

ORDER: 8300.10 and 8400.10

APPENDIX: 3

BULLETIN TYPE: Joint Flight Standards Handbook Bulletin for Air Transportation (HBAT) and Airworthiness (HBAW)

BULLETIN NUMBER: HBAT 98-18 and HBAW 98-09

BULLETIN TITLE: Air Carrier Manual Instructions Concerning Minimum Equipment List Conditions and Limitations

EFFECTIVE DATE: 04-28-98

TRACKING NUMBER: NTSB A-97-57

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1. PURPOSE. The purpose of this bulletin is to provide guidance to aviation safety inspectors (ASI) regarding the requirement for air carriers to include instructions, concerning the Minimum Equipment List (MEL) conditions and limitations, in operational documents: the Flightcrew Manual, Flight Operations Manual, and Flight Attendant Handbook.

2. BACKGROUND.

A. A recent sampling of selected air carrier's manuals instructions revealed that there is a need to include additional instructions, necessary to clarify the actions to be taken under certain conditions and/or situations regarding the MEL.

B. Some items/systems listed in the MMEL/MEL contain standard phrases such as "provided alternate, normal and emergency procedures, and/or operating restrictions are established and used." The intent of such proviso, is that it is incumbent on the air carrier to develop the necessary manual instructions for its personnel so that appropriate action will be taken, resulting in an acceptable level of safety.

3. POLICY.

A. When operating in accordance with the MEL, the communications equipment used between the flight deck and the flight attendants (whether inoperative or functional), require specific instructions for inclusion in the appropriate air carrier's manuals: the Flightcrew Manual, Flight Operations Manual and Flight Attendant Handbook. In some cases it may be appropriate to include such instructions in the operators MEL(O) procedure. Instructions in these manuals concerning specific inoperative equipment situations must be consistent with instructions in the other manuals.

B. To ensure a clear understanding of the action to be taken in emergency or abnormal situations, the pilot-in-command (PIC) will brief the flightcrew, lead flight attendant and/or concerned flight attendants on the procedures to be followed. Examples of methods of cockpit notification to cabin could include various cockpit combinations such as cabin chimes to indicate different events, use of a separate evacuation signaling system, PA announcements, etc. The briefing is to ensure that when cabin/flight deck communication equipment becomes inoperative, procedures to be followed for each event listed can be carried out:

- (1) Fire and/or smoke in the flight deck or passenger cabin
- (2) Hi-jacking
- (3) Ditching
- (4) Emergency landing
- (5) Evacuation the passenger cabin/Rejected Takeoff evacuation
- (6) Passenger problem (medical/disturbance)

NOTE: It is not the FAA's intention to impose a requirement to preclude a flight attendant from opening the flight deck door to report an emergency situation.

4. ACTION. ASI's are directed to inform each of their carriers of the need to include additional instructions, to clarify actions to be taken in the case of emergency or abnormal situations, concerning the MEL conditions and limitations. ASI's should also inform their carriers of the need for the PIC's to brief the flightcrew, lead flight attendant and/or concerned flight attendants of the actions to be taken in emergency or abnormal situations, in preparations of the possible break down of cabin/flight deck communication equipment.

5. INQUIRIES. This bulletin was developed by AFS-200. Persons making inquiries should call AFS-260, at (202)267-3765.

6. LOCATION. This bulletin will remain in effect until incorporated into FAA Order 8400.10, Air Transportation Inspectors Handbook, volume 4, chapter 4, section 1087 and into FAA Order 8300.10, Airworthiness Inspectors Handbook, in a future chapter. Inspectors shall make a note of this bulletin in the margin of the appropriate section.

/s/ Thomas Stuckey  
Acting Director, Flight Standards Service, AFS-1