



*Promoting and Simplifying Business Aviation
Promouvoir et simplifier l'aviation d'affaires*

MEL Checklist for a Private Operator (Complete and return to CBAACAA One Drive folder)

Have you submitted the following?

- MEL in pdf format: does it allow for printing and commenting?
- MMEL
- TC Supplement
- OEM Supplied Procedures Documents (Note: These are the documents you may have used to create your Operating and Maintenance procedures. They are referred to by different names such as MOPP Notes, Dispatch Deviation Guide or DDG, Maintenance and Operating Procedures. Please list the document(s) you used:)

- MEL Operator Application Form
- A pdf of your current, approved, OM
- A copy of your MEL crew-training plan and company MEL dispatch procedures.
- A copy of your current PORD
- A copy of your payment receipt
- A copy of this completed checklist

Fees: Once we have received your completed checklist and MEL Operator Application Form, we will request your application fee prior to the start of the MEL approval process, unless already paid.

Signature

Date