

Policy of Airworthiness Directives
(Transport JCAB Directives)

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|-------------------|---------------------------|
| May 16, 2000 | First issue (KOKU-KI-560) |
| March 23, 2001 | Amended (KOKU-KU-KI-187) |
| October 10, 2001 | Amended (KOKU-KU-KI-629) |
| December 9, 2003 | Amended (KOKU-KU-KI-843) |
| March 3, 2004 | Amended (KOKU-KU-KI-1173) |
| March 30, 2005 | Amended (KOKU-KU-KI-1127) |
| October 1, 2005 | Amended (KOKU-KU-KI-682) |
| January 11, 2007 | Amended (KOKU-KU-KI-1046) |
| April 1, 2009 | Amended (KOKU-KU-KI-1229) |
| June 30, 2011 | Amended (KOKU-KU-KI-282) |
| June 28, 2019 | Amended (KOKU-KU-KI-359) |
| December 13, 2019 | Amended (KOKU-KU-KI-1118) |

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

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

Subject: **Policy of Airworthiness Directives (Transport JCAB Directives)**

1. Purpose

This directive is provided as part of securing the safety and environmental compatibility of aircrafts.

2. Issuance and revision of Transport JCAB directives

2-1. Reason of issuance

Transport JCAB Directives (hereinafter referred to as "TCD") are issued under the following conditions in cases where it is recognized that maintenance work, alteration work, or the like are necessary for securing the safety and environmental compatibility of an aircraft, equipment thereof, and so forth.

(1) An inspection regarding an airworthiness certification in the Civil Aeronautics Act, Article 10, an inspection of repairs or alterations in Article 16, or an inspection regarding spare part certification in Article 17 is conducted.

(2) Aviation accident research is conducted according to the Law to Authorize the Establishment of the National Transportation Safety Board, Article 18.

- (3) An onsite inspection is conducted according to the Civil Aeronautics Act, Article 134.
- (4) There is a frequently reoccurring failure.
- (5) Appendix 1, 2, 3 or 4 of the Ordinance for Enforcement of the Civil Aeronautics Act is revised.
- (6) A directive in relation to airworthiness, noise emission, or engine emission (hereinafter referred to as "AD etc.") issued by a foreign civil aviation authority is obtained (which is the foreign civil aviation authority described in circular No.7-006 in principle; however, AD etc. issued by a foreign authority other than said authority may be used if the Japan Civil Aviation Bureau recognizes its appropriateness).
- (7) The Japan Civil Aviation Bureau decided that the issuance is necessary other than the above conditions.

2-2. Superseded TCD

When the entire part of a specific TCD before revision is abolished, and if a revised TCD is reissued, the issuance shall be made as a superseded TCD. The same shall apply when a specific TCD is abolished. The letters A, B, C, and so forth are added in alphabetical order to the reference number of such superseded TCD.

2-3. Revised TCD

When a part of already issued TCD is revised, the issuance is made as a revised TCD, where a revised part is indicated by being underlined (or an adjacent solid line is applied on the relevant part of a drawing in case a drawing or the like is replaced). Regarding un-revised items, the TCD before such revision is effective. The numbers -1, -2, -3, and so forth are added in sequential order to the reference number of such revised TCD.

3. Time of compliance of TCD

3-1. Reckoning from an effective date

The time elapsed from the "effective date" of TCD, the time of flight and so forth are reckoned from zero hour at 0:00 AM of an effective date.

3-2. Reckoning of time of compliance in cases of a revised TCD

In cases of a revised TCD, when the time of compliance of the applied provision is revised, the time of compliance may be reckoned from the effective date of the revised TCD in principle with respect to the provision.

Regarding non-revised parts (where underlining or solid lines have not been applied), the TCD before such revision is effective. Therefore, in cases where a non-revised parts include a time of compliance, when the item is applicable before such revision, the time of compliance shall remain unchanged on the basis of the effective date of the TCD before such revision.

(Note 1) "The time of compliance of each of the first inspection and subsequent inspections following the first is delayed because of revision. However, the content of inspections and the like is not changed."

- In such cases, the time of compliance, in principle, may be changed on the basis of the effective date of the revised TCD. However, for example, the party that has been repeating inspections according to the TCD before revision is not allowed to restart such inspections from the first time according to the revised TCD by making an interpretation in a manner where the interval from the previous inspection is extended by more than the duration of the defined repetition interval.

(Note 2) "The production number of an applicable aircraft is added. However, applicable items are not changed."

- In such cases, the time of compliance of an airplane with a production number in the TCD before such revision shall be determined on the basis of the effective date of the TCD before such revision. The time of compliance of an airplane with a newly added production number shall be determined on the basis of the effective date of the TCD after such revision.

In cases of a TCD that is superseded, the time of compliance may be reckoned on the basis of the effective date newly specified with the superseded version.

4. Submitting a TCD report

An owner of the aircraft to which a TCD is sent, an employee thereof or a person in charge of maintenance shall submit a TCD report as provided in form 2 (Omitted) within the report time limit provided in section 4 of the TCD.

4-1. Procedure for describing a report

When a written report is made, it shall be written according to form 2 (when an electronic file is used for a report, the file shall be obtained from the official to whom the report will be submitted). In principle, one report shall be submitted for one airplane. However, if there is something in common, for example, in cases where a plurality of airplanes or the like, to which the TCD is applied, is owned, some reports may be appropriately combined with appendices. Further, when an applicable airplane is a commercial airplane used together by a plurality of airline transporters, the primary party in charge of maintenance and management shall represent the others in making a report. For cases where permission has been given to be a consignor or to be a consignee with respect to management of operation in relation to maintenance of an aircraft according to the provision of the Civil Aeronautics Act, Article 113-2, a consignee shall represent the others in making a report.

(1) "Tokyo," "Osaka," "Haneda," "Narita," "Natori," "Nagoya," or "Yao" shall be written in accordance with applicable jurisdiction.

(2) The TCD number shall be written.

(3) The JA number of the aircraft for which the TCD is issued shall be written. (Necessary information among the aircraft type, production number, component name, part number, and TT/TSO of the aircraft shall be written as reference. When the TCD is applied to equipment etc., necessary information among the equipment type, production number, component name of an accessory, part number, and TT/TSO of the equipment etc. shall be written and, preferably, the type and so forth of the aircraft on which the equipment etc. is mounted should be written at the same time. It is not necessary to make a report for spare components.)

(4) The year, month and day of submission of the report shall be written.

(5) The address and the name of the owner, user, or party in charge of maintenance of the aircraft shall be written.

(6) If no implementation has been made at the time of submission of the report, the column shall be checked. In this case, the reason for such non implementation and an implementation schedule shall be written in the remarks column.

(7) When all TCD requirements have been satisfied at the time of submitting the report (when succeeding processes are also completed in case where repetitious inspections are required), the column shall be checked and the year, month and day of completion of such processes and an outline of operations (visual inspections, replacement, repair, etc.) shall be written.

(8) When repetitious processes are required according to the TCD, the column shall be checked and, if the first process has been made at the time of submission of the report, the date of such implementation shall be written. In this case, the intervals of such repetitious inspections shall be written in the remarks column.

(9) When an item is not applicable, "not applicable" shall be written in the remarks column. Following this, the reason why the item is considered to be not applicable shall be written.

4-2. Address of submission

TCD reports shall be submitted to the manager of an aircraft inspection office with jurisdiction among the following. However, for gliders, TCD reports shall be submitted to the Director of Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism. As a method of submission, written documents, floppy disks, or the like may be used for submission (postal mail may be used), or fax or e-mail may be used. However, e-mail is the recommended method of submission. However, when submission is made by a method other than in writing, arrangement shall be made with respect to the method of submission with the person in charge having jurisdiction.

(1) Director of the Airworthiness Division, Aviation Safety and Security Department

Japan Civil Aviation Bureau, Ministry of Land, Infrastructure and, Transport and Tourism

2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8918

Tel 03-5253-8735 FAX 03-5253-1661

E-mail hqt-ad_jcab@gxb.mlit.go.jp

(2) Chief Airworthiness Engineer

Air Traffic Service and Safety Department

Tokyo Regional Japan Civil Aviation Bureau

Kudan Daini Godochosha

1-1-15 Kudan-Minami, Chiyoda-ku, Tokyo, 102-0074

Tel 03-5275-9325 FAX 03-5216-5571

E-mail cab-kensatyo@mlit.go.jp

(3) Chief Airworthiness Engineer

Air Traffic Service and Safety Department

Osaka Regional Japan Civil Aviation Bureau

No.4 Building of Osaka Godochosha

4-1-76 Otemae, Chuo-Ku, Osaka-shi, Osaka-fu, 540-8559

TEL 06-6949-6235 FAX 06-6945-6313

E-mail cab-kensaosk@mlit.go.jp

(4) Chief Airworthiness Engineer

Haneda Airport Inspectors Office

Tokyo Regional Japan Civil Aviation Bureau

3-3-1 Haneda-Airport Ota-ku Tokyo, 144-0041

TEL 03-5757-1547 FAX 03-5757-1548

E-mail cab-kensahnd@mlit.go.jp

(5) Chief Airworthiness Engineer

Narita Airport Inspectors Office

Tokyo Regional Japan Civil Aviation Bureau

133 Furugome Azakomemae Narita Tokyo, 282-8602

TEL 0476-30-2177 FAX 0476-32-6455

E-mail cab-kensanrt@mlit.go.jp

(6) Chief Airworthiness Engineer

Sendai Airport Inspectors Office

Tokyo Regional Japan Civil Aviation Bureau

Simomasuda Azaminamihara Natori Miyagi, 989-2401

TEL 022-383-1381 FAX 022-383-1382

E-mail cab-kensasdj@mlit.go.jp

(7) Chief Airworthiness Engineer

Nagoya Airport Inspectors Office

Osaka Regional Japan Civil Aviation Bureau

Toyoyama-machi Toyoba Nishikasugai-gun Aichi, 480-0202

TEL 0568-29-1986 FAX 0568-29-1990

E-mail cab-kensango@mlit.go.jp
(8)Chief Airworthiness Engineer
Yao Airport Inspectors Office
Osaka Regional Japan Civil Aviation Bureau
2-12 Yao-Airport Osaka, 581-0043
TEL 072-992-7983 FAX 072-993-2240
E-mail cab-kensaosk@mlit.go.jp

5. Treatment by the Japan Civil Aviation Bureau when TCD is not conducted

When no report is made within the time limit for the items requiring a report or where the content of applicable items are not implemented on or before a predetermined date, submission of such report may be demanded from the owner or the user of an aircraft, a maintenance or alteration instruction under the provision of the Civil Aeronautics Act, Article 14-2, paragraph 1 may be issued, or an onsite inspection may be conducted according to the Civil Aeronautics Act, Article 134. Furthermore, the effective period of an airworthiness certificate may be shortened or an airworthiness certificate may be invalidated under the provision of the Civil Aeronautics Act.

6. Revision of a flight manual by instructions of TCD

When a flight manual is revised by TCD, the following procedure shall apply. After November 1, 2001, before a revision of a flight manual is implemented on the basis of an instruction of TCD, "Table of TCD Insertion Status" (on the basis of circular No.1-001, Attachment I-2; hereinafter referred to as "status table") shall be provided to the flight manual.

(1) After TCD comes into effect, until the time limit of insertion specified by TCD, a copy of TCD shall be inserted into the flight manual and the insertion shall be announced to crews. Further, a relevant TCD number, date, and name of the person in charge shall be written in the status table. Such TCD having been inserted shall be provisionally regarded as a part of the flight manual within the period of revision of the flight manual and removal of TCD according to paragraphs (2) and (3) below.

(2) Within the period of revision of the flight manual by instructions of TCD, a person in charge of managing the flight manual shall acquire an approval to revise it in accordance with predetermined procedures. Users of an original flight manual or a TC flight manual shall make an appropriate revision, for example, by replacing manuals.

(3) A copy of TCD having been inserted according to paragraph (1) above shall be removed at the same time with the revision of the flight manual described in paragraph (2) after the confirmation of the conformability to each TCD (conforming AD etc.) according to any of the following procedures. At the same time with such removal, the date of the removal and the name of a person in charge shall be written in the status table.

- (When a TC flight manual applies) Description that indicates that the designing government has confirmed that the revision cover sheet etc. conforms to TCD (conforming AD)
- (When a manual other than the TC flight manual applies) Confirmation of the description of the flight manual approval paper at the time of confirmation described in paragraph (2) above indicating the conformity to TCD
- Other methods particularly allowed by the Japan Civil Aviation Bureau

7. Description in the flight log book

As shown in section 1 of TCD, the operations performed in accordance with TCD shall be described in a flight log book. The operations herein refer to inspections, repairs, replacements, adjustments, treatment, and so forth according to TCD. As the confirmation of TCD applicability is not included in the operations herein, it is not necessarily required that such confirmation is written in the log book. However, such confirmation may be described at the user's discretion.

8. Permission to extend the time of compliance etc.

8-1. Approval of equivalent methods

When a treatment in accordance with TCD is implemented in a different but equivalent manner, such implementation shall be approved by the Director of the Japan Civil Aviation Bureau.

8-2. Report of equivalent methods

In cases of TCD on the basis of an airworthiness directive (AD) issued by the authority of the country where an imported aircraft is manufactured, if it is possible to confirm that a method is approved by the authority of the country of manufacturing as a method equivalent in relation to such AD from documents (a service bulletin issued by the manufacturer, a letter from the authority of the country of manufacture to the manufacturer, and so forth) (excluding the cases where an operational limitation is changed), only a written report shall be submitted to the Director of the Japan Civil Aviation Bureau. When such submission is made, form 1 (Omitted) shall be used.

Such report shall be made within one month after implementation or confirmation by a approved organization with regard to the ability of the Civil Aeronautics Act, Article 20, paragraph 1, item 4 (approved organization for aircraft maintenance and alteration) or by a qualified mechanic. In such cases, such methods shall be approved by the authority of the country of manufacture as an equivalent method before the completion thereof or the implementation of the approval thereof. When a report is made after implementing such an operation or after such a confirmation, the date of implementing the operation or the date of confirmation shall be described in the remarks column of the report (in cases where it is approved that such operations are applied to a plurality of aircraft, such reports may be made

with regard to the first aircraft).

8-3. Permission to extend the time of enforcement

If the owner or the user of an aircraft submits a written document for an extension of the time of compliance due to unavoidable reasons such as a necessary component being unavailable, permission may be given within the limitation where the safety of the aircraft is ensured. In giving such permission, a condition may be provided if necessary, including whether a flight in the extended period is allowed or not.

Supplementary Provisions

1. This Circular shall be enforced on May 16, 2000.
2. Circular TCM-505-74, titled "Amendment and implementation period of Transport JCAB Directives" and TCM-50-002B, titled "Procedure manual for Transport JCAB Directives" shall be abolished by this Circular.

Supplementary Provisions (March 23, 2001)

1. This Circular shall be enforced on March 23, 2001.
2. Circular TCL-122-3-86, titled "Policy for TCD reporting" shall be abolished by this Circular.

Supplementary Provisions (October 10, 2001)

1. This Circular shall be enforced on October 10, 2001.

Supplementary Provisions (December 9, 2003)

1. This Circular shall be enforced on December 9, 2003.

Supplementary Provisions (March 3, 2004)

1. This Circular shall be enforced on March 3, 2004.

Supplementary Provisions (March 30, 2005)

2. This Circular shall be enforced on April 1, 2005.

Supplementary Provisions (October 1, 2005)

1. This Circular shall be enforced on October 1, 2005.

Supplementary Provisions (January 11, 2007)

1. This Circular shall be enforced on January 11, 2007.

Supplementary Provisions (April 1, 2009)

1. This Circular shall be enforced on April 1, 2009.

Supplementary Provisions (June 30, 2011)

1. This Circular shall be enforced on June 30, 2011.

Supplementary Provisions (June 28, 2019)

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

Supplementary Provisions (December 13, 2019)

1. This Circular shall be enforced on December 13, 2019.

For further questions or comments regarding this Circular, please contact the

following:
Airworthiness Section, Airworthiness Division
Aviation Safety and Security Department, Japan Civil Aviation Bureau
Ministry of Land, Infrastructure, Transport and Tourism
2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8918
TEL: 03-5253-8735
FAX: 03-5253-1661

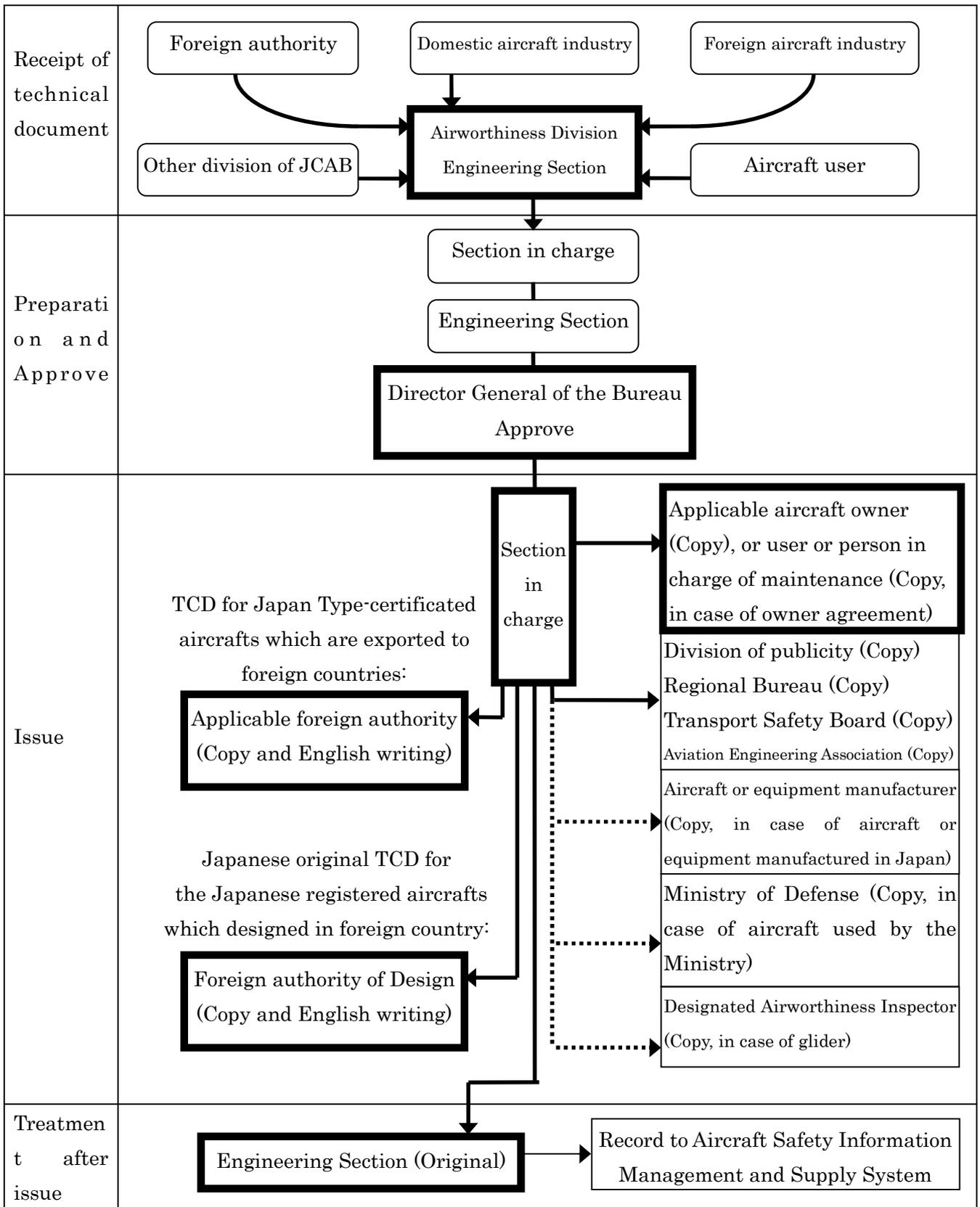


Chart 1: Process of TCD

Written notification of equivalent method pertaining to airworthiness directive

To: Director-General, Japan Civil Aviation Bureau,
Ministry of Land, Infrastructure,
Transport and Tourism

Date:

Address or the location of the principal office

Name

Seal

1. Number of airworthiness directive

TCD- - (KOKU-KU-KI-XXX dated year month day)

2. The aircraft (or components) to which the equivalent method applies

3. Outline of equivalent method

4. Documents issued by the authority of the country of manufacture that certify approval as an equivalent method

The letter issued by the authority

(Number: Date issued:)

The service bulletin which the authorities approved

(Number: Date issued:)

Others ()

5. Remarks

Note 1 A signature is acceptable instead of printing the name and affixing a seal on it.

Note 2 A copy of the documents issued by the authority of the country of manufacture that certify approval as an equivalent method is to be attached.

Written report for Airworthiness directive

- (1) To: Senior Airworthiness Engineer
(1) To: Resident Chief Airworthiness Engineer, Field Office
- (2) TCD- - (Effective as of Heisei year month day)
- (3) JA
(Model:
Serial number:
Part name:
Part number:
TT/TSO:)
- (4) Date of report: year month day
- (5) Reporter:

We hereby report on the application of the airworthiness directive as follows:

- (6) Work not implemented
- (7) Work completed (For works repeated, completion of final works)
- The date of work completed (as listed in the flight log book): year month day
 - Outline of the work contents:
- (8) Works Repeated (Date of the first work completed: year month day)

Remarks: In case column (6) or (8) is checked, or if not applicable), enter the details here: