1.0 Browser Compatibility</b> .....	<b>4</b>
<b>2.0 Definitions</b> .....	<b>5</b>
<b>3.0 MEL Manager™ Product Overview</b> .....	<b>8</b>
3.1 Master MELs.....	8
3.2 Organisation MELs.....	8
3.3 Aircraft MELs.....	8
<b>4.0 Authoring MELs with MEL Manager™</b> .....	<b>10</b>
4.1 New Master MEL.....	10
4.2 New Organisation or Aircraft MEL.....	10
<b>5.0 MEL Manager™ Login</b> .....	<b>11</b>
<b>6.0 MEL Lists</b> .....	<b>12</b>
<b>7.0 Adding a New MEL</b> .....	<b>13</b>
7.1 Adding a Master MEL.....	14
7.2 Adding an Organisation MEL.....	17
7.3 Adding an Aircraft MEL.....	19
<b>8.0 Editing a MEL</b> .....	<b>21</b>
<b>9.0 Basic Content</b> .....	<b>22</b>
9.1 List of Effective Sections.....	22
9.2 Adding a Basic Content Section.....	22
9.3 Images.....	24
9.4 Flag a section.....	26
<b>10.0 Chapters</b> .....	<b>27</b>
10.1 Adding a MEL Chapter.....	27
10.2 Deleting a MEL Chapter.....	28
10.3 Editing a MEL Chapter.....	29
10.3.1 Adding a Section / Subsection.....	30
10.3.2 Deleting a Section / Subsection.....	30
10.3.3 Editing the Section / Subsection.....	31
10.3.4 Dispatch Conditions.....	31
10.3.5 Adding an Dispatch Condition.....	31
10.3.6 Deleting a Dispatch Condition.....	32
10.3.7 Editing Dispatch Condition Contents.....	33
<b>11.0 CAS Messages</b> .....	<b>35</b>
11.1 Introduction Section.....	35
11.2 Adding a CAS Messages.....	35
11.3 Editing a CAS Message.....	36
11.3.1 Indication & Type.....	36
11.3.2 Adding Dispatch Conditions.....	37

11.3.3 Deleting a Dispatch Condition.....	37
11.3.4 Interval, Dispatch Consideration & Attachments.....	38
11.3.5 Operational Procedure (Optional).....	38
11.4 Deleting a CAS Message.....	38
<b>12.0 Annotation.....</b>	<b>40</b>
12.1 Adding annotation.....	40
12.2 Resolving annotations.....	41
<b>13.0 Generating a PDF.....</b>	<b>42</b>
<b>14.0 MEL Settings.....</b>	<b>44</b>
<b>15.0 Start New Revision.....</b>	<b>47</b>
<b>16.0 Smart Merge (Beta).....</b>	<b>48</b>
<b>17.0 Deleting a MEL.....</b>	<b>51</b>
<b>18.0 Customer Support.....</b>	<b>52</b>
18.1 Support Hours.....	52
18.2 TrustFlight Contact Points.....	52
18.3 Description of Issue / Bug.....	52
18.4 Support Process.....	53

## 1.0 Browser Compatibility

Currently, the MEL Manager™ is specifically optimised for use on **Google Chrome**. If you attempt to access the MEL Manager™ using other browsers, such as Safari or Microsoft Edge, you may encounter some problems. However, we have plans in our backlog to improve compatibility with other browsers in the future.

## 2.0 Definitions

**Aircraft Limitations** - Are descriptions of the limitations required by regulation or that are necessary for the safe operation of the aircraft, powerplant, systems, and equipment.

**Aircraft MEL** - Is an aircraft or tail specific MEL.

**AMM / Aircraft Maintenance Manual** - Is the formal document which details the way in which all maintenance tasks carried out on an aircraft shall be accomplished.

**Basic Content** - Is a section at the beginning on an MEL includes content and sub-sections such as The Introduction, The Preamble, Definitions, etc..

**Crew Alerting System / CAS** - Is an integrated system used in modern aircraft to provide aircraft flight crew with instrumentation and crew annunciations for aircraft engines and other systems.

**CAS Introduction** - Is a section of introductory / explanatory content at the beginning of the CAS Messages lists.

**CAS Messages** - Are the individual CAS system indications and include information about the message type, the interval, the dispatch consideration and any operational procedures.

**Dispatch Conditions** - Are the conditions to be fulfilled and the procedures to be performed, in order to permit the revenue flights to be flown with the inoperative item for a limited period of time.

**Dispatch Deviations Guide / DDG** - Is a guidance document published by the aeroplane manufacturer. It is intended to assist airlines in developing procedures required to operate the aircraft in non-standard configurations allowed by the Master MEL and CDL and these are the references for development of the airline MEL.

**Interval / Rectification Interval** - Is the period of time that the aircraft is allowed to operate given an identified issue. Intervals are shown as A, B, C & D. The definition of these intervals is included in the Basic Content section at the beginning of the MEL.

**List of Effective Sections / LOES** - Is a list of all the pages of the MEL that are applicable to the aircraft.

**Maintenance Manual or Aircraft Maintenance Manual (AMM)** - Is the formal document which details the way in which all maintenance tasks carried out on an aircraft shall be accomplished. This includes items such as lubrication system functional checks and servicing of the aeroplane but usually excludes structural repairs and modifications.

**Maintenance Procedure** - Is a specific maintenance procedure that needs to be followed in order to rectify an identified issue.

**Master MEL** - Is a categorised list of on-board systems, instruments and equipment that may be inoperative for flight in a specified aircraft model. Procedures or conditions may be associated with items on the list. Any airworthiness-related equipment or system not on the list must be functional for flight. Master MELs are created by OEMs for their aircraft and either released by the OEM (e.g. Airbus) or in some jurisdictions they are released by the regulator (e.g. FAA).

**Master MEL Supplement** - Is a document that describes a minor change to a Master MEL that does not warrant republishing of the whole Master MEL.

**MEL Chapters** - Are the individual chapters within an MEL that follow the ATA Chapter structure.

**Minimum Equipment List / MEL** - Is a list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative (which is) prepared by an operator in conformity with, or more restrictive than, the Master MEL established for the aircraft type.

**OEM / Original Equipment Manufacturer** - In the case of aircraft, the OEM would be Airbus, Boeing, Bombardier, Dassault, Embraer, Gulfstream, etc..

**Organisation MEL** - Is a MEL that is developed using a Master MEL as starting point and then customised to include content that is applicable across a range of aircraft in an operator's fleet.

**Operational Procedure** - Is a specific operational procedure that must be followed in order to allow the aircraft to operate given an identified issue.

**Operations Manual** - Is a manual that contains procedures, instructions and guidance for use by operational personnel in the execution of their duties.

**Portable Document Format (PDF)** - Is a file format developed to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems.

## **MEL Manager™ - User Guide V1.4**

**Placard Procedure** - Is a procedure required to affix a placard to the aircraft advising the aircraft crew and maintenance engineers of specific requirements for the safe operation of the aircraft.

**Table of Contents** - Is a list of all sections and subsections included in the MEL.

**Tech Log** - Is a Trusflight application that provides aircraft with electronic logbook functionality and the ability to view the aircraft MEL.

## 3.0 MEL Manager™ Product Overview

The MEL Manager™ application provides several key benefits to aircraft operators, OEMs and regulators:

- To enable the creation and updating of Master MEL's within the application. This will be done by the Trustflight team (although in the future OEMs and Regulators may do this directly). The long term objective is to have a broad library of up-to-date Master MELs that customers can use to create Organisation MELs or specific Aircraft MELs .
- To enable the creation and updating of Organisation MELs and Aircraft MELs to meet the operation and regulator needs for customer operators.

There is a logical hierarchy to MELs with the MEL application:

### 3.1 Master MELs

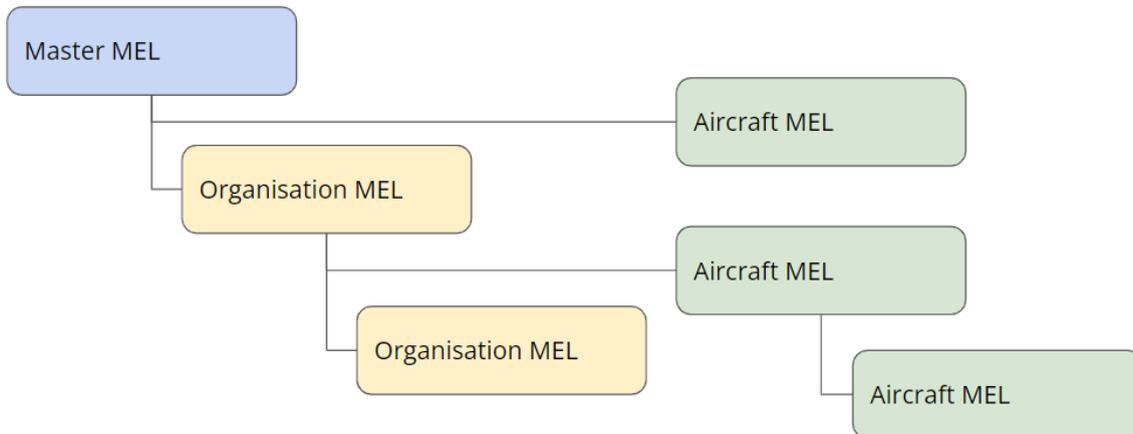
- Master MELs are the highest level MELs within the system and can be used as source / starting point for underlying MELs.
- Master MELs are created and updated within MEL Manager™ from a variety of sources including Master MELs from OEMs and regulators, Master MEL Supplements, MOPPs, Procedure Documents, Maintenance Manual, DDGs, etc..
- Master MELs are normally created using a blank template. A Master MEL can be cloned from another Master MEL as well.

### 3.2 Organisation MELs

- Organisation MELs allow a customer operator to take a Master MEL and modify it to be more generally applicable to their fleet and operational characteristics (e.g. add the basic content sections, etc.).
- Organisation MELs are created in the application using a source document as a starting point (either a Master MEL or another Organisation MEL).

### 3.3 Aircraft MELs

- Aircraft MELs are MELs that have been modified to align with the specific characteristics and equipment of an individual aircraft.
- Aircraft MELs are created in the application using a source document as a starting point (either Master MEL, an Organisation MEL or another Aircraft MEL).



*Diagram - Relationship of Master MELs, Organisation MELs and Aircraft MELs.*

**NOTE** - Currently, in MEL Manager™, an Aircraft MEL is associated with a single aircraft (do not support a Fleet MEL that would cover multiple aircraft). However, you can build common Organisation MELs for various aircraft types within your fleet and use it to build specific Aircraft MELs.

## 4.0 Authoring MELs with MEL Manager™

There are different options for authoring and updating an MEL in MEL Manager™ depending upon the situation.

### 4.1 New Master MEL

If you want to add a new Master MEL for an aircraft type to the application, you must enter the new Master MEL using a blank template.

**NOTE** - Creating or editing Master MELs is restricted to MEL Manager™ MEL authors who have the necessary permissions.

### 4.2 New Organisation or Aircraft MEL

If you want to add a new Organisation MEL or Aircraft MEL, you can create the new MEL using an appropriate Master MEL or Organisation MEL as the source document.

- You can use a Master MEL as the source for an Organisation MEL or for an Aircraft MEL.
- You can use an Organisation MEL as the source for another Organisation MEL or for an Aircraft MEL.

When a source document exists, and you want to use it for an Aircraft MEL, you need to ensure:

- That the source document is up-to-date.
- That the source document is aligned with the same regulator as the one for the aircraft in question.
- That the source document aligns with the model of the aircraft in question.

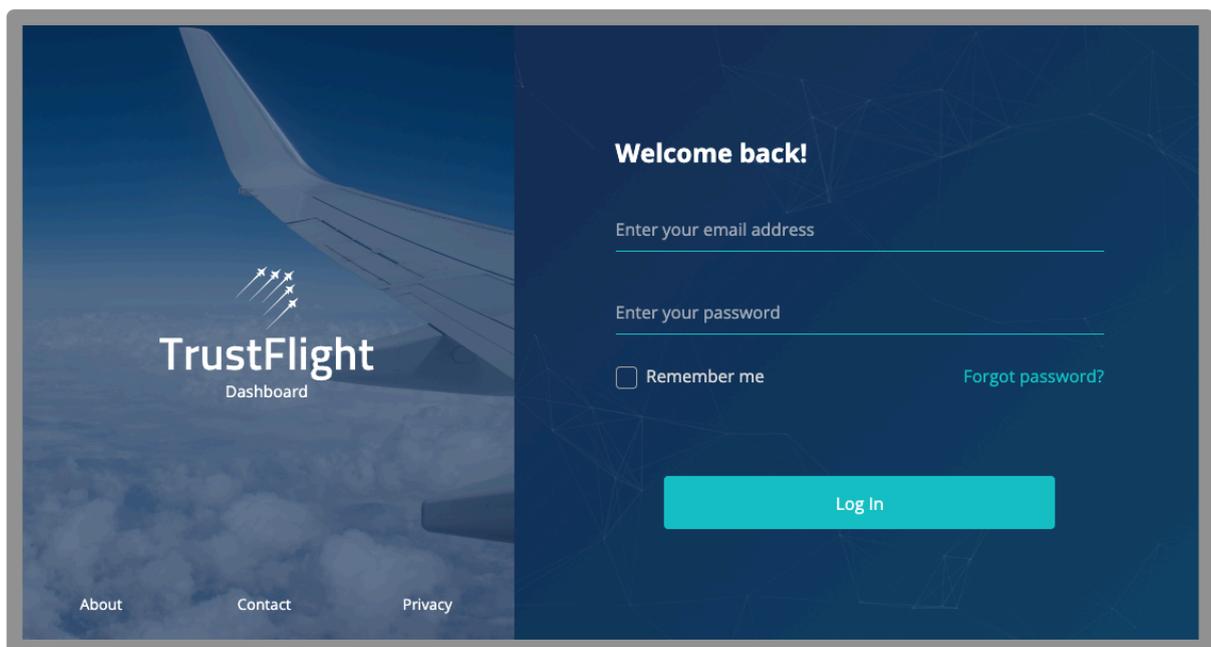
## 5.0 MEL Manager™ Login

The MEL Manager™ application is accessible online and can be accessed using your email address and Password.

You will receive a password reset email when your account is activated.

Login URL : <https://dashboard.trustflight.io/mels>

Note: Tech Log users can login to MEL Manager™ by using their email address and password associated with their Tech Log account.



## 6.0 MEL Lists

When you access MEL Manager™, the first thing you will see are the lists of existing MELs in the application:

- Aircraft MELs - All Aircraft MELs associated with your organisation.
- Organisation MELs - All Organization MELs associated with your organisation.
- Master MELs (MMELs) - All Master MELs available in the system.

STATUS	AC TYPE ▲	VARIANT	REVISION	REVISION DATE	AUTHORITY	SOURCE DOCUMENTS
Published	A220-300	—	1	21 Jun 2023	EASA	MMEL DDG
Draft	BD-100 Challenger 350	—	FAA.8	8 Sept 2023	FAA	MMEL
Draft	BD-700 Global 6000	—	FAA.3	5 Jul 2023	OTHER	MMEL

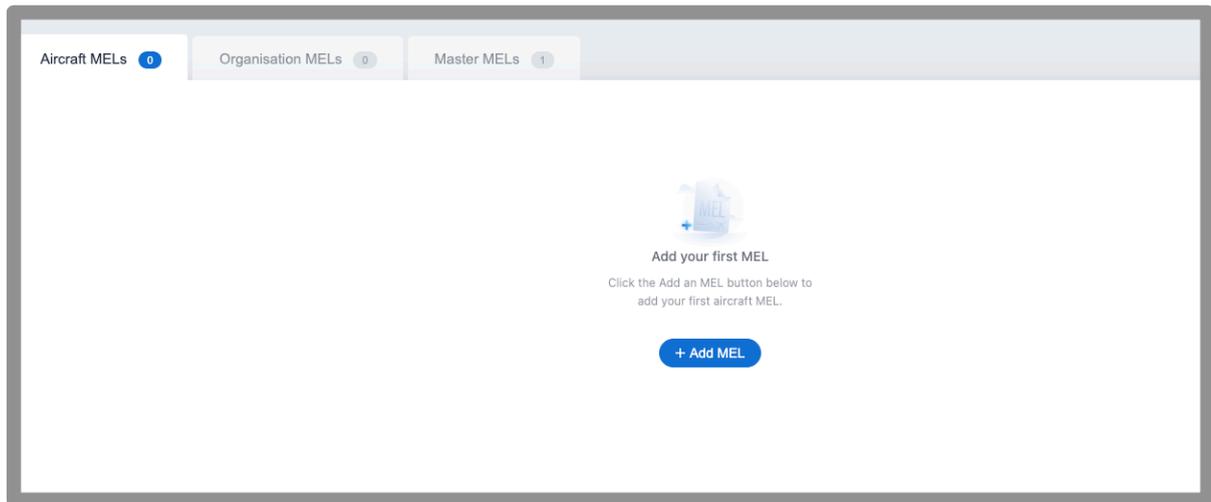
You can select each tab to see the different lists of MELs.

You can then select individual MELs that are in the lists. To select and view/edit a MEL in the editor either click on the MEL line in the list view or select the “3 dots” icon at the end of the MEL line and select “Edit”.

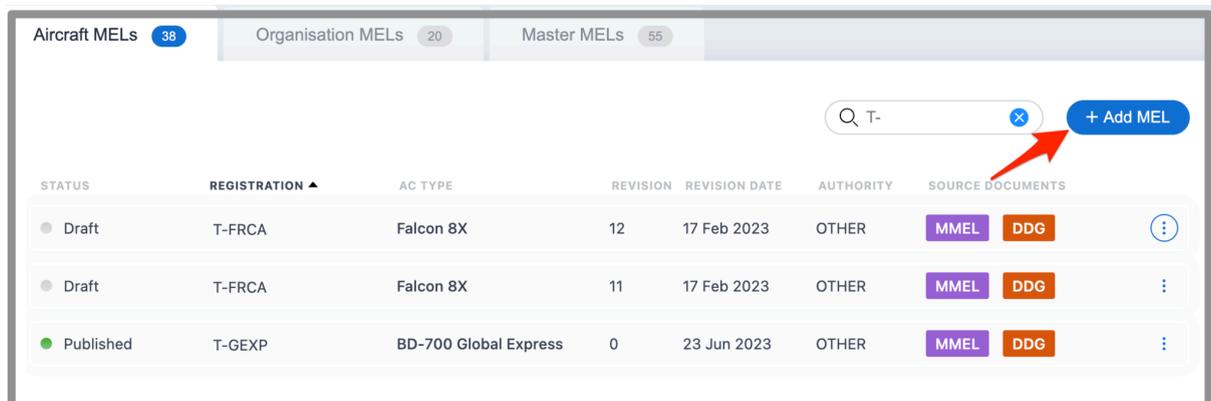
STATUS	REGISTRATION ▲	AC TYPE	REVISION	REVISION DATE	AUTHORITY	SOURCE DOCUMENTS
Draft	[REDACTED]	Falcon 8X	12	17 Feb 2023	OTHER	MMEL DDG
Draft	[REDACTED]	Falcon 8X	11	17 Feb 2023	OTHER	MMEL
Published	[REDACTED]	BD-700 Global Express	0	23 Jun 2023	OTHER	MMEL

## 7.0 Adding a New MEL

To add a new MEL you should select the “+ Add MEL” button on the list view of the MEL Manager™ application (the example below shows a list tab without any MEL in the list).



Or, in the case of a list with existing items, you should select the add button at the top right.



You will then need to indicate if you want to create a new Aircraft MEL, Organisation MEL or Master MEL.

## 7.1 Adding a Master MEL

MELs / Add MEL

**MEL Type**

Aircraft Organisation **Master**

---

**M MEL Template** ⓘ

Source MMEL Blank Template

Select Source MMEL

Type to search or browse

---

**MEL Details**

Document Title Revision Revision Date

2023-09-08

---

**Type Certificate Details**

Original Equipment Manufacturer Aircraft Type Aircraft Variant Authority

Select OEM Select Aircraft Type Type to search

**Source Documents**

**Master**

Title Revision Authority Revision Date

2023-08-22

**DDG (Optional)**

Title Revision Authority Revision Date

2023-08-22

+ Add another source document

---

**Notes (Optional)**

Add MEL Cancel

**NOTE** - The ability to add Master MELs to MEL Manager™ is limited to MEL Manager™ MEL authors who have the necessary permissions. Users without this permission will not see “Master” as an option

For a Master MEL:

- **MEL Type:** Choose MEL Type **Master**.
- **MMEL Template:** Select the **Source MMEL** option if required and choose a Source MMEL from the drop down menu. Choosing a Source MMEL will copy the content of that document into your MMEL. Alternatively you can start fresh by choosing the Blank Template option.
- If you have chosen to create your MMEL from a Source MMEL
  - Select a **Source MMEL** from the dropdown menu.
  - Specify the **Document Title, Revision** and **Revision Date** for your MMEL
  - Update the **Original Equipment Manufacturer, Aircraft Type, Aircraft Variant** and **Authority** for your MMEL.
  - Update the **Title, Revision, Authority** and **Revision Date** for the source MMEL document from the regulator.
  - Add or update the **Title, Revision, Authority** and **Revision Date** for the source DDG/M&O Procedure document from the OEM.
  - Use the **Add another source document** button to add any additional Source documents and specify the **Title, Revision, Authority** and **Revision Date** for it.
  - You can optionally add some **Notes** to your MMEL if required.
- If you choose Blank Template option
  - Specify the **Document Title, Edition, Revision Number** and **Issued Date** for your MMEL
  - Select **Original Equipment Manufacturer, Aircraft Type, Aircraft Variant , Authority** for the MMEL.
  - Specify the **Title, Revision, Authority** and **Revision Date** for the source MMEL document from the regulator.
  - Specify the **Title, Revision, Authority** and **Revision Date** for the source DDG/M&O Procedure document from the Aircraft manufacturer.
  - Use the **Add another source document** button to add any additional Source documents and specify the **Title, Revision, Authority** and **Revision Date** for it.
  - You can optionally add some **Notes** to your MMEL if required.

- Select **Add MEL** to create the Master MEL
  - A new MMEL is created and you are presented with the edit screen for the new MMEL.

## 7.2 Adding an Organisation MEL

MELs / Add MEL

MEL Type

Aircraft Organisation Master

MEL Details

Document Title	Organisation	Revision	Revision Date
<input type="text"/>	Please select an organisation...▼	<input type="text"/>	2023-09-08

Source MEL

Select Source MEL

Type to search or browse ▼

Type Certificate Details

Original Equipment Manufacturer	Aircraft Type	Aircraft Variant	Authority
-	-	-	-

Source Documents

Master			
Title	Revision	Authority	Revision Date
-	-	-	2023-08-24

DDG (Optional)			
Title	Revision	Authority	Revision Date
-	-	-	2023-08-24

Notes (Optional)

Add MEL Cancel

For a Organisation MEL:

- Select **MEL Type** of **Organisation**.
- Specify the **Document Title**, **Organisation**, **Revision** and **Revision Date** for your OMEL.

**NOTE** - If you are only associated with one organisation they will see it as the default selection.

- Select the **Source MEL** for the document from the drop down menu.
- The **Type Certificate Details** and the **Source Documents** of the selected Source MEL is displayed below.
- You can optionally add some **Notes** if required.
- Select **Add MEL** to create the Organisation MEL
  - A new OMEL is created and you are presented with the edit screen for the new OMEL.

## 7.3 Adding an Aircraft MEL

MELs / Add MEL

**MEL Type**

---

**MEL Details**

**Document Title** 
**Organisation** 
**Aircraft Registration** 
**Revision** 
**Revision Date**

---

**Source MEL**

Select Source MEL

---

**Type Certificate Details**

Original Equipment Manufacturer	Aircraft Type	Aircraft Variant	Authority
-	-	-	-

---

**Type Certificate Details**

Original Equipment Manufacturer	Aircraft Type	Aircraft Variant	Authority
-	-	-	-

---

**Source Documents**

Master			
Title	Revision	Authority	Revision Date
-	-	-	2023-08-24

DDG (Optional)			
Title	Revision	Authority	Revision Date
-	-	-	2023-08-24

---

**Notes (Optional)**

---

For a Aircraft MEL:

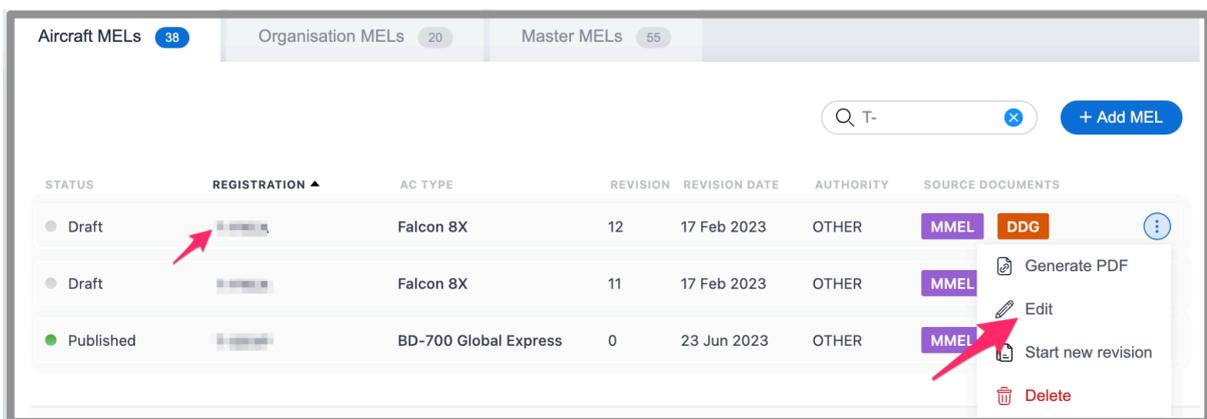
- Select **MEL Type** of **Aircraft**.
- Specify the **Document Title, Organisation, Aircraft Registration, Revision** and **Revision Date** for your AMEL.
- Select the **Source MEL** for the AMEL from the drop down menu. This list contains the list of Master MELs that are applicable to your aircraft types and Organisation MELs that belong to your organisation.
- The **Type Certificate Details** and the **Source Documents** of the selected Source MEL are displayed below.
- You can optionally add some **Notes** if required.
- Select **Add MEL** to create the Aircraft MEL
  - A new AMEL is created and you are presented with the edit screen for the new AMEL.

## 8.0 Editing a MEL

When you create a new MEL, the new MEL includes the content from the source document selected during the add MEL process.

To edit an existing MEL in the application, you can either:

- Click on the line item for the MEL in any of the MEL lists
- Or select the “3 dots” icon and then select “Edit” from the drop down menu.



In the main view of the editor, you will see main sections for Basic Content, MEL Chapters and CAS Messages. You can expand each section in the main column by clicking on it.

## 9.0 Basic Content

The Basic Content section of a MEL allows for the user to include the necessary subsections such as the Introduction, the Preamble, Definitions, etc..

### 9.1 List of Effective Sections

For a new MEL with no Basic Content added by a user, initially the only visible section will be the List of Effective Sections (LOES) section. The LOES section cannot be modified by the user as it is automatically generated when the MEL PDF is downloaded. You can move the LOES section up and down in order compared to the other Basic Content sections.



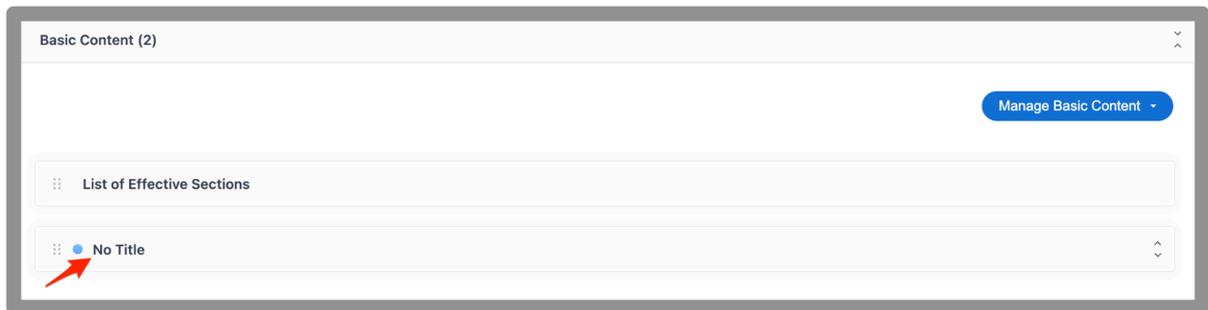
### 9.2 Adding a Basic Content Section

To add a new section you should select the “Manage Basic Content” button and then select the “Add Section” option from the drop down menu.

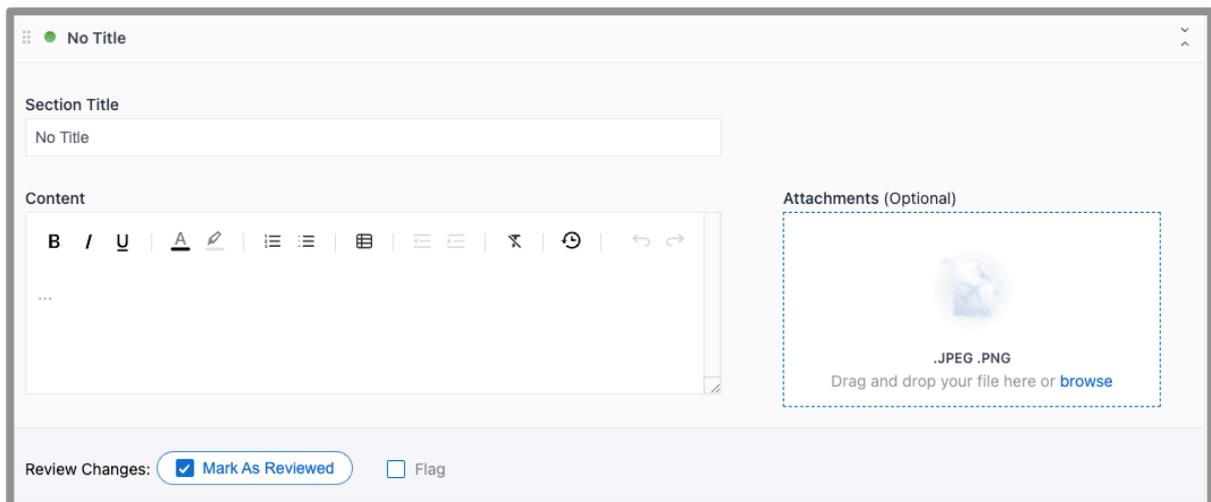
# MEL Manager™ - User Guide V1.4



You will then see a new section called "No Title" at the bottom of the list.



You can expand the new section by clicking on it



In the new section you can:

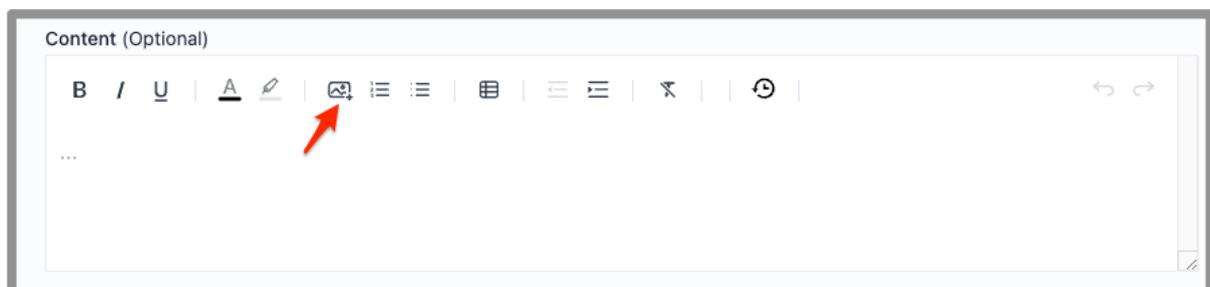
- Edit the **Section Title** and **add Content**.

## MEL Manager™ - User Guide V1.4

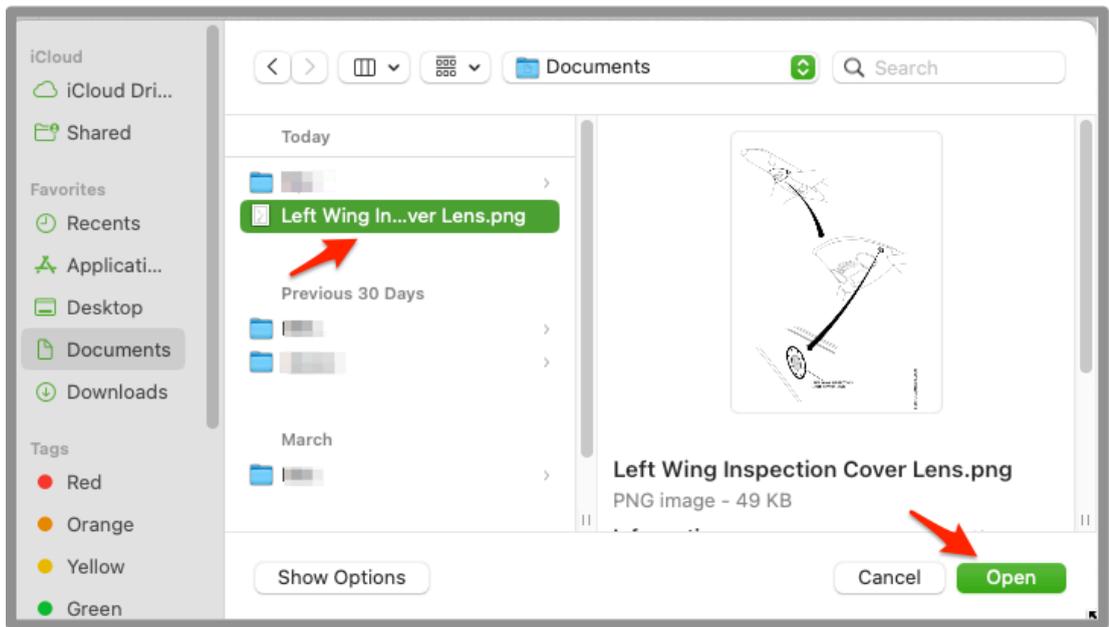
- You can use the formatting bar of the **Content** to:
  - Format text.
    - Bold
    - Italics
    - Underline
    - Change text colour
    - Highlight text
  - Add numbered or bullet lists.
  - Add tables + content.
  - Decrease or Increase Indentation
  - Sanitise
  - Turn Track changes on and off

### 9.3 Images

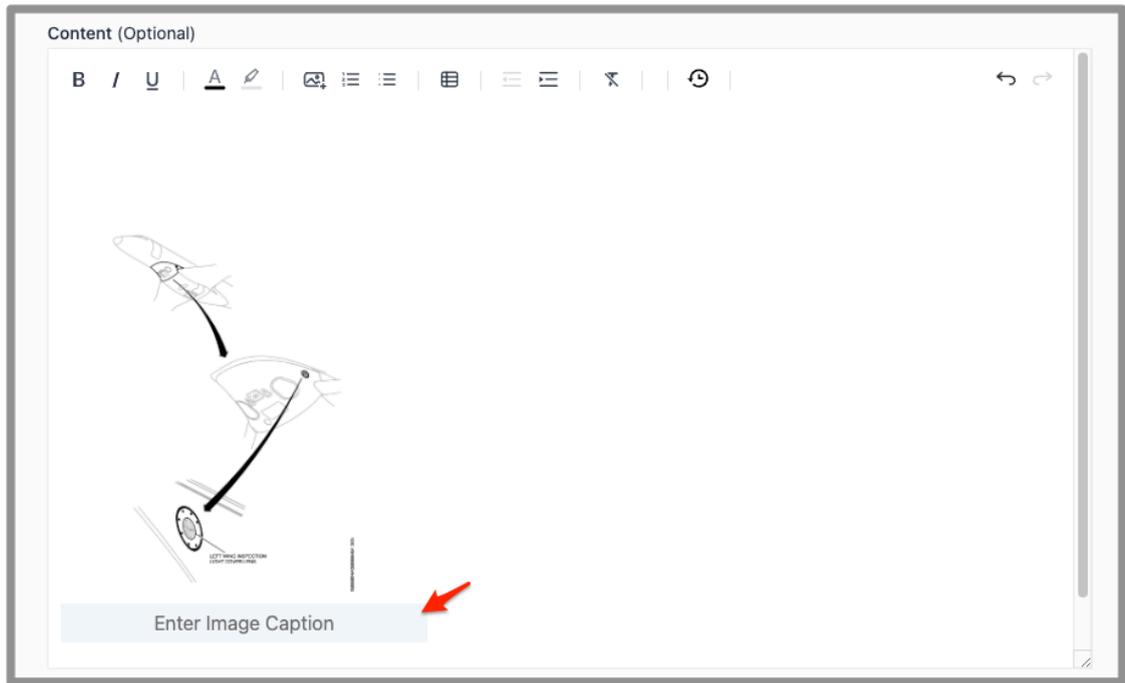
You can insert an image directly into the editor by selecting the 'Image' control in the main toolbar.



Clicking the 'Image' control will bring up the file upload window that accesses your files. This window should only show files of acceptable format (png,JPG, JPEG).



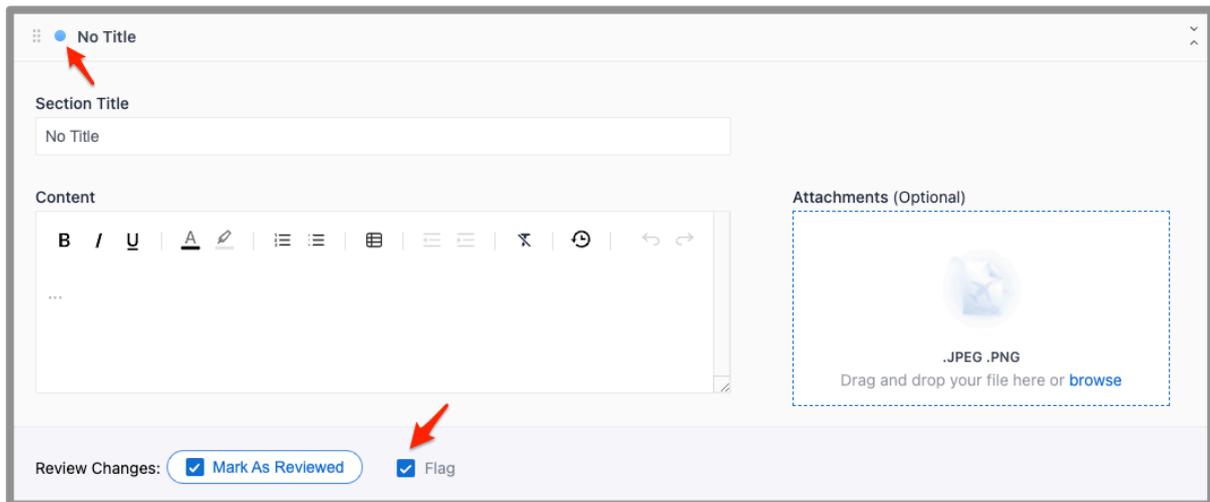
When you select an image to upload to the MEL, a placeholder image is displayed in the editor while the image is being uploaded. Once the image is fully uploaded the placeholder is replaced by the actual image.



You can click on the image and add a caption or edit an existing caption.

Note: When the PDF is generated, the image will be displayed on a separate page after the text content.

## 9.4 Flag a section



You can Flag a section by clicking on the Flag checkbox. The green light indicator changes to blue to differentiate the flagged sections. If you toggle the Flag off, the indicator will turn back to green.

## 10.0 Chapters

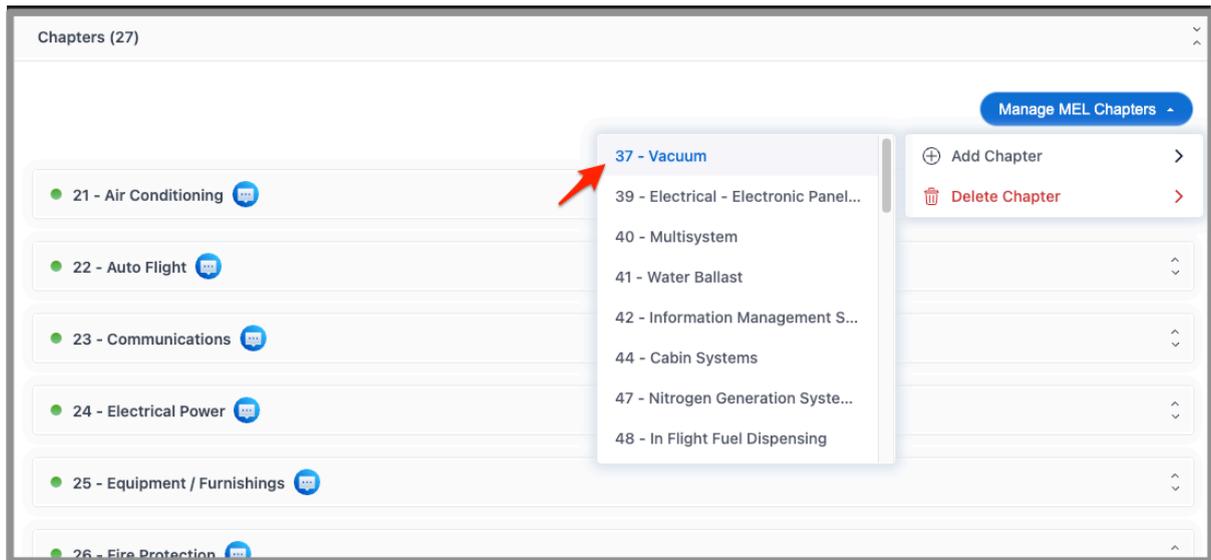
For Aircraft and Organisation MELs created using a source document, the MEL Chapters will be copied over from the source document.



### 10.1 Adding a MEL Chapter

You can add additional chapters (that do not already exist) by:

- Click on the "Manage MEL Chapters" button at the top of the section.
- Selecting "Add Chapter".
- And then selecting the chapter that you want to add from the drop down menu of available chapters (this is a list of chapters not already included in the MEL).

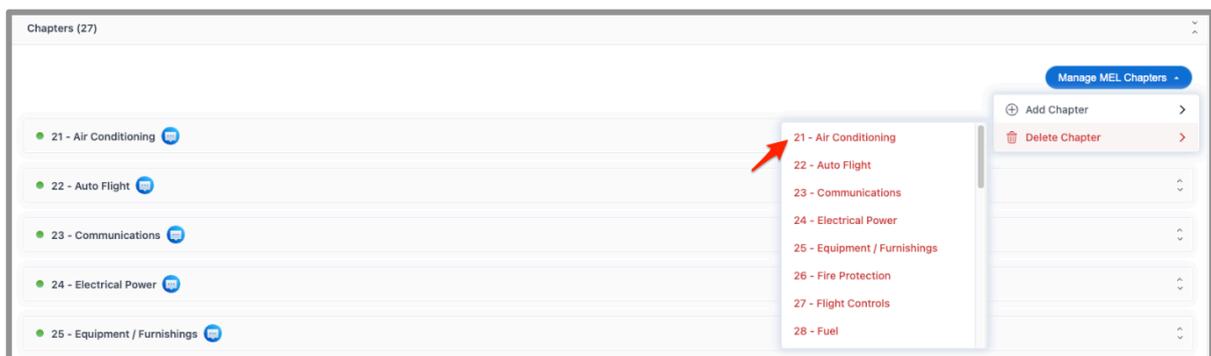


The new chapter will be added in numeric order to the existing chapters in the MEL.

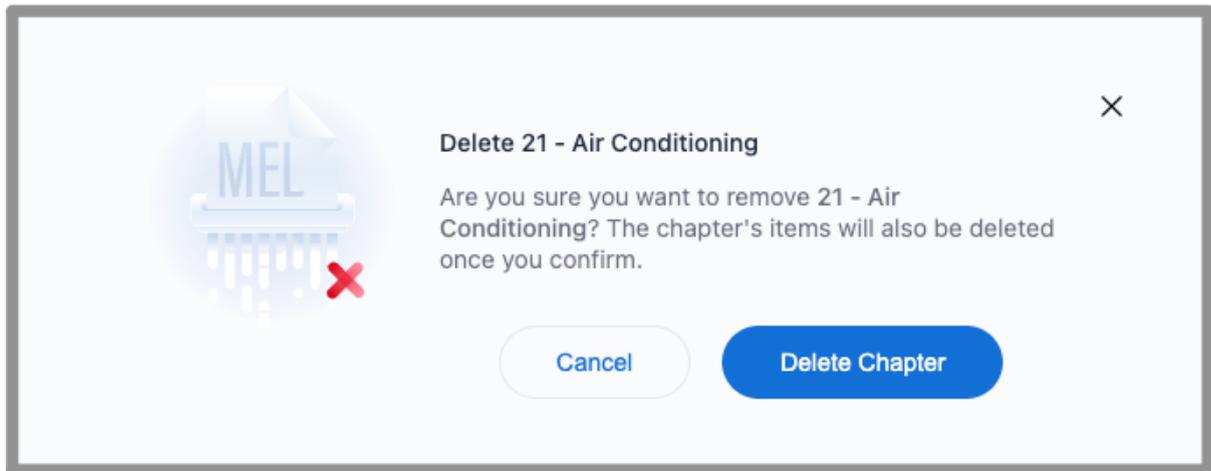
## 10.2 Deleting a MEL Chapter

You can delete an existing MEL Chapter by:

- Click on the “Manage MEL Chapters” button at the top of the section.
- Selecting “Delete Chapter” .
- And then selecting the chapter that you want to delete from the list of chapters that exist in the MEL.



When you select a chapter to delete, you will be asked to confirm that you want to delete the chapter. You can select “Cancel” to exit and keep the chapter or “Delete Chapter” to confirm and delete the chapter.

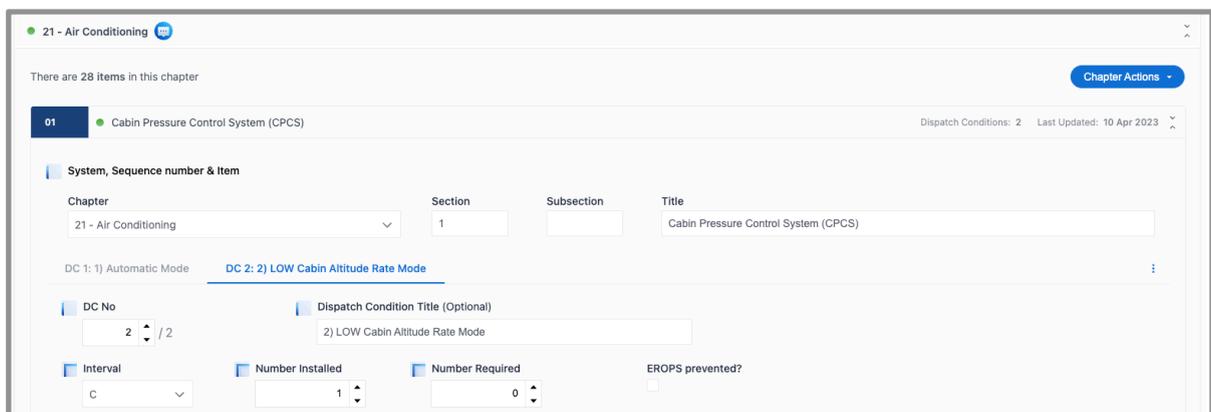


### 10.3 Editing a MEL Chapter

For Organisation MELs and Aircraft MELs, each chapter will be populated with the content from the source document that was used to create the MEL. To view the contents of a chapter you can simply click on the chapter line item and it will expand to show its contents. Each chapter can include sections and subsections under that chapter.



To view the contents of a section/subsection, you can simply click on the section/subsection line item and it will expand to show its contents (e.g. 21-01 in the screen capture below).



### 10.3.1 Adding a Section / Subsection

You can add a new section / subsection to an existing Chapter by:

- Clicking on the “Chapter Actions” button.
- Selecting “Add New Item”

This will add a new blank section / subsection item at the bottom of the list of sections / subsections for that chapter. You can then open it and add content to this section / subsection.



### 10.3.2 Deleting a Section / Subsection

You can delete an existing section / subsection by:

- Clicking on the “Chapter Actions” button.
- Selecting “Delete Item”
- Selecting the section / subsection that you want to delete.



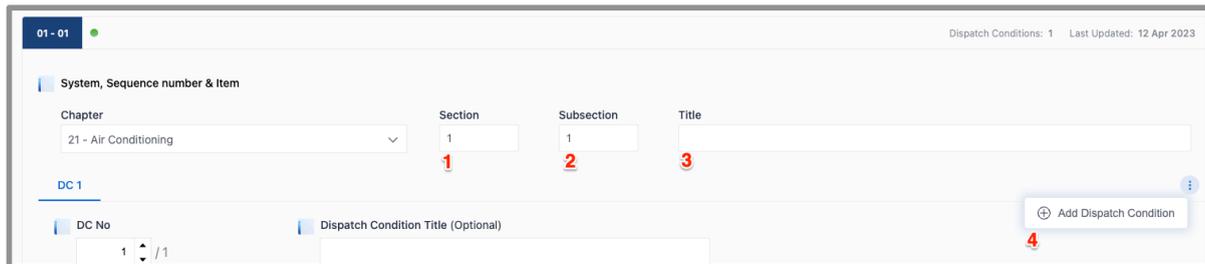
If you select a section / subsection to delete, you will be asked to confirm that you want to continue with the deletion. Select:

- “Cancel” to exit and save the section / subsection
- Or “Delete” to continue and delete the section / subsection.

### 10.3.3 Editing the Section / Subsection

For each section / subsection, you can edit the:

1. Section #
2. Subsection #
3. Title
4. Dispatch Condition(s)

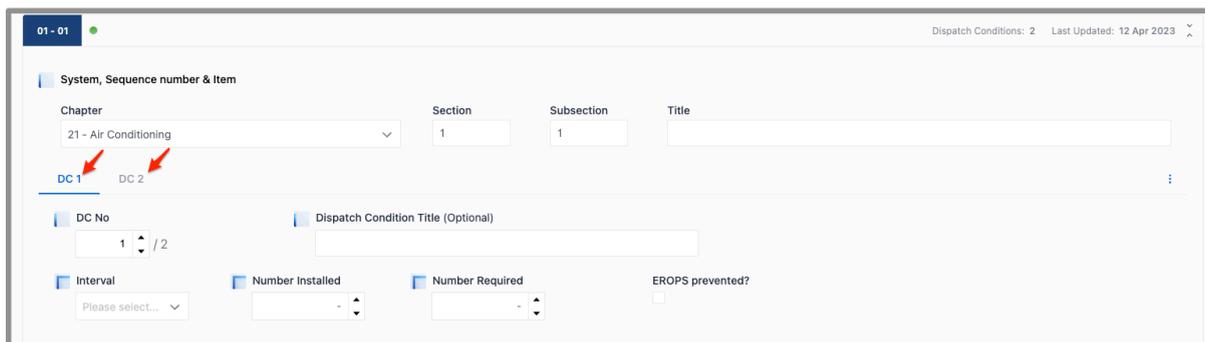


For any section or subsection numbers beginning with a 0, the 0 can be omitted and the application will automatically display it correctly. For example in the above screen shot, the section and subsection is entered as 1 but displays as 01-01.

### 10.3.4 Dispatch Conditions

For each section & / subsection you can have one or more Dispatch Conditions. Each section / subsection must have at least one Dispatch Condition under it.

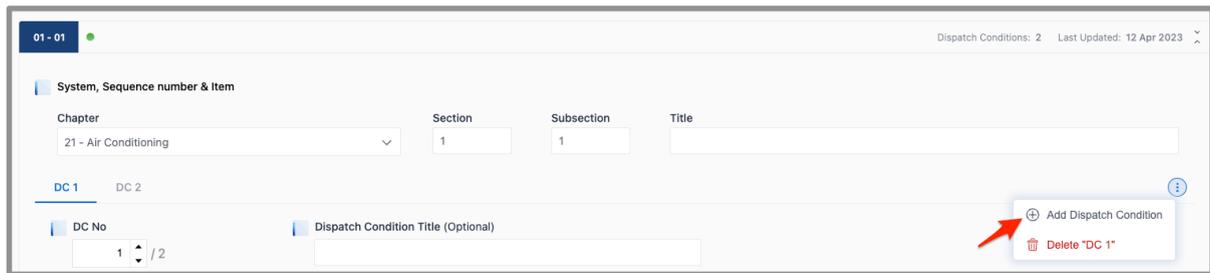
To view the contents of an Dispatch Condition , click on the Dispatch Condition you wish to see. The title of the selected Dispatch Condition is highlighted in blue text.



### 10.3.5 Adding an Dispatch Condition

To add a new option:

- Click on the "3 dot" icon.
- Select "Add Dispatch Condition".



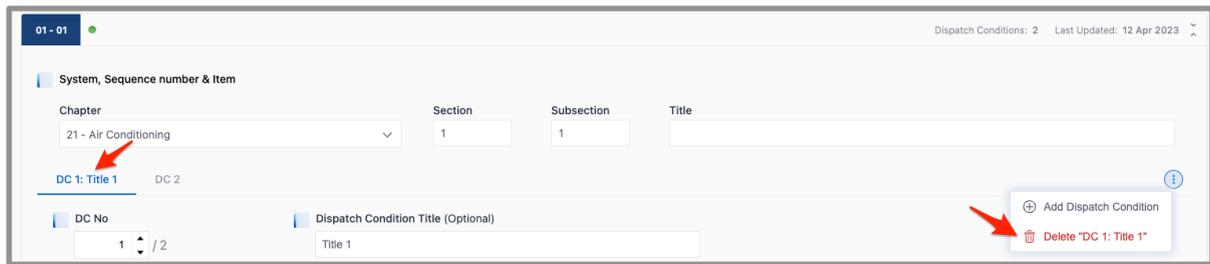
A new Dispatch Condition (DC) will then appear and you can add content to it. The fields on the DC include:

- DC No - The DC No field can be updated to change the priority of the DC
- Dispatch Condition Title (Optional)
- Interval
  - Following additional fields are available if Interval type **A** is selected
    - Flight Hours Limit
    - Flight Days Limit
    - Flights Limit
    - Hours Limit
    - Days Limit
    - Cycles Limit
    - Other Limitations
- Number Installed
- Number Required
- EROPS prevented?
- Content (Optional)
- Maintenance Procedure (Optional)
- Operational Procedure (Optional)
- Placard Procedure (Optional)
- Aircraft Limitations (Optional)

### 10.3.6 Deleting a Dispatch Condition

To delete an Dispatch Condition:

- Select the Dispatch Condition that you wish to delete (the Option title will then be highlighted in blue text).
- Click on the “3 dot” icon.
- Select “Delete <Title of Option>” (the title of the Option you have selected will appear).



You will then be asked to confirm if you want to delete the option in question. Select:

- “Cancel” to exit and save the Option
- Or “Delete” to proceed and delete the selected Option.

## 10.3.7 Editing Dispatch Condition Contents

For each Dispatch Condition you are able to edit:

1. DC No - The DC No field can be updated to change the priority of the DC
2. Dispatch Condition Title (Optional)
3. Interval
  - 3.1. Following additional fields are available if Interval type **A** is selected
    - 3.1.1. Flight Hours Limit
    - 3.1.2. Flight Days Limit
    - 3.1.3. Flights Limit
    - 3.1.4. Hours Limit
    - 3.1.5. Days Limit
    - 3.1.6. Cycles Limit
    - 3.1.7. Other Limitations
4. Number Installed
5. Number Required
6. EROPS prevented?
7. Content (Optional)
8. Maintenance Procedure (Optional)
9. Operational Procedure (Optional)
10. Placard Procedure (Optional)
11. Aircraft Limitations (Optional)

01 - 01 Dispatch Conditions: 2 Last Updated: 12 Apr 2023

**System, Sequence number & Item**

Chapter: 21 - Air Conditioning | Section: 1 | Subsection: 1 | Title: \_\_\_\_\_

DC 1: Title 1 | DC 2: \_\_\_\_\_

DC No: 1 / 2 | Dispatch Condition Title (Optional): Title 1

Interval: A | Number Installed: 1 | Number Required: - | EROPS prevented?:

**Interval A Options**

Flight Hours Limit <b>3.1.1</b> : 0	Flight Days Limit <b>3.1.2</b> : 0	Flights Limit <b>3.1.3</b> : 0
Hours Limit <b>3.1.4</b> : 0	Days Limit <b>3.1.5</b> : 0	Cycles Limit <b>3.1.6</b> : 0
Other Limitations <b>3.1.7</b> : _____		

**Remarks Or Exceptions**

Content (Optional) **7**

Rich text editor with toolbar (B, U, A, etc.) and a right-side attachment area.

Attachments (Optional)

Drag and drop your file here or [browse](#)

Maintenance Procedure (Optional) **8**

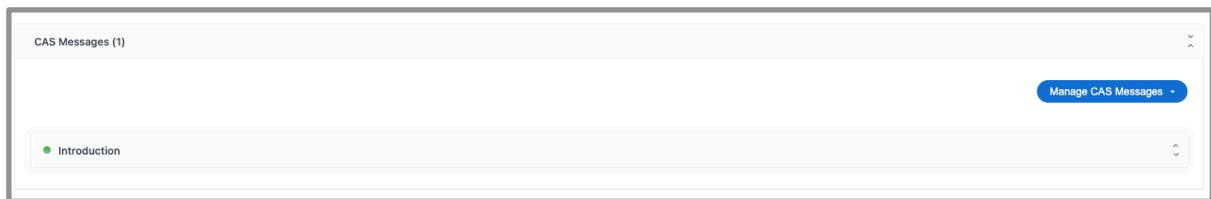
Operational Procedure (Optional) **9**

Placard Procedure (Optional) **10**

Aircraft Limitations (Optional) **11**

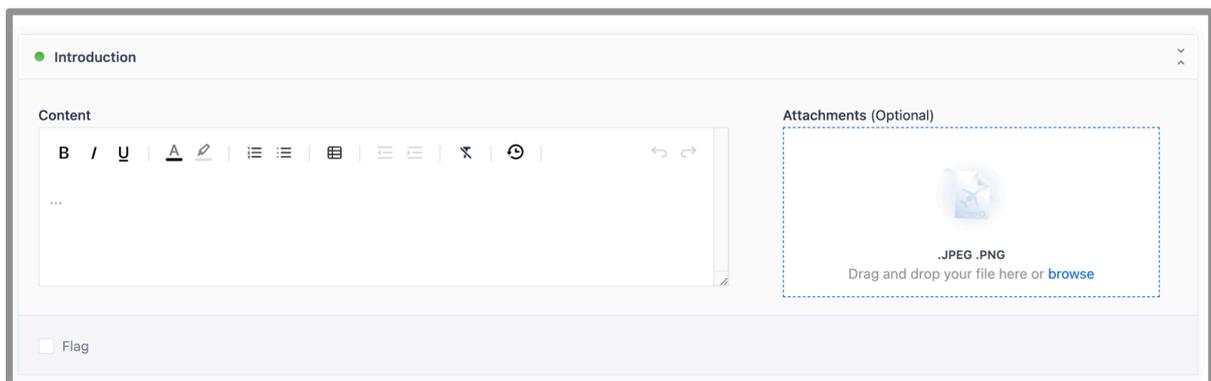
## 11.0 CAS Messages

The CAS Messages section of a new MEL document comes with a default Introduction Section. If the MEL was created from a source document, it will be prepopulated with the CAS content from the source document.



### 11.1 Introduction Section

If you want to make changes to the Introduction Section, click on it, and you will be presented with an editing interface that resembles the one in the Basic Content Section.



### 11.2 Adding a CAS Messages

To add a CAS Messages, click on the “Manage CAS Messages” button and then select “Add CAS Message” from the drop down menu.

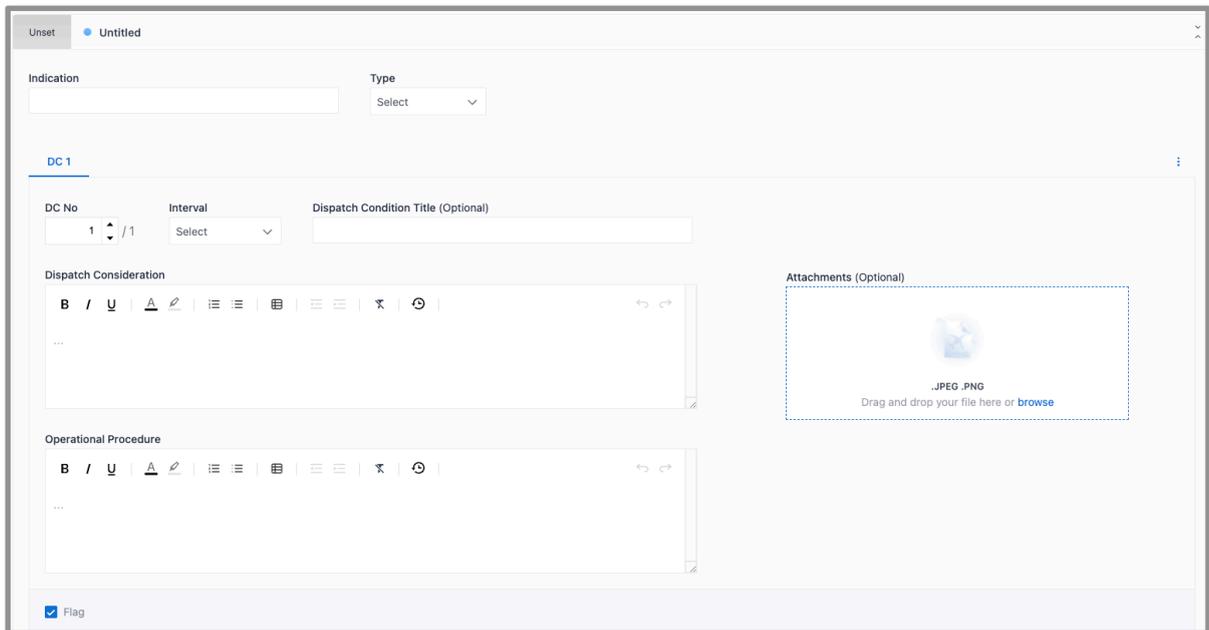


You will then see a new “Untitled” section added below the Introduction section.



## 11.3 Editing a CAS Message

You can edit a new or existing CAS Message by clicking on it and expanding it.



### 11.3.1 Indication & Type

You can enter the Indication name (alphanumeric).

You can select the type for the CAS Message from the “Type” drop down menu. Type options include:

- Warning

## MEL Manager™ - User Guide V1.4

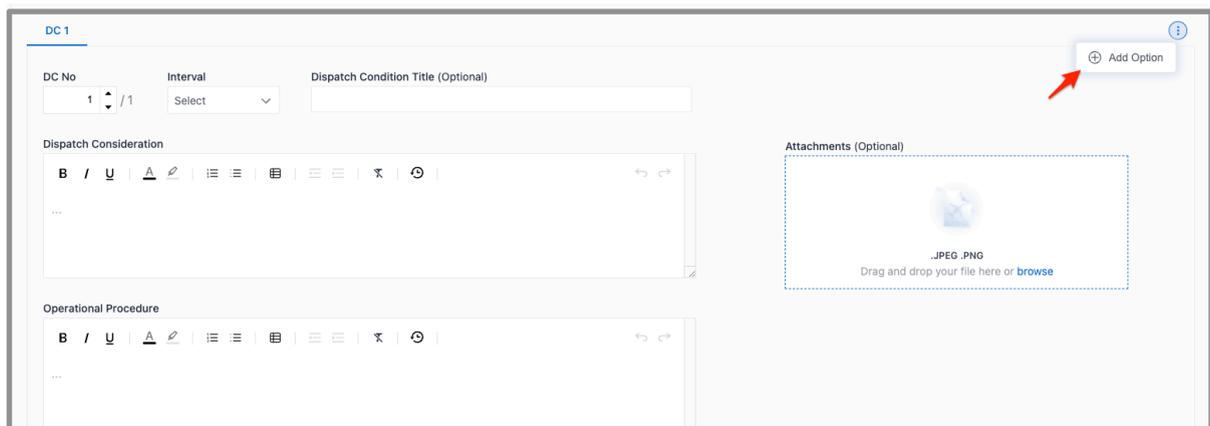
- Caution
- Advisory
- Status

Once you select the type, the display for that message will update from “Unset” and “Untilted” to the indication you entered and the type you selected.

### 11.3.2 Adding Dispatch Conditions

For each CAS Message you can have one or more Dispatch Conditions. For every new CAS Message there will be a default Dispatch condition DC 1. You can add more options by:

- Selecting the “three dots” icon
- And the “Add Option” from the drop down menu.



**NOTE** - Options are presented in the MEL document in the order they were entered in the MEL Manager™ editor.

### 11.3.3 Deleting a Dispatch Condition

You can delete a Dispatch Condition by selecting the Dispatch Condition (e.g. DC1) and then clicking on the “three dot” icon and then selecting the Delete “DC1” from the drop down menu.



**NOTE** - Each CAS Message must have at least one Dispatch Condition. So, if there is only one Dispatch Condition, then the Delete Option item will not be available.

### 11.3.4 Interval, Dispatch Consideration & Attachments

For each Dispatch Condition, you can:

- Select the Interval (A, B, C or D).
- Enter a dispatch consideration (same editor to other parts of the MEL Manager™ application).
- Include images by uploading attachments (same process as for the other parts of the MEL Manager™ application).

### 11.3.5 Operational Procedure (Optional)

For each Dispatch Condition, you can add an Operational Procedure.

- If you add an operational procedure, it will then be visible in the PDF and "(O)" will be included in the PDF at the beginning of the Dispatch Consideration content for that option.
- If you do not add an operational procedure then nothing will be presented in the PDF.

## 11.4 Deleting a CAS Message

You can delete a CAS Message by:

- Clicking on the "Manage CAS Messages" button.
- Selecting "Delete Message" from the drop down menu.
- And then selecting the message you want to delete from the 2nd drop down menu.

## MEL Manager™ - User Guide V1.4



You will then be asked to confirm that you want to delete the message in question.

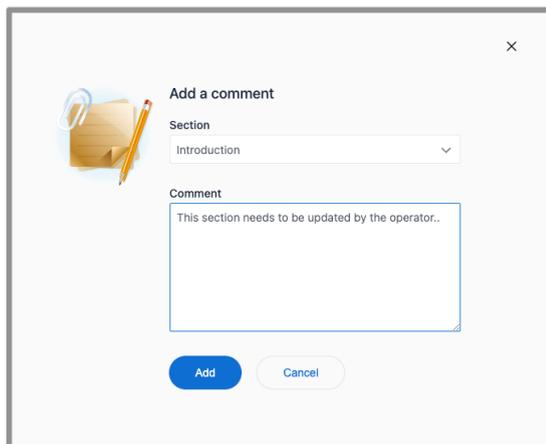
You can select to:

- “Delete Message” to continue and delete the message.
- Or “Cancel” to keep the message and return to the editor.

## 12.0 Annotation

### 12.1 Adding annotation

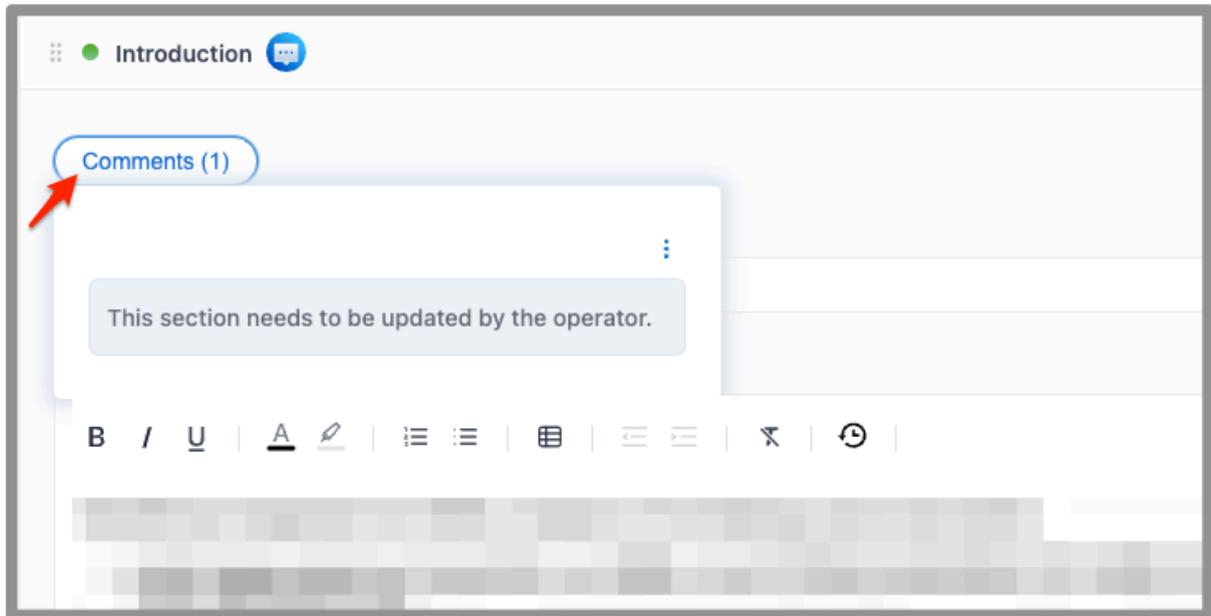
It's possible to include annotations or comments on all three sections of the MEL. The comment option available within the Manage Basic Content button enables you to add comments to any section in the Basic Content section.



Once you add a comment to a section, a comment icon appears next to it.

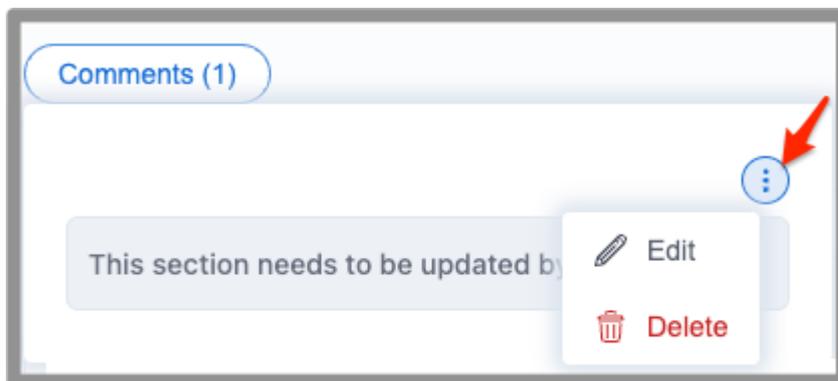


You can expand the section and click on the Comments() button to view the comment.



## 12.2 Resolving annotations

Once you have reviewed the comments and addressed the instructions, you can edit these comments or delete them as required.



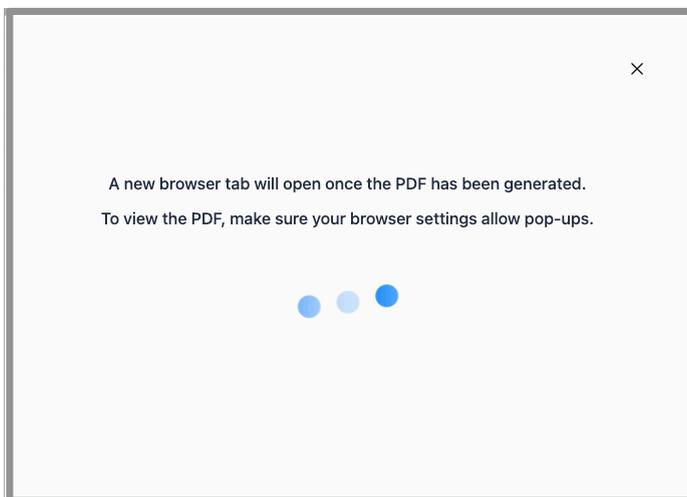
## 13.0 Generating a PDF

Once you have completed editing the MEL, or at any time during the editing or review process, you can generate a PDF version of the MEL to review.

To generate a PDF of the MEL, select the “Manage MEL” button on top of The MEL and select Generate PDF from the dropdown menu.



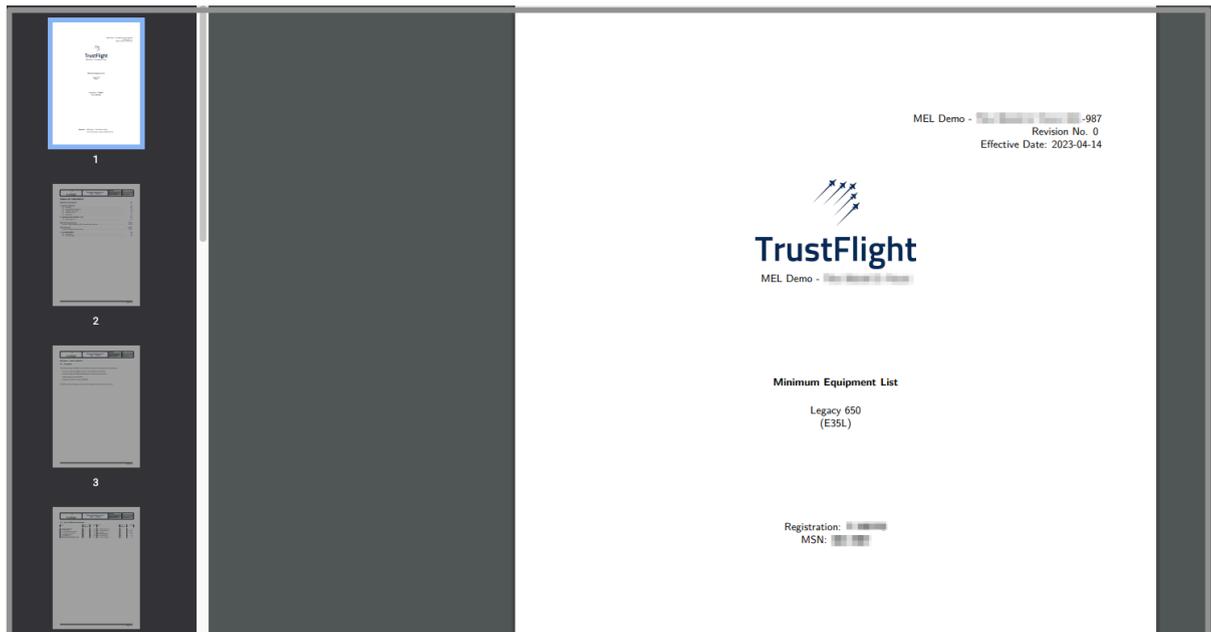
The application will then generate a PDF (this may take a few minutes depending on the size of the MEL). You will see a progress indicator while the MEL is generated.



Once the PDF has been generated, it will be presented in a new tab in your browser.

**NOTE** - Please ensure that you have set your browser settings to allow the MEL Manager™ to open a new tab to display the generated PDF.

You can review the PDF and download it to your computer.

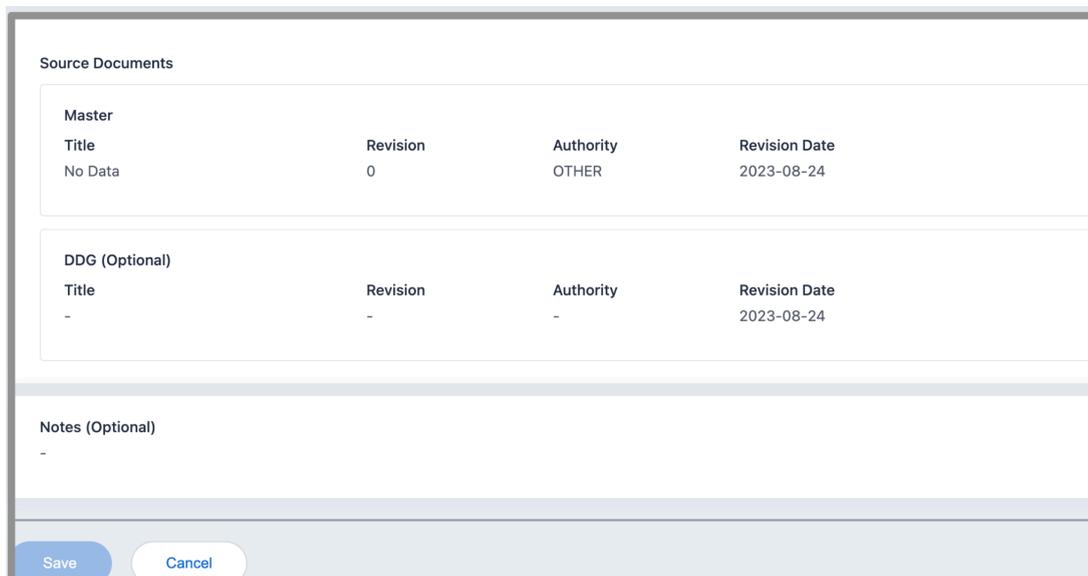
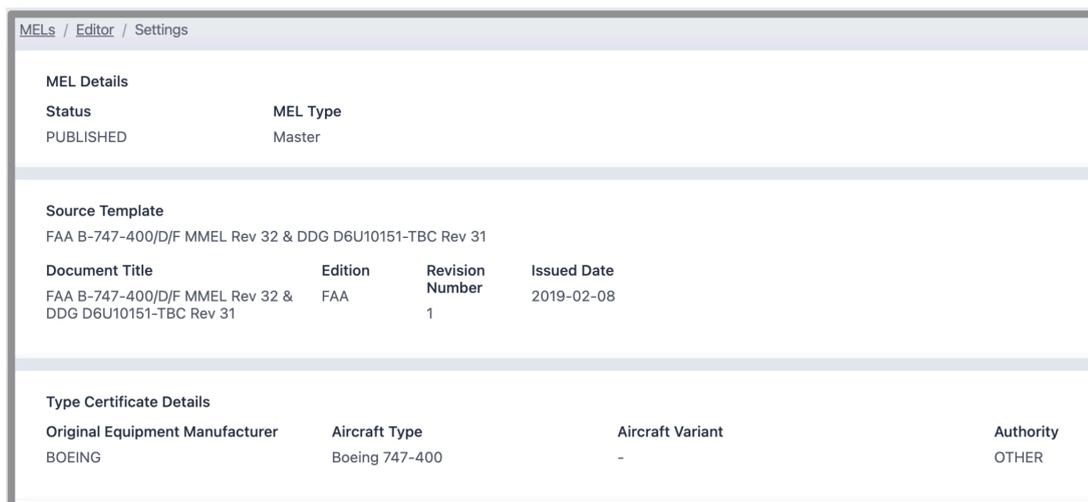


## 14.0 MEL Settings

You can access the Settings of a MEL by clicking on the Manage MEL button on top of the MEL Editor and selecting Settings from the dropdown menu.



On the Settings page, you will be able to view the details of the MEL



- Status
  - Draft
  - Int. Rev
  - Reg. Rev.
  - Published
- MEL Type
  - Aircraft
  - Organisation
  - Master
- Source Template
- MEL Details
  - Document Title
  - Edition
  - Revision
  - Issue Date
- Type Certificate Details
  - Original Equipment Manufacturer
  - Aircraft Type
  - Aircraft Variant
  - Authority
- Source Document
  - MMEL Details
    - Title
    - Revision
    - Authority
    - Revision Date
  - DDG/M&O Details
    - Title
    - Revision
    - Authority
    - Revision Date
  - Additional Document details
    - Title
    - Revision
    - Authority
    - Revision Date
- Notes

The **Status** of the MEL can be changed depending on the state of the MEL

**Draft** state is used to define that the MEL is being authored.

**Int. Rev** (Internal review) state is used to define that the MEL is being reviewed by reviewers internal to the organisation.

## MEL Manager™ - User Guide V1.4

**Reg. Rev.** (Regulator review) state is used to define that the MEL is being reviewed by a regulator.

**Published** state is used to define that the MEL is published within the MEL Manager™ and is ready to be used in operation.

**NOTE** - No further edits are allowed to the MEL once it is set to published state.

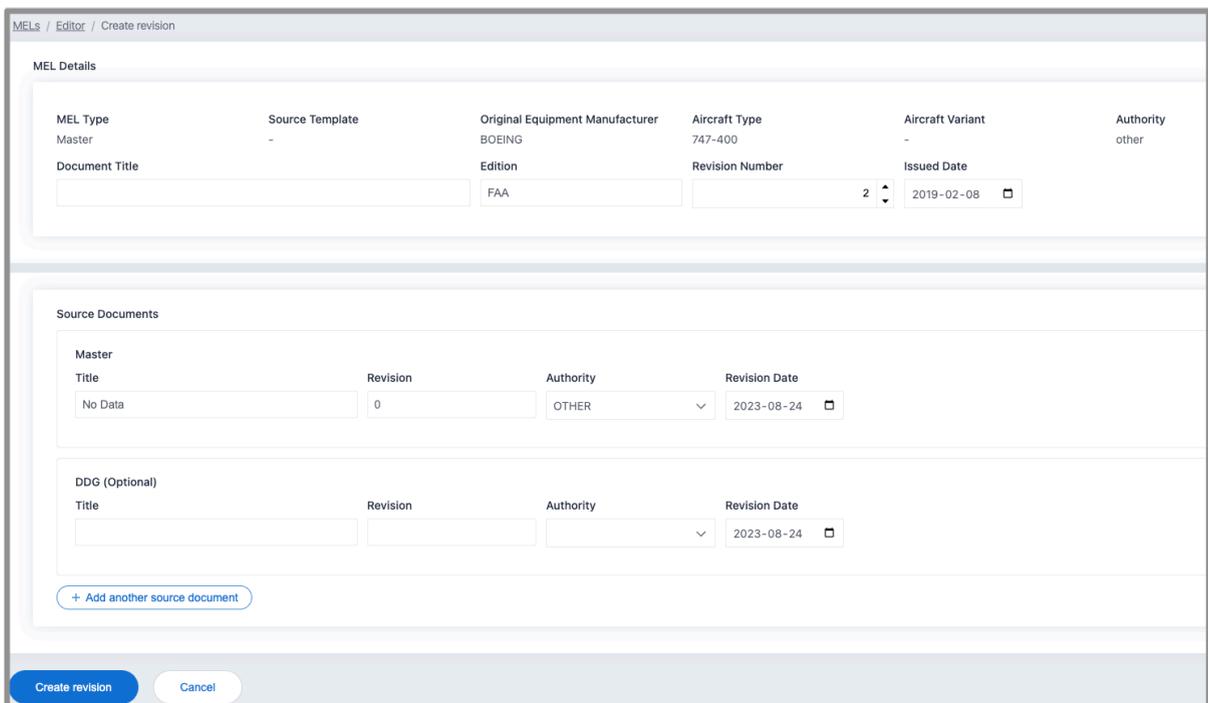
## 15.0 Start New Revision

You can create a revision of a MEL by clicking on the Manage MEL button on top of the MEL and selecting Start new revision from the dropdown menu.



You can specify the Edition (optional), Revision Number and Issued Date of the new revision and click the Create Revision button to create a revision.

**NOTE** -The Revision Number will be automatically incremented by one for a new revision. This can be changed by the user.



Optionally you can update the Source document information as required.

## 16.0 Smart Merge (Beta)

Once you have created an AMEL or an OMEL from a Master MEL template, MEL Manager™ helps you keep your AMEL/OMEL current by informing you when there is a new revision of the Master MEL available in the system.

The Smart Merge feature then enables you to generate a revision of your AMEL/OMEL and automatically integrate the changes made to its source (new revision of Master MEL) into your MEL.

Select the AMEL/OMEL that you want to revise and click on 'Start new revision'



MEL Manager™ will provide you with an option to create the revision Manually or using Smart update.

Choosing 'Manual Update' will copy over the contents from your current version to the new revision. You will then have to manually copy over the updates from the new revision of Master MEL to your MEL.

If you select Smart Update, a revised version of your MEL will be created, and the updates to the Master MEL will be incorporated into your MEL.

MELs / Create revision

**MEL Details**

MEL Type: Organisation  
 Organisation: [REDACTED]

Document Title: [REDACTED]      Edition: [REDACTED]      Revision Number: 2      Issued Date: 2023-03-07

---

**Select revision method**

Smart update **BETA** - any updates from the source MEL and differences between the current version of this MEL will be highlighted for review in this revision.

Manual update - content from the current version of this MEL will be copied into this revision. Updates to this revision must be performed manually.

**Source MEL**  
 EMBRAER - Legacy 650 - EISL - Revision 3

**Type Certificate Details**

Original Equipment Manufacturer	Aircraft Type	Aircraft Variant	Authority
EMBRAER	Legacy 650	-	other

---

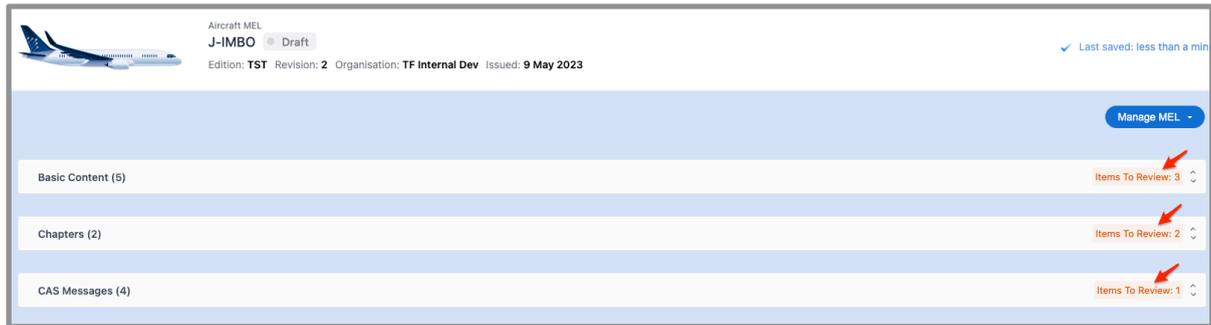
**Source Documents**

Master	Revision	Authority	Revision Date
Title: Embraer Legacy 650 MEL	4	-	2022-11-24
<b>DDG (Optional)</b>			
Title: Embraer Legacy 650 MEL Guide	6	-	2022-01-24
<b>Additional Document</b>			
Title: MEL Regulatory Document 000000	0	-	2022-01-24
<b>Additional Document</b>			
Title: Regulatory reference document RM9920	0	-	2022-01-24

Create revision      Cancel

After the Smart Merge, any modifications incorporated into the new revision of your MEL from the latest version of the source Master MEL will be highlighted in the editor for your review.

## MEL Manager™ - User Guide V1.4

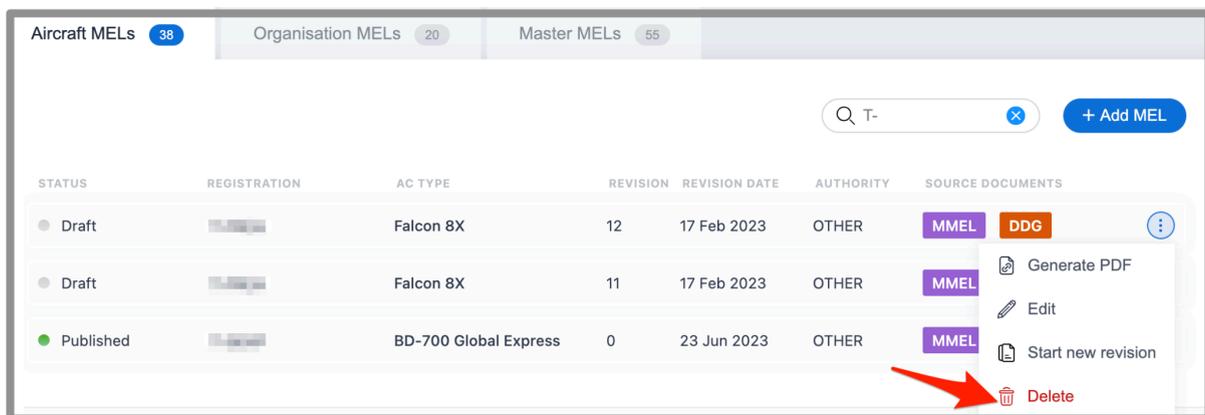


Note: This feature is in Beta phase and may have minor issues. Please report any issues you may encounter while using the feature.

## 17.0 Deleting a MEL

You can delete a MEL by clicking on the 3 dots against the MEL on the MEL list and selecting the Delete option from the menu. A confirmation message will be displayed to you. The MEL will be permanently deleted if you click on the Delete MEL button.

**NOTE** - You will not be able to delete a MEL that has been set to published state.



## 18.0 Customer Support

Please note the following regarding the customer support for the ALPHA version of MEL Manager™.

### 18.1 Support Hours

The MEL Manager™ team is available for customer support:

- Monday to Friday (excluding Canadian statutory holidays)
- 8:30 AM - 4:30 PM Pacific Time Zone

We will respond to a reported issue within 24 hours during the days & times mentioned above.

The time required to resolve an issue will be determined based upon the severity / complexity of the issue in question.

### 18.2 TrustFlight Contact Points

Please report any issues or concerns to us via email at:

- [biju.satchi@trustflight.com](mailto:biju.satchi@trustflight.com) (Product Manager)
- CC [anthony.soo-kaim@trustflight.com](mailto:anthony.soo-kaim@trustflight.com) (Development Team Lead)

### 18.3 Description of Issue / Bug

When sending us an email about an issue with the existing version of MEL Manager™, please:

- Describe the issue encountered with the feature / functionality (e.g. unable to bold text in editor for a CAS Message).
  - If possible include a screenshot showing the issue encountered.
  - If applicable, describe a work-around that was used to resolve the issue.
- Describe the context of use of the feature / functionality (e.g. occurred while editing a CAS Message in an aircraft MEL).
- Include the date & time that the issue was encountered.
- Include which user encountered the issue (e.g. name & email address).
- Include a link to the specific MEL involved in the issue.

## MEL Manager™ - User Guide V1.4

- Share your thoughts on the urgency related to fixing the issue (e.g. High, Medium, Low).

For suggestions for new features / functionality for MEL Manager™ (that do not exist in the current version), please:

- Describe the missing feature / functionality you would like added.
- Describe the value / benefit of having this feature / functionality.
- Share your thoughts on the urgency of adding this feature / functionality (e.g. High, Medium, Low).

## 18.4 Support Process

We will follow the below process for any report submitted by a customer.

- Receive & acknowledge email / report from customer.
  - If applicable, asking for clarification / additional details.
- Add and track the issue on our issue tracking sheet.
- For any issue requiring development / engineering work, review the issue with the Engineering Team.
- Identify required work to resolve the issue and schedule the work in an upcoming work cycle.
- Inform the customer of the expected timeline for completion of a fix / addition.
- Once work is complete, test & confirm the fix.
- Inform the customer that the issue has been resolved / feature or functionality has been added.

Thanks in advance for your feedback on the MEL Manager™ application.