

MORCOM AVIATION SERVICES, INC dba REGAL AIR
10100 30TH AVENUE WEST, HANGAR C-51
PAINE FIELD, EVERETT, WA 98204

Part 135 Nonessential Equipment and Furnishings Program

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This manual provides additional information for the operation of the airplanes listed above. FAA approval is not intended or implied unless specifically noted.

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Part 135 Nonessential Equipment and Furnishings Program

INTRODUCTION

Morcom Aviation Services, Inc dba Regal Air has developed a Nonessential Equipment and Furnishings policy and procedures program based in part through the use of the following documentation:

- FAA Order 8900.10, Volume 4, Chapter 4,
- MMEL Global Change GC-138 (PL-116, Revision 1), and
- NEF Universal List (attachment to PL-116, Revision 1)

Morcom Aviation Services, Inc dba Regal Air operates its aircraft under FAR Part 135 operating rules.

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 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 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:

- Cockpit
- Passenger Compartment
- Baggage Compartment

NEF PROGRAM

The Morcom Aviation Services, Inc dba Regal Air NEF Program is as follows:

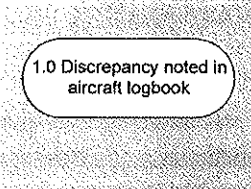
- A. A NEF List has been developed and NEF Items are tracked through the use of the aircraft's Aircraft Maintenance Log & Actions Record form maintained in the aircraft dispatch book.
- B. The NEF List includes the following procedures for each NEF item:
 - Maintenance (M) Procedure
 - Operation (O) Procedure
 - Placarding (P) Procedure
- 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 personnel?
 - 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 its face value, and also for the underlying cause of the discrepancy.

- D. Repair and/or replacement of items listed in the NEF List are required within 120 calendar days from the date of discovery.
- E. The NEF List and program description will be kept in the aircraft specific Minimum Equipment List (MEL) Binder.
- F. The aircraft's MEL has incorporated the requirements of MMEL Global Change GC-138 (PL116 Revision 1) in ATA chapter 25.
- G. If a discrepancy is discovered that is not covered by the aircraft's MEL or NEF List, the Flight Crew, with the assistance of the Maintenance Department, may perform the NEF Item Process to determine if the discrepancy can be added to the NEF List. The discrepancy must meet the intent of the NEF Item Process or it will require the issue to be resolved before further flight.

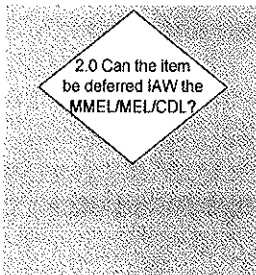
NEF DECISION TREE DISCUSSION

1.0 Discrepancy noted in aircraft logbook. The inoperative, damaged or missing item must be identified and documented with an appropriate entry in the aircraft's Aircraft Maintenance Log & Actions Record form maintained in the aircraft dispatch book by:



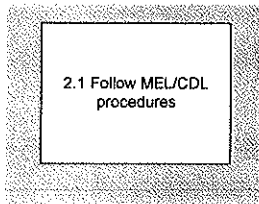
1. Flight Crew; or
2. Company maintenance personnel; or
3. Personnel authorized and approved to perform such functions as outlined in the maintenance program.

2.0 Can the item be deferred in accordance with (IAW) the MEL?



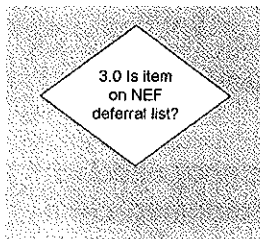
1. If the inoperative, damaged, or missing item is listed in the MEL, then the deferral procedures for that item must be followed. If the item is a subcomponent of a primary system identified in the MEL, where no previous relief was authorized, the subcomponent may not be deferred in accordance with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

2.1 Follow MEL procedures.



1. If the item is identified in another part of the MEL, 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.

3.1 Defer item IAW the NEF program

If the item is identified in the NEF deferral list, (see aircraft's Aircraft Maintenance Log & Actions Record form maintained in the aircraft dispatch book) then items may be deferred in accordance with the NEF program. The repair interval is Category D (120 days) in accordance with (iaw) 14 CFR 43.13 (see page 8).

4.0 Does the item affect the safety of flight?

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.

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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)

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

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?

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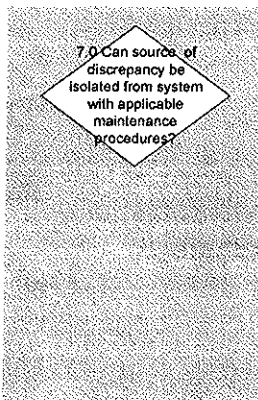
1. If the source (underlying cause) of the discrepancy affect equivalent levels of safety, then it must be determined if it can be isolated from all other systems so as to alleviate any safety concern.

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

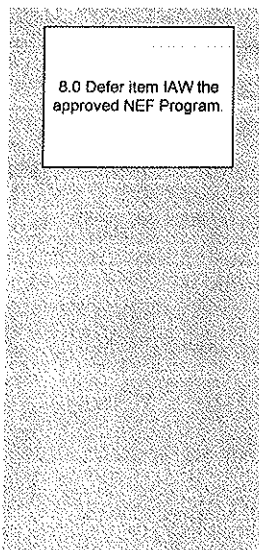
2. If, after review, the source of the discrepancy could be considered a safety-of-flight concern, the item must be repaired prior to flight (step 4.1). If the source of the discrepancy is not a safety-of-flight concern then defer the item in accordance with the approved NEF procedures in step 8.0. If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



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

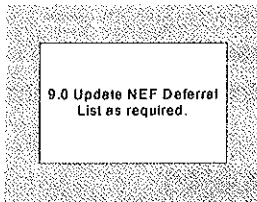
Note: Before an operator can defer a NEF item, the operator must follow their Certificate-Holding District Office (CHDO) approved program for determining if an item can be considered a NEF. Although NEF items are not safety-of-flight items, they have not been evaluated through the normal Aircraft Evaluation Group (AEG) review process and therefore may 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 company/operator is deferring the item under their approved NEF program.

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

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 flight-by-flight basis.

9.0 Update NEF deferral list as required.



1. Morcom Aviation Services, Inc dba Regal Air will continually add and remove items to the NEF list as aircraft are assigned or modified to the Part 135 fleet.

10.0 Provide NEF Items to Certificate-Holding District Office (CHDO).

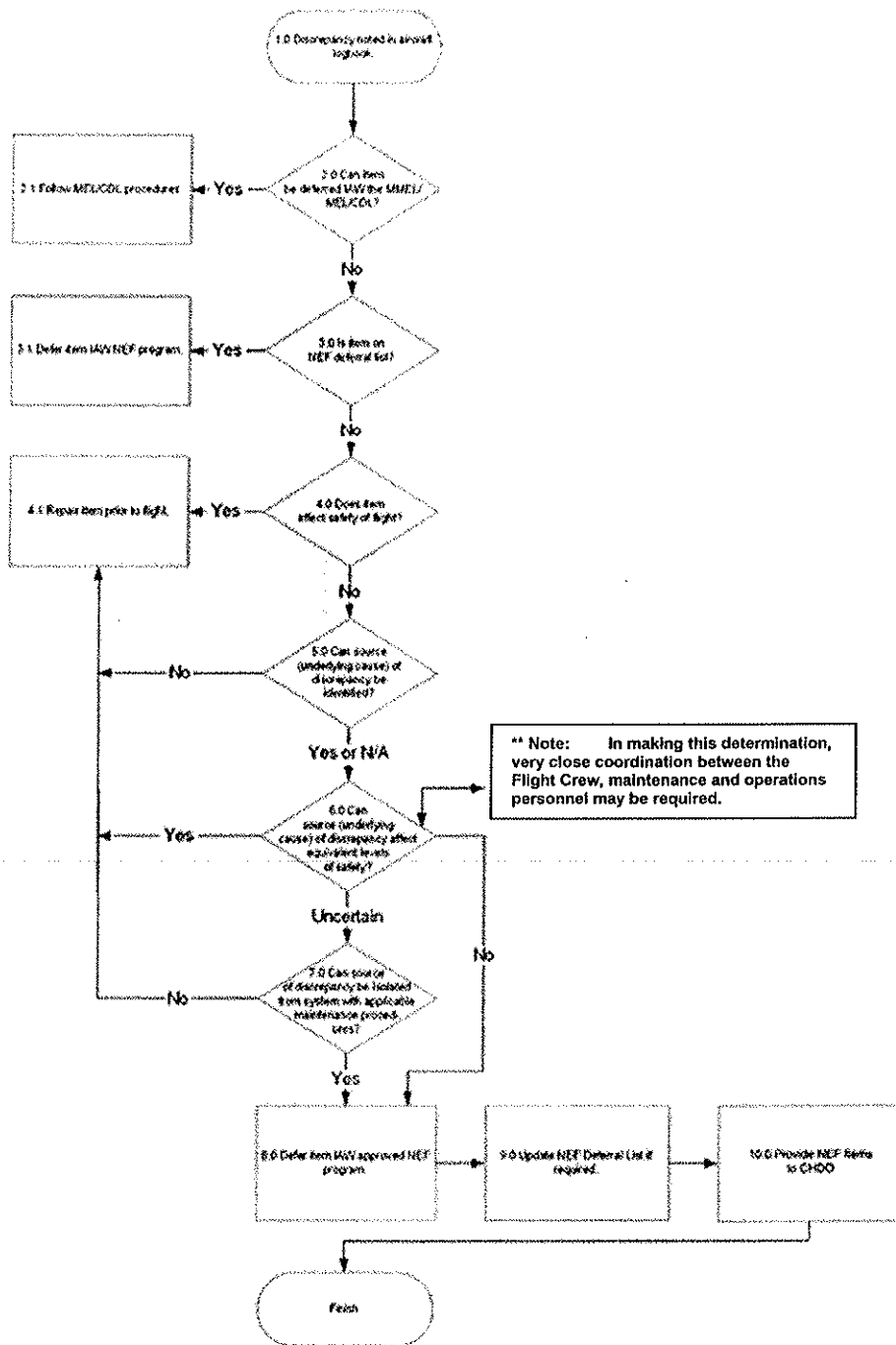


1. Morcom Aviation Services, Inc dba Regal Air will submit any NEF program revisions to the CHDO for approval. All NEF deferrals will be reported to our Principal Operations Inspector (POI)..

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ATA Chapter 25-20-02 Non-Essential Equipment & Furnishings (NEF)

Figure 1: NEF Decision Tree



NEF LIST

The following items may be deferred in accordance with the NEF program. The repair interval is Category D (120 days) excluding the day the malfunction was recorded in the aircraft maintenance record/logbook. Items will be reviewed, as a minimum, weekly and repaired in accordance with (iaw) 14 CFR 43.13.

Cockpit

1. Upholstery: May be worn, torn, or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
(M) Procedure – None Required
(O) Procedure – None Required
(P) Procedure – Display an Inoperative Placard on or near the upholstery and note it on the Aircraft Maintenance Log & Actions Record.
2. Decorative Trim / Trim Strips: May be inoperative or missing
(M) Procedure – None Required
(O) Procedure – None Required
(P) Procedure – Display an Inoperative Placard in a prominent position near the trim to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
3. Ashtrays: May be inoperative or missing
(M) Procedure – None Required
(O) Procedure – None Required
(P) Procedure – Display an Inoperative Placard in a prominent position on or near the ashtray(s) and note it on the Aircraft Maintenance Log & Actions Record.
4. Spring Clips: May be inoperative or missing
(M) Procedure – None Required
(O) Procedure – None Required
(P) Procedure – Display an Inoperative Placard in a prominent position on or near the clip(s) to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.

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5. Seat Belt Tidy Clips: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.
6. Spare Bulb Kit and Contents: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the kit location to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
7. Carpet: May be worn, torn, frayed or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.
8. Spare Headsets: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
9. Trim: seat, sidewall, overhead, etc.: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected trim to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.

Passenger Compartment

1. Miscellaneous Cabin Forms: May be missing or needs replenishing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on the cabin log to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.
2. Appearance Items: May be Worn, Soiled, Frayed, Torn, Damaged. Loose, Missing (must not present hazard to pax/crew or impede emergency egress)
 - a. Cabin Interior Trim
 - b. Carpet/Floor Coverings
 - c. Wall Coverings
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected items to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.
3. Cabin Lighting (only items not covered by MEL ATA 33): May be inoperative or missing
 - a. Reading Lights
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.
4. Ash Trays: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected ash trays to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.

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5. Decorative Trim / Trim Strips: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected trim to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
6. Cushions / Upholstery / Carpets: may be worn, torn, frayed or stained as long as they are determined to be serviceable by the Flight Crew, cabin crew or maintenance.
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected area to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
7. Seatback Literature Pockets: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected pocket to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
8. Passenger Seat Trim: May be worn, torn, frayed or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected area to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.
9. Passenger Seat Cushion(s): May be worn, torn, frayed or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected area to be seen by Flight Crew and note it on the Aircraft Maintenance Log & Actions Record.

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AFT BAGGAGE COMPARTMENT

1. Interior Wall Trim / Coverings: May be inoperative or missing
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected trim to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.

2. Carpet: May be worn, torn, frayed or stained as long as the item is otherwise serviceable as determined by the Flight Crew.
 - (M) Procedure – None Required
 - (O) Procedure – None Required
 - (P) Procedure – Display an Inoperative Placard in a prominent position on or near the affected area to be seen by Flight Crew and note it on Aircraft Maintenance Log & Actions Record.k.