Part 91 application for approval or amendment of a minimum equipment list (MEL)

Civil Aviation Authority
Republic of Vanuatu

Instructions:

- All sections of this form are to be completed, unless otherwise stated.
- To avoid the issue of the approval being delayed, provide all information accurately and fully.

Charges, fees and invoicing:

- The CAA standard hourly charge applies.
- Charges associated with an application will be invoiced to the person/organisation indicated under section '2. Invoice details'.

Submitting your application:

- Submit your application and all supporting documentation to:
  - **Email**: info@caav.vu

    or
  - **Post**: Civil Aviation Authority
    Bauerfield International Airport
    PMB 9068
    Port Vila
    Vanuatu

For support or guidance, contact out team via info@caav.vu

1. Aircraft operator details

Legal name of operator:		CAA participant no.:	
Email:		Phone:	
Address for service: *The Civil Aviation Act 1999, s8, requires applicants to provide an address for service in Vanuatu (ie, a physical address) and to promptly notify the Director of any changes.*			

Contact person for further information concerning this application:

Name:		Position:	
Phone:		Email:	

2. Invoice details

Invoices are to be sent to:

Full name:		CAA participant no.: *(if applicable)*	
Email:		Phone:	
Purchase order no.:			

3. Application type

☐ New Issue	☐ Revision	☐ Temporary Revision	☐ Extension

4. MEL details

Aircraft type and model to which the MEL applies:	
MEL name, revision number and date:	
MMEL title, revision number and date:	
Applicable operating rule(s) for MEL (eg, 91, 135, 125, 121)	

5. Description and justification for deviations/changes:

Item	Description and justification. Attach further information on a separate sheet if needed.
Number of separate pages attached:	

6. Application checklist

Does the MEL contain?

a.	A list of effective pages	☐
b.	Defect recording and tracking procedures or reference to their location in another document	☐
c.	Reference to the base document MMEL	☐

Operations and Maintenance Procedures (tick one):

d.	In Separate section with the MEL document	☐
e.	Included with the comments for the applicable item	☐

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 in the form or on an attached sheet.	☐
For a revision, or temporary revision: Details of what has changed and why are described in the form or on an attached sheet.	☐
For when a temporary revision is for a repair interval extension: Details of justification, substantiation (evidence) and a risk assessment, and new requested expiry	☐

7. Declaration

Under sections 59 of the Civil Aviation Act 1999, communicating false information or failing to disclose information relevant to the granting or holding of an aviation document is an offence and liable on conviction, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding VT400,000 or in the case of a body corporate, to a fine not exceeding VT 2,000,000.

I hereby declare that:

☐ I hold the necessary authority to sign on behalf of the operation;

☐ I have read and understand the requirements under Civil Aviation Rule Part 91;

☐ to the best of my knowledge, the information supplied in this application and any documentation attached is true and correct, and shows compliance with the Civil Aviation Rule Part 91.

Full name:		**Date:**	
Signature:			