



NORDWIND AIRLINES

Airbus A320Family

Non-Essential Equipment & Furnishings Procedures Manual

Moscow – Russia

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



APPROVED BY

General Director of
NordWind Airlines


"11" 06 2014
 I. Shvetsov

ACCEPTED BY

Flight Director of
NordWind Airlines


"11" 06 2014
A. Perepelitsyn

ACCEPTED BY

Technical Director of
NordWind Airlines


"11" 06 2014
V. Pashsev

CONCURRED WITH:

Quality Assurance Manager


I. Marudo

Deputy Technical Director,
Production Manager


D. Yakubov

Flight Attendant Department Director


O. Kolybelnikov

Maintrol Manager


R. Rakhmanov

CHECKED BY:

Deputy Technical Director,
Continuation Airworthiness Department Manager


K. Dedlovsky

Lead Engineer,
Continuing Airworthiness Department


I. Doroshenko

PREPARED BY:

Aircraft System Engineer,
Continuing Airworthiness Department


S. Poda



DISTRIBUTION LIST

ITEM	HOLDERS/LOCATIONS
1	CONTINUING AIRWORTHINESS DEPARTMENT
2	QUALITY ASSURANCE
3	MAINTROL
4	MAINTENANCE SHOPE
5	LINE STATIONS
6	DIRECTOR OF FLIGHT OPERATIONS
7	AIRCRAFT
8	NORDWIND AIRLINES LOCAL NETWORK



LIST OF EFFECTIVE PAGES

(*): I = Initial A = Added R = Revised

DESCRIPTION	PAGE	(*)	REV	DATE
Cover Page	1	R	00	01-Nov-2013
Approval Page	2	R	03	10-Jun-2014
Distribution List	3	R	03	01-Nov-2013
List of Effective Pages	4	R	03	10-Jun-2014
Table of Contents	5	R	03	01-Nov-2013
Introduction	6	R	03	01-Nov-2013
NEF Program	7	R	03	13-Dec-2013
	8	R	03	01-Nov-2013
	9	R	03	10-Jun-2014
	10	R	03	10-Jun-2014
NEF Item Process	11	R	03	17-Jan-2014
NEF Item Process Flowchart	12	R	03	01-Nov-2013
	13	R	03	01-Nov-2013
	14	R	03	01-Nov-2013
	15	R	03	01-Nov-2013
NEF List	16	R	03	01-Nov-2013
	17	R	03	01-Nov-2013
	18	R	03	01-Nov-2013
	19	R	03	01-Nov-2013
	20	R	03	13-Dec-2013
	21	R	03	17-Jan-2014
	22	R	03	01-Nov-2013
	23	R	03	10-Jun-2014
	24	R	03	01-Nov-2013
	25	R	03	10-Jun-2014
	26	R	03	01-Nov-2013
	27	R	03	01-Nov-2013
	28	R	03	13-Dec-2013
	29	R	03	17-Jan-2014
	30	R	03	01-Nov-2013
	31	R	03	01-Nov-2013
	32	R	03	13-Dec-2013
	33	R	03	13-Dec-2013

TABLE OF CONTENT

COVER PAGE.....	1
APPROVAL PAGE.....	2
DISTRIBUTION LIST.....	3
LIST OF EFFECTIVE PAGES.....	4
TABLE OF CONTENTS.....	5
INTRODUCTION.....	6
NEF PROGRAM.....	7
NEF ITEM PROCESS.....	11
NEF ITEM PROCESS FLOWCHART.....	12
NEF ITEM LIST.....	16
1. Cockpit.....	16
2. Galley.....	18
3. Cabin.....	20
4. In-Flight Entertainment.....	22
5. Passenger Seats.....	23
6. Lavatories.....	24
7. Closets and Vestibules.....	26
8. Service Bays.....	27
8.1 External Power Connections.....	27
8.2 Potable Water Service Bay.....	28
8.3 Toilet Service.....	28
8.4 Hydraulic Service Bay.....	28
8.5 Ground Air Service Bay.....	29
8.6 Aft Fuselage/Tail Access.....	29
8.7 Oxygen Service Bay.....	29
9. Cargo/Baggage Compartment.....	29
10. Miscellaneous.....	30
10.1 Placards/Decals.....	30
10.2 Surface Appearance.....	31
10.3 Seals/Sealant.....	32



INTRODUCTION

NordWind Airlines has used the deferral authority granted in the MMEL as basis for developing Nonessential Equipment and Furnishings Program, approved through the MEL, that provides relief for inoperative, damaged, or missing nonessential equipment and furnishings located throughout aircraft. NordWind Airlines is responsible for designing, implementing, maintaining and revising the NEF program.

NordWind Airlines has developed a Nonessential Equipment and Furnishings program, policy and procedures based in part through the use of the following documentation:

- A GUIDE TO WRITING AN OTAR COMPLIANT MEL
- OTAR 125.615 ITEM 12.

The NordWind Airlines NEF Program is approved by the NordWind Airlines General Director via an entry in the NordWind Airlines MEL A320Family.

NONESSENTIAL EQUIPMENT AND FURNISHINGS (NEF)

NEF are those items installed on the aircraft as part of the original type certification, supplemental type certificate, or other forms 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 damaged, inoperative, 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.

The NordWind Airlines` NEF program shall not provide for deferral of items within serviceable limits identified in the manufacturer's maintenance manual or NordWind Airlines` approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc.



NEF PROGRAM

NORDWIND AIRLINES NEF POLICY:

- USE THIS PROGRAM FOR DEFERING DEFECTS IN ACCORDANCE WITH AIRBUS MEL.
- THE NUMBER OF NEF DEFERRED DEFECTS MUST BE RESTRICTED IN SOME AREAS OF AIRCRAFT IN ACCORDANCE WITH THE FOLLOWING TABLE.

AREA OF AIRCRAFT	MAX NUMBER OF DEFERRED DEFECTS
Cockpit Area	3
Each Galleys Area	5
Passenger Cabin	10
In-Flight Entertainment	10
Passenger Seats	20
Lavatories	4
Closets and Vestibule	4
Service Bay Areas	3
Cargo/Baggage Compartment	4

TOTAL NUMBER OF DEFERRED DEFECTS MAY NOT BE MORE THAN 40

ALL NEF DEFERRED DEFECTS MUST BE INSERTED IN COMPUTERIZED SYSTEM "WINGS" UNDER TASK CODE "NF"



NORDWIND AIRLINES` NEF Program is as follows:

- A. The NEF Item List has been developed, and NEF Items are tracked through the use of the Aircraft's Technical Log/Cabin Technical Log and Ground Technical Sheet.
- B. The NEF List includes the following information for each NEF item:
 - Repair Interval (in accordance with MEL Repair intervals)
 - Maintenance (M) Procedure (If required)
 - Operations (O) Procedure (If required)
 - Statement either prohibiting or permitting operation with items inoperative, provisos (Conditions and limitations) for such operation
- C. The NEF Item evaluation process will include the following items:
 - Is the item required for the operational rules in which the aircraft is operated?
 - Does it create the potential for fire/smoke or other hazardous conditions?
 - Could it have an adverse effect on other required systems or components?
 - Does its condition potentially affect the safety of crew, passengers, or service personal?
 - Could it have a negative impact on emergency or abnormal procedures?
 - Does it create additional workload for the crew at critical times of flight or flight preparation?
 - Crewmembers may need to evaluate the deferred NEF on a flight-by-flight basis.

NOTE: The above evaluation process must be accomplished for the damaged, inoperative, or missing items at each face value, and also for the underlying cause of the discrepancy.

D. Placarding Procedure:

Each inoperative Item when they are accessible to the crew or flight attendants in flight, the control(s) and/or inoperative unit(s) or component(s) must be clearly placarded. Display an Inoperative Placard on or near of inoperative unit(s) or component(s) and note it in the Aircraft Technical Log (Cabin Technical Log).

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 qualified maintenance personal.

- E. NordWind Airlines` NEF Program & Procedures Manual will be kept in the aircraft specific Minimum Equipment List (MEL) Binder.
- F. NordWind Airlines` aircraft's MEL has incorporated the requirements of Master Minimum Equipment List (MMEL) Global Change GC-138 (PL116) in Chapter 25.

- G. If a discrepancy is discovered that is not covered by the aircraft's Configuration Deviation List (CDL), MEL or NEF Item List. The Flight Crew, with the assistance of the Technical Department and/or personnel of Maintenance Control Center; may perform the NEF Item Process to determine if the discrepancy can be classified as the NEF Item and subsequently deferred. The discrepancy must meet the intent of the NEF Item Process or it will require the issue to be resolved before further flight. NordWind Airlines will continually add items to the NEF list as they see fit. Upon conclusion of the procedures and it is determined that the discrepancy can be added to the NEF list, revision of the NEF List shall be completed with next intended revision of NordWind Airlines` NEF Program and Procedures Manual.
- H. If a discrepancy is discovered during Before Departure Check, upon conclusion of the NEF Item Process, and it is determined that the inoperative equipment can be classified as NEF Item, defect can be deferred up to 10 days. In this case, use the following digits and letters to create new NEF item number, to enter an information system and to make records: the first digit - the number of the fault zone, then the abbreviation **NNI** – New NEF Item. For example, new NEF item in the Galley zone - 2.NNI. Then within 24 hours, the ERR with the full description of a new item and information on the execution of the NEF Item Process should be submitted to the Engineering Department. Engineering Department analyzes ERR, determines repair Interval for new item and assigns a number with the index "t" which means "temporary" to the new item. All this information should be contained in the response to the ERR. Response to the ERR must be made within 10 working days. Further records of the fault should be remade with a new number. Temporary number is changed, in the process of next intended revision to permanent, by removing the index "t". **During weekends and official holidays the request similar to mentioned above should be sent to Maintrol instead of issuing the ERR".**
- I. Because the NEF program is a standard of NordWind Airlines, increasing the maximal number of deferred defects and extension of the NEF Item Repair Interval does not require approval of the Aviation Authorities.
- J. In case of exceeding the allowable number of deferred defects, technical staff asap should:
- 1) Perform TBS of new deferred defects and create RQ
 - 2) Issue request to the Engineering Department via ERR. ERR should consist next information: 1. All DT references, discription, actions taken, created RQ related with current NEF exceeding item; 2.TBS result, photos and RQ for new opened deferred defects;
 3. If TBS not performed or RQ are not created responsible Maintenance or Maintrol engineer should provide the reasons or inform about planned actions; 4. Maintenance or Maintrol engineer should request supply department to update information about estimated delivery of ordered parts under each RQ, related with these defects. Also request them to expedite lead time process and include these detailed info in ERR; 5. All information that can be helpful for developing solution.

Continuing Airworthiness Department within 10 working days makes an analysis, determines repair Interval and develops appropriate solutions approved by the Head of Technical Department or its Deputy. During weekends and official holidays

the request similar to mentioned above should be sent to and approved by Maintrol Manager or its Deputy instead of issuing the ERR.

K. If the deferred defect cannot be eliminated within the prescribed period due to delayed delivery of spare parts or the impossibility of carrying out works in line maintenance, extension of the NEF Item Repair Interval can be issued by using the following procedure. Technical department should request supply. Department about lead time ordered parts under each RQ related with these defects. Issue request to the Engineering Department via ERR for extension of the NEF Item Repair Interval. ERR should consist :

1. The reasons of impossibility of carrying out works in line maintenance or delayed delivery of spare parts,
2. RQ lead time or expected delivery of spare parts (if the reason of extension request is lack of spare parts).

. After NEF Item is extended, the maximum allowable threshold for rectification of NEF Item must be prior to the completion of the next heavy maintenance visit. During weekends and official holidays the request similar to mentioned above should be sent to Maintrol instead of issuing the ERR

- .
- L. In some cases, repair of the affected equipment or components may be postponed until the next heavy maintenance visit.
- M. In case of exceeding the maximum allowable number of deferred defects, recognizing during the current (on-going) maintenance just before departure, one-time permission for flight (or series flights) can be issued by Production Manager or its Duty via E-mail or Telex. Such E-mail or Telex should be send to the following addresses: Flight Dispatch; Line Station Shift Managers; Line Station Managers; Maintenance Control Center; Production Department Manager.
- N. Allowed that the decorative elements (such as linings, trims, arm caps, moldings, etc.) can carry the scars of operational wear and tear. Such traces are not considered a defect in the following conditions:
- remains a decorative element complete working capacity,
 - item has no cracks, breaks, chips, burrs and other damage can cause injury to passengers, crew members and service personal,
 - worn with complete loss of the original color does not exceed 30% of the entire area of a decorative element.

If the worn with complete loss of the original color exceeds 30% of the entire area of a decorative element and such defects cannot be eliminated by simple repairs, the repair or replacement of decorative elements may be deferred until the next heavy maintenance visit.

- O. Section 10 "Miscellaneous" of the NEF Item List covers defects which may be located throughout the aircraft such as: Placards/Decals; Surface Appearance (paint, coating, contamination surfaces); Seals/Sealant, Small plastic or decorative element. .
- P. Placards / Decals: all marking, which installation is regulated by Airworthiness Directives or noted by an asterisk in Airplane Maintenance Manual (AMM) is REQUIRED. If excessive wear of such decal doesn't allow reading information correctly it will be necessary to repair or replace by the new one before next flight. If REQUIRED marking has edge delamination, but the decal information is legible, perform edge sealing before next flight.

If marking has no specified requirements, it is considered as NON-REQUIRED. Such marking if damaged or missing has no effect on the aircraft ability to be operated safely under operational conditions. It is allowed to be postponed this marking installation or recovering in accordance with NEF Program (Refer to NEF Item List, Section 10). If NON-REQUIRED marking has edge delamination but the decal information is legible, perform edge sealing within 10 days.

- Q. Paint: decorative paint peeling has no effect on the aircraft ability to be operated safely under operational conditions, therefore is not considered a defect, and so if any findings are not revealed, the touch-up painting is recommended to postpone until the earliest convenient maintenance opportunity.

The NEF Program is used for damages to Decorative aircraft painting that are considered as appearance items and are cosmetic in nature. Decorative means the upper layers of paint not including primer. The type of these damages to paint (interior and exterior) include items that are soiled, worn, cracked, scratched, marred, or blemished (Refer to NEF Item List, Section 10). Damages that are not decorative and not cosmetic in nature may be evaluated for deferral using the MEL/CDL, SRM or AMM requirements.

- R. Seals: the Dacron cloth common to the seals can be frayed provided there is no damage to the silicon rubber portion of the seal. If the silicon rubber portion has damages as light wear marks, minor tears, flaking and cracking, but the seals still perform their intended function, repair or replacement of this seal can be deferred in accordance with NEF Program (Refer to NEF Item List, Section 10).

The intended function means that the seal still keeps the aerodynamic elasticity and flexibility, seal has no loss of material portions, contact to matched part is obeyed per the AMM clearance requirements, the cabin leakage rate is within AMM data.

Seals that are found to be excessively worn or damaged so that they do not perform their intended function should be replaced before any more flight.

- S. Sealant: NordWind Airlines NEF Program allows to postpone restoration of sealant if the following restrictions provided:

- Bad sealant condition is not associated with corrosion.

NOTE: For this reason the requirements from Structural Repair Manual (SRM) must be taken into account and the visual inspection of affected area for cracks, scratches, corrosion or other damage evidence has to be done. Also sealant bad condition can trap moisture which could lead to corrosion. If any findings are found the appropriate repairing must be performed before next flight.

- Daily detail visual inspection of structure at affected area of damaged sealant for cracks, scratches, corrosion or other damage evidence is done.

NEF ITEM PROCESS

The following flow chart will be used for decision making in determining if a discrepancy meets the intent of a NEF Item. If a discrepancy is discovered that is not covered by the aircraft's Configuration Deviation List (CDL), MEL or NEF List, the Flight Crew, with the assistance of the Technical Department, and/or personnel of Maintenance Control Center should collaborate together to ensure that additional NEF Items can be added to the NEF List are based on the logic requirements of the following flow chart, and subsequently deferred.

Upon conclusion of the procedures of the flow chart and it is determined that the discrepancy can be added to the NEF list, item can be deferred before flight.

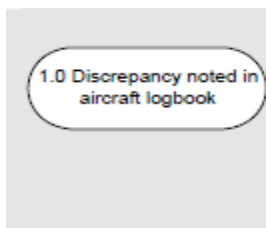
After completed of NEF Item Process you should inform about it Engineering Department using Engineering Recommendation Request (ERR) within 24 hours.

Revision of the NEF List shall be completed with next intended revision of NordWind Airlines NEF Program and Procedures Manual.

NEF ITEM PROCESS FLOWCHART

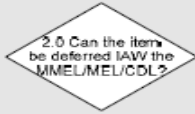
1.0 Discrepancy noted in aircraft logbook.

The inoperative, damaged or missing item must be identified and documented in the aircraft technical logbook (or other approved location) by:



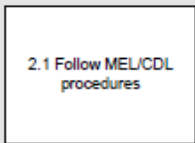
1. Flight Crew; or
2. Company maintenance personnel; or
3. Personnel authorized and approved to perform such functions.

2.0 Can the item be deferred in accordance with (IAW) the MMEL, CDL, or the MEL?



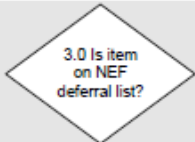
1. If the inoperative, damaged, or missing item is listed in the MMEL, CDL, or the MEL, then the deferral procedures for that item must be followed. If the item is a subcomponent of a primary system identified in the MMEL/MEL/CDL, where no previous relief was authorized, the subcomponent may not be deferred in accordance with the NEF procedures outlined in Chapter 25 of the MMEL or MEL.

2.1 Follow MEL/CDL procedures.



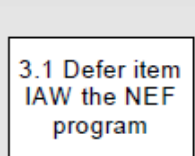
1. If the item is identified in another part of the MEL/CDL, then the procedures approved for the deferral of such item must be followed.

3.0 Is item on the NEF deferral list?



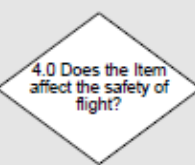
1. Is the item on the NEF list? If yes, then follow the NEF deferral procedures in step 3.1. (Items that are not previously on the NEF list should proceed to step 4.0)

3.1 Defer item IAW the NEF deferral program



1. If the item is identified in the NEF deferral list, then the procedures approved for the deferral of such item shall be followed.

4.0 Does the item affect the safety of flight?



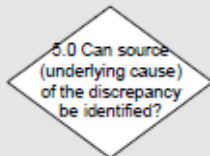
1. Is it obvious from a maintenance or operational perspective that the item, in and of itself, could have an adverse effect on the safe conduct of flight? If there is an obvious safety-of-flight issue, then the inoperative, damaged, or missing item may not be deferred and step 4.1 shall be followed.

4.1 Repair item prior to flight.

4.1 Repair Item prior to flight.

1. The item may not be deferred and must be repaired prior to flight.

5.0 Can source (underlying cause) of the discrepancy be identified? (If applicable)



1. Can the source of the discrepancy be identified? This step may or may not apply to the item under consideration. If the source can be identified, then proceed to step 6.0, otherwise proceed to step 4.1.

6.0 Can source (underlying cause) of discrepancy affect equivalent levels of safety?

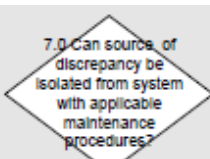
4.1 Repair Item prior to flight.

1. If the source (underlying cause) of the discrepancy affect equivalent levels of safety, then it must be determined if it can be isolated from all other systems so as to alleviate any safety concern.

Note: In making this determination, very close coordination between the Flight Crew, maintenance and operations personnel may be required.

2. If, after review, the source of the discrepancy could be considered a safety-of-flight concern, the item must be repaired prior to flight (step 4.1). If the source of the discrepancy is not a safety-of-flight concern then defer the item in accordance with the approved NEF procedures in step 8.0. If it cannot be determined, or is uncertain, that the source of the discrepancy is a safety-offlight concern then proceed to 7.0.

7.0 Can source (underlying cause) of discrepancy be isolated from the system with applicable maintenance procedures?



1. If applicable, the source (underlying cause) of the discrepancy must be isolated from all other systems so as to alleviate the safety-of-flight concern.
2. If the item cannot be safely isolated then the item must be repaired prior to flight (step 4.1).
3. If isolated, the isolation of the source must pass the entire test identified in the evaluative process (steps 4.0-7.0) for the item.
4. If source can be isolated then proceed to step 8.0.

8.0 Defer Item IAW the existing NEF program.

8.0 Defer item IAW the approved NEF Program.

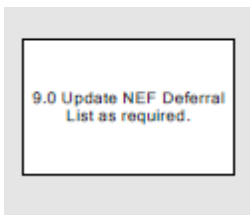
1. Defer the item if, after completing the previous 8 steps, the item can be deferred IAW the NEF program.

Note: Before an item can be deferred as an NEF item, the NEF program evaluation process for determining shall be followed if an item can be considered a NEF. Although NEF items are not safety-of-flight items, they have not been evaluated through the normal AEG review process and therefore require the concurrence of the Flight Crew, Maintenance, and Operational personnel, if applicable. NEF items are **not** deferred under the authority of an airframe and powerplant certificate but rather the item is deferred under the NEF program.

The evaluation process should determine items such as:

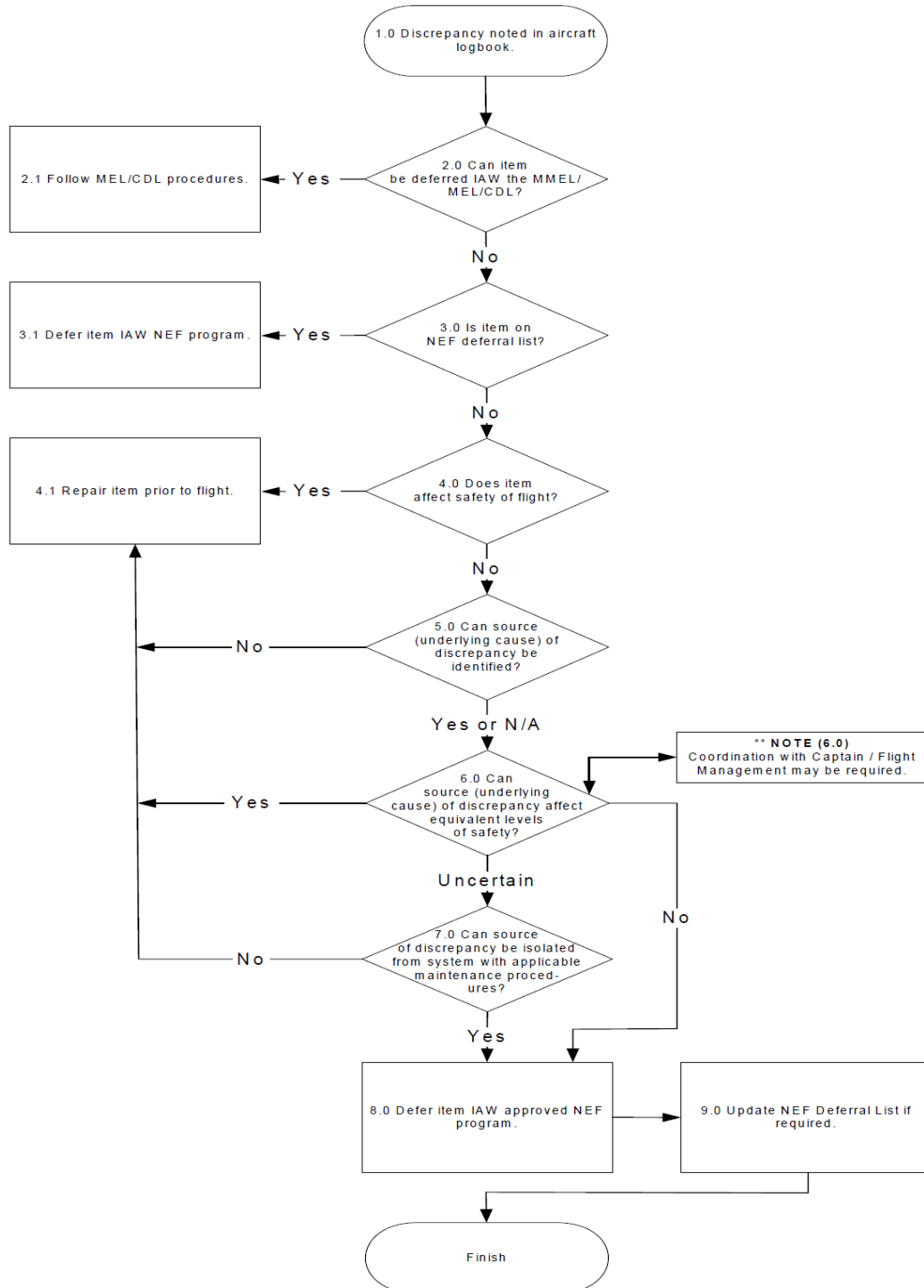
- a. Is the item required for the operational rules in which the aircraft is operated?
- b. Does it create the potential for fire/smoke or other hazardous conditions?
- c. Could it have an adverse effect on other required systems or components?
- d. Does its condition potentially affect the safety of passengers, crew, or service personnel?
- e. Could it have a negative impact on emergency or abnormal procedures?
- f. Does it create additional workload for the crew at critical times of flight or flight preparation?
- g. Crewmembers may need to evaluate the deferred NEF on a flightby-flight basis.

9.0 Update NEF deferral list as required.



1. NordWind Airlines will continually add items to the NEF list as they see fit.
2. Upon conclusion of the procedures and it is determined that the discrepancy can be added to the NEF list, necessary inform about it Engineering Department using Engineering Recommendation Request (ERR) within 24 hours. Revision of the NEF List shall be completed with next intended revision of NordWind Airlines NEF Program and Procedures Manual.

EQUIPMENT and FURNISHING NONESSENTIAL EQUIPMENT and FURNISHING (NEF)



NEF ITEM LIST

The following items may be deferred in accordance with the NEF program.

##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
1. COCKPIT (Max number of defects - 3)			
1.1	Sunshades	A	May be inoperative, damaged or missing provided: a. Defect is acceptable for Flight Crew, and b. Repair or replacement must be made within 40 days.
1.2	Cup Holders	D	May be damaged, inoperative or missing.
1.3	Curtains	D	May be worn, damaged, inoperative or missing.
1.4	Cushions	D	May be worn, torn, frayed or stained as long as the item is serviceable as determined by the Flight Crew.
1.5	Vent knobs	D	May be inoperative, damaged or missing as long as the air flow through the vent is acceptable to the Flight Crew.
1.6	Gaspers	D	May be inoperative, damaged or missing as long as the air flow through the vent is acceptable to the Flight Crew.
1.7	Upholstery	D	May be worn, soiled, frayed or stained.
1.8	Trim: overhead, sidewall, seat etc.	D	May be worn, damaged, or missing provided it does not present hazard to crew or ground personal.
1.9	Smoke Goggle Stowage Bags	D	May be inoperative or missing as long as the crew has an alternate location for Smoke Goggle storage.
1.10	Side Panel Map Cases	D	May be inoperative, damaged or missing as long as the crew has an alternate location for map storage.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
1.11	Side View Mirrors	D	May be damaged, inoperative or missing.
1.12	Hand Microphone /Headset Holders	D	May be damaged, inoperative or missing.
1.13	Access Compartment Latches	D	May be damaged, inoperative or missing provided compartment is not used.
1.14	Ashtrays	D	May be damaged, inoperative or missing.
1.15	Coat and/or Hat Hooks	D	May be damaged, inoperative or missing.
1.16	Document Holders	D	May be damaged, inoperative or missing.
1.17	Spring Clips	D	May be damaged, inoperative or missing.
1.18	Carpets	D	May be worn, soiled, or stained as long as the item is serviceable as determined by the Flight Crew.
1.19	Logbook Holder	D	May be damaged, inoperative or missing.
1.20	Observer's Storage Compartment	D	May be inoperative or missing. (M) Maintenance will secure the door closed. Flight Crew may perform task if Maintenance is not available.
1.21	Note Pads Holders	D	May be damaged, inoperative or missing.
1.22	Pens / Pencils Holders	D	May be damaged, inoperative or missing.
1.23	Wall Coverings (including sidewall panels)	D	May be worn, soiled, frayed or have minor damage as long as the item is serviceable as determined by the Flight Crew.

##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
1.24	Electrical Outlets and Covers	D	The outlets may be inoperative. The covers may be damaged or missing. (M) If required, Maintenance will electrically isolate the affected outlet by pulling and collaring the appropriate circuit breaker. Flight Crew may perform task if Maintenance is not available. If the cover is damaged or missing, no maintenance action is required.
1.25	Various Forms of Small Interior Parts (bumpers; linings; stoppers; moldings; decorative items etc.)	D	May be inoperative, damaged or missing provided It has not effect on performance of other equipment, It does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
2. GALLEYS (Max number of defects – 5 for each galley)			
2.1	Coffee Makers	D	May be inoperative. (M) Unserviceable unit placarded inoperative, removed from aircraft, appropriate circuit breaker opened and sealed in open position. Flight Crew may perform task if Maintenance is not available.
2.2	Convection Oven and Controls	D	May be inoperative. (M) Unserviceable unit placarded inoperative, removed from aircraft, appropriate circuit breaker opened and sealed in open position. Flight Crew may perform task if Maintenance is not available.
2.3	Hot Cup and Controls	D	May be inoperative. (M) Unserviceable unit placarded inoperative, removed from aircraft, appropriate circuit breaker opened and sealed in open position. Flight Crew may perform task if Maintenance is not available.
2.4	Trash Compactor	D	May be inoperative. (M) Unserviceable unit placarded inoperative, removed from aircraft, appropriate circuit breaker opened and sealed in open position. Flight Crew may perform task if Maintenance is not available.
2.5	Ice Container(s)	D	May be inoperative provided unserviceable unit removed from aircraft.
2.6	Water Boilers/ Heaters	D	May be inoperative. (M) Unserviceable unit placarded inoperative, switched off or removed from aircraft, appropriate circuit breaker opened and sealed in open position. Flight Crew may perform task if Maintenance is not available.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
2.7	Waste Containers	C	(M) May be inoperative provided unserviceable unit removed from aircraft and container access is secured to prevent waste introduction into compartment.
2.8	Work Lights and Controls	D	May be inoperative provided remaining lighting is sufficient for cabin attendants to perform their duties.
2.9	Sink Drains and Water Spigots	D	May be inoperative provided associated components are deactivated and secured, and it does not prevent the implementation of the necessary procedures.
2.10	Work table/ container retrievers	D	May be inoperative or missing provided that it does not prevent for cabin attendants to perform their duties safely.
2.11	Chilers	D	May be inoperative.
2.12	Gaspers	D	May be inoperative, damaged or missing.
2.13	Electrical Outlets and Covers	D	The outlets may be inoperative. The covers may be damaged or missing. (M) If required, Maintenance will electrically isolate the affected outlet by pulling and collaring the appropriate circuit breaker. Flight Crew may perform task if Maintenance is not available. If the cover is damaged or missing, no maintenance action is required.
2.14	Coating of working surfaces	D	May be damaged provided it does not prevent cabin attendants of performing their duties..
2.15	Galley Speaker Grill	D	May be damaged provided speaker operates normally.
2.16	Floor Mat	D	May be worn, frayed, or soiled provided that it does not prevent for cabin attendants to perform their duties safely.
2.17	Various Forms of Small Interior Parts (bumpers; stoppers; moldings; linings; decorative items etc.)	D	May be worn, inoperative, damaged or missing provided It has not effect on performance of other equipment, It does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
3.1	Miscellaneous Cabin Forms	D	May be missing, damaged, needs painting or replenishing.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
3. PASSENGER CABIN (Max number of defects - 10)			
3.2	Appearance Items:		
a.	Cabin Interior Trim	D	May be worn, damaged or missing provided it does not present hazard to pax/crew or impede emergency egress as long as the item is serviceable as determined by the Flight Crew.
b.	Carpet/Floor Coverings	D	May be worn, frayed, or soiled provided it does not present hazard to pax/crew or impede emergency egress as long as the item is serviceable as determined by the Flight Crew.
c.	Curtains / Tiebacks	D	May be worn, soiled, frayed, damaged or missing provided does not present hazard to pax/crew or impede emergency egress.
d.	Wall Coverings (including sidewall panels)	D	May be worn, frayed, discoloration or have minor damage as long as the item is serviceable as determined by the Flight Crew.
3.3	Cabin Lighting/Signs:	May be inoperative or missing if items not covered by MEL ATA 33	
a.	Reading Lights	D	May be inoperative or missing provided repair or replacement must be made within 120 days.
b.	Light Lens / Covers	D	May be damaged or missing but light functions properly.
c.	Lavatory Occupied Lights	D	May be inoperative or missing provided repair or replacement must be made within 120 days.
3.4	Safety Demo Equipment: Demo Tape / CD	D	May be inoperative, damaged or missing. (M) Notify flight attendant, physical demo may be required. (O) May be inoperative provided flight attendant is notified and a physical demonstration of safety procedures is performed.
3.5	Safety Demo Equipment: Safety Belt, Life Vest, and O2 Mask	C	May be inoperative, damaged or missing provided safety video is available.
3.6	Magazine Rack / Restraint	D	May be damaged, inoperative or missing.
3.7	Gaspers	D	May be inoperative as long as the air flow through the gasper is acceptable for passenger comfort.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
3.8	Ash Trays	D	May be damaged, inoperative or missing provided it does not present hazard to pax/crew. Lavatory internal/external ashtrays are covered by MEL 25-40-02, 25-40-3)
3.9	Decorative Trim / Trim Strips	D	May be worn, missing or have minor damages provided it does not present hazard to pax/crew or impede emergency egress.
3.10	Cushions / Upholstery (including F/A seats)	D	May be worn, frayed or soiled provided it does not present hazard to pax/crew or impede emergency egress as long as the item is serviceable as determined by the Flight Crew.
3.11	Electrical Outlets and Covers	D	The outlets may be inoperative. The covers may be damaged or missing. (M) If required, Maintenance will electrically isolate the affected outlet by pulling and collaring the appropriate circuit breaker. Flight Crew may perform task if Maintenance is not available. If the cover is damaged or missing, no maintenance action is required.
3.12	Cabin Mirrors	D	May be damaged or missing provided it does not present hazard to pax/crew or impede emergency egress.
3.13	Cabin Windows	D	May be needs cleaning, moisture between panes.
a.	Interior Panel:	D	May be damaged, needs cleaning.
b.	Shades	D	May be damaged, inoperative or missing provided it does not present hazard to pax/crew or impede emergency egress.
c.	Window Trim	D	May be inoperative or missing provided it not present hazard to pax/crew or impede emergency egress.
3.14	Seat Track Covers	D	May be damaged or missing.
3.15	Attendant Storage Box	D	May be inoperative or damaged, provided affected compartment is not used for storage of any item.
3.16	Seatback/Sidewall Literature Pockets	D	May be damaged or missing.
3.17	Aircraft Removable Equipment	D	May be damaged, inoperative or missing.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
3.18	Bassinet or its attachment point	D	May be inoperative or missing.
3.19	Air Grill Covers	D	May be damaged, inoperative or missing provided it does not present hazard to pax/crew or impede emergency egress.
3.20	Paint or Coating inside Luggage Racks/Overhead Storage Bins/ Cabin Storage Compartments etc	D	May be damaged or needs cleaning provided: a. Appropriate Luggage Racks/ Overhead Storage Bins/ Cabin Storage Compartments operates normally, b. It does not present hazard to pax/crew.
3.21	Cabin Handset Cradle	D	May be damaged provided handset operates normally and can be secured during flight.
3.22	Cabin Handset Directory Placard	D	May be damaged or missing provided handset operates normally and it does not prevent for cabin attendants to perform their duties.
3.23	Various Forms of Small Interior Parts (bumpers; stoppers; moldings; linings; decorative items etc.)	D	May be inoperative, damaged or missing provided It has not effect on performance of other equipment, It does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
3.24	Seat Belts (Spare ,Extension, Infant)	D	May be inoperative and missing.
3.25	Seat Number Placards	D	May be damaged or missing.
3.26	Luggage rack/ stowage compartment/ bin latch	D	DO NOT USE Placard will be placed in prominent position on or near the affected compartment to be seen by the Flight Crew. Not covered by NEF item 3.27
3.27	Luggage rack/ stowage with emergency equipment	C	DO NOT USE Placard will be placed in prominent position on or near the affected compartment to be seen by the Flight Crew. Emergency equipment located in affected comp. is considered inoperative.
4. IN-FLIGHT ENTERTAINMENT(Max number of defects - 10)			
4.1	Individual Video Screens	D	May be inoperative provided it does not present hazard to pax/crew or impede emergency egress.
4.2	Entertainment Controllers	D	One controller per passenger compartment may be inoperative provided it acceptable for passenger comfort.
4.3	Airshow System	D	May be inoperative as long as it acceptable for passenger comfort.
4.4	PSE Preview Screen Function	D	May be inoperative.

##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
4.5	Movie Projectors (includes VCR's, DVD players)	D	May be inoperative or missing.
4.6	Boarding Music	D	May be inoperative.
4.7	Video Monitor(s) (wall- or overhead mounted units)	D	May be inoperative or damaged.
4.8	IFE Video Monitor Shroud(s)	D	May be damaged or missing.
4.9	In-Seat Video Player(s)/Personal Video Players	D	May be inoperative or missing.
4.10	Audio Entertainment System(s)	D	May be inoperative.
4.11	Information Storage Devices (CD; Video Tape; Hard Disc etc)	D	May be inoperative or missing.
4.12	Video/Projector Screen	D	May be damaged or missing.
5. PASSENGER SEATS (Max number of defects – 20)			
5.1	Passenger Seat Tray Table Assembly	D	(M) May be inoperative or missing as long as it acceptable for passenger comfort provided that all required actions are performed to prevent injury to passengers and crew.
5.2	Passenger Seat Call Light(s)	D	May be inoperative or missing.
5.3	Passenger Seat Call Button(s)	D	May be inoperative or missing provided Passenger Seat Call Button on the nearest seat operates normally.
5.4	IFE system Jack(s)	D	May be damaged, inoperative or missing provided it does not present hazard to pax/crew or impede emergency egress.
5.5	Reading Light(s)	D	May be inoperative or missing.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
5.6	Passenger Seat Headrest	D	May be damaged, missing or needs cleaning provided: a. Appropriate Passenger Seat operates normally, b. It acceptable for passenger comfort, c. It does not present hazard to pax/crew or impede emergency egress, and d. Repair or replacement must be made within 30 days.
5.7	Passenger Seat Foot Rest(s)	D	May be inoperative or missing provided it does not present hazard to pax/crew or impede emergency egress.
5.8	Passenger Seat Trim /Molding/Fairing	D	May be worn, damaged or missing provided it does not present hazard to pax/crew or impede emergency egress.
5.9	In-Seat Power Supply System	D	May be inoperative provided it does not present hazard to pax/crew and that acceptable for passenger comfort.
5.10	Passenger Seat Cushion(s)	D	May be worn, torn, frayed or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
5.11	Passenger Seat Armcap	D	May be damaged or missing as long as the item is serviceable as determined by the Flight Crew and provided it not present hazard to pax/crew or impede emergency egress.
5.12	Digital Passenger Control Unit/ Handset	D	May be inoperative provided that acceptable for passenger comfort.
5.13	Passenger Seats Life Vest Container Cover	D	May be damaged, missing or needs cleaning provided: a. Appropriate Passenger Seat operates normally, b. It acceptable for passenger comfort, c. It does not present hazard to pax/crew or impede emergency egress, and d. Repair or replacement must be made within 30 days.
5.14	Various forms of small interior parts (bumpers, stoppers, moldings, linings, decorative items, cap, etc.)	D	May be inoperative, damaged or missing provided it has not effect on performance of other equipment, it does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
5.15	Spare Life Vests (Adult/Child/Infant/ Infant life raft)	D	Any of excess of those that required by MEL Item 25-18-01 may be inoperative or missing provided is placarded inoperative, removed from the installed location, and placed out of sight

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



. LAVATORIES (Max number of defects – 4)			
6.1	Door Spring	D	May be inoperative or missing.
6.2	Sanitizer Dispenser	D	May be inoperative or missing.
6.3	Seal Strips on Lavatory Door	D	May be damaged or missing.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
6.4	Privacy Stop on Lavatory Door	D	May be damaged, inoperative or missing provided Lavatory Occupied Lights operate normally.
6.5	Vanity Mirror	D	May be damaged or missing provided it does not present hazard to pax/crew or impede emergency egress.
6.6	Lavatory Seat Cover Holder	D	May be damaged, inoperative or missing.
6.7	Toilet Paper / Roller	D	May be damaged, inoperative or missing.
6.8	Assist Handles	D	May be missing.
6.9	Soap Dispenser	D	May be inoperative or missing.
6.10	Cup Holder	D	May be damaged or missing.
6.11	Coat Hook	D	May be damaged or missing.
6.12	Deodorizer Holder	D	May be damaged or missing.
6.13	Sink Drain Valves	D	May be damaged or missing.
6.14	Electrical Outlets and Covers	D	The outlets may be inoperative. The covers may be damaged or missing. (M) If required, Maintenance will electrically isolate the affected outlet by pulling and collaring the appropriate circuit breaker. Flight Crew may perform task if Maintenance is not available. If the cover is damaged or missing, no maintenance action is required.
6.15	Paper Towels Holder/Towel Rod	D	May be inoperative or missing provided it does not present hazard to pax/crew.
6.16	Interior Wall Coverings/ Trim	D	May be worn, frayed, discoloration or have minor damage provided it does not present hazard to pax/crew or impede emergency egress.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
6.17	Tissue Dispenser	D	May be inoperative or missing provided it does not present hazard to pax/crew.
6.18	Floor Mat	D	May be worn, frayed, or soiled provided that it does not prevent for cabin attendants to perform their duties safely.
6.19	Gaspers	D	May be inoperative or missing provided it does not present hazard to pax/crew.
6.20	Toilet door latch sign "occupied/vacant"	D	May be inoperative provided toilet door latch operates normally and the repair or replacing must be made as part will be available.
6.21	Passenger to Attendant call system	D	May be inoperative provided PA system and alternate Lavatory smoke detector alert (visual or aural) operates normally, passenger lighted information sign in affected lavatory is readily legible.
6.22	Various Forms of Small Interior Parts (bumpers; stoppers; moldings; linings; decorative items etc)	D	May be inoperative, damaged or missing provided It has not effect on performance of other equipment, It does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
7. CLOSETS AND VESTIBULE (Max number of defects – 4)			
7.1	Closet Doors/ Curtains	D	May be damaged, inoperative or missing.
7.2	Manual Storage Compartments	D	May be damaged provided compartment is not used.
7.3	Coat Rods	D	May be damaged or missing.
7.4	Coat Hangers	D	May be damaged or missing.
7.5	Interior Wall Coverings/Trim	D	May be worn, frayed, discoloration or have minor damage provided it does not present hazard to pax/crew.
7.6	Closet Lights	C	May be inoperative or missing.

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
7.7	Carpets	D	May be worn, frayed or oiled provided it does not present hazard to pax/crew or impede emergency egress as long as the item is serviceable as determined by the Flight Crew.
7.8	Gaspers	D	May be inoperative or missing provided it does not present hazard to pax/crew.
7.9	Entry/Service Door/Slide Cover	D	May be dirty, have minor/insignificant damages (cracks, scratches, chips, dents, etc.) provided: a. There are no door's structure damages, b. It does not affect the performance of other equipment , c. It does not present hazard to pax/crew or impede emergency egress
7.10	Door Slide Cover Inspection Window Decorative Glass	A	May be missing, or have minor/insignificant damages provided: a. It does not prevent pressure check in the Slide Air Bottle, b. All required actions are performed to prevent foreign objects entering the inner section of the Slide Cover, and c. Repair or replacement must be made within 30 days.
7.11	Various Forms of Small Interior Parts (bumpers; stoppers; moldings; linings; decorative items etc)	D	May be inoperative, damaged or missing provided It has not effect on performance of other equipment, It does not present hazard to pax/crew or impede emergency egress, and it does not prevent the implementation of the necessary procedures.
7.12	Electrical Outlets and Covers	D	The outlets may be inoperative. The covers may be damaged or missing. (M) If required, Maintenance will electrically isolate the affected outlet by pulling and collaring the appropriate circuit breaker. Flight Crew may perform task if Maintenance is not available. If the cover is damaged or missing, no maintenance action is required.
8. SERVICE BAYS (Max number of defects - 3)			
8.1	External Power Connections		

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
a.	Hold open rods or lanyards	D	May be damaged or missing.
b.	Compartment lighting switches	D	May be inoperative or missing.
8.2	Potable Water Service Bay		
a.	Hold open rods or lanyards	D	May be damaged or missing.
b.	Compartment lighting lenses	D	May be damaged or missing.
c.	Compartment lighting switches	D	May be inoperative or missing.
d.	Water quantity indication system	D	May be inoperative.
e.	Dust cover cap chains or lanyards	D	May be damaged or missing.
f.	Dust cover cup for service ports.	N/A	Must be installed
8.3	Toilet Service		
a.	Hold open rods or lanyards	D	May be damaged or missing.
b.	Compartment lighting/ lenses	D	May be damaged or missing.
c.	Compartment lighting switches	D	May be inoperative or missing.
d.	Dust cover cap chains or lanyards	D	May be damaged or missing.
e.	Dust cover cup for service ports.	N/A	Must be installed

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



8.4	Hydraulic Service Bay		
a.	Compartment lighting lenses	D	May be damaged or missing.
b.	Compartment lighting switches	D	May be inoperative or missing.
##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
c.	Dust cover cap chains or lanyards	D	May be damaged or missing.
8.5	Ground Air Service Bay		
a.	Hold open rods or lanyards	D	May be damaged or missing.
b.	Compartment lighting lenses	D	May be damaged or missing.
c.	Compartment lighting switches	D	May be inoperative or missing.
8.6	AFT Fuselage/Tail Access		
a.	Compartment lighting lenses	D	May be damaged or missing.
b.	Compartment lighting switches	D	May be inoperative or missing.
c.	Hold open rods	D	May be damaged or missing.
8.7	Oxygen Service Bay		
a.	Hold open rods or lanyards	D	May be inoperative or missing.
b.	Compartment lighting lenses	D	May be inoperative or missing.
c.	Compartment lighting switches	D	May be inoperative or missing.
9. CARGO/BAGGAGE COMPARTMENT (Max number of defects - 4)			
9.1	Air Outlet(s):		

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
a.	Trim piece	D	May be missing.
b.	Vent grill	D	May be damaged.
9.2	Anti-skid paint	D	May be worn or missing.
9.3	Non-slip tape	D	May be worn or missing.
9.4	Fwd/ Aft Cargo Compartment` Side Wall/ Selling Panels & Covering; Dividers	A	May have cuts or breaks length up to 2 inches provided: a. They are sealed by adhesive tape, b. There are no airframe structure damages, c. It has no effect on the performance of other equipment, d. It does not present hazard to crew members and ground personnel, and e. Repair or replacement must be made within 30 days.
9.5	Trim/ Rubstrips/ Trimstrips	D	May be damaged or missing provided that the airframe structure is not damaged.
10. MISCELLANEOUS			
10.1	Placards/Decals		
a.	Placards/Decals, Exterior, Required	A	May have wear with damages such tears, scuff marks, losing color etc., but the decal information is still legible provided: a. Daily inspection for condition should be done until marking replacement, and b. Marking replacement must be made within 10 days
b.	Placards/Decals, Exterior, Non-Required	A	May be degraded, missing or information is non-legible provided installation or replacement must be made on next A - Check.
c.	Placards/Decals, Interior, Required	A	May have wear with damages such tears, scuff marks, losing color etc., but the decal information is still legible provided: a. Daily inspection for condition should be done until marking replacement, and b. Marking replacement must be made within 10 days

NORDWIND AIRLINES

AIRBUS A320F NEF PROGRAM & PROCEDURES MANUAL



##	NEF ITEM	REPAIR INTERVAL	REMARKS, EXCEPTIONS & PROCEDURES
d.	Placards/Decals, Interior, Non-Required	A	May be degraded, missing or information is non-legible provided installation or replacement must be made on next A – Check.
10.2	Surface Appearance		
a.	Paint, Interior, Decorative	D	May have damages such as soiled, worn, cracked, scratched, marred, or blemished.
b.	Coating, Interior, Decorative	D	May have damages such as soiled, worn, cracked, scratched, marred, or blemished.
c.	Contamination of External Surfaces	A	External Surfaces (including landing gear and wheel wells) may be dirty provided that any visual inspection in this area required by current maintenance visit can be performed properly. Cleaning must be performed within 30 days.
10.3	Seals/Sealant		
a.	Seals Silicon Rubber Portion	D	May have light wear marks, minor tears, flaking and cracking provided: a. Seal still perform their intended function, b. Daily detailed visual inspection of affected area should be done until seals replacement.
b.	Sealant, Aerodynamics	D	May have peeling, delamination, partially missing provided a. Bad sealant condition is not associated with corrosion, b. Daily detailed visual inspection of affected area should be done until sealant recovery.