

Circular No.0-000

Circular System and Structure

Revision History

September 5, 2001:	First issue (KOKU-KU-KI-558)
June 30, 2011:	Amendment (KOKU-KU-KI-282)
March 1, 2019:	Amendment (KOKU-KU-KI-1271)

Airworthiness Division, Aviation Safety and Security Department
Japan Civil Aviation Bureau
Ministry of Land, Infrastructure, Transport and Tourism

(translated on June 5, 2019)

September 5, 2001: First issue (KOKU-KU-KI-558)
June 30, 2011: Amendment (KOKU-KU-KI-282)
March 1, 2019: Amendment (KOKU-KU-KI-1271)

Circular

Airworthiness Division
Aviation Safety and Security Department
Japan Civil Aviation Bureau
Ministry of Land, Infrastructure, Transport and Tourism

Title: Circular System and Structure

1. Purpose

Circulars, etc. issued under the Civil Aeronautics Law or other related laws and regulations (hereinafter referred to as "laws and regulations") that relate to safety criteria and environmental criteria for aircraft and aircraft parts, etc. and those considered to relate to these criteria are all compiled into the Circular System.

This Circular explains the scope, systematic numbering and classification of Circulars. This Circular also establish a distinction among review standards, disposition standards or administrative guidance guidelines under the Administrative Procedure Act thereby indicates referred governing laws and regulations of respective Circulars.

2. Scope

Out of all Circulars issued by relevant Divisions of the Aviation Safety and Security Department, JCAB, MLIT, for the purpose of clarifying procedures for filing applications under laws and regulations and procedures for properly maintaining and managing authorized or approved matters, etc., those for which the Airworthiness Division finds the necessity to disseminate and clearly indicate to the following persons concerned. These Circulars are systematized and numbered as shown in 3. below.

- Designers of aircraft and aircraft parts
- Manufacturers of aircraft and aircraft parts

- Air carriers and aerial work service operators
- Aircraft users and unmanned aerial vehicle users
- Maintenance and repair organization (including approved organizations)
- Persons engaging in maintenance and repair
- Other persons for whom it is appropriate to disseminate the content of the relevant Circulars

3. Systematic Numbering of Circulars

Circulars are numbered as follows.

No.1-001



Sequential Serial number

The number indicates the following classification.

- 1 ... Policies and Procedures concerning certification, authorization, approval and acceptance for aircraft and aircraft parts
- 2 ... Policies and Procedures concerning Approved Organizations
- 3 ... Policies and Procedures concerning maintenance or repair
- 4 ... Policies and Procedures concerning air transport services or aerial work services
- 5 ... Policies and Procedures concerning operational approvals
- 6 ... Other general Policies and Procedures
- 7 ... Miscellaneous lists

4. Classification of Circulars

Circulars are issued in accordance with the following classification.

(1) Review standards

Standards necessary for judging, in accordance with the provisions of relevant laws and regulations, whether an application requesting permission, etc., will be granted.

(2) Disposition standards

Standards necessary for judging, in accordance with the provisions of relevant laws and regulations, whether adverse disposition are rendered, and as the case may be, what kind of adverse disposition are rendered.

(3) Administrative guidance guidelines

Standardized contents of administrative guidance which, in order to achieve a common administrative aim, an administrative organ intends to render to more than one person who meets certain conditions.

Out of the above, Circulars categorized into (1) and (2) are necessary for making judgments under laws and regulations, and each Circular indicates relevant laws and regulations and explains procedures required under those laws and regulations and the details of respective standards.

Persons to whom Circulars categorized into (1) and (2) apply are required to undertake procedures in accordance with relevant Circulars, in principle. However, partial exemption from those Circulars for alternate means of compliance is permitted within the provisions of the relevant laws and regulations through the internal JCAB approval process.

Circulars already issued that are categorized into (3) are as follows.

Circular No.	Title
1-027	Guidance on Preparation of JCAB Supplement to Flight Manuals in English
1-301	Pre-Project Guidance before TC application
2-006	Guidance on Preparation of Approved Organization Exposition
6-002	Service Difficulty Reporting Procedure
6-013	Manual for Use of Safety Information Services under the Aviation Safety Information Management and Sharing System

5. Contact Information

Circulars contain information on responsible office. For questions and comments about Circulars, contact the office in charge as indicated (it is recommendable to get in contact via the competent Airworthiness Engineer Office or Air-carrier Airworthiness Engineer Office).

6. Circulars under the Former System

Circulars which were numbered under the former system (having numbers with TCL, TCM, TCC or TCI) before the transfer to the new system explained in 3. above will be incorporated into the new system with numbers newly assigned upon their revisions.

Supplementary Provisions

1. This Circular shall be enforced on September 5, 2001. Circular No.TCL-1B-2000 (dated January 6, 2000) and the Circular titled "Changes in the Circular System" (KUUKI No.1443; dated December 22, 2000) are to be abolished.

Supplementary Provisions (June 30, 2011)

1. This Circular shall be enforced on July 1, 2011.

Supplementary Provisions (March 1, 2019)

1. This Circular shall be enforced on March 1, 2019.

For questions and comments about this Circular, please contact the following:

Airworthiness Standards and International Affairs Office, Airworthiness Division
Aviation Safety and Security Department, Civil Aviation Bureau, Ministry of Land,
Infrastructure and, Transport and Tourism
2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8918
Tel 03-5253-8111 (main)
Fax 03-5253-1661