

September 30, 2005 First Issue (KOKU-KU-KI-5029)
June 30, 2011 Amended (KOKU-KU-KI-282)

Circular

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

Subject : Guidelines for Implementation of Conformity Inspection and Test Witnessing

1. Introduction and Applicability

This circular is regarding to guidelines for type certificate inspection, etc of aircraft manufactured in Japan, and summarizes guidelines for conformity inspection and test witnessing to confirm the conformity to the test plan in various type certification tests, etc (hereinafter referred to as “type certification test, etc”) conducted at type certification, etc.

This circular is applicable to the type certificate of aircraft and the type approval of components (engine and propeller) designed in Japan. For the conformity inspections and test witnessing (hereinafter referred to as “conformity inspection, etc”) applicable to this circular which are not conducted at the Aircraft Engineering and Certification Center, replace the organization designation of the Aircraft Engineering and Certification Center with the cognizant CAB office which conducts the type certification test, etc.

In this regard, for those works regarding to the applicable inspection conducted by the organization approved in accordance with the Civil Aeronautics Act (Law) Article 20, paragraph 1 item (1) or (5), the “CAB office” is replaced with the “approved design organization“, and the “CAB engineer” is replaced with the “certifying staff suitable to conducting the applicable work rating as prescribed in the Approved Organization Exposition”.

2. Purpose

Purpose of this circular is to prescribe means of implementation, etc of conformity inspection, etc by clarifying criteria and procedures regarding to the scope of conformity inspection, etc and the objectives of conformity inspection ,etc specified in each type certification,etc project.

3. Related Documents

Circular No.1-003 “Procedures for Type Certification of Japanese Manufactured Aircraft”

Circular No.2-001 “General Policy for Approved Organization”

Circular No.1-308 “Preparation and Management of Implementation Plan for Conformity Inspections and Test Witnessing”

Circular No.1-310 “Guidelines for Issuing Deviation Sheets”

4. Conformity inspection for test article

4-1 Notice for conformity inspection

The applicant must prepare the draft of the Request for Conformity/Test Witnessing (JCAB Form 1-309-1), (hereinafter referred to as “RFC/W”), submit it to the Conformity Inspection Manager of the CAB, and obtain a concurrence of him (her) to it in accordance with the Circular No.1-308 “Preparation and Management of Implementation Plan for Conformity Inspections and Test Witnessing” until two weeks before the implementation of the conformity test.

The Conformity Inspection Manager of the CAB must complete the RFC/W and inform the applicant and the CAB Engineer for conformity inspection.

4-2 Coordination for inspection scheduling

The CAB Engineer for conformity inspection who is informed per paragraph 4-1 must review the contents of the RFC/W and coordinate with the applicant for the test scheduling. In scheduling the test activity, sufficient time should be allocated for an explanation and confirmation regarding the conformity inspection considering contents of the inspection.

4-3 Review of the design data

The applicant must prepare sufficiently the explanation of the design data required to ensure the conformity in order to secure the smooth inspection. The Conformity Inspection Manager of the CAB must devote to understand the design data correctly.

4-4 Inspection of test article

The applicant must issue the Statement of Conformity (JCAB Form 1-309-2), (hereinafter

referred to as “SOC”) required by the RFC/W to describe that the applicant has confirmed conformity of the test article to the design data , and provide the CAB Engineer for the conformity inspection with the carbon copy of that.

The CAB Engineer for conformity inspection must confirm the SOC for the conformity of the test article to the design data based on the Paragraph 4-5 below. And then, the applicant must have the person who is responsible for the issue of the SOC witness the conformity test during the test is conducted.

4-5 Method of inspection

4-5-1 Material (Raw material)

Conformity must be confirmed by the followings:

- The said material must meet the requirements of the design data. For a material specified by an established generally known (industry-accepted) specification, it must be confirmed by a certain certificate or a statement stating that it meets that specification.
- Material storage and material handling must conform to the specification requirements of that material. Regulations for handling, work orders, and retained records must be evaluated by document and actual on-site inspection.
- When the material standard includes inspection, etc by the applicant, implementation of the inspection and record retention must be confirmed by the records and actual on-site inspection.

4-5-2 Manufacturing processes

For manufacturing processes, the processing, assembly, and inspection required by the design data must be confirmed for secure implementations.

The followings are examples of a method of inspection. An appropriate method required depending upon processes must be implemented.

- ① Work instructions used for the processes are relevant to embody the design data.
- ② It must be confirmed by the record of the work process or actually on-site that the process is implemented in accordance with the work process planning chart.
- ③ When a special process (which is a work requiring a special work skill or equipment, namely welding, NDI and so on) is included in the work process, the personnel, the equipment, the work procedures, and the materials must conform to the specification required by the design data. And, records for the process do not deviate from the design data.
- ④ Processes that require special technique must be implemented securely by the appropriate personnel.

- ⑤ When an inspection is required during the process, it must be confirmed that an appropriate personnel conducts the inspection in accordance with the required method, and the result of inspection does not deviate from the design data.
- ⑥ It must be confirmed by the records and actual on-site inspection that the final inspection is conducted by the appropriate personnel, and the result of inspection does not deviate from the design data.
- ⑦ When a quality control/assurance system and method is applied for the manufacturing processes, it must be confirmed by the records and actual on-site inspection that the system and method is relevant and prescribed for secure application.

4-5-3 On-site (on the spot, or field) witnessing

For conformity inspection, “Confirming by actual on-site inspection” means that the CAB Engineer for conformity inspection confirms the manufacturing processes on-site by witnessing the actual process performed as the manufacturing process. In principal, all processes are due for witnessing, however, excessively time consuming or routine processes may be confirmed by a record instead of an on-site witnessing by specifying the method of control or record and by confirming them pursuant to the method described in the paragraph 4-5-2 item ⑤. In this case, the method of control is also the objective of the confirmation.

The Conformity Inspection Manager of the CAB and the Project Manager of the CAB must coordinate to determine the items for the confirmation method.

4-5-4 Present condition of test article

The test article must be confirmed, in principal, for the conformity to the completed present condition. Confirmation of the present condition must be made on-site by confirming the conformity to the design data.

And then, the test article must be confirmed to meet the requirements of the design data as for the method of inspection.

4-6 Issuing Conformity Inspection Report (CIR)

The CAB Engineer for conformity inspection must issue the Conformity Inspection Report (JCAB Form 1-309-4) (hereinafter referred to as “CIR”) when the issue of the CIR is required by the RFC/W. Procedures to issue the CIR are prescribed in the paragraph 9-1.

4-7 Transferring test article

When the test article is transferred to a remote test facility or won't be provided for the test, etc for long time, the CAB Engineer for conformity inspection may issue the Conformity Inspection

Tag (JCAB Form 1-309-3) (hereinafter referred to as “CIT”) and attach it to the test article to indicate that it has already confirmed for the conformity by the authorities. The CIT must be attached to the test article to ensure an identification of the subject article. Procedures to issue the CIT are prescribed in the paragraph 8 below.

5. Test equipment and setup

5-1 Notice for conformity inspection

The applicant must prepare the draft of the RFC/W, submit it to the Conformity Inspection Manager of the CAB, and obtain a concurrence of him (her) in accordance with the Circular No.1-308 until two weeks before the implementation of the conformity test.

The Conformity Inspection Manager of the CAB must complete the RFC/W and inform the applicant and the CAB Engineer for conformity inspection.

5-2 Coordination for inspection scheduling

The CAB Engineer for conformity inspection who is informed per paragraph 5-1 must review the contents of the RFC/W and coordinate with the applicant for the test scheduling. In scheduling the inspection activity, sufficient time should be allocated for an explanation and confirmation regarding the inspection considering contents of the conformity inspection.

5-3 Review of the test plan

The applicant must prepare sufficiently for the explanation of the test plan required to ensure the conformity in order to secure the smooth inspection. The CAB Engineer for conformity inspection must make efforts to understand the test plan based on the explanation.

5-4 Confirmation of test equipment and setup

The applicant must issue a SOC required by the RFC/W to describe that the applicant has confirmed conformity of the test equipment and setup to the design data, and provide the CAB Engineer for conformity inspection with a carbon copy of the SOC.

The CAB Engineer for conformity inspection must confirm the SOC for conformity of the test equipment and setup to the test plan based on the Paragraph 5-5 below. And then, the applicant must have the person who is responsible for the issue of the SOC witness the conformity test when conformity inspection is conducted.

5-5 Method of inspection

5-5-1 Test equipment

- The applied test equipment must be confirmed by document and actual on-site inspection

that its specification provides the function and capability required by the test plan.

- When the test equipment is instructed to do calibration, it must be confirmed by records that the required calibration is performed at the proper timing and the calibration data is suitable.

5-5-2 Setup

The setup must be confirmed by the record of the work and actual on-site inspection that it is set properly based on the test plan.

5-6 Issuing CIR

The CAB Engineer for conformity inspection must issue the CIR when the issue of the CIR is required by the RFC/W. Procedures to issue the CIR are prescribed in the paragraph 9-1.

6. Test witnessing

Typically, the test is performed following the conformity inspection of the test equipment and its setup, however, in case the test is performed solely, the procedures described in the paragraphs 6-1 through 6-3 must be followed. When the test is performed following the conformity inspection of the test equipment and its setup, procedures described in the paragraphs 6-4 and on must be followed.

6-1. Notice for test witnessing

The applicant must prepare the draft of the RFC/W, submit it to the Conformity Inspection Manager of the CAB, and obtain a concurrence of him (her) in accordance with the Circular No.1-308 until two weeks before the implementation of the conformity test.

The Conformity Inspection Manager of the CAB must complete the RFC/W and inform the applicant and the CAB Engineer for conformity inspection.

6-2. Coordination for test witnessing scheduling

The CAB Engineer for conformity inspection who is informed per paragraph 6-1 must review the contents of the RFC/W and coordinate with the applicant for the test witnessing scheduling. In scheduling the test witnessing activity, sufficient time should be allocated for an explanation and confirmation regarding the test witnessing considering contents of the test witnessing.

6-3. Review of the test plan

The applicant must prepare sufficiently for the explanation of the test plan required to ensure the conformity in order to secure the smooth test witnessing. The Conformity Inspection Manager of

the CAB must make efforts to understand the test plan based on the explanation.

6-4. Test witnessing

The CAB Engineer for conformity inspection must confirm the CIR that the conformity inspections for the test article, and the test equipment and setup have been completed by the authorities.

The test article etc. transferred from a remote facility must be confirmed that the CIT is attached with it.

During the test, the CAB Engineer for conformity inspection must confirm the person who is responsible for the conformity of the test must witness the test.

6-4-1 Test

The followings must be considered during the test witnessing

- The test must be performed with the confirmation that it conforms to the test plan.
- During the test, it must be confirmed that the environmental condition and the method of record do not deviate from the test plan.
- Procedures used by the worker must be confirmed to conform to the work instructions.
- The records during the test must be confirmed relevant.
- A responsible person must stop the test immediately if an unintentional breakage or damage on test article or test equipment occurred during the test.

6-4-2 Issuing Test Witnessing Record

When the CAB Engineer for conformity inspection confirms that the test has been completed and completed successfully in accordance with the test plan, he (she) must issue the Test Witnessing Record (JCAB Form 1-309-5) (hereinafter referred to as “TWR”), after he (she) checks that the contents of a draft TWR prepared by the applicant conforms to the records during the test. Procedures to issue the TWR are prescribed in the paragraph 9-2.

6-4-3 Confirmation for the condition of the test article at the end of the test

The test must be completed upon confirmation that any damage deviating from the test plan does not exist on the test article. And then, if any damage is found, enter the condition on the TWR.

And then, for the test article which is tested under a load in excess of the critical load, for example, in structural verification, a clear identification to avoid usage on aircraft must be made or it must be rendered unusable.

7. Deviation from design data or test plan

When the applicant pursues the test with the test article or test setup, etc deviated from the design data and the test plan (hereinafter referred to as “design data, etc”), the changes in the design data, etc. must reviewed by the responsible CAB engineer for technical evaluation to obtain the approval by the Director of the Aircraft Engineering and Certification Center, prior to issuing SOC. While the approval for the change must be obtained as an amendment to the design data, the issue of the Deviation Sheet may be applicable when the deviation from the design data may not affect the design data, or the design data is planned to be amended to reflect the change. (The guideline for the Deviation Sheet must be referred to the Circular No.1-310.)

The CAB Engineer for conformity inspection must confirm by the Deviation Sheet approved by the CAB engineer for technical evaluation that the said deviation has been approved by the authorities.

8. Procedures to issue CIT

The CAB Engineer for conformity inspection must issue the CIT when the CIT is requested by the RFC/W and (the test article) is confirmed to conform to the design data by the inspections described in the paragraphs 4 and 5.

Also, The CAB Engineer for conformity inspection may issue the CIT as for transferring the test article as described in the paragraph 4-7 if it conforms to the design data.

And then, refer to the preparation instructions shown on the form for the method to prepare the CIT.

9. CIR and TWR

9-1 Procedures to issue CIR

The CAB Engineer for conformity inspection must issue the CIR by describing the encountered condition on the test article, the test equipment and setup during the conformity inspection and by signing in a signature block of the CIR as a certifier.

The CIR must be submitted to the Project Manager of the CAB after it is confirmed by the Conformity Inspection Manager of the CAB. And then, refer to the preparation instructions shown on the form for the method to prepare the CIR.

9-2 Procedures to issue TWR

The CAB Engineer for conformity inspection must issue the TWR by signing in a signature block of the TWR as a certifier when he (she) confirms that the test is performed in accordance with the test plan and the test record is recorded properly.

The TWR must be submitted to the Project Manager of the CAB after it is confirmed by the

Conformity Inspection Manager of the CAB. And then, refer to the preparation instructions shown on the form for the method to prepare the TWR.

10. Miscellaneous

Notwithstanding provisions in the paragraphs 4 through 9, the conformity inspection may be implemented in a different means if the Director of the Aircraft Engineering and Certification Center recognizes it necessary.

Supplementary provisions

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

Supplementary provisions (June 30, 2011)

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

For questions or comments regarding this Circular, please contact to:

Aircraft Engineering and Certification Center,

Airworthiness division, Engineering department, Civil Aviation Bureau,

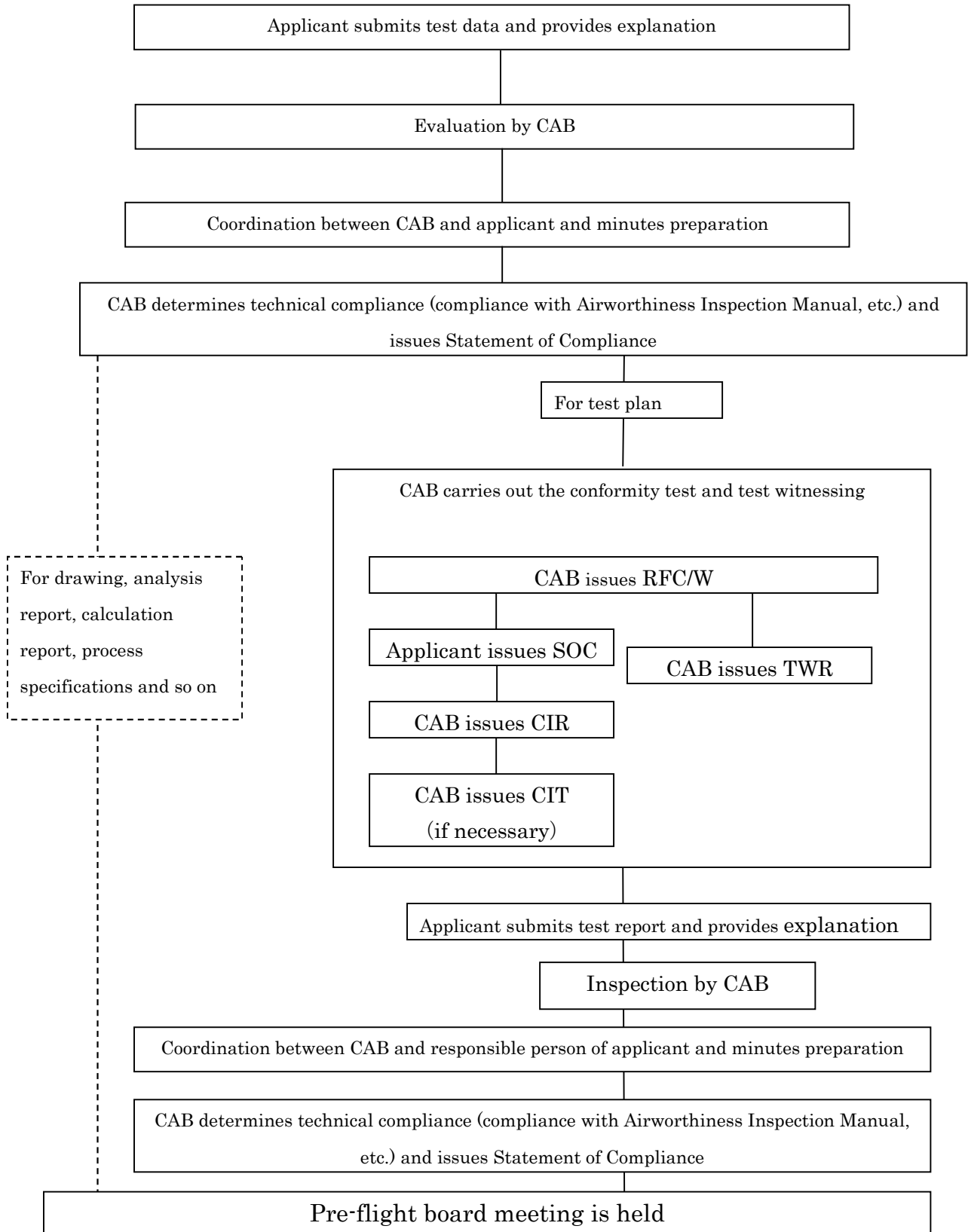
Ministry of Land, Infrastructure, Transport and Tourism

At the Nagoya Airport, Toyoyama-cho Toyoba, Nishi Kasugai-gun, Aichi-ken 480-0202

Telephone: 81-568-29-1985

Facsimile: 81-568-29-1990

Conformity inspection and test witnessing processes



※When the approved design organization conducts conformity inspection, etc., “CAB” must be read as “the approved design organization” instead.

適合検査／試験立会要求書
Request for Conformity/Test Witnessing

1.適合検査担当官又は依頼先 To :

2.発行番号 Issue No. :

Rev.

3.発行日 Issue Date :

4.依頼内容 Request for

- 試験供試体 Part Conformity その他 Other ()
- 試験セットアップ Setup Conformity
- 試験立会 Test Witnessing

当該検査 / 立会は、以下に掲げる内容において必要となる。

A conformity inspection / witnessing pertaining to the subject is requested for the following :

5.申請者 Applicant :

6.製造者 Manufacturer :

住所 Address :

住所 Address :

7.プロジェクト番号 Project No. :

8.プロジェクト名称 Project Title :

9.実施時期 Time / Date Available :

10. ()への連絡 Applicant will contact ()

11.検査対象品 Type Installation :

12.対象航空機型式等 Model :

13.数量 Qty. :

14.設計データ(改訂符号/日付を含む) Design Data (with Revision / Date) :

15.特記事項 Special Instructions :

16.連絡先 Contact :

17.備考 Remarks :

18. 適合報告書(JCAB FORM 1-309-2)発行
Statement of Conformity (JCAB FORM1-309-2) Required

19. 適合検査記録書(JCAB FORM 1-309-4)発行
Conformity Inspection Record (JCAB FORM1-309-4) Required

20. 適合検査票(JCAB FORM 1-309-3)発行
Conformity Inspection Tag (JCAB FORM 1-309-3) Required

21. 試験立会記録書(JCAB FORM 1-309-5)発行
Test Witnessing Report (JCAB FORM 1-309-5) Required

22.航空局統括適合性検査担当官 Responsible person of JCAB :

23.設計検査認定事業場確認主任者 Approved Organization Certifying Staff :

24.注記 Note :

Preparation Instructions for Request for Conformity/Test Witnessing

JCAB FORM1-309-1, “Request for Conformity/Test Witnessing”, must be prepared in Japanese or English in accordance with the following instructions.

Block 1: CAB Engineer for conformity inspection or requested organization

Enter either of the CAB Engineer for conformity inspection, Name of CAB Inspection Office, or Approved design organization which performs the inspection.

Block 2: Issue No

Enter the issue number which is registered in the ledger of the authority office responsible for the issuance. And then, the first letter of the number must include the following letter.

Head quarter : Hon (本) (Aircraft engineering and certification center: AECC) , Tokyo

Branch : 東, Osaka Branch : 大, Ota-ku Satellite Office: 羽, Narita-shi satellite Office: 成, Natori-shi Satellite Office: 仙,

Tooyama-cho Satellite Office: 名, Yao-shi Satellite Office: 八

Approved design organization: Designated number for the organization

(For example) When the designation number of the approved design organization is 9999: 9999

Block 3: Issue Date

Enter issue date.

Block 4: Request for

Enter a check mark in the appropriate box for inspection etc. And then, if “other” is checked, enter the inspection objective etc. in the parenthesis.

(For example) TEST JIG for strength test (○×-make, Steal type tensile tester, P/NXXXXXX)

Block 5: Applicant

Enter the applicant name and address applying for a type certificate etc.

Block 6: Manufacturer

Enter the manufacturer name and address of the inspection objective.

Block 7 and 8: Project No. and Project Title

Enter the project number and project title.

Block 9: Time / Date Available

Enter the planning schedule for the inspection.

(For example) XX(date)/XX (month)/20XX(year) through XX(date)/XX(month)20XX(year)

Block 10: Applicant will contact ()

When the responsible CAB engineer etc. requests schedule coordination with the applicant, enter the contact point (e.g. CAB etc.) in the parenthesis and enter a check mark in the box.

Block 11: Type Installation

Enter the name of the type installation and part number etc.
(For example) FLAP ASSY (P/N:1234-5678, S/N:9876-54321)

Block 12: Model

Enter the model of the aircraft, engine and part applicable for the appliance etc. the conformity inspection is being conducted. If they are used only for the test only, enter "Test Only".

Block 13: Qty

Enter the quantity of the inspection objectives.

Block 14: Design Data (with Revision / Date)

Enter the applicable design data (including drawing, test plan) name, revision letter and issue date.

(For example) FLAP strength conformation test XXX-XXX Rev.C XX(date)/XX
(month)/20XX(year)

Block 15: Special Instructions

Describe special instructions which are better to be conformed when performing the required test.

(For example) "10 out of 100 test articles must be inspected for sizes actually on site."

Block 16: Contact

Enter the responsible person's name, division and contact point for the inspection in the applicant

(For example) The Conformity Inspection Group, The Engineering Division
○○○○(name) Telephone No. 0000-00-0000

Block 17: Remarks

Enter any necessary information other than above.

Block 18 through 21:

Enter a check mark in the appropriate box(es) for an inspection report etc. to be issued during the inspection.

Block 22: Responsible person of JCAB

Enter organization name, contact and signature of the responsible person.

(For example) Aircraft engineering and certification center Telephone number
0000-00-0000 ○○○○

Block 23: Approved Organization Certifying Staff

Enter the certifying staff division, contact and signature that is responsible for the said design data in the approved design organization.

(For example) The fixed wing design division of the ○×Heavy Industry Inc. Telephone
Number0000-00-0000 ○○○○

Block 24: Note

Enter the note necessary for the inspection.

(For example) "The conformity inspection record regarding the inspection conducted with this RFC/W must be submitted by XX(date)/XX

(month)/20XX(year).”

適合報告書 Statement of Conformity	1.発行番号 Issue No.:	
	2.適合検査依頼書番号 RFC No.:	Rev.
3.プロジェクト番号 Project No.:	4. プロジェクト名称 Project Title.:	
5. <input type="checkbox"/>航空機 Aircraft		
1)製造者 Manufacturer :	2)型式Model :	
3)製造番号 Serial No.:	4)航空機登録番号 Registration No.:	
6. <input type="checkbox"/>発動機 Engine		
1)製造者 Manufacturer :	2)型式Model :	
3)製造番号 Serial No.:		
7. <input type="checkbox"/>プロペラ Propeller		
1)製造者 Manufacturer :	2)型式Model :	
3)ブレード及びハブの型式Blade and Hub Model :	4).ブレード及びハブの製造番号Blade and Hub Serial No. :	
Blade :	Hub :	Blade : Hub :
8. <input type="checkbox"/>部品 Part		
1)製造者 Manufacturer :	2)型式Model :	
3)部品等の番号 Part(s) No. :	4)部品等の製造番号 Serial No. :	
9. <input type="checkbox"/>供試体 Article	10. <input type="checkbox"/>Test Set-up	
1)製造者 Manufacturer _____	11. <input type="checkbox"/> その他 Other ()	
2)部品等の番号 Part(s) No. _____		
3)部品等の製造番号 Serial No. _____		
12.設計データ (図面及び試験方案等 (改訂符号、発行日を含む。)) Design data(Drawing, Test Plan, etc) (with Revision / Date)		
上記対象供試体等は、12. 項の設計データに適合するものであることを確認した。 This conforms that the specimen etc above conform(s) to the applicable design data in block 11.		
13.Deviation :		

14.確認日 Date	15.確認者署名 Signature of Certifier	16.所属 Organization
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JCAB FORM 1-309-2 (1106-R1.)

Preparation Instructions for Statement of Conformity

JCAB FORM1-309-2, “Statement of Conformity”, must be prepared in Japanese or English in accordance with the following instructions.

Block 1: Issue No

Enter the issue number that is assigned in the applicant’s ledger.

Block 2: RFC No.

Enter the issue number of the RFC/W.

Block 3 and 4: Project No. and Project Title

Enter the project number and project title that is assigned in the RFC/W.

Block 5 through 8: Objective Aircraft Model etc.

When an aircraft, engine, propeller or part is entered as a Model in the RFC, enter a checkmark in the appropriate box and enter the manufacturer’s name, model, part number and manufacturing serial number. When not applicable, enter “N/A”.

And then, when the said aircraft does not have a registration number, “N/A” must be entered for the block 5.4).

Block 9: Article

When “Test only” is entered as a Model in the RFC, enter a check mark in this box and enter the manufacturer’s name, part number and manufacturing serial number.

When not applicable, enter “N/A”.

Block 10: Test Set-up

When “Request for” in the RFC etc. is “Setup Conformity”, enter a check mark in this box.

Block 11: Other

When “Request for” in the RFC etc. is “Other”, enter a check mark in this box , and enter a name of test objective etc.

(For example) TEST JIG for strength test (○×-make, Steal type tensile tester,
P/NXXXXXX)

Block 12: Design data (Drawing, Test Plan, etc) (with Revision / Date)

Enter the applicable design data (including drawing, test plan) name, revision letter and issue date.

Block 13: Deviation

Enter the all known deviations at the issuance of the Statement of Conformity. The description of the deviation, management number, and issue date must be entered.

And then, if there is no deviation, enter “None”.

Block 14: Date

Enter the date when the confirmation is made.

Block 15: Signature of Certifier

Responsible person for the applicant must enter its name and add its signature.

Block 16: Organization

Enter the organization and company name the certifier belongs.

(For example) Quality Assurance Division of the Aerospace Industry Department,

○×Heavy Industry Inc.

適合検査票 Conformity Inspection Tag				1.発行番号 Issue No. :		
				2.適合検査依頼書番号 RFC No. :		
3.プロジェクト番号 Project No. :				4.プロジェクト名称 Project Title :		
5.申請者 Applicant		6.製造者 Manufacturer		7.設計データ (図面及び試験方案等 (改訂符号、発行日を含む。)) Design data (Drawing, Test Plan, etc) (with Revision / Date)		
8.項番 Item No.	9.名称 Description	10.部品番号 Part No.	11.型式 Model	12.数量 Qty.	13.製造番号/バッチ番号 Serial/Batch No.	14.状況 Status
15.備考 Remarks						
16.上記の供試体が、欄15に記載されている事項を除き、欄7の設計データに適合することを確認した。 This conforms that the specimen identified above, except as otherwise specified in block15 conform(s) to the applicable design data in block7.						
17.航空局 Signature JCAB 所属Organization and Title _____ 発行日付 Issue Date _____ 担当官署名Signature of JCAB _____				18. 設計検査認定事業場 Approved Organization 設計検査認定事業場番号Approved Organization No. : _____ 発行日付 Issue Date : _____ 確認主任者署名 Signature of Certifying Staff : _____		

Preparation Instructions for Conformity Inspection Tag

JCAB FORM1-309-3, “Conformity Inspection Tag”, must be prepared in Japanese or English in accordance with the following instructions.

Block 1: Issue No

Enter the issue number which is registered in the ledger of the authority office responsible for the issuance. And then, the first letter of the number must include the following letter.

Head quarter : 本 CIT (Aircraft engineering and certification center: AECC-CIT) , Tokyo

Branch : 東 CIT, Osaka Branch : 大 CIT, Ota-ku Satellite Office: 羽 CIT, Narita-shi satellite Office: 成 CIT, Natori-shi Satellite Office: 仙 CIT,

Tooyoyama-cho Satellite Office: 名 CIT, Yao-shi Satellite Office: 八 CIT

Approved design organization: Designated number for the organization suffixed by C IT

(For example) When the designation number of the approved design organization is 9999:
9999CIT

Block 2: RFC No.

Enter the RFC Issue No.

Block 3 and 4: Project No. and Project Title

Enter the project number and project title that is assigned in the RFC/W.

Block 5 and 6: Applicant and Manufacturer

Enter the applicant name and manufacturer name. When the applicant name and the manufacturer name are identical, enter the same name in the both blocks.

Block 7: Design data (Drawing, Test Plan, etc) (with Revision / Date)

Enter the applicable design data (including drawing, test plan) name, revision letter and issue date.

Block 8: Item No.

Enter the consecutive item number.

Block 9: Description

Enter the description that is nomenclature of appliance etc. and described in the design data. When there is no description of appliance etc. in the design data, enter it referring to related parts catalogue etc.

Block 10: Part No.

Enter the part number of appliance etc. that is implemented with the conformity inspection.

Block 11: Model

Enter the model of the aircraft or engine that is eligible to install the appliance conformity inspected.

When it is used only for test purpose, enter “Test Only”.

Block 12: Qty

Enter the quantity of appliance etc. that is conformity inspected.

Block 13: Serial/Batch No.

Enter the serial number or batch number of appliance etc. that is conformity inspected. When no serial number or batch number is assigned on them, enter “None”.

Block 14: Status

Enter the status of appliance etc. that is conformity inspected. “Manufactured” or “Used” may be an example of them. When entering “Used”, enter the necessary information in the block 15 (for example,

total time, total cycle etc.)

Block 15: Remarks

Enter any necessary information other than above.

Block 17: Signature of JCAB

Block 18: Signature of Approved Organization

適合検査記録書 Conformity Inspection Record		1.発行番号 Issue No. :			3.シート Sheet of sheets 1 of	
		2.適合検査依頼書番号 RFC No. :				
4.プロジェクト番号 Project No.		5.プロジェクト名称 Project Title.			6.型式 Model	
7.申請者 Applicant		8.製造者 Manufacturer		9.検査期間 Period covered by this inspection		
				検査開始日 Beginning Date		検査完了日 Ending Date
10.航空局 JCAB				11. 設計検査認定事業場 Approved Organization		
所属 Organization : _____				設計検査認定事業場番号 Approved Organization No. : _____		
担当官署名 Signature of JCAB : _____				確認主任者署名 Signature of Certifying Staff _____		
12.項番 Item No.	13.検査項目 Nomenclature of Item Inspected	14.設計データ Design Data	15.改訂符号 及び日付 Revision and Date	16.判定数量 No. of Item Determined		17.備考 Comments
				適合 SAT.	不適合 UNSAT.	

適合検査記録書 Conformity Inspection Record		1.発行番号 Issue No. :			3.シート Sheet of sheets of	
		2.適合検査依頼書番号 RFC No. :				
12.項番 Item No.	13.検査項目 Nomenclature of Item Inspected	14.設計データ Design Data	15.改訂符号 及び日付 Revision and Date	16.判定数量 No. of Item Determined		17.備考 Comments
				適合 SAT.	不適合 UNSAT.	

Preparation Instructions for Conformity Inspection Record

JCAB FORM1-309-4, “Conformity Inspection Record”, must be prepared in Japanese or English in accordance with the following instructions.

Block 1: Issue No

Enter the issue number which is registered in the ledger of the authority office responsible for the issuance. And then, the first letter of the number must include the following letter.
Head quarter : 本 CIR (Aircraft engineering and certification center: AECC-CIR) , Tokyo
Branch : 東 CIR, Osaka Branch : 大 CIR, Ota-ku Satellite Office: 羽 CIR, Narita-shi satellite Office: 成 CIR, Natori-shi Satellite Office: 仙 CIR,
Toyoyama-cho Satellite Office: 名 CIR, Yao-shi Satellite Office: 八 CIR
Approved design organization: Designated number for the organization suffixed by C IR
(For example) When the designation number of the approved design organization is 9999:
9999CIR

Block 2: RFC No.

Enter the RFC number.

Block 3: Sheet of sheets

Enter the sheet number of the record prior to “of”, and enter the total sheet number after “of”. (For example) Enter “2 of 3” for the second sheet of the three (3) sheet record.

Block 4 and 5: Project No. and Project Title

Enter the project number and project title that is assigned in the RFC/W.

Block 6: Model

Enter the model of the aircraft or engine that is eligible to install the appliance conformity inspected. When it is used only for test purpose, enter “Test Only”. For a test setup of test equipment, entry is not applicable.

Block 7 and 8: Applicant and Manufacturer

Enter the applicant name and manufacturer name. When the applicant name and the manufacturer name are identical, enter the same name in the both blocks.

Block 9: Period covered by this inspection

Enter the date when the inspection is commenced in “Beginning date”. And, enter the date when the conformity inspection is completed in “Ending date”.

Block 10: Signature of JCAB

Block 11: Signature of Approved Organization

Block 12: Item No.

Enter the consecutive item number.

Block 13: Nomenclature of Item Inspected

Enter the description of appliance etc. or test setup conformity inspected.

Block 14: Design Data

Enter the description of the design data (including drawing and test plan) applied to the conformity inspection.

Block 15: Revision and Date

Enter the revision letter and issue date of the document described in the block 14.

Block 16: No. of Item Determined

Enter the number of determinations whether “SAT.” or “UNSAT.” is determined. And then, for the appliance etc. determined as “UNSAT.”, the reason for the non-conformity must be described in the “Comments” block with signature of the authority inspector. When the non-conformity is corrected later, and determined that the article is conformed to the design data by the recurred inspection, enter the description regarding the conformity and change “UNSAT.” to “SAT.” with “UNSAT.” crossed out.

Block 17: Comments

Describe the conformity inspection performed objectively (for example, means of inspection, status of conformity, corrective action and its evidence, manufacturing serial number, limitations, Special Inspection, certificate for individual evaluation, and acronyms list applied) in order of items of block 13.

Preparation Instructions for Test Witnessing Record

JCAB FORM1-309-5, “Test Witnessing Record”, must be prepared in Japanese or English in accordance with the following instructions.

Block 1: Issue No

Enter the issue number that is assigned in the applicant’s ledger.

Block 2 and 3: Project No. and Project Title

Enter the project number and project title that is assigned in the RFC/W.

Block 4 and 6: Applicant and Manufacturer

Enter the applicant name and manufacturer name. When the applicant name and the manufacturer name are identical, enter the same name in the both blocks.

Block 5: RFC No.

Enter the RFC number.

Block 7: Model

Enter the model of the aircraft or engine that is eligible to install the appliance conformity inspected. When it is used only for test purpose, enter “Test Only”.

Block 8 and 9: Part No. and Serial No.

Enter the part number and manufacturing serial number of the aircraft etc. conformity inspected. For those do not have part number or manufacturing serial number, enter “N/A”

Block 10: Test Title

Enter the test title specified in the test plan.

Block 11: Test Plan No.

Enter the test plan number.

Block 12: Period covered by this inspection

Enter the date when the inspection is commenced in “Beginning date”. And, enter the date when the conformity inspection is completed in “Ending date”.

Block 13: Location of testing

Enter the location of testing. (For example, ○×Heavy Industry Inc. ○○Factory XX Test facility)

Block 14: JCAB/ Approved Organization Comment etc

Enter any remarks noted during the witnessing.

Block 15 and 16: Signature of responsible person and Signature of witness

The responsible person means the person who is responsible for the test. And, the witness means the person of applicant (who is the person issued the SOC for the conformity inspection prior to the test witnessing.). And then, the responsible person and the witness may be the same person.

Block 17: Signature of JCAB

Block 18: Signature of Approved Organization