




**XYZ Operator, LLC**

Hawker 400XP  
MINIMUM EQUIPMENT LIST

**Current to Hawker HS-125 MMEL Revision 8a dated 08/01/2008**

This MEL is applicable to FAR Part 91 and 135 operations only and may not be used for operations conducted under FAR Parts 121 or 125.

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<b>AIRCRAFT:</b> Hawker 400XP		<b>REVISION NO.</b> Original <b>DATE:</b> 01/30/2009	<b>PAGE:</b> I
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Redacted for Brevity

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## Log Of Revisions

Revision	Date	Page Numbers	Initials
Original		All pages are new and reflect content in FAA HS-125 Master Minimum Equipment List (MMEL) Revision 8a dated 08/01/2008 including Appendix A, Maintenance and Operations Procedure Manual (based Hawker Beechcraft MOP Document 306094 dated September 2008) and Appendix B, Non-Essential Equipment and Furnishings (NEF) Manual	

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## Control Page

System	Page Number	Revision	Date
Cover Page	-	Original	01/30/2009
Table of Contents	I	Original	01/30/2009
Log of Revisions	II	Original	01/30/2009
	III	Original	01/30/2009
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	XIII	Original	01/30/2009
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Guidelines for (O) & (M) Procedures	XX	Original	01/30/2009
21	21-1	Original	01/30/2009
	21-2	Original	01/30/2009
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## Highlights of Change

Page Numbers	Change
	New Manual, are pages are new

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<b>Definitions</b>			

## 1. System Definitions.

System numbers are based on the Air Transport Association (ATA) Specification Number 100 and items are numbered sequentially.

a. "Item" (Column 1) means the equipment, system, component, or function listed in the "Item" column.

b. "Number Installed" (Column 2) is the number (quantity) of items normally installed in the aircraft. This number represents the aircraft configuration considered in developing this MMEL. Should the number be a variable (e.g., passenger cabin items) a number is not required.

c. "Number Required for Dispatch" (Column 3) is the minimum number (quantity) of items required for operation provided the conditions specified in Column 4 are met.

NOTE: Where the MMEL shows a variable number required for dispatch, the MEL must reflect the actual number required for dispatch or an alternate means of configuration control approved by the Administrator.

d. "Remarks or Exceptions" (Column 4) in this column includes a statement either prohibiting or permitting operation with a specific number of items inoperative, provisos (conditions and limitations) for such operation, and appropriate notes.


e. A vertical bar (change bar) in the left margin indicates a change, addition or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page.

2. "Airplane/Rotorcraft Flight Manual" (AFM/RFM) is the document required for type certification and approved by the responsible FAA Aircraft Certification Office. The FAA approved AFM/RFM for the specific aircraft is listed on the applicable Type Certificate Data Sheet.

3. "As required by FAR" means that the listed item is subject to certain provisions (restrictive or permissive) expressed in the Federal Aviation Regulations operating rules. The number of items required by the FAR must be operative. When the listed item is not required by FAR it may be inoperative for time specified by repair category.

4. Each inoperative item must be placarded to inform and remind the crewmembers and maintenance personnel of the equipment condition.

NOTE: To the extent practical, placards should be located adjacent to the control or indicator for the item affected; however, unless otherwise specified, placard wording and location will be determined by the operator.

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5. "-" symbol in Column 2 and/or Column 3 indicates a variable number (quantity) of the item installed.

6. "Deleted" in the remarks column after a sequence item indicates that the item was previously listed but is now required to be operative if installed in the aircraft.

7. "ER" refers to extended range operations of a two-engine airplane (ETOPS) which has a type design approval for ER operations (ETOPS) and complies with the provisions of Advisory Circular 120-42A.

8. "Federal Aviation Regulations" (FAR) means the applicable portions of the Federal Aviation Act and Federal Aviation Regulations.

9. "Flight Day" means a 24 hour period (from midnight to midnight) either Universal Coordinated Time (UCT) or local time, as established by the operator, during which at least one flight is initiated for the affected aircraft.


10. "Icing Conditions" means an atmospheric environment that may cause ice to form on the aircraft or in the engine(s).

11. Alphabetical symbol in Column 4 indicates a proviso (condition or limitation) that must be complied with for operation with the listed item inoperative.

12. "Inoperative" means a system and/or component malfunction to the extent that it does not accomplish its intended purpose and/or is not consistently functioning normally within its approved operating limit(s) or tolerance(s).

13. "Notes:" in Column 4 provides additional information for crewmember or maintenance consideration. Notes are used to identify applicable material which is intended to assist with compliance, but do not relieve the operator of the responsibility for compliance with all applicable requirements. Notes are not a part of the provisos.

14. Inoperative components of an inoperative system: Inoperative items which are components of a system which is inoperative are usually considered components directly associated with and having no other function than to support that system. (Warning/caution systems associated with the inoperative system must be operative unless relief is specifically authorized per the MMEL).

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<b>Definitions</b>			

15. "(M)" symbol indicates a requirement for a specific maintenance procedure which must be accomplished prior to operation with the listed item inoperative. Normally these procedures are accomplished by maintenance personnel; however, other personnel may be qualified and authorized to perform certain functions. Procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment should be accomplished by maintenance personnel. The satisfactory accomplishment of all maintenance procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as part of the operator's manual or MEL.

16. "(O)" symbol indicates a requirement for a specific operations procedure which must be accomplished in planning for and/or operating with the listed item inoperative. Normally these procedures are accomplished by the flight crew; however, other personnel may be qualified and authorized to perform certain functions. The satisfactory accomplishment of all procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as a part of the operator's manual or MEL.

NOTE: The (M) and (O) symbols are required in the operator's MEL unless otherwise authorized by the Administrator.

17. "Deactivated" and "Secured" means that the specified component must be put into an acceptable condition for safe flight. An acceptable method of securing or deactivating will be established by the operator.


18. "Visual Flight Rules" (VFR) is as defined in FAR Part 91. This precludes a pilot from filing an Instrument Flight Rules (IFR) flight plan.

19. "Visual Meteorological Conditions" (VMC) means the atmospheric environment is such that would allow a flight to proceed under the visual flight rules applicable to the flight. This does not preclude operating under Instrument Flight Rules.

20. "Visible Moisture" means an atmospheric environment containing water in any form that can be seen in natural or artificial light; for example, clouds, fog, rain, sleet, hail, or snow.

21. "Passenger Convenience Items" means those items related to passenger convenience, comfort or entertainment such as, but not limited to, galley equipment, movie equipment, ash trays, stereo equipment, overhead reading lamps, etc.



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<b>Definitions</b>			

22. Repair Intervals: All users of an MEL approved under FAR 121, 125, 129 and 135 must effect repairs of inoperative systems or components, deferred in accordance with the MEL, at or prior to the repair times established by the following letter designators:

Category A. Items in this category shall be repaired within the time interval specified in the remarks column of the operator's approved MEL.

Category B. Items in this category shall be repaired within three (3) consecutive calendar days (72 hours), excluding the day the malfunction was recorded in the aircraft maintenance record/logbook. For example, if it were recorded at 10 a.m. on January 26th, the three day interval would begin at midnight the 26th and end at midnight the 29th.

Category C. Items in this category shall be repaired within ten (10) consecutive calendar days (240 hours), excluding the day the malfunction was recorded in the aircraft maintenance record/logbook. For example, if it were recorded at 10 a.m. on January 26th, the 10 day interval would begin at midnight the 26th and end at midnight February 5th.


Category D. Items in this category shall be repaired within one hundred and twenty (120) consecutive calendar days (2880 hours), excluding the day the malfunction was recorded in the aircraft maintenance log and/or record.

The letter designators are inserted adjacent to Column 2.

### 23. Electronic fault alerting system – General

New generation aircraft display system fault indications to the flight crew by use of computerized display systems. Each aircraft manufacturer has incorporated individual design philosophies in determining the data that would be represented. The following are customized definitions (specific to each manufacturer) to help determine the level of messages affecting the aircraft's dispatch status. When preparing the MEL document, operators are to select the proper Definition No. 23 for their aircraft, if appropriate.

**NO CUSTOMIZED DEFINITIONS OF FAULT ALERTING ARE APPLICABLE TO THE HAWKER MODEL 400XP MMEL.**

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<b>Definitions</b>			

24. "Administrative control item" means an item listed by the operator in the MEL for tracking and informational purposes. It may be added to an operator's MEL by approval of the Principal Operations Inspector provided no relief is granted, or provided conditions and limitations are contained in an approved document (i.e. Structural Repair Manual, airworthiness directive, etc.). If relief other than that granted by an approved document is sought for an administrative control item, a request must be submitted to the Administrator. If the request results in review and approval by the FOEB, the item becomes an MMEL item rather than an administrative control item.


25. "\*\*\*\*" symbol in Column 1 indicates an item which is not required by regulation but which may have been installed on some models of aircraft covered by this MMEL. This item may be included on the operator's MEL after the approving office has determined that the item has been installed on one or more of the operator's aircraft. The symbol, however, shall not be carried forward into the operator's MEL. It should be noted that neither this policy nor the use of this symbol provide authority to install or remove an item from an aircraft.

26. "Excess Items" means those items that have been installed that are redundant to the requirements of the FARs.

27. "Day of Discovery" is the calendar day an equipment/instrument malfunction was recorded in the aircraft maintenance log and or record. This day is excluded from the calendar days or flight days specified in the MMEL for the repair of an inoperative item of equipment. This provision is applicable to all MMEL items, i.e., categories "A, B, C, and D."


28. "Considered Inoperative", as used in the provisos means that item must be treated for dispatch, taxi and flight purposes as though it were inoperative. The item shall not be used or operated until the original deferred item is repaired. Additional actions include: documenting the item on the dispatch release (if applicable), placarding, and complying with all remarks, exceptions, and related MMEL provisions, including any (M) and (O) procedures and observing the repair category.

29. "Is not used" in the provisos, remarks or exceptions for an MMEL item may specify that another item relieved in the MMEL "is not used." In such cases, crewmembers should not activate, actuate, or otherwise utilize that component or system under normal operations. It is not necessary for the operators to accomplish the (M) procedures associated with the item. However, operational requirements must be complied with, and an additional placard must be affixed, to the extent practical, adjacent to the control or indicator for the item that is not used to inform crewmembers that a component or system is not to be used under normal operations.

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<b>Definitions</b>		

30. Nonessential equipment and furnishings (NEF) are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that if inoperative, damaged or missing have no effect on the aircraft's ability to be operated safely under all operational conditions. These nonessential items may be installed in areas including, but not limited to, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas. NEF items are not items already identified in the MEL or CDL of the applicable aircraft. They do not include items that are functionally required to meet the certification rule or for compliance with any operational rule. Operator's NEF process shall not provide for deferral of items within serviceable limits identified in the manufacturer's maintenance manual or operator's approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc. Cosmetic items that are fully serviceable but worn or soiled may be deferred under an operator's NEF process.

SAMPLE


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<b>Preamble</b> (06/14/1989)		

The following is applicable for authorized certificate holders operating under Federal Aviation Regulations (FAR) Parts 121, 125, 129, 135: The FAR require that all equipment installed on an aircraft in compliance with the Airworthiness Standards and the Operating Rules must be operative. However, the Rules also permit the publication of a Minimum Equipment List (MEL) where compliance with certain equipment requirements is not necessary in the interests of safety under all operating conditions. Experience has shown that with the various levels of redundancy designed into aircraft, operation of every system or installed component may not be necessary when the remaining operative equipment can provide an acceptable level of safety. A Master Minimum Equipment List (MMEL) is developed by the FAA, with participation by the aviation industry, to improve aircraft utilization and thereby provide more convenient and economic air transportation for the public. The FAA approved MMEL includes those items of equipment related to airworthiness and operating regulations and other items of equipment which the Administrator finds may be inoperative and yet maintain an acceptable level of safety by appropriate conditions and limitations; it does not contain obviously required items such as wings, flaps, and rudders. The MMEL is the basis for development of individual operator MELs which take into consideration the operator's particular aircraft equipment configuration and operational conditions. Operator MELs, for administrative control, may include items not contained in the MMEL; however, relief for administrative control items must be approved by the Administrator. An operator's MEL may differ in format from the MMEL, but cannot be less restrictive than the MMEL. The individual operator's MEL, when approved and authorized, permits operation of the aircraft with inoperative equipment.

Equipment not required by the operation being conducted and equipment in excess of FAR requirements are included in the MEL with appropriate conditions and limitations. The MEL must not deviate from the Aircraft Flight Manual Limitations, Emergency Procedures or with Airworthiness Directives. It is important to remember that all equipment related to the airworthiness and the operating regulations of the aircraft not listed on the MMEL must be operative.

Suitable conditions and limitations in the form of placards, maintenance procedures, crew operating procedures and other restrictions as necessary are specified in the MEL to ensure that an acceptable level of safety is maintained.

The MEL is intended to permit operation with inoperative items of equipment for a period of time until repairs can be accomplished. It is important that repairs be accomplished at the earliest opportunity. In order to maintain an acceptable level of safety and reliability the MMEL establishes limitations on the duration of and conditions for operation with inoperative equipment.

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Preamble (06/14/1989)		

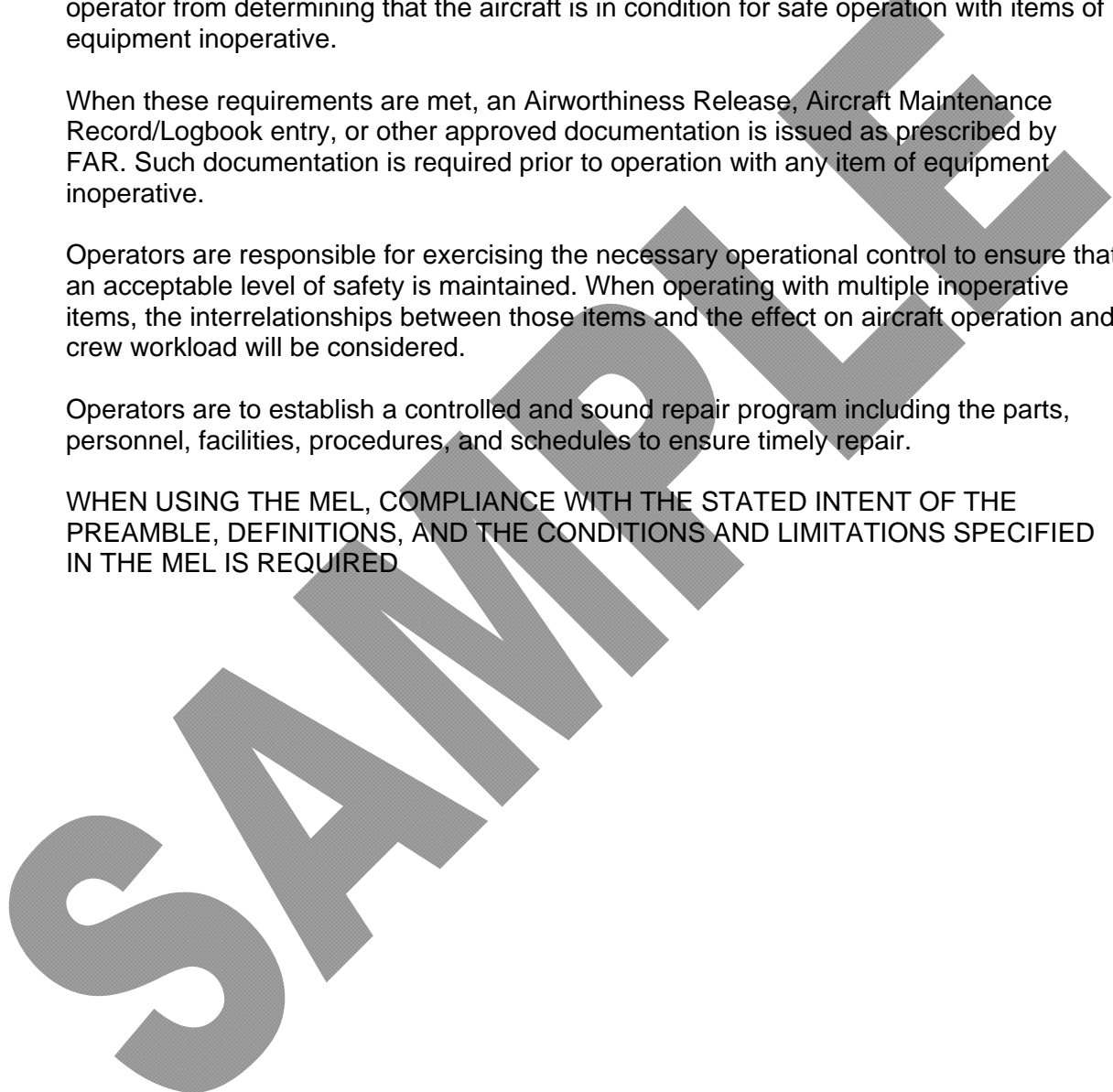
The MEL provides for release of the aircraft for flight with inoperative equipment. When an item of equipment is discovered to be inoperative, it is reported by making an entry in the Aircraft Maintenance Record/Logbook as prescribed by FAR. The item is then either repaired or may be deferred per the MEL or other approved means acceptable to the Administrator prior to further operation. MEL conditions and limitations, do not relieve the operator from determining that the aircraft is in condition for safe operation with items of equipment inoperative.

When these requirements are met, an Airworthiness Release, Aircraft Maintenance Record/Logbook entry, or other approved documentation is issued as prescribed by FAR. Such documentation is required prior to operation with any item of equipment inoperative.

Operators are responsible for exercising the necessary operational control to ensure that an acceptable level of safety is maintained. When operating with multiple inoperative items, the interrelationships between those items and the effect on aircraft operation and crew workload will be considered.

Operators are to establish a controlled and sound repair program including the parts, personnel, facilities, procedures, and schedules to ensure timely repair.

**WHEN USING THE MEL, COMPLIANCE WITH THE STATED INTENT OF THE PREAMBLE, DEFINITIONS, AND THE CONDITIONS AND LIMITATIONS SPECIFIED IN THE MEL IS REQUIRED**





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Guidelines for Maintenance (M) &amp; Operations Procedures

The Flight Operations Evaluation Board (FOEB) has identified a need for certain procedures to provide an adequate level of safety while providing relief for some items. These procedures must be established by the operator and may be based on the aircraft manufacturer's recommended procedures, Supplemental Type Certificate modifier's recommended procedures, or equivalent operator procedures. When recommended procedures are published the operator should comply with these procedures. If recommended procedures are not published, the following guidelines delineate the aspects to be considered by the operator in the development of required procedures.

This manual contains "hyperlinks" to allow the user to go directly to the M&O procedure and then back to the MEL section where the user began.

- In a MEL item such ATA Chapter 21, 10-1 (Engine Main Air Valves) the "[10-1](#)" in the left margin is a hyperlink to the M&O Procedure. Click this link to be taken to the M&O section.
- In the Maintenance & Operations Procedures section, a hyperlink has been inserted at the end of the procedure to take the user back to the position in the MEL where they started.
- Only MEL items that require an M&O Procedure will have hyperlinks and those items will be identified in a blue font in the respective MEL section.



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1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY			
	2. NUMBER INSTALLED			4. REMARKS AND EXCEPTIONS
	3. NUMBER REQUIRED FOR DISPATCH			
21 AIR CONDITIONING				
<u>10-1</u> Engine Main Air Valves	C	2	1	(M) (O) One may be inoperative for pressurized flight provided; a) Valve is secured closed, and b) Flight Deck Heat Valve System is operative.
	C	2	0	(M) (O) May be inoperative provided: a) Both valves are secured closed, b) Ram Air and Dump Valves are verified operative before the first flight of the day, c) DUMP VLV is selected OPEN, d) Flight is conducted in an unpressurized configuration, e) Aircraft is operated at or below 15,000 feet MSL, and f) Applicable Oxygen requirements are established and complied with.
<u>10-2</u> Engine Main Air Valve Position Indicators	C	2	1	(O) One may be inoperative provided both engine main air valves are operative.
	C	2	1	(O) One may be inoperative provided indicator associated with the operative engine main air valve is operative.
	C	2	0	(M) (O) May be inoperative provided: a) Both valves are secured closed, b) Ram Air and Dump Valves are verified operative before the first flight of the day, c) DUMP VLV is selected OPEN, d) Flight is conducted in an unpressurized configuration, e) Aircraft is operated at or below 15,000 feet MSL, and f) Applicable Oxygen requirements are established and complied with.



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1. SYSTEM, SEQUENCE NUMBERS & ITEM		REPAIR CATEGORY			
		2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
		4. REMARKS AND EXCEPTIONS			
21	AIR CONDITIONING				
<u>10-3</u>	<b>Air Cycle Machine / Cold Air Unit</b>	C	1	0	(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) Both MAIN AIR VALVES are selected CLOSED, c) DUMP VLV is selected OPEN, d) Flight is conducted in an unpressurized configuration, e) Aircraft is operated at or below 15,000 feet MSL, and f) Applicable Oxygen requirements are established and complied with.
10-4	Footwarmer and Windscreen Demister Valve	C	1	0	May be inoperative provided windscreen heating system is operative.
10-5 ***	Cockpit Ventilation (Excluding aircraft equipped with Collins Proline 21 Avionics)	C	-	0	

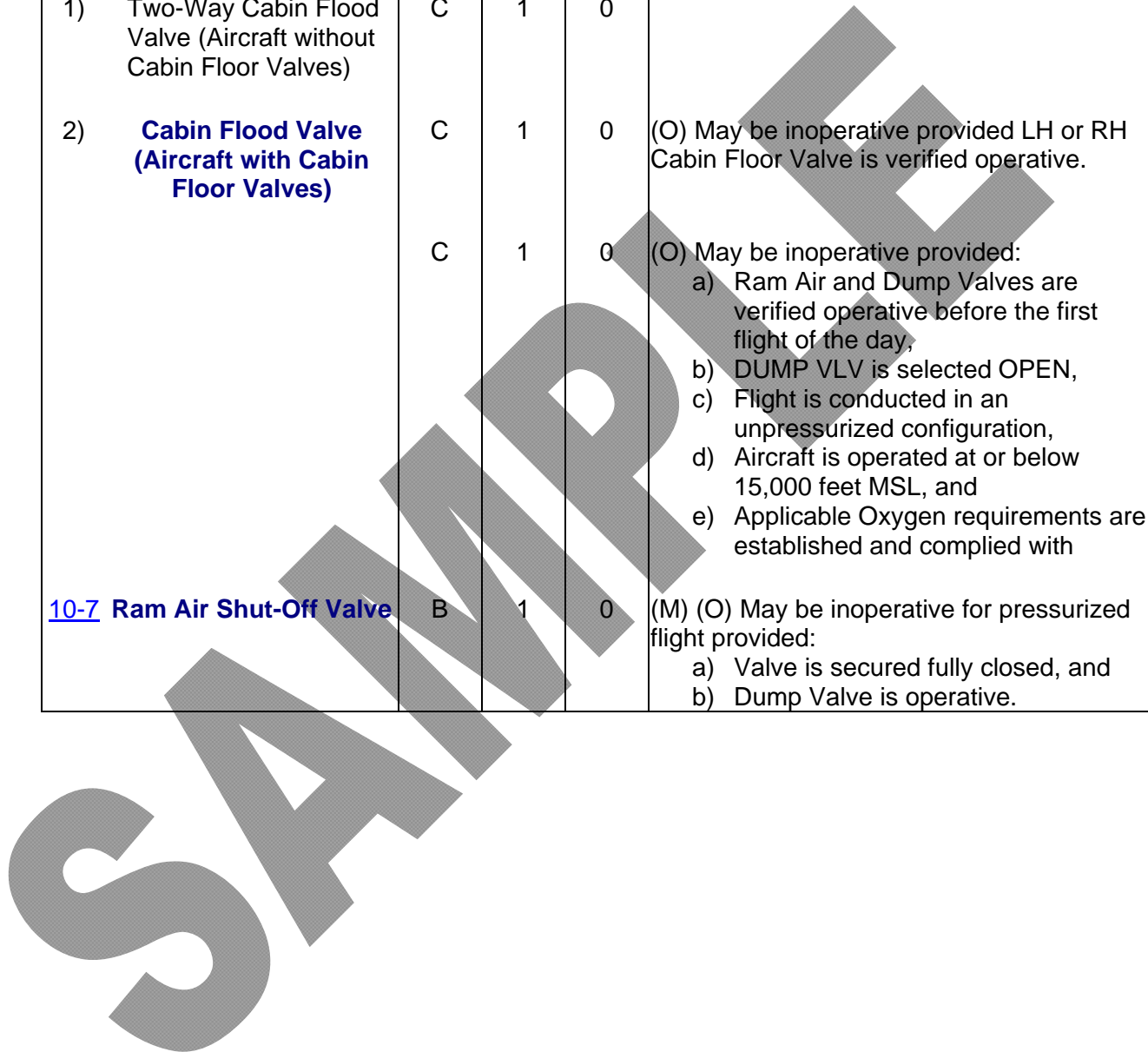
SAMPLE





# MINIMUM EQUIPMENT LIST

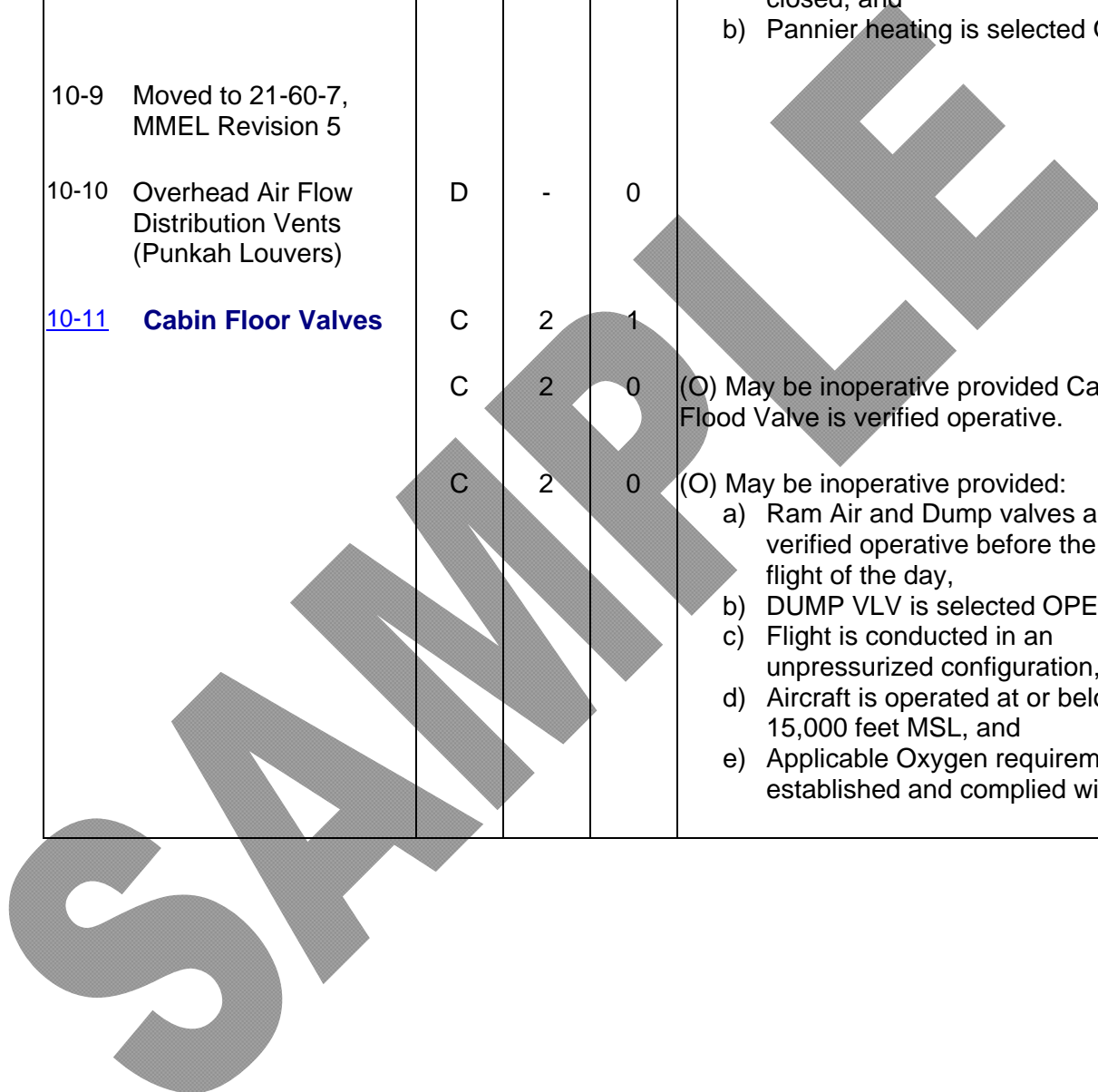
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1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY				
	2. NUMBER INSTALLED				4. REMARKS AND EXCEPTIONS
	3. NUMBER REQUIRED FOR DISPATCH				
21 AIR CONDITIONING					
<u>10-6</u> Cabin Flood Valve					
1) Two-Way Cabin Flood Valve (Aircraft without Cabin Floor Valves)	C	1	0		
2) <b>Cabin Flood Valve (Aircraft with Cabin Floor Valves)</b>	C	1	0		(O) May be inoperative provided LH or RH Cabin Floor Valve is verified operative.
	C	1	0		(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with
<u>10-7</u> Ram Air Shut-Off Valve	B	1	0		(M) (O) May be inoperative for pressurized flight provided: a) Valve is secured fully closed, and b) Dump Valve is operative.





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1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY			
		2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS AND EXCEPTIONS
21 AIR CONDITIONING				
<u>10-8</u> <b>Rear Baggage Pannier Heating System</b> ***	C	1	0	(M) May be inoperative provided: a) Inlet and outlet valves are verified closed, and b) Pannier heating is selected OFF.
10-9 Moved to 21-60-7, MMEL Revision 5				
10-10 Overhead Air Flow Distribution Vents (Punkah Louvers)	D	-	0	
<u>10-11</u> <b>Cabin Floor Valves</b>	C	2	1	
	C	2	0	(O) May be inoperative provided Cabin Flood Valve is verified operative.
	C	2	0	(O) May be inoperative provided: a) Ram Air and Dump valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.





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1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY			
	2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
		4. REMARKS AND EXCEPTIONS		
21 AIR CONDITIONING				
10-12 Cabin Flood Valve Indicator (Series 750, 800A, 800XP, 850XP & 900XP)				Not Applicable
<u>10-13</u> <b>Cabin Floor Valve Indicator</b>	C	1	0	(O) May be inoperative provided: a) Cabin Floor Valve is verified operative, and b) Cabin Flood valve Indicator is verified operative.
	C	1	0	(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.

SAMPLE



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1. SYSTEM, SEQUENCE NUMBERS & ITEM		REPAIR CATEGORY			
		2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
		4. REMARKS AND EXCEPTIONS			
21	AIR CONDITIONING				
<u>10-14</u>	<b>Flow Control Valve</b>	C	1	0	(O) May be inoperative provide: a) Ram Air Valve is verified operative prior to each departure b) Dump Valve is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.
10-15	HP Air valve (With TFE-731 Engines Only)				Not Applicable
10-16	Pressure Regulating Shutoff Valve (PRSOV) (Series 800XP, 850XP, 900XP, C-29A, & 750)				Not Applicable

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1. SYSTEM, SEQUENCE NUMBERS & ITEM		REPAIR CATEGORY			
		2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
		4. REMARKS AND EXCEPTIONS			
21	AIR CONDITIONING				
20-1	Cabin Recirculating Fan	C	1	0	
<u>20-2</u>	<u>Flight Deck Heat Valve/ Auxiliary Heating Valve</u>	C	1	0	(O) May be inoperative closed provided flight is conducted at or below FL 250.
20-3	Flight Deck Recirculating Fan (s)	C	-	0	
20-4	Mixing Valves (TFE-731 Engine Only)				Not Applicable

SAMPLE



# MINIMUM EQUIPMENT LIST

AIRCRAFT: Hawker 400XP		REVISION: Original DATE: 01/30/2009		PAGE NO: 21-8
1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY			
	2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
	4. REMARKS AND EXCEPTIONS			
21 AIR CONDITIONING				
<u>30-1</u> Cabin Altitude Warning Light / Annunciator	C	1	0	(O) May be inoperative provided: a) Cabin altimeter is operative, and b) Cabin altitude aural warning is operative.
	C	1	0	(O) May be inoperative provided aircraft is operated at or below 10,000 feet MSL.
<u>30-2</u> Cabin Altitude Aural Warning	C	1	0	(O) May be inoperative provided: a) Cabin altimeter is operative, and b) Cabin Altitude Warning Annunciator / light is operative.
	C	1	0	(O) May be inoperative provided aircraft is operated at or below 10,000 feet MSL.

SAMPLE



# MINIMUM EQUIPMENT LIST

AIRCRAFT: Hawker 400XP		REVISION: Original DATE: 01/30/2009		PAGE NO: 21-9	
1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY				
	2. NUMBER INSTALLED				4. REMARKS AND EXCEPTIONS
	3. NUMBER REQUIRED FOR DISPATCH				
21 AIR CONDITIONING					
<u>30-3</u> Automatic Cabin Pressure Controller	C	1	0	(O) May be inoperative provided: a) Manual pressure control system is operative, and b) Cabin altitude, Differential Pressure and Cabin Rate of Climb indicators are operative.	
	C	1	0	(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.	
<u>30-4</u> Fan Operated Venturi	C	1	0	(O) May be inoperative provided: a) Dump valve is verified operative, b) DUMP VLV is selected OPEN for all ground operations, and c) DUMP VLV is selected OPEN for Takeoff and Landing.	
<u>30-5</u> Outflow / Safety Valves	C	2	0	(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.	



# MINIMUM EQUIPMENT LIST

AIRCRAFT: Hawker 400XP		REVISION: Original DATE: 01/30/2009		PAGE NO: 21-10
1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY			
	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS AND EXCEPTIONS	
21 AIR CONDITIONING				
30-6 <b>Cabin Pressure Instruments (Triple Indicator or Separate Indicators)</b>				
<u>30-6 Cabin Altitude Indicator 1)</u>	C	1	0	(O) May be inoperative provided: a) Cabin Differential Pressure Indicator is operative b) Cabin Rate of Climb Indicator is operative, and c) A chart is provided to the flight crew to convert cabin differential pressure to cabin altitude.
	C	1	0	(O) May be inoperative provided: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.
(Continued)				

SAMPLE





# MINIMUM EQUIPMENT LIST

AIRCRAFT:  
Hawker 400XP

REVISION: Original  
DATE: 01/30/2009

PAGE NO:  
21-11

1. SYSTEM,  
SEQUENCE NUMBERS &  
ITEM

REPAIR CATEGORY

2. NUMBER INSTALLED

3. NUMBER REQUIRED FOR DISPATCH

4. REMARKS AND EXCEPTIONS

21 AIR CONDITIONING

30-6 Cabin Pressure (cont'd)  
Instruments (Triple or  
Separate Indicators)

30-6 Cabin Differential  
2) Pressure Indicator

C 1 0

(O) May be inoperative provided;  
a) Cabin Altitude Indicator is operative,  
b) Cabin Rate of Climb Indicator is  
operative, and  
c) A chart is provided to the flight crew  
to convert cabin altitude to cabin  
differential pressure.

C 1 0

(O) May be inoperative provide:  
a) Ram Air and Dump Valves are  
verified operative before the first  
flight of the day,  
b) DUMP VLV is selected OPEN,  
c) Flight is conducted in an  
unpressurized configuration,  
d) Aircraft is operated at or below  
15,000 feet MSL, and  
e) Applicable Oxygen requirements are  
established and complied with.

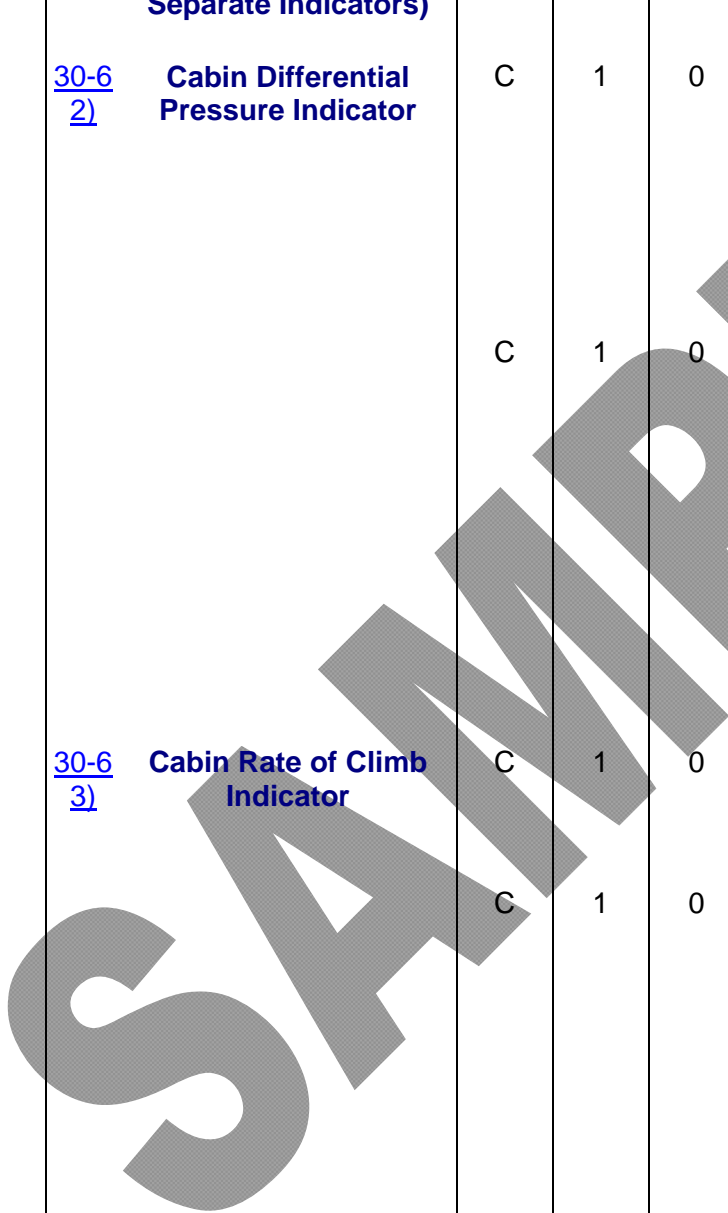
30-6 Cabin Rate of Climb  
3) Indicator

C 1 0

(O) May be inoperative provided all other  
cabin pressure instruments and functions of  
the pressurization system are operative

C 1 0

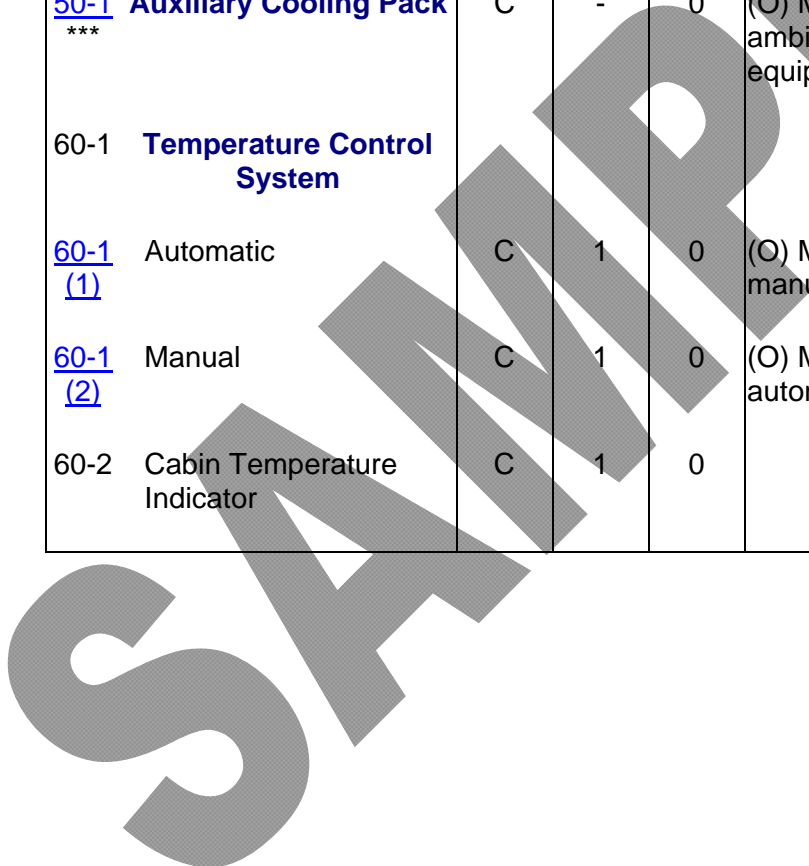
(O) May be inoperative provide:  
a) Ram air and Dump Valves are  
verified operative before the first  
flight of the day,  
b) DUMP VLV is selected OPEN,  
c) Flight is conducted in an  
unpressurized configuration,  
d) Aircraft is operated at or below  
15,000 feet MSL, and  
e) Applicable Oxygen requirements are  
established and complied with.





# MINIMUM EQUIPMENT LIST

AIRCRAFT: Hawker 400XP		REVISION: Original DATE: 01/30/2009		PAGE NO: 21-12	
1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY	2. NUMBER INSTALLED		3. NUMBER REQUIRED FOR DISPATCH	
				4. REMARKS AND EXCEPTIONS	
21 AIR CONDITIONING					
<u>30-7</u> Automatic Pressure Regulators	C	2	0	(O) May be inoperative provide: a) Ram Air and Dump Valves are verified operative before the first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.	
<u>50-1</u> Auxiliary Cooling Pack ***	C	-	0	(O) May be inoperative provided cabin ambient temperature remains suitable for equipment cooling.	
60-1 Temperature Control System					
<u>60-1</u> <u>(1)</u> Automatic	C	1	0	(O) May be inoperative provided the manual control system is operative.	
<u>60-1</u> <u>(2)</u> Manual	C	1	0	(O) May be inoperative provided the automatic control system is operative.	
60-2 Cabin Temperature Indicator	C	1	0		





# MINIMUM EQUIPMENT LIST

AIRCRAFT: Hawker 400XP		REVISION: Original DATE: 01/30/2009		PAGE NO: 21-13	
1. SYSTEM, SEQUENCE NUMBERS & ITEM	REPAIR CATEGORY				
			2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	
				4. REMARKS AND EXCEPTIONS	
21 AIR CONDITIONING					
60-3 Cabin Duct Temperature Indicator	C	1	0		
60-4 Turbine Unit Bypass Valve (series 1 through 800) / Low Limit Temp Control Valve (Series 750, 800XP, 850XP & 900XP)	C	1	0		Not Applicable
60-5 Cabin / VIP Temperature Control Switch	D	-	0		(O) May be inoperative provided temperature control system is operative from the cockpit.
60-6 Cabin Flood Control Valve / Flood Flow Valve					Renamed, reformatted, and moved to 21-10-6, revision 5
<u>60-7 Refrigeration Unit Bypass Valve (RBV) (series 1 through 800) / Cabin Temperature Control Valve (series 750, 800XP, 850XP &amp; 900XP)</u>	C	1	0		(O) May be inoperative provide: a) Ram Air and Dump Valves are verified operative before first flight of the day, b) DUMP VLV is selected OPEN, c) Flight is conducted in an unpressurized configuration, d) Aircraft is operated at or below 15,000 feet MSL, and e) Applicable Oxygen requirements are established and complied with.

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**XYZ Operator, LLC**

Hawker 400XP

**MAINTENANCE and OPERATIONAL  
PROCEDURES MANUAL**

Current to Hawker Beechcraft Series 1 thru 900XP (all models on FAA A3EU TCDS)  
Maintenance & Operational Procedures for the Minimum Equipment List dated September 2008

**APPENDIX "A" TO 400XP MEL**



 <b>XYZ Operator, LLC</b>	<b>Appendix A - M&amp;O Procedures Manual</b>	
<b>AIRCRAFT:</b> Hawker Beechcraft 400XP	<b>REVISION:</b> Original <b>DATE:</b> 01/30/2009	Page 1

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PM 2	4	Original
PM 3	5	Original
PM 4	5	Original
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PM 21-10-1	7	Original
PM 21-10-2	8	Original
PM 21-10-3	9	Original
PM 21-10-6(2)	10	Original
PM 21-10-7	11	Original
PM 21-10-8	12	Original
PM 21-10-11	13	Original
PM 21-10-13	14	Original

Redacted for Brevity




 <b>XYZ Operator, LLC</b>	<b>Appendix A - M&amp;O Procedures Manual</b>	
<b>AIRCRAFT:</b> Hawker Beechcraft 400XP	<b>REVISION:</b> Original <b>DATE:</b> 01/30/2009	Page 2

RECORD of REVISIONS

<b>Revision Number</b>	<b>Date</b>	<b>Affected Pages</b>	<b>Initials</b>
Original	01/30/2009	New MEL manual appendix to the Hawker 400XP MEL and based upon Hawker Beechcraft MOP Document 306094 dated September 2008	

**SAMPLE**

 XYZ Operator, LLC	Appendix A - M&O Procedures Manual
AIRCRAFT: Hawker Beechcraft 400XP	REVISION: Original DATE: 01/30/2009
	Page 3

## GENERAL

The following are general procedures to be used any time a Maintenance (M) or Operational (O) procedure is to be accomplished by authorized personnel. Authorized Personnel is defined as a person qualified in accordance with applicable Federal Aviation Regulations who has been given the responsibility by appropriate company management to perform these procedures.


NOTE: Procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment should be accomplished by maintenance personnel.

### PM 1 - Circuit Breaker Disengagement, Safelying and Fuse Removal

This describes the requirements when authorized personnel disengage a circuit breaker (CB) and the maintenance procedure for safelying CBs in the off position and/or fuse removal. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

- A. On aircraft to depart from an airport where company authorized maintenance is not available:
  1. Appropriate CB is disengaged (pulled or turned off) as required by the applicable MEL authorized inoperative item procedure.
- B. On aircraft to depart an airport where company authorized maintenance is available:
  1. Toggle type CBs are safelyed in the off position by securing the toggle with twisted safety wire to a nearby screw.
  2. Push button type CBs are locked in the off position by slipping a CB lockout device (collar) over the push button shaft.
  3. Fuses are inspected and replaced or removed if necessary.

NOTE: Verify that deactivation of circuit breaker does not affect another system

 <b>XYZ Operator, LLC</b>	<b>Appendix A - M&amp;O Procedures Manual</b>	
<b>AIRCRAFT:</b> Hawker Beechcraft 400XP	<b>REVISION:</b> Original <b>DATE:</b> 01/30/2009	Page 4

## PM 2 Placarding Procedures

This describes the requirements when authorized personnel placard inoperative items of equipment. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

An authorized inoperative item is required to be placarded by the MEL, it shall be placarded as follows:

- A. The placard shall preferably be white, self-adhesive and with the wording specified in the MEL or the Procedures Manual written on it. If a white self-adhesive placard is not available, a piece of paper with the specified wording written on it shall be taped in place.
- B. When the MEL or the Procedures Manual do not specify the wording then the white self-adhesive INOP placards shall be used. In the absence of a white self-adhesive INOP placard, a piece of paper with INOP written on it shall be taped in place.
- C. When, due to position or number of placards, a doubt exists as to the purpose or intent of the placard, identify the item. One method is to write the MEL's Item number or description on the placard. The following are examples of methods to identify an inoperative item, when necessary for clarity:



- D. The placard shall be placed in the position specified in the MEL or the Procedures Manual. When the position is not specified then the placard shall be placed on or immediately adjacent to the defective instrument, control, switch, or device.
- E. Placards are normally located in Section 5 of this manual.

Installation of a placard is not maintenance. Therefore the actual installation of the placard does not require a maintenance release or approval for return to service.



### **PM 3 Operational Procedures**

MEL authorized inoperative Items marked with an (O) require specific operational procedures be performed. Prior to conducting further operations, the following procedures and/or restrictions shall be complied with by authorized personnel:

- A. Determine that continued operation with the inoperative item is authorized according to the approved MEL.
- B. Determine that continued operations with the authorized item inoperative will not affect the safety of the flight.
- C. Determine that any MEL required alternate equipment is operative.
- D. Whenever a two pilot crew is used, the PIC will brief the SIC on the procedure to be used during the flight.

### **PM 4 Maintenance Procedures**

MEL authorized inoperative Items marked with an (M) require specific maintenance procedures be performed. Prior to conducting further operations, the following procedures and/or restrictions shall be complied with by authorized personnel:

- A. Determine that continued operation with the inoperative item is authorized according to the approved MEL.
- B. Determine that continued operations with the authorized item inoperative will not affect the safety of the flight.
- C. Determine that any MEL required alternate equipment is operative.
- D. Authorized personnel shall utilize the procedures in the Manufacturer's Maintenance Manuals and Technical Publications any time maintenance is being performed.

## PM 5 Stowing Electrical Wiring or Connectors

Whenever a procedure calls for disconnecting, unplugging or stowing an electrical wire or electrical connector, the following procedures shall be accomplished:

- A. For Electrical Wiring
  - 1. Assure the electrical wire(s) will not arc or short and, if necessary, wrap wire ends in a non-conductible material.
  - 2. Place end of wire(s) in a liquid proof material (plastic bag, etc.) and tie-wrap.
  - 3. Secure the wire(s) to a suitable nearby stationary object.
- B. For Electrical Connector
  - 1. Place electrical connector in a liquid proof material (plastic bag, etc.) and tie-wrap.
  - 2. Secure the electrical connector to a suitable nearby stationary object.

NOTE: Fuel lines, hydraulic lines, control cables, etc. are not suitable objects for securing electrical wires or electrical connectors. Protection against chafing, battery acid's, fluids, personnel and cargo, high temperatures, and protection in wheel wells and landing gear areas must be assured.

## PM 21-10-1

### GENERAL

This describes the procedures to be used when an Engine Main Air Valve is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

### (M) MAINTENANCE PROCEDURES

1. Verify affected valve mechanical indicator arm is secured closed.
2. Pull and collar the affected MAIN AIR VLV circuit breaker.
3. Disconnect electrical connector from valve, bag, and stow.
4. Visually confirm valve mechanical indicator arms are in the closed position.
5. Pull and collar the affected MAIN AIR VLV circuit breaker.
6. Disconnect electrical connectors from valves, bag, and stow.

### (O) OPERATIONAL PROCEDURES

With engines running, select AUX HEAT (F/DK VLV) and confirm that airflow is present. Reference table below to configure aircraft for unpressurized flight

Cabin Altitude (feet)					
Aircraft Altitude (feet)	2 Pounds per square inch dial (psid)	4 psid	6 psid	8 psid	8.6 psid
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

[Back to MEL 21-10-1](#)

## PM 21-10-2

### GENERAL

This describes the procedures to be used when a Engine Main Air Valve Indicator is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

#### (M) MAINTENANCE PROCEDURES

1. Visually confirm both valve mechanical indicator arms are in the closed position.
2. Pull and collar the affected MAIN AIR VLV circuit breaker
3. Disconnect electrical connectors from both valves, bag, and stow.

#### (O) OPERATIONAL PROCEDURES

With engines running and APU OFF,

1. Sequentially select L & R Main Air Valves OPEN and CLOSED.
2. Confirm that airflow is present with valve OPEN and that flow stops when valve is closed.
3. Select operative Main Air Valve OPEN and CLOSED.
4. Confirm that airflow is present with valve OPEN, associated indicator illuminates while valve is OPEN, and that flow stops when valve is closed.

Reference table below to configure aircraft for unpressurized flight

Cabin Altitude (feet)					
Aircraft Altitude (feet)	2 Pounds per square inch dial (psid)	4 psid	6 psid	8 psid	8.6 psid
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

[Back to MEL 21-10-2](#)

**PM 21-10-3**

**GENERAL**

This describes the procedures to be used when a Refrigeration Unit/Air Cycle Machine is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

**(O) OPERATIONAL PROCEDURE**

Reference table below to configure aircraft for unpressurized flight

<b>Cabin Altitude (feet)</b>					
<b>Aircraft Altitude (feet)</b>	<b>2 Pounds per square inch dial (psid)</b>	<b>4 psid</b>	<b>6 psid</b>	<b>8 psid</b>	<b>8.6 psid</b>
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

[Back to MEL 21-10-3](#)

**PM 21-10-6 (2)**

**GENERAL**

This describes the procedures to be used when the Cabin Flood Valve on Aircraft equipped with Cabin Floor Valves is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

**(O) OPERATIONAL PROCEDURE**

With APU AIR ON or MAV open (engines running)

1. Select Cabin Floor Valve OPEN, and
2. Confirm airflow from Cabin

Reference table below to configure aircraft for unpressurized flight:

<b>Cabin Altitude (feet)</b>					
<b>Aircraft Altitude (feet)</b>	<b>2 Pounds per square inch dial (psid)</b>	<b>4 psid</b>	<b>6 psid</b>	<b>8 psid</b>	<b>8.6 psid</b>
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

[Back to MEL 21-10-6 \(2\)](#)

**PM 21-10-7**

**GENERAL**

This describes the procedures to be used when the Ram Air Shut-Off Valve is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

**(M) MAINTENANCE PROCEDURE**

1. Locate RAM AIR VALVE circuit breaker on DA-A Panel.
2. Pull and collar the RAM AIR VLV circuit breaker.
3. Install INOP placard adjacent to shutoff valve lever.
4. Operate Dump Valve OPEN and CLOSED.

**(O) OPERATIONAL PROCEDURES**

Operate Dump Valve OPEN and CLOSED.

[Back to MEL 21-10-2](#)

SAMPLE

**PM 21-10-8**

**GENERAL**

This describes the procedures to be used when the Rear Baggage Pannier Heating System is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

### **(M) MAINTENANCE PROCEDURES**

**Note:** Refer to AMM 21-10-205 page 401.

1. On panel DA-H, identify and remove F5 fuse.
2. Locate Inlet Shut-off Valve and verify valve is closed by valve position indicator.
3. Locate Outlet Shut-off Valve and verify valve is closed by valve position indicator.
4. If either valve position indicator does not indicate CLOSED, valve(s) may be blanked.
5. Fabricate blanking plate to match 25-8VF405-1 gasket using 0.050" 2024-T3 Clad aluminum.
6. Install plate with two gaskets between valve and Pannier.  
**Note:** Bolt length may need to be increased.
7. Install INOP placard adjacent to PANNIER HEAT switch.

[Back to MEL 21-10-2](#)

**PM 21-10-11**

**GENERAL**



This describes the procedures to be used when the Cabin Floor Valves are inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

**(O) OPERATIONAL PROCEDURES**

With APU AIR ON or MAV open (engines running),

1. Select Cabin Flood Valve OPEN, and
2. Confirm airflow from Cabin Flood Vent

Reference table below to configure aircraft for unpressurized flight

<b>Cabin Altitude (feet)</b>					
<b>Aircraft Altitude (feet)</b>	<b>2 Pounds per square inch dial (psid)</b>	<b>4 psid</b>	<b>6 psid</b>	<b>8 psid</b>	<b>8.6 psid</b>
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

[Back to MEL 21-10-11](#)

**PM 21-10-13**

**GENERAL**

This describes the procedures to be used when the Cabin Floor Valve Indicator is inoperative. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

**(O) OPERATIONAL PROCEDURE**

With either APU or main engine air,

1. Confirm operation of Cabin Floor Valve.
2. Confirm Flood Valve operation and indication by listening for flow change and observing Flood Valve Indicator.

Reference table below to configure aircraft for unpressurized flight

<b>Cabin Altitude (feet)</b>					
<b>Aircraft Altitude (feet)</b>	<b>2 Pounds per square inch dial (psid)</b>	<b>4 psid</b>	<b>6 psid</b>	<b>8 psid</b>	<b>8.6 psid</b>
41,000	28,875	20,575	14,120	8,785	7,345
40,000	28,250	20,120	13,750	8,470	7,045
35,000	24,980	17,605	11,700	6,725	5,375
30,000	21,410	14,785	9,350	4,705	3,430
25,000	17,625	11,710	6,735	2,525	1,230
20,000	13,650	8,390	3,870		
15,000	9,525	4,860	765		

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# XYZ Operator, LLC

## Hawker 400XP

### Nonessential Equipment and Furnishings (NEF) Manual

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#### APPENDIX "B" TO 400XP MEL



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SAMPLE



XYZ Operator, LLC

Appendix B - Non-Essential Equipment & Furnishings Manual

AIRCRAFT:  
Hawker Beechcraft 400XP


REVISION: ORIGINAL  
DATE: 01/30/2009

Page 2

RECORD of REVISIONS

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ORIGINAL	01/30/2009	New Manual, all pages are original	

SAMPLE

 <b>XYZ Operator, LLC</b>	<b>Appendix B – Non-Essential Equipment &amp; Furnishings Manual</b>
<b>AIRCRAFT:</b> <b>Hawker Beechcraft 400XP</b>	<b>REVISION: ORIGINAL</b> <b>DATE: 01/30/2009</b> <span style="float: right;"><b>Page 3</b></span>

## Non-Essential Equipment and Furnishings (NEF) Program

### Program Description:

Non-Essential Equipment and Furnishings (NEF) are those items installed on an aircraft as a part of the original type certification, supplemental type certification or other form of alteration that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that if inoperative, damaged or missing have no effect on the aircraft's ability to be operated safely under all operational conditions. These non-essential items may be installed in areas including, but not limited to, the passenger compartment, the flight deck area, service areas, cargo areas, crew rest areas, lavatories and galley areas. NEF items are not items already identified in the Hawker Beechcraft 400XP Minimum Equipment List (MEL) or the corresponding Configuration Deviation List (CDL). They do not include items that are functionally required to meet the certification rule or operational rule. The XYZ Operator, LLC (XYZ) process does not provide for deferral of items within serviceable limits identified in the Hawker Beechcraft maintenance manual or the XYZ approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc. Cosmetic items that are fully serviceable but worn or soiled may be deferred under the XYZ NEF process.

The XYZ Operator, LLC NEF program has been developed to include the elements of the Non-Essential Equipment and Furnishing program guidance found in FAA Order 8400.10, volume 4, chapter 4 Section 7 and FAA Order 8300.10, Volume 2.

XYZ's NEF program is approved by the FSDO/CHDO via an entry in the Hawker Beechcraft HS-125 MEL in ATA Chapter 25. The NEF procedures and processes used to dispose of NEF items are located in this Appendix "B" that has been agreed to by the CHDO/FSDO. Although the NEF program is listed under Chapter 25, it may address other nonessential items in other ATA chapters.

**Note, all items listed in this NEF Manual are not necessarily applicable to every aircraft in this fleet.**

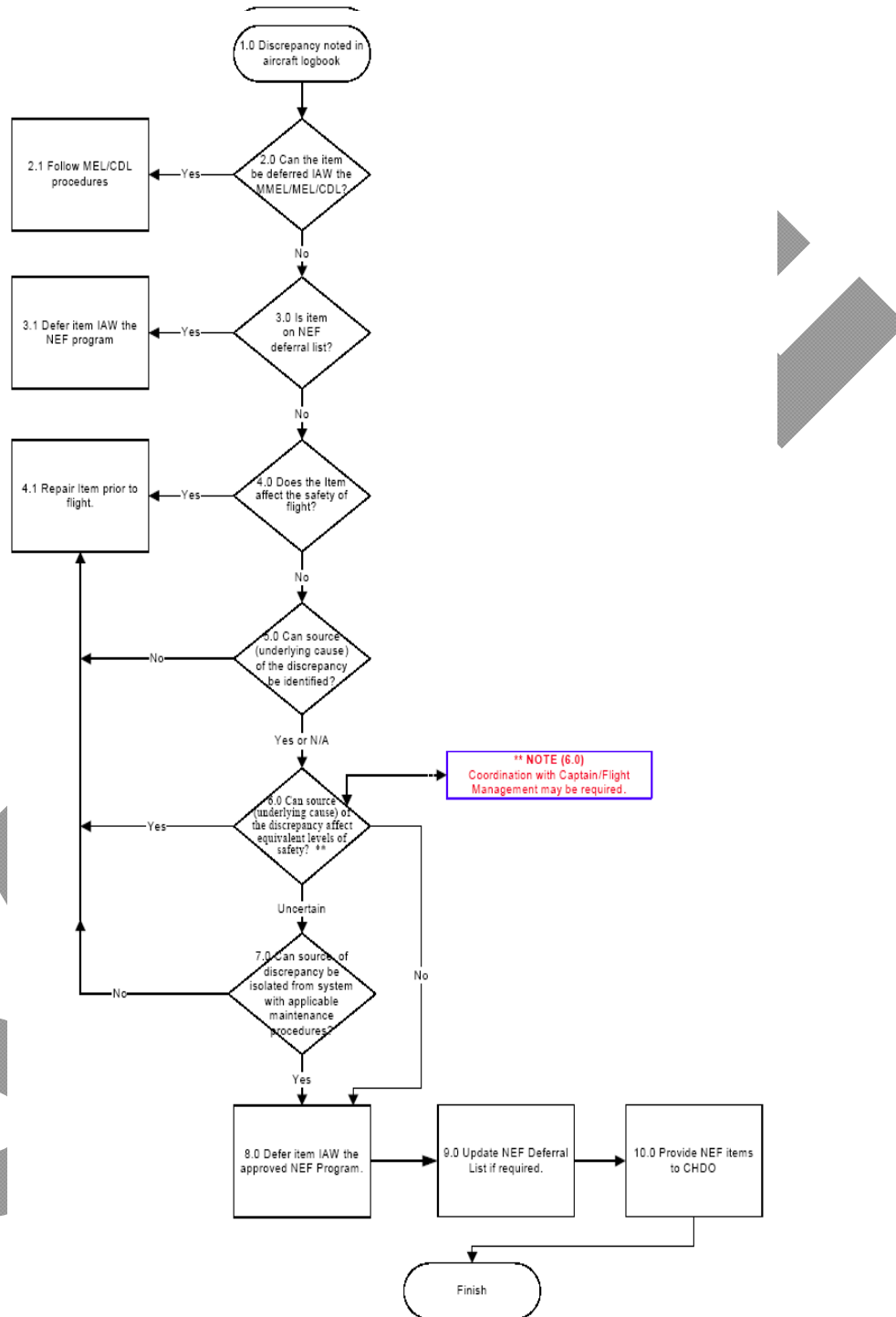
The following Passenger Convenience Items formally located in this MEL Revision 2 under ATA 25-4 have been incorporated into this NEF Manual:


Electric pump	Fixed/Removable Video Monitors
Flight Phone (found in ATA 23)	CD Changer
Cabin Video System	Aft Lav
Airshow System	Stowable Tables
Inverter for Entertainment System	Baggage Compartment Stairs
Coffee Heater	Oven Cabin Stereo System
Water Heater	



Non-Essential Equipment and Furnishings (NEF) Program

NEF Process Flowchart:



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### System Definitions

#### 1. System Definitions.


System numbers are based on the Air Transport Association (ATA) Specification Number 100 and items are numbered sequentially.

- a. Column 1 and Column 2 contains the item number and description of the item in each section.
  - b. "Number Installed" (Column 3) is the number (quantity) of items normally installed in the aircraft but in the case of the NEF Manual, a "-" is used because the quantity may vary depending on flight, destination, etc. As specified in the MMEL, should the number be a variable (e.g., passenger cabin items) a number is not required.
  - c. "Number Required for Dispatch" (Column 4) will always be "0" in this NEF Manual.
  - d. "Remarks or Exceptions" (Column 5) in this column includes a statement permitting operation with a specific number of limitations for such operation, and appropriate notes.
  - e. A vertical bar (change bar) in the margin indicates a change, addition or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page.
2. "Airplane/Rotorcraft Flight Manual" (AFM/RFM) is the document required for type certification and approved by the responsible FAA Aircraft Certification Office. The FAA approved AFM/RFM for the specific aircraft is listed on the applicable Type Certificate Data Sheet.
  3. "As required by FAR" means that the listed item is subject to certain provisions (restrictive or permissive) expressed in the Federal Aviation Regulations operating rules. The number of items required by the FAR must be operative. When the listed item is not required by FAR it may be inoperative for time specified by repair category.
  4. Each inoperative item must be placarded to inform and remind the crewmembers and maintenance personnel of the equipment condition.

NOTE: To the extent practical, placards should be located adjacent to the control or indicator for the item affected; however, unless otherwise specified, placard wording and location will be determined by the operator

5. "-" symbol in Column 3 a variable number (quantity) of the item installed.
6. "Deleted" in the remarks column after a sequence item indicates that the item was previously listed but is now required to be operative if installed in the aircraft.
7. "ER" refers to extended range operations of a two-engine airplane which has a type design approval for ER operations and complies with the provisions of Advisory Circular 120-42A.



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### **System Definitions** (continued)

8. "Federal Aviation Regulations" (FAR) means the applicable portions of the Federal Aviation Act and Federal Aviation Regulations.

9. "Flight Day" means a 24 hour period (from midnight to midnight) local time, as established by XYZ Air, LLC during which at least one flight is initiated for the affected aircraft.

10. Alphabetical symbol in Column 4 indicates a proviso (condition or limitation) that must be complied with for operation with the listed item inoperative.

11. "Inoperative" means a system and/or component malfunction to the extent that it does not accomplish its intended purpose and/or is not consistently functioning normally within its approved operating limit(s) or tolerance(s).


12. "Notes:" in Column 4 provides additional information for crewmember or maintenance consideration. Notes are used to identify applicable material which is intended to assist with compliance, but do not relieve the operator of the responsibility for compliance with all applicable requirements. Notes are not a part of the provisos.

13. Inoperative components of an inoperative system: Inoperative items which are components of a system which is inoperative are usually considered components directly associated with and having no other function than to support that system. (Warning/caution systems associated with the inoperative system must be operative unless relief is specifically authorized per the MMEL).

14. "(M)" symbol indicates a requirement for a specific maintenance procedure which must be accomplished prior to operation with the listed item inoperative. Normally these procedures are accomplished by maintenance personnel; however, other personnel may be qualified and authorized to perform certain functions. Procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment should be accomplished by maintenance personnel. The satisfactory accomplishment of all maintenance procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as part of the operator's manual or MEL.

15. "(O)" symbol indicates a requirement for a specific operations procedure which must be accomplished in planning for and/or operating with the listed item inoperative. Normally these procedures are accomplished by the flight crew; however, other personnel may be qualified and authorized to perform certain functions. The satisfactory accomplishment of all procedures, regardless of who performs them, is the responsibility of the operator. Appropriate procedures are required to be published as a part of the operator's manual or MEL.

NOTE: The (M) and (O) symbols are required in the operator's MEL unless otherwise authorized by the Administrator.

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### **System Definitions** (continued)

16. "Passenger Convenience Items" are Non-Essential Equipment and Furnishings (NEF) means those items related to passenger convenience, comfort or entertainment such as, but not limited to, galley equipment, movie equipment, ash trays, stereo equipment, overhead reading lamps, etc.

17. Nonessential equipment and furnishings (NEF) are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that if inoperative, damaged or missing have no effect on the aircraft's ability to be operated safely under all operational conditions. These nonessential items may be installed in areas including, but not limited to, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas. NEF items are not items already identified in the MEL or CDL of the applicable aircraft. They do not include items that are functionally required to meet the certification rule or for compliance with any operational rule. Operator's NEF process shall not provide for deferral of items within serviceable limits identified in the manufacture's maintenance manual or operator's approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc. Cosmetic items that are fully serviceable but worn or soiled may be deferred under an operator's NEF process.

SAMPLE



### General Standard Procedures

The following are general procedures to be used any time a Maintenance (M) or Operational (O) procedure is to be accomplished by authorized personnel. Authorized Personnel is defined as a person qualified in accordance with applicable Federal Aviation Regulations who has been given the responsibility by appropriate company management to perform these procedures.


NOTE: Procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment should be accomplished by maintenance personnel.

#### **PM 1 Circuit Breaker Disengagement, Safetying and Fuse Removal**

This describes the requirements when authorized personnel disengage a circuit breaker (CB) and the maintenance procedure for safetying CB's in the off position and/or fuse removal. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:

- B. On aircraft to depart from an airport where company authorized maintenance is not available:
  - 1. Appropriate CB is disengaged (pulled or turned off) as required by the applicable MEL authorized inoperative item procedure.
- B. On aircraft to depart an airport where company authorized maintenance is available:
  - 1. Toggle types CB's are safetyed in the off position by securing the toggle with twisted safety wire to a nearby screw.
  - 2. Push button type CB's are locked in the off position by slipping a CB lockout device (collar) over the push button shaft.
  - 3. Fuses are inspected and replaced or removed if necessary.

NOTE: Verify that deactivation of circuit breaker does not affect another system

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**General Standard Procedures** (continued)

**PM 2 Placarding Procedures**

This describes the requirements when authorized personnel placard inoperative items of equipment. Aircraft may continue in service provided authorized personnel comply with the following procedures and/or restrictions:


An authorized inoperative item is required to be placarded by the MEL, it shall be placarded as follows:

- F. The placard shall preferably be white, self-adhesive and with the wording specified in the MEL or the Procedures Manual written on it. If a white self-adhesive placard is not available, a piece of paper with the specified wording written on it shall be taped in place.
- G. When the MEL or the Procedures Manual do not specify the wording then the white self-adhesive INOP placards shall be used. In the absence of a white self-adhesive INOP placard, a piece of paper with INOP written on it shall be taped in place.
- H. When, due to position or number of placards, a doubt exists as to the purpose or intent of the placard, identify the item. One method is to write the MEL's Item number or description on the placard. The following are examples of methods to identify an inoperative item, when necessary for clarity:



- I. The placard shall be placed in the position specified in the MEL or the Procedures Manual. When the position is not specified then the placard shall be placed on or immediately adjacent to the defective instrument, control, switch, or device.
- J. Placards are normally located in Section 5 of this manual.

Installation of a placard is not maintenance. Therefore the actual installation of the placard does not require a maintenance release or approval for return to service.

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## **General Standard Procedures** (continued)

### **PM 3 Operational Procedures**


MEL authorized inoperative Items marked with an (O) require specific operational procedures be performed. Prior to conducting further operations, the following procedures and/or restrictions shall be complied with by authorized personnel:

- E. Determine that continued operation with the inoperative item is authorized according to the approved MEL.
- F. Determine that continued operations with the authorized item inoperative will not affect the safety of the flight.
- G. Determine that any MEL required alternate equipment is operative.
- H. Whenever a two pilot crew is used, the PIC will brief the SIC on the procedure to be used during the flight.

### **PM 4 Maintenance Procedures**

MEL authorized inoperative Items marked with an (M) require specific maintenance procedures be performed. Prior to conducting further operations, the following procedures and/or restrictions shall be complied with by authorized personnel:

- E. Determine that continued operation with the inoperative item is authorized according to the approved MEL.
- F. Determine that continued operations with the authorized item inoperative will not affect the safety of the flight.
- G. Determine that any MEL required alternate equipment is operative.
- H. Authorized personnel shall utilize the procedures in the Manufacturer's Maintenance Manuals and Technical Publications any time maintenance is being performed.

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**General Standard Procedures** (continued)

**PM 5 Stowing Electrical Wiring or Connectors**

Whenever a procedure calls for disconnecting, unplugging or stowing an electrical wire or electrical connector, the following procedures shall be accomplished:

8. For Electrical Wiring

- a. Assure the electrical wire(s) will not arc or short and, if necessary, wrap wire ends in a non-conductible material.
- b. Place end of wire(s) in a liquid proof material (plastic bag, etc.) and tie-wrap.
- c. Secure the wire(s) to a suitable nearby stationary object.

i. For Electrical Connector

1. Place electrical connector in a liquid proof material (plastic bag, etc.) and tie-wrap.
2. Secure the electrical connector to a suitable nearby stationary object.

NOTE: Fuel lines, hydraulic lines, control cables, etc. are not suitable objects for securing electrical wires or electrical connectors. Protection against chafing, battery acid's, fluids, personnel and cargo, high temperatures, and protection in wheel wells and landing gear areas must be assured.



COMPARTMENT AREA		1. NUMBER INSTALLED		
		2. NUMBER REQUIRED FOR DISPATCH		
		3. REMARKS AND EXCEPTIONS		
<b>FLIGHT DECK</b>				
1	Coat and/or Hat Hooks	-	0	May be missing or inoperative.
2	Circuit Breaker Guards	-	0	May be missing or inoperative.
3	Cup Holders	-	0	May be missing or inoperative.
4	Document Holder	-	0	(O) May be missing or inoperative.  <b>OPERATIONAL PROCEDURE</b> 1. Place required documents in a clear plastic bag. 2. Tape bag adjacent to document holder. 3. Make appropriate entry in discrepancy report.
5	Eyebrow Window Visor	-	0	May be missing or inoperative.
6	Spring Clip (located left/right of document holder)	-	0	May be missing or inoperative.
7	Seat Belt Tidy Clip	-	0	May be missing or inoperative.
8	Spare Bulb Kit and Contents	-	0	May be missing or inoperative.
9	Yoke Chart Clip(s)	-	0	May be missing or inoperative.
10	Sunshades	-	0	May be missing or inoperative.
11	Captain's Briefcase Bungee	-	0	May be missing or inoperative.
12	Carpet	-	0	May be missing, frayed or inoperative.
13	Foot Tread Trim	-	0	May be missing, frayed or inoperative.
13	Logbook Holder	-	0	May be missing, frayed or inoperative.
14	Power Outlet			(M) May be missing or inoperative provided is secured. <b>MAINTENANCE PROCEDURE</b> 1. Electrically isolate system from aircraft power supply. 2. Place an INOP placard on outlet. 3. Make appropriate entry in discrepancy report.



COMPARTMENT AREA		1. NUMBER INSTALLED		
		2. NUMBER REQUIRED FOR DISPATCH		
		3. REMARKS AND EXCEPTIONS		
<b>FLIGHT DECK</b> (continued)				
15	Second Microphone Holder	-	0	May be missing or inoperative.
16	Side Panel Door Cover	-	0	May be missing or inoperative.
17	Spare Headset	-	0	May be missing or inoperative.
18	Trim -(Seat, sidewall, overhead, etc.)	-	0	May be missing or inoperative.

SAMPLE





COMPARTMENT AREA		1. NUMBER INSTALLED		
		2. NUMBER REQUIRED FOR DISPATCH		
		3. REMARKS AND EXCEPTIONS		
<b>CABIN GENERAL</b>				
1	Appearance Items (Cabin Interior Trim, Carpet/Floor Coverings, Curtains/Tiebacks, Wall Coverings – including sidewall panels; excluding sidewall return air grills)	-	0	May be missing, frayed or inoperative.
2	Door Cover/Slide Bristle	-	0	May be missing, frayed, soiled, torn, damaged, loose or inoperative. <b>NOTE:</b> Must not present a hazard to passengers/crew or impede emergency egress. (O) May be missing or inoperative provided alternate procedures are established and used.
3	Safety Demo Equipment (Safety Belt, Life Vest, O2 Mask)	-	0	<b>OPERATIONAL PROCEDURE</b> 1. A member of the crew shall ensure all passengers are briefed on all applicable emergency procedures. 2. If inoperative, place an INOP placard on affected equipment. 3. Make appropriate entry in discrepancy report.
4.	Coat Hanger Installation	-	0	May be missing or inoperative.
5	Cabin Lighting/Signs (Reading lights, Light Lens/Covers) <b>NOTE:</b> Only items not covered by MEL ATA 33.	-	0	May be missing loose, damaged or inoperative provided affected light functions normally.
6	Spare Life Vest	-	0	May be missing or inoperative provided operating rules do not require its use
7	Magazine Rack/Restraint	-	0	May be missing or inoperative.
8	Cabin Mirrors	-	0	May be missing or inoperative.
9	Seat Track Covers	-	0	May be missing or inoperative.
10	Cabin Windows (Interior Cosmetic Pane, Interior Panel, Shades and Window Trim)	-	0	May be crazed, damaged, soiled, loose, missing or inoperative. <b>NOTE:</b> Any exposed wiring must be protected.



COMPARTMENT AREA		1. NUMBER INSTALLED		
		2. NUMBER REQUIRED FOR DISPATCH		
		3. REMARKS AND EXCEPTIONS		
<b>CABIN GENERAL (continued)</b>				
11	PSU Panel	-	0	May be damaged or soiled provided it is properly functioning
12	PSU Gasper Outlets	-	0	May be failed ON.
13	Handheld Fire Extinguisher Safety Pin Restraining Device	-	0	May be missing or inoperative. <b>NOTE:</b> Safety pin must be intact and fire extinguisher fully serviceable.
14	Cabin Handset Cradle	-	0	May be damaged or soiled provided handset is fully functional.
15	Electrical Outlets	-	0	M) May be missing or inoperative provided is secured. <b>MAINTENANCE PROCEDURE</b> 1. Electrically isolate system from aircraft power supply. 2. Place an INOP placard on outlet. Make appropriate entry in discrepancy report.
16	Ventilation Grill(s)	-	0	May be damaged or soiled
17	Therapeutic Oxygen Fittings	-	0	(O) May be missing or inoperative provided alternate oxygen supply is available at each affected seat(s). <b>OPERATIONAL PROCEDURE</b> 1. Refer to applicable operating rule(s) for oxygen requirements for the intended flight. 2. Ensure adequate oxygen supply is available for each affected seat. 3. Place an INOP placard on affected equipment 4. Make appropriate entry in discrepancy report.
18	Therapeutic O2 Mask Mounting Anchor	-	0	(O) May be missing or inoperative provided mask does not restrict access to any main cabin aisle or emergency egress route. <b>OPERATIONAL PROCEDURE</b> 1. A member of the crew shall verify the affected mask(s) do restrict access to the main cabin aisle or egress route prior to taxi. 2. Place an INOP placard on affected mounting anchor(s). 3. Make appropriate entry in discrepancy report.



COMPARTMENT AREA		1. NUMBER INSTALLED		
		2. NUMBER REQUIRED FOR DISPATCH		3. REMARKS AND EXCEPTIONS
CABIN GENERAL (continued)				
19	Universal Precaution Kit	-	0	May be missing or inoperative and contents used.
20	Braille Book	-	0	May be missing
21	Spare Life Vest Bag	-	0	May be damaged or soiled provided vest is fully serviceable.
22	Cabin Speakers	-	0	Background static may be audible over speaker provided speaker is functional.
23	Literature Pockets (Seatback, Bulkhead, Sidewall)	-	0	May be missing, damaged or inoperative.
24	Aircraft removable Equipment (Dry Linen Storage, Waste Containers)	-	0	May be missing or inoperative.
25	Emergency Floor Light Covers	-	0	(O) May be damaged or soiled provided lights are verified to be visible.  <b>OPERATIONAL PROCEDURE</b> 1. During Interior Cabin inspection, a member of the crew shall verify the Emergency Lights are clearly visible for each affected egress route. 2. Make appropriate entry in discrepancy report.
26	Stowable tables	-	0	(M) May be damaged or inoperative.  <b>MAINTENANCE PROCEDURE</b> 1. Table must remain closed if damaged or inoperative and placarded per PM2

Redacted for Brevity