

## General Policy for Approved Organizations

### Revision History

May 19, 2000	First issue (KU-KI-561)
September 1, 2000	Amended (KU-KI-1026)
November 10, 2000	Amended (KU-KI-1345)
May 8, 2001	Amended (KOKU-KU-KI-343)
May 8, 2002	Amended (KOKU-KU-KI-997)
November 13, 2003	Amended (KOKU-KU-KI-822)
October 1, 2005	Amended (KOKU-KU-KI-683)
September 28, 2006	Amended (KOKU-KU-KI-710)
March 28, 2007	Amended (KOKU-KU-KI-1360)
November 25, 2010	Amended (KOKU-KU-KI-699)
June 30, 2011	Amended (KOKU-KU-KI-282)
February 2, 2012	Amended (KOKU-KU-KI-480)
March 30, 2012	Amended (KOKU-KU-KI-740)
March 31, 2014	Amended (KOKU-KU-KI-1546)
August 1, 2014	Amended (KOKU-KU-KI-614)
April 13, 2015	Amended (KOKU-KU-KI-38)
September 30, 2015	Amended (KOKU-KU-KI-314)
March 24, 2017	Amended (KOKU-KU-KI-9652)
June 16, 2017	Amended (KOKU-KU-KI-968)
September 29, 2017	Amended (KOKU-KU-KI-1381)
January 26, 2018	Amended (KOKU-KU-KI-2006)
March 30, 2018	Amended (KOKU-KU-KI-2273)
December 19, 2018	Amended (KOKU-KU-KI-1041)
March 29, 2019	Amended (KOKU-KU-KI-1713)
March 29, 2019	Amended (KOKU-KU-KI-1692)
June 28, 2019	Amended (KOKU-KU-KI-359)
July 5, 2019	Amended (KOKU-KU-KI-408)
August 2, 2019	Amended (KOKU-KU-KI-537)
September 4, 2019	Amended (KOKU-KU-KI-740)
December 13, 2019	Amended (KOKU-KU-KI-1118)
June 17, 2020	Amended (KOKU-KU-KI-285)

December 24, 2020	Amended (KOKU-KU-KI-937)
March 31, 2021	Amended (KOKU-KU-KI-1263)
July 30, 2021	Amended (KOKU-KU-KI-364)
July 30, 2021	Amended (KOKU-KU-KI-398)
August 2, 2021	Amended (KOKU-KU-KI-383)

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

## Structure of this Circular

- Part I General
- Part II Approved Design Organization for Aircraft / Aircraft parts
- Part III Approved Production Organization for Aircraft / Aircraft parts
- Part IV Approved Maintenance Organization for Aircraft / Aircraft parts
- Part V Approved Maintenance Inspection Organization for Aircraft
- Part VI Safety Management System
- Supplementary Provisions

Part I  
General

**TABLE OF CONTENTS**

- Purpose..... 2
- 1. Introduction..... 3
- 2. Outline of Approval System..... 4
  - 2-1The capabilities ..... 4
  - 2-2Scope of rating (Article 30 paragraph 1 of the CAR)..... 5
  - 2-3Limitations (Article 30 paragraph 2 of the CAR) ..... 7
- 3. Requirements for Approval..... 7
- 4. Method of Confirmation by the Certifying Staff ..... 8
- 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing ..... 8
- 6. Procedures for Approval..... 8
  - 6-1Initial application for approved organization ..... 8
  - 6-2Renewal of approval, change of capability or ratings ..... 11
  - 6-3Change of limitations ..... 14
  - 6-4Application for establishment (revision) of an AOE..... 16
  - 6-5Surveillance of the approved organization conducted by Authority ..... 20
  - 6-6Order of Improvement, suspension or revocation of the approval work..... 23
- 7. Others ..... 24
  - 7-1Merger of approved organizations ..... 24
  - 7-2Addition of an approved organization..... 25
  - 7-3Change of name of an approved organization ..... 25
  - 7-4Surrender of the organization .....25
  - 7-5In a case that the third person accompanies to field inspection of organization ..... 26
- Forms..... 27

## Purpose

The purpose of this Circular is to provide details of the general policy and procedures for approved organizations.

This Circular also provides details of the procedures and standards based on Article 20 of the Civil Aeronautics Law (Law No. 231 of 1952), and related persons are required to undertake procedures, etc. in accordance with this Circular, in principle.

# 1. Introduction

This Circular provides guidance with regard to the general policy, procedures for an application, documents for submission, etc. for approval for the following categories of capability, according to the provisions of Article 20 of the Civil Aeronautics Act (Law) (hereinafter referred to as "CAL").

- (a) Capabilities to design aircraft and inspect the completed design (Article 20 paragraph 1-(1) of the CAL)
- (b) Capabilities to manufacture aircraft and inspect the completed aircraft (Article 20 paragraph 1-(2) of the CAL)
- (c) Capabilities to perform maintenance on aircraft and inspect the performed maintenance (Article 20 paragraph 1-(3) of the CAL)
- (d) Capabilities to perform maintenance or alteration on aircraft (Article 20 paragraph 1-(4) of the CAL)
- (e) Capabilities to design components and inspect the completed design (Article 20 paragraph 1-(5) of the CAL)
- (f) Capabilities to manufacture components and inspect completed components (Article 20 paragraph 1-(6) of the CAL)
- (g) Capabilities to perform repair or alteration on components (Article 20 paragraph 1-(7) of the CAL)

In addition, in case of application for plural categories of the capability (such as capabilities to perform repair or alteration on components, capabilities to perform maintenance or alteration on aircraft, etc.), they shall be handled as the capability in the same approved organization, and therefore the duplicate application for the capability by any applicant who intends to obtain plural approvals shall be avoided.

About the specific provisions regarding to each capability of above mentioned (a) to (g) provide the following parts.

- Part II; (a) and (e)
- Part III; (b) and (f)
- Part IV; (d) and (g)
- Part V; (c)

Regarding to the requirements of Safety Management System are specified in Part VI.

In addition, in the text, the section marked with " \* " indicates that it is common provisions from Part II to Part IV.

Example: (1) Satellite system\*

About (a) and (e) above mentioned, summary of system, activities of the approved organization, etc. are explained in detail in Appendix 2-1.

## 2. Outline of Approval System

The Authority shall not approve the organization for the purpose that the Authority shall directly guarantee airworthiness or environmental compliance with regard to products that have been performed by individual approved organization but the Authority shall examine whether the organization concerned has the capability to perform the work in compliance with the specified requirements and shall approve it.

Accordingly, the approved organizations are primarily responsible to guarantee their products to be airworthy or of environmental compliance.

Note: In the case that an organization is located in a foreign country and a Bilateral Aviation Safety Agreement, etc. on the approval of the organizations has been concluded with the foreign country, the requirements, procedures, etc. specified in the agreement, etc. shall be followed. For Bilateral Agreements, etc. concluded between Japan and foreign states, refer to Circular No. 7-001 "Bilateral Agreements or Equivalent Arrangements on Aviation Safety with Foreign Countries."

### 2-1 The capabilities

Any applicant may be approved for the plural capabilities described below. An inspection for an organization that has obtained approval integrally for its plural capabilities is to be conducted in the same manner as in the case of an organization that has received approval independently for each of its plural capabilities.

- (1) Capabilities to design aircraft and inspect the completed design (hereinafter referred to as the capability of "ADO (Approved Design Organization) for Aircraft") (Article 20 paragraph 1-(1) of the CAL)
- (2) Capabilities to manufacture aircraft and inspect the completed aircraft (hereinafter referred to as the capability of "APO (Approved Production Organization) for Aircraft") (Article 20 paragraph 1-(2) of the CAL)
- (3) Capabilities to perform maintenance on aircraft and inspect the performed maintenance (hereinafter referred to as the capability of "AMIO (Approved Maintenance Inspection Organization) for Aircraft") (Article 20 paragraph 1-(3) of the CAL)
- (4) Capabilities to perform maintenance or alteration on aircraft (hereinafter referred to as the capability of "AMO (Approved Maintenance Organization) for Aircraft") (Article 20 paragraph 1-(4) of the CAL)
- (5) Capabilities to design components and inspect the completed design (hereinafter referred to as the capability of "ADO for Aircraft parts") (Article 20 paragraph 1-(5) of the CAL)
- (6) Capabilities to manufacture components and inspect completed components (hereinafter referred to as the capability of "APO for Aircraft parts") (Article 20 paragraph 1-(6) of the CAL)



(7) Capabilities to perform repair or alteration on components (hereinafter referred to as the capability of "AMO for Aircraft parts") (Article 20 paragraph 1-(7) of the CAL)

In addition, details of each capabilities refer to Part II to V.

## 2-2 Scope of rating (Article 30 paragraph 1 of the CAR)

Scope of the rating is shown below as prescribed in the provision of Article 30 of the CAR as follows:

- (1) Scope of ratings concerning aircraft
  - (a) Aircraft of 5,700 kg or less maximum take-off weight (excluding rotorcraft)
  - (b) Aircraft of over 5,700 kg maximum take-off weight (excluding rotorcraft)
  - (c) Rotorcraft
  
- (2) Scope of ratings concerning aircraft parts etc.
  - (a) Services pertaining to piston engines
  - (b) Services pertaining to turbine engines
  - (c) Services pertaining to propellers
  - (d) Services pertaining to rotors
  - (e) Services pertaining to transmissions
  - (f) Services pertaining to components etc. of the indicating or recording systems
  - (g) Services pertaining to components etc. of the autopilot systems
  - (h) Services pertaining to engine accessories
  - (i) Services pertaining to auxiliary power units
  - (j) Services pertaining to components etc. of landing systems
  - (k) Services pertaining to components, etc. of anti-icing, fireproof or waterproof systems
  - (l) Services pertaining to components etc. of fuel systems
  - (m) Services pertaining to components etc. of hydraulic systems
  - (n) Services pertaining to components etc. of air conditioning or pressurized systems
  - (o) Services pertaining to components etc. of oxygen systems
  - (p) Services pertaining to components etc. of pneumatic or vacuum systems
  - (q) Services pertaining to components etc. of electrical systems
  - (r) Services pertaining to components etc. of communication or navigation systems
  - (s) Services pertaining to components etc. of flight control systems
  - (t) Services pertaining to structural elements
  - (u) Services pertaining to doors
  - (v) Services pertaining to windows
  - (w) Services pertaining to seats and other components etc. installed in aircraft

(x) Services pertaining to other components etc. as designated in public notice by the Minister of Land, Infrastructure, Transport and Tourism

(Reference) Relation between ratings concerning aircraft parts etc. and related ATA Chapters

The ratings concerning aircraft parts etc. correspond to ATA Chapters specified by the Air Transport Association (ATA) of the U.S. in light of the standards of other countries.

The relationship is as follows. The rating concerning aircraft parts etc. to which the approval pertains shall be referred to ATA Chapter where the aircraft parts etc. fall. Since item (a), (b) and (i) refer to the completed product of the engine and auxiliary power unit (APU), it does not indicate ATA Chapters in the following table.

Scope of ratings concerning aircraft parts etc.	ATA Chapters
(a) Services pertaining to piston engines	
(b) Services pertaining to turbine engines	
(c) Services pertaining to propellas	61
(d) Services pertaining to rotors	62, 64, 66, 67
(e) Services pertaining to transmissions	63, 65
(f) Services pertaining to components etc. of the indicating or recording systems	31, 42, 46
(g) Services pertaining to components etc. of the autopilot systems	22
(h) Services pertaining to engine accessories	49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83
(i) Services pertaining to auxiliary power units (APUs)	
(j) Services pertaining to components etc. of landing systems	32
(k) Services pertaining to components, etc. of anti-icing, fireproof or waterproof systems	26, 30
(l) Services pertaining to components etc. of fuel systems	28, 47
(m) Services pertaining to components etc. of hydraulic systems	29
(n) Services pertaining to components etc. of air conditioning or pressurized systems	21
(o) Services pertaining to components etc. of oxygen systems	35
(p) Services pertaining to components etc. of pneumatic or vacuum systems	36, 37
(q) Services pertaining to components etc. of electrical systems	24, 33, 85
(r) Services pertaining to components etc. of communication or navigation systems	23, 34
(s) Services pertaining to components etc. of flight control systems	27, 55, 57. 40, 57. 50, 57. 60, 57. 70
(t) Services pertaining to structural elements	53, 54, 57. 10, 57. 20, 57. 30

(u) Services pertaining to doors	52
(v) Services pertaining to windows	56
(w) Services pertaining to seats and other components etc. installed in aircraft	25, 38, 44, 45, 50

## 2-3 Limitations (Article 30 paragraph 2 of the CAR)

Under the provision of Article 30 paragraph 2 of the CAR, Authority may attach limitations to the ratings as follows:

- Limitations concerning aircraft:
  - + Limitation by the type of aircraft
  - + Limitation by category of work or contents of work specified in the table of Article 5-(6) of the CAR
  - + Limitation by classification of design change, contents of specific design change specified in the table of Article 6 of the CAR
  - + Other limitations
  
- Limitations concerning components:
  - + Limitation by kind and type of the components
  - + Limitation by classification of task or contents of task specified in the table of Article 5-(6) of the CAR
  - + Limitation by classification of design change, contents of specific design change specified in the table of Article 6 of the CAR
  - Other limitations

In addition to the above, refer to Part II to Part V for limitation of each capability.

However, if the applicant applies for approved organization requesting with limitations, Authority shall perform inspection within the limitations requested and shall attach the limitations within the applied limitations upon approval.

## 3. Requirements for Approval

The technical requirements for approval prescribed in the provision of Article 32 of the CAR shall provide minimum function furnished by the organization when the approved organization performs the works approved which includes not only the direct work such as design, manufacturing, maintenance, inspection, etc., but also the indirect work such as quality control work required to perform the direct work (hereinafter referred to as "approved work").

Also, the inspection for compliance with requirements on approval by Authority shall be conducted to assure whether the applicant can properly perform the approved work under

requesting through the function concerned and shall not be only conducted to inspect whether the applicant has facilities, organization, personnel and systems specified in the requirements. The general guidelines on the inspection to determine compliance with the technical requirements is provided below.

However, the concept which may be regarded as having function equivalent to or more than that specified in this guideline after reviewing the compliance inspection shall be accepted to be effective by approving its AOE on the case by case basis, even if it is not listed in this guidelines.

In addition, refer to Part II to Part V for requirements of each capabilities, refer to Part VI for requirements for the Safety Management System.

#### 4. Method of Confirmation by the Certifying Staff

Refer to Part II to Part V for Method of Confirmation by the Certifying Staff of each capability.

#### 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing

Refer to Part II to Part V for Composition of an Approved Organization Exposition (AOE) and Instructions for Editing of each capability.

#### 6. Procedures for Approval

Note: An AMO for Aircraft located in Canada which intends an application for approval of the Japanese authority shall follow the procedures prescribed in the TA-M.

##### 6-1 Initial application for approved organization

###### (1) Instructions for entry into an application form for approved organization

An applicant for initial approval shall enter the following items into an application form (Form 16) under Article 31 of the CAR, adhere revenue stamps equal to the fee under concerned Cabinet Order and submit to the address prescribed in (2) together with a document describing the fact that equipment, work area and facilities, organization and personnel, method of the approved work, etc. with regard to the capabilities, scope of rating and limitation meet technical requirements specified in Article 32 of the CAR. (A draft of the AOE or equivalent is acceptable; hereinafter referred to as “the document showing compliance with the technical standard”).

If the application form does not have enough space to enter all of the necessary items, those items may be entered into separate sheets, while stating "as shown in sheets attached" on the form.

Regarding the accountable manager and each head of department/division/group, whose information is required to be entered in the AOE under paragraph 5 of Part II to Part V "Composition of an Approved Organization Exposition (AOE) and Instructions for Editing," Form-12 (for the accountable manager) or Form-13 (for a head of department/division/group) must be prepared, in addition to the abovementioned document showing the compliance with the standard for approval of an organizational structure specified in Article 32, item 2 of the CAR.

(a) Date of application

Date of application shall be entered.

(b) Address of an applicant or its head office

Address of an applicant or its head office shall be entered.

(c) Name of an applicant

Name of an applicant shall be entered. When name of organization is entered, name of its representative shall be also entered.

(d) Name of an approved organization

Name of organization which applies for approval shall be entered.

(e) Location to be approved

Location of an organization where an applicant intends to be approved shall be entered. When an applicant intends to contain plural locations in the same organization, all of locations shall be entered.

(f) Capability to be approved

The capability which an applicant intends to be approved shall be picked up from terms of subparagraphs under Article 20 paragraph 1 and entered. (Refer to paragraph 2-1)

Example: Capabilities to manufacture aircraft and inspect the completed aircraft (APO for Aircraft)

Capabilities to perform repair or alteration on components (AMO for Aircraft parts)

A person who intends to apply for approval on AMIO for Aircraft must apply for approval on AMO for Aircraft regarding the maintenance related to the AMIO for Aircraft.

(g) Ratings

Ratings that an applicant intends to be approved shall be picked up from terms of chart prescribed under Article 30 paragraph 1 of the CAR and entered. The entry shall be made for each capability prescribed under (f).

(h) Limitations to be approved

Limitations which an applicant intends to approve shall be picked up from terms of Article 30 paragraph 2 of the CAR and paragraph 2-3 of this Circular and entered.

(i) Proposed date for inspection conducted by the authority

Date for inspection that an applicant desires shall be entered. In a case that an applicant intends to apply for approval on plural locations, those dates shall be entered on each location.

(2) Address for an application and office of inspection for approval in charge

(a) Address for an application

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. 81-3-5253-8735

(b) Designation of an inspector in charge

After an application is made, an inspector concerning approval shall be designated (who shall be referred to as "inspector in charge" hereinafter) and notified to an applicant. At this time, an applicant shall inform of an applicant side person in charge for the inspection concerning approval (who shall be referred to as the "head of the examinee" hereinafter) and a contact address to the inspector in charge. The head of the examinee shall thoroughly arrange date or other relating matters for the inspection with the inspector in charge.

(3) Inspection for approval

(a) Documents inspection

The inspector in charge shall perform inspection on the document showing compliance with the technical standard which has been submitted by an applicant. The inspector in charge could request, as necessary, the head of the examinee to present or submit any relating documents other than the document showing compliance with the technical standard in order to judge compliance with the technical requirements for approval.

In order to perform the inspection for approval smoothly, the inspector in charge shall prepare a "Notice of Document Inspection Findings" (Form 3) and notify it to the head of the examinee by specifying due data for taking actions (no longer than three months from the date finding are notified), depending on the significance of the findings. The head of the examinee shall take corrective actions for the matters pointed out in the notice by the specified due date.

Corrective actions shall be commenced after consultation between the inspector in charge and the head of the examinee for confirming that those planned corrective actions are sufficient to resolve the matters pointed out in the notice.

The inspector in charge shall supervise the findings in the "Notice of Document Inspection Findings" and the status of correction for each of them.

(b) Field inspection

The inspector in charge shall conduct field inspection regarding the capability of an

applicant, after the inspector in charge arranged the date for that inspection with the head of the examinee. Attendance of the accountable manager and responsible head of respective department/division/groups is to be requested for field inspection as necessary in order to ensure that they have a correct understanding of the approval system for organizations, the significance of the approved work, and the current status of their approved organization. The inspector in charge could request the head of the examinee to present or submit any relating documents other than the document showing compliance with the technical standard in order to judge compliance with the technical requirements for approval. In order to perform the inspection for approval smoothly, the inspector in charge shall prepare a "Notice of Field Inspection Findings" (Form 4) and notify it to the head of the examinee by specifying due date for taking actions (no longer than three months from the date findings are notified), depending on the significance of the findings. The head of the examinee shall take corrective actions for the matters pointed out in the notice by the specified due date and shall report the contents of the actions in writing ("Report of the Corrective Actions", Form 5).

Corrective actions shall be commenced after consultation between the inspector in charge and the head of the examinee for confirming that those planned corrective actions are sufficient to resolve the matters pointed out in the notice.

The inspector in charge shall supervise the findings and the status of correction for each of them.

(4) Issuance of an Approved Organization Certificate

An "Approved Organization Certificate" (Form 16-2) shall be issued under the provision of Article 33 of the CAR when the Minister of Land, Infrastructure, Transport and Tourism approved.

The certificate may be accompanied by the documents translated in English (Form 6) upon request from an applicant for its convenience.

(5) Any person who obtained an organization approval shall obtain the AOE approval under the paragraph 6-4 before commencement of approved work.

## 6-2 Renewal of approval, change of capability or ratings

An application for renewal of approval, change of capability or ratings shall enter the following items into an application form (Form 16) under Article 31 of the CAR, adhere a revenue stamps equal to the fee under concerned Cabinet Order and submit to the address prescribed in (3) together with the document showing compliance with the technical standard (only if change in the approved work has been made.). In a case that change of limitations shall be made together with above application, another application for those changes may not be required. However, application for approval of the change in the AOE is required. Fill in "Application for the AOE

approval shall be made" to the Remarks column of the Application for an approved organization. In a case of renewal without any change to the AOE, it is not required to make an application for the AOE approval (renewal). Fill 'No change to the AOE' in the Remarks column of the application form and present the AOE.

The above procedure shall be similar to the case of the initial application except the following items:

(1) Application date

The application for renewal shall be made by thirty days before the time when the current certificate shall expire.

(2) Entry into the column of note

The approved reference number and the expiring date of the current certificate shall be entered into the column of note on an application form.

(3) Address for an application

Address for application shall be described as follows:

(a) If the head office of an approved organization is located in a foreign country, the address shall be:

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. 81-3-5253-8735

(b) For ADO/APO for aircraft (meaning approved organizations which have been approved for design and inspection capability for aircraft (limited to those which have a type certification for the aircraft) or for production and inspection capability for aircraft. The same shall apply hereinafter in this paragraph through paragraph 6-5), the address shall be:

Organization Approval Team  
Aircraft Engineering and Certification Center  
Airworthiness Division,  
Aviation Safety and Security Department, Japan Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
Toyoba, Toyoyama-cho, Nishi-Kasugai-gun, Aichi Prefecture (in Prefectural Nagoya Airport Administration Building)

(c) Tel. 0568-29-1985

(d) If the head office of an approved organization is located in Niigata, Nagano, Shizuoka and eastward (except for ADO/APO for aircraft), the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department, Tokyo Regional Civil Aviation Bureau,



Ministry of Land, Infrastructure, Transport and Tourism  
Kudan Daini Godochosha, 1-1-15 Kudan-Minami Chiyoda-ku Tokyo 102-0074  
Tel. 03-5275-9321

- (e) If the head office of an approved organization is located in Toyama, Gifu, Aichi and westward (except for ADO/APO for aircraft), the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department, Osaka Regional Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
No.4 Building of Osaka Godochosha, 4-1-76 Otemae Chuo-Ku Osaka-City 540-8559  
Tel. 06-6949 6229

- (4) Inspection for approval

The inspection shall basically be conducted accordingly to paragraph 6-1 (3). In addition, the inspection for renewal shall also be conducted on the work records since last certification. Even if for renewal, the inspection for its approval shall not be limited to the portion of changes.

The due date for executing corrective actions is specified appropriately depending on the significance of the findings. Therefore, corrective actions must be completed within the given period.

However, in a case where an approved organization cannot complete required corrective actions regard to findings through a field inspection for renewal or change of approval within the due date, the organization may extend the due date that initially specified only if a sufficient corrective action plan agreeable to the JCAB is submitted and would not exert a significant influence on the approved work that the organization is currently performing (even in such case, the extended period shall be no longer than six months from the date findings are notified).

- (5) Issuance of an Approved Organization Certificate

The Minister of Land, Infrastructure, Transport and Tourism, Director-General of Tokyo Civil Aviation Bureau or Director-General of Osaka Civil Aviation Bureau shall issue "Approved Organization Certificate" (Form 16-2) when they approved under the provision of Article 33 of the CAR. The certificate is valid for 2 years. However, in a case of renewal, the validity shall be counted from the next day of expiring date of the currently effective certificate. Matters acted by "the Minister of Land, Infrastructure, Transport and Tourism" for the approval shall be replaced by "Director-General of Tokyo Civil Aviation Bureau" or "Director-General of Osaka Civil Aviation Bureau" according to the address for application. As for change of limitations or related change of the AOE made together with above application, these changes shall be regarded as approved by issuance of the approved organization certificate, so another approval for those changes in the AOE shall not be issued.

## 6-3 Change of limitations

### (1) Instruction for entry into an application form for change of limitations

An applicant for change of limitations shall enter the items described below into an application form for change of limitations (Form 16-3) prescribed in the provision of Article 35 of the CAR and submit it to the address described in (2). The change to the AOE following to the change to the limitation shall be approved separately. If the application form does not have enough space to enter all of the necessary items, those items may be entered into separate sheets, while stating "as shown in sheets attached" on the form.

#### (a) Date of application

The date of application shall be entered.

#### (b) Address of an applicant or its head office

Address of an applicant or its head office shall be entered.

#### (c) Name of an applicant

Name of an applicant shall be entered. When name of organization is entered, names of its representative or its accountable manager shall be also entered.

#### (d) Approval reference number

An approval reference number of the current certificate shall be entered.

#### (e) Capability to be approved

The capability that an applicant has been approved shall be entered.

#### (f) Contents of change of limitations

The contents of change of limitations that an applicant intends to be approved shall be entered.

#### (g) Reasons for change

The reasons for change that an applicant intends to be approved shall be entered.

### (2) Address for an application and office of inspection for approval in charge

#### (a) Address for an application

Address for an application shall be described as follows:

- a. If the head office of an approved organization is located in a foreign country, the address shall be:

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

- b. Tel. 81-3-5253-8735 For ADO/APO for aircraft, the address shall be:

Organization Approval Team,

Aircraft Engineering and Certification Center

Airworthiness Division,

Aviation Safety and Security Department, Japan Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
Toyoba, Toyoyama-cho, Nishi-Kasugai-gun, Aichi Prefecture (in Prefectural Nagoya Airport  
Administration Building)  
Tel. 0568-29-1985

- c. If the head office of an approved organization is located in Niigata, Nagano, Shizuoka and eastward (except for ADO/APO for aircraft), the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department,  
Tokyo Regional Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
Kudan Daini Godochosha, 1-1-15 Kudan-Minami Chiyoda-ku Tokyo, 102-0074  
Tel. 03-5275-9321

- d. If the head office of an approved organization is located in Toyama, Gifu, Aichi and westward (except for ADO/APO for aircraft), the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department,  
Osaka Regional Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
No.4 Building of Osaka Godochosha, 4-1-76 Otemae Chuo-Ku Osaka-City 540-8559  
Tel. 06-6949 62116229

- (b) Designation of an inspector in charge

Same as for the inspection for initial approval described in 6-1(2) (b).

- (3) Inspection for approval of change of limitations

The inspection shall be conducted on the change portion under the similar procedure to the case of the inspection for initial approval described in 6-1 (3).

The due date for executing actions is specified appropriately depending on findings. Therefore, corrective actions must be completed within the specified period without fail.

However, in a case where an approved organization cannot complete required corrective actions regard to findings through a field inspection for approval of change of limitations within the due date, the organization may extend the due date that initially specified only if a sufficient corrective action plan agreeable to the JCAB is submitted and would not exert a significant influence on the approved work that the organization is currently performing (even in such case, the extended period shall be no longer than six months from the date findings are notified).

- (4) Issuance of an Approval of the Limitation Change

The Minister of Land, Infrastructure, Transport and Tourism, Director-General of Tokyo Civil Aviation Bureau or Director-General of Osaka Civil Aviation Bureau shall issue "Approval of

the Limitation Change" (Form 16-4) when they approved under the provision of Article 35 paragraph 3 of the CAR. As for changes of the AOE made together with above application, these changes shall be regarded as approved by issuance of the approval of the limitation change, so another approval for those changes in the AOE shall not be issued. Matters acted by "the Minister of Land, Infrastructure, Transport and Tourism" for the approval shall be replaced by "Director-General of Tokyo Civil Aviation Bureau" or "Director-General of Osaka Civil Aviation Bureau" according to the address for application. The copy of this certificate shall be filed in the AOE in the same manner as the approved organization certificate. This approval may be accompanied by the documents translated in English (Form 7) upon request from an applicant for its convenience.

#### 6-4 Establishment (revision) of an AOE

When the approved organization intends to be approved establishment (revision) of the AOE under the Article 20 paragraph 2 of the CAL, in principle, the establishment (revision) shall be approved by Authority under Article 36 of the CAR before the changed work shall be started under the established (revised) AOE.

However, a change of items described below (for the items set forth in (i) and (ii) of a. and (i) of b., limited to those which do not significantly affect the organization's ability to perform works), provided that the change is not being made for adverse disposition nor under administrative guidance, shall be reported according to (5) without delay.

a. Items related to facilities (Article 36 paragraph 3 item 1 of the CAR)

- (i) Expansion or reduction of facilities without any change of equipment
- (ii) Arrangement change of equipment

b. Items related to organization and personnel (Article 36 paragraph 3 item 2 of the CAR)

- (i) Matters related to increase or decrease in of organization where the same work is performed

Example:

Such as restructuring of the organization for each shift caused by the change of production systems, or increase or decrease of similar groups caused by fluctuations in work load

- (ii) Change of the names of only departments or divisions, etc. in the organization
- (iii) Change of the accountable manager or a head of department/division/group

\* When changing the accountable manager or a head of department/division/group whose information is required to be entered in the AOE under paragraph 5 of Part II to Part V "Composition of an Approved Organization Exposition (AOE) and Instructions for Editing", the change shall be reported according to (5) without delay, and at the same time, the Notification

of Appointment of Accountable Manager (Form-12) in case of the accountable manager, and the Notification of Appointment of Responsible Manager (Form-13) in case of the head of department/division/group shall be prepared and submitted.

(iv) Addition or change of certifying staff described below (limited to the case where a list of the certifying staff is contained in the AOE)

\* Domestic approved organization: the certifying staff who meets the requirements for certifying staff under the provision of in the table of Article 32 paragraph 4 of the CAR, and the certifying staff who is approved as equivalent recognition based on "Approval for Competence of Certifying Staff relating to the Approved Organization" under the provision of 3-1(4) (f) of Part II to IV only.

\* Approved organization in foreign country: in a case that requirements for equivalent recognition of certifying staff written in the AOE shall be only difference in mechanic license system, school system and judgment method of experience in the approved work between foreign country and Japan, and shall be equivalent to or more than the requirements under the provision in the table of Article 32 paragraph 4, the certifying staff who meets the requirements mentioned above only.

c. Others (Article 36 paragraph 3 item 3 of the CAR)

(i) Correction of errors (limited to those without a change in contents)

(ii) Formal amendments associated with amendments in aviation laws and regulations

Example:

Amendments in concerned article and paragraph numbers, or forms, in the AOE, along amendments in article and paragraph numbers, or forms, in the CAL or the CAR to which the AOE refers.

(1) Instructions for entry into an application form for establishment (revision) of an AOE

An applicant shall enter the items described below into "Application for Establishment (Revision) of Approved Organization Exposition" (Form 16-5) and submit it together with the Approved organization exposition to be established or altered (In a case of revision, show the old-and-new comparison.), the document showing that the AOE complies with the technical standard prescribed in Article 37 of the CAR, and other reference document. (Article 36 paragraph 2 of the CAR)

If the application form for establishment (revision) of an AOE does not have enough space to enter all of the necessary items, those items may be entered into separate sheets, while stating "as shown in sheets attached" on the form.

(a) Date of application

The date of application shall be entered.

(b) Address of an applicant or its head office

Address of an applicant or head office of an applicant shall be entered.

(c) Name of an applicant

Name of an applicant shall be entered. When name of organization is entered, name of its representative or the accountable manager of the organization shall be also entered.

(d) Approval reference number for the Approved organization

An approval reference number for the approved organization of the current certificate shall be entered.

(e) Contents of revision

The contents of revision of the AOE which are intended to approve shall be entered.

(f) Reasons for revision

The reasons for revision of the AOE which are intended to approve shall be entered.

(2) Address for an application and office of inspection for approval in charge

(a) Address for an application

- a. If the head office of an approved organization is located in a foreign country, in a case of establishment and revision of the AOE, the address shall be:

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. 81-3-5253-8735

- b. In case of revision of the AOE of ADO/APO for aircraft, the address should be:

Organization Approval Team,  
Aircraft Engineering and Certification Center  
Airworthiness Division,  
Aviation Safety and Security Department, Japan Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
Toyoba, Toyoyama-cho, Nishi-Kasugai-gun, Aichi Prefecture (in Prefectural Nagoya Airport Administration Building)  
Tel. 0568-29-1985

- c. If the head office of an approved organization is located in Niigata, Nagano, Shizuoka and eastward (except for ADO/APO for aircraft), in a case of revision of the AOE, the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department,  
Tokyo Regional Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
Kudan Daini Godochosha, 1-1-15 Kudan-Minami Chiyoda-ku Tokyo 102-0074  
Tel. 03-5275-9321

- d. If the head office of an approved organization is located in Toyama, Gifu, Aichi and westward (except for ADO/APO for aircraft), in a case of revision of the AOE, the address shall be:

Inspection and Crew Section, Operations Division,  
Air Traffic Service and Safety Department,  
Osaka Regional Civil Aviation Bureau,  
Ministry of Land, Infrastructure, Transport and Tourism  
No.4 Building of Osaka Godochosha, 4-1-76 Otemae Chuo-Ku Osaka-City 540-8559  
Tel. 06-6949-1090

- (b) Designation of an inspector in charge

Same as for the inspection for initial approval of the approved organization.

- (3) Inspection for approval of establishment (revision) of an AOE

In accordance with Article 20 paragraph 3 of the CAL, the inspector in charge shall conduct inspection of the AOE issued by the applicant for approval whether established or amended AOE shall comply with the technical standard prescribed in Article 37 of the CAR. In some cases, additional inspection shall be conducted in accordance with paragraph 6-1 (3).

In addition, when adding approved organizations pursuant to paragraph 7-2, inspections shall be conducted in accordance with paragraph 6-1 (3) in principle. Provided, however, that in the event that the field inspection of the operation management facilities, etc., pursuant to Article 102 of the CAL is conducted for satellites (limited to cases where the line maintenance is mainly carried out) that require the field inspection (including cases when the field inspection has already been carried out and passed), it may be substituted for the field inspection of the approved organizations. In addition, it is possible to simultaneously conduct inspections pertaining to approval and inspections of operation management facilities, etc.

- (4) Issuance of an Approval for Approved Organization Exposition

An approval of the establishment (revision) of an AOE is made by issuing "Approval for the Approved Organization Exposition" (Form 1) to the applicant. Matters acted by "the Minister of Land, Infrastructure, Transport and Tourism" for the approval shall be replaced by "Director-General of Tokyo Civil Aviation Bureau" or "Director-General of Osaka Civil Aviation Bureau" according to the address for application. A copy of "Approval for the Approved Organization Exposition" (Form1) issued shall be filed on the head section of the AOE.

- (5) Reporting of insignificant changes

One who intends to make an insignificant change to the AOE under Article 20 paragraph 4 of the CAL, shall enter the following items in the Notification of Revision of Approved Organization Exposition, and submit it to the Airworthiness Engineer Office of the Regional Civil Aviation Bureau that has jurisdiction over the approved organization (Airworthiness

Division if the location is in a foreign country, or Organization Approval Team, Airworthiness Engineering Certification Center if the organization is ADO/APO for aircraft).

- (a) Name, approved number, address, and name of the representative manager or the accountable manager of the approved organization
- (b) Amended item
  - Show the old-and-new comparison.
- (c) Implementation date
  - Enter the year, month, and date when the change was implemented, in the era name format.

## 6—5 Surveillance of the approved organization conducted by Authority

### (1) The surveillance inspection

In addition to the inspection for approval prescribed from paragraph 6-1 to 6-4, the Minister of Land, Infrastructure, Transport and Tourism shall perform the surveillance inspection of the approved organization, including its contractor, under the provision of Article 134 paragraph 2 of the CAL, taking into account unairworthy condition report etc. Meanwhile, the surveillance inspection of the domestic approved organization shall be performed without a prior notice in principle. The approved organization shall cooperate with the surveillance inspection that the Minister of Land, Infrastructure, Transport and Tourism has his/her staff perform. When the surveillance inspection is performed, the inspector shall prepare "Report of the Survey of the Approved Organization" (Form 8) regarding the inspection result and notify it to the certificate holder (In case of surveillance inspection of the contractor, the report shall be issued to the originating approved organization). The certificate holder shall take corrective actions for findings in that report and report the contents of the actions by the written report ("Report of the Corrective Actions", Form 5).

### (2) Collection of unairworthy condition report by Authority

The Minister of Land, Infrastructure, Transport and Tourism shall collect the report under the provision of Article 134 paragraph 1 of the CAL, from the approved organization, its contractor, etc. Although this collection is performed when the Minister of Land, Infrastructure, Transport and Tourism deems it necessary to secure enforcement of the CAL, for each of the items (a) and (b) below, the report shall be submitted to applicable address to be reported as specified in the item (c), whenever an unairworthy condition is identified and every quarter of the year. Furthermore, the approved organization shall describe these methods and procedure for the reporting in its AOE.

#### (a) Unairworthy condition report

The items discovered on the approved work which might seriously affect the safety of an aircraft shall be reported.



- a. Fires caused by a system or equipment failure, malfunction or defect
- b. An engine exhaust system failure, malfunction, or defect which causes damage to the engine, adjacent aircraft structure or components
- c. The accumulation or circulation of toxic or noxious gases in the crew compartment or passenger cabin
- d. A malfunction, failure or defect of a propeller control system
- e. A propeller or rotorcraft hub or blade structural failure
- f. Flammable fluid leakage in areas where an ignition source normally exists
- g. A brake system failure caused by structural or material failure during operation
- h. Significant defect or failure of aircraft primary structural (fatigue cracking, corrosion, etc.)
- i. Any abnormal vibration or buffeting caused by a structural or system malfunction, defect or failure
- j. Any engine failure
- k. Any structural or system malfunction, defect or failure which causes an interference with normal control of the aircraft for which derogates the flying qualities
- l. A complete loss of more than one electrical power generating system or hydraulic power system during operation
- m. A failure of more than one attitude indicator, speed indicator or altimeter during operation
- n. Significant failure, malfunction or defect on components which might cause the damage or unsafe condition of the aircraft mentioned above
- o. Design problem which might cause the damage or unsafe condition of the aircraft mentioned above
- p. Violation of the AOE occurred in the accomplishment of the approved work.

(b) Periodical report

Information on a number of personnel required for each work volume to meet the suitable assignment of personnel under the provision of Article 32 item 3 of the CAR (Limited to the domestic approved organizations)

- a. The number of issuance of the design statement of conformity, the aircraft statement of conformity, or the authorized release certificate
- b. Required number of personnel calculated from the work volume of each section of the approved organization, and the number of personnel actually placed
- c. Presence of plans that will affect the future work volume, and necessary measures to take  
 Note: If there is a plan that will affect the future work volume (examples: newly received orders, received orders outside the approved work, introduction of new equipment, etc.), mention an overview of the plan, and measures that the approved organization will take to secure necessary personnel etc.
- d. Other items for reference

(c) Reporter and address for reporting

a. Reporter

Any person who has been designated in the approved organization, and who shall be entered in the AOE.

b. Address to be reported

- Domestic approved organization:

The address shall be Airworthiness Engineer Office of the Regional Civil Aviation Bureau where has jurisdiction over the main office of concerned approved organization. (Organization Approval Team, Airworthiness Engineering Certification Center if the organization is ADO/APO for aircraft).

- Approved organizations located in foreign country:

The address shall be Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau.

c. Report form and the timing of reporting

The report specified in (a) shall be made by using "Unairworthy Condition Report" (Form 9) and submitted, in principle, within 72 hours after any defect or malfunction was discovered.

The report specified in (b) has no form requirement, but shall contain the necessary information mentioned above, and be submitted by the end of each March, June, September, and December, in principle, reporting the information up to each previous month.

Meanwhile, if the approved organization is licensed as an air carrier, and has prepared the report on an event that affects safety for normal flight operation of aircraft, or the aircraft malfunction report, both of which are required for an air carrier under Article 111-4 of the CAL and Article 221-2 of the CAR, the approved organization may substitute the report specified in (a) with one of these existing reports. Similarly, if a report is made in accordance with the provisions of Circular No. 1-028 "Establishment of Continued Airworthiness System and Flight Safety Plan to be Established by Design Approval Holders of Domestic Aircraft etc. under Article 13-4 of the Civil Aeronautics Law", the report in (a) may be substituted.

(d) Corrective actions of unairworthy condition report

Contents of unairworthy condition report may be shown the other approved organization for Authority prevention stand point of view, if the Authority finds that contents of such report are important for safety. When the Authority carries out the abovementioned, the Authority and the approved organization that reports unairworthy condition should confer and agree with contents to be disclosed in advance, to prevent disclosure of technical information of the approved organization's own.

## 6-6 Order of Improvement, suspension or revocation of the approval work

### (1) Provisions for order of improvement, suspension or revocation of the approved work

The provisions for order of improvement, suspension or revocation of the approval has been established in Article 20 paragraph 6 of the CAL from the point of view to ensure that the work shall be properly performed by the approved organization and to make full assurance of flight safety. Personnel who is not obeyed the order shall be applied penalty under the provision of Article 145-2 paragraph 2 of the CAL.

### (2) Case of order of improvement, suspension or revocation of the approval

The approval may be suspended or revoked, or order of improvement of the approved work may be issued, when the approved organization shall come under the provision of Article 20 paragraph 6 of the CAL as follows:

- (a) The case when the approved organization violates the provision of Article 20 paragraph 2 or paragraph 5 of the CAL.
- (b) The case when the approved organization no longer complies with the technical requirements prescribed in Article 20 paragraph 1 of the CAL.

### (3) The steps for order of improvement, suspension or revocation of the approved work

The following steps shall be taken for order of improvement, suspension or revocation of the approval (Shall be investigated under the Law of Administrative Procedure in advance, as required.)

- (a) The Authority shall judge that the approved organization might come under Article 20 paragraph 6 of the CAL
- (b) Collection of reports or the surveillance inspection shall be conducted by the Authority under the provision of Article 134 of the CAL.
- (c) The Authority shall prepare "Report of the Survey of the Approved Organization (Form 8)" prescribed in paragraph 6-5 (2) and notify it, and order change of the AOE or execution of necessary action for improvement of operation of the approved work or issue "Notice of Suspension or Revocation" (Form 10) to the approved organization concerned.
  - (d) The approved organization shall return the certificate to the Authority without delay, when the approval is suspended or revoked.

### (4) Order of work improvement, suspension, and revocation.

#### (a) Order of work improvement

The authority will order the work improvement, and request the report of improvement on the specified date when the approved organization is expected to be improved by itself. In some cases, a surveillance inspection may be conducted in addition to this. The organization

approval shall be suspended or revoked in a case that the authority judged that the improvement is not satisfactory as a results of report of improvement or surveillance inspection.

(b) Suspension of the approved work

Upon suspension of the work, term of suspension shall be clarified in the notice of suspension or revocation in consideration of the period of time not more than 6 months for which the approved organization can take necessary action.

The approved work and related work that have been performed during the time of suspension shall not be regarded as having the privileges of the approved organization under the CAL.

(c) Revocation of the approval

The Authority shall revoke the approval when Authority judge that the organization does not comply with the technical standard specified in Article 32 of the CAR.

Once the approval has been revoked, the organization no longer has the privileges under the CAL.

## 7. Others

### 7-1 Merger of approved organizations

Application procedure for merger of approved organizations depends on the shape of the merger as follows:

- a. In a case that both organizations merged are the approved organization:  
Change of the AOE shall be required. (Refer Note 1 below.)
- b. In a case that the organization which takes over by the merger is not the approved organization:  
The procedure shall be handled as initial application as described in paragraph 6-1.
- c. In a case that the approved organization takes over the work as approved organization after merger with non-approved organization:  
Application is not required. (Refer Note 2 below.)

Note 1: It is limited that current capability and ratings for which the organization taking over after merger obtains approval shall not be changed. When that organization intends to change the capability and ratings, application for approval for those changes shall be required. And when limitations are required to change, application to change limitations shall be required for approval.

Note 2: It is limited that the merger does not affect the expansion of the work area, increase of equipment, etc. (The approved work is continued as the organization is.). When the merger goes with expansion of the work area, increase of equipment, revision of the AOE shall be required.

## 7-2 Addition of an approved organization

When the approved organization intends to add approved organization (including satellite) without any other change, such change shall be regarded as change of the AOE described in paragraph 6-4.

## 7-3 Change of name or location of an approved organization

When the approved organization intends to change only its name or location, such change shall be made by application for change of the AOE. When the change of the AOE is approved, the applicant shall submit the approved certificate it possesses to the jurisdiction airworthiness engineer office. The jurisdiction airworthiness engineer office shall enter the fact that the name or location has been changed in the Remarks column of the approved certificate as well as the new name or location after the change in the margin on the back side, and shall return the certificate back to the applicant. A sample entry is as follows.

Example: (Remarks column)

Name (Location) Change: As indicated on the back side  
(Back side)

The name (location) of the organization was changed as follows as of MM DD, YY (date of approval).

XXXXXXXX

Chief Airworthiness Engineer, Airworthiness Division, Japan Civil Aviation Bureau, or  
Chief Airworthiness Engineer, Air Navigation Services Department, East or West Japan Civil Aviation Bureau

Koku Taro 

## 7-4 Surrender of the organization

Any person intends to surrender the approval shall submit a notification to the jurisdiction airworthiness office with the documents describing about the reason and other matters required accompanied by the certificate of the approval.

In a case that a part of the approval is going to be surrendered, revised certificate of the approval will be issued. Before that, the approved organization shall submit the draft of revised AOE to the Authority.

## 7-5 In a case that the third person accompanies to field inspection of organization

In a case that a person or other persons concerned (hereinafter referred to as third person) who contracts design, manufacture or maintenance work to organization wishes to accompany Japan Civil Aviation Bureau to its organization field inspection and the organization agrees with that, the organization should notify the Japan Civil Aviation Bureau's inspector in advance that the third person accompanies Japan Civil Aviation Bureau to the field inspection and obtain his/her consent. The persons who accompany to the field inspection must follow the inspector's direction.

国空機第 号  
KOKU-KU-KI-xxxx

殿

## 業務規程認可書

### Approval for Approved Organization Exposition

年 月 日付けをもって申請のあった業務規程について航空法第 20 条第 2 項の規定に基づき認可する。

The Approved Organization Exposition, application for approval of which was submitted on the date of (日付け), is hereby approved pursuant to Article 20 paragraph 2 of Civil Aeronautics Law.

( 認定事業場番号 : 号 )  
( Approved Organization Number. )

認可年月日  
年 月 日

Date approved

国土交通大臣

印

Minister of  
Land, Infrastructure, Transport and Tourism

## 業務規程変更状況表

## Revision Status of Approved Organization Exposition

番号 No.	認可年月日 Date	変更ページ Page No.	変更内容 Contents of Change



## 書類検査結果通知書

Notice of Document Inspection Findings

1. 認定事業場名称及び認定番号 Approved Organization Name and Number

2. 検査対象の業務の能力 Inspected Capability

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 航空機設計検査認定<br>(Approved Design Organization for Aircraft)            | <input type="checkbox"/> 航空機製造検査認定<br>(Approved Production Organization for Aircraft)   | <input type="checkbox"/> 航空機整備検査認定<br>(Approved Maintenance Inspection Organization for Aircraft) |
| <input type="checkbox"/> 航空機整備改造認定<br>(Approved Maintenance Organization for Aircraft)       | <input type="checkbox"/> 装備品設計検査認定<br>(Approved Design Organization for Aircraft parts) | <input type="checkbox"/> 装備品製造検査認定<br>(Approved Production Organization for Aircraft parts)       |
| <input type="checkbox"/> 装備品修理改造認定<br>(Approved Maintenance Organization for Aircraft parts) |   |   |

3. 検査の目的 Inspection Associated

- 新規 New     更新 Renewal
- 業務の能力、範囲の変更 Change of Capability or Rating
- 限定の変更 Change of Limitation
- 業務規程の変更 Change of Approved Organization Exposition

4. 指摘事項 Findings

番号 No.	関係法令等 Paragraph of regulation	指摘事項 Nature of finding	処置実施期限 Due Date

5. 書類検査における指摘事項は4項のとおりであることを通知する。

The findings as a result of the document inspection are hereby notified as in Block 4 above.

首席航空機検査官

(前任航空機検査官又は航空機検査長)

Chief Airworthiness Engineer

年 月 日

Date issued

国空機第 号 KOKU-KU-KI-xxxx									
<h2 style="margin: 0;">実地検査結果通知書</h2> <p style="margin: 0;">Notice of Field Inspection Findings</p>									
1. 認定事業場名称及び認定番号 Approved Organization Name and Number									
<p>2. 検査対象の業務の能力 Inspected Capability</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><input type="checkbox"/> 航空機設計検査認定 (Approved Design Organization for Aircraft)</td> <td style="width: 33%; border: none;"><input type="checkbox"/> 航空機製造検査認定 (Approved Production Organization for Aircraft)</td> <td style="width: 33%; border: none;"><input type="checkbox"/> 航空機整備検査認定 (Approved Maintenance Inspection Organization for Aircraft)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 航空機整備改造認定 (Approved Maintenance Organization for Aircraft)</td> <td style="border: none;"><input type="checkbox"/> 装備品設計検査認定 (Approved Design Organization for Aircraft parts)</td> <td style="border: none;"><input type="checkbox"/> 装備品製造検査認定 (Approved Production Organization for Aircraft parts)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 装備品修理改造認定 (Approved Maintenance Organization for Aircraft parts)</td> <td colspan="2" style="border: none;"></td> </tr> </table>	<input type="checkbox"/> 航空機設計検査認定 (Approved Design Organization for Aircraft)	<input type="checkbox"/> 航空機製造検査認定 (Approved Production Organization for Aircraft)	<input type="checkbox"/> 航空機整備検査認定 (Approved Maintenance Inspection Organization for Aircraft)	<input type="checkbox"/> 航空機整備改造認定 (Approved Maintenance Organization for Aircraft)	<input type="checkbox"/> 装備品設計検査認定 (Approved Design Organization for Aircraft parts)	<input type="checkbox"/> 装備品製造検査認定 (Approved Production Organization for Aircraft parts)	<input type="checkbox"/> 装備品修理改造認定 (Approved Maintenance Organization for Aircraft parts)		
<input type="checkbox"/> 航空機設計検査認定 (Approved Design Organization for Aircraft)	<input type="checkbox"/> 航空機製造検査認定 (Approved Production Organization for Aircraft)	<input type="checkbox"/> 航空機整備検査認定 (Approved Maintenance Inspection Organization for Aircraft)							
<input type="checkbox"/> 航空機整備改造認定 (Approved Maintenance Organization for Aircraft)	<input type="checkbox"/> 装備品設計検査認定 (Approved Design Organization for Aircraft parts)	<input type="checkbox"/> 装備品製造検査認定 (Approved Production Organization for Aircraft parts)							
<input type="checkbox"/> 装備品修理改造認定 (Approved Maintenance Organization for Aircraft parts)									
<p>3. 検査の目的 Inspection Associated</p> <p><input type="checkbox"/> 新規 New    <input type="checkbox"/> 更新 Renewal</p> <p><input type="checkbox"/> 業務の能力、範囲の変更 Change of Capability or Rating</p> <p><input type="checkbox"/> 限定の変更 Change of Limitation</p> <p><input type="checkbox"/> 業務規程の変更 Change of Approved Organization Exposition</p>									
4. 指摘事項 Findings									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">番号 No.</th> <th style="width: 20%;">関係法令等 Paragraph of regulation</th> <th style="width: 50%;">指摘事項 Nature of finding</th> <th style="width: 20%;">処置実施期限 Due Date</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	番号 No.	関係法令等 Paragraph of regulation	指摘事項 Nature of finding	処置実施期限 Due Date					
番号 No.	関係法令等 Paragraph of regulation	指摘事項 Nature of finding	処置実施期限 Due Date						
<p>5. 実地検査における指摘事項は4項のとおりであることを通知する。 The findings as a result of the field inspection are hereby notified as in Block 4 above.</p> <p style="text-align: center;">首席航空機検査官 (前任航空機検査官又は航空機検査長) Chief Airworthiness Engineer</p> <p style="text-align: center;">年 月 日 Date issued</p>									

# 処置内容報告書

## Report of Corrective Actions

1. 認定事業場名称及び認定番号 Approved Organization Name and Number

2. 検査対象の業務の能力 Inspected Capability

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 航空機設計検査認定<br>(Approved Design Organization for Aircraft)            | <input type="checkbox"/> 航空機製造検査認定<br>(Approved Production Organization for Aircraft)   | <input type="checkbox"/> 航空機整備検査認定<br>(Approved Maintenance Inspection Organization for Aircraft) |
| <input type="checkbox"/> 航空機整備改造認定<br>(Approved Maintenance Organization for Aircraft)       | <input type="checkbox"/> 装備品設計検査認定<br>(Approved Design Organization for Aircraft parts) | <input type="checkbox"/> 装備品製造検査認定<br>(Approved Production Organization for Aircraft parts)       |
| <input type="checkbox"/> 装備品修理改造認定<br>(Approved Maintenance Organization for Aircraft parts) |   |   |

3. 検査の目的 Inspection Associated

- 新規 New     更新 Renewal
- 業務の能力、範囲の変更 Change of Capability or Rating
- 限定の変更 Change of Limitation
- 業務規程の変更 Change of Approved Organization Exposition
- 立入検査 Field Inspection

4. 処置内容 Corrective actions

番号 No.	処置内容 Corrective actions	処置実施期限 Due Date	処置完了日 Closed Date

5. 指摘事項に対する処置内容は4項のとおりであることを報告する。  
Corrective actions in response to the findings are reported as in Block 4 above.

報告者名  
Name

年 月 日

Date issued

## Approved Organization Certificate

( 申 請 者 )

The undermentioned organization is approved pursuant to Article 20 Paragraph 1 of Civil Aeronautics Law.

1. Approved Organization

2. Address

3. Category of Business

4. Rating

5. Limitation

6. Validity Period:        from        to

7. Remarks

Date Issued:

(国土交通大臣)

Minister of Land, Infrastructure, Transport and Tourism

Note: This is a translation of approved organization certificate issued by Japanese Minister of Land, Infrastructure, Transport and Tourism and shall not be construed as an official text.

## Approval of the Limitation Change

( 申 請 者 )

The limitation change of the approved organization, application for approval of which was submitted on the date of ( 日 付 ) is hereby approved pursuant to Article 35 of Civil Aeronautics Regulations.

1. Approved Organization Number

2. Category of Business

3. Change of Limitation

4. Remarks

Date Approval

(国土交通大臣)

Minister of Land, Infrastructure, Transport and Tourism

Note: This is a translation of approval for the limitation change of approved organization and shall not be construed as an official text.

# 認定事業場立入検査結果通知書

Report of the Survey of the Approved Organization

## 1. 認定事業場名称及び認定番号 Approved Organization Name and Number

## 2. 検査対象の業務の能力 Inspected Capability

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 航空機設計検査認定<br>(Approved Design Organization for Aircraft)            | <input type="checkbox"/> 航空機製造検査認定<br>(Approved Production Organization for Aircraft)   | <input type="checkbox"/> 航空機整備検査認定<br>(Approved Maintenance Inspection Organization for Aircraft) |
| <input type="checkbox"/> 航空機整備改造認定<br>(Approved Maintenance Organization for Aircraft)       | <input type="checkbox"/> 装備品設計検査認定<br>(Approved Design Organization for Aircraft parts) | <input type="checkbox"/> 装備品製造検査認定<br>(Approved Production Organization for Aircraft parts)       |
| <input type="checkbox"/> 装備品修理改造認定<br>(Approved Maintenance Organization for Aircraft parts) |   |   |

## 3. 検査の対象 Object of Survey

## 4. 指摘事項 Findings

番号 No.	関係法令等 Paragraph of regulation	指摘事項 Nature of finding	処置実施期限 Due Date

5. 立入検査における指摘事項は4項のとおりであることを通知する。  
The findings as a result of the survey are hereby notified as in Block 4 above.

首席航空機検査官  
(前任航空機検査官又は航空機検査長)  
Chief Airworthiness Engineer

年 月 日  
Date issued

<b>不安全事象報告</b> <b>Unairworthy Condition Report</b>	
1. 認定事業場名称及び認定番号	Approved Organization Name and Number
2. 事象の発生又は発見日、時刻	Date and Time
3. 事象の発生した航空機の国籍記号及び登録記号又は装備品の名称	Aircraft registration number or nomenclature of component, part, etc.
4. 事象の内容	Description on unairworthy condition
5. 処置（処置については後日報告しても良い。）	Disposition (may be reported later)
6. 上記の不安全事象について報告を行います。	I hereby report unairworthy conditions prescribed above.
報告年月日	年 月 日
Date reported	
	報告者名
	Name

国空機第 号  
KOKU-KU-KI-xxxx

## 業務の停止等の通知書

Notice of Suspension or Revocation

1. 認定事業場名称及び認定番号 Approved Organization Name and Number

2. 航空法第 20 条第 6 項に該当する内容

Findings made in terms of Article 20 paragraph 6 of Civil Aeronautics Law

3. 措置内容 Contents of Action

- 認定の取り消し Revocation of Approval
- 業務の停止 Suspension of Approval  
(停止期間 年 月 日から 年 月 日まで)  
period from to
- 全体停止 all
- 一部停止 part  
(一部停止の範囲 )  
area of suspension
- 業務の改善 Improvement for the Approved Business
- 業務規程の変更 Change of Approved Organization Exposition  
変更を要する事項及び理由  
items and reason to be required change of Approved Organization Exposition

4. 航空法第 20 条第 6 項の規定により、3 項のとおり措置を決定したので通知する。

This is to notify that the action has been determined as prescribed in Block 3 above according to Article 20 paragraph 6 of Civil Aeronautics Law.

国土交通大臣（地方航空局長）

印

Minister of Land, Infrastructure, Transport and Tourism  
(Director-General Regional Civil Aviation Bureau)

年 月 日

Date issued



Certificate of Competence Recognition for a Certifying Staff in Approved Organization

### 事業場認定に係る確認主任者の能力の認定

The person who applied as of [Day/ Month/ Year] is recognized as having the capability equivalent or more competence to certifying staff provided by Article 32 Item 4 of the Civil Aeronautics Regulations as follows:

年 月 日付けをもって申請のあった者については、下記のとおり  
航空法施行規則第 32 条第 4 号に規定する確認主任者と同等以上の能力を有すると  
認める。

記

(Name)

氏 名

(Certification Number)

認定書の番号

(Classification of Capability: Capability provided in Article 20 paragraph (1) item ([ ]) of the Civil Aeronautics Law

認定業務の区分 法第 20 条第 1 項第 号に係る認定業務

(Scope of Capabilities )

業務の範囲

(Limitation)

限 定

([Day/ Month/ Year])

年 月 日

Director-General, Regional Aviation Bureau

地方航空局長



<h2>最高責任者選任届</h2> <p>Notification of appointment of Accountable Manager</p>
1. 認定事業場名称及び認定番号 Approved Organization Name and Number
2. 最高責任者名 Name of the Accountable Manager (First Name / Surname)
3. 責任に関する表明 Statement of Declaration of Compliance 私は、認定事業場の最高責任者として、認定事業場全体に対する権限及び以下に示す責任を有しており、認定事業場に関する法令（航空法及び航空法施行規則）及びサーキュラー（以下「関連法令等」という。）に基づき、認定業務を確実に遂行します。 a. 認定業務を実施するために必要なすべての人員、施設等を利用可能にすること b. 安全及び品質に関する方針を確立し、推進する体制を整えること c. 関連法令等の基本的な理解を示すこと  As the Accountable Manager for Approved Organization, I declare that I have the authority and the responsibilities shown below, and will conduct the approved work surely based on the laws concerning Approved Organizations (Civil Aeronautics Law and Civil Aeronautics Regulations) and Circular (hereinafter referred to as " laws and regulations, etc. "). a. Making all personnel, facilities etc. necessary for carrying out approved work available b. Organizing a system to establish and promote the safety and quality policy c. Demonstrating a basic understanding of related law and regulations, etc.
最高責任者の署名 Signature of the Accountable Manager   署名年月日 Date of Signature

様式13 (Form-13)

<b>責任者選任届</b> Notification of appointment of Responsible Manager	
1.	認定事業場名称及び認定番号    Approved Organization Name and Number
2.	組織の責任者名    Name of the Responsible Manager for the appointed organization (First Name / Surname)
3.	責任者として選任された組織及び役職    Position within the Organization / Title
4.	<p>組織の責任者を指名するにあたって、当該責任者の知識及び経験等の経歴が、当該組織において分担する認定業務に係る責任を果たすのにふさわしいことの説明。</p> <p>Explanation that, with regard to his or her work records including relevant knowledge, experience and so forth, the person may be seen to be appropriate as the responsible manager to fulfil his or her responsibility related to the approved work assigned to the appointed organization.</p> <p>(注)「添付別紙のとおり」と記入し、知識及び経験等の経歴に係る情報を添付する別紙に記載してもよい。 Note: It is acceptable to state here “As stated in the attached paper” and provide his or her information on knowledge or experience in a separate document attached to this form.</p>
5.	<p>上記について報告を行います。</p> <p>I hereby report prescribed above.</p> <p>報告年月日                      年      月      日</p> <p>Date reported</p> <p style="text-align: right;">報告者が所属する組織 Position 報告者名 Name</p>

(CAR Form 16)(Pertaining to Article 31 of the CAR)  
第 16 号様式(第 34 条関係)(日本工業規格A4)

(Application for organization approval)  
事業場認定申請書

(Minister of Land, Infrastructure, Transport and Tourism)

国土交通大臣 殿

(Day/ Month/ Year)

年 月 日

(Applicant's address or principle office's location)

住所又は主たる事務所の所在地

(Applicant's name)

氏名又は名称

(I hereby apply for approval of the following organization set forth in Article 20 paragraph 1 of the Civil Aeronautics Law with documents attached hereto.)

下記の事業場について、航空法第 20 条第1項の認定を受けたいので、関係書類を添えて申請します。

(Organization's name) 事業場の名称	
(Organization's address) 事業場の所在地	
(Capability to be approved) 業務の能力	
(Ratings) 業務の範囲	
(Limitations to be approved) 受けようとする限定	
(Proposed date for on-site inspection conducted by the authority) 実地検査希望時期	
(Remarks) 備考	

第 号

# 事業場認定書

殿

航空法第 20 条第 1 項の規定により、下記のとおり認定する。

## 記

事業場の名称	
事業場の所在地	
業務の能力	
業務の範囲	
限 定	
有効期間	年 月 日から 年 月 日まで
備 考	

発行年月日 年 月 日

国土交通大臣

印

# Approved Organization Certificate

*The under mentioned organization is approved pursuant to Article 20, Paragraph 1 of Civil Aeronautics Law.*

*1. Approved Organization*

*2. Address*

*3. Category*

*4. Rating*

*5. Limitation*

*6. Validity Period*

*Date Issued :*

Minister of Land, Infrastructure, Transport and Tourism

Note: This is a translation of the approved organization certification and shall not be construed as an official text.

(CAR Form 16-3) (Pertaining to Article 35 of the CAR)

第 16 号様式の 3 (第 35 条関係) (日本工業規格 A4)

(Application for change of limitations)

限 定 変 更 申 請 書

(Minister of Land, Infrastructure, Transport and Tourism)

国土交通大臣

(Day/ Month/ Year)

住所又は主たる事務所の所在地

(Applicant's address or principle office's location)

(Applicant's name)

氏名又は名称

(I hereby apply for approval of the change of limitations with the documents attached hereto.)

下記の認定の限定変更について承認を受けたいので、関係書類を添えて申請します。

( Approved Organization Number ) 認定書の番号	
(Capability that the applicant has been approved) 認定を受けている業務の能力	
(Reasons for change) 変更事項	
(Remarks) 備考	

第 号

# 限定変更承認書

殿

年 月 日付けをもって申請のあった限定の変更については、下記により承認する。

記

認定書の番号	
認定を受けている 業務の能力	
変更事項	
備考	

発行年月日 年 月 日

国土交通大臣

印



*Approval of the Limitation Change*

*The limitation change of the approved organization, application for approval of which was submitted on the date of [Day Month Year] is hereby approved pursuant to Article 35 of Civil Aeronautics Regulations.*

*1. Approved Organization Number:*

*2. Category of Business:*

*3. Change of Limitation:*

*4. Remarks:*

*Date Approval:*

Minister of Land, Infrastructure, Transport and Tourism

Note: This is a translation of approval for the limitation change of approved organization and shall not be construed as an official text.

(Application for establishment/revision of an approved organization exposition)

業 務 規 程 設 定 認 可 申 請 書  
変 更

(Minister of Land, Infrastructure, Transport and Tourism)

国土交通大臣 殿

([Day/ Month/ Year])

(Applicant's address or principle office's location)

住所又は主たる事務所の所在地

(Applicant's name)

氏名又は名称

(I hereby apply for approval of the establishment/revision of the AOE with the documents attached hereto..)

下記の業務規程の 設定 変更 について認可を受けたいので、関係書類を添えて申請します。

(Approved Organization Number) 認 定 書 の 番 号	
(Contents of establishment/revision for the AOE) 設 定 変 更 の 概 要	
(Reasons for establishment/revision) 設 定 変 更 の 理 由	
(Remarks) 備 考	

CAR Form 17 (Pertaining to Article 41 of the CAR)

(Statement of Aircraft Conformity) <h1 style="text-align: center;">航空機基準適合証</h1> (No.)第 号 <div style="text-align: right;">                     (Date of Issuance)                      年 月 日交付                 </div>	
(Name of Approved Organization) 認定事業場の名称	
(Address of Approved Organization) 認定事業場の所在地	
(I confirmed that following aircraft conforms to the standards set forth in Article 10 paragraph (4) of the Civil Aeronautics Act.) 下記の航空機について、航空法第 10 条第 4 項の基準に適合することを確認した。 (Date of confirmation) ([day/ month/ year]) 確認年月日 年 月 日 (Name of certifying staff) 確認主任者氏名 <span style="float: right; border: 1px solid black; padding: 2px;">印</span>	
(Nationality and Registration Mark) 国籍記号及び登録記号 JA	(Aircraft type and manufacturer) 航空機型式及び製造者
(Aircraft serial number) 航空機製造番号	(airworthiness category) 耐空類別
(Name of user and its address) 使用者の氏名又は名称及び所在地	
(Applicable item of the Civil Aeronautics Act Article 10 paragraph 4) 適用される航空法第 10 条第 4 項の基準	(The applicable item shall be checked.) (適合される号を○で囲むこと。) 第 1 号 第 2 号 第 3 号
(NOTE) 1. This Statement of Conformity does not authorize the flight of the aircraft. 2. Application for airworthiness certification shall be done within 15 days after the issuance of this Statement of Conformity. (注) 1. 本適合証は、航空機の飛行を許可するものではない。 2. 耐空証明の申請は、本適合証の交付後 15 日以内に行うこと。	

( )  
設 計 基 準 適 合 証

Number.  
第 号

Issued on [day/ month/ year]  
年 月 日交付

(Name of Approved Organization) 認定事業場の名称	
(Address of Approved Organization) 認定事業場の所在地	
(Classification of Confirmation) 確認の区分	(Check the applicable item that was performed) (確認を行った手続きを○で囲むこと。) (Confirmation set forth in Article 13 paragraph 4 of the CAA) 航空法第 13 条第 4 項の確認 (Confirmation set forth in Article 13-2 paragraph 4 of the CAA) 航空法第 13 条の 2 第 4 項の確認 (Confirmation set forth in Article 18 paragraph 2 of the CAA) 航空法第 18 条第 2 項の確認 (Confirmation set forth in Article 18 paragraph 4 of the CAA) 航空法第 18 条第 4 項の確認 (Confirmation set forth in Article 15 paragraph 6 of the CAR) 航空法施行規則第 15 条第 6 項の確認 (Confirmation set forth in Article 26-13 paragraph 7 of the CAR) 航空法施行規則第 26 条の 13 第 7 項の確認 (Confirmation set forth in Article 26-13 paragraph 15 of the CAR) 航空法施行規則第 26 条の 13 第 15 項の確認
Aircraft 航空機	(Category of aircraft) 航空機の種類
	(Aircraft type) 航空機型式
	(Aircraft designer) 航空機的设计者
	(The type certificate Number) 型式証明書番号
	(Airworthiness category) 耐空類別
	(Contents of Supplement Type Design) 追加型式設計の内容
	(Designer of Supplement Type Design) 追加型式設計的设计者
	STC Number 追加型式設計承認書番号
Components etc 装備品等	Type of Components//Parts の種類
	Designer of Components//Parts 装備品的设计者
	Approval Number of TA/SA

装備品等 型式 承認書の番号 仕様	
Description of the Repair and Alteration Design for components etc. 装備品等修理改造設計の内容	
Designer who performed the Repair and Alteration Design for components etc. 装備品等修理改造設計の設計者	
Approval Number of the Repair and Alteration Design for components etc. 装備品等修理改造設計承認書の番号	
<p>It was confirmed that the above-mentioned design complies with the standards of Article 10 Paragraph 4 of the Civil Aeronautics Act (for components tec., standards specified by Annex No.1 of the Civil Aeronautics Regulations or types or specifications approved by the Minister of Land, Infrastructure, Transport and Tourism).</p>	
<p>上記の設計について、航空法第10条第4項の基準（装備品等にあつては、航空法施行規則附属書第一に定める基準又は国土交通大臣の承認した型式又は仕様）に適合することを確認した。</p>	
<p>Confirmed date [day/ month/ year]          確認年月日 年 月 日</p>	
<p>Name of certifying staff          確認主任者氏名</p> <div style="border: 1px solid black; width: 60px; height: 40px; display: flex; align-items: center; justify-content: center; margin-left: auto;">       印     </div>	

CAR Form 18 (Pertaining to Article 41 of the CAR)

1. 日本国 Japan	2.  <b>装備品等基準適合証</b> AUTHORIZED RELEASE CERTIFICATE				3. 証明書番号 Certification Ref. No.
4. 認定事業場名称 Organization approved by the airworthiness authority of the country specified in block 1 to issue this form				5. 伝票番号、作業指示番号 Work Order/Contract/Invoice	
6. 品目番号 Item	7. 名称 Description	8. 部品番号 Part No.	9. 数量 Qty.	10. 製造番号 Serial/Batch No.	11. 状況/作業内容 Status/Work
13. 備考 Remarks					
<p>使用限界の定められている装備品等は、総使用时间/総使用サイクル/新規製造後の経過期間及び整備・改造の記録を添付すること。 Life-limited life parts must be accompanied by maintenance history including total time/total cycle/time since new.</p>					
13. 上記の装備品等が、欄 12 に記載される事項を除き、航空法（昭和 27 年法律 231 号）に規定する基準及び手続きに基づき、製造/検査されていることを確認する。（裏面参照） Certifies that item(s) identified above except as otherwise specified in block 12 was(were) manufactured/inspected in accordance with the applicable design data and procedure prescribed in Civil Aeronautics Law of Japan and Regulations. (See over)			18. 上記の装備品等が、欄 12 に記載される事項を除き、航空法（昭和 27 年法律 231 号）に規定する基準及び手続きに基づき、修理/改造されていることを確認する。（裏面参照） Certifies that the work specified above except as otherwise specified in block 12 was carried out in accordance with the applicable design data and procedure prescribed in Civil Aeronautics Law of Japan and Regulations. (See over)		
14. 署名又は押印 Signature	15. 認定事業場番号 Approval Reference Number		19. 署名又は押印 Signature	20. 認定事業場番号 Approval Reference Number	
16. 記名 Name	17. 確認の年月日 Date(d/m/y)		21.記名 Name	22. 確認の年月日 Date(d/m/y)	

## 使用者の責任について

### User/Installer Responsibility

1. この装備品等基準適合証のみでは、装備品等を航空機に装備することについての保証には不十分であることを使用者は理解することが重要である。

It is important to understand that the existence of the document alone does not automatically constitute authority to install the items.

2. 欄 1 に記載された国の航空当局と異なる国の航空当局の規則に従って、装備品等を航空機に装備する場合には、使用者は自らの航空当局が、欄 1 に記載された国の航空当局からの装備品等を受け入れていることが不可欠である。

Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different from the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Authority accepts items from the Airworthiness Authority of the country specified in block 1.

3. 欄 13 及び欄 18 に記載された事項は、装備品等を航空機に装備することについての証明ではない。いずれの場合でも、航空機の飛行前に当該装備品等の使用者による保証、確認を法に基づき航空機搭載用航空日誌に記録しなければならない。

Statements 13 and 18 do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.





Part II  
Approved Design Organization  
for Aircraft / Aircraft parts

## TABLE OF CONTENT

1.	Introduction.....	3
2.	Outline of Approval System.....	3
2-1	The capabilities.....	3
2-2	Scope of rating (Article 33 paragraph 1 of the CAR).....	4
2-3	Limitations (Article 30 paragraph 2 of the CAR).....	4
2-4	Configuration of organizations.....	6
2-5	Duration of approval*.....	6
2-6	Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder .....	7
3.	Requirements for Approval.....	7
3-1	Requirements for approval.....	7
(1)	Facilities (Article 32 item 1 of the CAR) .....	7
(2)	Organization (Article 32 item 2 of the CAR).....	9
(3)	Personnel (Article 32 item 3 of the CAR).....	12
(4)	Requirements of Certifying staff (Article 32 item 4 of the CAR) .....	13
(5)	Method of work (Article 32 item 5 of the CAR) .....	18
(6)	Quality control system (Article 32 item 6 of the CAR).....	19
(7)	Method of inspection (Article 32 item7 of the CAR) .....	30
(8)	Responsibility of the approved organization* (Article 38 of the CAR).....	31
3-2	Technical requirements for dispatching system .....	31
3-3	Class*.....	31
3-4	Other requirements* .....	31
4.	Method of Confirmation by the Certifying Staff.....	32
4-1	Methods of confirmation.....	32
4-1-1	Method of confirmation of the inspection (Article 39 of the CAR).....	32
4-1-2	Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR).....	33
4-1-3	Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts .....	38
4-2	Confirmation technique by the certifying staff.....	39
4-3	Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate.....	40
4-4	Confirmation or Issuance by Electromagnetic Means .....	41
4-5	Handling for flight test.....	41
5.	Composition of an Approved Organization Exposition (AOE) and Instructions for Editing .....	42
5-1	Role of an AOE .....	42
5-2	Composition of an AOE .....	42

5-2-1	Contents of an AOE.....	42
5-2-2	Example of necessary items for performing the work .....	52
5-2-3	Composition of the AOE* .....	54
5-2-4	Form* .....	54
5-2-5	Others* .....	55
Appendix 2-1: Supplement for approved work conducted by approved design organization .....		56
Appendix 2-2: Instructions for entry into the Design Statement of Conformity.....		98
Appendix 2-3: Sample of the table of contents of the Approved Organization Exposition		102

## 1. Introduction

This part provides regarding to the following categories of capability.

- Capabilities to design aircraft and inspect the completed design (Article 20 paragraph 1-(1) of the CAL)
- Capabilities to design components and inspect the completed design (Article 20 paragraph 1-(5) of the CAL)

Common matters of the approved organization system are provided in Part I “General Part”

## 2. Outline of Approval System

See Part I “General Part” of this Circular

### 2-1 The capabilities

- (1) Capabilities to design aircraft and inspect the completed design (hereinafter referred to as the capability of "ADO (Approved Design Organization) for Aircraft") (Article 20 paragraph 1-(1) of the CAL)

This means the capability of Japanese organization to design or change the design of aircraft and perform a part of or all inspections for approving of type-certificate, supplemental-type-certificate, and their amendments; which is equivalent to inspections conducted by Authority,;

to perform a part or all inspections for design and manufacturing process, which is equivalent to inspections conducted by Authority, when a Japanese organization designs aircraft and applies the airworthiness certificate without having its type certificate; or to perform a part or all inspections for approving of the repair and alteration design or the change of the repair and alteration design for aircraft, which is equivalent to inspections conducted by Authority, when the Japanese organization changes the repair and alteration design.

Basically, any person who design or change the design of aircraft should obtain a type-certificate, a supplemental-type-certificate, or an amendment of the certificate. Any applicant for ADO for Aircraft shall be capable of obtaining these certificates, that is to say, limited approval only for airworthiness certificate, shall not be granted.

- (2) Capabilities to design components and inspect the completed design (hereinafter referred to as the capability of "ADO for Aircraft parts") (Article 20 paragraph 1-(5) of

the CAL)

This means the capability of Japanese organization to design aircraft parts and perform a part of or all inspections for type approval, specification approval, (hereinafter referred to as T/A, S/A) or their amendments; or the capability of a domestic operator to change the design regarding to the repair and alteration design approval for components etc., and to conduct part or all of the inspection of the these components, etc. for the repair and alteration design approval for components etc. or their amendments which are equivalent to current inspections conducted by Authority.

## 2-2 Scope of rating (Article 30 paragraph 1 of the CAR)

See Part I "General Part" of this Circular

## 2-3 Limitations (Article 30 paragraph 2 of the CAR)

Detail of the limitations in the Part I "General Part" are as follows.

### (1) Limitations attached to the approval for the capability of the ADO for Aircraft

#### (a) Limitation by the certification and approval system in Regulations

Limitation by the certification and approval system in Regulations Certification and approval system with regard to an aircraft design is as following examples. However, limitation only to airworthiness certification shall not be granted as described in 2-1(1).

Example:

- Type certification (including amendments)
- Supplemental type certification (including amendments)
- Approval for repair and alteration design (including approval for repair and alteration design changes)

#### (b) Limitation by the type of aircraft

The type of aircraft that obtained type certificate or airworthiness certificate, or application for these certificates has been made. The type of aircraft is as following example:

- NAMC YS-11A

#### (c) Limitation of design change to be certified under Article 40 of the CAR (classification of design change or contents of design change specified in the table of Article 6 of the CAR, and contents of specific design change, etc.)

In some cases, the design change shall be certified under Article 40 of the CAR (the Case of Notification), others shall not be certified as prescribed in Appendix 2-1 paragraph 2(2). The approval shall be granted with the limitation of design change as

following example:

- All design change prescribed in Article 22-2 of the CAR
- Design with regard to change of Passenger Seat Configuration (change to new configuration) in the design change prescribed in Article 22-7 of the CAR
- All design changes prescribed in Article 26-10 of the CAR

(d) Other limitation

(i) Limitation of test

Approved organization may be granted with a limitation of test as following examples. Each organization shall identify the test (name, type, etc.) in detail on its approved organization exposition (hereinafter referred to as the "AOE").

Example:

- Verification test (part / sub assembly level test, all of static / fatigue / functional test) full scale test (ground test, flight test of the aircraft)

Limitations described above (a) through (d) shall be prescribed in the AOE.

(2) Limitations attached to the approval for the capability of ADO for Aircraft parts

(a) Limitation by the certification and approval system in Regulations

Certification and approval system with regard to a component/parts design is as following:

Example:

- Typel/Specification Approval
- Approval for repair and alteration design for components etc. (including approval for repair and alteration design changes)

(b) Limitation by the category and the type of component/parts

Components, etc. subject to the ADO for Aircraft parts shall be those for which an application for T/A or S/A has been made or for which such approval has been obtained, or those equipped with aircraft for which the type certification of JCAB has been obtained. Therefore, the category of component/parts shall not be limited, and the type described in the T/A of the component/parts or the type described in the drawings, parts catalogues, etc. of the aircraft that permitted under the type certification to equip the component/parts shall be limited.

For internal parts or materials of the said components, the approved organization can perform the approved work, provided the ratings of the said components have been approved as ADO for Aircraft parts. In this case, limitations for inner parts or materials shall be in accordance with the limitations to the said components. Samples of type of components/parts are as following:

Example:

- MITSUBISHI MG-5 Series engines
- LD cargo containers

(c) Limitation of design change to be certified under Article 40 of the CAR (classification, contents of design change specified in the table of Article 6 of the CAR)

In some cases, the design change shall be certified under Article 40 of the CAR (the Case of Notification), others shall not be certified as prescribed in Appendix 2-1 paragraph 2. The approval shall be granted with the limitation of design change as following:

- Design change prescribed in Article 15 paragraph 6 (Limited to the Seat Dress Cover)

(d) Other limitation

(i) Limitation of test

Approved organization may be granted with a limitation of test as following. Each organization shall identify the test (name, type, etc.) in detail on its AOE.

Examples:

- Verification test (part/sub assy level test, static/ fatigue/ functional test)
- Proof test (dynamic impact load test)
- Limitations described above (a) through (d) shall be prescribed in the AOE.

## 2-4 Configuration of organizations

(1) Satellite system\*

When one applicant intends to perform its work under approval at two or more places geographically away from each other, the applicant may obtain approval organization at remote stations or foreign stations with single approval, provided the applicant has same quality control system in these places (hereinafter referred to as "satellite approval").

In this case, Authority shall attach limitations of classification and contents of work, etc. according to the capability at each satellite station.

(2) Performance of approved work at a location other than the approved facilities (Dispatching system)

Not Applicable

## 2-5 Duration of approval\*

It is specified in the provision of Article 34 of the CAR that duration of approval of

organization shall be two years.

## 2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder

Not Applicable

## 3. Requirements for Approval

### 3-1 Requirements for approval

The technical requirements for approval prescribed in the provision of Article 32 of the CAR shall provide minimum function furnished by the organization when the approved organization performs the works approved which includes not only the direct work such as design, manufacturing, maintenance, inspection, etc., but also the indirect work such as quality control work required to perform the direct work (hereinafter referred to as "approved work").

Also, the inspection for compliance with requirements on approval by Authority shall be conducted to assure whether the applicant can properly perform the approved work under requesting through the function concerned and shall not be only conducted to inspect whether the applicant has facilities, organization, personnel and systems specified in the requirements. The general guidelines on the inspection to determine compliance with the technical requirements is provided below.

However, the concept which may be regarded as having function equivalent to or more than that specified in this guideline after reviewing the compliance inspection shall be accepted to be effective by approving its AOE on the case by case basis, even if it is not listed in this guidelines.

In addition, the approval requirements about each of work capacities are referred to the contents from the second part to the fifth part, the requirements about a safety management system are referred to the contents of the sixth part.

#### (1) Facilities (Article 32 item 1 of the CAR)

The facilities prescribed in this provision mean the general term that includes not only housing but also equipment, work area, storage facility, etc. which are required to perform the approved work request

#### (a) Equipment (Article 32 item 1-a of the CAR)

##### a. Necessary equipment

The equipment necessary for the approved work is specified as equipment which is used repeatedly such as equipment for structure test, flammability test, etc. to perform the approved work, excluding equipment which is provided for particular



test and dismantled after completion of the test. The measuring equipment, test equipment and tools used for the approved work must be included in this requirement.

b. Offices

From the view point of emphasis on activity as an approved organization, the office with liaison function must be required at each location (including satellite approval) to be approved except for the dispatching system described in paragraph 2-4(2) and specific facility to be rented. The office means not only a waiting room for mechanic but also rooms for process control, technical section or control room for the technical data, etc. In case of accomplishment of works at location outside of approved facility, the office must have at least liaison function.

(b) Work area\* (Article 32 item 1-b of the CAR)

Work area necessary for the approved work must have sufficient space and area to perform the approved work and must have necessary surrounding conditions under control (ventilation, lighting, temperature, humidity, dust, noise, etc.) which are specified by the designer or manufacturer of aircraft or components related to the approved work. Also, work area must enable workers to do their work without excessive burden.

The work area where workers do their special work, such as painting, wash, welding, inspection and repair of electronic and electrical devices, machine processing is isolated, if necessary, not to have any influence on environmental pollution and other works in other work area.

(c) Storage Facility (Article 32 item 1-c of the CAR)

The facility for suitable storage is the facility with sufficient capacity having necessary surrounding conditions that are specified by the designer or manufacturer of storage items.

Also, storage items are separated from each other properly by suitable methods, such as to store by using appropriate equipment, such as rack, tray, and stand, etc.

The measuring equipment, test equipment, tools, design documents, and test articles in addition to materials, parts and aircraft parts must be included in items to be stored.

Note: Some adhesives for which storage temperature is specified must be handled cautiously.

(d) Rented equipment, facilities, etc.

Much kind of equipment and facilities may be used for design and inspection after completion of design. It is difficult for the approved organization to have and always maintain all equipment and facility by itself, including equipment and facilities which are temporarily but less frequently use, or owned by an research institute in Japan or

overseas, to perform the approved work. And the approved organization may use fixed equipment or facilities located outside.

In such cases, the approved organization is able to rent equipment and facilities, if standards/procedures for rented equipment and facilities to perform the approved work is described in the AOE and is approved by Authority. To perform of the approve work out of the approved facility in accordance with the standards / procedures may be approved, in case of renting equipment and facilities (including tools, measuring equipment with the facilities to be used) which are fixed.

If it is presumed that the approved organization rents them at each work, it shall establish the procedures to confirm that the concerned facilities, equipment, etc. comply with its standards. And rented items are appropriately controlled in accordance with standards of the approved organization itself during rent. The approved organization may consider to control rented items, when renter's quality standard and system is equivalent or better than standards of the approved organization.

(2) Organization (Article 32 item 2 of the CAR)

(a) Accountable manager\*

An approved organization designated one person as an accountable manager for its approved work. The one designated as the accountable manager shall be the chief executive officer who holds ultimate responsibility for the operation of the approved organization, or the person appointed by the chief executive officer with necessary authority delegated, including the one for company management. The accountable manager shall have the authorities and responsibilities over all approved organization operations below, and serve as the primary contact with Japan Civil Aviation Bureau as a person with ultimate responsibility, in accordance with regulations related to an approved organizations (CAL and CAR) and this Circular (hereinafter referred to as "related regulations").

- a. To ensure all necessary resources such as personnel and facilities are available to conduct approved work.
- b. To establish and promote the safety and quality policy.
- c. To demonstrate a basic understanding of related regulations.

The accountable manager shall declare the commitment to complying with the abovementioned requirements upon designation (see Form-12).

(b) Suitable organization\*

A suitable organization means one wherein the approved work is equally shared among groups consisting of the organization or among responsible managers of respective groups.

When designating a responsible manager, an approved organization shall select a

person who is expected to properly fulfill the responsibility for the approved work assigned to the relevant group in light of the person's work records, including knowledge and experience, etc. (see Form-13).

(c) What organization should be\*

The division/section in the organization does not necessarily need to be independent or fragmented by each work, provided that the authority, responsibility and interrelationship of each group in the organization is clear and there exists no difficulties upon performing the work in the organization. Also, concurrently holding more than one post among groups or the number of staff does not matter.

(d) Liaison between Design Organization and Authority

a. In approved design organization, it is important for the authority and the organizations to have the same recognition for the procedures on how to inspect the completed design when it performs its approved service. Therefore, with regard to matters concerning safety and environmental protection, the following must be satisfied.

(i) Organization and personnel responsible for the liaison with the authority must fall under either of the following and be established and staffed on a permanent basis.

- Organization under the direct control of the head of the approved design organization
- A part of the quality assurance organization under the control of the head of the approved design organization, which is independent from other organizations in the approved design organization

(ii) The organization and personnel must perform the tasks listed below.

- (1) Liaison between the design organization and the authority with respect to all aspects of the certification program
- (2) Ensuring that an approved organization exposition is prepared and updated properly
- (3) Cooperation with the authority in developing procedures to be used for the type certification process
- (4) Issuing of guidelines for documenting compliance
- (5) Cooperation in developing guidelines for the preparation of the manuals necessary for the type certification process (manuals required by the respective laws and regulations, etc., Service Bulletins [SB], drawings, and documents, etc. required by specifications)
- (6) Ensuring procurement and distribution of applicable certification basis (safety and environmental protection requirements) and other specifications to respective departments

- (7) Cooperating with the authority in proposing the type certification basis
- (8) Interpretation of the airworthiness standards and environmental protection requirements and requesting decisions of the authority in case of doubt
- (9) Advising of all departments of design organization in all questions regarding airworthiness and environmental protection approval and certification
- (10) Preparation of the certification plan and coordination of all tasks related to Type Investigation in concurrence with the authority
- (11) Regular reporting to the authority about Type Investigation progress and announcement of scheduled tests in due time
- (12) Ensuring cooperation in preparing design inspection and test programs needed for demonstration of compliance
- (13) Establishing the compliance checklist and updating for changes
- (14) Checking that all compliance documents are prepared as necessary to demonstrate compliance with all airworthiness standards and environmental protection requirements (including both the documents that are to be finally confirmed by the authority and the documents that will be confirmed by the certifying staff), as well as for completeness, and signing for release of these documents
- (15) Checking the submitted documents required for type certification, approval for supplemental type design approval for repair and alteration design, etc., and ensuring that they are provided to the authority for approval when required
- (16) Preparation, if necessary, of a draft for a type-certificate data sheet and/or type certificate data sheet modification
- (17) Providing verification to the head of the approved design organization that all activities required for Type Investigation have been properly completed
- (18) Approving the classification of design changes
- (19) Monitoring of significant failures, etc. on other aeronautical products as far as relevant to determine their effect on airworthiness of products being designed by the approved design organization
- (20) Ensuring cooperation in preparing Service Bulletins (SB) and the Structural Repair Manual (SRM), and subsequent revisions, with special attention being given to the manner in which the contents affect airworthiness and environmental protection requirements
- (21) Ensuring the initiation of activities as a response to failure (accident, incident, etc.) evaluation and complaints from the operation, and providing of information to the authority in case of airworthiness impairment (continuing airworthiness)
- (22) Advising the authority with regard to the issue of JCAB Airworthiness Directives (TCD) in general based on Service Bulletins (SB)
- (23) Ensuring that the manuals approved by the authority, including any subsequent

revisions (Aircraft Flight Manual, Airworthiness Limitations section of the Instructions for Continued Airworthiness, and Certification Maintenance Requirements (CMR) document), are checked to determine that they meet the respective laws and regulations, and that they are provided to the authority for approval

Note: Regarding (21) and (22), refer to Circular No.1-028 "Continued Airworthiness System and Flight Safety Continuation Plan to be established by Design Approval Holders for Domestic Aircraft under Article 13-4 of the Civil Aeronautics Law".

- b. Regardless of the provisions in (a), with regard to the approved design organization whose capability is limited to minor design changes, organization and personnel responsible for the liaison with the authority may be established and staffed for every design project, not necessarily on a permanent basis. In this case, the certifying staff specified in Section (4) must be liaison between the approved design organization and the authority to have direct or indirect involvement.

(3) Personnel (Article 32 item 3 of the CAR)

(a) Personnel ability to carry out the assigned work properly

The personnel of each group in the approved organization must have enough competence to keep up with the work assigned to each group. Personal qualification certificated by Authority, qualification authorized within the approved organization, experience, past records of attending company school or training shall be regarded as a system to assure the competence.

Furthermore, personnel who are directly engaged in inspection task (referred to as the "inspector") must be certified under the qualification system assure enough proficiency in accordance with related inspection system prescribed in paragraph (6) (k) and (l).

Personnel who are engaged in specialized services must be certified under the qualification system based on the latest public standards such as National Aerospace Standard, etc.

Example:

- JIS W-0905 "Standard of capability authorization for inspector of non-destructive inspection for aerospace purpose"
- NAS-410 Certification & Qualification of Nondestructive Test Personnel

Examples are not limited to the above, and qualification system may be available based on other equivalent public standards.

Out of the personnel of each group, a list shall be prepared at least for those to whom

in-house qualifications are given. The list shall contain names, belongings, duties in charge of such personnel by qualification category and shall be maintained at the latest version at any time.

(b) Suitable assignment of personnel\*

Number of personnel of each group in the approved organization must be sufficient to properly perform the volume of work assigned to the group. Also, as the shortage of number of personnel may often bring up problem for proper performance of works when the volume of work is expanded, necessary numbers for the work concerned must be quantitatively grasped.

In addition, an approved organization has the procedures for re-assessment of work plan in case of shortage of personnel to planned staffing level for any particular work shift or period except in cases when the personnel can be reassigned easily.

Persons engage in design, inspection or confirmation for aircraft or aircraft parts in the ADO shall comply with following matters.

- a. They shall not engage in the design related work when they feel physical disorders that could affect the safe and precise operation.
- b. They shall not engage in the design related work while they are under the influence of alcohol, i.e., a state that alcohol is being kept in their bodies, or while they might not be able to perform their normal operation due to the influence of drugs.
- c. They shall not use illegal drugs.

(4) Requirements of Certifying staff (Article 32 item 4 of the CAR)

Certifying staff shall be a person who has completed the education and training on “the civil aeronautics laws and regulations” and on performance of quality control system, and also who has a qualification and experience as described below, or who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as equivalent to or more competent to the above.

Category of Capability	Qualification for certifying staff	Experience of approved work
Aircraft Design and Inspection	Any person who:	
	- is a graduate of the engineering course of a university or a college (except a junior college),	6+ years
	- is a graduate of the engineering course of a junior college or a technical specialized college,	8+ years
	- completed the first part of the	8+ years

	engineering course of a professional university and have a technical knowledge to perform the approved work.	
Parts Design and Inspection	Any person who: - is a graduate of the engineering course of a university or a college (except a junior college), - is a graduate of the engineering course of a junior college or a technical specialized college, - completed the first part of the engineering course of a professional university and have a technical knowledge to perform the approved work.	6+ years  8+ years  8+ years

(a) Experience of approved work

"Experience of approved work" is specified as below:

- The experience of the work in the concerned organization where the applicant has been approved or intends to be approved. (Restricted to those relating to the ratings and limitations of the work)
- Term of registry to the department shall be counted in the experience under the condition that the approved work is accomplished mainly at the department and the personnel participated in the work appreciably.
- A part of the experience of a work with regard to a civil aircraft which has not been type-certificated by the Japanese Authority (to have an enough knowledge regarding a technical standard of a civil aircraft).

"The experience of a work with regard to civil aircraft which has not been type certified" means, for instance, experience of military aircraft in the ADO for Aircraft, and automobile, marine, electric/electronic equipment, etc. in the ADO for Aircraft parts. A calculating method and upper limit to count tenure by considering the experience shall be described in the AOE.

(b) Person who has finished the education and training on the civil aeronautics laws and regulations, and performance of quality control system\*

"The civil aeronautics laws and regulations" means the applicable rules necessary to perform approved work among Civil Aeronautics Act (Law) (CAL), Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation), Notices, Circulars, etc. "Performance of quality control system" means the system and

procedures applicable to the performance of quality control system in the concerned approved organization prescribed under the provision of Article 32 item 6 of the CAR. These education and training for a certifying staff shall be included in the requirements for education and training under the provision of Article 32 item 6-b of the CAR, and when the contents of education and training was changed, education and training with the latest contents shall be given to any certifying staff including the staff who has been already appointed.

Also, in case that the approved organization makes certifying staff to certify with actual articles described in paragraph 4 " Method of confirmation", concerned approved organization must prepare the requirements for necessary proficiency to implement the said confirmation with actual articles for the certifying staff in addition to qualification and experience described above.

- (c) Qualification of first class aircraft maintenance technician, second class maintenance technician (first class aircraft line maintenance technician or second class aircraft line maintenance technician) corresponding to the approved work  
Not applicable
- (d) Qualification of aircraft overhaul technician corresponding to the approved work  
Not applicable
- (e) Education and training on alteration of the concerned aircraft type  
Not applicable
- (f) A person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence

The general guidelines on a person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence (hereinafter referred to as "equivalent recognition") is that the concerned person has finished the education and training to obtain equivalent recognition described in the AOE for the work which is intended to perform by the concerned person (those education and training shall contain those equivalent to the education and training on the civil aeronautics laws and regulations, and performance of quality control system mentioned above.) and that the requirements for a qualification and experience of the approved work described in a table below are satisfied.

Equivalent recognition by the Minister of Land, Infrastructure, Transport and Tourism becomes effective by change of the AOE or by issuance of "Certificate of Competence Recognition for a Certifying Staff in Approved Organization" (Form 11) to the relevant person having an approved organization. A person having an approved organization



may appoint a person who has obtained equivalent recognition by "Certificate of Competence Recognition for a Certifying Staff in Approved Organization" as a certifying staff.

The experience of the approved work on equivalent recognition shall be an experience (limited to the experience that corresponding to rating and limitation of the concerned work) of the work for which the concerned organization has been approved or intends to be approved.

Category of Capability	Qualification for certifying staff	Experience of approved work
Aircraft Design and Inspection	<p>Any person who is not a graduate of the engineering course of a university or a college (except a junior college) (limited to any course which is related to aircraft design and inspection such as the science course) and, Any person who is a graduate of the engineering course of:</p> <ul style="list-style-type: none"> <li>- a foreign school equivalent to a university or a college (except a junior college),</li> <li>- National Defense Academy,</li> <li>- a foreign school equivalent to a junior college or a specialized technical college,</li> </ul> <p>Any person who is a graduate of the Independent Administrative Institution Civil Aviation College (including the former Civil Aviation College), who completed a pilot course of the Ministry of Defense, or who is a graduate of foreign schools equivalent to these schools (limited to certifying staff who pilot the test aircraft and perform qualitative evaluation of flight characteristics in type certification flight tests).</p> <p>and have a knowledge to perform the approved work.</p>	<p>6+ years</p> <p>6+ years</p> <p>6+ years</p> <p>8+ years</p>
Parts Design and Inspection	<p>Any person who is not a graduate of the engineering course of a university or a college (except a junior college) (limited to any course which is related to aircraft design and inspection such as the science course) and, Any person who is a graduate of the engineering</p>	<p>6+ years</p>

	course of:	
	- a foreign school equivalent to a university or a college (except a junior college),	6+ years
	- National Defense Academy,	6+ years
	- a foreign school equivalent to a junior college or a specialized technical college, and have a knowledge to perform the approved work.	8+ years

(g) Certifying staff for particular maintenance work of aircraft

Not applicable

(h) Specifying of the work for a certifying staff

When the approved organization appoints certifying staff, it shall specify capability, ratings, limitations of type of aircraft or components, contents of work etc. which the said certifying staff can certify. When these ratings and limitations specified are intended to change or add, the approved organization shall examine the said certifying staff about them to be changed or added.

(i) Certifying staff for ADO for Aircraft and ADO for Aircraft parts

The approved organization on the ADO for Aircraft and the ADO for Aircraft parts may prescribe a limitation of certifying staff by a technical area such as structure, aircraft systems, power-plant, electric and electronics etc. or the approved work area such as confirmation of inspection prescribed in the provision of Article 39 of the CAR with regard to test witness, conformity inspection of test articles and test setup within the capabilities and the scope of rating of the approved organization. In case of changing the limitation of each certifying staff, the approve organization shall examine a knowledge, capabilities, etc. of the person concerned again.

Besides, a certifying staff must have enough academic background, experience of work, as well as technical knowledge such as structure, electronics, etc. regarding the approved work. Those additional requirements are listed below:

- to have a technical knowledge to perform the approved work related to be in charge of technological area,
- to understand meanings (means of compliance, etc.) of technical standards such as the CAO-AWR,
- to have a knowledge of procedures /policy with regard to certification/approval.

Certifying staff who pilot the test aircraft and perform qualitative evaluation of flight characteristics in type certification flight tests must satisfy requirements listed below.

- to hold competence certification for a commercial pilot qualification with instrument flight certification, competence certificates related to airline

transport pilot qualifications or a foreign licenses equivalent to these certificates.

- to be qualified to fly the same type of aircraft or similar aircraft.
- to have logged a minimum of 2,000 pilot-in-command flying hours of which at least 100 hours have been logged within the past 12 months.
- to have logged a minimum of 100 hours of flight testing in the same type of aircraft or similar aircraft.
- to have technical knowledge to perform qualitative evaluation of flight characteristics.

The approved organization shall prescribe an examination procedure such as a written test, an interview etc. with regard to additional requirements abovementioned.

As a certifying staff have not only an enough knowledge of a system of the approved organization, but also a responsibility of judgment with regard to the approved work, a person who are hired for a particular project such as a consultant, a short-term contract engineer, etc. shall not be appointed as a certifying staff.

Additionally, the approved organization shall assign the personnel(s) who meets the requirement prescribed in the paragraph 4-1-2 as certifying staff for the confirmation under Article 40 of CAR.

(5) Method of work (Article 32 item 5 of the CAR)

Method of work prescribed in the provision of Article 32 item 5 of the CAR means definite procedure and processes of design related to the approval. These procedures and processes must be adequately document and maintained. Method of work of the design shall contribute smooth execution of inspection and confirmation conducted by the approve organization and the Authority.

The policy to establish the adequate design instruction which is suitable for inspection and confirmation conducted by the approved organization or the Authority shall be prescribed in the AOE. The instruction shall also be provided for manufacturing test articles, setting up and conducting a test.

(a) Not applicable

(b) Not applicable

(c) Work concerning specialized services\*

The method of work concerning specialized services shall be the one specified by the designers of the aircraft and components, however, unless otherwise specified, public standards such as MIL Standard, ISO shall be confirmed. Examples are shown below, but not limited to them (public standards equivalent to those examples may be

conformed). Refer to Circular No.3-002, titled "Inspection of Specialized Services".

Example:

- Welding JIS W-0901, JIS Z-3604, JIS Z-3621, JIS Z-3801, JIS Z-3811, JIS Z-3821, JIS Z-3891, MIL-STD-1595, etc.
- Liquid penetrant inspection JIS W-0904, ASTM-E 1417, MIL-STD-6866
- Radiographic examination ASTM-E 1742
- Ultrasonic pulse-echo testing ASTM-E 317, JIS Z-2350
- Magnetic particle examination ASTM-E 1444
- Electrical conductivity testing MIL-STD 1537

(d) Others requirements

Not applicable

(6) Quality control system (Article 32 item 6 of the CAR)

(a) Maintenance control of facilities\* (Article 32 item 6-a of the CAR)

The requirements for suitability of maintenance control of facilities specified in paragraph (1) are provided below. When facilities are rented or shared, borrower or common user shall be able to assure that control by an owner or responsible person for that facilities meet the following requirements:

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Maintenance control

Maintenance of equipment, (including tools, etc.) shall be performed with the methods specified by each designer of them. In case the specified methods are not available, an approved organization may establish the method by itself in consideration with the method that has been established for the other similar equipment. In this case, the organization must have the system to verify the adequacy of the method. The result of the check and inspection must be recorded.

c. Calibration control

Traceability to the standard devices shall be clarified for the equipment, (including tools, etc.) which are required for calibration control, and intervals and method for calibration shall follow the method specified by the designer of concerned equipment or public standards, etc. If it is found that the calibration data is out of tolerance specified by the designer, the method of reviewing the adequacy of the works performed with the applicable tools, etc. shall be provided. Furthermore, for measuring instruments, etc. the calibration intervals (or expiring date) shall be indicated on them for the users of these instruments, etc. to identify. And the instruments, etc. which are not required calibration shall be indicated to the effect on

them.

Note: In the case of equipment which is not used for a long time, it is also acceptable to calibrate equipment before work by putting a notice "unusable", regardless of calibration intervals described in AOE.

d. Number control

The numbers of equipment, (including tools, etc.) shall be filed in the documents, computer, etc. and be collated periodically.

(b) Education and training of personnel (Article 32 item 6-b of the CAR)

The requirements for suitability of education and training control of personnel specified in paragraph (3) are provided below.

Also, when performance of education and training is contracted to other person, the originating approved organization shall be able to assure that the contractor shall meet the requirements described below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Persons to be educated or trained

Persons to be educated or trained shall also include auditors and other personnel belonging to indirect sections, in addition to workers the certifying staff and inspectors.

c. Specifying of required education and training

Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated to specify required education and training therefor.

d. Types of education and training

The education and training shall include periodic training, which is to be provided by specifying a period, as well as initial training. Personnel engaging in duties that require special knowledge and skills must be provided with specialized training. For those whose knowledge and skills are found to be insufficient, remedial education and training shall be provided.

e. Method of education and training

In addition to official classroom training apart from daily duties, OJT (on the job training) shall be provided.

f. Procedures to formulate training curricula

When formulating a training curriculum, the gap between required knowledge and skills for respective duties (qualification as the certifying staff or other in-house qualifications, etc.) and trainees' standard knowledge and skills shall be assessed and

the contents necessary to fill that gap (or the frequencies for periodic training) shall be determined.

g. Training curricula

In a training curriculum, the outline, method, and training hours should be indicated for each training item, and when training is outsourced, the information on the contractor should also be included.

When there are any requirements to be satisfied by trainees (such as license, qualification as the certifying staff, in-house qualifications, training history, or experience), they must be clarified (it is not necessarily required to enter these items and requirements in the AOE).

Education and training should also be provided regarding knowledge and skills concerning human performance.

Training materials must be based on the latest data and be acknowledged by the organization.

h. Requirements for instructors

Requirements for instructors must be clear and in conformity with the content of the relevant education and training.

i. Individual evaluations

Each evaluation and record for the education and training conducted shall be made for each personnel, except for the training for which individual evaluations are not needed depending on the content.

j. Evaluation of training curricula

Training curricula shall be evaluated constantly and be revised as needed to ensure their appropriateness and effectiveness. In particular, when the scope of work has been changed, the need for changing the existing training curricula must be examined. The effects of a training session may be evaluated not only through individual evaluations immediately after the training but also through the judgment as to whether the effects can be observed in actual work thereafter.

k. Education and training plan

A plan for providing education and training must be established. The implementation status of the plan should be managed and the plan should be reviewed regularly depending on the progress.

(Note) For an education and training system, FAA AC 145-10 "Repair Station Training Program" can be referred to. For example, "c. Specifying of required education and training," "f. Procedures to formulate training curricula," and "j. Evaluation of training curricula" in this Circular correspond to "Individual (Employee) Needs Assessment," "Repair Station Needs Assessment," and "Measurement of Training Effectiveness" in the AC.

(c) Revision control for method of work (Article 32 item 6-c of the CAR)

Not applicable

(d) Obtaining, control and operation system for technical data (Article 32 item 6-d of the CAR)

The technical data shall be maintained up-to-date and easily accessible. If inaccurate, imperfect, or obscure descriptions are found in a technical data, an approved organization records those and informs the producers of those technical data. Examples of the technical data are shown below.

- (1) The Civil Aeronautics Law, its related Cabinet Order, Ministerial ordinances, Notice, Advisory Circular (including airworthiness directive, etc.)
- (2) Type certification, type design change approval, supplemental type design change approval, repair and alteration design approval, type approval, specification approval, repair and alteration design for components etc. approval and their equivalent technical data (including Japanese Airworthiness Standards applied for each type aircraft)
- (3) Airworthiness directive from the state of design or manufacture (AD, CN, etc.)
- (4) The technical data issued by designer or manufacturer (manufacturing drawings, test methods, instructions for Continued Airworthiness, flight manual, maintenance manual, Standard Practice Manual, component overhaul manual, service bulletin, service information, etc.)
- (5) Technical information from users of an aircraft or components
- (6) Technical documents related to the standards (JIS, NAS, MIL, ISO, TSO, etc.)

The requirements for suitability of obtaining, control and handling of the technical data are provided below. When obtaining, control and handling of the technical data are contracted to other person, the originating approved organization shall be able to assure that the contractor meets the requirements described below.

- a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
- b. Obtaining of technical data  
The organization must be able to obtain the latest technical data necessary for the work.
- c. Control and handling of the technical data  
The latest technical data obtained must be provided to all personnel who shall use them. The address to which the technical data are distributed shall be clarified and the each address shall appoint a person in charge of controlling (including replacing task of the revised pages) the technical data distributed. Furthermore, nobody shall bring the technical data which are not controlled by the approved organization, into

the work place.

d. Control of obsolete technical data

The obsolete technical data after revision must not be used for the work.

(e) Control system for materials, parts and components (Article 32 item 6-e of the CAR.  
Approved organizations other than approved design organization)

Not applicable

(f) Receiving inspection of materials, parts and components and acceptance inspection,  
intermediate inspection and completion inspection of aircraft and components (Article  
32 item 6-f of the CAR. Approved organizations other than approved design  
organization)

Not applicable

(g) Process control system (Article 32 item 6-g of the CAR)

The requirements for suitability of process control system are provided below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Contents of process control

The design work flow shall be established including the inspection and the confirmation as specified in Circulars No.1-003, No.1-004 and its related Circulars, Appendix 2-1 of No.2-001etc. And progress of design works shall be properly managed. For example, the work shall be properly controlled not to conduct the re-test, by reason why a test condition which has been already completed may be changed due to the delay of specific work.

(h) Control system for contract work (Article 32 item 6-h of the CAR)

Contract work includes various services such as specialized services. It also includes contracted work conducted inside the originating approved organization. The requirements for control system for contract work are provided below.

The originating approved organization shall be able to assure by means of contractor control that the contractor has sufficient capability to the contract work and performs the work in accordance with the orders contracted by the originating approved organization.

The originating approved organization has fully responsibility for contractor to perform the contracted work regardless of whether the contractor is the approved organization or not. In other words, it is possible that the originating approved organization only can accomplish the inspection and the confirmation (the Certifying Staff shall issue the Statement of Compliance, the Conformity Inspection Record, or



the Test Witness Record.), then all or a part of the inspection conducted by the Authority shall be omitted. It is same as abovementioned, in case that the work is contracted to a foreign organization. Also, all of work in an approved organization is not able to be contracted. In other words, it is not permitted for certifying staffs only to confirm without practical work.

In case of cooperation of development work between the approved organizations, this paragraph may be applied as contractual work, and the prime approved organization can accomplish all confirmation works. Otherwise the Authority shall decide case-by-case basis, in consideration of with considering applicant, holder, relationship with foreign authority, etc., in special case such as international cooperation of development work.

However, the design works which use components/parts, for which T/A or S/A are already granted or will be granted or for which the repair and alteration design for components etc. approval, may not necessarily be handled under the contract control system.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Selection of contractor

When works are contracted, the requirements for selecting the contractor must be clarified regarding the capability of contractor (facilities, organization, personnel, materials, system, etc.), and the originating approved organization must examine the contractor under the adequate method whether the contractor concerned meets the requirements. Even in cases when the contractor is an approved organization and the contracted work is within its ratings and limitations, the difference between the requirements for selecting the contractor specified by the originating approved organization and the technical standards for the approved organization contracted shall be examined.

c. Scope of contracted work

The scope of contracted work must be clarified.

d. Order placed to contractor

The contents of the works to be contracted must be correctly notified to the contractor. (Example) work order, designation for contracted work (to specify service bulletin, etc.), etc.

e. Receiving inspection

The standards and method of inspection by the originating approved organization shall be clarified to determine whether the contracted work are performed in accordance with the contents specified in work order, etc. and whether output of work satisfies the requirement. However, even when a part of particular work is contracted to an approved organization, the certifying staff of the contractor shall not

execute the confirmation of inspection prescribed in the provision of Article 39 of the CAR and the confirmation prescribed in the provision of Article 40 of the CAR related to the said work.

Receiving inspection shall be executed by the originating approved organization itself. Inspection performed by the contractor shall not be regarded as the receiving inspection. Besides, receiving inspection may be executed on other places outside the originating approved organization.

f. Audit to contractor

The requirements to examine adequacy of the capability of the contractor to perform the contracted works must be clarified and the originating approved organization shall audit contractor on the compliance with the requirements with appropriate method and frequency. (Refer to Circular No. 6-019 (paragraph 2) when it is done from a remote location)

g. Personnel to perform inspection or audit

The inspection or audit prescribed in paragraphs b, e and f shall be conducted by any personal who have enough ability to perform those tasks, and the system to assure the ability must be established.

(i) Control system for records of the approved work (Article 32 item 6-I of the CAR)

The requirements for suitability of control system for records are provided below. When record-keeping tasks are contracted to other person, the originating approved organization must be able to assure that the contractor must meet the requirements described below. When records of the approved work are handled by electromagnetic means instead of by paper documents, follow the provisions of Circular No. 6-018, "General Standards on Electronic Signatures and Electromagnetic Records."

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Scope and contents of records

The scope and contents of records must be the ones enough to assure that the works concerning the approved work shall be performed properly. In particular, with regard to records of education and training, at least the name, job position, qualifications, training requirements and training history must be described for each person (but not necessarily in the same document). When there are any license or certificate of training completion, those certificates or copies thereof must be managed properly.

c. Method and the period of time for record-keeping

The method of record-keeping must be the one to present the records any time without delay upon request.

The records of confirmation of the approved work by the certifying staff and the

records of personnel education and training must be kept for not less than 2 years from the date of its record making (the date of confirmation of the approved work by the certifying staff). Besides the records regarding the design of type of aircraft or components shall be kept during a period of using the said type of aircraft or components.

Note: The period of time for record keeping by user of aircraft and holder of type certification, type approval, etc. shall be different from the one described under this provision.

d. Prevention of falsification of records

Means to prevent falsification of records, such as proper management of a stamp, seal, etc. to be used in the approved works, for tests, inspections, works, etc. must be in place.

(j) Internal audit\* (Article 32 item 6-j of the CAR)

The inspection for the approved organization has been conducted from outside by Authority on the time of renewal of the approval or surveillance inspection. However, in the aircraft related fields of which technology has made rapid progress, the approved organization shall require to always maintain compliance with applicable laws and regulations related to the approved work and to clarify that the approved organization has primary responsibility for the compliance by conducting continual audit by itself and by taking necessary corrective action properly in the timely manner.

a. A responsible person for internal audit

In principle, the internal audit shall be conducted by the accountable manager of the approved organization who has the final responsibility for the compliance with the laws and regulations. However, the accountable manager may designate auditor in the approved organization, who shall have responsibility to report the result of audit to the accountable manager.

b. Requirements for suitability of internal audit system

The requirements for suitability of internal audit system are provided below.

(i) The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this system. Organization in charge for the audit does not need to be permanent, but the audit plan must be always controlled by the concerned organization.

(ii) Scope of audit

The scope of audit must cover all areas concerning the approved work of the organization.

(iii) Schedule of audit

The audit must be conducted as planned and periodically, and all of the approved work at main facilities must be audited within one year and those at other

facilities must be audited within two years. The audit shall include any unscheduled audit which shall be conducted on the case of change in approved work or the case when the accountable manager shall consider the necessity of the audit.

(iv) Audit criteria

The audit criteria shall be assure that the approved work and related work shall comply with the CAL, related Ministerial ordinance, Notices and other applicable laws and regulations. Besides, the checklist described detailed audit items shall be prepared. (Refer to Circular No. 6-019 (paragraph 2) when it is done from a remote location)

(v) Auditor

Any auditor must belong to the organization (but does not need to be permanent organization) independent of the organization to be audited, and also who shall have enough knowledge and experience with respect to the object to be audited and who finished in-house education and training for the audit method and quality assurance system. The in-house qualification system to assure this ability of the auditor may be established in the company.

Besides, it is prescribed that the auditor shall not have connection with the audit for its belonging division.

(vi) Result of the audit

The result of the audit must be recorded and reported directly to the accountable manager.

(vii) Corrective actions

The non-conformity items discovered at the audit must be corrected under the responsibility of the accountable manager. The effectiveness of the corrective actions taken shall be audited later again, if necessary.

(viii) Records of audit

The result of audit and the corrective actions taken must be recorded and shall be provided to Authority anytime upon request.

c. Contract of internal audit

The accountable manager of the approved organization shall be responsible for the schedule and performance of the internal audit and for observation of the status concerning the corrective actions taken for the result of audit. However, the accountable manager may contract internal audit task to other person outside of the approved organization, provided the approved organization shall examine that person for ability to perform audit prescribed in paragraph (v) and shall specify the method of audit.

Even in such cases, the approved organization shall have the primary responsibility for the audit.

- (k) Control system of documents such as design report, document related to design work (hereinafter referred to as "design documents") and inspection system of the said documents.
- a. Requirement of suitability of control of the design documents is provided below. ("The design documents" means the drawings, design criteria, test plan, test report, etc. including digital data.) When obtaining, control and handling of the design documents are contracted to other person, the originating approved organization shall assure that the contractor meets the requirements described below.
- (i) The responsibility and the authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
  - (ii) Method of storage  
The method of storage must be clarified.
  - (iii) Prevention of mixing with the unserviceable design documents  
The unserviceable design documents must be properly isolated and handled them not to be used as serviceable. For those unserviceable design documents, the method of indicating to the effect on the articles must be provided. Especially, revision control of the design documents must be properly performed and the latest design documents must be provided to all personnel who shall use them.
  - (iv) Shelf life limitation  
For the design documents which are specified their shelf life limitation, the method to control the limitation for those documents shall be provided, and the limitation shall be indicated on the said design documents, etc.
- b. Requirements of suitability of inspection of the design documents are provided below.
- (i) The responsibility and the authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
  - (ii) Standards and method of these inspections  
The standards and method of these inspections must be complied with the method of work specified in paragraph 3-1(5). When checking, approving, etc. after completion of documentation are performed, it is recommended that the inspector may not be the different who makes the design documents.
  - (iii) Inspector  
The inspector shall have sufficient ability to perform such inspections specified in (ii). The organization must have the system that assures the ability. The design documents shall be inspected by the personnel other than personnel who has prepared the document.
  - (iv) Result of inspections  
The result of inspections performed under (ii) shall be recorded clearly. The

design documents that were determined deficient as a result of inspection shall be taken necessary corrective actions or be definitely isolated from others as deficient documents.

- (l) Control system of test articles and inspection system with regard to maintain a quality of the said articles (Article 32 item 5-(k) of the CAR)
  - a. Requirements of suitability of control of the test articles including internal parts, materials, etc. are provided below. When obtaining, control and handling of the technical documents are contracted to other person, the originating approved organization shall assure that the contractor meets the requirements described below.
    - (i) The responsibility and the authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
    - (ii) Method of storage  
The method of storage must be clarified. The items that require peculiar method for storage (such items of which storage temperature is specified) shall be indicated to the effect on them or on their containers.
    - (iii) Prevention of mixing with the unserviceable technical documents  
Unserviceable test articles must be properly isolated and handled them not to be used as serviceable. For those unserviceable test articles, the method of indicating to the effect on the articles must be provided.
    - (iv) Shelf life limitation  
For the items which are specified their shelf life limitation, the method to control the limitation for those items shall be provided, and the limitation shall be indicated on the items or on their containers.
    - (v) Other requirements  
When user, etc. of aircraft furnishes material, parts and component related to test articles, the method of handling these articles shall be clarified. Furthermore, the method to avoid mixing with other articles shall be established. Besides, the approved organization basically shall have the responsibility of quality control for using those furnished items in its approved work.
  - b. Requirements of suitability of inspection of the test articles and test set up are provided below.
    - (i) The responsibility and the authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
    - (ii) Standards and method of these inspections  
The standards and method of these inspections must be complied with the method of work specified in paragraph 3-1 (5) and the technical document that is

performed the inspection specified in paragraph (k).

(iii) Inspector

The inspector shall have sufficient ability to perform such inspections specified in (ii). The organization must have the system that assures the ability.

(iv) Result of inspections

The result of inspections performed under (ii) shall be recorded clearly. The articles that were determined deficient, as a result of the inspection shall be taken necessary corrective actions or be definitely isolated from others as deficient article.

(7) Method of inspection (Article 32 item 7 of the CAR)

What the work by the approved organization is executed according to the method of work in the AOE shall be assured by means of inspection system prescribed in (6) (k) and (i).

By the way, the method of inspection prescribed in Article 32 item 7 of the CAR means the inspection that is performed to prove the compliance after completion of the work of design. The method of inspection is as follows:

(a) ADO for Aircraft only (Inspection after completion of the design in accordance with Article 10, paragraph 5, item 4 of the CAL, Article 13 paragraph 4 of the CAL, Article 13-2, paragraph 4 of the CAL, Article 18, paragraph 2 or 4 of the CAL, Article 18 paragraph 2 item 2 of the CAR (including applied accordingly under Article 21), Article 23-2 paragraph 2 item 2 of the CAR (including applied accordingly under article 23-5)

On the inspection after completion of the design, the approved organization shall take a charge of the said inspection with Authority and a responsibility of the inspection to be performed by the approved organization equivalent to the inspection to be performed by Authority. Items of the inspection shall be items that are necessary to execute in accordance with compliance plan that is properly made. The approve organization shall obtain the agreement with Authority with regard to items of the inspection, method of compliance (documents, test and others), person who is in charge of the inspection (Authority or the approve organization). Furthermore, the Method of inspection shall be the same in accordance with Circular No.1-003 in detail, when Authority or the approved organization executes the inspection. Besides, the certifying staff shall execute the inspection directly.

(b) ADO for Aircraft parts only (Article 10, paragraph 5, item 5 of the CAL, Article 15, or Article 29 of the CAR)

On the inspection after completion of the design, the approved organization shall take a charge of the said inspection with Authority and a responsibility of the inspection to be performed by the approved organization equivalent to the inspection to be

performed by Authority. Items of the inspection shall be items that are necessary to execute in accordance with compliance plan that is properly made. The approve organization shall obtain the agreement with Authority with regard to items of the inspection, method of compliance (documents, test and others), person who is in charge of the inspection (Authority or the approve organization). Furthermore, the Method of inspection shall be the same in accordance with Circular No.1-003 or No.1-004 in detail, when Authority or the approved organization executes the inspection. Besides, the certifying staff shall execute the inspection directly.

(8) Responsibility of the approved organization\* (Article 38 of the CAR)

Any person who has been granted for the approved organization shall maintain the capability in compliance with the technical requirement to be prescribed in Article 32 of the CAR. Furthermore any person who has been granted for approved organization shall manage the approved works fair and in compliance with the AOE.

For example, any person who has been granted for approved organization shall take necessary actions to avoid unjust pressures forcing or ordering staff involved in the approved works including the certifying staff to sign, confirm, or otherwise process inspection record, etc. which is not confirmed in compliance with the requirements, for the reason to keep a schedule, delivery date, etc. "Necessary actions" means, for instance, to make a description of such intention in AOE.

### 3-2 Technical requirements for dispatching system

Not applicable

### 3-3 Class\*

The class specified by the provision of Article 41-(2) of the CAR mainly aims at providing the information of technology and quality in relation to aircraft in a timely manner as well as educating the standards of the related laws and regulations and how to use these standards. The class is basically set for approved organizations, but it is not conducted by designating specific personnel or duties of each approved organization. Accordingly, the appropriate persons specified in the provision of Article 41-(2) of the CAR shall mean persons who are responsible for education and training in respective organizations. The persons who attended the class shall educate and train other related personnel in their organizations concerning the contents of the class on their own responsibility.

### 3-4 Other requirements\*

When the records, lists, etc. are controlled with computers in compliance with the provisions



of paragraph 3 and other related paragraphs, these information in the computers shall be updated to supply to the users and shall be controlled to be able to provide to Authority any time upon request.

#### 4. Method of Confirmation by the Certifying Staff

##### 4-1 Methods of confirmation

##### 4-1-1 Method of confirmation of the inspection (Article 39 of the CAR)

- (1) Objects of the inspection shall be items in accordance with compliance plan that is properly approved by Authority or the certifying staff. The certifying staff shall be directly execute the inspection of drawing, design report, test plan, test article, test report, etc. in accordance with title 32, item 7. When all inspection is properly executed and the results of the said inspections is recorded are confirmed, the certifying staff shall put his signature or name and stamp on a form to indicate such work which is properly done. In those cases, a part of inspection to be executes by Authority regarding certification, approval, etc., listed in parentheses as below may be omitted.
  - a. Inspection in accordance with Article 10, paragraph 5, item 4 and item 5 of the CAL (airworthiness certification)
  - b. Inspection in accordance with Article 13, paragraph 4 of the CAL, Article 18, paragraph 2, item 2 of the CAR (type certification and change to type certification)
  - c. Inspection in accordance with Article 13-2, paragraph 4 of the CAL, Article 23-2, paragraph 2, item 2 of the CAR (supplemental type certification and change to supplemental type certification)
  - d. Inspection in accordance Article 18, paragraph 2 and 4 of the CAL and Article 26-4, paragraph 2 of the CAR (inspection and approval for repair and alteration design and its changes)
  - e. Inspection in accordance with Article 15, paragraph 6 of the CAR (type approval/specification approval and type approval/specification approval design change)
  - f. Inspection in accordance with Article 26-13, paragraph 5, 7 or 15 of the CAR (Repair and alteration design for components etc. approval and its changes)
  
- (2) The certifying staff shall perform the confirmation of inspection, when the certifying staff shall confirm items listed table as below and enter necessary items and his signature or name and stamp on forms. For detail, see Circulars No.1-003 and No.1-004.

Contents of the inspection	Items of confirmation	Documents
Inspection of design	Confirmation of the design documents	Statement of

documents	concerned to show that aircraft or parts/component shall comply with the standards.	Compliance
Inspection of test plan	Conformation of that contents of the test plan meets test objectives.	Statement of Compliance
Inspection of test article	Conformation of that test articles shall be manufactured in accordance with the design documents.	Conformity Inspection Record
Inspection of test set-up	Confirmation of that test set-up shall meets the test plan.	Conformity Inspection Record
Test witnessing	Confirmation of that test is conducted based upon the test plan by witnessing.	Test Witnessing Record
Inspection of test report	Confirmation of the test report concerned to show that aircraft or parts/component shall comply with the standards.	Statement of Compliance

- (3) The certifying staff who inspects and confirms the design documents shall not be a person who is in charge of the design to be executed the inspection and the confirmation of inspection, provided that the certifying staff may be a person who checks and approves the design documents concerned. Besides, the certifying staff and any person who makes the design documents may belong to the same organization.
- (4) The certifying staff who inspects and confirms the test articles or test set-ups shall not be a person who manufactures or sets-up the articles to be execute the inspection and the confirmation of inspection. Besides, the certifying staff and any person who manufactures or sets-up them may belong to the same organization.
- (5) The certifying staff who is wittiness to a test shall not be a person who conducts the test. . Besides, the certifying staff and any person who conducts the design documents may belong to the same organization.
- (6) The certifying staff who performs confirmation above-mentioned shall be the person who performs inspections specified in 3-1(7) (a) and (bd) about the objects to be execute a confirmation.

#### 4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR)

Upon each confirmation by the certifying staff of the products of the approved organization

for ADO specified in the left column of the table in Article 40, paragraph 1 of the CAR, the contents to be certified are shown in the center column in the same table below. The certifying staff shall execute the confirmation by entry his signature or name and stamp into an aircraft logbook and the aircraft statement of conformity, the design statement of conformity, or the authorized release certificate listed the table as below.

Classification of confirmation	Items	Aircraft statement of conformity or aircraft logbook
Aircraft Confirmation under Article 13, paragraph 4 of the CAL.	Design change of the type of aircraft concerned type-certified shall comply with the standards under Article 10, paragraph 4 of the CAL.	Design statement of conformity
Aircraft Confirmation under Article 13-2, paragraph 4 of the CAL.	Design change of the aircraft concerned which is approved supplemental type certification shall comply with the standards under Article 10, paragraph 4 of the CAL.	
Article 18, paragraph 2 of the CAL	Repair and alteration design shall comply with the standards under Article 10, paragraph 4 of the CAL.	
Article 18, paragraph 4 of the CAL	With regard to the changes for the repair and alteration design which has been approved, the concerned repair and alteration design after the changes shall comply with the standards under Article 10, paragraph 4 of the CAL	
Article 26-13, paragraph 7 of the CAR	Repair and alteration design for components etc. shall comply with the standards under Article 10, paragraph 4, item 1 of the CAL.	
Article 26-13, paragraph 15 of the CAR	With regard to the changes for the repair and alteration design for components etc. which has been approved, the concerned repair and alteration design for components etc. after the changes shall comply with the standards under Article 10, paragraph 4, item 1 of the CAL	

On contents of the confirmation which the certifying staff of the approved organization: ADO for Aircraft parts, performs under Article 15, paragraph 6 of the CAR, the certifying staff of the approval organization shall confirm that the design change of components etc. shall comply with the approved type or specifications approved under Article 14, paragraph

1 of the CAR and certifies them under Article 40 of the CAR by entry of signature or name and stamp on the authorized release certificate.

The method of confirmation in accordance with Article 40 of the CAR means not only the method of entry into the authorized release certificate but also clarifying the definite method of confirmation by the appointed certifying staff, based on the organization, personnel, the method of work and quality control system for the work. Accordingly, it is necessary to clarify the method of work (confirmation based on the documents, confirmation based on the actual article) and decision criteria in each category and item of confirmation by the certifying staff. To handle these matters, it requires preparing procedures for the confirmation, checklists, etc. except for the case of minor work.

On Approved design organization, the certifying staff who certifies under Article 40 of the CAR shall not be any person who make the design documents in the design project concerned.

The certifying staff shall finally judge that the aircraft or component/part to comply with particular standard on the confirmation under Article 40 of the CAR, as a result of each confirmation of inspection. It is recommended that the certifying staff concerned satisfies requirements listed below.

1. To well know the compliance plan.
2. To well know the detail of particular project (including squawk, recovery plan of its design, etc.)
3. To make a judgment of compliance with regard to the aircraft and component/part in cross sectional standpoint of view.

Besides, in case of execution of the confirmation with regard to (1), (2) and (3) described below on ADO for Aircraft and ADO for Aircraft parts, the certifying staff shall enter signature or name and stamp on the authorized release certificate, when the certifying staff shall confirm the aircraft or component/parts to be complied with a particular standard and his signature or name and stamp on the Integrated Statement of Compliance, after being properly completed all of the inspection listed on the compliance plan.

The general guideline on the contents that shall be certified by the certifying staff on each category of confirmation in accordance with Article 40 of the CAR is provided below.

- (1) Confirmation prescribed in Article 13, paragraph 4 of the CAL by ADO for Aircraft  
On change to type certification, the type design of aircraft regarding type certification concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 5 of the CAR), and executed the inspection under the quality control system (Article 32 item 6-(11) and (12)). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after

completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE. Furthermore, the aircraft concerned after a completion of works of change design shall comply with the standard prescribed in Article 10, paragraph 4 of the CAL as a result of integration of each inspection after a completion of design work and confirmation of inspection in compliance with the method of confirmation (Article 40 of the CAR). And the records relating to the design of the concerned aircraft and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.

- (2) Confirmation prescribed in Article 13-2, paragraph 4 of the CAL by ADO for Aircraft  
On change to supplemental type certification, the type design of aircraft regarding supplemental type certification concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 5 of the CAR), and executed the inspection under the quality control system (Article 32 item 6-(11) and (12). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE. Furthermore, the aircraft concerned after a completion of works of change design shall comply with the standard prescribed in Article 10, paragraph 4 of the CAL as a result of integration of each inspection after a completion of design work and confirmation of inspection in compliance with the method of confirmation (Article 40 of the CAR). And the records relating to the design of the concerned aircraft and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.
- (3) Confirmation prescribed in Article 18, paragraph 2 and 4 of the CAL by ADO for Aircraft  
On repair and alteration design Approval concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 5 of the CAR), and executed the inspection under the quality control system (Article 32 item 6-(11) and (12). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE. Furthermore, the aircraft concerned after a completion of works of change design shall comply with the standard prescribed in Article 10, paragraph 4 of the CAL as a result of integration of each inspection after a completion of design work in compliance with the method of confirmation (Article 40 of the CAR). And the records relating to the

design of the concerned aircraft and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.

- (4) Confirmation prescribed in Article 15, paragraph 6 of the CAR by ADO for Aircraft parts  
On type approval amendment or specification Approval amendment, the type design of aircraft regarding type approval and specification approval concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 5 of the CAR), and executed the inspection under the quality control system (Article 32 item 6-(11) and (12)). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE. Furthermore, the aircraft concerned after a completion of works of change design shall comply with the standard prescribed in Article 10, paragraph 4 of the CAL as a result of integration of each inspection after a completion of design work in compliance with the method of confirmation (Article 40 of the CAR). And the records relating to the design of the concerned aircraft and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.

- (5) Confirmation prescribed in Article 26-13, paragraph 7 and 15 of the CAR by ADO for Aircraft parts  
On repair and alteration design for components etc. Approval concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 5 of the CAR), and executed the inspection under the quality control system (Article 32 item 6-(11) and (12)). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE. Furthermore, the components etc. concerned after a completion of works of change design shall comply with the standard prescribed in Article 10, paragraph 4, item 1 of the CAL as a result of integration of each inspection after a completion of design work in compliance with the method of confirmation (Article 40 of the CAR). And the records relating to the design of the concerned components etc. and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.

4-1-3 Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts

Not applicable

#### 4-2 Confirmation technique by the certifying staff

The approved organization is required to clarify in the AOE by what technique the appointed certifying staff utilizes to confirm the inspection (Article 39 of the CAR) or certify on each item (Article 40 of the CAR) to be certified by the certifying staff, based on its organization, personnel, method of work and quality control system. Technique to confirm the inspection or certify abovementioned by the certifying staff is classified broadly into two categories below.

(1) Confirmation based on the inspection of actual articles

The method of confirmation that the certifying staff shall come to the actual articles and the design documents of the concerned aircraft or components to perform inspection or to attend the inspection. In case the certifying staff performs confirmation based on the actual articles, contents to be confirmed the inspection (Article 39 of the CAR) and certified (Article 40 of the CAR) by the certifying staff and the confirmation basis shall be clarified and the certifying staff shall have proficiency necessary for the concerned confirmation task based on the provision of Article 32 paragraph 3 of the CAR.

(2) Confirmation based on the inspection of documents

The methods of confirmation that the certifying staff shall inspect the relating documents and confirm that personnel of the approved organization and its contractor have performed the works and have inspected the products performed. This technique is to certify by means of the documents that each work and inspection have been performed in compliance with the AOE of the concerned approved organization. It must be clearly assured through the quality control system of the approved organization that each work and inspection shall be performed by the personnel with sufficient proficiency to the work and inspection based on the provision of Article 32 item 3 of the CAR and in accordance with the method prescribed in the AOE.

The confirmation of inspection (Article 39 of the CAR) shall be limited to confirmation based on the inspection of actual articles.

On the other hand, with regard to the confirmation prescribed in Article 40 of the CAR, it is often practically difficult for the certifying staff to perform or attend inspections of all actual articles and design documents pertaining to design changes of aircraft or aircraft parts. In such cases, part of the relevant confirmation (Article 40 of the CAR) may be carried out based on the inspection of documents.

(3) Confirmation under Article 18 paragraph 2 and 4 of the Act (Confirmation by an approved design organization for aircraft/aircraft parts)

With regard to the approval of repair and alteration design, the repair and alteration design pertaining to the approval of repair and alteration design have been conducted in accordance with the work implementation methods specified in the approved organization exposition (Article 32, Item 5 of the CAR), and appropriate inspections



have been conducted in accordance with the quality control system (Article 32, Item 6 (k) and (l) of the CAR).

After that, post-design inspection and confirmation of the inspection have been conducted for each individual element such as drawings, analysis sheets, test specimens, test plans, test reports, etc., pertaining to the changes in accordance with the method of conducting inspection (Article 32, Item 7 of the CAR) and the method of confirming the inspection (Article 39 of the CAR) specified in the approved organization exposition, and these have been passed.

In addition, based on the method of confirmation (Article 40 of the CAR), the results of the individual post-design inspection and confirmation of inspection are finally synthesized, and the repair and alteration design concerned conforms to the standards of Article 10, Paragraph 4 of the Act. In addition, records concerning the inspection of said repair and alteration design have been prepared in accordance with the approved organization exposition.

- (4) Confirmation prescribed in Article 15, paragraph 6 of the CAR by ADO for Aircraft parts On Type Approval amendment or Specification Approval amendment, the type design of aircraft parts regarding Type Approval and Specification Approval concerned shall be taken process in compliance with the method prescribed in the AOE (Article 32 item 6 of the CAR), and executed the inspection under the quality control system (Article 32 item 6- (11) and (12)). After that, each items such as drawing, analysis report, test article, test plan, test report, etc. have been passed the inspection after completion of the design and confirmation of inspection in compliance with the method of inspection (Article 32 item 7 of the CAR) and confirmation of inspection (Article 39 of the CAR) prescribed in the AOE.

Furthermore, the aircraft parts concerned after a completion of works of change design shall comply with the type or specification which will be approved as a result of integration of each inspection after a completion of design work and confirmation of inspection in compliance with the method of confirmation (Article 40 of the CAR). The records relating to the design of the concerned aircraft parts and the inspection after a completion of the design have been prepared in accordance with the method prescribed in the AOE.

#### 4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate

When a certifying staff certifies confirms the product (Article 40 of the CAR), he or she shall issue the certificate under the provisions of Article 41 of the CAR. Issue number list for the

design statement of conformity, the aircraft statement of conformity, or the authorized release certificate shall be prepared and controlled. (Control with computers is acceptable.)

(1) Issuance of a Design Statement of Conformity

The approved organization shall issue a Design Statement of Conformity as certificate of the said confirmation for type certification holder, supplemental type certification holder, repair and alteration design holder, type approval holder, or the repair and alteration design holder respectively under Article 40 and Article 41 of the CAR, when the approved organization executes confirmations specified in Article 13, paragraph 4 of the CAL, Article 13-2, paragraph 4 of the CAL, Article 18, paragraph 2 or 4 of the CAL, Article 15, paragraph 6 of the CAR, or Article 26-13, paragraph 7 or 15 of the CAR. Entry into the Aircraft of Compliance is described in Appendix 2-2.

The approved organization shall notify it to Authority under Article 13, paragraph 5 of the CAL, Article 13-2, paragraph 5 of the CAL, Article 15, paragraph 8 of the CAR, Article 26-6 of the CAR, and Article 26-11 or Article 26-13, paragraph 8 or 16 of the CAR when they issued a Design Statement of Conformity. (referred to Appendix 2-1).

#### 4-4 Confirmation or Issuance by Electromagnetic Means

- (1) For confirmation specified in 4-1, if recording, signing, or naming and sealing of each document is done by electromagnetic means, follow the provisions of Circular No. 6-018.
- (2) When a design statement of conformity under 4-3 is issued by electromagnetic means, follow the provisions of Circular No. 6-018, and fulfill the conditions in the following paragraphs (a) to (d) at the same time.
  - (a) A receiver must be ready to accept the design statement of conformity issued by electromagnetic means.
  - (b) A digital signature must be used for signing or naming and sealing of the design statement of conformity.
  - (c) Whether the original design statement of conformity is in a paper format or in an electromagnetic format must be identifiable. When the design statement of conformity is issued by electromagnetic means, the design statement of conformity must state that fact.
  - (d) When issuance by electromagnetic means becomes impossible for some reason, the design statement of conformity must be issued in the paper format, until the electromagnetic means become available

#### 4-5 Handling for flight test

Not applicable

## 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing

### 5-1 Role of an AOE

#### (1) Approval of an AOE\*

An AOE is the document prescribed conformity with the technical requirements in relation to the approval and also the document prescribed the matters which must be observed upon performance of the work by the approved organization. Accordingly, any person who is approved the approved organization shall file an application of approval of the AOE and obtain the approval of Minister of Land, Infrastructure, Transport and Tourism including its change. (Refer Article 20 paragraph 2 of the CAL, Article 35 or Article 36 of the CAR) "Approval for the Approved Organization Exposition" shall be issued, when the AOE is set up or amended.

#### (2) Relationship between an AOE and in-house manual in the approved organization\*

As the AOE approved by Authority shall prescribe the matters which the approved organization must observe, after change of the AOE and taking the necessary actions for improving management of the approved work shall be ordered, the approval may be suspended or revoked by Authority, if the approved organization does not perform its work in compliance with the AOE in accordance with Article 20 paragraph 5 of the CAL. Furthermore, the approved organization may develop the in-house manual system in order to observe the other laws and regulations as well as the function of the approved organization under the CAL and to realize its policy, and the approved organization may put the in-house manual system as the appendix of the AOE to supplement the AOE. In this case, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE as mentioned in 5-2-2(4).

#### (3) Relationship between an AOE and Maintenance manual

Not applicable

### 5-2 Composition of an AOE

#### 5-2-1 Contents of an AOE

The following matters shall be provided in the AOE under the provision of Article 20 paragraph 3 of the CAL, Article 36 paragraph 1 of the CAR and Article 37 of the CAR. Furthermore, compliance to the technical requirements in relation to the approval shall be realized by the AOE only. (Verbatim of the requirements described in this Circular shall not be allowed.)

- (1) Category of the capability, ratings and limitations prescribed in Article 36 paragraph 1, item 1 of the CAR

The lists of the capability, ratings and limitations of which an applicant wants to obtain approval shall be provided in the AOE. Ratings and limitations shall be listed in each capability by comparing with paragraphs 2-2 and 2-3. Furthermore, when an applicant wants to obtain approval for plural facilities or satellite approval, capability, ratings and limitations to be applied to each facility and satellite shall be clarified. An applicant may prepare single AOE, even if it wants to obtain approval for plural categories of capability at the same facility. However, except for entries which are common to all categories of capability, relevant entries in the AOE must be clear to understand for its users such as by clarifying what is applicable to which capability.

- (a) ADO for Aircraft

Type of aircraft, classification of design change or contents of (specific) design change, the certification and approval system by the CAL, the classification of test shall be entered as a limitation.

- (b) ADO for Aircraft parts

Kind and type of components/parts, classification of design change or contents of (specific) design change, the certification and approval system by CAL, the classification of test shall be entered as a limitation.

- (2) Equipment, work area, storage facility and other facilities for the work prescribed in Article 36 paragraph 1, item 2 of the CAR

- (a) Name of the organization and its address as well as its map shall be entered. The map shall contain the general view shown the location and details shown each facility such as work area, equipment, offices for the organization relating to the approval, storage facility, etc. In case the facilities for the organization locates geographically away from each other (including satellites prescribed in 2-4), work area, equipment, offices, etc. on each facility shall be entered together.

And, the area and required surrounding conditions such as temperature, humidity, lighting, dust, noise, etc. on each work area, equipment, offices for the organization relating to the approval, storage facility shall be also entered.

- (b) Measuring equipment, test equipment, tools, etc. \*(General tools, etc. may be excluded.) out of the equipment in approved facility shall be entered as a list by nomenclature, name of manufacturer, type, rating, accuracy, usage, check interval, etc. (These lists may be prepared in Appendix to the AOE or controlled by computer, except major equipment.) Out of measuring equipment, tools, etc. those that are same kind and are common in control method may be entered correctively.

(c) \* When equivalent equipment or tools are used, procedure to determine equivalency and its responsibility shall be prepared.

(d) In case facilities, equipment, etc. are rented or commonly used, these are specified in the AOE. And also share of the responsibility for control shall be clarified. Even if, particular facility that the organization has not responsibility to control, when it uses that facility, it must confirm that the facility is controlled properly in compliance with the AOE. It is described in the AOE that for facilities or equipment rented at each work, the concerned work is not allowed to perform, provided they are not available. When the approved work is performed out of the approved organization by using rented non-movable facility and equipment, list of rented facility and equipment including name, owner (company), address, summary of the approved work to be performed by using them (fatigue test, etc.) and procedure for checking and confirmation when they use (to distinguish the list specified (b)) shall be prepared in the AOE or its appendix and approved.

Furthermore, the list concerned shall be revised and approved as necessary, before the approved work is performed by using them.

(3) Organization and personnel who perform the work prescribed in Article 36 paragraph 1, item 3 of the CAR

(a) Organization chart

Organization chart relating the approved organization shall be entered in the AOE. The outline of the organization not relating to the approved organization shall be added in order to understand the whole organization. In this case, description shall tell the section related to the approval from the section not related to the approval. The organization apparently remote from the approval matters, such as operation section and traffic section of the air carrier, vehicles section of the manufacturer, for example, may not be entered.

(b) Authority and responsibility of accountable manager and each head of department/division/group\*

Authority and responsibility of the accountable manager and each head of department/division/group shall be entered in the AOE. The responsibility of the accountable manager includes at least items listed in 3-1(2)(a)a.~c.

(c) Names of accountable manager and each head of department/division/group\*

Names of the accountable manager and each head of department/division/group shall be entered in the AOE.

(d) Organization to perform internal audit\*

The organization to perform the internal audit shall be established so that it may be clearly separated from the organization to be audited and entered on the organization chart in the AOE.

(e) Number of personnel allocated to each division\*

The summary of number of personnel allocated to each division shall be entered in the AOE. These shall be entered in accordance with the organization. In case of contracted work by labor only, it is desirable to mention that number of personnel in the organization chart shall contain contractors and their number of personnel as well as number of personnel of the originating approved organization, because the number of personnel including number of personnel contracted is considered as the work capability of the concerned approved organization.

In addition, an approved organization must describe the procedures in AOE for re-assessment of work plan in case of shortage of personnel to planned staffing level for any particular work shift or period except in cases when the personnel can be reassigned easily.

It shall be described in the AOE that persons engage in design, inspection or confirmation for aircraft or aircraft parts in the ADO shall comply with items listed in 3-1(3)(b) a.to c.

(f) Liaison between the design organization and the authority

The liaison between the design organization and the authority specified in Section 3-1 (2) (d) must be described.

(g) Appointment criteria for certifying staff

Appointment criteria for the certifying staff (experience, qualification, career in attending classes, etc.), method of examination and procedure for appointment and removal shall be prepared in the AOE. When the certifying staff is appointed with limitation by technical fields, classification of technical field shall be described, and appointment criteria, method of examination and procedure for appointment and removal of each technical field for the certifying staff shall be prepared in the AOE. As for the examination, examination table shall be prepared and entered its format into the AOE. Method to count the experience of 3-1 (4) (e) as necessary shall be described.

(h) A list of names of certifying staff\*

In principle, a list of certifying staff shall be contained in the AOE by specifying their names, belongings, and work of which they are in charge. However, when requirements and procedures for nomination or dismissal are clearly described in the AOE, it is not necessary to include the list in the AOE. It is enough to state in the AOE that the latest list of certifying staff is to be submitted as the Appendix to the AOE to

the jurisdiction airworthiness engineer office upon each occasion of nomination or dismissal without delay. At least, it should be ensured that every nominated certifying staff member is able to surely understand their duties, and the methods of managing the list of certifying staff, gaining access to it, and submitting it to the authority must be described in the AOE.

Careers are not always contained in the list, but the approved organization shall appropriately prepare the records of certifying staff members' careers and manage them.

Certifying staff members designated by the approved organization can perform their work after their names are registered in the list (As for procedures for changing the AOE for the addition or change of certifying staff, refer to paragraph 6-4 of Part I). Certifying staff shall be appointed among personnel who have qualification for the certifying staff in the approved organization in accordance with paragraph 3-1(4).

(i) Appointment criteria for the equivalent recognition

Appointment criteria for the equivalent recognition for the certifying staff shall be prepared separately from these for the certifying staff prescribed in paragraph (g) in the AOE. Take care not to mix up the education for the certifying staff and for the equivalent recognition.

(j) Qualification requirements, authority and responsibility for inspector, auditor and other in-house qualified personnel

As for appointment and removal of in-house qualified personnel, appointment and removal procedures including qualification requirements, judging criteria, personnel to judge and appoint as well as name of qualification, its authority and responsibility shall be prepared in the AOE.

In cases when contracted work is conducted inside the originating approved organization, requirements for qualified personnel and authority and responsibility of the personnel of the contractor equivalent to those established for the personnel in the originating approved organization shall be prepared in the AOE. (These requirements may be prepared in the paragraph "Control system for contract work")

As for careers, state qualifications, in-house qualifications, experiences, education and training, etc. for the personnel (at least in-house qualified personnel) in each group, records of these items shall be prepared and matters concerning the management of the records shall be mentioned in the AOE. It is not necessary to include the said records in the AOE.

For personnel who perform specialized services, it shall be described that the qualification for those personnel shall be one based on the public standards such as National Aerospace Standard, etc. And in-house qualification approval system shall

contain periodic examination required such as competence, vision, color vision, etc.

A list of the personnel that contains their names, belongings and duties in charge shall be prepared for each category of in-house qualifications, and it must be stated in the AOE that the list shall be maintained at the latest version at any time.

(4) Matters regarding the method of work for quality control system and other systems  
(Article 36 paragraph 1, item 4 of the CAR)

(a) Technical standards upon establishing method of work (Approved organization other than approved design organization)

Not Applicable

(b) Method of work prescribed in Article 32 item 5 of the CAR

It shall be described that method of preparation, checking, authorization, etc. of the work documents (manual, drawing, checklist, PIR book, procedure, work order, malfunction/correction tag, etc.) which show the method of work. In principle, reference number and name of work, etc. of the work documents shall be entered in the AOE, however, those may be prepared and controlled in the Appendix to the AOE as CAPABILITY LIST. The method to avoid intermixing the latest version and expired one of these documents at the working area shall be prepared. (The method to confirm these documents as latest by worker on the scene shall be established.)

Guideline of basic items such as documents and its structure as well as handling procedure, etc. listed below shall be described in the AOE.

- Characteristics of the design documents (e.g. to specify a configuration of the product, to put an order systematically, etc.)
- Handling procedure of the design documents
- Structure, form and descriptions of the design documents

(c) Malfunction/correction tag, etc.

Entry and handling procedures of the malfunction/correction tag which is used when malfunction was discovered shall be established in the AOE. This sheet shall contain contents of malfunction, method of corrective action and its basis of standards, contents performed as corrective action, etc. And personnel in charge for authorization to the method of corrective action shall be clarified in the AOE.

(d) Maintenance and control of facilities prescribed in Article 32 item 6-(1) of the CAR\*

The method of maintenance and control for facilities (kind of check, calibration, its interval, etc. of equipment,(including tools, etc.)), responsible person, personnel in charge and its authority and responsibility shall be prepared. And also matters of identification for equipment and tools which are required calibration shall be mentioned. These matters may be described in the table of facilities (measuring



equipment, tools, etc.) prescribed in paragraph 5-2-1 (2) (a).

The methods to record the results of inspections for maintenance and control of facilities and methods to keep the records are described in AOE.

Also, methods to investigate appropriateness of work done in the past by using a facility if the facility is found to be out of the tolerance designated by its designer.

- (e) Education and training for personnel prescribed in Article 32 item 6-(2) of the CAR\*
  - a. Responsible person, personnel in charge of the education and training, their authority and responsibility shall be stated. In the case of contracted work conducted within the originating approved organization, it must be clearly indicated that the relevant approved organization shall bear responsibility for the training and management of the personnel of the contractor.
  - b. Targeted personnel, Type and method of the education and training shall be stated. For periodic training, its frequencies shall be described. The relationship between duties (qualification as the certifying staff and other in-house qualifications, etc.) and the relevant education and training shall be clarified in the description.
  - c. Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated and the method to specify required education and training therefor shall be stated.
  - d. Procedures to formulate training curricula shall be described.
  - e. Requirements for instructors shall be stated.
  - f. The method for the management of implementation status of the education and training plan and regular review of the plan shall be stated.
  - g. The method for individual evaluations of each trainee depending on the content of the education and training shall be stated.
  - h. The method for the evaluation of training curricula shall be stated.
  
- (f) Revision of method of work prescribed in Article 32 item 6-(3) of the CAR  
Not applicable
  
- (g) Obtaining, control and management of technical data prescribed in Article 32 item 6-(4) \*
  - a. Responsible person, personnel in charge of technical data control organization and its authority and responsibility shall be prepared.
  - b. Procedures to obtain, confirm and authorize the latest technical data shall be established in the AOE.
  - c. Procedures to handle obsolete data shall be clarified in the AOE.
  
- (h) Control for materials, parts and components prescribed in Article 32 item 6-(5)  
(Approved organization other than approved design organization)

Not applicable

- (i) Receiving inspection of materials, parts and components and acceptance inspection, intermediate inspection and completion inspection of aircraft and components (Article 32 item 6-f of the CAR. Approved organizations other than approved design organization)

Not applicable

- (j) Process control (Article 32 item 6-(7) of the CAR)

- a. Responsible person, personnel in charge of process control organization and its authority and responsibility shall be prepared.
- b. Major process flow of the approved organization composed of work (includes making design documents, manufacturing test articles, test set up, and testing) planning, accomplishment of work, inspection, confirmation and record control, etc., with sections in charge of each process shall be prepared. (Expression in flowchart may be acceptable.) And the procedure to manage the progress shall be described.

- (k) Control system for contract work\* (Article 32 item 6-(8) of the CAR)

- a. Responsible person, personnel in charge of contract control and its authority and responsibility shall be prepared.
- b. Selection requirements of contractor shall be prepared.
- c. Contractor name and its contracted contents shall be prepared. However, the details may be prepared in the in-house manual, etc.
- d. Method for clarification of contracted contents by order form upon contract shall be prepared.
- e. Standards and methods of receiving inspection for contracted work shall be prepared.
- f. As for the audit to contractor, its method, frequency and auditor shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)

- (l) Record control\* (Article 32 item 6-(9))

- a. Responsible person, personnel in charge of record control and its authority and responsibility shall be prepared.
- b. The records and major forms to be controlled shall be prepared.
- c. Keeping method of records and period shall be prepared.
- d. When handling records by electromagnetic means, the handling must follow the provisions of Circular No. 6-018. Furthermore, upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the

AOE.

- e. Methods to prevent unauthorized use of a stamp, seal, etc. and falsification of records shall be prepared (such as storage management of a stamp, seal, etc., and when handling records by electromagnetic means, management of an ID and a password).

(m) Internal audit\* (Article 32 item 6-(10) of the CAR)

- a. Responsible person, personnel in charge of internal audit and its authority and responsibility shall be prepared.
- b. Audit frequency on each facility and each post shall be provided.
- c. Audit criteria shall be mentioned as "Approved work and related work of the organization shall comply with Civil Aeronautics Law and related Ministerial ordinance, Notice and other laws and regulations."
- d. Matters of auditor shall be entered. Otherwise, it may be mentioned that responsible person can appoint auditor at each audit among personnel who finished education and training for auditor.
- e. Matters of record form and report of audit result shall be prepared.
- f. Procedures for corrective actions based on the results of audits shall be prepared.
- g. It is prescribed that audit result and corrective actions shall be provided to Authority any time upon request.
- h. Procedures, method and contractor when internal audit is contracted to other person shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)

(n) Control system of documents such as design report, document related to design work and inspection system of the said documents with regard to the approved work.

- Management of design documents

- a. Responsible person, personnel in charge of control of the design documents and its authority and responsibility shall be prepared.
- b. The method of storage and control for the design documents shall be provided.
- c. Method of indication and identification as well as isolation and storage for the unserviceable design documents shall be prepared.
- d. For the design documents that are specified their shelf life limitation, the limitation and its form of indication shall be prepared.

- Inspection of design documents

- e. Responsible person, personnel in charge of inspection and its authority and responsibility shall be prepared.
- f. Qualification criteria for the inspector, method and standard of the inspection, etc. regarding each inspection (of the design reports, the drawings, etc.) shall be prepared.
- g. Method of indication and identification for the unacceptable design documents shall

be prepared.

(o) Control system of test articles and inspection system with regard to maintain a quality of the said articles regarding the approved work (Article 32 item 5-(k) of the CAR)

- Management of test articles.
  - a. Responsible person, personnel in charge of control of the test articles and its authority and responsibility shall be prepared.
  - b. The method of storage and control for the test articles shall be prepared.
  - c. Method of storage for the items that require peculiar method for storage shall be prepared and be described in company regulation in detail.
  - d. Method of indication and identification as well as isolation and storage for the unserviceable test articles shall be prepared.
  - e. For the test articles that are specified their shelf life limitation, the limitation and its form of indication shall be prepared.
  - f. Method to manage parts provided from aircraft users, etc. shall be prepared.
- Inspection of the test articles or the test set-up
  - g. Responsible person, personnel in charge of inspection (of the test articles, or the test set-up) and its authority and responsibility shall be prepared.
  - h. Qualification criteria for the inspector, method and standard of the inspection, etc. regarding each inspection shall be prepared.
  - i. Method of indication and identification as well as isolation and storage for the unacceptable test articles shall be prepared.

(p) Method of work for inspection concerning the provision of Article 32 paragraph 7 of the CAR

- a. Inspection criteria, inspection item and method shall be prepared.

(q) \*Policy of the approved organization

Based on 3-1(8), policy of the approved organization, exclusion of unreasonable pressure, etc. shall be described.

(5) Method of confirmation by the certifying staff (Article 36 paragraph 1, item 5 of the CAR)

- (a) Method of confirmation of the inspection (Article 39 of the CAR) Items, method of confirmation, the form of the Statement of Compliance, Test Witness Record, and method of issuing shall be prepared.

(b) Method of confirmation (Article 40 of the CAR)

One or more of Items listed below shall be described.

- a. Items and method of confirmation as well as form of checklist shall be prepared.
- b. Selection criteria for the final certifying staff that enter his/her signature into the design statement of conformity, and method of confirmation finally in compliance with proper standard for the design are described.

(c) Issuance of the authorized release certificate (Article 41 of the CAR)

Form of and procedural instructions for entry into the Design statement of conformity shall be described.

(d) Confirmation or Issuance by Electromagnetic Means

a Confirmation by electromagnetic means

Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.

b Issuance of the design statement of conformity by electromagnetic means

(i) Mention that it is prerequisite that a receiver accepts the issuance by electromagnetic means.

(ii) Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE. In the AOE, mention that digital signatures shall be used for electronic signatures.

(iii) Specify whether an original is in a paper format or in an electromagnetic format, and mention a method to determine which format to use for issuance.

(6) Others necessary items for performing the work concerning the provision of Article 36 paragraph 1, item 6 of the CAR\*

5-2-2 Example of necessary items for performing the work

(1) Renewal of approval, change of capability and ratings\*

Procedures to make renewal and to change the capability and ratings shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.

(2) Procedures concerning the provisions of Article 20 paragraph 2 of the CAL\* (Article 36

of the CAR) and Article 35 of the CAR

Procedures to change current limitations approved and change the AOE shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE and other reference documents. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.

- (3) Class conducted by the authority concerning the provision of Article 41-2 of the CAR\*  
Procedures to handle the notification regarding the class from the Minister of Land, Infrastructure, Transport and Tourism, such as selection of attendee, etc., and responsibility in charge of the class shall be prepared. And also it shall be mentioned in the AOE that the attendee shall conduct education and training on that class to the relating personnel in the organization, thereafter.
- (4) Outline of in-house manual system\*  
When establishing an in-house manual system referred to in 5-1(2) and set out in the in-house manual as the Appendix to the AOE, the relationship between the AOE and any other manuals (maintenance manual and its Appendix) approved by authority shall be shown systematically and the types and contents of these manuals shall be clarified. In this case, it should be ensured that the relation between each section of the AOE and the Appendix is clearly understood, but it is not necessary to enter the revision number of the Appendix. However, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE.  
The personnel responsible for revision and deletion of the Appendix to the AOE and in-house authorization procedure therefor shall be entered.
- (5) Reporting of un-airworthy condition described on paragraph 6-5 (2) of the first part\*  
Reporting procedures of malfunctions when those greatly affected to safety of aircraft described in paragraph 6-5 (2) were discovered during performance of the approved work shall be entered. Procedures shall contain post in charge, reporting personnel, contents of report, address to be reported, reporting timing, etc. Report form shall be established based on paragraph 6-5 of the first part and entered in the AOE.
- (6) Flight test  
Not applicable
- (7) Dispatching system  
Not applicable

### 5-2-3 Composition of the AOE\*

When the organization intends to prepare the AOE by establishing Appendix to AOE, attaching documents, etc. as the composition of the AOE, in principle, work which the concerned approved organization can perform, necessary policy to perform that work, matters to be observed, etc. shall be substantially included. (It is not accepted that those elements are just called out or listed from the Appendix to the AOE, etc.)

Out of contents which shall be entered in the AOE, contents prepared in the separate table together shall be the object to be approved as a part of the AOE. Composition of an AOE shall be accepted, provided editing method so that the contents may meet items described in paragraph 5-2-1 is employed. Example for the composition of the AOE shall be referred to Appendix 2-3. And chapter and section written in the AOE shall generally contain below.

- (1) The person in charge of each item and contents of its responsibility
- (2) Policy to the target
- (3) The method taken to actualize the policy
- (4) Name and number of provision for the detailed procedures for implementation
- (5) As for the major forms that are called out in the text of AOE, the forms as well as form number shall be entered.

### 5-2-4 Form\*

Form of AOE shall be specified following guidelines below from the view point of rationalization for document control job:

- (1) Standard form of AOE shall be JIS A4.
- (2) AOE pages shall be filed in the binder type book in order to replace them.
- (3) Approved date, indication of revised text and page number shall be entered in each page.
- (4) Name of the AOE (such as "Approved Organization Exposition", "Exposition for the Approved Organization under the Provision of Article 20 of Civil Aeronautics Law") and name of organization shall be entered into the cover page.
- (5) Copies of "Approved Organization Certificate", "Approval of the Limitation Change", "Approval for the Approval Organization Exposition" and "Approval for the change of Approved organization Exposition" and the table for distribution address of AOE shall be filed in front of the table of contents pages of AOE. (Obsolete copies may be scrapped each time when approval is renewed.) Additionally, a copy of Form-12, which is to be submitted together with an application for the AOE upon designation of the accountable manager, shall be filed in the AOE and be preserved during the term of service of the said accountable manager.

#### 5-2-5 Others\*

- (1) Effective page list shall be established which contains issue or revision date on each item. And issue or revision date shall be entered in each page.
- (2) Responsibility for control (replacement of pages) at each post of distribution address shall be clarified.
- (3) Distribution address in JCAB for AOE is as follows:  
Distribution of AOE may be done by electronic media.
  - (a) Approved organization in foreign state: JCAB Airworthiness Division
  - (b) ADO/APO for aircraft: Organization Approval Team, Aircraft Engineering and Certification Center
  - (c) Approved organization of particular air carrier in Japan: JCAB Airworthiness Division, Chief airworthiness engineer of Regional JCAB Office and Chief airworthiness engineer of JCAB Airport Office which has jurisdiction over it
  - (d) Other Approved organization: Chief airworthiness engineer of Regional JCAB Office which has jurisdiction over it, and Chief airworthiness engineer of JCAB Airport Office if the JCAB Airport Office has direct jurisdiction over it

Note: Initial approval shall be made by JCAB Head Office. However, following all renewal approvals including change and addition shall be turned under jurisdiction of Regional JCAB Office (except for ADO/APO for aircraft and approved organization in foreign country), so JCAB Head Office may be deleted as distribution address except at initial approval.



## Appendix 2-1:

### Supplement for approved work conducted by approved design organization

#### 1. Purpose

The amendment of the Civil Aeronautics Act (hereinafter referred to as the “Act”) on June 30, 2005, which took effect on October 1, 2005, incorporated “capabilities to design aircraft and inspect the completed design” and “capabilities to design components and inspect the completed design” (hereinafter any organization approved for either set of capabilities are referred to as “an approved design organization”) in Article 20 of the Act. While the associated provisions for an approved design organization were introduced in JCAB Circular No.2-001 titled “General Policy for Approved Organizations”, this appendix provides concrete explanations for approved work conducted by an approved design organization so as to facilitate the uniform understanding and operation of the system.

#### 2. Approved Design Organization

An approved design organization represents a system introduced to enable an approved organization to undertake the whole or part of design-related inspection, which has, until now, been carried out by the Authority. There are two cases below in general where the inspection by the Authority may be omitted under this system:

- (1) In the case that an approved organization conducts a part of an inspection relating to the design aspect of type certification, approval of a supplemental type design, approval of a repair and alteration design for components etc., type/specification approval for a component, etc., repair and alteration design approval with the consent of the Authority. In such cases, the Authority ultimately carries out certification/approval for type certification, type/specification approval, repair and alteration approval or the like by combining the inspection results for the part of inspection that the Authority took on and those for the part that the approved organization took over. (Since type certification, etc. requires the filing of an application with the Authority, this case is hereinafter referred to as an “application case”.)
- (2) In the case that an approved design organization conducts an entire inspection and gives an associated approval for a relating design change to a design which has already been approved, for example, type certification, approval of a supplemental type design, or type/specification approval for a component, etc., or when makes repair and alteration design, repair and alteration design for components etc. or changes the design that is already been approved as repair and alteration design or repair and alteration

design for components etc. where such a design change (or such design when makes the repair and alteration design or repair and alteration design for components etc.) is a change as specified in Article 22-2 of the Civil Aeronautics Regulations (hereinafter referred to as the "Regulations") (approval of a partial change to a type-certified design, hereinafter referred to as a "change to TC"), Article 23-7 of the Regulations (approval of a change to an approved supplemental type design, hereinafter referred to as a "change to STC"), or Article 15 Paragraph 6 of the Regulations (a change to a design of a component, etc. with an approved type/specification, hereinafter referred to as a "change to TA/SA"). Article 26-10 of Regulations (Approval of changes in approved repair and alteration design. Hereinafter referred to as "repair and alteration design change". there is no limitation about the design change which regard to a repair and alteration design for components etc.) .(There is no need to file an application for approval of such a design change with the Authority. However, since after-the-fact reporting is still required, this case is hereinafter referred to as a "report case".)

As described above, contrary to the case of existing approved organizations relating to manufacture, maintenance and alteration, the Authority remains as primary entity to conduct design inspection, in principle, so that the Authority retains the important parts of inspections.

For this reason, as described in 3.2.2 below, when, for example, there is an uncertainty in determining as to which of the above categories (1) and (2) applies to the design change or a question arises over judgment, such as the interpretation of a standard, with regard to the execution of an individual inspection or confirmation, an approved design organization has to contact the Authority to seek its instructions. When changing the design of type certification, approval of a supplemental type design or changing the design of a component, etc. type/specification approval, or when makes repair and alteration design, repair and alteration design for components etc. or changes the design that is already been approved as repair and alteration design or repair and alteration design for components etc., determination of the category whether the said design (or such design when makes the repair and alteration design or repair and alteration design for components etc. falls into), (1) "an application case" or (2) "a report case", in principle, rests with the approved design organization as long as there is no uncertainty about the determination. As a rule of thumb for such determination, (2) "a report case" only applies when both of the following conditions are met, with all other cases falling into (1) "an application case".

- Such a design change meets the conditions set in Article 22-2 of the Regulations (a change to type certification), Article 23-7 of the Regulations (a change to supplemental type certification) and Article 15 Paragraph 6 of the Regulations (a

change to TA/SA), Article 26-10 (Repair and alteration design change) including, for example, no effect on noise or engine emissions.

- Such a design change is within the approved scope of rating, limitations, etc. of the approved design organization concerned.

However, for the time being, the cases that can be treated as “a report case” is further limited to the following:

- A design change not accompanying changes to the aircraft flight manual, instructions for continued airworthiness, Master Minimum Equipment List (MMEL) and other documents subject to separate approval of the Authority.

[Reference: Article 22-2 of the Regulations]

#### Article 22-2

(1) Changes specified by Ordinances of the Ministry of Land, Infrastructure, Transport and Tourism set forth in paragraph (4) of Article 13 of the Act shall not be fallen under the following changes.

(i) Design change as listed in following to be made for an aircraft pursuant to item (ii) under paragraph (4) of Article 10 of the Act and other design change to be likely to affect noise of the relevant aircraft

(a) Design change accompanying change of nacelle shape and other change of aircraft shape

(b) Design change pertaining to engine or its parts equipped with an aircraft (limited to noise absorbing materials and other parts to affect noise of aircraft)

(c) Design change accompanying any major change of takeoff and landing Performance

(ii) Design change as listed in following to be made for an aircraft pursuant to item (iii) under paragraph (4) of Article 10 of the Act and other design change to be likely to affect engine emissions of the relevant aircraft

(a) Design change accompanying change for sharp of air intake of engines

(b) Design change pertaining to engine, fuel system or their parts (limited to combustion chamber and other parts to affect engine emissions) equipped with an aircraft

(c) Design change accompanying any major change of engine performance

(2) Notwithstanding the provisions of the preceding paragraph, when any design change is to be made based on an order of the Minister of Land, Infrastructure, Transport and Tourism under the provision of paragraph (1) of Article 13-5 of the Act, the said change shall not be included in the change pursuant to paragraph (4) of Article 13 of the Act.

### 3. Work Conducted by Approved Design Organization

#### 3.1 General process flow of design and inspection conducted by approved design organization

##### 3.1.1 Overall design and inspection flow

Design and inspection after completion of the design take place more or less in the manner described below, though the scale may vary. More specifically, the process flow shown relates to inspection involving type certification, but in other cases, such as a change to a type design, supplemental type design or a change thereto, type/specification approval for a component, etc. or a change thereto, a repair and alteration design or a change thereto or a repair and alteration design for components etc. or a change thereto, design-related inspection, in principle, follows a similar flow.

- (a) Formulation of specifications, basic design and certification plan
- (b) Detailed design
- (c) Coordination/approval of certification plan
- (d) Inspection of individual design elements
  - (d-1) Inspection for verification of compliance based on drawings
  - (d-2) Inspection for verification of compliance based on design documents
  - (d-3) Inspection for verification of compliance based on tests
    - Inspection of test plan
    - Inspection of test setup
    - Inspection of test articles
    - Test witness
    - Inspection of test report
- (e) (Preparation of integrated statement of compliance)
- (f) Confirmation of compliance of whole design with standard of Article 10 Paragraph 4 of Act (carried out in "report case" only)
  - (f-1) Issuance of integrated statement of compliance
  - (f-2) Issuance of design statement of conformity

\* Figures 1-1, 1-2 and 1-3 show the flow of design and inspection work for completed design.

##### 3.1.2 Details of overall flow of design and inspection

Supplementary explanations are provided below for each step (needless to say, all step should comply with the approved organization exposition of the approved organization concerned).

When an approved design organization conducts the work, it should, upon gaining

a thorough understanding of the content of JCAB circular No.1-003 titled "Type Certification of Domestically Produced Aircraft, Etc." and the associated JCAB Circulars, follow the same process as the Authority.

(a) Formulation of specifications, basic design and certification plan

Both "an application case" and "a report case", the certification plan is prepared by an approved design organization. In the case of an application case, in particular, the approved organization needs to show the scope of inspections considered within its capabilities in the certification plan in light of its track record, level of importance, degree of standardization and other factors of that inspection on the basis of JCAB Circular No.1-307 titled "Certification Plan", which relates to certification plans. In this regard, the approved organization may be requested to explain the reasons why it considers itself capable of carrying out the inspection during the certification plan coordination stage involving the Authority as described in (c) below.

\* Figure 5 shows entry examples of a certification plan.

(b) Detailed design

Detailed design of the subject aircraft, etc. (preparation of drawings, design documents, etc.).

(c) Coordination/approval of certification plan

- For coordination/approval of a certification plan, see JCAB Circular No.1-307.
- Of particular importance is the point that the sharing of work between the Authority and the approved organization as described in 2. is decided on as part of coordination/approval of a certification plan.
- An "application case" is subject to coordination with the Authority and approval by the Authority of the certification plan. A "report case" is not, in principle, subject to coordination with or approval by the Authority of the certification plan, and the certification plan is approved by a certifying staff within the approved organization in accordance mutatis mutandis with JCAB Circular No.1-307. Such a certifying staff needs to be the one who certifies that "the whole design complies with the standard of Article 10 Paragraph 4 of the Act" as described in (f) below.
- In an application case, inspection by the Authority is, in principle, omitted for any part of the inspection that has been performed by an approved organization in accordance with a certification plan approved by the Authority.

\* Figure 5 shows entry examples of a certification plan.

(d) Inspection of individual design elements

Each inspection/confirmation performed in this step comprises three elements, (i) to (iii) as described below in line with the Regulations. The numbers (i) to (iii) correspond to those that appear in Figure 1-1.

Figure 3 shows the difference from an approved organization for manufacture, maintenance and alteration under the existing system in terms of the person in charge of inspection/confirmation for each element.

① “Inspection relating to quality control system” (inspection specified in Article 32 Subparagraph 6 (k) and (l) of Regulations)

(Main text of JCAB Circular No.2-001, 3-1(6)(k))

A) Description (nature of inspection)

- Inspection to maintain quality as part of the design process and corresponding to checking and approval activities undertaken internally on the part of an applicant for type certification, etc. prior to the introduction of the approved design organization system. With regard to test articles and test setups, it corresponds to an inspection conducted by an (internal) inspector.
- There is no need for inspection relating to the quality control system in relation to test witnessing.

B) Person in charge of inspection

- This inspection is conducted by a person (inspector) satisfying certain criteria set in the approved organization exposition. Such a person does not necessarily have to be a certifying staff.
- The person in charge of the inspection of design-related documents (including test plans, test reports, etc., in addition to drawings/design documents) must not be the same person who prepared the design-related documents of that inspection.
- It is desirable that the person in charge of an inspection of a test article or test setup would not be the same person who produced test article or who undertook the test setup of that inspection.

C) Inspection record

- An inspection record completed through, for example, the entry of signatures, etc. in the inspection section and approval sections of a particular form specified by the organization constitutes an inspection record.
- In the case of a conformity inspection, a statement of conformity (SOC) constitutes an inspection record.

② “Inspections after completion of the design” (inspection as specified in Article 32 Subparagraph 7 of Regulations)

(Main text of JCAB Circular No 2-001, 3-1(7))

A) Description (nature of inspection)

- Inspection to determine whether drawings, analysis reports, test plans, test articles, test reports and other individual elements of the inspection comply with standards defined in the certification plan. The result of the inspection should be recorded.
- In the case of a test, a conformity inspection of the test articles and test setup prior to the commencement of the test and a witnessing of the test itself are carried out to ensure that the test can be carried out in an appropriate manner and that test results are reliable. These also form part of the “inspection after completion of the design.”
- Conformity inspection and test witnessing should be carried out in accordance with JCAB Circular No.1-309 titled “Implementation Guidelines on Conformity Inspection and Test Witnessing”.

B) Person in charge of inspection

- A certifying staff who is well-versed in the technical details of the inspection carries out the inspection in person.
- They may be the same person as a person in charge of (i) “inspection relating to the quality control system”. However, the person must not be the same as the person in charge of the design-related documents of that inspection/confirmation (the person who produced the test articles in the case of an inspection/confirmation of test articles, the person who undertook the test setup in the case of an inspection/confirmation of a test setup, or the person who conducted the test in the case of test witnessing).

C) Inspection record

- An inspection record must be produced, but the recording format may be arbitrary.
- In the case of a conformity inspection or test witnessing, an inspection record is essentially identical in content to a conformity inspection record (CIR) or test witnessing record (TWR), which comprises (iii) “confirmation of inspection” below. Accordingly, there is no need to prepare it as a separate record. (The content of a conformity inspection record or test witnessing record may be regarded as an “inspection after completion of the design” record.) When there is a specific reason, such as the existence of matters to be specially recorded, an “inspection after completion of the design” recording format may be separately prepared for conformity inspection or test witnessing.

- Figure 6 shows an example of an “inspection after completion of the design” record for a design document. However, regardless of this example, the recording format for “inspection after completion of the design” may, as described above, be set by each approved organization.

### ③ “Confirmation of inspection” (confirmation of inspection as specified in Article 39 of Regulations)

(Main text of JCAB Circular No.2-001, 4-1-1)

#### A) Description (nature of confirmation)

Confirmation to make as to whether drawings, analysis reports, test plans, test articles, test reports and other individual elements of inspection comply with standards by checking whether all the inspection items have been carried out appropriately in accordance with the certification plan and results of inspection have been recorded. (This confirmation endows a legal effect (omission of inspection by the Authority) on ② “inspection after completion of the design” through the issuance of a statement of compliance, etc.)

#### B) Person in charge of confirmation

- The same certifying staff as the one who has performed ② “inspection after completion of the design” performs confirmation in person.
- They may be the same person as the person in charge of ① “inspection relating to the quality control system.” However, the person must not be the same as the person who prepared the design-related documents of that inspection/confirmation (the person who produced of the test articles in the case of an inspection/confirmation of test articles, the person who undertook the test setup in the case of an inspection/confirmation of a test setup, or the person in charge of the test in the case of test witnessing).

#### C) Record of confirmation

- Make the necessary entries into a statement of compliance, conformity inspection record (CIR) or test witnessing record (TWR) and affix a signature or a seal and name.
- For example entries in each format, see Figs. 7-1, 7-2 and 7-3 (statement of compliance), Fig. 8 (conformity inspection record), and Fig. 9 (test witnessing record).

Notably, in JCAB Circular No.1-003 and other related JCAB Circulars, activities described as ② “inspection after completion of the design” and ③ “confirmation of inspection” in this section are referred to as “evaluation” (in the case of design documents), “inspection” (in the case of conformity inspection) or “witnessing” (in the case of test witnessing).



(e) Preparation of integrated statement of compliance

Both “an application case” and “a report case”, the person who prepares of “an integrated statement of compliance” fulfills that responsibility in the capacity of an applicant (designer) for type certification, etc., rather than an approved design organization, namely an agent of the Authority as the executor of inspections. This means that an integrated statement of compliance is “a statement of the designer to declare that the certification plan is valid and that all inspections specified in the certification plan have been completed.”

The applicant (in the case of “an application case”) for type certification or the like or the person carrying out a change to a type design or the like (in the case of “a report case”), respectively prepares an integrated statement of compliance as “a statement of the designer to declare that the certification plan is valid and that all inspections specified in the certification plan have been completed” and, provides a signature or a seal and name in the applicant’s signature section. It is desirable that the signature or the seal/name be provided by a person in a position responsible for the design, rather than a certifying staff who carries out inspections/confirmations in the capacity of an agent of the Authority. (However, it is necessary that the issuance, rather than the preparation, of an integrated statement of compliance be done by a certifying staff as described in (f) below.)

\* Fig. 10 shows example entries into an integrated statement of compliance.

\* For the tripartite relationship between “the position of an applicant (designer) for type certification, etc.”, “the position of an approved design organization as an agent of the Authority” and “the Authority” in the design and inspection process, see Figs. 1-2 and 1-3.

(f) Confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act (carried out in “report case” only)

The confirmation performed here corresponds to ④ in Fig. 1-1.

④ “Confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act” (confirmation as specified in Article 40 of Regulations)

(Main text of JCAB Circular No.2-001, 4-1-2)

A) Description (nature of confirmation)

- Confirmation to make as to whether the whole design complies with the standard of Article 10 Paragraph 4 of the Act (in the case of a component, etc., standards set in the Annex 1 of the Regulation or a type or specification approved by the Minister for Land, Infrastructure, Transport and Tourism).

- This confirmation is only carried out in “a report case”. (In “an application case”, an equivalent action is taken by the Authority.)

B) Person in charge of confirmation

- Since a certifying staff who performs such a confirmation takes on a particularly important task, he/she must be selected from certifying staff who carried out ② “inspection after completion of the design” and ③ “confirmation of inspection” in the project concerned, and in addition, satisfies the following requirements:

I. To be well-versed in the certification plan.

The certification plan is a plan that specifies the set of standards to be satisfied by the design concerned, the methods to verify compliance with them, and the like, and forms the “basis” of the design and inspection process as a whole. For this reason, it is prepared at an early stage of the design and inspection process and revised as needed as the project progresses. When ultimately confirming that the whole design complies with the standards, a determination must be made as to whether all inspections/confirmations have been carried out in accordance with the certification plan, including the validity of the certification plan itself, and whether the whole design complies with all applicable standards. It is therefore important that the person who performs this confirmation be well-versed in the certification plan. (In “a report case”, such a certifying staff must, as described in 3.1.2(c), personally approve the certification plan.)

II. To be in a position to stay well-informed about the project concerned as a whole.

There is a need that, prior to eventually carrying out a confirmation, all the work for the approved organization, from design to inspection/confirmation after the completion of the design/work, be executed appropriately in accordance with the approved organization exposition. For this reason, it is important that the person who performs such a confirmation be in a position to stay well-informed about problems that have occurred in the project concerned, design changes to address that, and other design issues by a continuous monitoring of the project as a whole through timely coordination and communication with, for example, the design department and other groups that have carried out individual inspection after completion of the design within the approved organization involved in the project.

III. To be able to make a judgment on the whole design from a cross-cutting perspective.

The person who performs this confirmation is the one who makes a decision on the compliance of the whole design based on the results of individual inspections/confirmations carried out by certifying staff in each respective technical fields. For this reason, such a person needs to possess the general and basic knowledge that enables them to make a judgment on the whole design from a cross-cutting, rather than field-specific, perspective with regard to the project (suffices to be in a position to be able to realize cross-departmental collaboration, not necessarily to be in the capacity to actually bring together various technical fields as, for example, the Manager of the Engineering Department).

Each approved design organization must specify the procedure to appoint a certifying staff who carries out this confirmation in its approved organization exposition.

- The person who performs this confirmation must not be the same as the person who prepared the design-related documents for the project concerned, the person who produced test articles, the person who undertook test setup, or the person who conducted tests.

C) Record of confirmation

- A design statement of conformity ultimately corresponds to a record of confirmation. The issuance of a design statement of conformity comprises two steps below:

(f-1) Issuance of integrated statement of compliance

- Upon making all technical determination encompassing, among other things, whether all inspections have been carried out according to the certification plan - affixed with a signature or a seal and name by the designer - including the validity of the certification plan itself. A certifying staff makes a determination that “the whole design complies with the standard of Article 10 Paragraph 4 of the Act”, by issuing an integrated statement of compliance with a signature or a seal and name of the certifying staff.
- The integrated statement of compliance identifies the certification plan and allows tracking back the individual statements of compliance, and so on. Accordingly, the integrated statement of compliance is also a

document that bridges the type certificate/design statement of conformity and the certification plan/individual statements of compliance, and the like,

- Fig. 10 shows example entries into an integrated statement of compliance.

(f-2) Issuance of design statement of conformity

- After an integrated statement of compliance is issued, the same certifying staff who issued the integrated statement of compliance signs, or affixes a seal/name to, a design statement of conformity. The issuance of design statement of conformity constitutes legal evidence to show a confirmation as specified in Article 40 of the Regulations has been carried out.
- JCAB Circular No.2-001, Appendix 2, shows example entries into a design statement of conformity.

Upon completing this confirmation, the approved design organization must submit documents as specified in Article 15 Paragraphs 7 and 8 of the Regulations, Article 22-3 of the Regulations, Article 23-8 of the Regulations or Article 26-13, paragraph 8 and 16 of the Regulations without delay (in principle within several days, preferably on the next working day at the receiving office). The destination address and addressee of the report are as follows (submission by mail is acceptable):

- Report of confirmation relating to Article 13 Paragraph 4 of Act (change to type design)
  - Address: Aircraft Engineering and Certification Center
  - Addressee: Minister for Land, Infrastructure, Transport and Tourism
- Report of confirmation relating to Article 13-2 Paragraph 4 of Act (change to supplemental type design)
  - Address: Office of airworthiness engineers of regional civil aviation bureau having jurisdiction over main office of the approved design organization
  - Addressee: Director-general of regional civil aviation bureau having jurisdiction over main office of the approved design organization
- Report of confirmation relating to Article 15 Paragraph 6 of Regulations (design change involving type approval of domestically produced engine or propeller)
  - Address: Aircraft Engineering and Certification Center
  - Addressee: Minister for Land, Infrastructure, Transport and Tourism

- Report of confirmation relating to Article 15 Paragraph 6 of Regulations (design change involving type/specification approval for any component other than above-mentioned)
  - Address: Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau
  - Addressee: Minister for Land, Infrastructure, Transport and Tourism
  
- Report of confirmation relating to Article 18 Paragraph 2 and 4 of Act
  - Address: Aircraft Engineering and Certification Center (for domestic aircraft)  
Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau (for imported aircraft)
  - Addressee: Minister for Land, Infrastructure, Transport and Tourism
  
- Report of confirmation relating to Article 26-13 Paragraph 8 and 16 of Regulations
  - Address: Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau (for repair and alteration design for components etc. for which T/A or S/A has been obtained)  
Aircraft Engineering and Certification Center (except for the above)
  - Addressee: Minister for Land, Infrastructure, Transport and Tourism

## 3.2 Other Matters to Consider regarding Approved Work

### 3.2.1 Independence of inspector and certifying staff

(Article 39 Paragraph 2 of Regulations and Article 40 Paragraphs 1 and 4 of Regulations)

(Main text of JCAB Circular No.2-001, 4-1-1(3) and 4-1-2)

It is necessary that the certifying staff who carries out ② “inspection after completion of the design”, ③ “confirmation of inspection” or ④ “confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act” be different from the person who prepared the design-related documents of that inspection/confirmation (the person who produced the test articles in the case of an inspection/confirmation of test articles, the person who undertook the test setup in the case of an inspection/confirmation of a test setup, or the person who conducted the test in the case of test witnessing).

For this reason, the person who carries out confirmation ④ must not be the person who prepared any of the drawings, design documents, etc. of the inspections that ②

or ③ concerned.

The table below illustrates the independence of persons who conduct confirmation for each inspection item.

- Alphanumeric symbols, such as “A1” and “B1”, signify particular individuals.
- Each of the arrows signifies that the performers shown on the left and right of it must be different (may still belong to the same organizational unit). Conversely, a pair of performers not joined by an arrow may be the same persons, though it is desirable that they be different.

Person in charge / Inspection item	Preparation or other work	① Inspection relating to quality control system	② Inspections after completion of the design ③ Confirmation of inspection (certifying staff)	④ Confirmation as specified in Article 40 of Regulations
Design-related documents	A1	B1	B1 or C1	B or C should be independent from all person for preparation or other work (A1, A2, A3, A4)
	← independent →			
	← independent →			
Test articles	A2	A2 or B2	B2 or C2	
	← independent →			
Test setup	A3	A3 or B3	B3 or C3	
	← independent →			
Test (witnessing)	A4	(not necessary)	B4	
	← independent →			

### 3.2.2 Necessity of coordination and communication with Authority

(Main text of JCAB Circular No.2-001, 3-1(6)(k))

Since it is important that an approved design organization conduct approved work with close cooperation with the Authority, there is a need to establish, in the cases listed below, the coordination and communication by duly contacting the relevant official from the Authority as needed.

In establishing coordination/communication with the Authority, it is desirable that certifying staff involved in the project concerned take part in some form.

#### (1) Uncertainty in determination

At least in cases like the following, there is a need to seek the decision of the Authority, be it “an application case” or “a report case”:

- When there is uncertainty as to whether a design change should be fallen under “a minor change” or “a major change” (uncertainty in determining - “a report case” or “an application case”).
- When there is an unclear point or question about the interpretation of standards used in an inspection of the design.
- When there arises a peculiar content, situation, or the like in light of past experiences.
- When there arises a problem, such as uncertainty in determining the compliance in performing an inspection or confirmation.

## (2) Reporting of status

“An application case” is subject to a regular reporting of the situation as follows (in principle, no need for “a report case”):

- Issuance status of statements of compliance (subject matters, issue dates, names of certifying staff who issued it, and so on)
- Issuance status of conformity inspection records and test witnessing records (subject matters, inspection dates, names of certifying staff who performed them, and so on)
- Progress of the project as a whole, major problems, and so on

With “a report case”, it is formally only required to file a report with the Authority without delay after all inspections/confirmations are completed. For the time being (at least the first time around for the organization), however, it is preferable that, when making a design change that falls under “a report case”, an approved design organization provide the Authority with an advance notice as described below, especially for the sake of a smooth operation of the system.

- Explanation of the outline of a project at inauguration.
- Explanation of the situation when completing the plan (before the issuance of a design statement of conformity).

### 3.2.3 Responsibility with regard to outsourcing

(Main text of JCAB Circular No.2-001, 3-1(6)(h)a)

Though an approved design organization, like any other approved organization, may contract out a part of its design work, it should not outsource ② “inspection after completion of the design” (Article 32 Subparagraph 7 of Regulations), ③ “confirmation of inspection” (Article 39 of Regulations) or ④ “confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act”

(Article 40 of Regulations) even if the contractor is an approved design organization. (At an approved design organization, a certifying staff shall conduct, in addition to ④, ② “inspection after completion of the design” and ③ “confirmation of inspection.” Therefore, the approved design organization cannot have them performed by a contractor.)

Namely, even when a part of the design work (e.g. the preparation of a strength analysis report) is contracted out, ② “inspection after completion of the design” and ③ “confirmation of inspection” (issuance of a statement of compliance) relating to this strength analysis report must be carried out by the originating organization itself (the contractor only allowed to perform ① “inspection relating to the quality control system”). This requirement is based on the idea that an organization that is an applicant for type certification, etc. can properly inspect its design only if it carries out inspections under its direct responsibility.

For the same reason, an approved design organization may not perform “inspection after completion of the design” or “confirmation of inspection” under contract when it’s not the designer (applicant) of that design.

### 3.2.4 Renting of outside facilities for testing or other purposes

(Main text of JCAB Circular No.2-001, 3-1(1)(d) and 5-2-1(2)(d))

Under the approved organization system, an approved organization has, upon being granted approval, its establishment where it carries out its approved work designated as a “facility” (“equipment”, “workshop” or “storage facility”), and is, in principle, only allowed to perform approved work at such an establishment (applicable to all kinds of work it carries out as an approved organization, rather than just the work assigned to certifying staff). Nevertheless, an approved design organization is permitted to carry out approved work away from the approved establishment using rented facilities since an approved organization, particularly an approved design organization, is expected to rent numerous facilities located away from its establishment, such as facilities belonging to domestic research organizations (e.g. other companies and universities) and overseas facilities, and many of them are so large in size and specialized that they are difficult to transport to the organization’s establishment. It is also permitted to rent any jigs, tools, measuring instruments, and the like that accompany such facilities/equipment in accordance with the renting standards/methods specified in the approved organization exposition.

However, when carrying out approved service away from the approved establishment using rented facilities, such facilities must be listed in the approved organization exposition in advance (listed separately from rented facilities used at its establishments), with renting procedures for rented facilities specified. In this



regard, there is no need to list any jigs, tools, measuring instruments, and the like that accompany the facilities/equipment.

With regard to facilities used in a test, it is necessary to specify them in the test plan in terms of type of facility and location, as well as and the standards that provide a basis for renting. There is also a need to confirm the present state of rented facilities in terms of whether they are properly managed in accordance with their management rules, etc., as well as the issuance of a conformity inspection record by a certifying staff for the test setup.

### 3.2.5 Inspection of a manufacturing process relating to type certification, etc. carried out by an approved design organization

An approved design organization may also carry out the inspection of a manufacturing process relating to type certification, etc. as specified in JCAB Circular No.1-311 titled "An Implementation Procedure for Inspections of Manufacturing Processes." (advance coordination with the Authority required in terms of the allocation of work required in "an application case"). When carrying out such inspection, the same process that would be taken by the Authority should be followed in accordance with JCAB Circular No.1-311 as with the case of design inspection.

## 3.3 Legal Involvement of Approved Design Organizations in Various Certification and Approval Systems

### 3.3.1 Type certification

#### (1) [Application case]

With regard to type certification inspection, the Authority may omit part of the inspections of "design" and "the manufacturing process" based on the provisions of Article 18 Paragraph 2 of the Regulations if the approved design organization for an aircraft carries out design and inspection after completion of the design. (After applying for type certification, the approved design organization for an aircraft carries out part of the inspections according to an allocation of inspection duties coordinated with the Authority.)

Along the lines of the flow described in 3.1 above, the inspection of the design of the whole aircraft is carried out by the Authority and the approved organization through an allocated work.

#### (2) [Report case]

There is no "report case" with an original application for type certification.

### 3.3.2 Change to type certification

(1) [Application case]

With regard to inspection relating to a change to type certification, the Authority may omit part of the inspections of the “design” and “manufacturing process” based on the provisions of Article 18 of the Regulations (type certification inspections) as applied mutatis mutandis in accordance with Article 21 of the Regulations, if the approved design organization for an aircraft carries out the inspections. Namely, the approved design organization for an aircraft, after applying for a change to type certification, carries out part of such inspections according to an allocation of inspection duties coordinated with, and approved by, the Authority.

In this case, inspection methods/procedures should be essentially the same as type certification, though, depending on each individual case, some inspection steps may be omitted through coordination with the Authority.

(2) [Report case]

Based on the provisions of Article 13 Paragraph 4 of the Act, an approved design organization for an aircraft may carry out all inspections and confirmations relating to a change to a type design, if such a design change constitutes a design change as specified in Article 22-2 of the Regulations and within the scope of rating, limitations, etc. of the approved organization. With ④ “confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act” carried out by the approved design organization for an aircraft, the change to a type design is deemed to have been approved by the Authority.

In this case, inspection methods/procedures should be essentially the same as type certification.

### 3.3.3 Approval of a supplemental type design

- (1) With regard to inspection relating to the approval of a supplemental type design (hereinafter referred to as “STC”), the Authority may omit part of the inspections of the “design” and “manufacturing process” based on the provisions of Article 23-2 Paragraph 2 of the Regulations, if the approved design organization for an aircraft carries out design and inspection after completion of the design. Namely, the approved design organization for an aircraft, after applying for STC, carries out part of the inspections according to an allocation of inspection duties coordinated with, and approved by, the Authority. (This case constitutes “an application case”.)

In this case, inspection methods/procedures should be essentially the same as type certification, though, depending on each individual case, some inspection steps may be omitted through coordination with the Authority.

(2) [Report case]

There is no “report case” with an original application for STC.

### 3.3.4 Change to the approval of supplemental type certification

(1) [Application case]

With regard to inspection relating to a change to the approval of supplemental type certification, the Authority may omit part of the inspections of the “design” and “manufacturing process” based on the provisions of Article 13-2 Paragraph 4 of the Act, if the approved design organization for an aircraft carries out design and inspection after completion of the design. Namely, the approved design organization for an aircraft, after applying for a change to the approval of a supplemental type certification, carries out part of the inspections according to an allocation of inspection duties coordinated with, and approved by, the Authority.

In this case, inspection methods/procedures are essentially the same as type certification, though, depending on each individual case, some inspection steps may be omitted through coordination with the Authority.

(2) [Report case]

Based on the provisions of Article 23-2 Paragraph 2 of the Regulations as applied *mutatis mutandis* in accordance with Article 23-5 of the Regulations, an approved design organization for an aircraft may carry out all inspections and confirmations relating to a change to the approval of a supplemental type certification if such a design change constitutes a design change as specified in Article 23-7 of the Regulations and within the scope of rating, limitations, etc. of the approved organization. With ④ “confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act” carried out by the approved design organization for an aircraft, the change to supplemental type certification is deemed to have been approved by the Authority. In this case, inspection methods/procedures should be essentially the same as type certification.

### 3.3.5 Repair and alteration design approval and Change of Repair and alteration design approval

(1) [Application case]

With regard to the inspection of a repair and alteration design approval, the Authority may omit part of the inspections of the “design” or “process” based on the provisions of Article 26 paragraph 2 of the Regulations, if the approved design organization for an aircraft carries out such inspections. Namely, the approved design organization for an aircraft, after applying for a repair and alteration design approval, carries out part of the inspections according to an allocation of inspection duties coordinated with, and approved by, the Authority. In this case, inspection methods/procedures should be essentially the same as type certification, though, depending on each individual case, some inspection steps may be omitted through coordination with the Authority.

(2) [Report case]

In accordance with the provisions of Article 18 paragraphs 2 and 4 of the ACT, an approved design organization for aircraft/aircraft parts may carry out all inspections and confirmations related to design changes, if they fall under the category of design changes specified in Article 26-10 of the Regulations and fall under the scope of work and limitations, etc. of an approved organization. When an approved design organization for aircraft/aircraft parts carries out (iv) "Confirmation that the entire design complies with the standards of Article 10 paragraph (4) of the Act", it is deemed that the design for repair and alteration has been approved by the Authority.

In this case, the method and procedure of inspection and confirmation shall be the same as in the case of type certification.

(3)

When an approved maintenance organization for an aircraft undertakes a repair or alteration of an aircraft, it can perform a confirmation as an approved organization only if the design of the repair/alteration has been approved under Article 13-2 of the Act (STC), Article 18 of the Act (Approval of Repair and Alteration design). In this case, the aircraft may return to service without submitting to an inspection by the Authority based on the provisions of Article 19-2 of the Act.

\* Fig. 2 shows whether or not a repair or alteration inspection can be performed.

### 3.3.6 Repair and alteration design for components etc. approval and Change of Repair and alteration design for components etc. approval

(1) [Application case]

With regard to the inspection of a repair and alteration design for components etc. approval, the Authority may omit part of the inspections of the “design” based on the provisions of Article 26-13 paragraph 5 of the Regulations (including the cases where it is applied mutatis mutandis pursuant to paragraph (13)), if the approved design organization for an aircraft components etc. carries out such inspections. Namely, the approved design organization for an aircraft components etc., after applying for a repair and alteration design for components etc. approval, carries out part of the inspections according to an allocation of inspection duties coordinated with, and approved by, the Authority.

(2) [Report case]

In accordance with the provisions of Article 26-13 paragraphs 7 and 15 of the Regulations, an approved design organization for aircraft parts may carry out all inspections and confirmations related to design changes, if they fall under the scope of work and limitations, etc. of an approved organization. When an approved design organization for aircraft/aircraft parts carries out (iv) "Confirmation that the entire design complies with the standards of Article 10 paragraph (4) item (1) of the Act", it is deemed that the design for repair and alteration has been approved by the Authority.

### 3.3.7 Type/specification approval for component, etc.

The Authority may also omit part of inspections relating to type/specification approval if the approved design organization for components has carried them out. (However, the Regulations do not explicitly stipulate that “part of the inspections may be omitted.” Under the regulatory regime, inspections are handled in the same way as those for other kinds of certification, etc. by accepting records of inspections conducted by the approved design organization for components as documents testifying to compliance with standards. For details, see the JCAB Circulars relating to type/specification approval.)

### 3.3.8 Change to type/specification approval for component, etc.

(1) [Application case]

In the case of a change to type/specification approval, the Authority may also omit part of the inspections if the approved design organization for components has carried them out.

In this regard, the Regulations does not explicitly stipulate that “part of the

inspections may be omitted” in regard to the inspections relating to an approved design organization for components in the case of type/specification approval. However, under the regulatory regime, an “application case” framework exists for type/specification approval as with the case of other categories, such as type certification. Namely, it is possible to omit part of the inspections to be done by the Authority on the basis of a statement of compliance, etc. issued by an approved design organization for components as the evidence that ③ “confirmation of inspection” has been carried out. For details, see the JCAB Circulars relating to type/specification approval.

(2) [Report case]

Based on the provisions of Article 15 Paragraph 6 of the Regulations, an approved design organization for components may carry out all inspections and confirmations relating to a design change relating to type/specification approval, if such a design change constitutes a minor change and within the scope of rating, limitations, etc. of the approved organization. With ④ “confirmation that the whole design complies with the approved type or specification” carried out by the approved design organization for components, the change to type/specification approval is deemed to have been approved by the Authority. In such cases, inspection and confirmation methods/procedures should be essentially the same as type certification.

### 3.3.9 Other cases

Among other cases, the regulatory system does allow room for the omission of part of the design inspections for airworthiness certification to be carried out by the Authority, provided that the approved design organization carries them out. In practice, however, the involvement of an approved design organization in airworthiness certification is basically outside the realm of expectation since, as far as domestically produced aircraft, etc. are concerned, some kind of design approval has, in most cases, already been granted by the time the airworthiness certification. When such a mechanism is resorted to for some reason, a suitable method should be worked out on a case by case basis through coordination with the Authority.

## 4. Major Differences from Conventional Approved Organization for Manufacture, Maintenance or Alteration

With a conventional approved organization for manufacture, maintenance or repair/alteration, it was important that work (factory/hanger work) be carried out in accordance with technical instructions, manuals and other approved procedures, and

inspections and confirmations conducted by certifying staff focused on the determination as to if that work had been completed according to instructions.

In the case of an approved design organization, it does not, as a matter of fact, suffice to just complete the work (i.e. design) in accordance with instructions, and such instructions do not, as a general rule, exist in the first place. Consequently, design and inspection after completion of the design play a very important role in ensuring the safety of civil aviation in light of the fact that design forms the foundation for manufacture, maintenance and alteration, not to mention that design and inspection after completion of the design require advanced technical expertise.

For this reason, an approved design organization differs from a conventional approved organization for manufacture, maintenance or alteration mainly in the following ways:

### (1) Relationship between Authority and approved organization

- With an application case, the sharing of work with the Authority occurs (see 2.).
- In carrying out approved service, coordination and communication with the Authority is particularly important (see 3.2.2).

### (2) Role of certifying staff

- In addition to confirmation of compliance with the standard of Article 10 Paragraph 4 of the Act, certifying staff must perform inspection after completion of the design and confirmation of inspection (see 3.1).
- The certifying staff who performs ④ “confirmation of compliance with the standard of Article 10 Paragraph 4 of the Act,” must be appointed from certifying staff who have performed ② “inspection after completion of the design” and ③ “confirmation of inspection” for individual inspection items and who satisfies the necessary requirements (see 3.1).

### (3) Qualification, etc. of certifying staff

- Certifying staff are subject to stringent requirements for qualification (years of experience and expert knowledge).
- The certifying staff who performs ② “inspection after completion of the design”, ③ “confirmation of inspection” or ④ “confirmation that the whole design complies with the standard of Article 10 Paragraph 4 of the Act” must be different from all the persons who prepared individual inspection items (see 3.2.1).
- If necessary, each approved organization may impose limitations on its certifying staff by, for example, specialized technical field (e.g. structural engineering and electrical component technology) or nature of work (e.g. witnessing of tests and inspection of test articles) in accordance with a procedure specified in the approved organization exposition.

#### (4) Method of confirmation by certifying staff

- ② “Inspections after completion of the design” and ③ “confirmation of inspection” must be undertaken by certifying staff in person, rather than through documentary evaluation (see 3.1)
- Whereas the current regulatory system expects in-house inspectors to perform inspections after the work for manufacture, maintenance and the like as specified in Article 32 Subparagraph 7 of the Regulations (equivalent to ② “inspection after completion of the design” for design), an approved design organization needs to have its certifying staff carry out inspections in person.

#### (5) Scope of work delegated to contractors

- With an approved design organization, ② “inspection after completion of the design” and ③ “confirmation of inspection” are defined as work to be carried out by certifying staff, so that they cannot be undertaken by a contractor. (Even if the contractor is an approved design organization, outsourcing to it is not allowed.) On the other hand, the conventional approved organization system for manufacture and maintenance, which excludes design, has an equivalent activity as specified in the Regulations in the form of “inspection after the work (Article 32 Subparagraph 7 of the Regulations)”, and it can be undertaken by a contractor as it is not defined as work to be carried out by certifying staff of the original organization (see 3.2.3).

- \* Fig. 3 compares an approved design organization and an approved organization for manufacture, maintenance or alteration in terms of the person in charge of approved work in various stages. Further to Fig. 3, “confirmation of inspection” as specified in Article 39 of the Regulations has only been introduced for the approved design organization system, so that there is no equivalent activity for conventional approved organizations.

## 5. Concrete Examples of Work

### 5.1 Example of Design Inspection for Type Certification (Partial)

Fig. 4 shows part of a typical flow applicable to type certification.

Figs. 5 to 10 show examples (samples) of a statement of compliance and other records that correspond to the types of certifications.

### 5.2 Examples of repair/alteration cases

#### 5.2.1 Pattern of STC acquisition process

Here is an example in which the interior decoration of an aircraft cabin is changed by installing a new carpet.



- (1) An STC application is filed for the planned repair/alteration work.  
(application for a change to the carpeting of the cabin interior of the ○○-type aircraft)
- (2) Receiving the design inspection for STC  
It is possible for the approved design organization for an aircraft to coordinate with the Authority in the initial stage and carry out such part of the inspection as to be assigned to it.  
(For example, the witnessing of a fire resistance test of the carpeting material to be used may, upon obtaining approval of the Authority, be performed by a certifying staff of the approved design organization for an aircraft.)
- (3) Executing alteration work on aircraft  
A carpet is tailor-made for the airframe, and the airframe is fitted with it.
- (4) Receiving the inspection of manufacturing process for STC and the inspection of present state  
Here, too, it is possible for the approved design organization for an aircraft to carry out part of the inspection of the manufacturing process through coordination with the Authority.
- (5) Acquisition of STC approval
- (6) Upon obtaining STC approval, an approved maintenance organization for an aircraft may confirm that the repaired/altered aircraft complies with the standard of Article 10 Paragraph 4 of the Act without applying for an inspection of a repair or alteration and put it return to service (provided that the work is within its certified maintenance/alteration capabilities).

### 5.2.2 Pattern of making change after STC acquisition

When changing part of a repair/alteration for which STC has been acquired as described in 5.2.1 above, an application for a change to supplemental type certification is not necessary as long as the proposed change is classified as “a report case”, and the approved design organization for an aircraft is allowed to complete all the work (though final reporting to the Authority is necessary).

The following is an example in which the installed carpet is changed to a two-piece split design to facilitate maintenance:

- (1) A certification plan tailored to the change to the repair/alteration is prepared, and a certifying staff of the approved design organization for an aircraft approves it.  
(The prepared certification plan applies to such parts of the carpet for which it is necessary to demonstrate compliance with standards again

following the two-piece splitting of the carpet. For example, the two-piece splitting may change the installation method, resulting in a need to show that the new installation hooks have sufficient strength.)

- (2) Along the lines of the certification plan, a certifying staff of the approved design organization for an aircraft carries out an inspection of the design for the change to supplemental type certification.
- (3) Application of the change to supplemental type certification (changed repair/alteration work) to the aircraft
- (4) A certifying staff of the approved design organization for an aircraft carries out an inspection of the manufacturing process and inspection of the current conditions for the change to supplemental type certification.
- (5) The certifying staff who has been specially appointed for the project ultimately confirms the compliance of the change with standards and issues a design statement of conformity.
- (6) Reporting to the Japan Civil Aviation Bureau
- (7) Since the design change is deemed to be approved with the issuance of a design statement of conformity described in (5), the approved organization, if also an approved maintenance organization for an aircraft, may itself carry out the carpet installation work without applying for an inspection of the repair or alteration, perform a confirmation, and put the aircraft return to service.

### 5.2.3 Pattern of application process for inspection of repair or alteration

Here is an example in which the work described in 5.2.1 above (a change to the interior decoration of an aircraft cabin through the installation of a new carpet) is executed as a repair or alteration without acquiring STC.

- (1) Filing an application for an inspection of a repair or alteration for the planned repair/alteration work.
- (2) Submitting to an inspection of the repair/alteration plan (including a design inspection).

It is possible for the approved design organization to coordinate with the Authority in the initial stage and carry out such part of the inspection as to be assigned to it.

(For example, the witnessing of a fire resistance test of the carpeting material to be used may be performed by a certifying staff of the approved design organization for an aircraft.)

- (3) Executing the alteration work on the aircraft

A carpet tailor-made for the airframe is produced, and the airframe is fitted with it.

- (4) Submitting to an inspection of the aircraft (including an inspection of the repair/alteration process and an inspection of the present state).
- (5) Passing the inspection of a repair or alteration

When changing a part of a repair/alteration to an aircraft after passing an inspection of a repair or alteration (e.g. changing the carpet to a two-piece split design), it is necessary to submit the aircraft to an inspection of a repair or alteration by following the same procedure right from the beginning (application for an inspection of a repair or alteration).

(Unlike a change following the acquisition of STC, the approved design organization for an aircraft is not allowed to carry it out by itself with a notification to the Authority afterwards.)

## List of Drawings

- Fig. 1-1 Design and Inspection Process (Positioning of Each “Inspection”/ “Confirmation”)
- Fig. 1-2 Design and Inspection Process (As Split into Design Side and Inspection Side – Application Case)
- Fig. 1-3 Design and Inspection Process (As Split into Design Side and Inspection Side – Report Case)
- Fig. 2 Cases Repair or Alteration Inspection can be performed and can not be performed
- Fig. 3 Persons who conduct Inspection/Confirmation
- Fig. 4 Typical Process Flow of Design Inspection in Type Certification
- Fig. 5 Example Entries into Certification Plan (Compliance Plan)
- Fig. 6 Example of “Inspection after Completion of the Design” Record for Design Document (for reference only, form to be devised by each organization)
- Fig. 7-1 Example Entries into Statement of Compliance for Test Procedure in the Case Shown in Process Flow Diagram (When Statement Signed by Authority)
- Fig. 7-2 Example Entries into Statement of Compliance for Test Report in the Case Shown in Process Flow Diagram (When Statement Signed by Certifying Staff)
- Fig. 7-3 Example Entries into Statement of Compliance for Design Document in the Case Shown in Process Flow Diagram (When Statement Signed by Certifying Staff)
- Fig. 8 Example Entries into Conformity Inspection Record (CIR)
- Fig. 9 Example Entries into Test Witnessing Record (TWR)
- Fig. 10-1 Example Entries into Integrated Statement of Compliance (Application Case; When Statement Signed and Issued by Authority)
- Fig. 10-2 Example Entries into Integrated Statement of Compliance (Report Case; When Statement Signed and Issued by Certifying Staff)

Fig. 1-1 Design and Inspection Process (Positioning of Each "Inspection"/ "Confirmation")

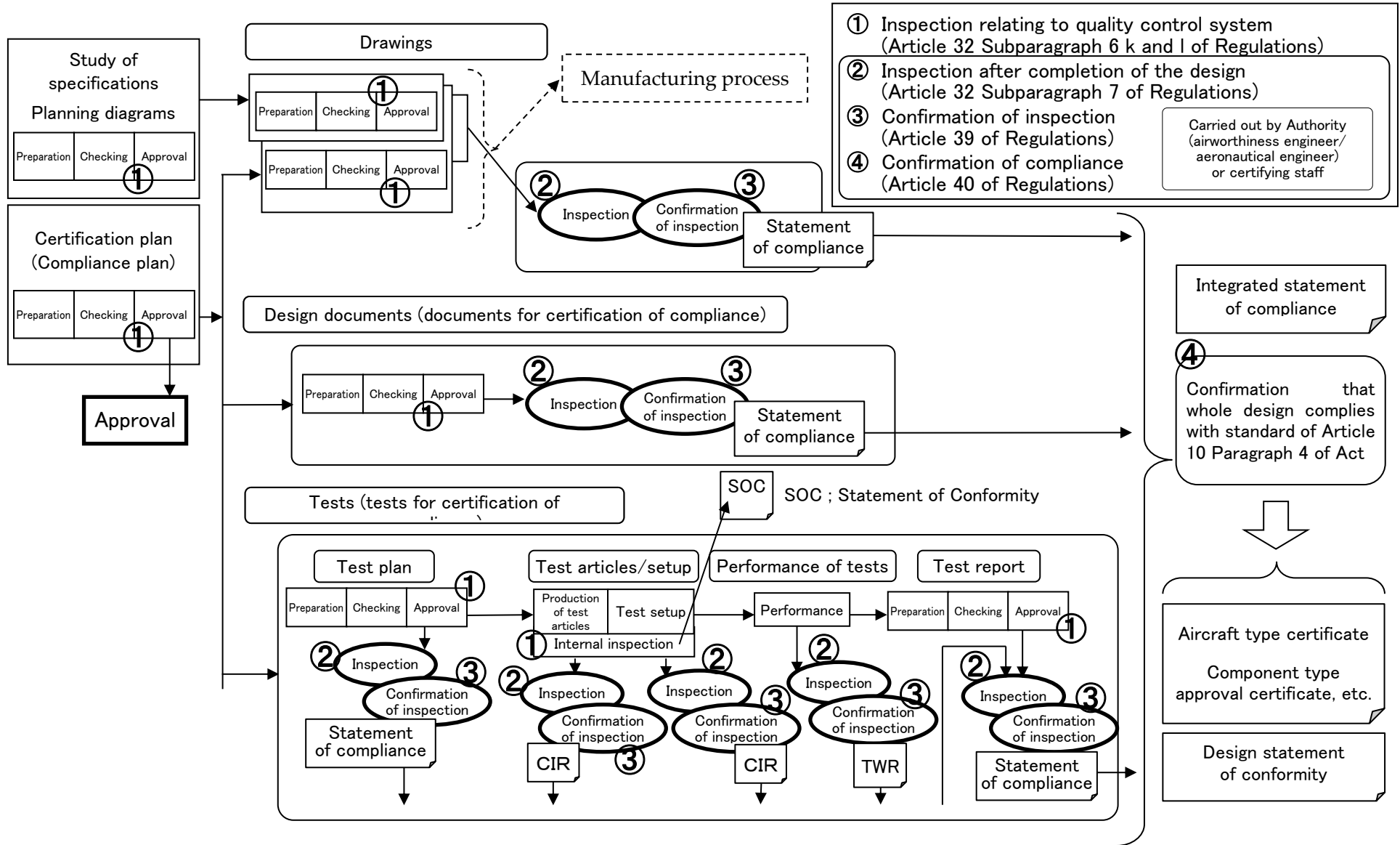


Fig. 1-2 Design and Inspection Process

(As Split into Design Side and Inspection Side - Application Case)

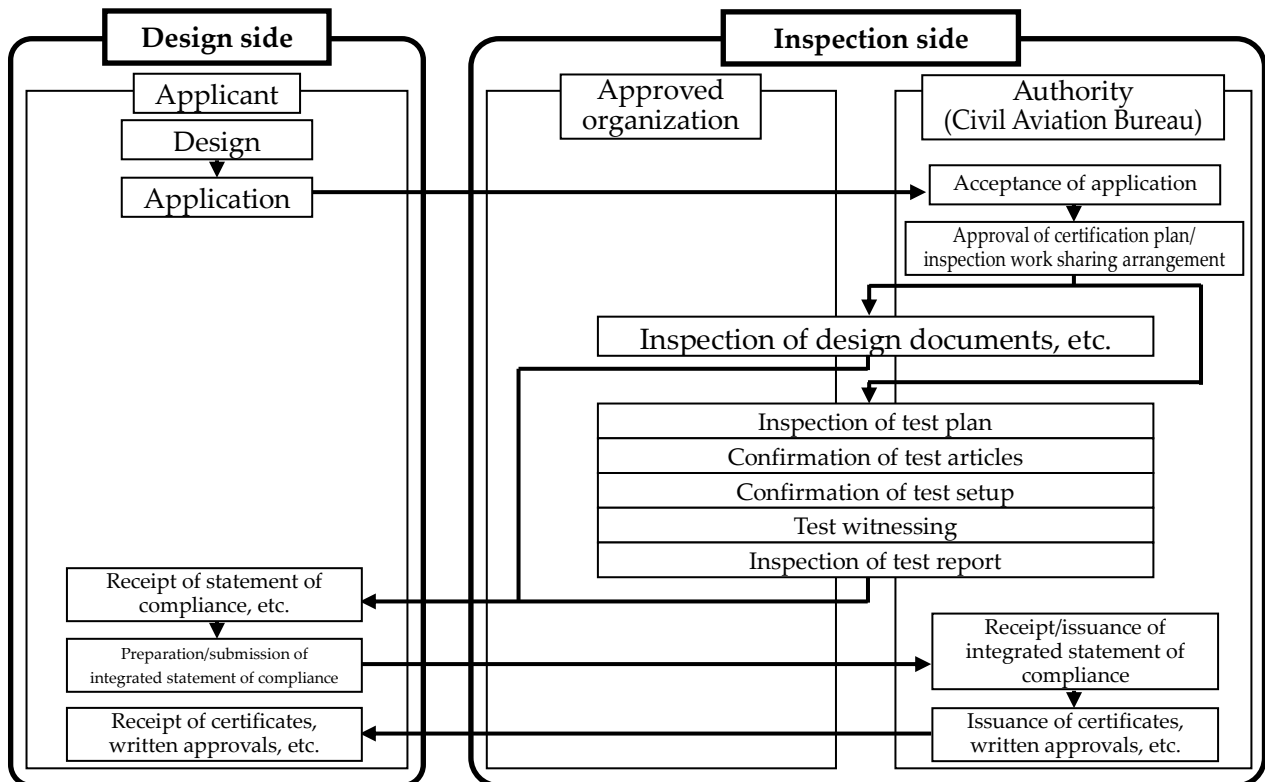


Fig. 1-3 Design and Inspection Process

(As Split into Design Side and Inspection Side - Report Case)

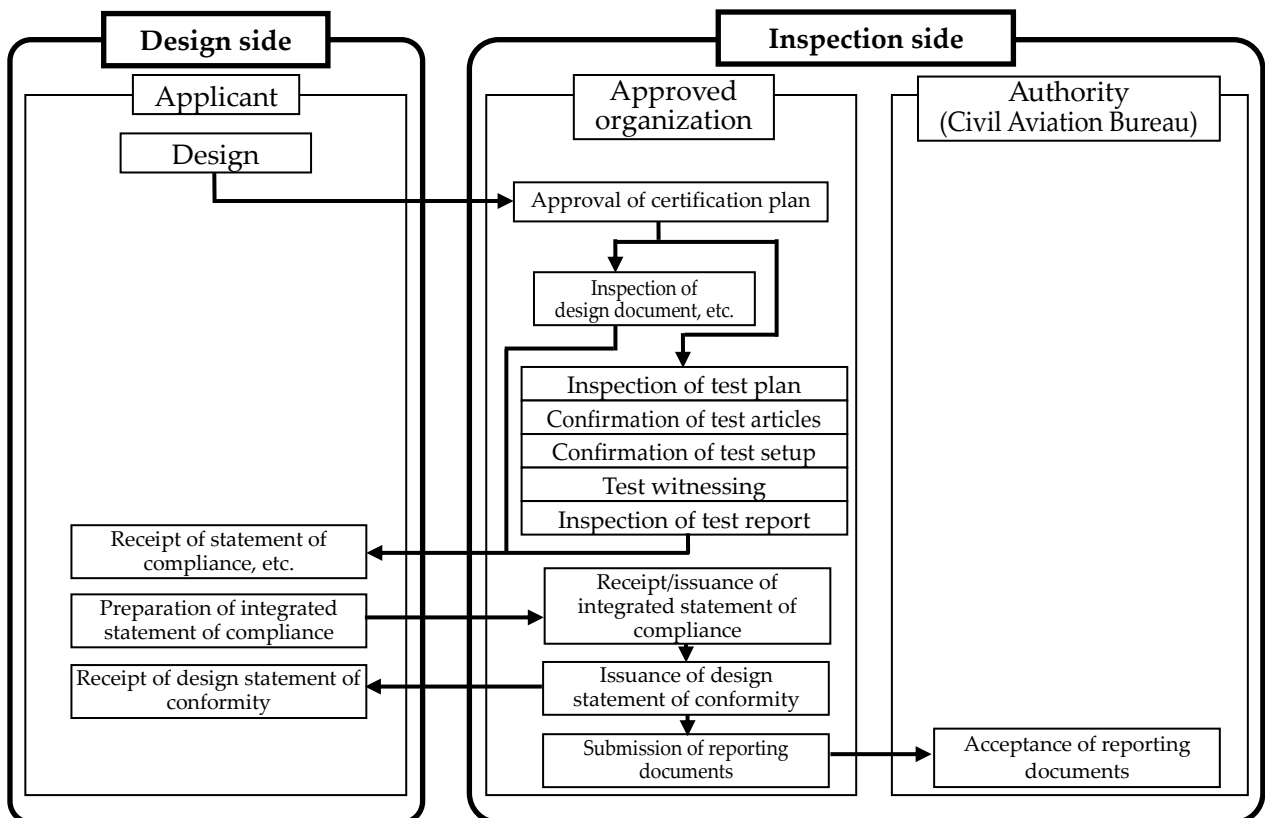


Fig. 2Cases Repair or Alteration Inspection can be performed and can not be performed

		Current Patterns of Carrying Out Repair or Alteration			Pattern Available after Law Amendment	Example Patterns Based on Combinations Available under New System	
Conditions relating to nature of repair or alteration		Limited to cases in which design of repair or alteration has been approved	Limited to cases in which design of repair or alteration has been approved	When design of repair or alteration is yet to be approved	When design of repair or alteration is yet to be approved	When design of repair or alteration is yet to be approved	Minor change from design of repair or alteration for which STC has been obtained
Approved maintenance organization for an aircraft		Not necessary	Necessary	Not necessary	Not necessary	Necessary	Necessary
Approved design organization		Not necessary	Not necessary	Not necessary	Necessary	Necessary	Necessary
Pattern		Submitting to inspection of repair or alteration by Authority as design-approved repair or alteration work	Involvement of approved maintenance organization for an aircraft	Submitting to inspection of repair or alteration as design-non-approved repair or alteration work	Involvement of approved design organization	Execution of repair or alteration by approved maintenance organization for an aircraft, combined with acquisition of STC	Execution of repair or alteration by approved maintenance organization for an aircraft after change to STC
Application for/ submission to inspection of repair or alteration		Necessary	Not necessary	Necessary	Necessary	Application for STC needed	Not necessary
Inspection of design	Design (documents, etc.)	Not necessary (because design already approved)	Not necessary (because design already approved)	Carried out by Authority	Carried out by Authority (part of inspection undertaken by approved design organization)	【Inspection for acquisition of STC】 Carried out by Authority (part of inspection undertaken by approved design organization)	【Inspection for change to STC】 All inspections carried out by approved design organization
	These portions are made possible by new system (approved design organization).						
Execution of repair or alteration work on aircraft						Acquisition of STC	Reporting for change to STC
Inspection of execution	Repair or alteration process	Carried out by Authority	Carried out by approved maintenance organization for an aircraft	Carried out by Authority	Carried out by Authority (part of inspection undertaken by approved design organization)	Carried out by approved maintenance organization for an aircraft	Carried out by approved maintenance organization for an aircraft
	Completed state of work	Carried out by Authority	Carried out by approved maintenance organization for an aircraft	Carried out by Authority	Carried out by Authority	Carried out by approved maintenance organization for an aircraft	Carried out by approved maintenance organization for an aircraft
Passage of inspection	Inspection passed	Carried out by Authority (confirmed by airworthiness engineer and recorded in flight logbook)	—	Carried out by Authority (confirmed by airworthiness engineer and recorded in flight logbook)	Carried out by Authority (confirmed by airworthiness engineer and recorded in flight logbook)	—	—
	Inspection deemed passed	—	Confirmed by certifying staff and recorded in flight logbook	—	—	Confirmed by certifying staff and recorded in flight logbook	Confirmed by certifying staff and recorded in flight logbook

Fig. 3 Persons who conduct Inspection/Confirmation

	Inspection relating to manufacture, maintenance or repair/alteration (existing system)			Inspection relating to design (new system)			Comments
	Usual	When approved organization involved		Usual	When approved organization involved		
Example	---	Airworthiness certification	Maintenance or alteration	---	Application case	Report case	
Work (design, manufacture, maintenance or repair/alteration)	Manufacturer, maintainer, or like	Manufacturer, maintainer, or like	Manufacturer, maintainer, or like	Designer	Designer	Designer	
① Inspection relating to quality control system (inspection performed to maintain quality)	Inspector appointed by organization	Inspector appointed by organization	Inspector appointed by organization	Inspector appointed by organization	Inspector appointed by organization	Inspector appointed by organization	【Internal inspection carried out on in-process basis】 Manufacture, maintenance or alteration: In-process intermediate inspection (Article 35 Subparagraph 6 F of Regulations) Design: Inspection, approval, etc. within Design Department (Article 35 Subparagraph 6 K and L of Regulations)
② Inspection after completion of the design, manufacture, maintenance, repair, etc. (Article 35 Subparagraph 7 of Regulations)	Inspector appointed by organization	Inspector appointed by organization	Inspector appointed by organization	Airworthiness engineer or aeronautical engineer from Authority	Carried out by airworthiness engineer or aeronautical engineer from Authority and certifying staff through coordinated work	Certifying staff	【Inspection after completion of the work to determine compliance with technical standards】 Manufacture, maintenance or alteration: Completion inspection, function tests, etc.
③ Confirmation of inspection (Article 39 of Regulations)							【Confirmation of inspection to determine compliance with technical standards】 Design: Determination of compliance of individual inspection items
④ Confirmation (Article 40 of Regulations)	Airworthiness engineer from Authority	Certifying staff	Certifying staff	Airworthiness engineer or aeronautical engineer from Authority	Airworthiness engineer or aeronautical engineer from Authority	Certifying staff (*)	(*) Certifying staff capable of performing confirmation as specified in Article 40 of Regulations (see Section 3.1.2(f))
Effect	Certification by Minister needed	Certification by Minister needed (part of inspection required for certification omitted)	Certification by Minister not needed (certification deemed to be obtained)	Certification by Minister needed	Certification by Minister needed (part of inspection required for certification omitted)	Certification by Minister not needed (certification deemed to be obtained)	

Image of inspection layer

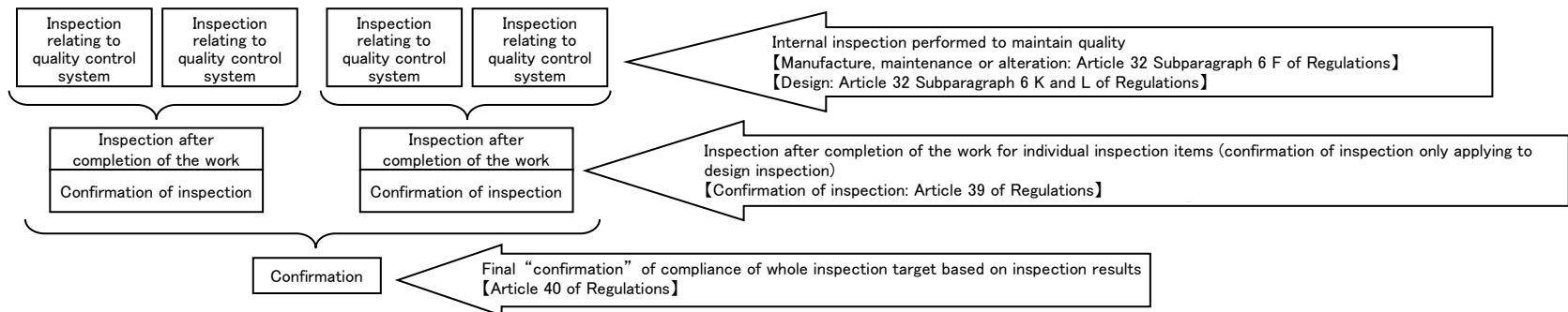




Fig. 4 Typical Process Flow of Design Inspection in Type Certification

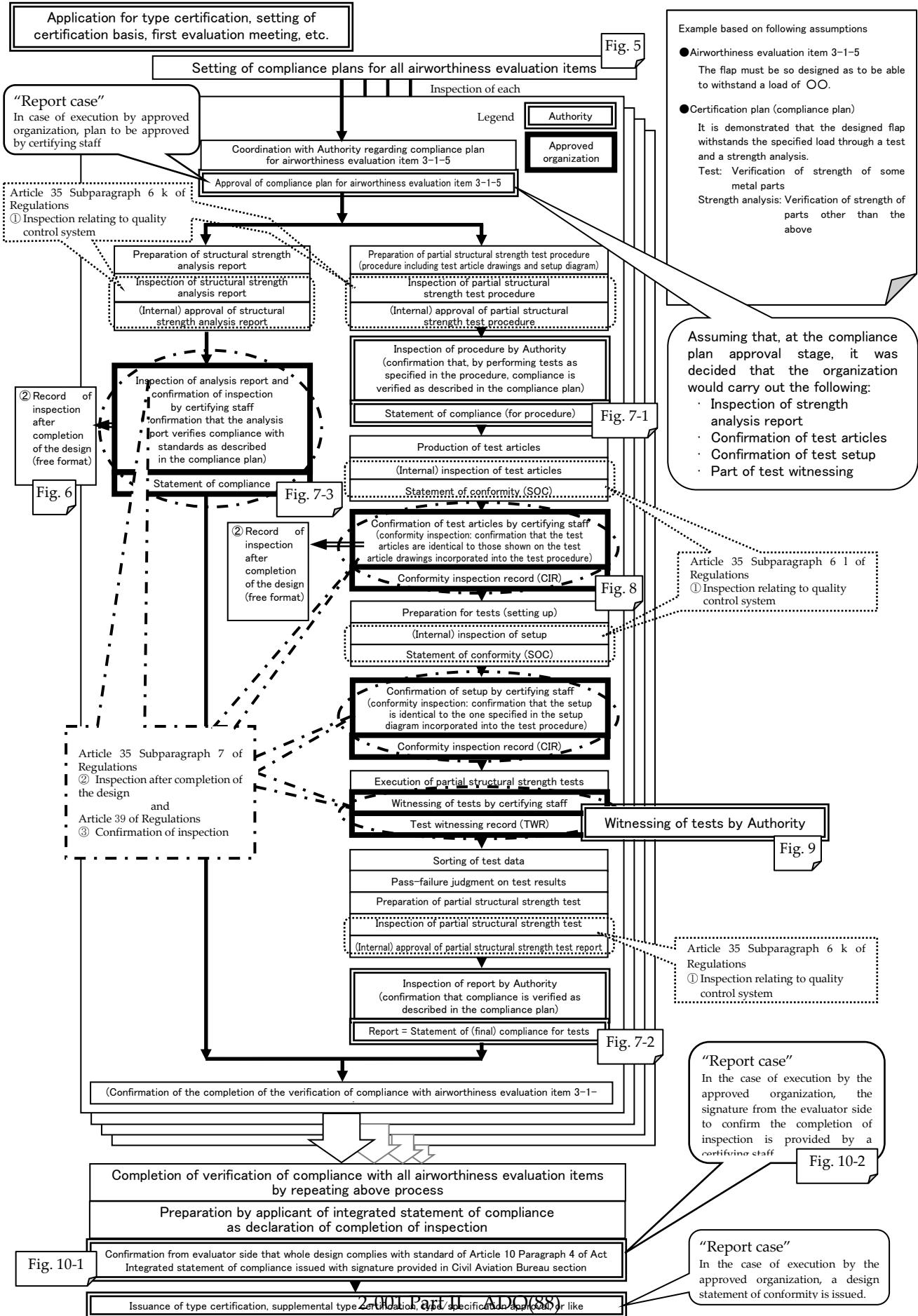


Fig. 5 Example Entries into Certification Plan (Compliance Plan) in the Case Shown in Process Flow Diagram

Chapter 3: Strength								
Airworthiness standard item Airworthiness Inspection Manual	Item heading	Compliance	Verification method	Documents to verify compliance		Comments	Progress	Responsible person
			Method	Document No.	Document title			
3-1-3  (including 3-1-3-1 3-1-3-2 3-1-3-3 3-1-3-5 3-1-3-6)	Strength and deformation	Compliant	Tests	** -00X -1 ** -00X -2	Whole Aircraft Structural Strength Test Procedure Whole Aircraft Structural Strength Test Report			Procedure: Authority Test articles: Approved organization Setup conformity: Approved organization Witnessing: Authority, approved organization Report: Approved organization
			Tests	** -001 -1 ** -001 -2	Flap Section Strength Test Procedure Flap Section Strength Test Report			Procedure: Authority Test articles: Approved organization Setup conformity: Approved organization Witnessing: Authority, approved organization Report: Approved organization
			Tests	** -002 -1 ** -002 -2	XX Section Strength Test Procedure XX Section Strength Test Report			Approved organization only
			Analysis	xx -1234	Whole Aircraft Structural Strength Analysis Report			Authority
			Analysis	xx -1235	Flap Section Strength Analysis Report			Approved organization
			Analysis	xx -1235	Flap Section Strength Analysis Report			Approved organization

Portion shown in process flow diagram

Fig. 6 Example of “Inspection after Completion of the Design” Record for Design Document  
(For reference only, form to be devised by each organization)

<b>検査記録書</b> <b>(規則第35号 第7号の検査)</b> <b>INSPECTION RECORD</b> <b>(Inspection specified in Article 32 Subparagraph 7 of Regulations)</b>		記録書番号 Reference No.  ○×100-R- * * 8
プロジェクトの情報 PROJECT INFORMATION		
プロジェクト番号 PROJECT No.  AECC-00 *	プロジェクト名称 PROJECT TITLE  ○×-100 TC 取得 Acquisition of TC ○×-100	申請者名 NAME OF APPLICANT  ○×工業 ○×Industries
航空機又は装備品の詳細 AIRCRAFT OR COMPONENT IDENTIFICATION		
製造者 MANUFACTURER  ○×工業 ○×Industries	型式 MODEL  ○×-100	種類 TYPE  飛行機 Airplane
資料一覧 LIST OF DATA		
資料番号 IDENTIFICATION	改訂符 REV.	資料名 TITLE
* * -1235	NC	フラップ部 強度解析書 Flap Section Strength Analysis Report
資料の対応する耐審項目等 APPLICABLE REQUIRMENTS (List specific sections) 3-1-3 (including 3-1-3-1, 3-1-3-2, 3-1-3-3, 3-1-3-5, 3-1-3-6) 3-5-12		
記録 Record (Rev.) (日付) (Date)	(検査記録・コメント) (Inspection Record/Comments)	
Rev. NC (2005.10.10)	解析手法は、AC25. * * * に従った実績のある手法であり、問題ない。 対象物(フラップ)のコンフィギュレーションに誤りあり。 記述の誤記か、実際の対象に誤りか、再確認要。 There is no problem with the analysis technique as it is based on AC25 *** with a proven track record. There is an error in the configuration of the target (flap). It is necessary to reconfirm whether it is a typographical error or an actual error in the target. <div style="text-align: right;">確認太郎 SIGNATURE OF INSPECTOR</div>	
Rev. A (2005.10.15)	上記 Rev. NC は、単純誤記と判明。誤記修正確認。 * * 頁に誤記あり。修正を要す。 内容的には、基準への適合していることを確認した。 (誤記修正後、適合を確認する。) The Rev. NC above has turned out to be a simple typographical error. The correction of the erroneous entry has been confirmed. There is an erroneous entry on page **, which needs to be corrected. Despite the erroneous entry, compliance with the standards has been confirmed. (Confirm compliance after the correction of the erroneous entry.) <div style="text-align: right;">確認太郎 SIGNATURE OF INSPECTOR</div>	
Rev. B (2005.11.3)	* * 頁、誤記修正を確認 The erroneous entry on page ** is confirmed to have been corrected.	
(最終 Rev.) (Final Rev.) Rev. B	上記の通り、適合性証明計画に基づく検査を実施し完了した。 As stated above, an inspection based on the certification plan has been performed and completed.	
検査完了日付 Date of completion of inspection	検査の実施者 Performer of inspection	
2005. 11. 3	* * * 確認 太郎 SIGNATURE OF INSPECTOR (認定事業場番号) (確認主任者署名) (Approved organization No.) (Signature of certifying staff)	

Fig. 7-1 Example Entries into Statement of Compliance for Test Procedure in the Case Shown in Process Flow Diagram (When Statement Signed by Authority)

適合性判定書 STATEMENT OF COMPLIANCE		発行番号 Issue No. ○×100- * * 1
プロジェクトの情報 PROJECT INFORMATION		
プロジェクト番号 PROJECT No. AECC-001	プロジェクト名称 PROJECT TITLE ○×-100 TC 取得 Acquisition of TC ○×-100	申請者名 NAME OF APPLICANT ○×工業 ○×Industries
航空機又は装備品の詳細 AIRCRAFT OR COMPONENT IDENTIFICATION		
製造者 MANUFACTURER ○×工業 ○×Industries	型式 MODEL ○×-100	種類 TYPE 飛行機 Airplane
資料一覧 LIST OF DATA		
資料番号 IDENTIFICATION	改訂符 REV.	資料名 TITLE
* * -001-1	B	フラップ部 強度試験方案 Flap Section Strength Test Procedure
資料の対応する耐審項目等 APPLICABLE REQUIRMENTS (List specific sections) 3-1-3 (including 3-1-3-1, 3-1-3-2, 3-1-3-3, 3-1-3-5, 3-1-3-6) 3-5-12		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px;">                     複数の耐審項目の適合性証明計画から呼び出される場合は複数の耐審項目番号を記載することになる。                      (1点の資料に対して発行される適合性判定書は1枚のみ)                      When reference is made to certification plans for two or more airworthiness evaluation items, two or more airworthiness evaluation items are entered.                      (A single statement of compliance is to be issued for a single title of reference data.)                 </div>		
判定 JUDGEMENT 上記資料が審査要領の該当項目に適合していると認める。 Data listed above and attached sheet have been examined in accordance with established procedure and found to comply with applicable requirement of the airworthiness regulation(s).		
判定コメント等 COMMENT etc.		
航空局の署名/日付 SIGNATURE OF JCAB/DATE	所属/担当分野 ORGANIZATION & TITLE/CLASSIFICATION	認定事業場番号 APPROVED ORGANIZATION No.
担当者 PREPARED BY 安全 一郎 2005.10.2	AECC/構造 structure	
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">                         航空局側で記入                          To be entered                          by Civil Aviation Bureau                     </div>		確認主任者の署名/日付 SIGNATURE OF CERTIFYING STAFF / DATE
点検者 CHECKED BY 交通 花子 2005.10.3	所属 ORGANIZATION & TITLE AECC/統括技術審査担当 官 AECC/Program Manager	
承認者 APPROVED BY 航空 太郎 2005.10.4	所属 ORGANIZATION & TITLE AECC/所長 AECC/Director	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">                         記入しない欄を斜線で消す                          Cross out unused sections                          using a diagonal line.                     </div>

Fig. 7-2 Example Entries into Statement of Compliance for Test Report in the Case Shown in Process Flow Diagram (When Statement Signed by Certifying Staff)

適合性判定書 STATEMENT OF COMPLIANCE		発行番号 Issue No. ○×100- * * 5
プロジェクトの情報 PROJECT INFORMATION		
プロジェクト番号 PROJECT No. AECC-00 *	プロジェクト名称 PROJECT TITLE ○×-100 TC 取得 Acquisition of TC ○×-100	申請者名 NAME OF APPLICANT ○×工業 ○×Industries
航空機又は装備品の詳細 AIRCRAFT OR COMPONENT IDENTIFICATION		
製造者 MANUFACTURER ○×工業 ○×Industries	型式 MODEL ○×-100	種類 TYPE 飛行機 Airplane
資料一覧 LIST OF DATA		
資料番号 IDENTIFICATION	改訂符 REV.	資料名 TITLE
* * -001-2	A	フラップ部 強度試験報告書 Flap Section Strength Test Report
資料の対応する耐審項目等 APPLICABLE REQUIRMENTS (List specific sections) 3-1-3 (including 3-1-3-1, 3-1-3-2, 3-1-3-3, 3-1-3-5, 3-1-3-6) 3-5-12		
<div style="border: 1px solid black; padding: 5px; margin: 5px;">                     複数の耐審項目の適合性証明計画から呼び出される場合は複数の耐審項目番号を記載することになる。                      (1点の資料に対して発行される適合性判定書は1枚のみ)                      When reference is made to certification plans for two or more airworthiness evaluation items, two or more airworthiness evaluation items are entered.                      (A single statement of compliance is to be issued for a single title of reference data.)                 </div>		
判定 JUDGEMENT 上記資料が審査要領の該当項目に適合していると認める。 Data listed above and attached sheet have been examined in accordance with established procedure and found to comply with applicable requirement of the airworthiness regulation(s).		
判定コメント等 COMMENT etc.		
航空局の署名/日付 SIGNATURE OF JCAB/DATE	所属/担当分野 ORGANIZATION & TITLE/CLASSIFICATION	認定事業場番号 APPROVED ORGANIZATION No.
担当者 PREPARED BY		* * *
<div style="border: 1px solid black; padding: 5px; margin: 5px;">                     記入しない欄を斜線で消す                      Cross out unused sections using a diagonal line.                 </div>		
点検者 CHECKED BY	所属 ORGANIZATION & TITLE	確認主任者の署名/日付 SIGNATURE OF CERTIFYING STAFF / DATE
承認者 APPROVED BY	所属 ORGANIZATION & TITLE	確認 太郎 2005.11.1

Fig. 7-3 Example Entries into Statement of Compliance for Design Document in the Case Shown in Process Flow Diagram (When Statement Signed by Certifying Staff)

適合性判定書 STATEMENT OF COMPLIANCE		発行番号 Issue No. ○×100- * * 8
プロジェクトの情報 PROJECT INFORMATION		
プロジェクト番号 PROJECT No. AECC-00 *	プロジェクト名称 PROJECT TITLE ○×-100 TC 取得 Acquisition of TC ○×-100	申請者名 NAME OF APPLICANT ○×工業 ○×Industries
航空機又は装備品の詳細 AIRCRAFT OR COMPONENT IDENTIFICATION		
製造者 MANUFACTURER ○×工業 ○×Industries	型式 MODEL ○×-100	種類 TYPE 飛行機 Airplane
資料一覧 LIST OF DATA		
資料番号 IDENTIFICATION	改訂符 REV.	資料名 TITLE
* * -1235	NC	フラップ部 強度解析書 Flap Section Strength Analysis Report
資料の対応する耐審項目等 APPLICABLE REQUIRMENTS (List specific sections) 3-1-3 (including 3-1-3-1, 3-1-3-2, 3-1-3-3, 3-1-3-5, 3-1-3-6) 3-5-12		
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin: 10px auto; width: fit-content;"> <p>複数の耐審項目の適合性証明計画から呼び出される場合は複数の耐審項目番号を記載することになる。 (1点の資料に対して発行される適合性判定書は1枚のみ) When reference is made to certification plans for two or more airworthiness evaluation items, two or more airworthiness evaluation items are entered. (A single statement of compliance is to be issued for a single title of reference data.)</p> </div>		
判定 JUDGEMENT 上記資料が審査要領の該当項目に適合していると認める。 Data listed above and attached sheet have been examined in accordance with established procedure and found to comply with applicable requirement of the airworthiness regulation(s).		
判定コメント等 COMMENT etc.		
航空局の署名/日付 SIGNATURE OF JCAB/DATE	所属/担当分野 ORGANIZATION & TITLE/CLASSIFICATION	認定事業場番号 APPROVED ORGANIZATION No.
担当者 PREPARED BY		* * *
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">             記入しない欄を斜線で消す              Cross out unused sections using a diagonal line.           </div>		
点検者 CHECKED BY	所属 ORGANIZATION & TITLE	確認主任者の署名/日付 SIGNATURE OF CERTIFYING STAFF / DATE
承認者 APPROVED BY	所属 ORGANIZATION & TITLE	確認 太郎 2005.11.3



Fig. 9 Example Entries into Test Witnessing Record (TWR)

試験立会記録書 TEST WITNESSING RECORD		1.発行番号 Issue No.  ○×100-TWR-***	
プロジェクトの情報 Project Information			
2.プロジェクト番号 Project No.	3.プロジェクト名称 Project Title	4.申請者 Applicant	5.試験立会要求書番号 RFC/W No.
AECC-00*	○×-100 TC 取得 Acquisition of TC ○×100	○×工業 ○×Industries	AECC-RFC/W-***
航空機等の詳細 Aircraft etc. Identification			
6. 製造者 Manufacture	7.型式 Model	8.部品番号 Part No.	9.製造番号 Serial No.
○×工業 ○×Industries	○×-100	*****-001 *****-002	001 001
資料一覧 LIST OF DATA			
10.試験名称 Test Title	フラップ部 強度試験 Flap Section Strength Test		
11.試験方案番号 Test Plan No.	*-001-1 Rev. B フラップ部 強度試験方案 **-001-1 Rev. B Flap Section Strength Test Procedure		
12.試験期間 Period covered by this testing ・ 開始日 Beginning Date 2005.10.20 ~ 完了日 Ending Date 2005.10.25			
13.試験実施場所 Location of Testing ○×工業 構造強度試験場 ○×Industries Structural Strength Testing Laboratory			
14.航空局/認定事業場 コメント等 JCAB/Approved Organization Comment etc. 良好。 Good. 試験方案通りに試験を完了した。 The tests were completed as per the test procedure.			
15.責任者の署名 Signature of responsible person		16.立会者の署名 Signature of witnessed	
所属名 Organization ○×工業 構造試験課 ○×Industries Structural Test Section		所属名 Organization ○×工業 試験品質保証課 ○×Industries Test Quality Assurance Section	
日付 Date 2005.10.25		日付 Date 2005.10.25	
氏名 Signature 構造 次郎		氏名 Signature 品証 太郎	
17.航空局 JCAB		18.認定事業場 Approved Organization	
所属名 Organization		認定事業場番号 Approved Organization No. ***	
発行日付 Issue Date		発行日付 Issue Date 2005.10.25	
担当官署名 Signature of JCAB		確認主任者署名 Signature of Certifying Staff 確認 太郎	



Fig. 10-1 Example Entries into Integrated Statement of Compliance (Application Case; When Statement Signed and Issued by Authority)

<b>総合判定書 INTEGRATED STATEMENT OF COMPLIANCE</b>			発行番号 ISSUE No. * * * - * *
航空機又は装備品の詳細 AIRCRAFT OR COMPORNENT IDENTIFICATION			
製造者 MAKER/MANUFACTURER ○×工業 ○×Industries	型式名 MODEL ○×-100	種類 TYPE (airplane, helicopter, radio, etc) 飛行機 Airplane	申請者名 NAME OF APPLICANT ○×工業 ○×Industries
申請項目の名称 NAME OF APPLICATION (TC, TCC, STC, STCC, TA, TAC, SA, SAC, RM, SP, AW) ○×-100 TC 取得 Acquisition of TC ○×-100 プロジェクト番号 PROJECT No. AECC-00 *		適合性証明計画 APPROVED COMPLIANCE PLAN * * * -1002 Rev. D	
部品番号 PARTS NUMBER * * * * -○×100-001 適合性審査表 No. COMPLIANCE C'K LIST No. * * * -1001 適合性判定書 No. STATEMENT OF COMPLIANCE No. * * * -1001 へ記載 As stated on ***-1001		変更の有無 DOCUMENTS CHANGE NECESSITY 仕様書 SPECIFICATIONS : <input checked="" type="checkbox"/> Yes 無 No 部品表 PARTS LIST : <input checked="" type="checkbox"/> Yes 無 No 図面目録 DWG. LIST : <input checked="" type="checkbox"/> Yes 無 No 整備手順書 MAINTENANCE MANUAL : <input checked="" type="checkbox"/> Yes 無 No 飛行規程 FLIGHT MANUAL : <input checked="" type="checkbox"/> Yes 無 No	
判定 JUDGEMENT 上記の適合性証明計画に記載された全ての検査が終了したことを確認した。 It has been confirmed that all of the inspection indicated by the compliance plan above had been completed.			
申請者コメント APPLICANT COMMENT 特になし None in particular		申請者署名 SIGNATURE OF APPLICANT 日付 DATE 2006.3.25 署名 SIGNATURE ○× 一郎 (SIGNED)	
判定 FOUND 上記の申請項目に掲げられた設計（設計変更後の設計）が航空法第 10 条第 4 項の基準を満足しているものと判定する。 It has been found that the application above complies with the standard of prescribed in the Article 10 Paragraph 4 of the Civil Aeronautics Law of Japan.			
航空局コメント JCAB COMMENT なし None		認定事業場コメント APPROVED ORGANIZATION COMMENT	
航空局署名 SIGNATURE OF JCAB 所属 ORGANIZATION & TITLE AECC 所長 AECC Director 日付 DATE 2006. 3. 28 署名 SIGNATURE 航空 太郎		航空局側で記入 To be entered by Civil Aviation Bureau	
		確認主任者署名 SIGNATURE OF CERTIFYING STAFF 認定事業場番号 APPROVED ORGANIZATION No. _____ 日付 DATE _____ 署名 SIGNATURE _____	

Fig. 10-2 Example Entries into Integrated Statement of Compliance (Report Case; When Statement Signed and Issued by Certifying Staff

総合判定書 INTEGRATED STATEMENT OF COMPLIANCE			発行番号 ISSUE No. ***-**
航空機又は装備品の詳細 AIRCRAFT OR COMPORNENT IDENTIFICATION			
製造者 MAKER/MANUFACTURER ○×工業 ○×Industries	型式名 MODEL ○×-100	種類 TYPE (airplane, helicopter, radio, etc) 飛行機 Airplane	申請者名 NAME OF APPLICANT ○×工業 ○×Industries
申請項目の名称 NAME OF APPLICATION (TC, TCC, STC, STCC, TA, TAC, SA, SAC, RM, SP, AW) ○×-100 ***の変更 Change to *** feature of ○×-100 プロジェクト番号 PROJECT No. ***-00*		適合性証明計画 APPROVED COMPLIANCE PLAN ***-1002 Rev. D	
部品番号 PARTS NUMBER ****-○×100-002		変更の有無 DOCUMENTS CHANGE NECESSITY	
適合性審査表 No. COMPLIANCE C'K LIST No. ***-2001		仕様書 SPECIFICATIONS : <input checked="" type="radio"/> Yes 無 No	
適合性判定書 No. STATEMENT OF COMPLIANCE No. ***-2001へ記載 As stated on ***-2001		部品表 PARTS LIST : <input checked="" type="radio"/> Yes 無 No	
		図面目録 DWG. LIST : <input checked="" type="radio"/> Yes 無 No	
		整備手順書 MAINTENANCE MANUAL : <input checked="" type="radio"/> Yes 無 No	
		飛行規程 FLIGHT MANUAL : 有 Yes <input checked="" type="radio"/> 無 No	
判定 JUDGEMENT 上記の適合性証明計画に記載された全ての検査が終了したことを確認した。 It has been confirmed that all of the inspection indicated by the compliance plan above had been completed.			
申請者コメント APPLICANT COMMENT 特になし None in particular		申請者署名 SIGNATURE OF APPLICANT 日付 DATE 2006.10.25 署名 SIGNATURE ○× 一郎	
判定 FOUND 上記の申請項目に掲げられた設計（設計変更後の設計）が航空法第10条第4項の基準を満足しているものと判定する。 It has been found that the application above complies with the standard of prescribed in the Article 10 Paragraph 4 of the Civil Aeronautics Law of Japan.			
航空局署名 SIGNATURE OF JCAB 所属 ORGANIZATION & TITLE 日付 DATE 署名 SIGNATURE		認定事業場コメント APPROVED ORGANIZATION COMMENT 特になし None in particular	
航空局署名 SIGNATURE OF JCAB 所属 ORGANIZATION & TITLE 日付 DATE 署名 SIGNATURE		認定主任者署名 SIGNATURE OF CERTIFYING STAFF 認定事業場番号 APPROVED ORGANIZATION No. *** 日付 DATE 2006.10.25 署名 SIGNATURE 確認 太郎	

## Appendix 2-2:

### Instructions for entry into the Design Statement of Conformity

Make entries in the Japanese language, with dates entered in the Gregorian calendar.

#### 1. Reference No.

Enter a Reference No. of the statement of compliance in the following manner:

Place “-A” after the number of the type certificate, supplemental type design approval certificate, repair and alteration design approval certificate, type/specification approval certificate or repair and alteration design for components etc. approval certificate for the base design of the confirmed design change, followed by a three-digit number representing the serial number specific to the design change. When a repair and alteration design or repair and alteration design for components etc. is confirmed at an approved organization, the "RDA" or "CRDA" shall be followed by a three-digit number unique to that design, followed by the "abbreviation of the approved organization."

Example: When an organization confirms a third design change to a design for which type certification (approval of a change to a type design) has been obtained from the Authority under type certificate No. 100-7, the format is:  
100-7-A003

Example: When an organization confirms a second design change to a design with a supplemental type design approval certificate No. of STC-888-2-TYO, the format is:  
STC-888-2-TYO-A002

Example: When an organization confirms a fifth design change to a design approved under type approval certificate No. 3428-32, the format is:  
3428-32-A005

Example: When an organization confirms the third design change to a design with the repair and alteration design approval No. RDA-111-1-AECC, the format is:  
RDA-111-1-AECC-A0003

Example: When an organization confirms the fifth design change to a design with the repair and alteration design for components etc. approval No. CRDA-222-1-AECC, the format is:  
CRDA-111-1-AECC-A0005

#### 2. Issue Date

Enter the issue date of the statement of compliance in the Gregorian calendar.

#### 3. Name of Approved Organization

Enter the name of the organization as indicated on its organization certificate. It is desirable that it be printed or stamped in advance.

#### 4. Address of Approved Organization

Enter the address of the approved organization. It is desirable that it be printed or stamped in advance.

#### 5. Confirmation Category

Circle the regulatory procedure for which a confirmation has been performed.

Article 13 Paragraph 4 of the Civil Aeronautics Act:

Confirmation of a design change to an aircraft that has been granted type certification (approval of a change to a type design), where such a design change involves the type certification concerned

Article 13-2 Paragraph 4 of the Civil Aeronautics Act:

Confirmation of a design change to an aircraft that has been granted approval of a supplemental type design (or a change thereto), where such a design change involves the supplemental type design concerned

Article 15 Paragraph 6 of the Civil Aeronautics Regulations:

Confirmation of a design change to a component, etc. that has been granted type/specification approval for a component, etc., where such a design change involves the type/specification approval concerned

Article 18 paragraph 2 or 4 of the Civil Aeronautics Regulations;

Confirmation of design changes for repair or alteration of an aircraft which has the airworthiness certificate

Article 26-13 Paragraph 7 or 15 of the Civil Aeronautics Regulations:

Confirmation of a design change to repair or alteration for components etc.

(In the case of the confirmation of a design change involving type certification, a supplemental type design or repair and alteration design of an aircraft, follow 6-12.)

#### 6. Category of Aircraft

Enter the category of the aircraft whose design has been subjected to a confirmation.  
(e.g. an airplane, rotorcraft, glider or airship)

#### 7. Type of Aircraft

Enter the type of the aircraft whose design has been subjected to a confirmation.

#### 8. Type Certificate No.

Enter the type certificate No. of the aircraft whose design has been subjected to a confirmation.

#### 9. Airworthiness Category

Enter the airworthiness category of the aircraft whose design has been subjected to a confirmation.

10. Description of Supplemental Type Design or repair and alteration design (Applicable to Change of Supplemental Type Design or Repair and Alteration design Only)

Enter a description of the original supplemental type design (STC) of the design subjected to a confirmation (identical with the description entered in the supplemental type design approval certificate).

11. Designer of Supplemental Type Design or Repair and Alteration design (Applicable to Change of Supplemental Type Design or Repair and Alteration design )

Enter the designer of the original supplemental type design of the design or Repair and Alteration design..

12. Supplemental Type Design Approval Certificate No. or Repair and Alteration design approval certificate No. (Applicable to Change of Supplemental Type Design or Change of Repair and Alteration design )

Enter the No. of the original supplemental type design approval certificate or the No. of the original Repair and Alteration design approval certificate.

(In the case of a confirmation of a design change involving type/specification approval for a component, etc. or repair and alteration design for components etc., follow 13-18.)

13. Type of Components etc.

Enter the type of the component/part whose design has been subjected to a confirmation.

14. Designer of Component etc.

Enter the designer of the component/part whose design has been subjected to a confirmation.

15. No. of Type/Specification Approval Certificate for Component, Etc.

Enter the No. of the type/specification approval certificate of a component/part whose design has been subjected to a confirmation.

16. Description of repair and alteration design for components etc.

Enter the description of repair and alteration design for components etc. of the design subjected to a confirmation.

17. Designer of repair and alteration design for components etc.

Enter the designer of the repair and alteration design for components etc.

18. No. of repair and alteration design for components etc. Approval Certificate (limited to the case pertaining to the change of the repair or alteration design for components etc.)

Enter the No. of the original repair and alteration design for components etc. approval certificate.

19. Date of Confirmation

Enter the date on which the confirmation was carried out in the Gregorian calendar.

20. Name of Certifying Staff

The certifying staff who has carried out the confirmation provides a signature or a seal and name. If the signature is not easily legible, provide the name directly under it.

## Appendix 2-3:

### Sample of the table of contents of the Approved Organization Exposition

The following is the sample of the table of contents of the approved organization exposition faithfully based on Article 36 paragraph (1), the requirements for approval of Article 32 and the technical standards for Approved Organization Exposition of Article 39 -2 of the Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation) (hereinafter referred to as "CAR") and this Circular.

Splitting and/or changing orders of the items below could be made taking account of the situation of each approved organization.

A table of contents	Reference CAL(L)/ CAR(R)	Reference chapter of this Circular
Chapter 1 General		
1.1 The structure of the AOE and in-house manuals		5-1
1.2 Approved capability, ratings and limitations	L20, R30	
1.3 Procedure for the change approval	L20, R35	6-2,6-3
1.4 Procedure for the revision of the AOE	R36	6-4
1.5 Reporting the un-airworthy condition	L134	6-5
1.6 Class conducted by the authority	R41-2	3-3
1.7 Compliance with AOE etc.	R38	3-1 (8)
1.8 Others		
Chapter 2 Facilities		
2.1 Facilities	R32 (1)	3-1 (1)
2.2 Facility chart		
Chapter 3 Organization and Personnel		
3.1 Organization chart	R32(2), (3)	3-1(2), (3)
3.2 Responsibilities and the authorities of the accountable manager and other supervisors		
3.3 Names of the accountable manager and other supervisors and an outline of personnel allocated		
3.4 Appointment criteria for certifying staff and name list		
3.5 Qualification requirements for inspection personnel, auditor and in-house qualified personnel	R32 (4)	3-1 (4)
Chapter 4 Method of work		
4.1 Method of work	R32 (5)	3-1 (5)
Chapter 5 Quality Control System		
5.1 Maintenance of facilities and calibration control	R32 (6)	3-1 (6)
5.1.1 Equipment (including tools and test equipment)	(a)	(a)

5.1.2	Working area		
5.1.3	Storage facility		
5.2	Education and Training	(b)	(b)
5.2.1	Procedures to formulate training curricula		
5.2.2	Types of education and training		
5.2.3	Instructors		
5.2.4	Education and training for certifying staff		
5.2.5	Education and training for inspection personnel, quality auditor and personnel with other in-house qualifications		
5.2.6	Education and training for other personnel		
5.2.7	Management of implementation status of the education and training plan and regular review of the plan		
5.2.8	Method for the evaluation of training curricula		
5.3	Control system for technical data	(d)	(d)
5.3.1	Obtaining of the technical data		
5.3.2	Control of the technical data		
5.4	Inspection System	(f)	(f)
5.4.1	Design related documents management and inspection for the documents.	(k)	(k)
5.4.2	Test specimen management and to maintain its quality	(l)	(l)
5.5	Process control	(g)	(g)
5.6	Control of contracted work	(h)	(h)
5.6.1	Selection of the contractor		
5.6.2	Contractor and contracted work		
5.6.3	Order and receiving of contracted work		
5.6.4	Audit to contractor		
5.7	Record control	(i)	(i)
5.7.1	Scope and contents of record		
5.7.2	Methods and period of time for record keeping		
5.8	Internal audit	(j)	(j)
5.8.1	Method of internal audit		
5.8.2	Handling of the result of the internal audit		
Chapter 6 Legal inspection			
6.1	Inspection procedure and standard	R32 (7)	3-1 (7)
Chapter 7 Confirmation by the Certifying staff			
7.1	Method of confirmation	CAR39,	4
7.2	Handling of Statement of Compliance/Conformity and Authorized Release Certificate	40, 41	4-1, 4-2 4-3



Part III  
Approved Production Organization  
for Aircraft / Aircraft parts

## TABLE OF CONTENTS

1. Introduction.....	3
2. Outline of Approval System .....	3
2-1 The capabilities .....	3
2-2 Scope of rating (Article 30 paragraph 1 of the CAR).....	4
2-3 Limitations (Article 30 paragraph 2 of the CAR) .....	4
2-4 Configuration of organizations .....	5
2-5 Duration of approval.....	5
2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder.....	5
3. Requirements for Approval .....	8
3-1 Requirements for approval.....	8
(1) Facilities (Article 32 item 1 of the CAR) .....	8
(2) Organization (Article 32 item 2 of the CAR).....	9
(3) Personnel (Article 32 item 3 of the CAR).....	10
(4) Requirements of Certifying staff (Article 32 item 4 of the CAR) .....	11
(5) Method of work (Article 32 item 5 of the CAR) .....	16
(6) Quality control system (Article 32 item 6 of the CAR).....	17
(7) Method of inspection (Article 32 item 7 of the CAR) .....	29
(8) Responsibility of the approved organization* (Article 38 of the CAR).....	30
3-2 Technical requirements for dispatching system.....	30
3-3 Class* .....	30
3-4 Other requirements* .....	31
4. Method of Confirmation by the Certifying Staff.....	31
4-1 Methods of confirmation .....	31
4-1-1 Method of confirmation of the inspection (Article 39 of the CAR).....	31
4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAR (Article 40 of the CAR).....	31
4-2 Confirmation technique by the certifying staff .....	33
4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate .....	34
4-4 Confirmation or Issuance by Electromagnetic Means.....	35
4-5 Handling for flight test .....	35
5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing 5-1 Role of an AOE.....	36
5-1 Role of an AOE.....	36
5-2 Composition of an AOE.....	36
5-2-1 Contents of an AOE.....	36
5-2-2 Example of necessary items for performing the work .....	45
5-2-3 Composition of the AOE* .....	46
5-2-4 Form* .....	47
5-2-5 Others* .....	47
6. Procedure for Approval .....	48
6-1 Types of Inspections .....	48
Appendix 3-1: Instructions for entry into the Aircraft Statement of Conformity .....	50

| Appendix 3-2: Instructions for entry into the Authorized Release Certificate .....51

## 1. Introduction

This part provides items regarding to the following categories of capability.

- Capabilities to manufacture aircraft and inspect the completed aircraft (Article 20 paragraph 1-(2) of the CAL)
- Capabilities to manufacture components and inspect completed components (Article 20 paragraph 1-(6) of the CAL)

Common matters of the approved organization system are provided in Part I “General Part”

## 2. Outline of Approval System

See Part I "General Part" of this Circular.

### 2-1 The capabilities

- (1) Capabilities to manufacture aircraft and inspect the completed aircraft (hereinafter referred to as the capability of "APO (Approved Production Organization) for Aircraft") (Article 20 paragraph 1-(2) of the CAL)

This means the capability, with regard to the aircraft which has been type-certificated by the Japanese Authority, for Japanese aircraft manufacturer (which performs the final assembly of aircraft (limited to manufacturer which is an original designer of the aircraft or which has agreement with the original designer to manufacture the aircraft)) to manufacture aircraft in accordance with the type design which has been type-certificated by Authority and to conduct the inspection of the aircraft in such manner equivalent to current inspections which shall be conducted by Authority for airworthiness certification for the newly manufactured aircraft.

Also, it shall be applicable to this capability to certify aircraft parts, inner parts and materials thereof (hereinafter these items are generally referred to as "components") and parts related to the type certification of the aircraft all that are newly manufactured by the said manufacturer.

- (2) Capabilities to manufacture components and inspect completed components (hereinafter referred to as the capability of "APO for Aircraft parts") (Article 20 paragraph 1-(6) of the CAL)

This means the capability, with regard to the components and parts for the aircraft type-certificated by the Japanese Authority or the components and parts which have obtained type approval or specification approval by the Japanese Authority, for Japanese manufacturer (which performs the final assembly of those components and parts (limited to manufacturer which is an original design approval holder of them (Note) or which has agreement with the original design approval holder to manufacture them) to manufacture those components and parts, and to perform inspection of them.

(Note)

"A person who has received consent for manufacturing from the designer" as specified in (1) or (2) above means a person who has concluded a license agreement in accordance

with Circular No. 1-029 "Establishment of License Agreement between Designer and Manufacturer." Even in the case where the designer itself becomes an approved production organization for aircraft or an approved production organization for aircraft parts, it is necessary to comply with Circular No.1-029 when it is deemed necessary such as when responsibilities and authorities are separated in the manufacturing and design sections.

## 2-2 Scope of rating (Article 30 paragraph 1 of the CAR)

See Part I "General Part" of this Circular

## 2-3 Limitations (Article 30 paragraph 2 of the CAR)

Detail of the limitations in the Part I "General Part" are as follows.

- (1) Limitations attached to the approval for the capability of APO for Aircraft
  - (a) The limitation of each type of the aircraft type-certificated shall be attached to the approval.
  - (b) Approved production organizations for API (hereinafter referred to as "APO (API)") may issue the authorized release certificate (JCAB Form No. 18) for a part of parts and components (both shall be limited to newly manufactured products) related to the type certification of the approved aircraft type. In this case, types of parts and components for which the authorized release certificate could be issued shall be limited to approved ones in the drawings, or the part catalog, etc. upon type certification, but no limitations by type of the said components may be attached because the scope of the concerned components is broad.

Also, as for the components which were manufactured in foreign state and to which the said state issued the export certificates of airworthiness, it is not necessary for APO for Aircraft to issue another authorized release certificates to such components with the export certificates of airworthiness attached, because the said components has the certification under the Article 23-19, paragraph 1 of the CAR by the said export certificates of airworthiness.
- (2) Limitations attached to the approval for the capability of APO for Aircraft parts

Scope of components and parts for the limitations shall be ones which have been type-approved or specification-approved, or which are installed to the aircraft which has been type-certificated by Japanese Authority. Therefore, limitations shall not be given by kind of the components and parts, but given by type of components and parts which are specified in the type approval or the specification approval, or which are installed and specified in drawings, parts catalog, etc. of the aircraft which has been type-certificated. For inner parts or materials of the said components, the authorized release certificate may be issued, provided the ratings of the said components have been approved as APO for Aircraft parts. In this case, limitations for inner parts or materials shall be in accordance with the limitations to the said components.

## 2-4 Configuration of organizations

### (1) Satellite system\*

When one applicant intends to perform its work under approval at two or more places geographically away from each other, the applicant may obtain approval at remote stations or foreign stations with single approval, provided the applicant has same quality control system in these places (hereinafter referred to as "satellite approval").

In this case, Authority shall attach limitations of classification and contents of work, etc. according to the capability at each satellite station.

### (2) Performance of approved work at a location other than the approved facilities (Dispatching system)

Not Applicable

## 2-5 Duration of approval

It is specified in the provision of Article 34 of the CAR that duration of approval of organization shall be two years.

## 2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder

It is prescribed in paragraph 2-1(2) that a manufacturer who has an agreement with a design approval holder to manufacture the components and parts may be approved as APO for Aircraft parts. In this case, followings shall be complied with:

### (1) A manufacturer to be approved

A manufacturer to be approved shall have an agreement with a design approval holder of the components and parts that the manufacturer intends to manufacture, with regard to the issuance of the authorized release certificate.

### (2) Components and parts to be approved

Components and parts to be approved shall meet following requirements:

#### (a) Components and parts to meet either of following requirements with regard to a design of the said components and parts:

- a. Components and parts to be installed to the aircraft which has been type-certificated by the Japanese Authority
- b. Components and parts which have been type-approved or specification-approved by the Japanese Authority
- c. Accessories of engines which have been type-approved by the Japanese Authority (regardless of the provisions of paragraph 2-3(2), approval of organization for the said engines is not required.)

#### (b) Type (or part number) of the components and parts concerned shall be specified in the type or specification approval (which is designated by the holder of the type or specification approval)

#### (c) Change of design of the said components shall be made based on the type or

specification approval. It shall not be allowed for the said holder of APO for Aircraft parts to make its original design change. The responsible personnel shall be clarified on the written contract, etc.

(3) Requirements for a license agreement with a design approval holder

It is necessary to clarify the following matters in the contract with a design approval holder or the letter from a design approval holder (e.g. Assist letter):

- (a) Make and model of aircraft or engine in which the component or part is to be installed;
- (b) Name, part number, and drawing number (including revision level) of the component or part;
- (c) A statement that the applicant is authorized to use the design data as identified in (b) above; and
- (d) A statement that the applicant is authorized to use the part number which is identified in TC.

(4) Marking Requirement

The components and parts which are manufactured under the license agreement with design approval holders (hereinafter referred to as "JCAB-PMA parts") shall have the marking below:

- (a) Name, trademark or symbol which can identify the manufacturer of the component or part;
- (b) Name and part number of the component or part;
- (c) Serial number or equivalent; and
- (d) The letters "JCAB-PMA".

If the component or part is too small or impractical to mark the above information on them, the information must be attached to the component or part, or described in its container label.

(5) Items to be included in AOE

(a) The following information shall be included in AOE for approval:

- a. List of the JCAB-PMA parts to be manufactured (manufacturer and type of aircraft or engine on which the JCAB-PMA parts are to be installed, name, type and part number of the parts, and document number of the evidence of license agreement);
  - b. The procedures to obtain and respond to the information from the design approval holder regarding design change approval, the significant information on airworthiness including the suspension/revoke/surrender of the original design approval or the termination of the license agreement in a timely manner;
  - c. The methods to obtain without delay the information necessary to establish the life limits or airworthiness limitation of the components and parts; and
  - d. Marking method in compliance with 2-6, paragraph (4).
- (b) The applicant must submit the evidence of license agreement which contains the necessary information as described in paragraph (3) for the approval of AOE.
- (c) When the applicant wishes to produce additional components and parts under existing approval, the applicant must submit the evidence of amended license agreement and the AOE must be amended to include new components and parts. The design changes made by the original design approval holder which led to the part

number change should be handled in a same manner as that for addition of new components. The minor design changes to the components and parts do not need further AOE approval so long as the part numbers remain unchanged.

(Note) The JCAB prepares a list of the JCAB-PMA parts and notify it on the website of the Ministry of Land, Infrastructure, Transport and Tourism to make aircraft users (in particular, foreign air carriers and Approved Maintenance Organizations) possible to confirm that the manufacturer of the relevant JCAB-PMA parts is an Approved Production Organization for those parts. The list includes names and part numbers of the JCAB-PMA parts, as well as names of Approved Production Organizations that manufacture the JCAB-PMA parts, valid approval periods, and names of manufacturers and types of aircraft or engines on which the JCAB-PMA parts are installed.



### 3. Requirements for Approval

#### 3-1 Requirements for approval

##### (1) Facilities (Article 32 item 1 of the CAR)

The facilities prescribed in this provision mean the general term that includes not only housing but also equipment, work area, storage facility, etc. which are required to perform the approved work request

##### (a) Equipment (Article 32 item 1-a of the CAR)

###### a. Necessary equipment

The equipment necessary for the approved work must be equipment which are specified by the designer or manufacture of aircraft or components related to the approved work.

The measuring equipment, test equipment and tools used for the approved work must be included in this requirement.

The procedure and responsibility to judge an equivalence must be clarified in the case that an approved organization uses equivalent or better equipment than one that a designer or a producer required.

###### b. Offices

From the view point of emphasis on activity as an approved organization, the office with liaison function must be required at each location (including satellite approval) to be approved. The office means not only a waiting room for mechanic but also rooms for process control, technical section or control room for the technical data, etc. In case of accomplishment of works at location outside of approved facility, the office must have at least liaison function.

##### (b) Work area (Article 32 item 1-b of the CAR)

Work area necessary for the approved work must have sufficient space and area to perform the approved work and must have necessary surrounding conditions under control (ventilation, lighting, temperature, humidity, dust, noise, etc.) which are specified by the designer or manufacturer of aircraft or components related to the approved work. Also, work area must enable workers to do their work without excessive burden.

The work area where workers do their special work, such as painting, wash, welding, inspection and repair of electronic and electrical devices, machine processing is isolated, if necessary, not to have any influence on environmental pollution and other works in other work area.

##### (c) Storage Facility (Article 32 item 1-c of the CAR)

The facility for suitable storage is the facility with sufficient capacity having necessary surrounding conditions that are specified by the designer or manufacturer of storage items.

Also, storage items are separated from each other properly by suitable methods, such as to store by using appropriate equipment, such as rack, tray, and stand, etc.

The measuring equipment, test equipment, tools, design documents, and test articles in addition to materials, parts and aircraft parts must be included in items to be stored.

Note: Some adhesives for which storage temperature is specified must be handled

cautiously.

(d) Rented equipment, facilities, etc.

Work area, storage facility, equipment, etc. need not be always owned by the applicant. However, if the organization rents them, it must be clear to be able to rent them any time when the work is conducted, and the concerned work must not be performed unless they are rented (For facilities or equipment rented at each work, the concerned work is not allowed to perform, provided they are not available.). Periodic confirmation whether rented items are appropriately controlled in accordance with standards of the approved organization shall be conducted by the concerned approved organization.

(2) Organization (Article 32 item 2 of the CAR)

(a) Accountable manager\*

An approved organization designated one person as an accountable manager for its approved work. The one designated as the accountable manager shall be the chief executive officer who holds ultimate responsibility for the operation of the approved organization, or the person appointed by the chief executive officer with necessary authority delegated, including the one for company management. The accountable manager shall have the authorities and responsibilities over all approved organization operations below, and serve as the primary contact with Japan Civil Aviation Bureau as a person with ultimate responsibility, in accordance with regulations related to an approved organizations (CAL and CAR) and this Circular(hereinafter referred to as "related regulations").

- a. To ensure all necessary resources such as personnel and facilities are available to conduct approved work.
- b. To establish and promote the safety and quality policy.
- c. To demonstrate a basic understanding of the related regulations.

The accountable manager shall declare the commitment to comply with the abovementioned requirements upon designation (see Form-12).

(b) Suitable organization

A suitable organization means one wherein the approved work is equally shared among groups consisting of the organization or among the heads of respective departments/divisions/groups. When designating a head of department/division/group, an approved organization shall select a person who is expected to properly fulfill the responsibility for the approved work assigned to the relevant group by confirming the person's work records, including knowledge and experience, etc. (see Form-13).

(c) What organization should be\*

The division/section in the organization does not necessarily need to be independent or fragmented by each work, provided that the authority, responsibility and interrelationship of each group in the organization is clear and there exists no difficulties upon performing the work in the organization. Also, concurrently holding more than one post among groups or the number of staff does not matter.

(d) Liaison between Design Organization and Authority  
Not applicable.

(3) Personnel (Article 32 item 3 of the CAR)

(a) Personnel ability to carry out the assigned work properly

The personnel of each group in the approved organization must have enough competence to keep up with the work assigned to each group. Personal qualification certificated by Authority, qualification authorized within the approved organization, experience, past records of attending company school or training shall be regarded as a system to assure the competence.

Furthermore, personnel who are directly engaged in inspection task (referred to as the "inspector") must be certified under the qualification system assure enough proficiency in accordance with related inspection system prescribed in paragraph (6) (f).

Personnel who are engaged in specialized services must be certified under the qualification system based on the latest public standards such as National Aerospace Standard, etc.

Example:

- JIS W-0905 "Standard of capability authorization for inspector of non-destructive inspection for aerospace purpose"
- NAS-410 Certification & Qualification of Nondestructive Test Personnel

Examples are not limited to the above, and qualification system may be available based on other equivalent public standards.

Out of the personnel of each group, a list shall be prepared at least for those to whom in-house qualifications are given. The list shall contain names, belongings, duties in charge of such personnel by qualification category and shall be maintained at the latest version at any time.

(b) Suitable assignment of personnel

Number of personnel of each group in the approved organization must be sufficient to properly perform the volume of work assigned to the group. Also, as the shortage of number of personnel may often bring up problem for proper performance of works when the volume of work is expanded, necessary numbers for the work concerned must be quantitatively grasped.

In addition, an approved organization has the procedures for re-assessment of work plan in case of shortage of personnel to planned staffing level for any particular work shift or period except in cases when the personnel can be reassigned easily.

Persons engage in manufacturing, inspection or confirmation for aircraft or aircraft parts in the APO shall comply with following matters.

- a. They shall not engage in the manufacturing related work when they feel physical disorders that could affect the safe and precise work.
- b. They shall not engage in the manufacturing related work while they are under the influence of alcohol, i.e., a state that alcohol is being kept in their bodies, or while they might not be able to perform their normal operation due to the influence of drugs.

c. They shall not use illegal drugs.

(4) Requirements of Certifying staff (Article 32 item 4 of the CAR)

Certifying staff shall be a person who has completed the education and training on “the civil aeronautics laws and regulations” and on performance of quality control system, and also who has a qualification and experience as described below, or who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as equivalent to or more competent to the above.

- APO for Aircraft

Category of confirmation	Qualification for certifying staff	Experience of approved work	
Confirmation under Article 10, paragraph 6, item 1 or Article 16, paragraph 2, item 2 of the Act.	- is a graduate of the aeronautical or mechanical course of a university or a college (except a junior college),	3+ years	
	- is a graduate of the aeronautical or mechanical course of a junior college or a technical specialized college	5+ years	
	- completed the first part of the aeronautical or mechanical course of a professional university	5+ years	
Confirmation under Article 18, paragraph 2, item 2 of the Act.	- is a graduate of engineering related course of a university or a college.	Engine, Propeller, APUs and Landing systems	3+ years
	- is a graduate of engineering related course of a junior college.		
	- is a graduate of engineering related course of a specialized technical college.		
	- completed the first part of the engineering course of a professional university.	Components etc. other than the above	2+ years
	- is a graduate of engineering related course of a specialized training college (limited to postsecondary course pursuant to the provisions of Article 132 of the School Education Act).		
	- is a graduate of engineering related course of a High school.		

- APO for Aircraft component/parts

Following table shows the requirements. It also shows “the type of components specified by the Minister of Land, Infrastructure, Transport and Tourism” and “the period specified by the Minister of Land, Infrastructure, Transport and Tourism” stipulated in the middle

column of the Table in Article 32 item 4 of the CAR.

Qualification for certifying staff	Experience of approved work	
	Kind of components etc.	Number of years required
any person who; - is a graduate of engineering related course of a university or a college. - is a graduate of engineering related course of a junior college. - is a graduate of engineering related course of a specialized technical college. - completed the first part of the engineering course of a professional university. - is a graduate of engineering related course of a specialized training college (limited to postsecondary course pursuant to the provisions of Article 132 of the School Education Act). - is a graduate of engineering related course of a High school.	Engine, propeller, APUs and Landing systems	3+ years
	Components etc. other than the above	2+ years

(a) Experience of approved work

"Experience of approved work" is specified as below:

- The experience of the work in the concerned organization where the applicant has been approved or intends to be approved (limited to experience corresponding to the ratings and limitations of the concerned work, which is not limited to the work for the type of aircraft for which the person is to be appointed as certifying staff, except for cases as otherwise prescribed; The years of experience of work for aircraft of other types whose airworthiness category is the same as that of the relevant type of aircraft may be included in the years of experience of approved work. For the calculation of the years of experience in other cases (where organizations or airworthiness categories are different), coordinate with the Japan Civil Aviation Bureau.).

(b) Person who has finished the education and training on the civil aeronautics laws and regulations, and performance of quality control system

"The civil aeronautics laws and regulations" means the applicable rules necessary to perform approved work among Civil Aeronautics Act (Law) (CAL), Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation), Notices, Circulars, etc. "Performance of quality control system" means the system and procedures applicable to the performance of quality control system in the concerned approved organization prescribed under the provision of Article 32 item 6 of the CAR. These education and training for a certifying staff shall be included in the requirements for education and training under the provision of Article 32 item 6-b of the CAR, and when the contents of education and training was changed, education and training with the latest contents shall be given to any certifying staff including the staff who has been

already appointed.

Also, in case that the approved organization makes certifying staff to certify with actual articles described in paragraph 4 " Method of confirmation", concerned approved organization must prepare the requirements for necessary proficiency to implement the said confirmation with actual articles for the certifying staff in addition to qualification and experience described above.

- (c) Qualification of first class aircraft maintenance technician, second class maintenance technician (first class aircraft line maintenance technician or second class aircraft line maintenance technician) corresponding to the approved work

Not applicable

- (d) Qualification of aircraft overhaul technician corresponding to the approved work

Not applicable

- (e) Education and training on alteration of the concerned aircraft type

Not applicable

- (f) A person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence

The general guidelines on a person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence (hereinafter referred to as "equivalent recognition") is that the concerned person has finished the education and training to obtain equivalent recognition described in the AOE for the work which is intended to perform by the concerned person (those education and training shall contain those equivalent to the education and training on the civil aeronautics laws and regulations, and performance of quality control system mentioned above.) and that the requirements for a qualification and experience of the approved work described in a table below are satisfied.

Equivalent recognition by the Minister of Land, Infrastructure, Transport and Tourism becomes effective by change of the AOE or by issuance of "Certificate of Competence Recognition for a Certifying Staff in Approved Organization" (Form 11) to the relevant person having an approved organization. A person having an approved organization may appoint a person who has obtained equivalent recognition by "Certificate of Competence Recognition for a Certifying Staff in Approved Organization" as a certifying staff.

The experience of the approved work on equivalent recognition shall be the experience of the work for which the concerned organization has been approved or intends to be approved (limited to the experience corresponding to the ratings and limitations of the concerned work, which is not limited to the work for the type of aircraft for which the person is to be appointed as certifying staff, except for cases as otherwise prescribed; The years of experience of work for aircraft of other types whose airworthiness category is the same as that of the relevant type of aircraft may be included in the years of experience of approved work. For the calculation of the years of experience in other cases (where organizations or airworthiness categories are different), coordinate with

the Japan Civil Aviation Bureau).

- APO for aircraft

Category of confirmation	Qualification for equivalent recognition	Experience of approved work
Confirmation under Article 10, paragraph 6, item 1 or Article 16, paragraph 2, item 2 of the Act	A person who took an aeronautical or mechanical course and:	
	- completed a specialized course at a specialized training college (limited to a person falling under Article 155, paragraph 1, item 5 of the Regulation for Enforcement of the School Education Act),	3+ years
	- graduated from a foreign school equivalent to a university or a college (except a junior college),	3+ years
	- graduated from the National Defense Academy,	3+ years
	- completed a specialized course at a specialized training college (limited to a person falling under Article 132 of the Regulation for Enforcement of the School Education Act),	5+ years
	- graduated from a foreign school equivalent to a junior college or a specialized technical college.	5+ years
	A person who took an engineering course (except an aeronautical or mechanical course) and:	
	- graduated from a university or a college (except a junior college),	5+ years
	- completed a specialized course at a specialized training college (limited to a person falling under Article 155, paragraph 1, item 5 of the Regulation for Enforcement of the School Education Act),	5+ years
	- graduated from a foreign school equivalent to a university or a college (except a junior college),	5+ years
- graduated from the National Defense Academy,	5+ years	
- graduated from a junior college or a specialized technical college,	7+ years	
- completed the first semester of a program at a professional university,	7+ years	

	- completed a specialized course at a specialized training college (limited to a person falling under Article 132 of the Regulation for Enforcement of the School Education Act), - graduated from a foreign school equivalent to a junior college or a specialized technical college.	7+ years 7+ years
Confirmation under Article 10, paragraph 6, item 1 or Article 16, paragraph 2, item 2 of the Act	Any person who graduated from a university or college (except a junior college), completing a course other than an engineering course (limited to any science related course which is found to be related to the approved work), and,	Engine, propeller, APU and Landing gear 3+ years
	Any person who took an engineering course and: - graduated from a foreign school equivalent to a university, junior college, a specialized technical college, a specialized training college (limited to postsecondary course pursuant) or High school - graduated from the National Defense Academy,	Components etc. other than above 2+ years

- APO for aircraft parts.

Qualification for certifying staff	Experience of approved work	
	type of components etc.	periods
Any person who graduated from a university or college (except a junior college), completing a course other than an engineering course (limited to any science related course which is found to be related to the approved work), and,	Engine, propeller, APU and Landing gear	3+ years
Any person who took an engineering course and: - graduated from a foreign school equivalent to a university, junior college, a specialized technical college, a specialized training college (limited to postsecondary course pursuant) or High school - graduated from the National Defense Academy,	Components etc. other than above	2+ years

(g) Certifying staff for particular maintenance work of aircraft

Not applicable

(h) Specifying of the work for a certifying staff

When the approved organization appoints certifying staff, it shall specify capability, ratings, limitations of type of aircraft or components, contents of work etc. which the said certifying staff can certify. When these ratings and limitations specified are



intended to change or add, the approved organization shall examine the said certifying staff about them to be changed or added.

- (i) Certifying staff for ADO for Aircraft and ADO for Aircraft parts  
Not applicable

(5) Method of work (Article 32 item 5 of the CAR)

The method of work prescribed in the provision of Article 32 item 5 means definite procedures and processes of manufacturing etc. related to the approval. These procedures and processes must be adequately documented. The method of work shall be followed by the latest method (manuals, service bulletins, etc. including facsimiled letters corresponding to individual matter prepared by the designers) specified by the designer of the aircraft or components (including the person who has obtained STC approval and equivalent STC approval under Circular TCL-164, hereinafter referred to as "designers") and shall be conformed to the standards which are specified according to the each contents of approved work in this paragraph. However, when an approved organization intends to perform works with the methods not in conformity with these standards, it shall describe the concerned matters in the AOE and obtain approval from Authority.

Adequacy of the contents of methods and the standards for preparing work documents such as work order, check list, work instruction, drawings, manual, etc. which the approved organization shall use shall be complied to below:

- (a) Work concerning Article 10, paragraph 6-(1) and Article 18, paragraph 3-(2) of the CAL by APO for Aircraft

The method of manufacturing shall be the one specified by the designers of the said aircraft. This includes functional check, in-process inspection and final inspection. In general, this means Production Inspection Record (PIR) Book, etc. established by the designer of the aircraft. The inspection conducted after manufacturing (This is considered as the same inspection level as conducted for initial airworthiness certification for new aircraft.) is prescribed in the paragraph (7), "Inspection method". In case of inspection for parts and components (including parts or components not manufactured by the said APO for Aircraft) installed to the said aircraft conducted by APO for Aircraft, the inspection method shall be the one specified by the designers of the said parts or components.

- (b) Work concerning Article 16 paragraph 2 item1 of the CAL by APO for Aircraft parts

The method of manufacture shall be the one specified by the designers of the components. This includes functional check during the manufacturing process, in process inspection and final inspection. In general, this means the PIR book established by the designer of the components. Even if the PIR book has not established, the documents shall be prepared equivalent to the PIR book and the work shall be executed in accordance with them. Besides, the inspection after the manufacture that is corresponding to the inspection is provided in the paragraph (7), "Inspection method".

- (c) Work concerning specialized services\*

The method of work concerning specialized services shall be the one specified by the designers of the aircraft and components, however, unless otherwise specified, public standards such as MIL Standard, ISO shall be confirmed. Examples are shown below, but not limited to them (public standards equivalent to those examples may be conformed). Refer to Circular No.3-002, titled "Inspection of Specialized Services".

Example:

- Welding JIS W-0901, JIS Z-3604, JIS Z-3621, JIS Z-3801, JIS Z-3811, JIS Z-3821, JIS Z-3891, MIL-STD-1595, etc.
- Liquid penetrant inspection JIS W-0904, ASTM-E 1417, MIL-STD-6866
- Radiographic examination ASTM-E 1742
- Ultrasonic pulse-echo testing ASTM-E 317, JIS Z-2350
- Magnetic particle examination ASTM-E 1444
- Electrical conductivity testing MIL-STD 1537

(d) Other requirements for methods

Manufacturing must be performed in accordance with the methods specified by the designers of the aircraft and components. However, in case that the approved organization establishes the methods of execution by itself (It means the organization changes the methods established by the said designers) when questions arises about the methods, or when the method is not clear, the organization must obtain approval for the revised methods from Authority, provided they deviate the scope of technical standards specified by the designers.

Change of the methods means that change of the methods on the said work specified by the designers such as minor changes of routing of electrical wires or diameter of the fasteners, etc. and that the change shall not seriously affect the design itself of the said work. The change of methods which seriously affects the design shall be handled carefully with additional action such as obtaining of supplemental type certification, etc., because there are some cases require amendment of type certification, supplemental type certification, type approval or specification approval. If the approved organization is the company which is the designer of concerned articles, it shall take care not to confuse the procedures of handling above.

(6) Quality control system (Article 32 item 6 of the CAR)

(a) Maintenance control of facilities\* (Article 32 item 6-a of the CAR)

The requirements for suitability of maintenance control of facilities specified in paragraph (1) are provided below. When facilities are rented or shared, borrower or common user shall be able to assure that control by an owner or responsible person for that facilities meet the following requirements:

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Maintenance control

Maintenance of equipment, (including tools, etc.) shall be performed with the methods specified by each designer of them. In case the specified methods are not available, an approved organization may establish the method by itself in consideration with the method that has been established for the other similar

equipment. In this case, the organization must have the system to verify the adequacy of the method. The result of the check and inspection must be recorded.

c. Calibration control

Traceability to the standard devices shall be clarified for the equipment, (including tools, etc.) which are required for calibration control, and intervals and method for calibration shall follow the method specified by the designer of concerned equipment or public standards, etc. If it is found that the calibration data is out of tolerance specified by the designer, the method of reviewing the adequacy of the works performed with the applicable tools, etc. shall be provided. Furthermore, for measuring instruments, etc. the calibration intervals (or expiring date) shall be indicated on them for the users of these instruments, etc. to identify. And the instruments, etc. which are not required calibration shall be indicated to the effect on them.

Note : In the case of equipment which is not used for a long time, it is also acceptable to calibrate equipment before work by putting a notice “unusable”, regardless of calibration intervals described in AOE.

d. Number control

The numbers of equipment, (including tools, etc.) shall be filed in the documents, computer, etc. and be collated periodically.

(b) Education and training of personnel (Article 32 item 6-b of the CAR)

The requirements for suitability of education and training control of personnel specified in paragraph (3) are provided below.

Also, when performance of education and training is contracted to other person, the originating approved organization shall be able to assure that the contractor shall meet the requirements described below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Targeted persons to be educated or trained

Persons to be educated or trained shall include auditors and other personnel belonging to indirect sections, in addition to workers, the certifying staff and inspectors.

c. Specifying of required education and training

Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated to specify required education and training therefor.

d. Types of education and training

The education and training shall include periodic training, which is to be provided by specifying a period, as well as initial training. Personnel engaging in duties that require special knowledge and skills must be provided with specialized training. For those whose knowledge and skills are found to be insufficient, remedial education and training shall be provided.

e. Method of education and training

In addition to official classroom training apart from daily duties, OJT (on the job training) shall be provided.

f. Procedures to formulate training curricula

When formulating a training curriculum, the gap between required knowledge and skills for respective duties (qualification as the certifying staff or other in-house qualifications, etc.) and trainees' standard knowledge and skills shall be ascertained and the contents necessary to fill that gap (or the frequencies for periodic training) shall be determined.

g. Training curricula

In a training curriculum, the outline, method, and training hours should be indicated for each training item, and when training is outsourced, the information on the contractor should also be included.

When there are any requirements to be satisfied by trainees (such as license, qualification as the certifying staff, in-house qualifications, training history, or experience), they must be clarified (it is not necessarily required to enter these items and requirements in the AOE).

Education and training should also be provided regarding knowledge and skills concerning human performance.

Receipt inspectors should also be trained with regard to methods to distinguish unapproved parts and the procedures to make a report to the JCAB when finding any unapproved parts.

Training materials must be based on the latest data and be acknowledged by the organization.

h. Requirements for instructors

Requirements for instructors must be clear and in conformity with the content of the relevant education and training.

i. Individual evaluation

Each evaluation and record of the education and training conducted shall be made for each personnel, except for the training for which individual evaluations are not needed, depending on the content.

j. Evaluation of training curricula

Training curricula shall be evaluated constantly and be revised as needed to ensure their appropriateness and effectiveness. In particular, when the scope of work has been changed, the need for changing the existing training curricula must be examined. The effects of a training session may be evaluated not only through individual evaluations immediately after the training but also through the judgment as to whether the effects can be observed in actual work thereafter.

k. Education and training plan

A plan for providing education and training must be established. The implementation status of the plan should be managed and the plan should be reviewed regularly depending on the progress.

(Note) For an education and training system, FAA AC 145-10 "Repair Station Training Program" can be referred to. For example, "c. Specifying of required education and training," "f. Procedures to formulate training curricula," and "j. Evaluation of training curricula" in this circular correspond to "Individual (Employee) Needs Assessment," "Repair Station Needs Assessment," and "Measurement of Training Effectiveness" in

the AC.

l. Education and training for certifying staff about Components etc.

Due to the amendment of the Civil Aircraft Law in 2019, the Spare Parts Certification was abolished, and in principle, it was mandated that aircraft be equipped with items whose airworthiness was confirmed at approved organization for all components etc., and there are a wide variety of components and parts. Therefore, with regard to the requirements for certifying staff (referring to persons who conduct confirmation as set forth in Article 16, paragraph 2, items 1 to 3 of the Act; the same shall apply hereinafter), qualifications (academic background, etc.) shall be positioned as a minimum requirement with the amendment of the Ordinance for Enforcement of the Civil Aeronautics Act in 2021, and the period of years of experience in the necessary confirmation work shall be determined not in accordance with the qualifications but according to the type of components etc., and safety shall be ensured by sufficiently providing the necessary education and training for certifying staff concerning components etc.

Based on this, the education and training for certifying staff concerning component etc. shall satisfy the following matters in addition to the matters specified in a. to k.

(i) Initial education and training

In order to acquire the skills and knowledge required to perform the duties as a certifying staff, education and training shall be provided to train certifying staff as follows, and a system shall be developed for this purpose.

①Skill

a) Conduct practical training, OJT, etc. to acquire the following skills.

- Skill to ensure that work is properly completed in accordance with prescribed work procedures
- Skill to properly describe and input in check sheets, etc. during work

b) In implementing education and training for a) above, a gradual in-house qualification of workers, inspectors, etc. shall be established as necessary, and a career-up system shall be prepared to become the certifying staff.

②Knowledge

a) Conduct classroom learning, OJT, self-learning, etc. to acquire the following knowledge.

- Knowledge of functions, structure, specifications, etc. of components etc. related to certification
- Knowledge of manufacturing procedures and processes
- Knowledge of the methods, procedures, etc. of receiving inspection, intermediate inspection, completion inspection, etc.
- Knowledge of human factors
- Quality Control Procedures for Special Processes, such as Brazing, Welding, Nondestructive Inspection, etc. (if applicable)

b) EASA GM 1 145.A 30(e) may be used as a reference for educational training to learn about human factors in above a).

c) To conduct classroom learning, OJT, self-learning, etc. to acquire knowledge on bench tests and facility requiring special knowledge and skills. (limited to cases in

which bench tests are conducted in accreditation operations or in which such facility is used, and in which such knowledge is required for confirmation operations by the certifying staff)

(ii) Periodic Training

Periodic training shall be conducted every two years after being appointed as a certifying staff. The training shall be conducted by excerpt from the items of periodic training provided for in (b) d) and (b) l (i) as required in accordance with the accreditation service, but at least the items related to human factors must be included.

(iii) Evaluation

a) Following the training in subparagraphs (b)d, (b)l(i) and (b)l(ii) , a ability evaluation of the certifying staff Candidate shall be carried out by a person of appropriate competence.

b) The ability evaluation of a) may include the ability evaluation performed while engaged in work. In addition, a task card etc. which including each works for ability evaluation may be prepared in order to smoothly perform ability evaluation.

(c) Revision control for method of work (Article 32 item 6-c of the CAR)

The requirements for suitability of revision control for method of work described in paragraph (5)(d) are provided below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Contents of revision

The contents of revision must comply with paragraph (5) and must be updated with the latest information.

c. Control of invalid method of work and procedures

The method of work that turned invalid after revision must not be employed.

(d) Obtaining, control and operation system for technical data (Article 32 item 6-d of the CAR)

The technical data shall be maintained up-to-date and easily accessible. If inaccurate, imperfect, or obscure descriptions are found in a technical data, an approved organization recorded those and inform the producers of those technical data. Examples of the technical data are shown below.

1. The Civil Aeronautics Law, its related Cabinet Order, Ministerial ordinances, Notice, Advisory Circular (including airworthiness directive, etc.)
2. Type certification, type design change approval, supplemental type design change approval, type approval, specification approval and their equivalent technical data (including Japanese Airworthiness Standards applied for each type aircraft)
3. Airworthiness directive from the state of design or manufacture (AD, CN, etc.)
4. The technical data issued by designer or manufacturer (manufacturing drawings, test methods, instructions for Continued Airworthiness, flight manual, maintenance manual, Standard Practice Manual, component overhaul manual, service bulletin, service information, etc.)
5. Technical information from users of an aircraft or components

6. Technical documents related to the standards (JIS, NAS, MIL, ISO, TSO, etc.)

The requirements for suitability of obtaining, control and handling of the technical data are provided below. When obtaining, control and handling of the technical data are contracted to other person, the originating approved organization shall be able to assure that the contractor meets the requirements described below.

- a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
- b. Obtaining of technical data  
The organization must be able to obtain the latest technical data necessary for the work.
- c. Control and handling of the technical data  
The latest technical data obtained must be provided to all personnel who shall use them. The address to which the technical data are distributed shall be clarified and the each address shall appoint a person in charge of controlling (including replacing task of the revised pages) the technical data distributed. Furthermore, nobody shall bring the technical data which are not controlled by the approved organization, into the work place.
- d. Control of obsolete technical data  
The obsolete technical data after revision must not be used for the work.

(e) Control system for materials, parts and components (Article 32 item 6-e of the CAR)

The requirements for suitability of control for materials, parts and components are provided below. When control of materials, parts and components are contracted to other person, the originating approved organization shall be able to assure that the contractor meets the requirements described below.

- a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
- b. Method of storage  
The method of storage must be clarified and be followed by the method specified by a designer. The items which require peculiar method for storage (such items of which storage temperature is specified) shall be indicated to the effect on them or on their containers.
- c. Prevention of mixing with unserviceable articles  
Unserviceable materials, parts and components must be properly isolated and handled them not to be used as serviceable. For those unserviceable materials, parts and components, the method of indicating to the effect on the articles must be provided.
- d. Prevention of mixing with materials, parts, components, etc. handled in work not covered under APO for aircraft or aircraft parts  
When performing, in the same workplace, any work not covered under POA for aircraft or aircraft parts, such as the maintenance or alteration of aircraft or aircraft parts (excluding maintenance work conducted after the completion of aircraft until the time of delivery thereof), any means to prevent unintended mixing of materials,

parts, components, etc. are to be taken, such as separating the workplaces (including the installation of partitions or drawing of white lines on the floor).

e. Inventory control

The method of inventory control must be provided. The inventory control shall be made in the documents, computers, etc. Furthermore, stored articles shall be collated periodically.

f. Shelf life limitation

For the items which are specified their shelf life limitation, the method to control the limitation for those items shall be provided, and the limitation shall be indicated on the items or on their containers.

g. Other requirements

When user, etc. of aircraft furnishes materials, parts or components, etc., the method of handling these articles shall be clarified. Furthermore, the method to avoid mixing with other articles shall be established. Besides, the approved organization basically shall have the responsibility of quality control for using those furnished items in its approved work.

Supplier to purchase components and parts should be decided in compliance with Circular No.6-014 "Reporting of Suspected Unapproved Parts" in order to avoid purchase of unapproved ones.

(f) Receiving inspection of materials, components etc. and intermediate inspection and completion inspection of aircraft and components (Article 32 item 6-f of the CAR.)

Receiving inspection of materials, parts and components and intermediate inspection and completion inspection of aircraft and components mean inspection which inspector ensures to perform the work in accordance with the AOE. A inspection which is conducted after completion of manufacturing specified by the CAL is described in the (7) of this section.

a. Receiving inspection of materials, parts and components which are intended to use for the work

Receiving inspection means inspection for receiving of materials, parts and components purchased from their manufacturers for the work and of the products or the authorized release certificate, etc. incoming from their manufacturers or repair facilities. In principle, the receiving inspection shall be performed by the approved organization itself, but the place for inspection may be allowed at the outside of the organization. Furthermore, when an approved organization receives materials, parts and components from the other division of the same organization, but outside of the approved organization, receiving inspection shall be required on those items. When receiving inspection are contracted to other person, the originating approved organization must confirm that the contractor meets the requirements specified in this paragraph and also must make contract control to the said contractor based on the requirements specified in paragraph (h).

(i) The responsibility and authority

The organization and its division in charge shall be clarified regarding share of responsibility and authority concerning the performance of this control system.

(ii) Standards and method of receiving inspection

Standards of the receiving inspection shall be that materials, parts and components



used for the work comply with the standards specified in the method of work prescribed in paragraph (5) (including that they are not unapproved ones), and the method of the receiving inspection shall be sufficient to determine compliance with those standards.

For each material, part and component, the certificate (authorized release certificate, FAA Form 8130-3, EASA Form One, certifying documents for materials, etc.) to be confirmed upon inspection must be clearly indicated.

It is required to fully confirm the information described in the relevant certificate, etc., such as work order, work status, work standards, life limit, and time in service.

(iii) Inspector for receiving inspection

Inspector for receiving inspection shall have ability to perform such inspection under the standards and method of receiving inspection mentioned above. Furthermore, the inspector for receiving inspection (inspector) may be the same person who performs the work (worker).

(iv) Handling of rejected articles

The articles determined as not complied with the standards under (ii) above shall be properly isolated from the articles complied, and handled them not to be used as passed article. Those rejected articles must have definite indication to the effect on the articles.

In particular, if suspected unapproved parts, etc. are found, a report must be made to the JCAB in line with Circular No.6-014 "Reporting of Suspected Unapproved Parts."

b. Intermediate inspection and completion inspection of aircraft or components in the approved work

The intermediate inspection and completion inspection are referred to the inspection that shall be performed on the works concerning the approved work such as manufacture. The inspection that shall be performed on the works under intermediate stage with respect to time of process shall be defined as the intermediate inspection and as the completion inspection when it shall be on the final stage. Furthermore, the completion inspection shall involve functional inspection and in-flight inspection, as required. The requirements for suitability of those inspections of aircraft or components for the approved work are provided below.

(i) The responsibility and authority

The organization and its division in charge shall be clarified regarding share of responsibility and authority concerning the performance of this control system.

(ii) Standards and method of these inspections

The standards and method of these inspections must be complied with the method of work specified in paragraph (5) (including inspection by personnel who performed the task, inspection by independent personnel from the personnel who performed the task, etc.). Each inspection to be performed in the task shall be clearly specified in the work documents (including its timing) with decision criteria (limit, etc.). These may be referred to applicable inspection items specified in the maintenance manual.

(iii) Inspector

The inspector shall have sufficient ability to perform such inspections specified in (ii). The organization must have the system which assures the ability. Furthermore,

the inspector may be the same person who performs the work(worker).

(iv) Result of inspections

The result of inspections performed under (ii) shall be recorded and provided for any person concerned. The articles which were determined deficient as a result of inspection shall be taken necessary corrective actions or be definitely isolated from others as deficient article.

(v) Inspection of the components by APO for Aircraft

APO for Aircraft shall handle the components as follows:

- The components manufactured by the APO for Aircraft itself

Adequate inspection shall be performed within the own inspection system.

- The components manufactured by manufacturer other than the APO for Aircraft

The inspection task shall be treated as the contracted task from the approved organization, and therefore adequate receiving inspection shall be conducted on those items.

(g) Process control system (Article 32 item 6-g of the CAR)

The requirements for suitability of process control system are provided below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Contents of process control

The process of works must be complied with the method of work specified in paragraph (5).

Furthermore, the take-over procedure between each process or between tasks in the same process initiated by work personnel change shall be also complied with the has been already completed may be changed due to the delay of specific work.

(h) Control system for contract work (Article 32 item 6-h of the CAR)

Contract work includes various services such as specialized services. It also includes contracted work conducted inside the originating approved organization. The requirements for control system for contract work are provided below.

The originating approved organization shall be able to assure by means of contractor control that the contractor has sufficient capability to the contract work and performs the work in accordance with the orders by the originating approved organization.

Regardless of whether the contractor is an approved organization or not, the originating approved organization shall have primary responsibility on the adequate performance of the contracted work. In other words, it is the originating approved organization only that can accomplish the inspection and the confirmation (the Certifying Staff shall issue the Statement of Compliance, the Conformity Inspection Record, the Test Witness Record or logbook entry.), then all or a part of the inspection conducted by the Authority shall be omitted. The same shall apply to the case contracting to overseas organization.

However, the aircraft parts with the aircraft parts of which the authorized release certificate has been issued under the provision of Article 16, paragraph 2 of the CAL based on compliance confirmed with the requirements under the provision of Article 10, paragraph 4-(1) of the CAL may not be handled as the ones under this control

system for contract work.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Selection of contractor

When works are contracted, the requirements for selecting the contractor must be clarified regarding the capability of contractor (facilities, organization, personnel, materials, system, etc.), and the originating approved organization must examine the contractor under the adequate method whether the contractor concerned meets the requirements.

In cases when the contractor is an approved organization, the originating approved organization shall examine whether the contracted work is within the ratings and limitations of the contractor. However, in the above case, it is still required to examine the contractor on the different areas between the contractor selection requirements specified by the originating approved organization and the technical requirements of the contractor.

c. Scope of contracted work

The scope of contracted work must be clarified.

d. Order placed to contractor

The contents of the works to be contracted must be correctly notified to the contractor. Example: work order, designation for contracted work (to specify service bulletin, etc.), etc.

e. Receiving inspection

The standards and method of inspection by the originating approved organization shall be clarified enough to determine whether the contracted work are performed in accordance with paragraph d. However, when the contractor is an approved organization and has made confirmation under the approval, all that is required is that the standards and method of inspection by the originating approved organization are defined enough to confirm that confirmation has been made by the contractor.

Receiving inspection shall be executed by the originating approved organization itself. Inspection performed by the contractor shall not be regarded as the receiving inspection. Besides, receiving inspection may be executed on other places outside the originating approved organization.

f. Audit to contractor

The requirements to examine adequacy of the capability of the contractor to perform the contracted works must be clarified and the originating approved organization shall audit contractor on the compliance with the requirements with appropriate method and frequency. This audit may be omitted, provided the contractor has been approved and the contracted work is included in the ratings and limitations attached upon approval. However, if there exists differences in the requirements between originating approved organization and contractor approved organization, audit on those differences must be made by the originating approved organization, provided the contractor organization has not audited internally on these items. (Refer to

Circular No. 6-019 (paragraph 4) when it is done from a remote location)

g. Personnel to perform inspection or audit

The inspection or audit prescribed in paragraphs b, e and f shall be conducted by any person who have enough ability to perform those tasks, and the system to assure the ability must be established.

(i) Control system for records of the approved work (Article 32 item 6-I of the CAR)

The requirements for suitability of control system for records are provided below. When record-keeping tasks are contracted to other person, the originating approved organization must be able to assure that the contractor must meet the requirements described below. When records of the approved work are handled by electromagnetic means instead of by paper documents, follow the provisions of Circular No. 6-018, "General Standards on Electronic Signatures and Electromagnetic Records."

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Scope and contents of records

The scope and contents of records must be the ones enough to assure that the works concerning the approved work shall be performed properly. In particular, with regard to records of education and training, at least the name, job position, qualifications, training requirements and training history must be described for each person (but not necessarily in the same document). When there are any license or certificate of training completion, those certificates or copies thereof must be managed properly.

c. Method and the period of time for record-keeping

The method of record-keeping must be the one to present the records any time without delay upon request.

The records of confirmation of the approved work by the certifying staff and the records of personnel education and training must be kept for not less than 2 years from the date of its record making (the date of confirmation of the approved work by the certifying staff).

Note: The period of time for record keeping by user of aircraft and holder of type certification, type approval, etc. shall be different from the one described under this provision.

d. Prevention of falsification of records

Means to prevent falsification of records, such as proper management of a stamp, seal, etc. to be used in the approved works, for tests, inspections, works, etc. must be in place.

(j) Internal audit (Article 32 item 6-j of the CAR)

The inspection for the approved organization has been conducted from outside by Authority on the time of renewal of the approval or surveillance inspection. However, in the aircraft related fields of which technology has made rapid progress, the approved organization shall require to always maintain compliance with applicable

laws and regulations related to the approved work and to clarify that the approved organization has primary responsibility for the compliance by conducting continual audit by itself and by taking necessary corrective action properly in the timely manner.

a. A responsible person for internal audit

In principle, the internal audit shall be conducted by the accountable manager of the approved organization who has the final responsibility for the compliance with the laws and regulations. However, the accountable manager may designate auditor in the approved organization, who shall have responsibility to report the result of audit to the accountable manager.

b. Requirements for suitability of internal audit system

The requirements for suitability of internal audit system are provided below.

(i) The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this system. Organization in charge for the audit does not need to be permanent, but the audit plan must be always controlled by the concerned organization.

(ii) Scope of audit

The scope of audit must cover all areas concerning the approved work of the organization.

(iii) Schedule of audit

The audit must be conducted as planned and periodically, and all of the approved work at main facilities must be audited within one year and those at other facilities must be audited within two years. The audit shall include any unscheduled audit which shall be conducted on the case of change in approved work or the case when the accountable manager shall consider the necessity of the audit.

(iv) Audit criteria

The audit criteria shall be assure that the approved work and related work shall comply with the CAL, related Ministerial ordinance, Notices and other applicable laws and regulations. Besides, the checklist described detailed audit items shall be prepared. (Refer to Circular No. 6-019 (paragraph 2) when it is done from a remote location)

(v) Auditor

Any auditor must belong to the organization (but does not need to be permanent organization) independent of the organization to be audited, and also who shall have enough knowledge and experience with respect to the object to be audited and who finished in-house education and training for the audit method and quality assurance system. The in-house qualification system to assure this ability of the auditor may be established in the company.

Besides, it is prescribed that the auditor shall not have connection with the audit for its belonging division.

(vi) Result of the audit

The result of the audit must be recorded and reported directly to the accountable

manager.

(vii) Corrective actions

The non-conformity items discovered at the audit must be corrected under the responsibility of the accountable manager. The effectiveness of the corrective actions taken shall be audited later again, if necessary.

(viii) Records of audit

The result of audit and the corrective actions taken must be recorded and shall be provided to Authority anytime upon request.

c. Contract of internal audit

The accountable manager of the approved organization shall be responsible for the schedule and performance of the internal audit and for observation of the status concerning the corrective actions taken for the result of audit. However, the accountable manager may contract internal audit task to other person outside of the approved organization, provided the approved organization shall examine that person for ability to perform audit prescribed in paragraph (v) and shall specify the method of audit.

Even in such cases, the approved organization shall have the primary responsibility for the audit.

(k) Control system of documents such as design report, document related to design work  
Not applicable

(l) Control system of test articles and inspection system with regard to maintain a quality of the said articles (Article 32 item 5-(k) of the CAR)  
Not applicable

(7) Method of inspection (Article 32 item 7 of the CAR)

What the work by the approved organization is executed according to the method of work in the AOE shall be assured by means of inspection system prescribed in (6) (f).

By the way, the method of inspection prescribed in Article 32 item 7 of the CAR means the inspection after completion of the work of manufacture specified by the CAL. The method of inspection is as follows::

(a) APO for Aircraft only (Inspection after completion of manufacturing the aircraft prescribed in Article 10, paragraph 6-(1) of the CAL)

The items and method of inspection shall be the ones in the ground test and flight test specified to apply to newly manufactured aircraft by the original designer of the said aircraft. If supplemental design change is made on the aircraft by the designer other than original designer, ground test and flight test shall be performed according to the affected items and method of inspection initiated by the design change which is specified by the said designer, as necessary. These contents of inspection were established in a procedure manual of flight test, a Production Flight Test Procedure (PFTP), etc. when the aircraft was type-certificated. If design change was performed, the procedure manual of flight test and PFTP established according to the change shall be followed.

(b) PMI (Inspection after completion of manufacture of the components prescribed in Article 16 paragraph 2(1) of the CAL)

The method of inspection shall be the one in the functional test, etc. specified by the designers of the components. The components for which APO for Aircraft parts may obtain approval shall be limited to the components that are installed to the aircraft that has been type-certificated by Japanese Authority or the components that obtained type approval or specification approval.

In the case of components etc. that have approved T/A and S/A, the items set in the inspection procedure for finished products prepared by the original designer based on Circular No. 1-004 "General Policy for Approval of Types and Specifications of Appliances" shall be implemented as legal inspections. In principle, it is considered that the product completion inspection items apply.

Besides, if design change is made on the components by the designer other than original designer, functional test or other test shall be performed according to the affected items and method of inspection initiated by the design change which are specified the said designer, as necessary.

(8) Responsibility of the approved organization\* (Article 38 of the CAR)

Any person who has been granted for the approved organization shall maintain the capability in compliance with the technical requirement to be prescribed in Article 32 of the CAR. Furthermore any person who has been granted for approved organization shall manage the approved works fair and in compliance with the AOE.

For example, any person who has been granted for approved organization shall take necessary actions to avoid unjust pressures forcing or ordering staff involved in the approved works including the certifying staff to sign, confirm, or otherwise process inspection record, etc. which is not confirmed in compliance with the requirements, for the reason to keep a schedule, delivery date, etc. "Necessary actions" means, for instance, to make a description of such intention in AOE.

## 3-2 Technical requirements for dispatching system

Not applicable

## 3-3 Class\*

The class specified by the provision of Article 41-(2) of the CAR mainly aims at providing the information of technology and quality in relation to aircraft in a timely manner as well as educating the standards of the related laws and regulations and how to use these standards. The class is basically set for approved organizations, but is not conducted by designating specific personnel or duties of each approved organization. Accordingly, the appropriate persons specified in the provision of Article 41-(2) of the CAR shall mean persons who are responsible for education and training in respective organizations. The persons who attended the class shall educate and train other related personnel in their organizations concerning the contents of the class on their own responsibility.

### 3-4 Other requirements\*

When the records, lists, etc. are controlled with computers in compliance with the provisions of paragraph 3 and other related paragraphs, these information in the computers shall be updated to supply to the users and shall be controlled to be able to provide to Authority any time upon request.

## 4. Method of Confirmation by the Certifying Staff

### 4-1 Methods of confirmation

#### 4-1-1 Method of confirmation of the inspection (Article 39 of the CAR)

Not applicable

#### 4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR)

Upon each confirmation by the certifying staff of the products of the approved organization specified in the left column of the table in Article 40, paragraph 1 of the CAR, the contents to be certified are shown in the center column in the same table below. The certifying staff shall execute the confirmation by entry his signature or name and stamp into an aircraft logbook and the aircraft statement of conformity, the design statement of conformity, or the authorized release certificate listed the table as below.

Classification of confirmation	Items	Aircraft statement of conformity or aircraft logbook
APO for Aircraft Confirmation under Article 10, paragraph 6 item 1 of the CAL.	Manufacturing processes and current condition after completion of manufacture of an aircraft concerned shall comply with the standards under Article 10, paragraph 4 of the CAL.	Aircraft statement of conformity and an onboard aircraft logbook. (logbook for glider for the gliders)
APO for Aircraft parts Confirmation under Article 16, paragraph 2 item 1 of the CAL.	Manufacturing process and current condition after completion of manufacture of components concerned shall comply with the standards under Article 10, paragraph 4 item 1 of the CAL.	Authorized release certificate
APO for Aircraft parts Confirmation under Article 16, paragraph 2 item 2 of the CAL.	Manufacturing process (limited to manufacture components) and current conditions after completion of manufacture of components concerned shall comply with the standards under Article 10, paragraph 4 item 1 of the CAL.	



The method of confirmation in accordance with Article 40 of the CAR means not only the method of entry into an aircraft logbook and the authorized release certificate but also clarifying the definite method of confirmation by the appointed certifying staff, based on the organization, personnel, the method of work and quality control system for the work. Accordingly, it is necessary to clarify the method of work (confirmation based on the documents, confirmation based on the actual article) and decision criteria in each category and item of confirmation by the certifying staff. To handle these matters, it requires preparing procedures for the confirmation, checklists, etc. except for the case of minor work.

The general guideline on the contents that shall be certified by the certifying staff on each category of confirmation in accordance with Article 40 of the CAR is provided below.

- (1) Confirmation prescribed in Article 10, paragraph 6-(1) of the CAL by APO for Aircraft
  - (a) Manufacturing process
    - a. The manufacture of the concerned aircraft shall be taken process in compliance with the method under the quality control system prescribed in the AOE.
    - b. Applicable airworthiness directives to the concerned aircraft (including the components installed on that aircraft) shall be performed in compliance with the specified method.
  - (b) Current condition after completion of manufacture

The concerned aircraft has been passed the completion inspection conducted after completion of manufacture in compliance with the method under the quality control system prescribed in the AOE. And the records relating to the manufacture and the completion inspection of the concerned aircraft have been prepared in accordance with the method prescribed in the AOE.
- (2) Confirmation prescribed in Article 16, paragraph 2 item 1 of the CAL by APO for Aircraft parts
  - (a) Manufacturing process

Manufacture of the components shall be taken process in compliance with the method under the quality control system prescribed in the AOE, and applicable airworthiness directives to the concerned components shall be performed with the specified method.
  - (b) Current condition after completion of manufacture

The concerned components have been passed the completion inspection conducted after completion of manufacture in compliance with the method under the quality control system prescribed in the AOE. And the records relating to the manufacture and the completion inspection of the concerned components have been prepared in accordance with the method prescribed in the AOE.
- (3) Confirmation prescribed in Article 16, paragraph 2 item 2 of the CAL by APO for Aircraft
  - (a) Manufacturing process

Manufacture of the components shall be taken process in compliance with the method under the quality control system prescribed in the AOE, and applicable airworthiness

directives to the concerned components shall be performed with the specified method.

(b) Current condition after completion of manufacture

The concerned components have been passed the completion inspection conducted after completion of manufacture based on the method of completion inspection for the components specified in paragraph 3-1 (7) (b) under the quality control system prescribed in the AOE. And the records relating to the manufacture and the completion inspection of the concerned components have been prepared in accordance with the method prescribed in the AOE.

#### 4-1-3 Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts

Not applicable

#### 4-2 Confirmation technique by the certifying staff

The approved organization is required to clarify in the AOE by what technique the appointed certifying staff utilizes to certify on each item (Article 40 of the CAR) to be certified by the certifying staff, based on its organization, personnel, method of work and quality control system. Technique to confirm the inspection or certify abovementioned by the certifying staff is classified broadly into two categories below.

(1) Confirmation based on the inspection of actual articles

The method of confirmation that the certifying staff shall come to the actual articles to perform inspection or to attend the inspection. In case the certifying staff performs confirmation based on the actual articles, contents to be certified (Article 40 of the CAR) by the certifying staff and the confirmation basis shall be clarified and the certifying staff shall have proficiency necessary for the concerned confirmation task based on the provision of Article 32 paragraph 3 of the CAR.

(2) Confirmation based on the inspection of documents

The methods of confirmation that the certifying staff shall inspect the relating documents and confirm that personnel of the approved organization and its contractor have performed the works and have inspected the products performed. This technique is to certify by means of the documents that each work and inspection have been performed in compliance with the AOE of the concerned approved organization. It must be clearly assured through the quality control system of the approved organization that each work and inspection shall be performed by the personnel with sufficient proficiency to the work and inspection based on the provision of Article 32 item 3 of the CAR and in accordance with the method prescribed in the AOE.

With regard to the confirmation prescribed in Article 40 of the CAR, it is often practically difficult for the certifying staff to perform or attend inspections of actual articles of the aircraft or aircraft parts throughout the overall manufacturing processes. In such cases, part of the relevant confirmation (Article 40 of the CAR) may be carried out based on the inspection of documents.

Additionally, when an APO for aircraft or aircraft parts conducts confirmation (Article 40 of the CAR) for aircraft parts or components whose manufacturing it has entrusted,

part of the relevant confirmation may be carried out based on the inspection of documents.

#### 4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate

When a certifying staff certifies confirms the product (Article 40 of the CAR), he or she shall issue the certificate or record in an aircraft logbook under the provisions of Article 41 of the CAR. Issue number list for the design statement of conformity, the aircraft statement of conformity, or the authorized release certificate shall be prepared and controlled. (Control with computers is acceptable.)

##### (1) Issuance of an Aircraft Statement of Conformity

- (a) The approved organization shall issue an aircraft statement of conformity as evidence to an aircraft user under Article 40 and Article 41 of the CAR, when it certifies the aircraft under Article 10, paragraph 6 item 1 of the CAL. The instruction for entry into the aircraft statement of conformity is described in Appendix 3-1. This aircraft statement of conformity shall not be regarded as the airworthiness certificate. The aircraft statement of conformity is valid for 15 days (extension time for receiving the airworthiness certificate) after issuance.
- (b) When the approved organization confirms the product with regard to (a) of this section, it shall enter matters of confirmation described below into the onboard aircraft logbook (logbook for glider for the gliders) as a record of confirmation and the certifying staff shall sign its name or put its name and its seal on it. However, entry into an aircraft logbook for engine and propeller shall not be required. Instructions for entry into the onboard aircraft logbook:
  1. Confirmation date
  2. "This aircraft has been certified in accordance with the provision of Article 10, paragraph 6 item 1"
  3. Name of the approved organization and approved number to performed the confirmation with regard to (a) of this section
  4. Signature or name and seal of the certifying staff

##### (2) Issuance of an Authorized Release Certificate

- (a) The approved organization shall issue an authorized release certificate as evidence to a user under Article 40 and Article 41 of the CAR, when it certifies the product under Article 16, paragraph 2 item 1 of the CAL. However, the aircraft parts with the authorized release certificate is not required to obtain another authorized release certificate from the concerned approved organization. The instruction for entry into the authorized release certificate is described in Appendix 3-2.
- (b) In case the components are engine or propeller, the approved organization shall enter matters described below into the aircraft logbook for engine and propeller as the record.
  1. Confirmation date
  2. "This engine (or propeller) has been certified in accordance with the provision of

Article 16, paragraph 2 item 1 or 2."

3. Name of the approved organization and approved number to performed the confirmation with regard to (a) of this section
4. Signature or name and seal of the certifying staff

#### 4-4 Confirmation or Issuance by Electromagnetic Means

- (1) For confirmation specified in 4-1, if recording, signing, or naming and sealing of each document is done by electromagnetic means, follow the provisions of Circular No. 6-018.
- (2) When an aircraft statement of conformity or an authorized release certificate provided in 4-3 is issued by electromagnetic means, follow the provisions of Circular No. 6-018, and fulfill the conditions in the following paragraphs (a) to (d) at the same time.
  - (a) A receiver must be ready to accept to have the aircraft statement of conformity or the authorized release certificate issued by electromagnetic means.
  - (b) A digital signature must be used for signing or naming and sealing of the aircraft statement of conformity or the authorized release certificate.
  - (c) Whether the original aircraft statement of conformity or authorized release certificate is in a paper format or in an electromagnetic format must be identifiable. When the aircraft statement of conformity or the authorized release certificate is issued by electromagnetic means, the aircraft statement of conformity or the authorized release certificate must state that fact.
  - (d) When issuance by electromagnetic means becomes impossible for some reason, the design statement of conformity or the authorized release certificate must be issued in the paper format, until the electromagnetic means become available.

#### 4-5 Handling for flight test

Not applicable

## 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing 5-1 Role of an AOE

### 5-1 Role of an AOE

(1) Approval of an AOE\*

An AOE is the document prescribed conformity with the technical requirements in relation to the approval and also the document prescribed the matters which must be observed upon performance of the work by the approved organization. Accordingly, any person who is approved the approved organization shall file an application of approval of the AOE and obtain the approval of Minister of Land, Infrastructure, Transport and Tourism including its change. (Refer Article 20 paragraph 2 of the CAL, Article 35 or Article 36 of the CAR) "Approval for the Approved Organization Exposition" shall be issued, when the AOE is set up or amended.

(2) Relationship between an AOE and in-house manual in the approved organization\*

As the AOE approved by Authority shall prescribe the matters which the approved organization must observe, after change of the AOE and taking the necessary actions for improving management of the approved work shall be ordered, the approval may be suspended or revoked by Authority, if the approved organization does not perform its work in compliance with the AOE in accordance with Article 20 paragraph 5 of the CAL. Furthermore, the approved organization may develop the in-house manual system in order to observe the other laws and regulations as well as the function of the approved organization under the CAL and to realize its policy, and the approved organization may put the in-house manual system as the Appendix to the AOE. In this case, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE as mentioned in 5-2-2(4).

(3) Relationship between an AOE and Maintenance manual

Not applicable

### 5-2 Composition of an AOE

#### 5-2-1 Contents of an AOE

The following matters shall be provided in the AOE under the provision of Article 20 paragraph 3 of the CAL, Article 36 paragraph 1 of the CAR and Article 37 of the CAR. Furthermore, compliance to the technical requirements in relation to the approval shall be realized by the AOE only. (Verbatim of the requirements described in this Circular shall not be allowed.)

(1) Category of the capability, ratings and limitations prescribed in Article 36 paragraph 1, item 1 of the CAR

The lists of the capability, ratings and limitations of which an applicant wants to obtain approval shall be provided in the AOE. Ratings and limitations shall be listed in each capability by comparing with paragraphs 2-2 and 2-3. Furthermore, when an applicant wants to obtain approval for plural facilities or satellite approval, capability, ratings and limitations to be applied to each facility and satellite shall be clarified. An applicant may

prepare single AOE, even if it wants to obtain approval for plural categories of capability at the same facility. However, except for entries which are common to all categories of capability, relevant entries in the AOE must be clear to understand for its users such as by clarifying what is applicable to which capability.

(a) APO for Aircraft

Only type of aircraft shall be entered as a limitation.

(b) APO for Aircraft parts

As a limitation, kind and type (or part number) of components, etc. shall be entered. If type of the components is shown as series of the type in the type or the specification approval, name of series of type shall be entered. Limitation for each type or part number shall be handled same as AMO for Aircraft parts. Limitation for classification and contents of task shall not be entered. However, component, parts and materials of the concerned components shall be entered in the AOE, if APO for Aircraft parts would issue an authorized release certificate for those articles.

Example:

"Parts or materials which are entered in the parts list of the appendix to the type approval or specification approval are included."

(2) Equipment, work area, storage facility and other facilities for the work prescribed in Article 36 paragraph 1, item 2 of the CAR

(a) Name of the organization and its address as well as its map shall be entered. The map shall contain the general view shown the location and details shown each facility such as work area, equipment, offices for the organization relating to the approval, storage facility, etc. In case the facilities for the organization locates geographically away from each other (including satellites prescribed in 2-4), work area, equipment, offices, etc. on each facility shall be entered together.

And, the area and required surrounding conditions such as temperature, humidity, lighting, dust, noise, etc. on each work area, equipment, offices for the organization relating to the approval, storage facility shall be also entered.

(b) Measuring equipment, test equipment, tools, etc. (General tools, etc. may be excluded.) out of the equipment in approved facility shall be entered as a list by nomenclature, name of manufacturer, type, rating, accuracy, usage, check interval, etc. (These lists may be prepared in Appendix to the AOE or controlled by computer, except major equipment.) Out of measuring equipment, tools, etc. those that are same kind and are common in control method may be entered correctively.

(c) When equivalent equipment or tools are used, procedure to determine equivalency and its responsibility shall be prepared.

(d) In case facilities, equipment, etc. are rented or commonly used, these are specified in the AOE. And also share of the responsibility for control shall be clarified. Even if, particular facility that the organization has not responsibility to control, when it uses that facility, it must confirm that the facility is controlled properly in compliance with the AOE. It is described in the AOE that for facilities or equipment rented at each work, the concerned work is not allowed to perform, provided they are not available.

(3) Organization and personnel who perform the work prescribed in Article 36 paragraph

1, item 3 of the CAR

(a) Organization chart

Organization chart relating the approved organization shall be entered in the AOE.

The outline of the organization not relating to the approved organization shall be added in order to understand the whole organization. In this case, description shall tell the section related to the approval from the section not related to the approval. The organization apparently remote from the approval matters, such as vehicles section of the manufacturer, for example, may not be entered.

(b) Authority and responsibility of accountable manager and each head of department/division/group

Authority and responsibility of the accountable manager and each head of department/division/group shall be entered in the AOE. The responsibility of the accountable manager includes at least items listed in 3-1(2)(a)a.~c.

(c) Names of accountable manager and each head of department/division/group

Names of the accountable manager and each head of department/division/group shall be entered in the AOE.

(d) Organization to perform internal audit

The organization to perform the internal audit shall be established so that it may be clearly separated from the organization to be audited and entered on the organization chart in the AOE.

(e) Number of personnel allocated to each division

The summary of number of personnel allocated to each division shall be entered in the AOE. These shall be entered in accordance with the organization. In case of contracted work by labor only, it is desirable to mention that number of personnel in the organization chart shall contain contractors and their number of personnel as well as number of personnel of the originating approved organization, because the number of personnel including number of personnel contracted is considered as the work capability of the concerned approved organization.

In addition, an approved organization must describe the procedures in AOE for re-assessment of work plan in case of shortage of personnel to planned staffing level for any particular work shift or period except in cases when the personnel can be reassigned easily.

It shall be described in the AOE that persons engage in manufacturing, inspection or confirmation for aircraft or aircraft parts in the APO shall comply with items listed in 3-1(3)(b) a.to c.

(f) Liaison between the design organization and the authority

Not applicable

(g) Appointment criteria for certifying staff

Appointment criteria for the certifying staff (experience, qualification, career in attending classes, etc.), method of examination and procedure for appointment and

removal shall be prepared in the AOE. As for the examination, examination table shall be prepared and entered its format into the AOE.

(h) A list of names of certifying staff

In principle, a list of certifying staff shall be contained in the AOE by specifying their names, belongings, and work of which they are in charge. However, when requirements and procedures for nomination or dismissal are clearly described in the AOE it is not necessary to include the list in the AOE. It is enough to state in the AOE that the latest list of certifying staff is to be submitted as the Appendix to the AOE to the jurisdiction airworthiness engineer office upon each occasion of nomination or dismissal without delay. At least, it should be ensured that every nominated certifying staff member is able to surely understand their duties, and the methods of managing the list of certifying staff, gaining access to it, and submitting it to the authority must be described in the AOE.

Careers are not always contained in the list, but the approved organization shall appropriately prepare the records of certifying staff members' careers and manage them.

Certifying staff members designated by the approved organization can perform their work after their names are registered in the list (As for procedures for changing the AOE for the addition or change of certifying staff, refer to paragraph 6-4 of Part I). Certifying staff shall be appointed among personnel who have qualification for the certifying staff in the approved organization in accordance with paragraph 3-1 (4).

(i) Appointment criteria for the equivalent recognition

Appointment criteria for the equivalent recognition for the certifying staff shall be prepared separately from these for the certifying staff prescribed in paragraph (g) in the AOE. Contents of the necessary education and training to obtain equivalent recognition shall be prepared. Take care not to mix up the education for the certifying staff and for the equivalent recognition.

(j) Qualification requirements, authority and responsibility for inspector, auditor and other in-house qualified personnel

As for appointment and removal of in-house qualified personnel, appointment and removal procedures including qualification requirements, judging criteria, personnel to judge and appoint as well as name of qualification, its authority and responsibility shall be prepared in the AOE. Especially, job names of inspectors who can perform receiving inspection, intermediate inspection and completion inspection shall be specified in the AOE.

In cases when contracted work is conducted inside the originating approved organization, requirements for qualified personnel and authority and responsibility of the personnel of the contractor equivalent to those established for the personnel in the originating approved organization shall be prepared in the AOE. (These requirements may be prepared in the paragraph 3-1 (6) (h) "Control system for contract work")

As for careers, state qualifications, in-house qualifications, experiences, education and training, etc. for the personnel (at least in-house qualified personnel) in each group, records of these items shall be prepared and matters concerning the management of



the records shall be mentioned in the AOE. It is not necessary to include the said records in the AOE.

For personnel who perform specialized services, it shall be described that the qualification for those personnel shall be one based on the public standards such as National Aerospace Standard, etc. And in-house qualification approval system shall contain periodic examination required such as competence, vision, color vision, etc.

A list of the personnel that contains their names, belongings and duties in charge shall be prepared for each category of in-house qualifications, and it must be stated in the AOE that the list shall be maintained at the latest version at any time.

(4) Matters regarding the method of work for quality control system and other systems (Article 36 paragraph 1, item 4 of the CAR)

(a) Technical standards upon establishing method of work

a. Technical standards to establish method of work shall be prepared.

Example:

"Standards to establish method of work for the approved work of (name of work) shall be (name of technical documents such as overhaul manual, parts catalog, service bulletin, etc.) specified by (name of designers)"

As for specialized services, it shall be described that the method of work shall be based on the method set by the designer and the public standards such as National Aerospace Standard.

b. When work is performed in accordance with standards other than specified by the designers, it shall be described as follows:

Example:

"When work is performed in accordance with standards other than specified by the designers, the work must be performed after approval by (name of designer, etc.) and JCAB under the provision of (paragraph number)."

Approved method of work other than specified by the designers shall be entered into the table in the AOE. The table shall contain related document number, revision status, document name, approved date, etc. "Approval by the JCAB" means not to obtain approval on each engineering order, but to obtain approval for the revision of the AOE (revision of the table).

(b) Method of work prescribed in Article 32 item 5 of the CAR

It shall be described that method of preparation, checking, authorization, etc. of the work documents (manual, drawing, checklist, PIR book, procedure, work order, malfunction/correction tag, etc.) which show the method of work. In principle, reference number and name of work, etc. of the work documents shall be entered in the AOE, however, those may be prepared and controlled in the Appendix to the AOE as CAPABILITY LIST. The method to avoid intermixing the latest version and expired one of these documents at the working area shall be prepared. (The method to confirm these documents as latest by worker on the scene shall be established.)

a. APO for Aircraft

In principle, whole of the methods of execution for manufacturing to be performed

shall be prepared in the AOE.

b. APO for Aircraft parts

1. In case that none of limitations of each work are applied to components approved:

Work documents for each item may be prepared and controlled on the CAPABILITY LIST which is placed as Appendix to AOE, or on the computer for a lot of items.

2. In case approval is obtained for a part of components:

(c) Malfunction/correction tag, etc.

Entry and handling procedures of the malfunction/correction tag which is used when malfunction was discovered shall be established in the AOE. This sheet shall contain contents of malfunction, method of corrective action and its basis of standards, contents performed as corrective action, etc. And personnel in charge for authorization to the method of corrective action shall be clarified in the AOE.

(d) Maintenance and control of facilities prescribed in Article 32 item 6-(1) of the CAR

The method of maintenance and control for facilities (kind of check, calibration, its interval, etc. of equipment,(including tools, etc.)), responsible person, personnel in charge and its authority and responsibility shall be prepared. And also matters of identification for equipment which are required calibration shall be mentioned. These matters may be described in the table of facilities (measuring equipment, tools, etc.) prescribed in paragraph 5-2-1 (2) (a).

The methods to record the results of inspections for maintenance and control of facilities and methods to keep the records are described in AOE.

Also, methods to investigate appropriateness of work done in the past by using a facility if the facility is found to be out of the tolerance designated by its designer.

(e) Education and training for personnel prescribed in Article 32 item 6-(2) of the CAR

- a. Responsible person, personnel in charge of the education and training and their authority and responsibility shall be stated. In the case of contracted work conducted within the originating approved organization, it must be clearly indicated that the relevant approved organization shall bear responsibility for the training and management of the personnel of the contractor.
- b. Targeted personnel, type and method of the education and training shall be stated. For periodic training, its frequencies are to be described. The relationship between duties (qualification as the certifying staff or other in-house qualifications, etc.) and the relevant education and training shall be clarified in the description.
- c. Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated and the method to specify required education and training therefor is to be stated.
- d. Procedures to formulate training curricula shall be described.
- e. Requirements for instructors shall be stated.
- f. The method for the management of implementation status of the education and training plan and regular review of the plan shall be stated.
- g. The method for individual evaluations of each trainee depending on the content of

the education and training shall be stated.

- h. The method for the evaluation of training curricula shall be stated.
- |
- (f) Revision of method of work prescribed in Article 32 item 6-(3) of the CAR
    - a. Responsible person, personnel in charge of revision and its authority and responsibility shall be prepared.
    - b. Procedure for revision of the work documents, etc. shall be established.
    - c. Method to avoid not using obsolete work documents caused by revision at the scene shall be established in the AOE.
- |
- (g) Obtaining, control and management of technical data prescribed in Article 32 item 6-(4)
    - a. Responsible person, personnel in charge of technical data control organization and its authority and responsibility shall be prepared.
    - b. Procedures to obtain, confirm and authorize the latest technical data shall be established in the AOE.
    - c. Procedures to handle obsolete data shall be clarified in the AOE.
- |
- (h) Control for materials, parts and components prescribed in Article 32 item 6-(5)
    - a. Responsible person, personnel in charge of materials, parts and components control organization and its authority and responsibility shall be prepared.
    - b. Matters of storage and control method for materials, parts and components shall be prepared (When performing, in the same workplace, any work not covered under POA for aircraft or aircraft parts, such as the maintenance or alteration of aircraft or aircraft parts (excluding maintenance work conducted after the completion of aircraft until the time of delivery thereof), any means to prevent unintended mixing of materials, parts and components are also to be indicated).
    - c. As for the items which shall be stored in particular method, the method shall be entered, and its detail method shall be clarified in the in-house manual.
    - d. Identification method for unserviceable materials, parts and components, isolation method from serviceable items and storage method shall be prepared.
    - e. Method for inventory control shall be prepared.
    - f. As for items which have shelf life limitation, a form for expiring date and its indication shall be prepared.
    - g. Control method of items supplied from aircraft users, etc. shall be prepared.
    - h. Matters to pay attention on selecting supplier from where to purchase parts and components shall be indicated in order to prevent mixing with unapproved parts.
- |
- (i) Receiving inspection of materials, parts and components and intermediate inspection and completion inspection of aircraft and components (Article 32 item 6-f of the CAR.)
    - a. Responsible person, personnel in charge of inspection and its authority and responsibility shall be prepared.
    - b. Inspection criteria and method shall be prepared.
    - c. The documents to be confirmed upon inspection shall be prepared. (The documents to be confirmed upon receiving inspection on each material may be prepared in

Appendix to the AOE.)

- d. Qualification for inspector and inspection criteria according to each kind of inspection shall be prepared.
- e. Identification method for rejected articles and isolation from the passed articles and storage methods shall be prepared. Method of making a report to the JCAB when any suspected unapproved parts are found shall also be indicated.

(j) Process control (Article 32 item 6-(7) of the CAR)

- a. Responsible person, personnel in charge of process control organization and its authority and responsibility shall be prepared.
- b. Major process flow of the approved organization composed of work planning, accomplishment of work, inspection, confirmation and record control, etc., with sections in charge of each process shall be prepared. (Expression in flowchart may be acceptable.) And take-over method between processes shall be prepared.

(k) Control system for contract work\* (Article 32 item 6-(8) of the CAR)

- a. Responsible person, personnel in charge of contract control and its authority and responsibility shall be prepared.
- b. Selection requirements of contractor shall be prepared.
- c. Contractor name and its contracted contents shall be prepared. However, the details may be prepared in the in-house manual, etc.
- d. Method for clarification of contracted contents by order form upon contract shall be prepared.
- e. Standards and method of receiving inspection for contracted work (output) shall be prepared.
- f. As for the audit to contractor, its method, frequency and auditor shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)

(l) Record control\* (Article 32 item 6-(9))

- a. Responsible person, personnel in charge of record control and its authority and responsibility shall be prepared.
- b. The records and major forms to be controlled shall be prepared.
- c. Keeping method of records and period shall be prepared.
- d. When handling records by electromagnetic means, the handling must follow the provisions of Circular No. 6-018. Furthermore, upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.
- e. Methods to prevent unauthorized use of a stamp, seal, etc. and falsification of records shall be prepared (such as storage management of a stamp, seal, etc., and when handling records by electromagnetic means, management of an ID and a password).

(m) Internal audit\* (Article 32 item 6-(10) of the CAR)

- a. Responsible person, personnel in charge of internal audit and its authority and

responsibility shall be prepared.

- b. Audit frequency on each facility and each post shall be provided.
- c. Audit criteria shall be mentioned as "Approved work and related work of the organization shall comply with Civil Aeronautics Law and related Ministerial ordinance, Notice and other laws and regulations."
- d. Matters of auditor shall be entered. Otherwise, it may be mentioned that responsible person can appoint auditor at each audit among personnel who finished education and training for auditor.
- e. Matters of record form and report of audit result shall be prepared.
- f. Procedures for corrective actions based on the results of internal audits shall be prepared.
- g. It is prescribed that audit result and corrective actions shall be provided to Authority any time upon request.
- h. Procedures, method and contractor when internal audit is contracted to other person shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)

(n) Control system of documents such as design report, document related to design work and inspection system of the said documents with regard to the approved work  
Not applicable

(o) Control system of test articles and inspection system with regard to maintain a quality of the said articles regarding the approved work (Article 32 item 5-(k) of the CAR)  
Not applicable

(p) Method of work for inspection concerning the provision of Article 32 paragraph 7 of the CAR

- a. Inspection criteria, inspection item and method shall be prepared.
- b. Work documents reference number, work name, etc. applied to the inspection on each type of aircraft or components shall be prepared.

(q) \*Policy of the approved organization  
Based on 3-1(8), policy of the approved organization, exclusion of unreasonable pressure, etc. shall be described.

(5) Method of confirmation by the certifying staff (Article 36 paragraph 1, item 5 of the CAR)

(a) Method of confirmation of the inspection (Article 39 of the CAR)  
Not applicable

(b) Method of confirmation (Article 40 of the CAR)  
One or more of Items listed below shall be described.

- a. Items and method of confirmation as well as form of checklist shall be prepared.
- b. Method of confirmation for aircraft installed component/parts which don't have the authorized release certificate on APO for Aircraft
- c. Procedural instruction for entry into aircraft logbook. Besides, aircraft logbook shall

be entered, when corrective actions for non-conformity items, and functional test, flight test, etc. after a completion of manufacture are completed.

- (c) Issuance of the authorized release certificate (Article 41 of the CAR)  
Form of and procedural instructions for entry into the aircraft statement of conformity and the authorized release certificate shall be described.
  - (d) Confirmation or Issuance by Electromagnetic Means
    - a. Confirmation by electromagnetic means  
Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.
    - b. Issuance of an aircraft statement of conformity or an authorized release certificate by electromagnetic means.
      - (i) Mention that it is prerequisite that a receiver accepts the issuance by electromagnetic means.
      - (ii) Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE. In the AOE, mention that digital signatures shall be used for electronic signatures.
      - (iii) Specify whether an original is in a paper format or in an electromagnetic format, and mention a method to determine which format to use for issuance.
- (6) Others necessary items for performing the work concerning the provision of Article 36 paragraph 1, item 6 of the CAR

## 5-2-2 Example of necessary items for performing the work

- (1) Renewal of approval, change of capability and ratings  
Procedures to make renewal and to change the capability and ratings shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.
- (2) Procedures concerning the provisions of Article 20 paragraph 2 of the CAL (Article 36 of the CAR) and Article 35 of the CAR  
Procedures to change current limitations approved and change the AOE shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE and other reference documents. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.
- (3) Class conducted by the authority concerning the provision of Article 41-2 of the CAR  
Procedures to handle the notification regarding the class from the Minister of Land,

Infrastructure, Transport and Tourism, such as selection of attendee, etc., and responsibility in charge of the class shall be prepared. And also it shall be mentioned in the AOE that the attendee shall conduct education and training on that class to the relating personnel in the organization, thereafter.

(4) Outline of in-house manual system

When establishing an in-house manual system referred to in 5-1(2) and setting out in the in-house manual as the Appendix to the AOE, the relationship between the AOE and any other manuals (maintenance manual and its Appendix) approved by authority shall be shown systematically and the types and contents of these manuals shall be clarified. In this case, it should be ensured that the relation between each section of the AOE and the Appendix is clearly understood, but it is not necessary to enter the revision number of the Appendix. However, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE.

The personnel responsible for revision and deletion of the Appendix to the AOE and in-house authorization procedure therefor shall be entered.

(5) Reporting of un-airworthy condition described on paragraph 6-5 (2) of the first part

Reporting procedures of malfunctions when those greatly affected to safety of aircraft described in paragraph 6-5 (2) were discovered during performance of the approved work shall be entered. Procedures shall contain post in charge, reporting personnel, contents of report, address to be reported, reporting timing, etc. Report form shall be established based on paragraph 6-5 of the first part and entered in the AOE.

(6) Flight test

Not applicable

(7) Dispatching system

Not applicable

### 5-2-3 Composition of the AOE\*

When the organization intends to prepare the AOE by establishing Appendix to AOE, attaching documents, etc. as the composition of the AOE, in principle, work which the concerned approved organization can perform, necessary policy to perform that work, matters to be observed, etc. shall be substantially included. (It is not accepted that those elements are just called out or listed from the Appendix to the AOE, etc.)

Out of contents which shall be entered in the AOE, contents prepared in the separate table together shall be the object to be approved as a part of the AOE. Composition of an AOE shall be accepted, provided editing method so that the contents may meet items described in paragraph 5-2-1 is employed. Example for the composition of the AOE shall be referred to Appendix 2-3. And chapter and section written in the AOE shall generally contain below.

- (1) The person in charge of each item and contents of its responsibility
- (2) Policy to the target
- (3) The method taken to actualize the policy
- (4) Name and number of provision for the detailed procedures for implementation
- (5) As for the major forms that are called out in the text of AOE, the forms as well as form number shall be entered.

#### 5-2-4 Form\*

Form of AOE shall be specified following guidelines below from the view point of rationalization for document control job:

- (1) Standard form of AOE shall be JIS A4.
- (2) AOE pages shall be filed in the binder type book in order to replace them.
- (3) Approved date, indication of revised text and page number shall be entered in each page.
- (4) Name of the AOE (such as "Approved Organization Exposition", "Exposition for the Approved Organization under the Provision of Article 20 of Civil Aeronautics Law") and name of organization shall be entered into the cover page.
- (5) Copy of "Approved Organization Certificate", "Approval of the Limitation Change", "Approval for the Approval Organization Exposition" and "Approval for the change of Approved organization Exposition" and the table for distribution address of AOE shall be filed in front of the table of contents pages of AOE. (Obsolete copies may be scrapped each time when approval is renewed.) Additionally, a copy of Form-12, which is to be submitted together with an application for the AOE upon designation of the accountable manager, shall be filed in the AOE and be preserved during the term of service of the said accountable manager.

#### 5-2-5 Others\*

- (1) Effective page list shall be established which contains issue or revision date on each item. And issue or revision date shall be entered in each page.
- (2) Responsibility for control (replacement of pages) at each post of distribution address shall be clarified.
- (3) Distribution address in JCAB for AOE is as follows:  
Distribution of AOE may be done by electronic media.
  - (a) Approved organization in foreign state: JCAB Airworthiness Division
  - (b) ADO/APO for aircraft: Organization Approval Team, Aircraft Engineering and Certification Center
  - (c) Approved organization of particular air carrier in Japan: JCAB Airworthiness Division,



Chief airworthiness engineer of Regional JCAB Office and Chief airworthiness engineer of JCAB Airport Office which has jurisdiction over it

- (d) Other Approved organization: Chief airworthiness engineer of Regional JCAB Office which has jurisdiction over it, and Chief airworthiness engineer of JCAB Airport Office if the JCAB Airport Office has direct jurisdiction over it

Note: Initial approval shall be made by JCAB Head Office. However, following all renewal approvals including change and addition shall be turned under jurisdiction of Regional JCAB Office except (for ADO/APO for aircraft and approved organization in foreign country), so JCAB Head Office may be deleted as distribution address except at initial approval.

## 6. Procedures for Approval

### 6-1 Types of Inspections

Inspections by the JCAB for production approval for aircraft or aircraft parts as mentioned in Part I, paragraphs 6-1 (3), 6-2 (4), 6-3 (3), and 6-5 (1) consist of two types as follows depending on the purpose thereof.

#### a. Onsite inspection for Quality Control (System Audit)

The objective of the Onsite inspection for Quality Control are to inspect the following (i) and (ii), as for whether the relevant organization is in conformity with the established quality control system depending on the category of items to be produced or processed.

- (i) Whether the quality control system is sufficient enough to guarantee that the product to be produced in accordance with the design data whose conformity has been certified  
(ii) Whether the quality control system is surely applied to processes to which the system should be applied

Specifically, a field inspection shall be conducted for the facilities, the organization, inspection system, the personnel qualification system, the document control system, etc. for the purpose of confirming that the applicant's quality control system prescribed in its AOE is appropriately applicable and is able to apply properly.

When conducting the inspection, a sampling inspection method may be used with regard to a specific work piece, process and so forth (including specialized services).

Onsite inspections for quality control for contractors of the relevant organization shall be conducted in accordance with Circular No.2-002 "Policy for Onsite Inspection to a Supplier under Approved Production Organization."

#### b. Onsite inspection for Manufacturing Capabilities (Product Audit)

The objectives of Onsite inspection for Manufacturing Capabilities are to be conducted as an onsite inspection in conjunction with Onsite inspection for Quality Control (system audit), depending on the category of items to be produced or processed. It examine whether the produced or processed product is in conformity with the designated design data.

Specifically, the inspection on whether work pieces manufactured or processed conform to the design data described in design drawings or work instructions, etc. of the relevant organization shall be examined by confirming general external appearance, dimensions, functions, markings, etc. of the work piece manufactured or processed. Further, such inspection shall be conducted as to whether appropriate tools and equipment, etc. are used

for the production or processing work and whether measuring instruments, etc. are appropriately calibrated.

The inspection is basically conducted by attending a completion inspection performed by the organization and checking those inspection results. However, in some cases, the inspection by confirming an inspection record or other document may be allowed on behalf. When conducting the inspection, sampling inspection method may be used with regard to specific work piece, process and so forth (including specialized services).

Onsite inspections for quality control for contractors of the relevant organization shall be conducted in accordance with Circular No.2-002 "Policy for Onsite Inspection to a Supplier under Approved Production Organization."

## Appendix 3-1:

### Instructions for entry into the Aircraft Statement of Conformity

The entry shall be made in Japanese character and the date shall be entered in Christian Era.

1. Certificate number

The certificate number shall be entered as follows:

(Approval certificate number)-( Issue year )-( Serial number )

Example: When the approved certificate number is 001, issue year is 2000 and applicable aircraft is 20th aircraft of which the approved work has been performed, the certificate number is 001-2000-020.

2. Issue date

The issue date of certificate shall be entered.

3. Name of the approved organization

The name of the approved organization shall be entered. Pre-printed or stamped form is preferable.

4. Address

The address of the approved organization shall be entered. Pre-printed or stamped form is preferable.

5. Date

The date on which the Aircraft Statement of Conformity is signed shall be entered.

6. Signature of certifying staff

The name of the certifying staff shall be signed (in cases where the signature is illegible, printed name should be put under the signature), or put his name and seal.

7. Nationality and Registration marks of the aircraft

The nationality and registration marks of the aircraft which has been certified by the approved organization.

8. Type and manufacturer of aircraft

The type name and manufacturer name of the aircraft shall be entered.

9. Aircraft serial number

The serial number of the aircraft shall be entered.

10. Category of airworthiness certification

The category of airworthiness certification of the aircraft shall be entered.

11. Name and address of aircraft user

The name and address of the aircraft user shall be entered.

12. Applicable standards prescribed by Article 10 paragraph 4 of the CAL

The applicable standards prescribed by Article 10 paragraph 4 of the CAL shall be circled.

Note: The original copy of Aircraft Statement of Conformity shall be issued to the user of the aircraft and the copy of it shall be kept for two years at minimum from its issuance.

## Appendix 3-2: Instructions for entry into the Authorized Release Certificate

The entry could be made in English and the date shall be entered in Christian Era.

1. Japan  
The name of the state of the authority.  
"日本国 Japan" shall be pre-printed.
2. Authorized Release Certificate  
Title of the certificate.  
"装備品基準適合証 AUTHORIZED RELEASE CERTIFICATE" shall be pre-printed.
3. Certificate number  
A unique number to allow to trace each certificate should be entered. The numbering system should be established by each organization.
4. Name of the approved organization  
The name of the approved organization shall be entered. Pre-printed or stamped form is preferable. Logo, etc. may be printed in this column.
5. Work order/contract/invoice  
Free format column for the approved organization. It is commonly used to put reference work order/contract/invoice, or other information needed to be provided to their customers.
6. Item  
This block is used for item numbers, for cases that the certificate covers more than one item.  
This block should be left blank when issuing the certificate for just one item.
7. Description  
The name or description of the components should be entered.
8. Parts number  
Part number of the component shall be entered.
9. Quantity  
The number of parts being released shall be entered.
10. Serial number/ Batch number  
The serial number or batch number shall be entered if applicable.
11. Status/Work  
Status/Work shall be entered as follows:  
"MANUFACTURED"
12. Remarks  
If there are some applicable requirements other than those stipulated by the CAL, the corresponding statement should be entered, such as, (together with the blocks 13)
  - Special conditions and additional special requirements required by the importing state.
  - Exemptions of technical requirements as approved by the Minister of Land,

Infrastructure, Transport and Tourism.

- Other additional information of the components etc. for reference.

Example:

- Date of manufacture(Unnecessary for the time-limited components by attaching the records)
- Shelf life data.
- AD or SB (In addition to the number of AD or SB, the clear statement like "AD xx has been performed." is necessary.)

13. The contents of the certificate

The contents of the certificate shall be pre-printed.

14. Signature

The name of the certifying staff shall be signed, or put his name and seal.

15. Approval Reference Number

The approval reference number of the approved organization shall be entered. Pre-printed or stamped form is preferable.

16. Name

The name of the certifying staff shall be entered.

17. Date

The date on which the Authorized Release Certificate is signed shall be entered by day/month/year.

<From 18 to 22 is not applicable>

Note: The original copy of the Authorized Release Certificate shall be issued to the user of the components and the copy of it shall be kept for two years at minimum from the its issuance.

### Appendix 3-3:

#### Sample of the table of contents of the Approved Organization Exposition

The following is the sample of the table of contents of the approved organization exposition faithfully based on Article 36 paragraph (1), the requirements for approval of Article 32 and the technical standards for Approved Organization Exposition of Article 39 -2 of the Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation) (hereinafter referred to as "CAR") and this Circular.

Splitting and/or changing orders of the items below could be made taking account of the situation of each approved organization.

A table of contents	Reference CAL(L)/ CAR(R)	Reference chapter of this Circular
Chapter 1 General		
1.1 The structure of the AOE and in-house manuals		5-1
1.2 Approved capability, ratings and limitations	L20, R30	
1.3 Procedure for the change approval	L20, R35	6-2,6-3
1.4 Procedure for the revision of the AOE	R36	6-4
1.5 Reporting the un-airworthy condition	L134	6-5
1.6 Class conducted by the authority	R41-2	3-3
1.7 Compliance with AOE etc.	R38	3-1 (8)
1.8 Others		
Chapter 2 Facilities		
2.1 Facilities	R32 (1)	3-1 (1)
2.2 Facility chart		
Chapter 3 Organization and Personnel		
3.1 Organization chart	R32(2), (3)	3-1(2), (3)
3.2 Responsibilities and the authorities of the accountable manager and other supervisors		
3.3 Names of the accountable manager and other supervisors and an outline of personnel allocated		
3.4 Appointment criteria for certifying staff and name list	R32 (4)	3-1 (4)
3.5 Qualification requirements for inspection personnel, auditor and in-house qualified personnel		
Chapter 4 Method of work	R32 (5)	3-1 (5)
4.1 Method of work		
4.2 Other method		
Chapter 5 Quality Control System	R32 (6)	3-1 (6)
5.1 Maintenance of facilities and calibration control	(a)	(a)
5.1.1 Equipment (including tools and test equipment)		
5.1.2 Working area		
5.1.3 Storage facility		
5.2 Education and Training	(b)	(b)
5.2.1 Procedures to formulate training curricula		
5.2.2 Types of education and training		

5.2.3	Instructors		
5.2.4	Education and training for certifying staff		
5.2.5	Education and training for inspection personnel, quality auditor and personnel with other in-house qualifications		
5.2.6	Education and training for other personnel		
5.2.7	Management of implementation status of the education and training plan and regular review of the plan		
5.2.8	Method for the evaluation of training curricula		
5.3	Revision method of work	(c)	(c)
5.4	Control system for technical data	(d)	(d)
5.4.1	Obtaining of the technical data		
5.4.2	Control of the technical data		
5.5	Storage of materials, parts and components	(e)	(e)
5.5.1	Method of storage		
5.5.2	Prevention of mixing the rejected articles		
5.5.3	Control for storage		
5.6	Inspection System	(f)	(f)
5.6.1	Receiving inspection of materials, parts and components		
5.6.2	Inspection system (intermediate and completion inspection)		
5.7	Process control	(g)	(g)
5.8	Control of contracted work	(h)	(h)
5.8.1	Selection of the contractor		
5.8.2	Contractor and contracted work		
5.8.3	Order and receiving of contracted work		
5.8.4	Audit to contractor		
5.9	Record control	(i)	(i)
5.9.1	Scope and contents of record		
5.9.2	Methods and period of time for record keeping		
5.10	Internal audit	(j)	(j)
5.10.1	Method of internal audit		
5.10.2	Handling of the result of the internal audit		
Chapter 6 Legal inspection			
6.1	Inspection procedure and standard	R32 (7)	3-1 (7)
Chapter 7 Confirmation by the Certifying staff			
7.1	Method of confirmation	CAR39, 40	4 4-1, 4-2
7.2	Handling of aircraft flight logbook, Statement of Compliance/Conformity and Authorized Release Certificate	41	

Part IV  
Approved Maintenance Organization  
for Aircraft / Aircraft Parts



**TABLE OF CONTENTS**

1. Introduction.....2

2. Outline of Approval System.....2

    2-1 The capabilities.....2

    2-2 Scope of rating (Article 30 paragraph 1 of the CAR).....2

    2-3 Limitations (Article 30 paragraph 2 of the CAR).....2

    2-4 Configuration of organizations\* .....4

    2-5 Duration of approval\* .....6

    2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder .....6

3. Requirements for Approval.....6

    3-1 Requirements for approval.....6

        (1) Facilities (Article 32 item 1 of the CAR).....6

        (2) Organization (Article 32 item 2 of the CAR) .....8

        (3) Personnel (Article 32 item 3 of the CAR) .....8

        (4) Requirements of Certifying staff (Article 32 item 4 of the CAR).....10

        (5) Method of work (Article 32 item 5 of the CAR).....16

        (6) Quality control system (Article 32 item 6 of the CAR) .....19

        (7) Method of inspection (Article 32 item7 of the CAR).....32

        (8) Responsibility of the approved organization (Article 38 of the CAR).....32

    3-2 Technical requirements for dispatching system .....32

    3-3 Class\*.....33

    3-4 Other requirements.....34

4. Method of Confirmation by the Certifying Staff.....34

    4-1 Methods of confirmation.....34

        4-1-1 Method of confirmation of the inspection (Article 39 of the CAR) .....34

        4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR).....34

        4-1-3 Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts.....36

    4-2 Confirmation technique by the certifying staff.....37

    4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate.....37

    4-4 Confirmation or Issuance by Electromagnetic Means .....40

    4-5 Handling for flight test.....40

5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing .....4340

    5-1 Role of an AOE .....41

    5-2 Composition of an AOE .....41

        5-2-1 Contents of an AOE .....41

        5-2-2 Example of necessary items for performing the work.....53

        5-2-3 Composition of the AOE\*.....54

        5-2-4 Form\* .....55

        5-2-5 Others\* .....55

Appendix 4-1: Instructions for entry into the Authorized Release Certificate .....57

Appendix 4-2: Sample of the table of contents of the Approved Organization Exposition ..59

## 1. Introduction

This part provides items regarding to the following categories of capability.

- Capabilities to perform maintenance or alteration on aircraft (Article 20 paragraph 1-(4) of the CAL)
- Capabilities to perform repair or alteration on components (Article 20 paragraph 1-(7) of the CAL)

Common matters of the approved organization system are provided in Part I “General Part”

## 2. Outline of Approval System

See Part I “General Part” of this Circular

### 2-1 The capabilities

- (1) Capabilities to perform maintenance or alteration on aircraft (hereinafter referred to as the capability of "AMO (Approved Maintenance Organization) for Aircraft") (Article 20 paragraph 1-(4) of the CAL)

This means capabilities to perform maintenance or alteration on aircraft.

- (2) Capabilities to perform repair or alteration on components (hereinafter referred to as the capability of "AMO for Aircraft Parts") (Article 20 paragraph 1-(7) of the CAL)

This means capabilities to perform repair or alteration on components.

### 2-2 Scope of rating (Article 30 paragraph 1 of the CAR)

See Part I “General Part” of this Circular

### 2-3 Limitations (Article 30 paragraph 2 of the CAR)

Detail of the limitations in the Part I "General Part" are as follows.

- (1) Limitations attached to the approval for the capability of AMO for Aircraft  
Limitations for classification and contents of work specified in Article 30 paragraph 2 of the CAR shall be in accordance with specified in the table of Article 5-6 of the CAR. Furthermore, approval with limitations may be obtained to allow particular work only as indicated below during maintenance and alteration of aircraft without approval for maintenance and alteration of the whole aircraft:

- (a) Particular alteration work to the aircraft

Examples of particular alteration work to the aircraft are (but not limited to these.):

- Installation of an agricultural aerial spray equipment
- Change of seat arrangement (change to uncertified arrangement)

(b) Particular maintenance work to the aircraft

For particular maintenance work to the aircraft, a series of task of removing, washing, inspection, repair, installing, etc. shall be performed as work package.

Examples are (but not limited to these.):

- Replacement of brake or wheel assemblies
- Maintenance for interior related work specified in ATA25
- Change of seat

When abovementioned works are performed as a part of a scheduled maintenance etc., it is not allowed to certify the performed works only under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL. In principle, when above-mentioned works are performed in parallel to other works, it is also not allowed to certify the performed works only under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL. The aircraft on which the works were performed must be in a condition to be returned to service by the above certification. Therefore, in principle, it is necessary to certify the whole works performed on that aircraft under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL. However, if works, such as repair for discrepancies found during a scheduled maintenance etc, are beyond the approved limitation for classification and contents of work, another approved organization which perform the works may certify only the works under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL.

In this case, rating and the aircraft type shall be the rating and the aircraft type corresponding to the aircraft to which the said work will be performed. Limitations of the classification and contents of work shall be in accordance with the table of Article 5-(6) of the CAR. These shall be described in the AOE, or details of work contents (which shall be limited by a work cards, etc.) shall be described as CAPABILITY LIST in Appendix to the AOE (which is not the AOE itself, but is referred from the AOE and supplements the AOE) in addition to describing summary of the work in the AOE and shall be submitted to Authority. Example for description is as follows:

- "Details of work to be able to perform shall be provided in [title of Appendix to the AOE]. And procedures for addition or deletion of works shall be provided in [title of Appendix to the AOE]."

Note: AMOs for Aircraft located in Canada that have been approved by the Japanese authority based on the Technical Arrangement for Maintenance: TA-M between the Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism of Japan and the Transport Canada Civil Aviation (TCCA) (refer to Circular No.7-001 titled "Bilateral Agreements or Equivalent Arrangements on Aviation Safety with Foreign Countries") shall be categorized in accordance with classification of limitations based on the Canadian Aviation Regulations and Standard, regardless of the abovementioned provisions. In the column of the limitations in an approval certificate, "Limitations approved by TCCA" shall be entered.

(2) Limitations attached to the approval for the capability of AMO for Aircraft Parts

For the ratings of "Reciprocating engines", "Turbine engines", "Propellers", "Rotor

blades" and "Transmissions", these ratings shall be limited by type of these components. The ratings for these components other than above can be limited by "Kind of Aircraft Parts" and don't necessarily need to be limited by type of these components. Therefore, limitations of type of components and contents of task shall be described as CAPABILITY LIST in a part of Appendix to AOE and shall be submitted to Authority. It is available that limitations are given by type of components instead by kind of the components at the request by the applicant.

Limitations by kind of components shall be basically referred to the provisions in Circular No.1-004, titled " General Policy for Approval of Types and Specifications of Appliances", Part IV, etc. In case of approval for organization for inner parts, etc. of components, limitations by kind of components shall be given by kind of the components to which the said inner parts, etc. are installed. And for the approval for capability of repair and alternation of the only inner parts, etc., the name of the said inner parts, etc. shall be specified in AOE as limitation, and part numbers and contents of work shall be described as CAPABILITY LIST in a part of Appendix to AOE and shall be submitted to Authority by the same procedure as mentioned above, because performance of repair or alternation of the whole components composed by the said inner parts is not allowed.

## 2-4 Configuration of organizations\*

### (1) Satellite system

When one applicant intends to perform its work under approval at two or more places geographically away from each other, the applicant may obtain approval for remote stations or foreign stations with single approval, provided the applicant has same quality control system in these places (hereinafter referred to as "satellite approval").

In this case, Authority shall attach limitations of classification and contents of work, etc. according to the capability at each satellite station. An AMO for Aircraft that performs aircraft maintenance work on a regular basis or maintains a system to permanently perform aircraft maintenance work at air carriers' regular service places shall obtain satellite approval for those places or stations. In other words, such AMO for Aircraft may not perform maintenance work under the dispatching system based on (2)(b).

### (2) Dispatching system

This is a system under which an approved organization intends to perform maintenance or alteration at a location other than approved facilities specified in its AOE by dispatching personnel required to perform necessary work, equipment etc. from the approved organization.

However, in case that an air carrier (who is also an approved organization) has their personnel on board their flight and perform maintenance at specific locations such as airports where the air carrier utilizes on their scheduled flight, the case shall not be regarded as dispatching system but as satellite approval.

An approved organization may be allowed to perform approved work under the dispatching system in the following cases:

(a) In cases under unavoidable circumstances (including the case of unscheduled or temporary work)

(Examples)

- In an emergency
- When conducting preflight check, etc. at a non-regular service airport, ports of call, or off-site takeoff/landing areas where there is no maintenance system.
- When conducting preflight check at a departing, a relaying and an arrival airport of a ferry flight at the time of purchasing or selling aircraft
- In the event of any of the following
  - a. In the event that it is difficult to obtain satellite approval by the time of commencement of the service of said scheduled flight, when an air carrier newly adds scheduled flight routes and receives a new satellite approval for the service place pertaining to said route (a temporary remedy until the satellite approval is granted)
  - b. In the event that it is difficult to obtain an additional type approval for the satellite by the time of commencement of operation of the said type of aircraft when an air carrier adds a new type of aircraft to a satellite pertaining to the service place of regular flights (a temporary remedy until the satellite approval is granted)

When the dispatching system is applied in the case of a. or b. above, the following conditions shall be satisfied

- 1) It shall be preflight inspection, etc. of scheduled flights
  - 2) The period from the start of the maintenance by the dispatching system to the receipt of satellite approval shall be less than 40 days.
- In the event that it is difficult to return the aircraft to the workplace approved for the work due to some reasons such as flight plan, etc., although alliterating of the aircraft was required in order to improve quality and safety. (e.g. updating of engine software, new equipment for stretchers, etc.)

The following conditions shall be fulfilled with regard to the dispatching system to which this paragraph applies

- 1) The work shall be a minor alteration work
- 2) The work shall be based on the technical materials (SB, STC, etc.) issued by the designer, etc. of the aircraft
- 3) It shall not be large-scale or complex work involving extensive unloading of equipment (e.g. cabin alteration)
- 4) The period required for such work shall be less than 40 days.

(b) When performing specific maintenance or alteration work repeatedly at locations (not necessarily specified) other than any facilities of an approved organization

(Note) This provision is based on the premise that a person specialized in the maintenance and alteration of aircraft and engines (so-called MRO work) performs such work under the dispatching system on each occasion of being entrusted with maintenance work by any air carriers on non-regular

basis. Therefore, an AMO for Aircraft whose major purpose is to perform maintenance of its own aircraft it operates as an air carrier may not perform maintenance work of such aircraft under the dispatching system based on (a) above. An air carrier that performs maintenance work within its capabilities must perform the work by itself at its own facility where such work can be performed, in principle, and may not entrust other persons with maintenance work under the dispatching system based on this provision.

(Note) When performing maintenance under the dispatching system based on this provision, an approved organization needs to have a system sufficient therefor with regard to its facilities, organizational structure and personnel.

For the dispatching system, its organization and method shall be described in the AOE which shall be approved by Authority in advance.

Also, when an approved organization intends to perform the work under the dispatching system, the approved organization shall report Authority prior to the work, in principle. (Refer to 3-2 "Technical requirements for dispatching system".) (AMOs for Aircraft located in Canada which have obtained approval of the Japanese authority based on the TA-M shall be excluded.)

## 2-5 Duration of approval\*

It is specified in the provision of Article 34 of the CAR that duration of approval of organization shall be two years.

## 2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder

Not Applicable

# 3. Requirements for Approval

## 3-1 Requirements for approval

### (1) Facilities (Article 32 item 1 of the CAR)

The facilities prescribed in this provision mean the general term that includes not only housing but also equipment, work area, storage facility, etc. which are required to perform the approved work request

#### (a) Equipment (Article 32 item 1-a of the CAR)

##### a. Necessary equipment

The equipment necessary for the approved work must be equipment which are specified by the designer or manufacture of aircraft or components related to the approved work.

The measuring equipment, test equipment and tools used for the approved work must be included in this requirement.

The procedure and responsibility to judge an equivalence must be clarified in the case that an approved organization uses equivalent or better equipment than one that a designer or a producer required.

b. Offices

From the view point of emphasis on activity as an approved organization, the office with liaison function must be required at each location (including satellite approval) to be approved. The office means not only a waiting room for mechanic but also rooms for process control, technical section or control room for the technical data, etc. In case of accomplishment of works at location outside of approved facility, the office must have at least liaison function.

(b) Work area (Article 32 item 1-b of the CAR)

Work area necessary for the approved work must have sufficient space and area to perform the approved work and must have necessary surrounding conditions under control (ventilation, lighting, temperature, humidity, dust, noise, etc.) which are specified by the designer or manufacturer of aircraft or components related to the approved work. Also, work area must enable workers to do their work without excessive burden.

The work area where workers do their special work, such as painting, wash, welding, inspection and repair of electronic and electrical devices, machine processing is isolated, if necessary, not to have any influence on environmental pollution and other works in other work area.

(c) Storage Facility (Article 32 item 1-c of the CAR)

The facility for suitable storage is the facility with sufficient capacity having necessary surrounding conditions that are specified by the designer or manufacturer of storage items.

Also, storage items are separated from each other properly by suitable methods, such as to store by using appropriate equipment, such as rack, tray, and stand, etc.

The measuring equipment, test equipment, tools, in addition to materials, parts and aircraft parts must be included in items to be stored.

Note: Some adhesives for which storage temperature is specified must be handled cautiously.

(d) Rented equipment, facilities, etc.

Work area, storage facility, equipment, etc. need not be always owned by the applicant. However, if the organization rents them, it must be clear to be able to rent them any time when the work is conducted, and the concerned work must not be performed unless they are rented (For facilities or equipment rented at each work, the concerned work is not allowed to perform, provided they are not available.). Periodic confirmation whether rented items are appropriately controlled in accordance with standards of the approved organization shall be conducted by the concerned approved organization. If it is presumed that the approved organization rents them at each work, it shall establish the procedures to confirm that the concerned facilities, equipment, etc. comply with its standards. In case of the dispatching system described.

(2) Organization (Article 32 item 2 of the CAR)

(a) Accountable manager\*

An approved organization designated one person as an accountable manager for its approved work. The one designated as the accountable manager shall be the chief executive officer who holds ultimate responsibility for the operation of the approved organization, or the person appointed by the chief executive officer with necessary authority delegated, including the one for company management. The accountable manager shall have the authorities and responsibilities over all approved organization operations, and serve as the primary contact with Japan Civil Aviation Bureau as a person with ultimate responsibility, in accordance with regulations related to an approved organizations (CAL and CAR) and this Circular (hereinafter referred to as "related regulations").

- a. To ensure all necessary resources such as personnel and facilities are available to conduct approved work.
- b. To establish and promote the safety and quality policy.
- c. To demonstrate a basic understanding of the related regulations.

The accountable manager shall declare the commitment to comply with the abovementioned requirements upon designation (see Form-12).

(b) Suitable organization\*

A suitable organization means one wherein the approved work is equally shared among groups consisting of the organization or among head of respective departments/divisions/groups.

When designating a responsible manager, an approved organization shall select a person who is expected to properly fulfill the responsibility for the approved work assigned to the relevant group by confirming the person's work records, including knowledge and experience, etc. (see Form-13).

(c) What organization should be\*

The division/section in the organization does not necessarily need to be independent or fragmented by each work, provided that the authority, responsibility and interrelationship of each group in the organization is clear and there exists no difficulties upon performing the work in the organization. Also, concurrently holding more than one post among groups or the number of staff does not matter.

(d) Liaison between Design Organization and Authority

Not applicable

(3) Personnel (Article 32 item 3 of the CAR)

(a) Personnel ability to carry out the assigned work properly

The personnel of each group in the approved organization must have enough competence to keep up with the work assigned to each group. Personal qualification certificated by Authority, qualification authorized within the approved organization, experience, past records of attending company school or training shall be regarded as



a system to assure the competence.

Furthermore, personnel who are directly engaged in inspection task (referred to as the "inspector") must be certified under the qualification system assure enough proficiency in accordance with related inspection system prescribed in paragraph (6) (f). Personnel who are engaged in specialized services must be certified under the qualification system based on the latest public standards such as National Aerospace Standard, etc.

Example:

- JIS W-0905 "Standard of capability authorization for inspector of non-destructive inspection for aerospace purpose"
- NAS-410 Certification & Qualification of Nondestructive Test Personnel

Examples are not limited to the above, and qualification system may be available based on other equivalent public standards.

Out of the personnel of each group, a list shall be prepared at least for those to whom in-house qualifications are given. The list shall contain names, belongings, duties in charge of such personnel by qualification category and shall be maintained at the latest version at any time.

(b) Suitable assignment of personnel

Number of personnel of each group in the approved organization must be sufficient to properly perform the volume of work assigned to the group. Also, as the shortage of number of personnel may often bring up problem for proper performance of works when the volume of work is expanded, necessary numbers for the work concerned must be quantitatively grasped.

In addition, an approved organization has the procedures for re-assessment of work plan in case of shortage of personnel to planned staffing level for any particular work shift or period except in cases when the personnel can be reassigned easily.

Persons engage in maintenance or alteration for aircraft, repair or alteration for aircraft parts or its confirmation in the AMO shall comply with following matters.

- a. They shall not engage in the maintenance, repair or alteration related work when they feel physical disorders that could affect the safe and precise work.
- b. They shall not engage in the maintenance, repair or alteration related work while they are under the influence of alcohol, i.e., a state that alcohol is being kept in their bodies, or while they might not be able to perform their normal operation due to the influence of drugs.
- c. They shall not use illegal drugs.
- d. When the AMO contracts with Japanese air carrier and performs line maintenance operation (including the line maintenance for own company's aircraft) that is stipulated in Part II section 2-3-2 of Circular No. 4-004 the AMO must carry out an alcohol testing\* before starting the line maintenance operation in accordance with the Circular No. 4-022 "Guidelines for implementation of alcohol testing for aircraft crew etc."

(\*Note) Even for a foreign AMO, regulatory standards equivalent to those for domestic AMO are applied in principle. However, in the case that alcohol testing etc. cannot be performed due to foreign laws or regulations, etc., and the entrusts,

the Japanese air carrier, stipulates the equivalent methods in their maintenance Manual, that equivalent methods can be used.

(4) Requirements of Certifying staff (Article 32 item 4 of the CAR)

Certifying staff shall be a person who has completed the education and training on “the civil aeronautics laws and regulations” and on performance of quality control system, and also who has a qualification and experience as described below, or who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as equivalent to or more competent to the above.

● Approved Maintenance Organization for Aircraft

Qualification for certifying staff	Experience of approved work
(For certifying staff for maintenance) Qualification in accordance with the approved work:	
- Qualified aircraft maintenance technician	3+ years
- Aircraft overhaul technician	3+ years
(For certifying staff for alteration) Qualification in accordance with the approved work:	
- A person with a qualification of first or second class aircraft maintenance technician who has completed education and training on alteration of the said type of aircraft	3+ years (limited to experience concerning alteration of the said type of aircraft)
- Aircraft overhaul technician	3+ years

● Approved Maintenance Organization for Aircraft parts

- Following table shows the requirements. It also shows “the type of components specified by the Minister of Land, Infrastructure, Transport and Tourism” and “the period specified by the Minister of Land, Infrastructure, Transport and Tourism” stipulated in the middle column of the Table in Article 32 item 4 of the CAR.

Qualification for certifying staff	Experience of approved work	
	Type of components	Number of years required
Qualification in accordance with the approved work: - Aircraft overhaul technician.	Engines, propellers, APUs and landing systems	3+ years
With regard to engineering related courses: - graduates of universities	Components etc. other than the above	2+ years

<ul style="list-style-type: none"> <li>- graduates of junior colleges</li> <li>- graduates of specialized technical colleges</li> <li>- persons who completed the first part of the engineering course of professional universities</li> <li>- graduates of special training schools (limited to specialized courses pursuant to the provisions of Article 132 of the School Education Act)</li> <li>- graduates of high schools</li> </ul>		
---	--	--

(a) Experience of approved work

"Experience of approved work" is specified as below:

- The experience of the work in the concerned organization where the applicant has been approved or intends to be approved (limited to experience corresponding to the ratings and limitations of the concerned work, which is not limited to the work for the type of aircraft for which the person is to be appointed as certifying staff, except for cases as otherwise prescribed; The years of experience of work for aircraft of other types whose airworthiness category is the same as that of the relevant type of aircraft may be included in the years of experience of approved work. The years of experience of work for aircraft that is neither Specified Airplane, normal N (aircraft of which airworthiness category is Airplane, normal N and its maximum take-off weight is more than 5,700kg) or aircraft of which airworthiness category is Airplane, transport T, may not be included where the applicant was to be appointed as a certifying staff for the types of Specified Airplane, normal N. For the calculation of the years of experience in other cases (where organizations or airworthiness categories are different), coordinate with the Japan Civil Aviation Bureau.)

(b) Person who has finished the education and training on the civil aeronautics laws and regulations, and performance of quality control system

"The civil aeronautics laws and regulations" means the applicable rules necessary to perform approved work among Civil Aeronautics Act (Law) (CAL), Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation), Notices, Circulars, etc. "Performance of quality control system" means the system and procedures applicable to the performance of quality control system in the concerned approved organization prescribed under the provision of Article 32 item 6 of the CAR. These education and training for a certifying staff shall be included in the requirements for education and training under the provision of Article 32 item 6-b of the CAR, and when the contents of education and training was changed, education and training with the latest contents shall be given to any certifying staff including the staff who has been already appointed.

Also, in case that the approved organization makes certifying staff to certify with actual articles described in paragraph 4 " Method of confirmation", concerned approved organization must prepare the requirements for necessary proficiency to implement the said confirmation with actual articles for the certifying staff in addition

to qualification and experience described above.

- (c) Qualification of first class aircraft maintenance technician, second class maintenance technician (first class aircraft line maintenance technician or second class aircraft line maintenance technician) corresponding to the approved work

This means the qualification of maintenance technician who has the necessary limitation for type of aircraft to be intended to certify, and also who has limitation for work (Article 5-(6) of the CAR) to be intended to certify, which is included in the scope of work (Article 28 of the CAL) .

- (d) Qualification of aircraft overhaul technician corresponding to the approved work

"Qualification of aircraft overhaul technician corresponding to the approved work" in the organizations relating to AMO for Aircraft means qualification of aircraft overhaul technician who has rating of "Related to airframe" specified in the former CAR that was amended by "Ministerial ordinance for amendment of a part of Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulations)" (Ministerial ordinance No. 28 of 2000 (hereinafter referred as to the "amendment")), or who has rating of "Related to airframe" and "Related to component" specified in the amendment (Note). In this case, overhaul technician who will be appointed as certifying staff shall complete the course of education and training about specific matters with regard to concerning type of aircraft, contents of works, etc. and have more than 3 year experience of maintenance and alteration on the said type of aircraft corresponding to approved work (except AMIO for Aircraft). The said education and training shall be included in system of education and training under Article 32, item 6-b of the CAR. When the contents of the education and training were changed, education and training with the latest contents shall be given to any certifying staff including the staff that has been already appointed.

Note: As for the AMO for Aircraft, aircraft overhaul technician who has either ratings of "Related to airframe" or "Related to component" is allowed to certify works, provided that the contents of work are within his/her ratings as a certifying staff.

"Qualification of aircraft overhaul technician corresponding to the approved work" in the organization relating to AMO for Aircraft Parts means the qualification of aircraft overhaul technician who has the necessary ratings of work category with regard to the ratings of the components which are intended to certify in the approved organization. (Refer to a table below) And for inner parts of the approved components (specified by IPC, specifications, etc. as accessories for them), a certifying staff who has the competence certificate as aircraft overhaul technician including ratings of work category related to the concerned components can certify them.

Ratings of aircraft overhaul technician for work category	Structure	Airframe components	Reciprocating engines	Turbine engines	Propellers	Instruments	Electronic equipment	Electric equipment	Radio COMM equipment
Ratings of approved organization for aircraft parts									
piston engines			<input type="radio"/>						
turbine engines				<input type="radio"/>					
propellers					<input type="radio"/>				
rotors	<input type="radio"/>	<input type="radio"/>							
transmissions		<input type="radio"/>							
components etc. of the indicating or recording systems						<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
components etc. of the autopilot systems		<input type="radio"/>					<input type="radio"/>		
engine accessories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	
auxiliary power units				<input type="radio"/>					
components etc. of landing systems	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components, etc. of anti-icing, fireproof or waterproof systems		<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components etc. of fuel systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
components etc. of hydraulic systems		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	
components etc. of air conditioning or pressurized systems	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components etc. of oxygen systems		<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components etc. of pneumatic or vacuum systems	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components etc. of electrical systems		<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
components etc. of communication or navigation systems						<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
components etc. of flight control systems		<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
structural elements	<input type="radio"/>								
doors	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	
windows	<input type="radio"/>	<input type="radio"/>							
seats and other components etc. installed in aircraft	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- (e) Education and training on alteration of the concerned aircraft type  
 "Education and training on alteration of the concerned aircraft type" for first aircraft maintenance technician in the organization relating to AMO for Aircraft means the education and training concerning the necessary rules applicable to perform the concerned alteration in the laws and regulations, related Advisory Circulars, etc., technical standards (system of STC, SB, etc.), technical orders, etc. relating to the

concerned alteration. These education and training for a certifying staff shall be included in the education and training requirements under the provision of Article 32, item 6-b of the CAR and when the contents of the education and training was changed, education and training with the latest contents shall be given to any certifying staff including the staff who has been already appointed.

- (f) A person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence

The general guidelines on a person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence (hereinafter referred to as "equivalent recognition") is that the concerned person has finished the education and training to obtain equivalent recognition described in the AOE for the work which is intended to perform by the concerned person (those education and training shall contain those equivalent to the education and training on the civil aeronautics laws and regulations, and performance of quality control system mentioned above.) and that the requirements for a qualification and experience of the approved work described in a table below are satisfied.

Equivalent recognition by the Minister of Land, Infrastructure, Transport and Tourism becomes effective by change of the AOE or by issuance of "Certificate of Competence Recognition for a Certifying Staff in Approved Organization" (Form 11) to the relevant person having an approved organization. A person having an approved organization may appoint a person who has obtained equivalent recognition with the Certificate (Form 11) as a certifying staff.

The experience of the approved work on equivalent recognition shall be the experience of the work for which the concerned organization has been approved or intends to be approved (limited to the experience corresponding to the ratings and limitations of the concerned work, which is not limited to the work for the type of aircraft for which the person is to be appointed as certifying staff, except for cases as otherwise prescribed; The years of experience of work for aircraft of other types whose airworthiness category is the same as that of the relevant type of aircraft may be included in the years of experience of approved work. The years of experience of work for aircraft that is neither Specified Airplane, normal N (aircraft of which airworthiness category is Airplane, normal N and its maximum take-off weight is more than 5,700kg) or aircraft of which airworthiness category is Airplane, transport T, may not be included where the applicant was to be appointed as a certifying staff for the types of Specified Airplane, normal N. For the calculation of the years of experience in other cases (where organizations or airworthiness categories are different), coordinate with the Japan Civil Aviation Bureau).

- Approved Maintenance Organization for Aircraft

Qualification for certifying staff	Experience of approved work
(For certifying staff for alteration)	
- A person with a qualification of first or second	3+ years (limited to experience of

class aircraft maintenance technician corresponding to the approved work, and completed education and training on alteration of the said type of aircraft	alteration of aircraft whose type is judged similar to the said type of aircraft by JCAB)
---	---

- 
- Approved Maintenance Organization for Aircraft parts

Qualification	Experience of approved work	
	Type of components	Number of years required
A person who took an engineering course and: - graduated from a foreign school equivalent to a university, a junior college, a specialized technical college, a specialized course at a specialized training college or a high school. - graduated from the National Defense Academy,	Engines, propellers, APUs and landing systems	3+ years
	Components etc. other than the above	2+ years
Any other person than described in above column who has passed the examination which is conducted by approved organization under approved standards and method (hereinafter referred to as "approved examination"). (only applicable when the total number of persons who meet the requirements for the certifying staff set forth in the column of the approved work under the provision of Article 20 paragraph 1-(7) of the CAL, which is described in the table of Article 35 item 4 of the CAR, and persons described in above column falls short of the number of staff required for performing adequate approved work, and when a person who intends to become a certifying staff cannot get a qualification of aircraft overhaul technician based on the organization system and contents of the approved work of the said approved organization) Above standards and method should be the ones that evaluate if the person has capability equivalent to persons stipulated in the upper column.	Engines, propellers, APUs and landing systems	6+ years
	Components etc. other than the above	5+ years

Note: For any person for whom the approved examination is needed in the above table, the education and training relating to the contents of approved work (work, inspection) in which it is going to engage the said person shall be implemented,

and the examination about the adequacy whether the said person obtains equivalent recognition from the Minister of Land, Infrastructure, Transport and Tourism shall be conducted by the organization.

Regardless of the guidelines mentioned above, equivalent recognition under the provision of Article 32 of the CAR is available to the organization whose main office exists in foreign country, provided the Minister of Land, Infrastructure, Transport and Tourism regards the mechanic license system or similar system of that country as equivalent to or more stringent than that of Japan.

However, this concept shall not be applied to the satellite station extended inside of Japan by the said organization.

(g) Certifying staff for particular maintenance work of aircraft

Requirements for a certifying staff of AMO for Aircraft are that a certifying staff shall hold the competence certificate of maintenance technician qualification corresponding to the approved work in the table of the provision of Article 32 item 4. Since the particular maintenance work described in paragraph 2-3 (1) (b) is the maintenance work for an aircraft, in general, it is necessary for a certifying staff to hold the competence certificate of maintenance technician qualification corresponding to the work to perform.

(h) Specifying of the work for a certifying staff

When the approved organization appoints certifying staff, it shall specify capability, ratings, limitations of type of aircraft or components, contents of work (including minor repair, major repair and alteration), etc. which the said certifying staff can certify. When these ratings and limitations specified are intended to change or add, the approved organization shall examine the said certifying staff about them to be changed or added.

(i) Certifying staff for ADO for Aircraft and ADO for Aircraft parts

Not applicable

(5) Method of work (Article 32 item 5 of the CAR)

The method of work prescribed in the provision of Article 32 item 5 means definite procedures and processes of maintenance, repair and alteration, etc. related to the approval. These procedures and processes must be adequately documented.

In the case of major repair or alteration is to be carried out at an at AMO for aircraft, the design must be approved by the government (type certification, approval of type design change, approval of supplemental type design, or approval of design for repair or alteration (\*)), or by an acceptable foreign authority (including a designee) based on a bilateral mutual agreement, or by an organization who has been approved by the authority for design capability. (\*) (hereinafter referred to as "Approval, etc. of the State for Design") in advance. However, when the work is complex or large-scale and a considerable number of deviations from procedures are likely, it is sufficient to obtain approval before the confirmation specified in Article 19 paragraph 1 or Article 19-2 of the Act is carried out.



(\*) Prior to the enforcement of Circular 1-001 "General Policy and Procedures for Certification / Inspection" (partially amended on June 17, 2020 (KOKU-KU-KI No. 285)), partial changes to the design approved in accordance with TCL-164-98 "Approval of Partial Changes to the Design of Aircraft Not Type Certificated" shall be deemed to have been approved for repair or alteration design.

The method of work shall be followed by the latest method (manuals, service bulletins, etc. including facsimiled letters corresponding to individual matter prepared by the designers) specified by the designer of the aircraft (a person who has obtained Approval, etc.) or the designer the components etc. (a person who has obtained the repair and alteration design for components etc. approval or a person who has made acceptable repair and alteration design based on the bilateral agreement; hereinafter referred to as "designer, etc.") and shall be conformed to the standards which are specified according to the each contents of approved work in this paragraph.

However, when an approved organization intends to perform works with the methods not in conformity with these standards, it shall describe the concerned matters in the AOE and obtain approval from Authority. (AMOs for Aircraft located in Canada which have obtained approval of the Japanese authority based on the TA-M shall be excluded.)

Additionally, when an AMO maintains or alters aircraft (including equipment, etc.) to which maintenance manuals established by an aircraft user such as an air carrier, etc. and approved by the government are applied, the AMO shall perform the work in accordance with these methods provided in the maintenance manuals.

Besides, in case that a part of the works is contracted to other organizations, the contractor's name and the contents of the contracted work shall be described in work documents.

Adequacy of the contents of methods and the standards for preparing work documents such as work order, check list, work instruction, drawings, manual, etc. which the approved organization shall use shall be complied to below:

- (a) Work concerning Article 16 paragraph 2 - (3) of the CAL by AMO for Aircraft Parts  
The method of repair or alteration shall be the one specified by the designers of the components. In general, the work documents are prepared based on the maintenance manual, service bulletins, etc. established by the designers, and work shall be executed in accordance with them (If the method of work specified is simple and clear, and is maintained properly as maintenance record, work documents related to that work may not always be prepared.). The work documents prepared must be authorized in the said AMO for Aircraft Parts.
  
- (b) Work concerning Article 19 paragraph 1 and Article 19-2 of the CAL by AMO for Aircraft  
The method of maintenance or alteration shall be the one specified by the designers of the aircraft. In general, the work documents are prepared based on the maintenance manual, service bulletins, etc. established by the designers, and work shall be executed in accordance with them (If the method of work specified is simple and clear, and is maintained properly as maintenance record, work documents related to that work

may not always be prepared). The prepared work documents must be authorized in the said AMO for Aircraft. When the AMO for Aircraft contracts with air carrier for aircraft maintenance or alteration, and work documents are provided by the air carrier, the AMO for Aircraft shall confirm whether the contents of the work documents can be covered by their scope of approved work or limitation, and also can be dealt with their facilities, organization, human resources and so on.

Besides, the method of alteration shall be either of the following methods;

- a. Alteration with approval of change of type design  
In general, the method of the alteration shall be indicated in the maintenance manual or service bulletins.
- b. Alteration with supplemental type certification  
In general, the method of the alteration shall be indicated in the modification orders, etc.
- c. Alteration with design approval of repair or alteration on the aircraft which is not type-certificated by Japanese Authority  
In general, the method of alteration shall be indicated in the modification orders, etc.

(c) Work concerning specialized services\*

The method of work concerning specialized services shall be the one specified by the designers of the aircraft and components, however, unless otherwise specified, public standards such as MIL Standard, ISO shall be confirmed. Examples are shown below, but not limited to them (public standards equivalent to those examples may be conformed). Refer to Circular No.3-002, titled "Inspection of Specialized Services".

Example:

- Welding JIS W-0901, JIS Z-3604, JIS Z-3621, JIS Z-3801, JIS Z-3811, JIS Z-3821, JIS Z-3891, MIL-STD-1595, etc.
- Liquid penetrant inspection JIS W-0904, ASTM-E 1417, MIL-STD-6866
- Radiographic examination ASTM-E 1742
- Ultrasonic pulse-echo testing ASTM-E 317, JIS Z-2350
- Magnetic particle examination ASTM-E 1444
- Electrical conductivity testing MIL-STD 1537

(d) Other requirements for methods

Maintenance and alteration must be performed in accordance with the methods specified by the designers of the aircraft and components. However, when questions arises about the methods, or when the method is not clear, the approved organization may establish the methods of execution by itself (the organization may change the methods established by the said designers). When the methods thus changed deviate from the scope of technical standards specified by the designers, the organization must obtain approval of change of AOE (change of the list) for the revised methods . (AMOs for Aircraft located in Canada which have obtained approval of the Japanese authority based on the TA-M shall be excluded.)

Change of the methods means that change of the methods on the said work specified by the designers such as minor changes of routing of electrical wires or diameter of the fasteners, etc. initiated by the alterations, etc. already performed, and that the change shall not seriously affect the design itself of the said work. The change of methods

which seriously affects the design shall be handled carefully with additional action such as obtaining of Approval, etc. of the State for Design, etc., because there are some cases require amendment of type certification, supplemental type certification, design approval of repair or alteration, type approval or specification approval. If the approved organization is the company which is the designer of concerned articles, it shall take care not to confuse the procedures of handling above.

(6) Quality control system (Article 32 item 6 of the CAR)

Even when an approved organization performs maintenance or alteration of aircraft (including equipment, etc.) in accordance with the maintenance manuals established by an aircraft user such as an air carrier, etc. and approved by the authority, the approved organization shall perform the work under the quality control system prescribed in the AOE.

(a) Maintenance control of facilities (Article 32 item 6-a of the CAR)

The requirements for suitability of maintenance control of facilities specified in paragraph (1) are provided below. When facilities are rented or shared, borrower or common user shall be able to assure that control by an owner or responsible person for that facilities meet the following requirements:

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Maintenance control

Maintenance of equipment (including tools, etc.) shall be performed with the methods specified by each designer of them. In case the specified methods are not available, an approved organization may establish the method by itself in consideration with the method that has been established for the other similar equipment. In this case, the organization must have the system to verify the adequacy of the method. The result of the check and inspection must be recorded.

c. Calibration control

Traceability to the standard devices shall be clarified for the equipment (including tools, etc.) which are required for calibration control, and intervals and method for calibration shall follow the method specified by the designer of concerned equipment or public standards, etc. If it is found that the calibration data is out of tolerance specified by the designer, the method of reviewing the adequacy of the works performed with the applicable tools, etc. shall be provided. Furthermore, for measuring instruments, etc. the calibration intervals (or expiring date) shall be indicated on them for the users of these instruments, etc. to identify. And the instruments, etc. which are not required calibration shall be indicated to the effect on them.

Note: In the case of equipment which is not used for a long time, it is also acceptable to calibrate equipment before work by putting a notice "unusable", regardless of calibration intervals described in AOE.

d. Number control

The numbers of equipment (including tools, etc.) shall be filed in the documents,

computer, etc. and be collated periodically.

(b) Education and training of personnel (Article 32 item 6-b of the CAR)

The requirements for suitability of education and training control of personnel specified in paragraph (3) are provided below.

Also, when performance of education and training is contracted to other person, the originating approved organization shall be able to assure that the contractor shall meet the requirements described below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Targeted Persons to be educated or trained

Persons to be educated or trained shall include auditors and other personnel belonging to indirect sections, in addition to workers, the certifying staff and inspectors.

c. Specifying of required education and training

Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated to specify required education and training therefor.

d. Types of education and training

The education and training shall include periodic training, which is to be provided by specifying a period, as well as initial training. Personnel engaging in duties that require special knowledge and skills must be provided with specialized training. For those whose knowledge and skills are found to be insufficient, remedial education and training shall be provided.

e. Method of education and training

In addition to official classroom training apart from daily duties, OJT (on the job training) shall be provided.

f. Procedures to formulate training curricula

When formulating a training curriculum, the gap between required knowledge and skills for respective duties (qualification as the certifying staff or other in-house qualifications, etc.) and trainees' standard knowledge and skills shall be ascertained and the contents necessary to fill that gap (or the frequencies for periodic training) shall be determined.

g. Training curricula

In a training curriculum, the outline, method, and training hours should be indicated for each training item, and when training is outsourced, the information on the contractor should also be included.

When there are any requirements to be satisfied by trainees (such as license, qualification as the certifying staff, in-house qualifications, training history, or experience), they must be clarified (it is not necessarily required to enter these items and requirements in the AOE).

Education and training shall also be provided regarding knowledge and skills concerning human performance, including collaboration with other maintenance personnel and aircraft crew.

Receipt inspectors should also be trained with regard to methods to distinguish

unapproved parts and the procedures to make a report to the CAB when finding any unapproved parts.

Personnel engaging in approved work for aircraft of air carriers are to be provided with training in line with the requests of the relevant air carriers.

Training materials must be based on the latest data and be acknowledged by the organization.

h. Requirements for instructors

Requirements for instructors must be clear and in conformity with the content of the relevant education and training.

i. Individual evaluations

Each evaluation and record of the education and training conducted shall be made for each personnel, except for the training for which individual evaluations are not needed, depending on the content.

j. Evaluation of training curricula

Training curricula shall be evaluated constantly and be revised as needed to ensure their appropriateness and effectiveness. In particular, when the scope of work has been changed, the need for changing the existing training curricula must be examined. The effects of a training session may be evaluated not only through individual evaluations immediately after the training but also through the judgment as to whether the effects can be observed in actual work thereafter.

k. Education and training plan

A plan for providing education and training must be established. The implementation status of the plan should be managed and the plan should be reviewed regularly depending on the progress.

(Note) For an education and training system, FAA AC 145-10 "Repair Station Training Program" can be referred to. For example, "c. Specifying of required education and training," "f. Procedures to formulate training curricula," and "j. Evaluation of training curricula," in this circular correspond to "Individual (Employee) Needs Assessment," "Repair Station Needs Assessment" and "Measurement of Training Effectiveness" in the AC.

l. Education and training for certifying staff about Components etc.

Due to the amendment of the Civil Aircraft Law in 2019, the Spare Parts Certification was abolished, and in principle, it was mandated that aircraft be equipped with items whose airworthiness was confirmed at approved organization for all components etc., and there are a wide variety of components and parts. Therefore, with regard to the requirements for certifying staff (referring to persons who conduct confirmation as set forth in Article 16, paragraph 2, items 1 to 3 of the Act; the same shall apply hereinafter), qualifications (academic background, etc.) shall be positioned as a minimum requirement with the amendment of the Ordinance for Enforcement of the Civil Aeronautics Act in 2021, and the period of years of experience in the necessary confirmation work shall be determined not in accordance with the qualifications but according to the type of components etc., and safety shall be ensured by sufficiently providing the necessary education and training for certifying staff concerning components etc.

Based on this, the education and training for certifying staff concerning component etc.

shall satisfy the following matters in addition to the matters specified in a. to k.

(i) Initial education and training

In order to acquire the skills and knowledge required to perform the duties as a certifying staff, education and training shall be provided to train certifying staff as follows, and a system shall be developed for this purpose.

①Skill

- a) Conduct practical training, OJT, etc. to acquire the following skills.
- Skill to ensure that work is properly completed in accordance with prescribed work procedures
  - Skill to properly describe and input in check sheets, etc. during work
- b) In implementing education and training for a) above, a gradual in-house qualification of workers, inspectors, etc. shall be established as necessary, and a career-up system shall be prepared to become the certifying staff.

②Knowledge

- a) Conduct classroom learning, OJT, self-learning, etc. to acquire the following knowledge.
- Knowledge of functions, structure, specifications, etc. of components etc. related to certification
  - Knowledge of manufacturing procedures and processes
  - Knowledge of the methods, procedures, etc. of receiving inspection, intermediate inspection, completion inspection, etc.
  - Knowledge of human factors
  - Quality Control Procedures for Special Processes, such as Brazing, Welding, Nondestructive Inspection, etc. (if applicable)
- b) EASA GM 1 145.A 30(e) may be used as a reference for educational training to learn about human factors in above a).
- c) To conduct classroom learning, OJT, self-learning, etc. to acquire knowledge on bench tests and facility requiring special knowledge and skills. (limited to cases in which bench tests are conducted in accreditation operations or in which such facility is used, and in which such knowledge is required for confirmation operations by the certifying staff)

(ii) Periodic Training

Periodic training shall be conducted every two years after being appointed as a certifying staff. The training shall be conducted by excerpt from the items of periodic training provided for in (b) d) and (b) l (i) as required in accordance with the accreditation service, but at least the items related to human factors must be included.

(iii) Evaluation

- a) Following the training in subparagraphs (b)d, (b)l(i) and (b)l(ii) , a ability evaluation of the certifying staff Candidate shall be carried out by a person of appropriate competence.
- b) The ability evaluation of a) may include the ability evaluation performed while engaged in work. In addition, a task card etc. which including each works for

ability evaluation may be prepared in order to smoothly perform ability evaluation.

(c) Revision control for method of work (Article 32 item 6-c of the CAR)

The requirements for suitability of revision control for method of work described in paragraph (5)(d) are provided below.

- a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
- b. Contents of revision  
The contents of revision must comply with paragraph (5) and must be updated with the latest information.
- c. Control of invalid method of work and procedures  
The method of work that turned invalid after revision must not be employed.

(d) Obtaining, control and operation system for technical data (Article 32 item 6-d of the CAR)

The technical data shall be maintained up-to-date and easily accessible. If inaccurate, imperfect, or obscure descriptions are found in a technical data, an approved organization recorded those and inform the producers of those technical data. Examples of the technical data are shown below.

1. The Civil Aeronautics Law, its related Cabinet Order, Ministerial ordinances, Notice, Advisory Circular (including airworthiness directive, etc.)
2. Type certification, type design change approval, supplemental type design change approval, type approval, specification approval and their equivalent technical data (including Japanese Airworthiness Standards applied for each type aircraft)
3. Airworthiness directive from the state of design or manufacture (AD, CN, etc.)
4. The technical data issued by designer or manufacturer (manufacturing drawings, test methods, instructions for Continued Airworthiness, flight manual, maintenance manual, Standard Practice Manual, component overhaul manual, service bulletin, service information, etc.)
5. Maintenance manual of an air carrier, etc.
6. Technical information from users of an aircraft or components
7. Technical documents related to the standards (JIS, NAS, MIL, ISO, TSO, etc.)

The requirements for suitability of obtaining, control and handling of the technical data are provided below. When obtaining, control and handling of the technical data are contracted to other person, the originating approved organization shall be able to assure that the contractor meets the requirements described below.

- a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
- b. Obtaining of technical data  
The organization must be able to obtain the latest technical data necessary for the

- work.
- c. Control and handling of the technical data  
The latest technical data obtained must be provided to all personnel who shall use them. The address to which the technical data are distributed shall be clarified and the each address shall appoint a person in charge of controlling (including replacing task of the revised pages) the technical data distributed. Furthermore, nobody shall bring the technical data which are not controlled by the approved organization, into the work place.
  - d. Control of obsolete technical data  
The obsolete technical data after revision must not be used for the work.
- |
- (e) Control system for materials, parts and components (Article 32 item 6-e of the CAR.)  
The requirements for suitability of control for materials, parts and components are provided below. When control of materials, parts and components are contracted to other person, the originating approved organization shall be able to assure that the contractor meets the requirements described below.
    - a. The responsibility and authority  
The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.
    - b. Method of storage  
The method of storage must be clarified and be followed by the method specified by a designer. The items which require peculiar method for storage (such items of which storage temperature is specified) shall be indicated to the effect on them or on their containers.
    - c. Prevention of mixing with unserviceable articles  
Unserviceable materials, parts and components must be properly isolated and handled them not to be used as serviceable. For those unserviceable materials, parts and components, the method of indicating to the effect on the articles must be provided.
    - d. Prevention of mixing with materials, parts, components handled in work not covered under AMO for aircraft or for aircraft parts, or AMIO.  
When performing, in the same workplace, any work not covered under AMO for aircraft or for aircraft parts, or AMIO, such as the production of aircraft or aircraft parts, any means to prevent unintended mixing of materials, parts and components, etc. are to be taken, such as separating the workplaces (including the installation of partitions and drawing of white lines on the floor).
    - e. Inventory control  
The method of inventory control must be provided. The inventory control shall be made in the documents, computers, etc. Furthermore, stored articles shall be collated periodically.
    - f. Shelf life limitation  
For the items which are specified their shelf life limitation, the method to control the limitation for those items shall be provided, and the limitation shall be indicated on the items or on their containers.
    - g. Other requirements  
When user, etc. of aircraft furnishes materials, parts or components, etc., the method



of handling these articles shall be clarified. Furthermore, the method to avoid mixing with other articles shall be established. Besides, the approved organization basically shall have the responsibility of quality control for using those furnished items in its approved work.

Supplier to purchase components and parts should be decided in compliance with Circular No.6-014 "Reporting of Suspected Unapproved Parts" in order to avoid purchase of unapproved ones.

When the aircraft operator instructs to reuse serviceable articles of their aircraft or engine furnished to other aircraft or engine to their relevant aircraft or engine, the approved organization shall follow the method prescribed in the aircraft operator's maintenance manual or maintenance standard (in the case of a foreign air carrier, a manual corresponding to a maintenance manual). (Reuse of serviceable articles is limited to the case only where the aircraft operator prescribes the method of managing the reuse of serviceable articles in its maintenance manual(including the maintenance manual approved pursuant to the provision of Article 14-2 of the CAL ).)

- (f) Receiving inspection of materials, parts and components and acceptance inspection, intermediate inspection and completion inspection of aircraft and components (Article 32 item 6-f of the CAR.)

Receiving inspection of materials, parts and components and acceptance inspection, intermediate inspection and completion inspection of aircraft and components mean inspection which inspector ensures to perform the work in accordance with the AOE.

- a. Receiving inspection of materials, parts and components which are intended to use for the work

Receiving inspection means inspection for receiving of materials, parts and components purchased from their manufacturers for the work and of the products or repaired articles with the authorized release certificate, etc. incoming from their manufacturers or repair facilities. In principle, the receiving inspection shall be performed by the approved organization itself, but the place for inspection may be allowed at the outside of the organization. Furthermore, when an approved organization receives materials, parts and components from the other division of the same organization, but outside of the approved organization, receiving inspection shall be required on those items. When receiving inspection are contracted to other person, the originating approved organization must confirm that the contractor meets the requirements specified in this paragraph and also must make contract control to the said contractor based on the requirements specified in paragraph (h).

- (i) The responsibility and authority

The organization and its division in charge shall be clarified regarding share of responsibility and authority concerning the performance of this control system.

- (ii) Standards and method of receiving inspection

Standards of the receiving inspection shall be that materials, parts and components used for the work comply with the standards specified in the method of work prescribed in paragraph (5) (including that they are not unapproved ones), and the method of the receiving inspection shall be sufficient to determine compliance with the standards.

For each material, part and component, the certificate (authorized release certificate, FAA Form 8130-3, EASA Form One, certifying documents for materials, etc.) to be confirmed upon inspection must be clearly indicated.

It is required to fully confirm the information described in the relevant certificate, etc., such as work order, work status, work standards, life limit, and time in service. As for the AMO for Aircraft, authorized release certificates or foreign certificates etc. that are recognized as having the same effect as authorized release certificates are required for components etc. in accordance with Circular No. 1-502 "Handling of Components etc. to be installed in Aircraft."

In addition, if an AMO for Aircraft Parts has been qualified for a component etc. (finished product) composed of multiple parts and the repair work of the component etc. (finished product) concerned is carried out, the subassembly (parts of component) may be obtained from other repair organizations etc.

In this case, it is also necessary that authorized release certificates or foreign certificates etc. that are recognized as having the same effect as authorized release certificates are attached to the subassembly (parts of component) .

(iii) Inspector for receiving inspection

Inspector for receiving inspection shall have ability to perform such inspection under the standards and method of receiving inspection mentioned above. Furthermore, the inspector for receiving inspection (inspector) may be the same person who performs the work (worker).

(iv) Handling of rejected articles

The articles determined as not complied with the standards under (ii) above shall be properly isolated from the articles complied, and handled them not to be used as passed article. Those rejected articles must have definite indication to the effect on the articles.

In particular, if suspected unapproved parts, etc. are found, a report must be made to the JCAB in line with Circular No.6-014 "Reporting of Suspected Unapproved Parts."

b. Acceptance inspection, intermediate inspection and completion inspection of aircraft or components in the approved work

Acceptance inspection is referred to the inspection which shall be performed by any organization approved for the capability of AMIO for Aircraft, AMO for Aircraft or AMO for Aircraft Parts when they receive aircraft or components to be intended to perform maintenance or alteration hereafter from users of aircraft or components. The acceptance inspection of materials, parts and components which are used for the work is belonged to the receiving inspection specified in paragraph a.

The intermediate inspection and completion inspection are referred to the inspection that shall be performed on the works concerning the approved work such as maintenance, repair or alteration. The inspection that shall be performed on the works under intermediate stage with respect to time of process shall be defined as the intermediate inspection and as the completion inspection when it shall be on the final stage. Furthermore, the completion inspection shall involve functional inspection and in-flight inspection, as required. The requirements for suitability of those inspections of aircraft or components for the approved work are provided

below.

(i) The responsibility and authority

The organization and its division in charge shall be clarified regarding share of responsibility and authority concerning the performance of this control system.

(ii) Confirmation of historical records of the articles to be performed on the acceptance inspection

Necessary historical records (contents of malfunctions and corrective actions, operated hours, compliance of airworthiness directives, etc.) of the applicable articles must be obtained from users of the articles. It is recommended that, on the aircraft which shall be performed airworthiness certification as the privilege of AMIO for Aircraft, conformation of historical records related to maintenance and alteration and airworthiness directives performed after the last inspection for airworthiness certification shall be included, when this acceptance inspection is conducted, for smooth confirmation task at final stage.

(iii) Standards and method of these inspections

The standards and method of these inspections must be complied with the method of work specified in paragraph (5) (including inspection by personnel who performed the task, inspection by independent personnel from the personnel who performed the task, etc.). On the acceptance inspection, inspection for articles with damage shall be carried out thoroughly on the vicinities of the damage as well as on the articles themselves. Each inspection to be performed in the task shall be clearly specified in the work documents (including its timing) with decision criteria (limit, etc.). These may be referred to applicable inspection items specified in the maintenance manual.

(iv) Inspector

The inspector shall have sufficient ability to perform such inspections specified in (ii) and (iii). The organization must have the system which assures the ability. Furthermore, the inspector may be the same person who performs the work(worker).

(v) Result of inspections

The result of inspections performed under (ii) or (iii) shall be recorded and provided for any person concerned. The articles which were determined deficient as a result of inspection shall be taken necessary corrective actions or be definitely isolated from others as deficient article.

(g) Process control system (Article 32 item 6-g of the CAR)

The requirements for suitability of process control system are provided below.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Contents of process control

The process of works must be complied with the method of work specified in paragraph (5). Furthermore, the take-over procedure between each process or between tasks in the same process initiated by work personnel change shall be also complied with the method of work specified in paragraph (5).

(h) Control system for contract work (Article 32 item 6-h of the CAR)

Contract work includes various services such as specialized services. It also includes contracted work conducted inside the originating approved organization. The requirements for control system for contract work are provided below.

The originating approved organization shall be able to assure by means of contractor control that the contractor has sufficient capability to the contract work and performs the work in accordance with the orders by the originating approved organization.

Regardless of whether the contractor is an approved organization or not, the originating approved organization shall have primary responsibility on the adequate performance of the contracted work. In other words, only originating approved organization is possible to accomplish the confirmation (meaning that Certifying Staff signs its name or put his/her name and his/her seal on the Statement of Aircraft Conformity, Authorized Release Certificate or aircraft flight logbook (glider flight logbook for gliders)) as an approved organization. The same shall apply to the case of contracting to overseas organization. Also, all of work in an approved organization is not able to be contracted. In other words, it is not permitted for certifying staffs only to confirm without practical work.

However, components etc. for which confirmations have been made under each item of Article 16, paragraph 2 of the CAA and authorized release certificates have been issued may not be handled as the ones under this control system for contract work.

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Selection of contractor

When works are contracted, the requirements for selecting the contractor must be clarified regarding the capability of contractor (facilities, organization, personnel, materials, system, etc.), and the originating approved organization must examine the contractor under the adequate method whether the contractor concerned meets the requirements.

In cases when the contractor is an approved organization, the originating approved organization shall examine whether the contracted work is within the ratings and limitations of the contractor. However, in the above case, it is still required to examine the contractor on the different areas between the contractor selection requirements specified by the originating approved organization and the technical requirements of the contractor.

c. Scope of contracted work

The scope of contracted work must be clarified.

d. Order placed to contractor

The contents of the works to be contracted must be correctly notified to the contractor. Example: work order, designation for contracted work (to specify service bulletin, etc.), etc.

e. Receiving inspection

The standards and method of inspection by the originating approved organization shall be clarified enough to determine whether the contracted work are performed in accordance with paragraph (iv). However, when the contractor is an approved organization and has made confirmation under the approval, all that is required is

that the standards and method of inspection by the originating approved organization are defined enough to confirm that confirmation has been made by the contractor.

Besides, when the said contractor is an AMO for Aircraft and particular work in the regular maintenance is contracted, confirmation specified in the provision of Article 19 paragraph 1 or Article 19-2 of the CAR on that work only shall not be made by the contractor, but if the action equivalent to the concerned confirmation is taken by the contractor, all that is required is that the standards and method of inspection to determine suitability of such confirmation are clearly defined.

Receiving inspection shall be executed by the originating approved organization itself. Inspection performed by the contractor shall not be regarded as the receiving inspection. Besides, receiving inspection may be executed on other places outside the originating approved organization.

f. Audit to contractor

The requirements to examine adequacy of the capability of the contractor to perform the contracted works must be clarified and the originating approved organization shall audit contractor on the compliance with the requirements with appropriate method and frequency. This audit may be omitted, provided the contractor has been approved and the contracted work is included in the ratings and limitations attached upon approval. However, if there exists differences in the requirements between originating approved organization and contractor approved organization, audit on those differences must be made by the originating approved organization, provided the contractor organization has not audited internally on these items. (Refer to Circular No. 6-019 (paragraph 2) when it is done from a remote location)

g. Personnel to perform inspection or audit

The inspection or audit prescribed in paragraphs (ii), (v) and (vi) shall be conducted by any person who have enough ability to perform those tasks, and the system to assure the ability must be established.

(i) Control system for records of the approved work (Article 32 item 6-I of the CAR)

The requirements for suitability of control system for records are provided below. When record-keeping tasks are contracted to other person, the originating approved organization must be able to assure that the contractor must meet the requirements described below. When records of the approved work are handled by electromagnetic means instead of by paper documents, follow the provisions of Circular No. 6-018, "General Standards on Electronic Signatures and Electromagnetic Records."

a. The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this control system.

b. Scope and contents of records

The scope and contents of records must be the ones enough to assure that the works concerning the approved work shall be performed properly. In particular, with regard to records of education and training, at least the name, job position, qualifications, training requirements and training history must be described for each person (but not necessarily in the same document). When there are any license or certificate of training completion, those certificates or copies thereof must be

managed properly.

c. Method and the period of time for record-keeping

The method of record-keeping must be the one to present the records any time without delay upon request.

The records of confirmation of the approved work by the certifying staff and the records of personnel education and training must be kept for not less than 2 years from the date of its record making (the date of confirmation of the approved work by the certifying staff). However, as for the records regarding the major repair or alteration of aircraft, such records shall be kept until cancellation of registration, except the case the records are kept by the owner of the aircraft.

Note: The period of time for record keeping by user of aircraft and holder of type certification, type approval, etc. shall be different from the one described under this provision.

d. Prevention of falsification of records

Means to prevent falsification of records, such as proper management of a stamp, seal, etc. to be used in the approved works, for tests, inspections, works, etc. must be in place.

(j) Internal audit (Article 32 item 6-j of the CAR)

The inspection for the approved organization has been conducted from outside by Authority on the time of renewal of the approval or surveillance inspection. However, in the aircraft related fields of which technology has made rapid progress, the approved organization shall require to always maintain compliance with applicable laws and regulations related to the approved work and to clarify that the approved organization has primary responsibility for the compliance by conducting continual audit by itself and by taking necessary corrective action properly in the timely manner.

a. A responsible person for internal audit

In principle, the internal audit shall be conducted by the accountable manager of the approved organization who has the final responsibility for the compliance with the laws and regulations. However, the accountable manager may designate auditor in the approved organization, who shall have responsibility to report the result of audit to the accountable manager.

b. Requirements for suitability of internal audit system

The requirements for suitability of internal audit system are provided below.

(i) The responsibility and authority

The organization and its division in charge must be clarified regarding share of responsibility and authority concerning the performance of this system. Organization in charge for the audit does not need to be permanent, but the audit plan must be always controlled by the concerned organization.

(ii) Scope of audit

The scope of audit must cover all areas concerning the approved work of the organization.

(iii) Schedule of audit

The audit must be conducted as planned and periodically, and all of the approved work at main facilities must be audited within one year and those at other facilities must be audited within two years. The audit shall include any unscheduled audit

which shall be conducted on the case of change in approved work or the case when the accountable manager shall consider the necessity of the audit.

(iv) Audit criteria

The audit criteria shall be assure that the approved work and related work shall comply with the CAL, related Ministerial ordinance, Notices and other applicable laws and regulations. Besides, the checklist described detailed audit items shall be prepared. (Refer to Circular No. 6-019 (paragraph 2) when it is done from a remote location)

(v) Auditor

Any auditor must belong to the organization (but does not need to be permanent organization) independent of the organization to be audited, and also who shall have enough knowledge and experience with respect to the object to be audited and who finished in-house education and training for the audit method and quality assurance system. The in-house qualification system to assure this ability of the auditor may be established in the company.

Besides, it is prescribed that the auditor shall not have connection with the audit for its belonging division.

(vi) Result of the audit

The result of the audit must be recorded and reported directly to the accountable manager.

(vii) Corrective actions

The non-conformity items discovered at the audit must be corrected under the responsibility of the accountable manager. The effectiveness of the corrective actions taken shall be audited later again, if necessary.

(viii) Records of audit

The result of audit and the corrective actions taken must be recorded and shall be provided to Authority anytime upon request.

c. Contract of internal audit

The accountable manager of the approved organization shall be responsible for the schedule and performance of the internal audit and for observation of the status concerning the corrective actions taken for the result of audit. However, the accountable manager may contract internal audit task to other person outside of the approved organization, provided the approved organization shall examine that person for ability to perform audit prescribed in paragraph (v) and shall specify the method of audit.

Even in such cases, the approved organization shall have the primary responsibility for the audit.

(k) Control system of documents such as design report, document related to design work (hereinafter referred to as "design documents") and inspection system of the said documents.

Not applicable

(l) Control system of test articles and inspection system with regard to maintain a quality

of the said articles (Article 32 item 5-(k) of the CAR)  
Not applicable

(7) Method of inspection (Article 32 item 7 of the CAR)  
Not applicable

(8) Responsibility of the approved organization (Article 38 of the CAR)  
Any person who has been granted for the approved organization shall maintain the capability in compliance with the technical requirement to be prescribed in Article 32 of the CAR. Furthermore any person who has been granted for approved organization shall manage the approved works fair and in compliance with the AOE.  
For example, any person who has been granted for approved organization shall take necessary actions to avoid unjust pressures forcing or ordering staff involved in the approved works including the certifying staff to sign, confirm, or otherwise process inspection record, etc. which is not confirmed in compliance with the requirements, for the reason to keep a schedule, delivery date, etc. "Necessary actions" means, for instance, to make a description of such intention in AOE.

### 3-2 Technical requirements for dispatching system

The general guideline on the technical requirements for the dispatching system is provided below. The applicant shall clarify matters regarding the dispatching system in the AOE and obtain approval from Authority.

(1) Conditions for dispatching system

The approved work may be performed under the dispatching system under any of the unavoidable circumstances prescribed in 2-4(2)(a) only in the case that the action equivalent to preservation, repair or minor alteration for the aircraft at such location shall be required.

(2) Responsible person of the dispatch team

Responsible person of the dispatch team shall be designated by the approved organization.

(3) Personnel of the dispatch team

Personnel of the dispatch team (mechanic, inspector, engineer, logistics, etc) shall have ability enough to perform the work concerned and shall include certifying staff.

(4) Facilities

The work area, parts and tools used by the dispatch team shall comply with the requirements described in paragraph 3-1.

(5) Method of work

The method of work used by the dispatch team shall comply with the requirements



specified in the AOE.

(6) Quality control

Quality control system applied to the dispatching system shall be equal to the quality control system specified in the approved organization concerned.

(7) Report to Authority

When the approved organization intends to perform the approved work under the dispatching system, it shall report the following contents of work to Authority which has jurisdiction over it before performing the work, in principle. (AMOs for Aircraft located in Canada which have obtained approval of the Japanese authority based on the TA-M shall be excluded.)

(a) The name of the approved organization

(b) Location to be dispatched and its facilities

(c) The members of the dispatch team

(d) Aircraft type and registration number of the aircraft concerned

(e) Condition of the aircraft concerned, reason to apply to the dispatching system

(f) The contents of works

(g) The planed schedule

(h) Other related information

(Note) In the case where it is known in advance that a specific operation will be performed repeatedly at an off-site take-off/landing area, etc., or where there is a possibility of such operation (limited to maintenance associated with urgent operations such as helicopter emergency medical services), dispatch notification may be made comprehensively in advance specifying period of time. If the specific dispatched personnel, aircraft, etc. cannot be specified at the time of the report, a statement of "not specified" shall be made, but in this case, a procedure shall be established for the approved organization itself to confirm the details prior to the implementation of the work so as not to deviate from the standards and scope specified in the AOE.

The method of reporting shall be by e-mail to the officer in charge, and shall be effective at the time of reporting as long as the formal requirements are met.

### 3-3 Class\*

The class specified by the provision of Article 41-(2) of the CAR mainly aims at providing the information of technology and quality in relation to aircraft in a timely manner as well as educating the standards of the related laws and regulations and how to use these standards. The class is basically set for approved organizations, but it is not conducted by designating specific personnel or duties of each approved organization. Accordingly, the appropriate persons specified in the provision of Article 41-(2) of the CAR shall mean persons who are responsible for education and training in respective organizations. The persons who attended the class shall educate and train other related personnel in their organizations concerning the contents of the class on their own responsibility.

### 3-4 Other requirements

When the records, lists, etc. are controlled with computers in compliance with the provisions of paragraph 3 and other related paragraphs, these information in the computers shall be updated to supply to the users and shall be controlled to be able to provide to Authority any time upon request.

## 4. Method of Confirmation by the Certifying Staff

### 4-1 Methods of confirmation

#### 4-1-1 Method of confirmation of the inspection (Article 39 of the CAR)

Not applicable

#### 4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR)

Upon each confirmation by the certifying staff of the products of the approved organization specified in the left column of the table in Article 40, paragraph 1 of the CAR, the contents to be certified are shown in the center column in the same table below. The certifying staff shall execute the confirmation by entry his signature or name and stamp into an aircraft logbook and the aircraft statement of conformity, the design statement of conformity, or the authorized release certificate listed the table as below.

Classification of confirmation	Items	Aircraft statement of conformity or aircraft logbook
AMO for Aircraft Confirmation undue Article 19 paragraph 1 or Article 19-2 of the CAL.	Plans (excluding those pertaining to design for repair or alteration), process and the current condition after completion of work in terms of maintenance or alteration on an aircraft concerned shall comply with the standards as follows. As for the aircraft performed maintenance or alteration except 2 and 3, the standards under Article 10 paragraph 4-(1) of the CAL As for the aircraft performed maintenance or alteration which may affect noise, the standards under Article 10 paragraph 4-(1) and (2) of the CAL As for the aircraft performed maintenance or alteration which may affect engine emissions, the standards under Article 10 paragraph 4-(1) and (3) of the CAL	An onboard aircraft logbook (logbook for glider for the gliders)
AMO for Aircraft	Processes and current condition of alteration or repair of components concerned shall comply with the standards under Article 10, paragraph 4-(1) of the CAL.	Authorized release certificate

The method of confirmation in accordance with Article 40 of the CAR means not only the method of entry into an aircraft logbook and the authorized release certificate but also clarifying the definite method of confirmation by the appointed certifying staff, based on the organization, personnel, the method of work and quality control system for the work. Accordingly, it is necessary to clarify the method of work (confirmation based on the documents, confirmation based on the actual article) and decision criteria in each category and item of confirmation by the certifying staff. To handle these matters, it requires preparing procedures for the confirmation, checklists, etc. except for the case of minor work such as line maintenance, replacement of aircraft parts, etc.

The general guideline on the contents that shall be certified by the certifying staff on each category of confirmation in accordance with Article 40 of the CAR is provided below.

- (1) Confirmation under Article 19 paragraph 1 or Article 19-2 of the CAL by the AMO for Aircraft (See Note)
  - (a) Plan (excluding those pertaining to the design for repair or alteration)

The method of maintenance or alteration performed on the aircraft shall be the methods specified in 3-1 (5) B. (e)(b).
  - (b) Process

The process of maintenance or alteration on the concerned aircraft shall have been performed in accordance with the plan of (a) under the quality control system specified

in the AOE.

(c) Current condition

The maintenance or alteration performed on the concerned aircraft has been completed in accordance with the plan of (a) under the quality control system specified in the AOE. Also, the records related to the maintenance or alteration performed on the concerned aircraft has been prepared in accordance with methods specified in the AOE.

Note: Confirmation under Article 19 paragraph 1 or Article 19-2 of the CAL

- (i) The provision of Article 19 paragraph 1 of the CAL requires that AMO for Aircraft shall perform and certify maintenance on aircraft under Article 19 paragraph 1 of the CAL. "Confirmation under Article 19 paragraph 1" means the confirmation based on the above provision.
- (ii) The provision of Article 19-2 of the CAL provides that if AMO for Aircraft performs and certifies maintenance and/or alteration, Inspection of Repair or Alteration or Confirmation by the qualified mechanic which are required by the provision of Article 17 and Article 19 paragraph 2 of the CAL respectively can be omitted. "Confirmation under Article 19-2" means the confirmation based on the above provision.

Note: "Aircraft of the Article 19 paragraph 1 of the CAL" means airplane and helicopter for use of air transportation service and specified in the Article 31-2 of the CAR (airplane and helicopter for use of air carrier with more than 60 passenger seats or with maximum take-off weight over 27,000kg (Since March 30, 2008, airplane and helicopter for use of air carrier with more than 30 passenger seats or with maximum take-off weight over 15,000kg)).

(2) Confirmation prescribed in Article 16, paragraph 2-(3) of the CAL by the AMO for Aircraft Parts

(a) Process

The concerned components shall have been repaired or altered in accordance with the work practices based on the quality control system specified in the AOE.

(b) Current condition

The repair or alteration performed on the concerned components shall have been completed in accordance with the work practices based on the quality control system specified in the AOE. Also, the records related to the repair or alteration performed on the concerned components shall have been prepared in accordance with the methods prescribed in the AOE.

#### 4-1-3 Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts

When an AMO for Aircraft Parts is entrusted with only part of the repair or alteration work of aircraft parts and issues an authorized release certificate for the said work, it shall confirm that the part of the work was properly performed and completed in accordance with the

method specified by the designer of the aircraft parts and shall issue the certificate by signing and affixing a seal thereon.

Note: This confirmation is not for confirming the compliance with the standards under Article 10, paragraph 4-(1) of the CAL as prescribed in Article 16, paragraph 2-(3) of the CAL.

#### 4-2 Confirmation technique by the certifying staff

The approved organization is required to clarify in the AOE by what technique the appointed certifying staff utilizes to certify on each item (Article 40 of the CAR) to be certified by the certifying staff, based on its organization, personnel, method of work and quality control system. Technique to confirm the inspection or certify abovementioned by the certifying staff is classified broadly into two categories below.

(1) Confirmation based on the inspection of actual articles

The method of confirmation that the certifying staff shall come to the actual articles to perform inspection or to attend the inspection. In case the certifying staff performs confirmation based on the actual articles, contents to be certified (Article 40 of the CAR) by the certifying staff and the confirmation basis shall be clarified and the certifying staff shall have proficiency necessary for the concerned confirmation task based on the provision of Article 32 paragraph 3 of the CAR.

(2) Confirmation based on the inspection of documents

The methods of confirmation that the certifying staff shall inspect the relating documents and confirm that personnel of the approved organization and its contractor have performed the works and have inspected the products performed. This technique is to certify by means of the documents that each work and inspection have been performed in compliance with the AOE of the concerned approved organization. It must be clearly assured through the quality control system of the approved organization that each work and inspection shall be performed by the personnel with sufficient proficiency to the work and inspection based on the provision of Article 32 item 3 of the CAR and in accordance with the method prescribed in the AOE.

With regard to the confirmation prescribed in Article 40 of the CAR, it is often practically difficult for the certifying staff to perform or attend inspections of actual articles of the aircraft or aircraft parts throughout the overall maintenance and alteration processes. In such cases, part of the relevant confirmation (Article 40 of the CAR) may be carried out based on the inspection of documents.

#### 4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate

When a certifying staff certifies confirms the product (Article 40 of the CAR), he or she shall issue the certificate or record in an aircraft logbook under the provisions of Article 41 of the CAR. Issue number list for the design statement of conformity, the aircraft statement of conformity, or the authorized release certificate shall be prepared and controlled. (Control with computers is acceptable.)

(1) Entry into the onboard aircraft logbook followed by the confirmation under the provision of Article 19, paragraph 1 or Article 19-2 of the CAL

(a) When the approved organization shall certify the product under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL, it shall enter matters described below into the onboard aircraft logbook and the certifying staff shall sign its name or put his name and his seal on it. The instructions for entry into the onboard aircraft logbook:

1. "Maintenance or alteration performed on this aircraft has been certified in accordance with the provision of Article 19 paragraph 1 or Article 19-2 (See Note 1) of the CAL." (See Note 2)
2. Contents of maintenance or alteration performed
3. Name of the approved organization and approved number to performed the confirmation with regard to (a) of this section
4. Signature or name and seal of the certifying staff
5. Confirmation date

Note 1: Describe only the provision of the CAL which is applicable the confirmation (i.e. either "Article 19 paragraph 1" or "Article 19-2"). Refer to Circular No.3-001 "Maintenance and Alteration of Aircraft" Chapter 1-3

Note 2: Considering difficulty to judge the provision of the CAL to be applied to the confirmation, the statement may be "Maintenance or alteration performed on this aircraft has been certified to comply with the standards of Article 10 paragraph 4 of the CAL." instead of the above.

Note 3: If the aircraft user has separately obtained approval for the entry procedures into the onboard aircraft logbook in the maintenance manual from Authority, entry procedures shall be followed by it. When the entry procedure into the aircraft logbook regarding the confirmation for the line maintenance, etc., entry procedures may be followed by that provision specified in the AOE.

(b) Handling the particular maintenance work

a. In case the maintenance for that aircraft is completed by single work unit

The certifying staff shall certify that work and entry into the onboard aircraft logbook in the same manner as mentioned above.

Example:

Change of interior arrangement, Replacement of brake assembly

b. In case the maintenance is composed by plural work units

The certifying staff shall certify each work unit and entry into the onboard aircraft logbook together.

Note: If the aircraft user has separately obtained approval for the entry procedures into the aircraft logbook in the maintenance manual from Authority, entry procedures shall be followed by it. When the entry procedures into the aircraft logbook regarding the confirmation task for the line maintenance, etc. as the approved work has been specified in the AOE, entry procedures may be followed by that

provision.

(2) Issuance of an Authorized Release Certificate

(a) The approved organization shall issue an authorized release certificate as evidence to a user under Article 40 and Article 41 of the CAR, when it certifies the product under Article 16, paragraph 2-(3) of the CAL. However, the aircraft parts with the authorized release certificate is not required to obtain another authorized release certificate from the concerned approved organization. The instruction for entry into the authorized release certificate is described in Appendix 4-1.

(b) In case the components are engine or propeller, the approved organization shall enter matters described below into the aircraft logbook for engine and propeller as the record.

1. Confirmation date
2. "This engine (or propeller) has been certified in accordance with the provision of Article 16, paragraph 2-(3)."
3. Name of the approved organization and approved number to performed the confirmation with regard to (a) of this section
4. Signature or name and seal of the certifying staff

(c) Handling of the repair or alteration work on a part of components Even if the work is repair or alteration on a part of the components, the approved organization shall manage each work on it in the same manner as mentioned above. Contents of work performed by the approved organization shall be entered into the column of "Contents of work" or "Remarks" of the authorized release certificate.

(d) In case of issuing the authorized release certificate before implementing function test on board

In case that implementing the function test equipped with parts to aircraft is included in the method which designer of parts is specified after implementing parts repair or alteration, AMO for Aircraft Parts issues the authorized release certification to the user. In addition, if components are engines or propellers, the approved organization shall enter matters into the aircraft logbook for engine and propeller as the record and sign your name or put your name and your seal on it. AMO for Aircraft Parts should implement necessary action gather test results such as function test data promptly after implementing the function test by user of the parts. AMO for Aircraft Parts should submit the report to Japan Civil Aviation Bureau when the items which might seriously affect the safety of an aircraft at the results of the functional test are confirmed.

The person who intends to implement the abovementioned work should be approved on the matters set forth in the operating manual that is required to apply this section.

(e) In case of being entrusted with only part of the repair or alteration work of aircraft parts

When an AMO for Aircraft Parts is entrusted with only part of the repair or alteration work of aircraft parts, it may issue an authorized release certificate by conducting

confirmation prescribed in 4-1-3. In this case, the AMO shall describe the details of the work in the column of "Contents of work" of the authorized release certificate and also clearly indicate the fact that the work performed was only a part of the repair or alteration work in the column of "Remarks."

The person who intends to implement the abovementioned work shall provide for matters necessary for the application of this provision in its AOE and obtain approval. Note: This provision is based on the premise that an AMO for Aircraft Parts is entrusted with only part of the repair or alteration work by another repair business. With regard to functional parts, it is not permissible that an entrustee performs all work other than functional test and an entrustor performs only functional test.

When installing repaired or altered parts with the abovementioned work performed on to aircraft, it is necessary to issue an authorized release certificate proving that the confirmation prescribed in Article 18, paragraph 3-(3) of the CAL has been performed for all work in the repair or alteration processes.

#### 4-4 Confirmation or Issuance by Electromagnetic Means

- (1) For confirmation specified in 4-1, if recording, signing, or naming and sealing of each document is done by electromagnetic means, follow the provisions of Circular No. 6-018.
- (2) When an aircraft statement of conformity or an authorized release certificate provided in 4-3 is issued by electromagnetic means, follow the provisions of Circular No. 6-018, and fulfill the conditions in the following paragraphs (a) to (d) at the same time.
  - (a) A receiver must be ready to accept to have the aircraft statement of conformity or the authorized release certificate issued by electromagnetic means.
  - (b) A digital signature must be used for signing or naming and sealing of the aircraft statement of conformity or the authorized release certificate.
  - (c) Whether the original aircraft statement of conformity or authorized release certificate is in a paper format or in an electromagnetic format must be identifiable. When the aircraft statement of conformity or the authorized release certificate is issued by electromagnetic means, this document must state that fact.
  - (d) When issuance by electromagnetic means becomes impossible for some reason, the design statement of conformity or the authorized release certificate must be issued in the paper format, until the electromagnetic means become available.

#### 4-5 Handling for flight test

Not applicable

### 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing

An AOE of an AMO for Aircraft located in Canada which have obtained approval of the Japanese authority based on the TA-M shall be in compliance with Appendix 1 of Section C of the TA-M.



## 5-1 Role of an AOE

### (1) Approval of an AOE

An AOE is the document prescribed conformity with the technical requirements in relation to the approval and also the document prescribed the matters which must be observed upon performance of the work by the approved organization. Accordingly, any person who is approved the approved organization shall file an application of approval of the AOE and obtain the approval of Minister of Land, Infrastructure, Transport and Tourism including its change. (Refer Article 20 paragraph 2 of the CAL, Article 35 or Article 36 of the CAR) "Approval for the Approved Organization Exposition" shall be issued, when the AOE is set up or amended.

### (2) Relationship between an AOE and in-house manual in the approved organization

As the AOE approved by Authority shall prescribe the matters which the approved organization must observe, after change of the AOE and taking the necessary actions for improving management of the approved work shall be ordered, the approval may be suspended or revoked by Authority, if the approved organization does not perform its work in compliance with the AOE in accordance with Article 20 paragraph 6 of the CAL. Furthermore, the approved organization may develop the in-house manual system in order to observe the other laws and regulations as well as the function of the approved organization under the CAL and to realize its policy, and the approved organization may put the in-house manual system as the Appendix to the AOE to supplement the AOE. In this case, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE as mentioned in 5-2-2(4).

### (3) Relationship between an AOE and Maintenance manual

An AOE defines the specific procedures of each organization's necessary responsibilities to ensure the quality of the work, facility, and management of documents. Maintenance manual defines how to implement such syllabus or what is the maintenance interval for the aircraft operated by an aircraft user such as air carrier, etc. itself. Although the purpose of the two rules differs significantly, there are some common requirements. Therefore, regarding the overlapping information of AOE and Maintenance manual, you may call one manual to another taking into account the purpose of the maintenance manual.

As for the maintenance manuals established by an operator for aerial work services or private aircraft user in accordance with Article 14-2 of the Act, refer to Circular No.1-030 "Establishment of valid period of airworthiness certification for aircraft used for aerial work services and private aircraft."

## 5-2 Composition of an AOE

### 5-2-1 Contents of an AOE

The following matters shall be provided in the AOE under the provision of Article 20 paragraph 3 of the CAL, Article 36 paragraph 1 of the CAR and Article 37 of the CAR. Furthermore, compliance to the technical requirements in relation to the approval shall be realized by the AOE only. (Verbatim of the requirements described in this Circular shall not

be allowed.)

- (1) Category of the capability, ratings and limitations prescribed in Article 36 paragraph 1, item 1 of the CAR

The lists of the capability, ratings and limitations of which an applicant wants to obtain approval shall be provided in the AOE. Ratings and limitations shall be listed in each capability by comparing with paragraphs 2-2 and 2-3. Furthermore, when an applicant wants to obtain approval for plural facilities or satellite approval, capability, ratings and limitations to be applied to each facility and satellite shall be clarified. An applicant may prepare single AOE, even if it wants to obtain approval for plural categories of capability at the same facility. However, except for entries which are common to all categories of capability, relevant entries in the AOE must be clear to understand for its users such as by clarifying what is applicable to which capability.

- (a) AMO for Aircraft

Example for category of work to be entered:

General preservation, Minor repair, Major repair or Minor alteration

Entry method for contents of work in the AOE:

Example 1: Maintenance and alteration for whole of the aircraft 100-hour inspection, 300-hour inspection or 1,000-hour inspection, etc. (In case that none of the limitations for contents of work is set up, no entries may be allowed.)

Example 2: Particular work of the maintenance and alteration for aircraft (Contents of work concerned shall be entered.)

Installation of (manufacturer name) (type) agricultural aerial spray equipment

Example 3: A part of work of the maintenance and alteration for aircraft

Definite contents of each work shall be entered in the AOE. Or summary of each work shall be entered and details of each work shall be prepared as the CAPABILITY LIST in the Appendix to the AOE, which are called out from the AOE. However, if such list in the Appendix to the AOE is placed as the CAPABILITY LIST of the AOE, the approved work in the list shall be isolated from other work.

- (b) AMO for Aircraft Parts

As a limitation, kind and type of the components, classification and contents of task shall be entered. In the classification of the components, on the engines, Propellers, rotor blades and transmissions, type of components shall be entered as a limitation. Limitations to the components other than engines, propellers, rotor blades and transmissions shall be entered below.

- In case limitation for type of the components is given.

Type of components to be limited shall be entered.

- In case no limitation for type of the components is given.

Type of components shall not be entered as a limitation into the AOE.

The type of components approved for the work shall be entered into Appendix to AOE.

Note: For the type, etc. of components approved for the work, CAPABILITY LIST shall be prepared which contains type and name of components, and name of

manufacturer. The LIST shall show definite relation to manuals, work documents relating to the concerned components. Furthermore, change procedure for type of components approved for the work or contents of related task shall be provided. This procedure shall contain examination items for the change, examination criteria, etc. Also, the examination items shall contain method of repair or alteration, facilities, personnel, inspection system, control system for materials, parts and components, process control system, control system for records, etc. by comparing with this Circular. However, the details for this change procedure may be prepared in the in-house manuals. The provision shall be entered that when the organization adds type of components approved for the work, it shall prepare CAPABILITY LIST for the added type of components and shall issue it to Authority.

- (2) Equipment, work area, storage facility and other facilities for the work prescribed in Article 36 paragraph 1, item 2 of the CAR
- (a) Name of the organization and its address as well as its map shall be entered. The map shall contain the general view shown the location and details shown each facility such as work area, equipment, offices for the organization relating to the approval, storage facility, etc. In case the facilities for the organization locates geographically away from each other (including satellites prescribed in 2-4), work area, equipment, offices, etc. on each facility shall be entered together. Furthermore, in case the approved organization has obtained approval for line maintenance of aircraft, facility details mentioned above shall be entered on each airport at which the line maintenance is performed. In case that maintenance is performed by the maintenance personnel of the air carrier who is onboard the flight from other station to the airport at where the said air carrier utilizes on the scheduled flight, such airport shall belong to the satellite. In this case, the word of "will be performed by maintenance personnel dispatched" shall be added in at the facility name.
  - (b) \* Measuring equipment, test equipment, tools, etc. (General tools, etc. may be excluded.) out of the equipment in approved facility shall be entered as a list by nomenclature, name of manufacturer, type, rating, accuracy, usage, check interval, etc. (These lists may be prepared in Appendix to the AOE or controlled by computer, except major equipment.) Out of measuring equipment, tools, etc. those that are same kind and are common in control method may be entered correctively.
  - (c) When equivalent equipment or tools are used, procedure to determine equivalency and its responsibility shall be prepared. When equivalent equipment or tools are used, procedure to determine equivalency and its responsibility shall be prepared.
  - (d) In case facilities, equipment, etc. are rented or commonly used, these are specified in the AOE. And also share of the responsibility for control shall be clarified. Even if, particular facility that the organization has not responsibility to control, when it uses that facility, it must confirm that the facility is controlled properly in compliance with the AOE. It is described in the AOE that for facilities or equipment rented at each work, the concerned work is not allowed to perform, provided they are not available.

Furthermore, the list concerned shall be revised and approved as necessary, before the approved work is performed by using them.

In case of dispatching system described in paragraph 2-4(2), when the organization rents or commonly uses the facilities on the destination, its requirements shall be entered in accordance with paragraph 3-2.

(3) Organization and personnel who perform the work prescribed in Article 36 paragraph 1, item 3 of the CAR

(a) Organization chart

Organization chart relating the approved organization shall be entered in the AOE.

The outline of the organization not relating to the approved organization shall be added in order to understand the whole organization. In this case, description shall tell the section related to the approval from the section not related to the approval. The organization apparently remote from the approval matters, such as operation section and traffic section of the air carrier, vehicles section of the manufacturer, for example, may not be entered.

(b) Authority and responsibility of accountable manager and each head of department/division/group\*

Authority and responsibility of the accountable manager and each head of department/division/group shall be entered in the AOE. The responsibility of the accountable manager must include at least items listed in 3-1(2)(a)a.~c.

(c) Names of accountable manager and each head of department/division/group\*

Names of the accountable manager and each head of department/division/group shall be entered in the AOE.

(d) Organization to perform internal audit\*

The organization to perform the internal audit shall be established so that it may be clearly separated from the organization to be audited and entered on the organization chart in the AOE.

(e) Number of personnel allocated to each division\*

The summary of number of personnel allocated to each division shall be entered in the AOE. These shall be entered in accordance with the organization. In case of contracted work by labor only, it is desirable to mention that number of personnel in the organization chart shall contain contractors and their number of personnel as well as number of personnel of the originating approved organization, because the number of personnel including number of personnel contracted is considered as the work capability of the concerned approved organization.

In addition, an approved organization must describe the procedure in AOE to review its work plan in the case of a shortage of personnel to planned suitable assignment of personnel, except for the case that an approved organization is able to do personnel reassignment easily.

It shall be described in the AOE that persons engage in maintenance or alteration for

aircraft, repair or alteration for aircraft parts or its confirmation in the AMO shall comply with items listed in 3-1(3)(b) a.to c. and d. (if applicable). In the case of d. , methods for alcohol testing shall also be described.

- (f) Liaison between the design organization and the authority  
Not applicable

- (g) Appointment criteria for certifying staff  
Appointment criteria for the certifying staff (experience, qualification, career in attending classes, etc.), method of examination and procedure for appointment and removal shall be prepared in the AOE. As for the examination, examination table shall be prepared and entered its format into the AOE.

- (h) A list of names of certifying staff\*  
In principle, a list of certifying staff shall be contained in the AOE by specifying their names, belongings, and work of which they are in charge. However, when requirements and procedures for nomination or dismissal are clearly described in the AOE, it is not necessary to include the list in the AOE. It is enough to state in the AOE that the latest list of certifying staff is to be submitted as the Appendix to the AOE to the jurisdiction airworthiness engineer office upon each occasion of nomination or dismissal without delay. At least, it should be ensured that every nominated certifying staff member is able to surely understand their duties, and the methods of managing the list of certifying staff, gaining access to it, and submitting it to the authority must be described in the AOE.

Careers are not always contained in the list, but the approved organization shall appropriately prepare the records of certifying staff members' careers and manage them.

Certifying staff members designated by the approved organization can perform their work after their names are registered in the list (As for procedures for changing the AOE, refer to paragraph 6-4 of Part I). Certifying staff shall be appointed among personnel who have qualification for the certifying staff in the approved organization in accordance with paragraph 3-1(4).

- (i) Appointment criteria for the equivalent recognition  
Appointment criteria for the equivalent recognition for the certifying staff shall be prepared separately from these for the certifying staff prescribed in paragraph (f) in the AOE. Contents of the necessary education and training to obtain equivalent recognition shall be prepared, and also examination criteria and method for the personnel who requires approved examination under paragraph 3-1 (4) (f) shall be established and be obtained approval from the Minister of Land, Infrastructure, Transport and Tourism. (Approval is made through the examination of the AOE or through the approval of competence for the certifying staff.) Take care not to mix up the education for the certifying staff and for the equivalent recognition.
- (j) Qualification requirements, authority and responsibility for inspector, auditor and

other in-house qualified personnel

As for appointment and removal of in-house qualified personnel, appointment and removal procedures including qualification requirements, judging criteria, personnel to judge and appoint as well as name of qualification, its authority and responsibility shall be prepared in the AOE. Especially, job names of inspectors who can perform receiving inspection, acceptable inspection, intermediate inspection and completion inspection shall be specified in the AOE.

In cases when contracted work is conducted inside the originating approved organization, requirements for qualified personnel and authority and responsibility of the personnel of the contractor equivalent to those established for the personnel in the originating approved organization shall be prepared in the AOE. (These requirements may be prepared in the paragraph 3-1 (6) (h) "Control system for contract work")

As for careers, state qualifications, in-house qualifications, experiences, education and training, etc. for the personnel (at least in-house qualified personnel) in each group, records of these items shall be prepared and matters concerning the management of the records shall be mentioned in the AOE. It is not necessary to include the said records in the AOE.

For personnel who perform specialized services, it shall be described that the qualification for those personnel shall be one based on the public standards such as National Aerospace Standard, etc. And in-house qualification approval system shall contain periodic examination required such as competence, vision, color vision, etc.

A list of the personnel that contains their names, belongings and duties in charge shall be prepared for each category of in-house qualifications, and it must be stated in the AOE that the list shall be maintained at the latest version at any time.

(4) Matters regarding the method of work for quality control system and other systems (Article 36 paragraph 1, item 4 of the CAR)

(a) Technical standards upon establishing method of work (Approved organization other than approved design organization)

a. Technical standards to establish method of work shall be prepared.

Example:

"Standards to establish method of work for the approved work of (name of work) shall be (name of technical documents such as overhaul manual, parts catalog, service bulletin, etc.) specified by (name of designers)"

As for specialized services, it shall be described that the method of work shall be based on the method set by the designer and the public standards such as National Aerospace Standard.

b. When work is performed in accordance with standards other than specified by the designers, it shall be described as follows:

Example:

"When work is performed in accordance with standards other than specified by the designers, the work must be performed after approval by (name of designer, etc.) and JCAB under the provision of (paragraph number)."

Approved method of work other than specified by the designers shall be entered into the table in the AOE. The table shall contain related document number, revision status, document name, approved date, etc. "Approval by the JCAB" means to

obtain approval for the revision of the AOE (revision of the table).

- c. When performing maintenance or alteration of aircraft (including equipment, etc.) in accordance with maintenance manuals established by an aircraft user such as an air carrier, etc. and approved by the authority, the statement that the work method is established based on the maintenance manual of the relevant air carrier as technical standards shall be entered in the AOE. Following is the example..

Example:

"When maintenance (or repair) or alteration of the aircraft (or components) is entrusted from air carrier, method of work shall be established in accordance with the maintenance manual of the said air carrier which is approved by JCAB."

- (b) Method of work prescribed in Article 32 item 5 of the CAR

It shall be described that method of preparation, checking, authorization, etc. of the work documents (manual, drawing, checklist, PIR book, procedure, work order, malfunction/correction tag, etc.) which show the method of work. In principle, reference number and name of work, etc. of the work documents shall be entered in the AOE, however, those may be prepared and controlled in the Appendix to the AOE as CAPABILITY LIST. The method to avoid intermixing the latest version and expired one of these documents at the working area shall be prepared. (The method to confirm these documents as latest by worker on the scene shall be established.)

- a. AMO for Aircraft

In principle, whole of the methods of execution for maintenance and alteration to be performed shall be prepared in the AOE. When work on the whole of the aircraft is approved those methods may not always be entered in the AOE, because work items generally is assumed considerable numbers. Instead, summary of the work shall be entered in the AOE and each item shall be prepared and controlled in Appendix to AOE, or in the computer, for a lot of items.

Even if the maintenance is performed in accordance with the maintenance manual of the air carrier, etc. the method of maintenance or alteration shall be prepared in the AOE. Entry method in the AOE is as follows:

1. All reference numbers of work documents relating to the maintenance and alteration shall be entered.

Example:

Maintenance items and method of the maintenance before inspection (equivalent to annual inspection) on each aircraft type are specified below.  
(Aircraft type) (Work documents reference number) (Name of work)

2. Only summary is mentioned in the AOE, and each work item shall be prepared and controlled in Appendix to AOE.

Example:

"Maintenance and alteration of the (manufacturer name) (type) aircraft shall be performed in accordance with work documents (in the table of work item of the Appendix (name)) prepared based on the standards specified by the (name of designers)."

3. To quote the maintenance manual. Example:

"Maintenance for the (manufacturer name) (type) aircraft of the (name of air carrier) shall be performed in accordance with the work documents based on

the maintenance system specified in the maintenance manual of (name of air carrier)."

4. Limited to particular work out of maintenance and alteration for aircraft.

Example:

Installation of (manufacturer name) (type) agricultural aerial spray equipment

b. AMO for Aircraft Parts

1. In case that none of limitations of each work are applied to components approved:

Work documents for each item may be prepared and controlled on the CAPABILITY LIST which is placed as Appendix to AOE, or on the computer for a lot of items.

2. In case approval is obtained for a part of components:

Work documents reference number, name of work, etc. of the concerned work shall be entered in the AOE.

(c) Malfunction/correction tag, etc.

Entry and handling procedures of the malfunction/correction tag which is used when malfunction was discovered shall be established in the AOE. This sheet shall contain contents of malfunction, method of corrective action and its basis of standards (structure repair manual, service bulletin, etc.), contents performed as corrective action, etc. And personnel in charge for authorization to the method of corrective action shall be clarified in the AOE.

(d) Maintenance and control of facilities prescribed in Article 32 item 6-(1) of the CAR

The method of maintenance and control for facilities (kind of check, calibration, its interval, etc. of equipment (including tools, etc.)), responsible person, personnel in charge and its authority and responsibility shall be prepared. And also matters of identification for equipment which are required calibration shall be mentioned. These matters may be described in the table of facilities (measuring equipment, tools, etc.) prescribed in paragraph 5-2-1 (2) (a).

The methods to record the results of inspections for maintenance and control of facilities and methods to keep the records are described in AOE.

Also, methods to investigate appropriateness of work done in the past by using a facility if the facility is found to be out of the tolerance designated by its designer.

(e) Education and training for personnel prescribed in Article 32 item 6-(2) of the CAR

- a. Responsible person, personnel in charge of the education and training and their authority and responsibility shall be stated. In the case of contracted work conducted within the originating approved organization, it must be clearly indicated that the relevant approved organization shall bear responsibility for the training and management of the personnel of the contractor.
- b. Targeted personnel, type and method of the education and training shall be stated. For periodic training, its frequencies are to be described. The relationship between duties (qualification as the certifying staff or other in-house qualifications, etc.) and



- the relevant education and training shall be clarified in the description.
- c. Upon recruitment of new personnel or personnel transfer, knowledge and skills of the relevant personnel shall be evaluated and the method to specify required education and training therefor is to be stated.
  - d. Procedures to formulate training curricula shall be described.
  - e. Requirements for instructors shall be stated.
  - f. The method for the management of implementation status of the education and training plan and regular review of the plan shall be stated.
  - g. The method for individual evaluations of each trainee depending on the content of the education and training shall be stated.
  - h. The method for the evaluation of training curricula shall be stated.
- (f) Revision of method of work prescribed in Article 32 item 6-(3) of the CAR
- a. Responsible person, personnel in charge of revision and its authority and responsibility shall be prepared.
  - b. Procedure for revision of the work documents, etc. shall be established.
  - c. Method to avoid not using obsolete work documents caused by revision at the scene shall be established in the AOE.
- (g) Obtaining, control and management of technical data prescribed in Article 32 item 6-(4)
- a. Responsible person, personnel in charge of technical data control organization and its authority and responsibility shall be prepared.
  - b. Procedures to obtain, confirm and authorize the latest technical data shall be established in the AOE.
  - c. Procedures to handle obsolete data shall be clarified in the AOE.
- (h) Control for materials, parts and components prescribed in Article 32 item 6-(5)
- a. Responsible person, personnel in charge of materials, parts and components control organization and its authority and responsibility shall be prepared.
  - b. Matters of storage and control method for materials, parts and components shall be prepared (When performing, in the same workplace, any work not covered under AMO for aircraft or for aircraft parts, or AMIO, such as the production of aircraft or aircraft parts, any means to prevent unintended mixing of materials, parts and components, etc. are also to be indicated).
  - c. As for the items which shall be stored in particular method, the method shall be entered, and its detail method shall be clarified in the in-house manual.
  - d. Identification method for unserviceable materials, parts and components, isolation method from serviceable items and storage method shall be prepared.
  - e. Method for inventory control shall be prepared.
  - f. As for items which have shelf life limitation, a form for expiring date and its indication shall be prepared.
  - g. Control method of items supplied from aircraft users, etc. shall be prepared.
  - h. Matters to pay attention on selecting supplier to purchase parts and components shall be indicated in order to prevent incorporation of unapproved ones.
  - i. When reusing serviceable articles of components furnished to aircraft or engines of

an air carrier to other aircraft or engine of said air carrier, the approved organization shall follow the method prescribed in the said air carrier's maintenance manual (in the case of a foreign air carrier, a manual corresponding to a maintenance manual) and the procedures with the said air carrier shall be described.

- (i) Acceptance inspection of materials, parts and components and acceptance inspection, intermediate inspection and completion inspection of aircraft and components (Article 32 item 6-f of the CAR.)
  - a. Responsible person, personnel in charge of inspection and its authority and responsibility shall be prepared.
  - b. Inspection criteria and method shall be prepared.
  - c. The documents to be confirmed upon inspection shall be prepared. (The documents to be confirmed upon acceptance inspection on each material may be prepared in Appendix to the AOE.)
  - d. Qualification for inspector and inspection criteria according to each kind of inspection shall be prepared.
  - e. Identification method for rejected articles and isolation from the passed articles and storage methods shall be prepared. Method of making a report to the JCAB when any suspected unapproved parts are found shall also be indicated.
  
- (j) Process control (Article 32 item 6-(7) of the CAR)
  - a. Responsible person, personnel in charge of process control organization and its authority and responsibility shall be prepared.
  - b. Major process flow of the approved organization composed of work planning, accomplishment of work, inspection, confirmation and record control, etc., with sections in charge of each process shall be prepared. (Expression in flowchart may be acceptable.) And take-over method between processes shall be prepared.
  
- (k) Control system for contract work (Article 32 item 6-(8) of the CAR)\*
  - a. Responsible person, personnel in charge of contract control and its authority and responsibility shall be prepared.
  - b. Selection requirements of contractor shall be prepared.
  - c. Contractor name and its contracted contents shall be prepared. However, the details may be prepared in the in-house manual, etc.
  - d. Method for clarification of contracted contents by order form upon contract shall be prepared.
  - e. Standards and method of acceptance inspection for contracted work (output) shall be prepared.
  - f. As for the audit to contractor, its method, frequency and auditor shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)
  
- (l) Record control\* (Article 32 item 6-(9))
  - a. Responsible person, personnel in charge of record control and its authority and

responsibility shall be prepared.

- b. The records and major forms to be controlled shall be prepared.
- c. Keeping method of records and period shall be prepared.
- d. When handling records by electromagnetic means, the handling must follow the provisions of Circular No. 6-018. Furthermore, upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.
- e. Methods to prevent unauthorized use of a stamp, seal, etc. and falsification of records shall be prepared (such as storage management of a stamp, seal, etc., and when handling records by electromagnetic means, management of an ID and a password).

(m) Internal audit\* (Article 32 item 6-(10) of the CAR)

- a. Responsible person, personnel in charge of internal audit and its authority and responsibility shall be prepared.
- b. Audit frequency on each facility and each post shall be provided.
- c. Audit criteria shall be mentioned as "Approved work and related work of the organization shall comply with Civil Aeronautics Law and related Ministerial ordinance, Notice and other laws and regulations."
- d. Matters of auditor shall be entered. Otherwise, it may be mentioned that responsible person can appoint auditor at each audit among personnel who finished education and training for auditor.
- e. Matters of record form and report of audit result shall be prepared.
- f. Procedures for corrective actions based on the results of internal audits shall be prepared.
- g. It is prescribed that audit result and corrective actions shall be provided to Authority any time upon request.
- h. Procedures, method and contractor when internal audit is contracted to other person shall be prepared. (Refer to Circular No. 6-019 (paragraph 4) when it is done from a remote location)

(n) Control system of documents such as design report, document related to design work and inspection system of the said documents with regard to the approved work to be performed by ADO for Aircraft and ADO for Aircraft parts.

Not applicable

(o) Control system of test articles and inspection system with regard to maintain a quality of the said articles regarding the approved work to be performed by ADO for Aircraft and ADO for Aircraft parts (Article 32 item 5-(k) of the CAR)

Not applicable

(p) Method of work for inspection concerning the provision of Article 32 paragraph 7 of the CAR

Not applicable

(q) \*Policy of the approved organization

Based on 3-1(8), policy of the approved organization, exclusion of unreasonable pressure, etc. shall be described.

(5) Method of confirmation by the certifying staff (Article 36 paragraph 1, item 5 of the CAR)

(a) Method of confirmation of the inspection (Article 39 of the CAR) (Only for ADO for Aircraft and ADO for Aircraft parts)

Not applicable

(b) Method of confirmation (Article 40 of the CAR)

One or more of Items listed below related to the approved organization shall be described.

- a. Items and method of confirmation as well as form of checklist shall be prepared.
- b. Procedural instruction for entry into aircraft logbook. Besides, aircraft logbook shall be entered, when corrective actions for non-conformity items, and functional test, flight test, etc. after a completion of manufacture are completed.

(c) Issuance of the authorized release certificate (Article 41 of the CAR)

Form of and procedural instructions for entry into the Design statement of conformity, the aircraft statement of conformity, the authorized release certificate shall be described.

(d) Confirmation or Issuance by Electromagnetic Means

a. Confirmation by electromagnetic means

Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.

b. Issuance of an aircraft statement of conformity or an authorized release certificate by electromagnetic means.

- (i) Mention that it is prerequisite that a receiver accepts the issuance by electromagnetic means.
- (ii) Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE. In the AOE, mention that digital signatures shall be used for electronic signatures.
- (iii) Specify whether an original is in a paper format or in an electromagnetic format, and mention a method to determine which format to use for issuance.

(6) Others necessary items for performing the work concerning the provision of Article 36 paragraph 1, item 6 of the CAR\*

## 5-2-2 Example of necessary items for performing the work

- (1) Renewal of approval, change of capability and ratings\*  
Procedures to make renewal and to change the capability and ratings shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.
- (2) Procedures concerning the provisions of Article 20 paragraph 2 of the CAL (Article 36 of the CAR) and Article 35 of the CAR\*  
Procedures to change current limitations approved and change the AOE shall be entered. The procedures shall contain that responsible post and personnel in charge shall be clarified and application shall be made with attaching revised pages of the AOE and other reference documents. Application form shall be established based on paragraph 6 of the first part and entered into the AOE.
- (3) Class conducted by the authority concerning the provision of Article 41-2 of the CAR\*  
Procedures to handle the notification regarding the class from the Minister of Land, Infrastructure, Transport and Tourism, such as selection of attendee, etc., and responsibility in charge of the class shall be prepared. And also it shall be mentioned in the AOE that the attendee shall conduct education and training on that class to the relating personnel in the organization, thereafter.
- (4) Outline of in-house manual system\*  
When establishing an in-house manual system referred to in 5-1(2) and setting out in the in-house manual as the Appendix to the AOE, the relationship between the AOE and any other manuals (maintenance manual and its Appendix) approved by authority shall be shown systematically and the types and contents of these manuals shall be clarified. In this case, it should be ensured that the relation between each section of the AOE and the Appendix is clearly understood, but it is not necessary to enter the revision number of the Appendix. However, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE.  
The personnel responsible for revision and deletion of the Appendix to the AOE and in-house authorization procedure therefor shall be entered.
- (5) Reporting of un-airworthy condition described on paragraph 6-5 (2) of the first part\*  
Reporting procedures of malfunctions when those greatly affected to safety of aircraft described in paragraph 6-5 (2) were discovered during performance of the approved work shall be entered. Procedures shall contain post in charge, reporting personnel, contents of report, address to be reported, reporting timing, etc. Report form shall be established based on paragraph 6-5 of the first part and entered in the AOE.
- (6) Flight test  
Not applicable

(7) Dispatching system (only if applicable)

The following items shall be stated.

- (a) Conditions for implementing the dispatching system
- (b) Concrete details of maintenance or alteration under the dispatching system (limited to the case where specific maintenance or alteration work is performed repeatedly at locations other than any facilities of an approved organization)
- (c) Method of appointing the responsible person of the dispatch team
- (d) Method of selecting members of the dispatch team (including the certifying staff)
- (e) Method of confirming that the facilities to which the dispatch team is to be dispatched (workplaces, parts and tools, etc. to be used by the dispatch team) satisfy the requirements for approval referred to in 3-1
- (f) Method of work by which the dispatch team carries out
- (g) Quality control method in work procedures of the dispatch team
- (h) Procedures of reports to Japan Civil Aviation Bureau
- (i) With regard to the items described as "not specified" in the prior comprehensive notification (see 3-2(7)(Note)) concerning maintenance, etc. at off-site takeoff/landing sites, etc., the approved organization itself shall confirm the procedures (limited to cases where it is applicable) prior to implementation of the work so as not to deviate from the standards and scope specified in the AOE.

(Note) When performing specific maintenance or alteration work repeatedly at locations other than any facilities of an approved organization, items that are presumed in advance (facilities, organizational structure, personnel, etc.) shall be specified and be described in detail at the same level as in the case of performing maintenance in the organization's facilities. In this case, the description in the case of performing maintenance in the organization's facilities may be quoted.

### 5-2-3 Composition of the AOE\*

When the organization intends to prepare the AOE by establishing Appendix to AOE, attaching documents, etc. as the composition of the AOE, in principle, work which the concerned approved organization can perform, necessary policy to perform that work, matters to be observed, etc. shall be substantially included. (It is not accepted that those elements are just called out or listed from the Appendix to the AOE, etc.)

Out of contents which shall be entered in the AOE, contents prepared in the separate table together shall be the object to be approved as a part of the AOE. Composition of an AOE shall be accepted, provided editing method so that the contents may meet items described in paragraph 5-2-1 is employed. Example for the composition of the AOE shall be referred to Appendix 4-2. And chapter and section written in the AOE shall generally contain below.

- (1) The person in charge of each item and contents of its responsibility
- (2) Policy to the target
- (3) The method taken to actualize the policy
- (4) Name and number of provision for the detailed procedures for implementation
- (5) As for the major forms that are called out in the text of AOE, the forms as well as form

number shall be entered.

#### 5-2-4 Form\*

Form of AOE shall be specified following guidelines below from the view point of rationalization for document control job:

- (1) Standard form of AOE shall be JIS A4.
- (2) AOE pages shall be filed in the binder type book in order to replace them.
- (3) Approved date, indication of revised text and page number shall be entered in each page.
- (4) Name of the AOE (such as "Approved Organization Exposition", "Exposition for the Approved Organization under the Provision of Article 20 of Civil Aeronautics Law") and name of organization shall be entered into the cover page.
- (5) Copy of "Approved Organization Certificate", "Approval of the Limitation Change", "Approval for the Approval Organization Exposition" and "Approval for the change of Approved organization Exposition" and the table for distribution address of AOE shall be filed in front of the table of contents pages of AOE. (Obsolete copies may be scrapped each time when approval is renewed.) Additionally, a copy of Form-12, which is to be submitted together with an application for the AOE upon designation of the accountable manager, shall be filed in the AOE and be preserved during the term of service of the said accountable manager.

#### 5-2-5 Others\*

- (1) Effective page list shall be established which contains issue or revision date on each item. And issue or revision date shall be entered in each page.
- (2) Responsibility for control (replacement of pages) at each post of distribution address shall be clarified.
- (3) Distribution address in JCAB for AOE is as follows:  
Distribution of AOE may be done by electronic media.
  - (a) Approved organization in foreign country: JCAB Airworthiness Division
  - (b) ADO/APO for aircraft : Organization Approval Team, Aircraft Engineering and Certification Center
  - (c) Approved organization of particular air carrier in Japan: JCAB Airworthiness Division, Chief airworthiness engineer of Regional JCAB Office and Chief airworthiness engineer of JCAB Airport Office which has jurisdiction over it
  - (d) Other Approved organization: Chief airworthiness engineer of Regional JCAB Office which has jurisdiction over it, and Chief airworthiness engineer of JCAB Airport Office if the JCAB Airport Office has direct jurisdiction over it

Note: Initial approval shall be made by JCAB Head Office. However, following all renewal approvals including change and addition shall be turned under jurisdiction of Regional JCAB Office (except for ADO/APO for aircraft and

approved organization in foreign country), so JCAB Head Office may be deleted as distribution address except at initial approval.



## Appendix 4-1:

### Instructions for entry into the Authorized Release Certificate

The entry could be made in English and the date shall be entered in Christian Era.

1. Japan  
The name of the country of the authority.  
"日本国 Japan" shall be pre-printed.
2. Authorized Release Certificate  
Title of the certificate.  
"装備品基準適合証 AUTHORIZED RELEASE CERTIFICATE" shall be pre-printed.
3. Certificate number  
A unique number to allow to trace each certificate should be entered. The numbering system should be established by each organization.
4. Name of the approved organization  
The name of the approved organization shall be entered. Pre-printed or stamped form is preferable. Logo, etc. may be printed in this column.
5. Work order/contract/invoice  
Free format column for the approved organization. It is commonly used to put reference work order/contract/invoice, or other information needed to be provided to their customers.
6. Item  
This block is used for item numbers, for cases that the certificate covers more than one item.  
This block should be left blank when issuing the certificate for just one item.
7. Description  
The name or description of the components should be entered.
8. Parts number  
Part number of the component shall be entered.
9. Quantity  
The number of parts being released shall be entered.
10. Serial number/ Batch number  
The serial number or batch number shall be entered if applicable.
11. Status/Work  
The contents of work performed shall be entered.  
Examples  
"OVERHAULED"  
"MODIFIED"  
"REPAIRED"
12. Remarks  
If there are some applicable requirements other than those stipulated by the CAL, the

corresponding statement should be entered, such as, (together with the block 18)

- Special conditions and additional special requirements required by the importing country.
- Exemptions of technical requirements as approved by the Minister of Land, Infrastructure, Transport and Tourism.

In case of issuing the authorized release certificate before conducting on-board function test in accordance with paragraph 4-3 (2) (d), clear description to indicate that the functional test should be conducted as per the methods specified by the manufacturer should be entered.

In case of issuing the authorized release certificate for only part of the repair or alteration work in accordance with paragraph 4-3 (2) (e), clear description to indicate the fact that the work performed was only a part of the repair or alteration work should be entered.

- Other additional information of the components etc. for reference.

Example:

- Total hours, total cycles. (Unnecessary for the time-limited components by attaching the records)
- Shelf life data.
- AD or SB (In addition to the number of AD or SB, the clear statement like "AD xx has been performed." is necessary.)
- Specification of the modification, etc.

<From 13 to 17 are not applicable>

18. The contents of the certificate

The contents of the certificate shall be pre-printed.

19. Signature of certifying staff

The name of the certifying staff shall be signed, or put his name and seal.

20. Approval Reference Number

The approval reference number of the approved organization shall be entered. Pre-printed or stamped form is preferable.

21. Name

The name of the certifying staff shall be entered.

22. Date

The date on which the Authorized Release Certificate is signed shall be entered by day/month/year.

Note: The original copy of the Authorized Release Certificate shall be issued to the user of the components and the copy of it shall be kept for two years at minimum from the its issuance.

## Appendix 4-2:

### Sample of the table of contents of the Approved Organization Exposition

The following is the sample of the table of contents of the approved organization exposition faithfully based on Article 36 paragraph (1), the requirements for approval of Article 32 and the technical standards for Approved Organization Exposition of Article 39 -2 of the Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation) (hereinafter referred to as "CAR") and this Circular.

Splitting and/or changing orders of the items below could be made taking account of the situation of each approved organization.

A table of contents	Reference CAL(L)/ CAR(R)	Reference chapter of this Circular
Chapter 1 General		
1.1 The structure of the AOE and in-house manuals		5-1
1.2 Approved capability, ratings and limitations	L20, R30	
1.3 Procedure for the change approval	L20, R35	6-2,6-3
1.4 Procedure for the revision of the AOE	R36	6-4
1.5 Reporting the un-airworthy condition	L134	6-5
1.6 Class conducted by the authority	R41-2	6-6
1.7 Compliance with AOE etc.	R38	3-1 (8)
1.8 Others		
Chapter 2 Facilities		
2.1 Facilities	R32 (1)	3-1 (1)
2.2 Facility chart		
Chapter 3 Organization and Personnel		
3.1 Organization chart	R32(2), (3)	3-1(2), (3)
3.2 Responsibilities and the authorities of the accountable manager and other supervisors		
3.3 Names of the accountable manager and other supervisors and an outline of personnel allocated		
3.4 Appointment criteria for certifying staff and name list		
3.5 Qualification requirements for inspection personnel, auditor and in-house qualified personnel	R32 (4)	3-1 (4)
Chapter 4 Method of work		
4.1 Method of work	R32 (5)	3-1 (5)
4.2 Other method		
Chapter 5 Quality Control System		
5.1 Maintenance of facilities and calibration control	R32 (6)	3-1 (6)
5.1.1 Equipment (including tools and test equipment)	(a)	(a)

5.1.2	Working area		
5.1.3	Storage facility		
5.2	Education and Training	(b)	(b)
5.2.1	Procedures to formulate training curricula		
5.2.2	Types of education and training		
5.2.3	Instructors		
5.2.4	Education and training for certifying staff		
5.2.5	Education and training for inspection personnel, quality auditor and personnel with other in-house qualifications		
5.2.6	Education and training for other personnel		
5.2.7	Management of implementation status of the education and training plan and regular review of the plan		
5.2.8	Method for the evaluation of training curricula		
5.3	Revision method of work	(c)	(c)
5.4	Control system for technical data	(d)	(d)
5.4.1	Obtaining of the technical data		
5.4.2	Control of the technical data		
5.5	Storage of materials, parts and components	(e)	(e)
5.5.1	Method of storage		
5.5.2	Prevention of mixing the rejected articles		
5.5.3	Control for storage		
5.6	Inspection System	(f)	(f)
5.6.1	Acceptance inspection of materials, parts and components	(f)	(f)
5.6.2	Acceptable inspection of components or aircraft		
5.6.3	Inspection system (intermediate and completion inspection)		
5.7	Process control	(g)	(g)
5.8	Control of contracted work	(h)	(h)
5.8.1	Selection of the contractor		
5.8.2	Contractor and contracted work		
5.8.3	Order and receiving of contracted work		
5.8.4	Audit to contractor		
5.9	Record control	(i)	(i)
5.9.1	Scope and contents of record		
5.9.2	Methods and period of time for record keeping		
5.10	Internal audit	(j)	(j)
5.10.1	Method of internal audit		
5.10.2	Handling of the result of the internal audit		
Chapter 6 Legal inspection			
6.1	Inspection procedure and standard	R32 (7)	3-1 (7)
Chapter 7 Confirmation by the Certifying staff			
7.1	Method of confirmation	CAR39,	4

7.2	Handling of aircraft flight logbook, Statement of Compliance/Conformity and Authorized Release Certificate	40, 41	4-1, 4-2 4-3
Chapter 8 Dispatching System			3-2
8.1	Requirements of dispatching system		
8.2	Dispatching system		
8.3	Report to the authority		

Part V  
Approved Maintenance Inspection  
Organization for Aircraft

## TABLE OF CONTENTS

1.	Introduction.....	3
2.	Outline of Approval System.....	3
2-1	The capabilities.....	3
2-2	Scope of rating (Article 33 paragraph 1 of the CAR).....	3
2-3	Limitations (Article 33 paragraph 2 of the CAR).....	3
2-4	Configuration of organizations.....	4
2-5	Duration of approval.....	5
2-6	Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder.....	5
3.	Requirements for Approval.....	5
3-1	Requirements for Approval.....	5
(1)	Facilities (Article 35 item 1 of the CAR).....	5
(2)	Organization (Article 35 item 2 of the CAR).....	5
(3)	Personnel (Article 35 item 3 of the CAR).....	5
(4)	Requirements of Certifying staff (Article 35 item 4 of the CAR).....	5
(5)	Method of work (Article 35 item 5 of the CAR).....	8
(6)	Quality control system (Article 35 item 6 of the CAR).....	11
(7)	Method of inspection (Article 35 item 7 of the CAR).....	11
(8)	Responsibility of the approved organization (Article 39-3 of the CAR).....	11
3-2	Technical requirements for dispatching system.....	12
3-3	Class.....	13
3-4	Other requirements.....	13
4.	Method of Confirmation by the Certifying Staff.....	13
4-1	Methods of confirmation.....	13
4-1-1	Methods of confirmation.....	13
	4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR).....	14
4-2	Confirmation technique by the certifying staff.....	15
4-3	Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate.....	16
4-4	Confirmation or Issuance by Electromagnetic Means.....	18
4-5	Handling for flight test.....	18
	5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing.....	19

5-1	Role of an AOE .....	19
5-2	Composition of an AOE .....	19
5-2-1	Contents of an AOE .....	19
5-2-2	Example of necessary items for performing the work .....	22
5-2-3	Composition of the AOE .....	23
5-2-4	Form .....	23
5-2-5	Others .....	23



## 1. Introduction

This part provides regarding to the following categories of capability.

- perform maintenance on aircraft and inspect the performed maintenance (Article 20 paragraph 1-(3) of the CAL)

Common matters of the approved organization system are provided in Part I “General Part”

## 2. Outline of Approval System

See Part I "General Part" of this Circular

### 2-1 The capabilities

- (1) Capabilities to perform maintenance on aircraft and inspect the performed maintenance (hereinafter referred to as the capability of "AMIO (Approved Maintenance Inspection Organization) for Aircraft") (Article 20 paragraph 1-(3) of the CAL)

This means the capability to perform the annual inspection or the maintenance equivalent or more level of maintenance of the annual inspection (Confirmation of the performed inspection and maintenance shall be made after the approval is obtained under the provision of Article 20 paragraph 1-(4) of the CAL) and to perform inspection of the aircraft in such manner equivalent to current inspections which shall be conducted by Authority for renewal of airworthiness certification.

Also, the approval for this capability shall be limited to the organizations in Japan.

### 2-2 Scope of rating (Article 33 paragraph 1 of the CAR)

See Part I "General Part" of this Circular

### 2-3 Limitations (Article 33 paragraph 2 of the CAR)

Detail of the limitations in the Part I ” General Part” are as follows.

(1) Limitations attached to the approval for the capability of AMIO for Aircraft

When an applicant wants to obtain approval for AMIO for Aircraft, the applicant must obtain for approval for AMO for Aircraft together for the type of aircraft approved. Limitations attached to AMO for Aircraft must contain work classified as general preservation and minor repair, and limitations attached to AMIO for Aircraft shall depend upon classification and contents of work of the AMO for Aircraft. (It is desirable that limitations of work classified as major repair and alteration shall be also approved in order to perform confirmation task smoothly in the approved maintenance organization for AMIO for Aircraft.)

In addition, when an applicant wants to obtain approval for AMIO for Aircraft at a satellite station, the applicant must obtain approval for AMO for Aircraft with limitations corresponding to AMIO for Aircraft at the said satellite station.

## 2-4 Configuration of organizations

(1) Satellite system\*

When one applicant intends to perform its work under approval at two or more places geographically away from each other, the applicant may obtain approval organization at remote stations or foreign stations with single approval, provided the applicant has same quality control system in these places (hereinafter referred to as "satellite approval").

In this case, Authority shall attach limitations of classification and contents of work, etc. according to the capability at each satellite station.

(2) Dispatching system

Dispatching system means to carry in necessary equipment, etc., at places other than the facilities stipulated in the AOE, and to dispatch mechanics, etc., to the place concerned for maintenance and post-maintenance inspections (including dispatching for maintenance (equivalent to annual inspections) to be carried out before the inspection).

Only in the following cases are authorized to carry out approved work by dispatching system.

- Where an airworthiness certificate for export is required for reasons such as the sale of an aircraft, and it is not necessary to have the aircraft fly domestically, such as exporting the aircraft overseas without having the aircraft fly domestically after heavy maintenance work is carried out (contracted) at an approved organizations

overseas at the request of the client of the export destination.

The work performed by dispatching system must be authorized by the national government in advance by stipulating the system and method of the dispatch in the AOE.

In addition, when carrying out the work pertaining to the approval by dispatching system, notification shall be made before commencing the work to the Civil Aviation Bureau having jurisdiction over the organization concerned in principle (see "3-2 Technical requirements for dispatching system").

## 2-5 Duration of approval\*

It is specified in the provision of Article 37 of the CAR that duration of approval of organization shall be two years.

## 2-6 Additional requirement for APO for Aircraft Parts based on license agreement with a design approval holder

Not Applicable

## 3. Requirements for Approval

### 3-1 Requirements for Approval

(1) Facilities (Article 35 item 1 of the CAR)

To meet the same approval requirements as those of AMO.

(2) Organization (Article 35 item 2 of the CAR)

To meet the same approval requirements as those of AMO.

(3) Personnel (Article 35 item 3 of the CAR)

To meet the same approval requirements as those of AMO.

(4) Requirements of certifying staff (Article 35 item 4 of the CAR)

Certifying staff shall be a person who has completed the education and training on "the civil aeronautics laws and regulations" and on performance of quality control

system, and also who has a qualification and experience as described below.

Qualification for certifying staff:

Qualification in accordance with the approved work;

- First class aircraft maintenance technician, and Second class aircraft maintenance technician,
- Aircraft overhaul technician.

Experience of approved work: 3+ years

(a) Experience of approved work

"Experience of approved work" is specified as below.

The experience of the work in the concerned organization where the applicant has been approved or intends to be approved (limited to experience corresponding to the ratings and limitations of the concerned work, which is not limited to the work for the type of aircraft for which the person is to be appointed as certifying staff; The years of experience of work for aircraft of other types whose airworthiness category is the same as that of the relevant type of aircraft may be included in the years of experience of approved work. The years of experience of work for aircraft that is neither Specified Airplane, normal N (aircraft of which airworthiness category is Airplane, normal N and its maximum take-off weight is more than 5,700kg) or aircraft of which airworthiness category is Airplane, transport T, may not be included where the applicant was to be appointed as a certifying staff for the types of Specified Airplane, normal N. For the calculation of the years of experience in other cases (where organizations or airworthiness categories are different), coordinate with the Japan Civil Aviation Bureau.)

(b) Person who has finished the education and training on the civil aeronautics laws and regulations, and performance of quality control system\*

"The civil aeronautics laws and regulations" means the applicable rules necessary to perform approved work among Civil Aeronautics Act (Law) (CAL), Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulation), Notices, Circulars, etc. "Performance of quality control system" means the system and procedures applicable to the performance of quality control system in the concerned approved organization prescribed under the provision of Article 35 item 6 of the CAR. These education and training for a certifying staff shall be included in the

requirements for education and training under the provision of Article 35 item 6-b of the CAR, and when the contents of education and training was changed, education and training with the latest contents shall be given to any certifying staff including the staff who has been already appointed.

Also, in case that the approved organization makes certifying staff to certify with actual articles described in paragraph 4 " Method of confirmation", concerned approved organization must prepare the requirements for necessary proficiency to implement the said confirmation with actual articles for the certifying staff in addition to qualification and experience described above.

- (c) Qualification of first class aircraft maintenance technician, second class maintenance technician (first class aircraft line maintenance technician or second class aircraft line maintenance technician) corresponding to the approved work

This means the qualification of maintenance technician who has the necessary limitation for type of aircraft to be intended to certify, and also who has limitation for work (Article 5-(6) of the CAR) to be intended to certify, which is included in the scope of work (Article 28 of the CAL) .

- (d) Qualification of aircraft overhaul technician corresponding to the approved work

"Qualification of aircraft overhaul technician corresponding to the approved work" in the organizations relating to AMIO for Aircraft means qualification of aircraft overhaul technician who has rating of "Related to airframe" specified in the former CAR that was amended by "Ministerial ordinance for amendment of a part of Ordinance for Enforcement of the Civil Aeronautics Act (Civil Aeronautics Regulations)" (Ministerial ordinance No. 28 of 2000(hereinafter referred as to the "amendment")), or who has rating of "Related to airframe" and "Related to component" specified in the amendment.

(Note).

In this case, overhaul technician who will be appointed as certifying staff shall complete the course of education and training about specific matters with regard to concerning type of aircraft, contents of works, etc. and have more than 3year experience of maintenance and alteration on the said type of aircraft corresponding to approved work (except AMIO for Aircraft). The said education and training shall be included in system of education and training under Article 35, item 6-b of the CAR. When the contents of the education and training were changed, education and training with the latest contents shall be given to any certifying staff including the

staff that has been already appointed.

- (e) Education and training on alteration of the concerned aircraft type

Not applicable

- (f) A person who is recognized by the Minister of Land, Infrastructure, Transport and Tourism as having equivalent or more competence

Not applicable

- (g) Certifying staff for particular maintenance work of aircraft

Not applicable

- (h) Specifying of the work for a certifying staff

When the approved organization appoints certifying staff, it shall specify capability, ratings, limitations of type of aircraft, etc. which the said certifying staff can certify. When these ratings and limitations specified are intended to change or add, the approved organization shall examine the said certifying staff about them to be changed or added.

- (i) Certifying staff for ADO for Aircraft and ADO for Aircraft parts

Not applicable

- (5) Method of work (Article 35 item 5 of the CAR)

- (a) Work concerning Article 10, paragraph 6 item 3 of the CAL by AMIO for Aircraft

Prior to conducting inspection by AMIO for Aircraft, the AMIO for Aircraft shall carry out maintenance work including condition check of structure, aircraft parts and systems of the aircraft (equivalent to the annual inspection, hereinafter referred to as "maintenance before inspection") specified by the Circular No.1-001, titled "General policy for inspection of aircraft and components" Chapter I Annex I-3 paragraph 3-1. Check items which have been added originated by the experience of the concerned AMIO for Aircraft may be included in the maintenance before inspection. However, even if in this case, the methods of execution on the added items shall be followed by the ones specified by the designers (On the aircraft applied by the maintenance manual of the air carrier, etc. the methods shall be followed by the said manual.). Furthermore, even on the aircraft maintained in accordance with the maintenance manual by an air carrier, etc. the AMIO for Aircraft shall perform the maintenance

before inspection, before the said inspection shall be conducted by the AMIO for Aircraft itself.

In principle, the maintenance before inspection shall be executed just before the inspection, but the inspection may be allowed to conduct within 90 days after the maintenance before inspection. In this period, after the latest maintenance before inspection by the AMIO for Aircraft, any person other than this AMIO for Aircraft should not allowed to perform the maintenance equivalent to or beyond the level of annual inspection or alterations. (After the maintenance before inspection has been carried out by the AMIO for Aircraft, if a person other than this AMIO for Aircraft performed such maintenance, major repairs or alterations, this AMIO for Aircraft must perform the maintenance before inspection again.)

Furthermore, when the AMIO for Aircraft conducts the inspection, the AMIO for Aircraft shall confirm that there exists no non-conformity items and also confirm whether it is adequate to conduct the inspection.

In principle, the maintenance before inspection includes the maintenance equivalent to the above-mentioned annual inspection, however, on the aircraft applied to either one of the following methods, that method may be executed instead of the work package including the above-mentioned annual inspection. However, the latest maintenance based on that method shall be performed within 90 days before the inspection, and when the AMIO for Aircraft conducts the inspection, the AMIO for Aircraft shall confirm that there exists no non-conformity items and also confirm whether it is adequate to conduct the inspection.

1. The maintenance program recommended by the aircraft manufacturer as the method of maintenance to maintain the airworthiness based on the design of the said aircraft. (Continuous Airworthiness Inspection Program, etc.)
2. The maintenance system based on Progressive Inspection Program that executes the annual inspection by dividing in some parts.
3. Other maintenance system approved by Authority

The maintenance applied to the above 1. and 2. must be carried out by the said AMIO for Aircraft itself past through one year after the last inspection for the airworthiness certification. These applications are not limited to the aircraft for air transport service use. These applications are available to the aircraft for commercial use or private use, provided the concerned method is specified in the section of "Method of work" of the AOE.

Furthermore, with regard to these maintenance systems, in addition to "adequate execution by the AMIO for Aircraft past through one year continuously", major repair (including periodic inspection such as 1,000-hour inspection, etc.) and alterations performed in this period must be performed and certified by this AMIO for Aircraft, in principle. However, repair work excluding major repair, attachment or detachment of particular equipment (such as an agricultural aerial spray equipment) recognized as minor repair and daily line maintenance is admitted as "adequate execution", even if these works were performed out of approved ratings, provided certified by qualified mechanic. (Regarding the concerned works, the approved organization itself must confirm that there exist no non-conformity items prior to the inspection.)

Note: On the aircraft to which AMIO without approval for major repair and alteration intends to perform the approved work, the AMIO is required to have good understanding of the airworthiness of the said aircraft when it conducts the inspection of that aircraft, even if the AMIO contracts those major repair and alteration work to other approved organizations.

If any malfunctions were discovered on the aircraft after performance of the maintenance above, corrective actions shall be taken in accordance with the method specified by the designer of the said aircraft.

Note: Confirmation of the performed maintenance for aircraft to be inspected for which the duration of airworthiness certification has expired shall be included in the confirmation made by an AMO for aircraft under the provision of Article 10, paragraph 6 item 3 of the CAL, and an AMO for aircraft does not need to perform another confirmation for the relevant performed maintenance under the provision of Article 19 paragraph 1 or Article 19-2 of the CAL.)

(b) Not applicable

(c) Work concerning specialized services

To meet the same approval requirements as those of AMO.

(d) Other requirements for methods

To meet the same approval requirements as those of AMO.



- (6) Quality control system (Article 35 item 6 of the CAR)

To meet the same approval requirements as those of AMO.

- (7) Method of inspection (Article 35 item 7 of the CAR)

What the work by the approved organization is executed according to the method of work in the AOE shall be assured by means of inspection system prescribed in (6) (f).

By the way, the method of inspection prescribed in Article 35 item 7 of the CAR means the inspection after completion of the work of maintenance specified by the CAL.

The method of inspection is as follows:

- (a) AMIO for Aircraft only (Inspection after maintenance prescribed in Article 10, paragraph 6-(3) of the CAL.)

The items and method of inspection after maintenance shall be ones based on the ground test and flight test specified to apply to the newly manufactured aircraft by the original designer of the said aircraft. The items shall include the ones established in Circular TCI-2-002, titled "Items of ground functional test and in-flight inspection for the inspection for airworthiness certification (for aircraft used for scheduled flight)".

If design change (STC or separate alteration) is made on the aircraft by the designer other than original designer, ground test and flight test shall be performed according to the affected items and method of inspection initiated by the design change which is specified by the said designer, as necessary.

- (8) However, in the case of actual aircraft inspections (ground tests and flight tests) for aircraft to be maintained in accordance with the maintenance manuals approved under Article 14-2 of the Act, only the items pertaining to NHF (Normally Hidden Function) specified in the maintenance manuals shall be tested in order to confirm the soundness of functions and performance of the aircraft, which are important for maintaining airworthiness and cannot be confirmed by maintenance items on the ground or normal operations. Responsibility of the approved organization\* (Article 39-3 of the CAR)

Any person who has been granted for the approved organization shall maintain the capability in compliance with the technical requirement to be prescribed in Article 35 of the CAR. Furthermore any person who has been granted for approved organization shall manage the approved works fair and in compliance with the AOE.

For example, any person who has been granted for approved organization shall take

necessary actions to avoid unjust pressures forcing or ordering staff involved in the approved works including the certifying staff to sign, confirm, or otherwise process inspection record, etc. which is not confirmed in compliance with the requirements, for the reason to keep a schedule, delivery date, etc. "Necessary actions" means, for instance, to make a description of such intention in AOE.

### 3-2 Technical requirements for dispatching system

The general guidelines for technical standards that are permitted for dispatching system shall be as follows, and the approval of the national government shall be obtained after specifying matters concerning the dispatching system in the AOE.

(1) Terms of dispatching

The case which is permitted to perform the approved work under the dispatching system for the reasons specified in 2-4 (2) shall have the reason that there is a need to perform the maintenance and maintenance inspection of the aircraft at the place concerned.

(2) Person in charge of the dispatching team

The person in charge of the dispatching team shall be appointed.

(3) Personnel of the dispatching team

The personnel of the dispatching team (work, inspection, technique, supply, etc.) shall have sufficient capability for the work at the place where the team is dispatched and include a certifying staff who conducts confirmation.

(4) Facility where the team is dispatched

The workshop, the parts and tools, etc. used by the dispatching team shall meet the standards set forth in paragraph 3-1

(5) Implementation method used by the dispatching team

The work shall conform to the implementation method of works in the AOE. In addition, inspections after maintenance shall conform to the implementation method of inspections in the AOE.

(6) Quality control in the work performed by the dispatching team

The quality control system of the approved organization shall be applied *mutatis mutandis* to the work performed by the dispatching team.

(7) Notification of dispatch

When carrying out the approved work under the dispatching system, in principle, notification shall be made to the Civil Aviation Bureau having jurisdiction over the approved organization with regard to the following matters before the

commencement of the work, and the procedures for the notification shall be stated in the AOE.

- (a) Name of approved organization
- (b) Place where the team is dispatched and situation of facilities at the place
- (c) Composition of the personnel of the dispatching team
- (d) Type, marks of nationality registration of the aircraft to be worked on
- (e) Reason for conducting the approved work under the dispatching system
- (f) Contents of the work to be implemented
- (g) Scheduled dispatch period
- (h) Other related matters

### 3-3 Class\*

The class specified by the provision of Article 41-(2) of the CAR mainly aims at providing the information of technology and quality in relation to aircraft in a timely manner as well as educating the standards of the related laws and regulations and how to use these standards. The class is basically set for approved organizations, but it is not conducted by designating specific personnel or duties of each approved organization. Accordingly, the appropriate persons specified in the provision of Article 41-(2) of the CAR shall mean persons who are responsible for education and training in respective organizations. The persons who attended the class shall educate and train other related personnel in their organizations concerning the contents of the class on their own responsibility.

### 3-4 Other requirements\*

When the records, lists, etc. are controlled with computers in compliance with the provisions of paragraph 3 and other related paragraphs, these information in the computers shall be updated to supply to the users and shall be controlled to be able to provide to Authority any time upon request.

## 4. Method of Confirmation by the Certifying Staff

### 4-1 Methods of confirmation

#### 4-1-1 Methods of confirmation

Not applicable

#### 4-1-2 Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR)

Upon each confirmation by the certifying staff of the products of the approved organization specified in the left column of the table in Article 40, paragraph 1 of the CAR, the contents to be certified are shown in the center column in the same table below. The certifying staff shall execute the confirmation by entry his signature or name and stamp into an aircraft logbook and the aircraft statement of conformity, the design statement of conformity, or the authorized release certificate listed the table as below.

Classification of confirmation	Items	Aircraft statement of conformity or aircraft logbook
AMIO for Aircraft Confirmation under Article 10, paragraph 6-(3) of the CAL.	Maintenance process and current condition after completion of maintenance of an aircraft concerned shall comply with the standards under Article 10, paragraph 4 of the CAL.	Aircraft statement of conformity and an onboard aircraft logbook. (logbook for glider for the gliders)

The method of confirmation in accordance with Article 40 of the CAR means not only the method of entry into an aircraft logbook and the authorized release certificate but also clarifying the definite method of confirmation by the appointed certifying staff, based on the organization, personnel, the method of work and quality control system for the work. Accordingly, it is necessary to clarify the method of work (confirmation based on the documents, confirmation based on the actual article) and decision criteria in each category and item of confirmation by the certifying staff. To handle these matters, it requires preparing procedures for the confirmation, checklists, etc.

The general guideline on the contents that shall be certified by the certifying staff is provided below.

- (1) Method of confirmation in compliance with Article 10, paragraph 4 of the CAL (Article 40 of the CAR)

- (a) Maintenance

The maintenance before inspection or substitute maintenance of the concerned

aircraft shall be taken process in compliance with the method under the quality control system specified in the AOE and applicable airworthiness directives to that aircraft (including the components installed on that aircraft) shall be performed with the specified methods. Malfunctions discovered in the maintenance before inspection shall be taken corrective actions adequately.

If the AMIO for Aircraft may not certify these corrective actions by itself, the necessary inspection by Authority or confirmation by the approved organization has been performed before confirmation specified in the next paragraph. However, even on this case, the AMIO for Aircraft shall complete the maintenance before inspection by itself and certify it under Article 19, paragraph 1 or Article19-2 of the CAL.

(b) Inspection after maintenance

- a. After maintenance of (a), the concerned aircraft has been passed the inspection in compliance with the method under the quality control system specified in the AOE. Malfunctions discovered at the inspection shall be taken corrective actions adequately. Besides, if the AMIO for Aircraft may not certify these corrective actions, the necessary inspection by Authority or confirmation by the approved organization as been performed.
- b. As for the maintenance or alteration performed after the last inspection for airworthiness certification or after the confirmation based on Article 10 paragraph 6 item 3of the CAL, it shall be confirmed by means of the aircraft logbook that inspection by Authority or confirmation by the approved organization have been performed, as necessary.
- c. It shall be confirmed by means of the aircraft logbook that applicable airworthiness directives to that aircraft (including the components installed on that aircraft) have been performed with the specified methods.
- d. The records relating to the maintenance and the inspection after maintenance of the aircraft have been prepared in accordance with the methods specified in the AOE.

#### 4-1-3 Method of confirmation when entrusted with only part of the repair or alteration work of aircraft parts

Not applicable

#### 4-2 Confirmation technique by the certifying staff

The approved organization is required to clarify in the AOE by what technique the

appointed certifying staff utilizes to certify on each item (Article 40 of the CAR) to be certified by the certifying staff, based on its organization, personnel, method of work and quality control system. Technique to confirm the inspection or certify abovementioned by the certifying staff is classified broadly into two categories below.

(1) Confirmation based on the inspection of actual articles

The method of confirmation that the certifying staff shall come to the actual articles to perform inspection or to attend the inspection. In case the certifying staff performs confirmation based on the actual articles, contents to be certified (Article 40 of the CAR) by the certifying staff and the confirmation basis shall be clarified and the certifying staff shall have proficiency necessary for the concerned confirmation task based on the provision of Article 35 paragraph 3 of the CAR.

(2) Confirmation based on the inspection of documents

The methods of confirmation that the certifying staff shall inspect the relating documents and confirm that personnel of the approved organization and its contractor have performed the works and have inspected the products performed. This technique is to certify by means of the documents that each work and inspection have been performed in compliance with the AOE of the concerned approved organization. It must be clearly assured through the quality control system of the approved organization that each work and inspection shall be performed by the personnel with sufficient proficiency to the work and inspection based on the provision of Article 35 item 3 of the CAR and in accordance with the method prescribed in the AOE.

With regard to the confirmation prescribed in Article 40 of the CAR, it is often practically difficult for the certifying staff to perform or attend inspections of actual articles throughout the overall maintenance process. In such cases, part of the relevant confirmation (Article 40 of the CAR) may be carried out based on the inspection of documents.

#### 4-3 Design Statement of Conformity, Aircraft Statement of Conformity and Authorized Release Certificate

When a certifying staff certifies confirms the product (Article 40 of the CAR), he or she shall issue the certificate or record in an aircraft logbook under the provisions of Article 41 of the CAR. Issue number list for the design statement of conformity, the aircraft statement of conformity, or the authorized release certificate shall be prepared and controlled.

(Control with computers is acceptable.)

(1) Issuance of an Aircraft Statement of Conformity

(a) The approved organization shall issue an aircraft statement of conformity as evidence to an aircraft user under Article 40 and Article 41 of the CAR, when it certifies the aircraft under Article 10, paragraph 6 item 3 of the CAL. The instruction for entry into the aircraft statement of conformity is described in Appendix 3-1. This aircraft statement of conformity shall not be regarded as the airworthiness certificate. The aircraft statement of conformity is valid for 15 days (extension time for receiving the airworthiness certificate) after issuance.

(b) When the approved organization confirms the product with regard to (a) of this section, it shall enter matters of confirmation described below into the onboard aircraft logbook (logbook for glider for the gliders) as a record of confirmation and the certifying staff shall sign its name or put its name and its seal on it. However, entry into an aircraft logbook for engine and propeller shall not be required.

Instructions for entry into the onboard aircraft logbook:

1. Confirmation date
2. "This aircraft has been certified in accordance with the provision of Article 10, paragraph 6 item 3" \*Note
3. Name of the approved organization and approved number to performed the confirmation with regard to (a) of this section
4. Signature or name and seal of the certifying staff

Note: If the confirmation made after the maintenance of the aircraft of which the airworthiness certificate had expired is included in the confirmation under the provision of Article 10, paragraph 6 item 3 in accordance with the note in parenthesis of 3-1 (5), the contents of the maintenance performed shall be added.

\* (Note) In the case of approved maintenance organizations that confirm the maintained airworthiness for continuing airworthiness certificate of the aircraft used for aerial work services or private aircraft in accordance with proviso of Article 14 of the Civil Aeronautics Act and JCAB Circular No.1-030, are not precluded to fill out as "We certify this aircraft pursuant to Article 10,

paragraph 4 of the Civil Aeronautics Act.” in order to avoid the misuse of the wording for the confirmation of maintained airworthiness and the wording pursuant to Article 10, paragraph 6, item 3 of the Civil Aeronautics Act.

#### 4-4 Confirmation or Issuance by Electromagnetic Means

- (1) For confirmation specified in 4-1, if recording, signing, or naming and sealing of each document is done by electromagnetic means, follow the provisions of Circular No. 6-018, “General Standards on Electronic Signatures and Electromagnetic Records.”
- (2) When an aircraft statement of conformity provided in 4-3 is issued by electromagnetic means, follow the provisions of Circular No. 6-018, and fulfill the conditions in the following paragraphs (a) to (d) at the same time.
  - (a) A receiver must be ready to accept to have the aircraft statement of conformity issued by electromagnetic means.
  - (b) A digital signature must be used for signing or naming and sealing of the aircraft statement of conformity.
  - (c) Whether the original aircraft statement of conformity is in a paper format or in an electromagnetic format must be identifiable. When the aircraft statement of conformity is issued by electromagnetic means, the aircraft statement of conformity must state that fact.
  - (d) When issuance by electromagnetic means becomes impossible for some reason, the aircraft statement of conformity must be issued in the paper format, until the electromagnetic means become available.

#### 4-5 Handling for flight test

The flight test to be conducted as a part of the approved work shall be required test flight permission in accordance with the exemption prescribed in Article 11 paragraph 1 of the CAL. (except the test flight of the aircraft with valid airworthiness certificate)

Furthermore, the cockpit crews for the flight test are not always required to belong to the approved organization, however, the approved organization shall bear the responsibility to confirm and assure that they have enough ability to perform the concerned flight test and they perform it properly.



## 5. Composition of an Approved Organization Exposition (AOE) and Instructions for Editing

### 5-1 Role of an AOE

#### (1) Approval of an AOE\*

An AOE is the document prescribed conformity with the technical requirements in relation to the approval and also the document prescribed the matters which must be observed upon performance of the work by the approved organization. Accordingly, any person who is approved the approved organization shall file an application of approval of the AOE and obtain the approval of Minister of Land, Infrastructure, Transport and Tourism including its change. (Refer Article 20 paragraph 2 of the CAL, Article 38 or Article 39 of the CAR) "Approval for the Approved Organization Exposition" shall be issued, when the AOE is set up or amended.

#### (2) Relationship between an AOE and in-house manual in the approved organization\*

As the AOE approved by Authority shall prescribe the matters which the approved organization must observe, after change of the AOE and taking the necessary actions for improving management of the approved work shall be ordered, the approval may be suspended or revoked by Authority, if the approved organization does not perform its work in compliance with the AOE in accordance with Article 20 paragraph 5 of the CAL. Furthermore, the approved organization may develop the in-house manual system in order to observe the other laws and regulations as well as the function of the approved organization under the CAL and to realize its policy, and the approved organization may put the in-house manual system as the Appendix to the AOE to supplement the AOE. In this case, considerable essential matters as well as the lists of the in-house manual number shall be contained in the AOE as mentioned in 5-2-2(4).

#### (3) Relationship between an AOE and Maintenance manual

Not applicable

### 5-2 Composition of an AOE

#### 5-2-1 Contents of an AOE

The following matters shall be provided in the AOE under the provision of Article 20 paragraph 3 of the CAL, Article 39 paragraph 1 of the CAR and Article 39-2 of the CAR. Furthermore, compliance to the technical requirements in relation to the approval shall be

realized by the AOE only. (Verbatim of the requirements described in this Circular shall not be allowed.)

- (1) Category of the capability, ratings and limitations prescribed in Article 39 paragraph 1, item 1 of the CAR

The lists of the capability, ratings and limitations of which an applicant wants to obtain approval shall be provided in the AOE. Ratings and limitations shall be listed in each capability by comparing with paragraphs 2-2 and 2-3. Furthermore, when an applicant wants to obtain approval for plural facilities or satellite approval, capability, ratings and limitations to be applied to each facility and satellite shall be clarified. An applicant may prepare single AOE, even if it wants to obtain approval for plural categories of capability at the same facility. However, except for entries which are common to all categories of capability, relevant entries in the AOE must be clear to understand for its users such as by clarifying what is applicable to which capability.

- (a) AMIO for Aircraft

Only type of aircraft shall be entered as a limitation.

- (2) Equipment, work area, storage facility and other facilities for the work prescribed in Article 39 paragraph 1, item 2 of the CAR

To meet the same approval requirements as those of AMO.

- (3) Organization and personnel who perform the work prescribed in Article 39 paragraph 1, item 3 of the CAR

To meet the same approval requirements as those of AMO.

- (4) Matters regarding the method of work for quality control system and other systems (Article 39 paragraph 1, item 4 of the CAR)

To meet the same approval requirements as those of AMO.

- (a) Method of work for inspection concerning the provision of Article 35 paragraph 7 of the CAR

- a. Inspection criteria, inspection item and method shall be prepared.

- b. Work documents reference number, work name, etc. applied to the inspection on each type of aircraft or components shall be prepared.

(5) Method of confirmation by the certifying staff (Article 39 paragraph 1, item 5 of the CAR)

(a) Method of confirmation of the inspection (Article 39-4 of the CAR)

Not applicable

(b) Method of confirmation (Article 40 of the CAR)

One or more of Items listed below related to the approved organization shall be described.

- a. Items and method of confirmation as well as form of checklist shall be prepared.
- b. Procedural instruction for entry into aircraft logbook. Besides, aircraft logbook shall be entered, when corrective actions for non-conformity items, and functional test, flight test, etc. after a completion of manufacture are completed.

(c) Issuance of the authorized release certificate (Article 41 of the CAR)

Form of and procedural instructions for entry into the aircraft statement of conformity shall be described.

(d) Confirmation or Issuance by Electromagnetic Means

a. Confirmation by electromagnetic means

Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE.

b. Issuance of the aircraft statement of conformity in electromagnetic means

- (i) Mention that it is prerequisite that a receiver accepts the issuance by electromagnetic means.
- (ii) Upon specifying types of electromagnetic records to which electronic signatures are applied and types of electromagnetic records to store in the information system in the AOE, add the implementation procedure provided in Circular No. 6-018 as an Appendix to the AOE. In the AOE, mention that digital signatures shall be used for electronic signatures.
- (iii) Specify whether an original is in a paper format or in an electromagnetic format, and mention a method to determine which format to use for issuance.

- (6) Others necessary items for performing the work concerning the provision of Article 39 paragraph 1, item 6 of the CAR\*

## 5-2-2 Example of necessary items for performing the work

- (1) Renewal of approval, change of capability and ratings  
To meet the same approval requirements as those of AMO.
- (2) Procedures concerning the provisions of Article 20 paragraph 2 of the CAL (Article 39 of the CAR) and Article 38 of the CAR  
To meet the same approval requirements as those of AMO.
- (3) Class conducted by the authority concerning the provision of Article 41-2 of the CAR  
To meet the same approval requirements as those of AMO.
- (4) Outline of in-house manual system  
To meet the same approval requirements as those of AMO.
- (5) Reporting of un-airworthy condition described on paragraph 6-5 (2)  
To meet the same approval requirements as those of AMO.
- (6) Flight test  
Items to be confirmed regarding ability and suitability for the flight test when the flight test is intended to conduct by other than the approved organization shall be prepared.
- (7) Dispatching system (only if applicable)  
The following matters shall be stated:
  - (a) Terms for implementation of the dispatching system
  - (b) Specific contents of the work to be carried out by the dispatching system
  - (c) Method of appointment of the responsible person of the dispatching team
  - (d) Selecting method of dispatching team personnel (including certifying staff)
  - (e) Methods for confirmation that the facilities of place where the team is despatched (the workshop, the parts and tools, etc. used by the dispatching team) shall meet the standards set forth in paragraph 3-1
  - (f) Implementation method of works performed by the dispatching team

- (g) Quality control in the work performed by the dispatching team
- (h) Procedures for notification to the Japan Civil Aviation Bureau

### 5-2-3 Composition of the AOE

To meet the same approval requirements as those of AMO.

### 5-2-4 Form

To meet the same approval requirements as those of AMO.

### 5-2-5 Others

To meet the same approval requirements as those of AMO.

Part VI  
Safety Management System

**TABLE OF CONTENTS**

(1) General.....1  
(2) Safety Management System that the approved organizations shall establish (Article 35,  
item 8 of the CAR).....2  
(3) Reference documents.....7

An AMO for aircraft located in Canada which intends to obtain or has obtained approval of the Japanese authority based on the TA-M and is not obliged to establish a safety management system under the Canadian Aviation Regulations needs to enter its safety management system in the JCAB Supplement based on Section C, Appendix 1 of the TA-M.

## (1) General

### (a) Safety management

Safety is defined in ICAO Annex 19 Chapter 4 as "the state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level".

Safety management aims at improving the safety of aircraft and components further by taking both reactive and proactive approaches. In a reactive approach, the approved organization ensures its approved work of design, production and/or maintenance of aircraft and/or components complies with regulations and other engineering standards and, if an accident or incident of the aircraft and/or components occurs, investigates causes and takes remedial actions. In a proactive approach, the approved organization identifies hazards<sup>1</sup> with the potential to cause accidents or incidents, assesses risks, and eliminates or mitigates such causes.

### (b) Safety Management System

SSP (State's civil aviation Safety Program in Japan) defines a safety management system (SMS) as a systematic approach for managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Safety management focuses on the systematic implementation of hazard identification and safety risk<sup>2</sup> management. Thus, the approved organization needs to develop and maintain a formal process for the collecting and sharing of safety information, identifying hazards, assessing safety risks, undertaking necessary remedial actions, and evaluating the effectiveness of these remedial actions. Those SMS activities need to be conducted continuously.

It is also important to ensure that safety policy is recognized throughout the organization, to define safety responsibilities, accountabilities and authorities, and to establish means of communication, thus making safety communication effective, and

---

<sup>1</sup> Factors that may possibly lead to an aviation accident or other situation that may adversely affect safe operation of aircraft

<sup>2</sup> The combination of the predicted probability and severity of the consequences or outcomes of a hazard.



the entire organization, from accountable executives to frontline workers, shall commit to effective implementation of an SMS.

An SMS is an organizational system that consists of safety policy, organizational structure, responsibilities, accountabilities and authorities, measures of safety risk management etc. The approved organization needs to establish its own SMS while taking into account the approved organization's characteristics such as size and business situation.

## (2) Safety Management System that the approved organizations shall establish (Article 35, item 8 of the CAR)

The approved organization shall develop and maintain the SMS document describing the items listed in (a) to (c) below and implement an SMS in accordance with the document. The approved organization shall develop and maintain the SMS document that includes safety policy and objectives, the SMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and SMS output control (e.g. records of hazard identification, safety risk management activities etc.) so that all employees recognize the organization's SMS and commit to SMS activities throughout the organization.

The SMS document is outside the scope of JCAB approval of the AOE. An SMS shall be prescribed in any organizational document other than the AOE. (Article 39 paragraph 1 of the CAR)

Note: The accountable executive of the approved organization may be the head of the approved organization.

Note: When binding the SMS document with the AOE, it shall be clearly stated that the SMS document is out of the scope of AOE approval. When an SMS activity is already included in items prescribed in the AOE, the SMS activity does not need to be re-prescribed in the SMS document; however, the SMS document shall clearly refer to the relevant part of the AOE. (AMO for aircraft located in Canada which intend to obtain or have obtained approval of the Japanese authority based on the TA-M shall be excluded).

Note: In the case of the approved organization being the maintenance department of a

Japanese air carrier, the SMS of the approved organization shall be implemented under the umbrella of the SMS of the air carrier. In that case, the SMS of the approved organization shall be covered by the Safety Management Manual of the air carrier.

Note: The SMS of the approved organization under the provision of JCAB Circular No.2-007 “Policy of Granting Organization Approval for Joint Ventures” may be implemented under the umbrella of the SMS of the core air carrier. In this case, the SMS of the subsidiary air carriers shall be coordinated with the SMS of the core air carrier.

Note: The SMS document shall be submitted to JCAB during the first inspection when the approved organization is required to introduce an SMS. When revising the SMS document, the updated document shall be submitted to JCAB. JCAB office in charge is the same as described in 5-2-5(3) of Part II to Part IV. (AMO for aircraft located in Canada which intend to obtain or have obtained approval of the Japanese authority based on the TA-M shall be excluded).

(a) Matters concerning policies for operations of approved work for ensuring aircraft and component safety (Article 35 paragraph 1-(8) (i) of the CAR)

The approved organization shall define the organization’s safety policy which shall be signed by the accountable executive of the organization. The safety policy shall clearly express that all staff members of the approved organization commit to effective implementation of an SMS throughout the organization.

The safety policy shall include a clear statement that approved work is conducted in accordance with regulations such as the CAL (Civil Aeronautics Law (Act)), AOE, and other organizational documents, and define prompt reporting and correcting procedures in case any incompliance is identified.

In order to manage the approved organization in accordance with the safety policy, the approved organization shall establish safety objectives, evaluate their safety performance<sup>3</sup> and, review safety objectives.

Regarding the safety objectives, the approved organization shall establish and report

---

<sup>3</sup> The safety achievement as defined by its safety performance targets and safety performance indicators

annually its safety performance indicators<sup>4</sup> and safety performance targets<sup>5</sup> to the JCAB (as described in 5-2-5 (3) of Part II to Part IV), which are adequate from the following viewpoints:

- a. that the safety performance indicators are properly reflecting the characteristics of the services provided by the service provider;
- b. that the safety performance indicators are measurable; and
- c. that the targets are set higher than the current level (or the same as the current level if the current safety level is the maximum achievable level with no areas of improvement) as compared with the past records, business plans, etc.

Note:

For approved organization outside Japan:

It is not requested to report annually to the JCAB its safety performance indicators and safety performance targets. The safety performance indicators and safety performance targets are reviewed by the JCAB at renewal inspection of approval.

- (b) Matters concerning implementation of approved work and its management system for ensuring aircraft and component safety (Article 35 paragraph 1-(8) (ii) of the CAR)
  - a. Safety accountabilities

The approved organization shall identify the accountable executive who shall have ultimate responsibility and accountability, on behalf of the approved organization, for the implementation and maintenance of the SMS. The responsibility of the accountable executive includes making safety policy recognized throughout the organization as well as determining measures and investments for safety while taking into account the safety manager's advice.

The approved organization shall identify the safety responsibilities, accountabilities and authority of all members of the approved organization such as the accountable executive, a safety manager<sup>6</sup>, heads of each department etc. with respect to the safety performance of the SMS and define the hierarchy of the organization and reporting procedures. The approved organization shall also define an organizational system to implement safety risk management systematically.

---

<sup>4</sup> A data-based safety parameter used for monitoring and assessing performance

<sup>5</sup> The planned or intended objective for safety performance indicator(s) over a given period

<sup>6</sup> The responsibilities of a safety manager shall include the general management of the measures against alcohol drinking (e.g., education for drinking) in the approved organization.

b. Appointment of key safety personnel

The approved organization shall identify a safety manager, who can directly report to and advise the accountable executive, to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

Note: The accountable executive may serve concurrently as a safety manager in case he/she is practically the responsible individual and focal point for the implementation and maintenance of an effective SMS.

Note: In the case of the approved organization being the maintenance department of the Japanese air carriers, a safety manager shall be the same as the safety manager of SMS of the air carrier. The approved organization may appoint subordinate staff to the safety manager as necessary.

(c) Matters concerning implementation of approved work and its management method for ensuring aircraft and component safety (Article 35 paragraph 1-(8) (iii) of the CAR)

a. Coordination of emergency response planning

The approved organization shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations is properly coordinated with the emergency response plans of those organizations it must interface with (e.g. definition of emergency situations of the approved organization, communication in emergency, emergency measures, safety investigation of causes, training procedures etc.) when an accident (Article 76 paragraph 1 of CAL), or a major incident (Article 76-2 of CAL and Article 166-4 of CAR) etc. has occurred due to the aircraft or components on which work has been conducted by the approved organization.

b. Hazard identification

The approved organization shall develop and maintain a formal process that ensures hazard (such as human, engineering, organizational, and environmental factors, including those caused by changes in enterprise activities) identification.

Hazard identification shall be based on a combination of reactive, proactive etc. methods of safety data collection.

Note: Internal reporting systems for minor incidents (near-incidents), safety meetings,

accident and incident investigation of causes, internal audits, information from air carriers etc. can be sources of safety data collection.

c. Safety risk assessment and mitigation

The approved organization shall develop and maintain a formal process that ensures safety risk management, which includes assessing risks by, for instance, the combination of probability of occurrence and severity of consequences, planning of safety measures when risks beyond the acceptable level are identified, determining and implementing safety measures, and evaluating the effectiveness of the safety measures after their implementation.

Note: Each approved organization establishes an appropriate safety risk management in consideration of the size of the organization.

d. Monitoring the safety performance of the implementation and management of approved work

The approved organization shall develop and maintain the means to regularly verify and continuously monitor that approved work is conducted in compliance with the established procedures and those procedures function effectively (e.g. conducting internal audits etc.).

Note: Internal audits do not need to be re-prescribed in the SMS document because internal audits are already prescribed in the AOE; provided that the SMS document refers to the relevant part of the AOE.

e. Continuous improvement of approved work and the SMS

The approved organization shall develop and maintain a formal process to regularly assess the effectiveness and performance of SMS components, and take necessary actions such as reviewing safety policy, enhancing organizational structure, improving and arranging means of safety risk management etc.

f. Training and education

The approved organization shall develop and maintain a safety training program including compliance education, a safety seminar, education concerning regulatory standards for alcohol<sup>7</sup>, human factors training etc. so that all personnel (including the accountable manager of the approved organization) are fully aware of the SMS, and trained and competent for performing SMS duties, thus safety culture (including paying thorough attention to safety and obligation to legal provision) of the organization is established.

g. Safety communication

The approved organization shall develop and maintain formal means for safety communication which collect safety critical information<sup>8</sup> under non-punitive environment<sup>9</sup>, and convey the information throughout the approved organization to ensure that all personnel, including the accountable executive and the safety manager, are fully aware of the SMS.

Note: Sharing information with other related departments is an effective means of safety communication.

### (3) Reference documents

ICAO Safety Management Manual

Guidance documents for SMS implementation in transportation industries in general (In Japanese).

<http://www.mlit.go.jp/unyuanzen/index.html>

The approved organization can consult those documents regarding means to collect safety data, take necessary actions and evaluate the effectiveness of these actions.

---

<sup>7</sup> The contents of the training shall reflect the contents of "Regulatory Standards of Alcohol for Airmen" (prepared by the Panel for Regulatory Standards of Alcohol for Airmen on April 9, 2019). This training should be conducted regularly for not only persons who are actually engaged in the work but also all persons who are engaged in the work relating to the preventing measures against alcohol, such as persons working for management departments or management executives.

<sup>8</sup> Safety information shall also include information on inappropriate cases involving alcohol etc.

<sup>9</sup> The circumstances under which disciplinary action would not apply. The organization should clearly indicate which types of behaviors are unacceptable related to the organization's activities.

## Supplementary Provisions

### Supplementary Provisions

1. This Circular shall be effective on May 19, 2000. By the date of 2 years later since the effective date of this Circular, provisions provided by former rules may be followed.

### Supplementary Provisions (September 1, 2000)

1. "Approval for the change of Approved Organization Exposition" and "Certificate of Competence for the Certifying Staff relating to approval for Organization" issued based on the previous Form1 or Form11 prior to amendment on November 10, 2000 shall be effective even after amended on the same day.

### Supplementary Provisions (November 10, 2000)

1. "Approval for the change of Approved Organization Exposition" issued based on the previous Form1 prior to amended on May 8, 2001 shall be effective even after amended on the same day.

### Supplementary Provisions (May 8, 2003)

1. This Circular shall be applicable on May 8, 2003.

### Supplementary Provisions (May 8, 2004)

1. This Circular shall be applicable on January 1, 2005.

### Supplementary Provisions (November 13, 2003)

1. Requirements of qualification and experience for equivalent recognition may be allowed as described in a table below prior to August 31, 2003

Category of capability	Qualification for equivalent recognition	Experience of approved work
APO for Aircraft	Any person who is a graduate of the aeronautical or mechanical course of: - a university under the previous university order (hereinafter referred to as a previous university)	3+ years
	- a foreign school equivalent to a university or a college (except a junior college) or a previous	3+ years

	<p>university</p> <ul style="list-style-type: none"> <li>- National Defense Academy</li> <li>- a technical college under the previous technical college order (hereinafter referred to as a previous technical college)</li> <li>- a foreign school equivalent to a junior college or a specialized technical college or a previous technical college</li> <li>- a school equivalent to a crew training school, etc.</li> </ul> <p>Any other person than described in above column who has passed the "approved examination"</p>	<p>3+ years</p> <p>5+ years</p> <p>5+ years</p> <p>5+ years</p> <p>7+ years</p>
AMO for Aircraft	<p>Any other person who is a class aircraft maintenance technician corresponding to the aircraft which intends to obtain limitation, and who has limitation of different type of the aircraft, and who has passed the "approved examination"</p> <p>Any person who has passed "approved examination" at an organization which the Minister of Land, Infrastructure, Transport and Tourism judged the work which intends to obtain the limitation is inappropriate for maintenance technician, and who is a graduate of the engineering course of :</p> <ul style="list-style-type: none"> <li>- a school equivalent to a university or a college (except a junior college)</li> <li>- a previous university</li> <li>- a foreign school equivalent to a university or a college (except a junior college) or a previous university</li> <li>- National Defense Academy</li> <li>- a school equivalent to a previous technical college</li> <li>- a foreign school equivalent to a junior college</li> </ul>	<p>5+ years</p> <p>3+ years</p> <p>3+ years</p> <p>3+ years</p> <p>3+ years</p> <p>5+ years</p> <p>5+ years</p>



	<p>or a specialized technical college or a previous technical college</p> <ul style="list-style-type: none"> <li>- a school equivalent to a crew training school, etc.</li> <li>- Any other person than specified above graduation</li> </ul>	<p>5+ years</p> <p>7+ years</p>
APO for Aircraft parts	<p>Any person who is a graduate of the engineering course of:</p> <ul style="list-style-type: none"> <li>- a school equivalent to a previous university</li> <li>- a foreign school equivalent to a university or a college (except a junior college) or a previous university</li> <li>- National Defense Academy</li> <li>- a previous technical college</li> <li>- a foreign school equivalent to a junior college or a specialized technical college or a previous technical college</li> <li>- a school equivalent to a crew training school, etc.</li> </ul> <p>Any other person than described in above column who has passed the "approved examination"</p>	<p>3+ years</p> <p>3+ years</p> <p>3+ years</p> <p>5+ years</p> <p>5+ years</p> <p>5+ years</p> <p>7+ years</p>
AMO for Aircraft parts	<p>Any person who is a graduate of the engineering course of:</p> <ul style="list-style-type: none"> <li>- a university under the previous university order</li> <li>- a foreign school equivalent to a university or a college (except a junior college) or a previous university</li> <li>- National Defense Academy</li> <li>- a school equivalent to a previous technical college</li> <li>- a foreign school equivalent to a junior college or a specialized technical college or a previous technical college</li> <li>- a school equivalent to a crew training school,</li> </ul>	<p>3+ years</p> <p>3+ years</p> <p>3+ years</p> <p>5+ years</p> <p>5+ years</p> <p>5+ years</p>

	etc. Any other person than described in above column who has passed the "approved examination"	7+ years
--	---	----------

Note: For any person for whom the approved examination is needed in the above table, the education and training relating to the contents of approved work (work, inspection) in which it is going to engage the said person shall be implemented, and the examination about the adequacy whether the said person obtains equivalent recognition from the Minister of Land, Infrastructure, Transport and Tourism shall be conducted by the organization.

Supplementary Provisions (October 1, 2005)

1. This Circular shall be applicable on October 1, 2005. In addition, regarding the amendment of 5-2-1(3) (h) about the treatment of a list of certifying staff, the provisions then in force shall remain applicable until December 31, 2005.

Supplementary Provisions (September 28, 2006)

1. This Circular shall be applicable on October 1, 2006.

Supplementary Provisions (March 28, 2007)

1. This Circular shall be applicable on March 30, 2007.

Supplementary Provisions (November 25, 2010)

1. This Circular (Order) becomes applicable on November 25, 2010, except the provisions of SMS (Part VI) (Article 35 paragraph 1-(8) of the CAR, also applicable hereafter)), which becomes applicable on the date of the first approval of each approved organization after April 1, 2011.
2. Regarding the approved organization that only obtains approval for design and/or production (Article 20 paragraph 1-(1), (2), (5), and (6) of the CAL, also applicable hereafter), the provisions of SMS (Part VI) becomes applicable on the date of the first approval of each approved organization after November 14, 2011.

Regarding an SMS for approval of the design and/or production organization, the approved organization shall establish the SMS document on the applicable date of the SMS (the required applicable date of SMS contents in the SMS document is the applicable date of ICAO Annex 8 (November 14, 2013)), while the SMS may be phased in and fully implemented by the applicable date of ICAO Annex 8.

Supplementary Provisions (June 30, 2011)

1. This Circular shall be applicable on July 1, 2012.

Supplementary Provisions (February 2, 2012)

1. This Circular shall be applicable on February 2, 2012.

Supplementary Provisions (March 30, 2012)

1. This Circular shall be applicable on March 30, 2012.

Supplementary Provisions (March 31, 2014)

1. This Circular shall be applicable on April 1, 2014.
2. Regarding the amendments of Part VI (2)(c)b and g, the provisions may be incorporated in SMS document by September 30, 2014, and fully implemented by March 31, 2015.

Supplementary Provisions (August 1, 2014)

1. This Circular shall be applicable on August 1, 2014.
2. In regard to the paragraph 3-1(4) (f) stipulating the alternative eligibility for the certifying staff of the APO for appliances, the staff in the organization who has the adequate experience of work which should be undertaken by the certifying staff, i.e. final inspection of the appliances, could exceptionally be eligible for the certifying staff of that organization provided that:
  - i) the organization has obtained Type Approval/ Specification Approval of appliances or Type Approval of Prescribed Emergency Equipment at the time of effective date of this Circular,
  - ii) the organization is applying for the APO prescribed in the article 20, paragraph 1, item 6 of CAL for the first time, and
  - iii) no staff in the organization meets the eligibility requirements for the certifying staff prescribed in the main body of this Circular.

Supplementary Provisions (April 13, 2015)

1. This Circular shall be applicable on April 13, 2015.
2. With regard to the amendment of the paragraph 2-6, the provisions then in force shall remain applicable until June 30, 2015 in cases where the APO has been approved, prior to this amendment, to manufacture the components or parts based on the license agreement between the design approval holders.

Supplementary Provisions (September 30, 2015)

1. This Circular shall be applicable on September 30, 2015.
2. With regard to the application of the revised provision 3-1 (2) (c) to the person who has been granted an approval for aircraft design inspection or an approval for component design inspection at the time of the enforcement of this Circular, the provisions then in force shall remain applicable until March 29, 2016.

Supplementary Provisions (March 24, 2017)

1. This Circular shall be applicable on March 24, 2017.
2. With regard to the application of the revised Circular to the person who has been granted approval (or the person who is under approval process) at the time of the enforcement of this Circular, the provisions then in force shall remain applicable until September 30, 2017.

Supplementary Provisions (June 16, 2017)

1. This Circular shall be applicable on June 16, 2017.

Supplementary Provisions (September 29, 2017)

1. This Circular shall be applicable on April 1, 2019.

Supplementary Provisions (January 26, 2018)

1. This Circular shall be applicable on February 3, 2018.
2. With regard to the application of the provision 5-2-2(7) of this Circular, the provisions then in force shall remain applicable until March 31, 2020.

Supplementary Provisions (March 30, 2018)

1. This Circular shall be applicable on March 30, 2018.
2. With regard to the application of this Circular to person who has been granted approval of AOE and its Appendix at the time of the enforcement of this Circular, the provisions then in force shall remain applicable until March 31, 2020, regardless of the provisions of this Circular.

Supplementary Provisions (December 19, 2018)

1. This Circular shall be applicable on December 19, 2018.
2. With regard to the application of the revised Circular to the person who has been

granted approval (or the person who is under approval process) at the time of the enforcement of this Circular, the provisions then in force shall remain applicable until March 31, 2020.

Supplementary Provisions (March 29, 2019 KOKU-KU-KI-1713)

1. This Circular shall be applicable on April 1, 2019.

Supplementary Provisions (March 29, 2019 KOKU-KU-KI-1692)

1. This Circular shall be applicable on April 1, 2019.
2. When this Circular comes into force, those who already record the approved work in Part II to Part IV (except for records of confirmation by certifying staff) can still follow the existing methods until November 4, 2020, despite the provisions in 3-1 (6) (i) and 5-2-1 (4) (l) of each Part. However, from November 5, 2020 onwards, all recordings of the approved work in Parts II to IV that is carried out by the existing electromagnetic means must comply with Circular No. 6-018, "General Standards on Electronic Signatures and Electromagnetic Records."

Supplementary Provisions (June 28, 2019 KOKU-KU-KI-359)

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

Supplementary Provisions (July 5, 2019 KOKU-KU-KI-408)

1. This Circular shall be applicable on July 5, 2019.
2. With regard to the application of the revised Circular to the person who has been granted approval (or the person who is under approval process) at the time of the enforcement of this Circular, the provisions then in force shall remain applicable until December 31, 2019.

However, an AMO that conducts line maintenance for the aircraft of Japanese air carrier who are required to implement the alcohol testing based on the revised Circular No.4-004 "Guideline for Evaluating Maintenance Manuals & Detailed Implementation Procedure" shall comply with the requirements of Part IV section 3-1(3)(b) and 5-2-1(3)(e) of this circular and obtain the approval for the AOE before conducting the said line maintenance. Also, the AMO shall comply with the requirements of the Part VI section (2)(c) f of this circular and shall submit the revised SMS document to the JCAB before conducting the said line maintenance.

Supplementary Provisions (August 2, 2019 KOKU-KU-KI-537)

1. This Circular shall be applicable on August 2, 2019.
2. When this Circular comes into force, for application of the provisions in this Circular's Part I 6-5 (2), Part II to Part V 3-1 (6) (i) d and (8), and 5-2-1 (4) e, and Part VI (2) (c) f to the person who has been granted approval or the person who is under approval process, the provisions then in force shall remain applicable until November 2, 2019. However, for the approved organizations located in foreign countries, the provisions then in force shall remain applicable until August 2, 2021.
3. When this Circular comes into force, for application of the provisions in this Circular's Part II to Part V 3-1(2) to the person who has been granted approval or the person who is under approval process, the provisions then in force shall remain applicable until August 2, 2021.

Supplementary Provisions (September 4, 2019, KOKU-KU-KI-740)

1. This Circular shall be applicable on September 18, 2019

Supplementary Provisions (December 13, 2019, KOKU-KU-KI-1118)

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

Supplementary Provisions (June 17, 2020, KOKU-KU-KI-285)

1. This Circular shall be applicable on June 18, 2020
2. When this Circular comes into force, if a person who has been granted an approval needs to revise the description of the AOE formally due to the revision of Part IV, 3-1(5) and (6), the revision of 4-1-2, the revision of 5-2-1(4), and the change of the clause number of law or regulations, it shall be required to submit a subsequent notification under Article 20 paragraph (4) of the Civil Aeronautics Act by August 18, 2020. With regard to the application of other revised provisions, approval of changes to the AOE under the provisions of Article 20 paragraph (2) of the Civil Aeronautics Act shall be obtained prior to the implementation of operations under the said provisions.

Supplementary Provisions (December 24, 2020, KOKU-KU-KI-937)

1. This Circular shall be applicable on January 1, 2021

Supplementary Provisions (March 31, 2021, KOKU-KU-KI-1263)

1. This Circular shall be applicable on March 31, 2021

Supplementary Provisions (July 30, 2021, KOKU-KU-KI-364)

1. This Circular shall be applicable on July 30, 2021

Supplementary Provisions (July 30, 2021)

1. This Circular shall be applicable on June 18, 2022. However, for the purpose of applying the provisions of Part IV 3-1(6)(f)a(ii) to subassembly (parts of component), for the time being, it is not necessary to attach a authorized release certificates or a foreign certificates etc. that is equivalent to the ARC.
2. When this Circular comes into force, regarding the scope of rating in article 33, paragraph 1 of the CAR which is applicable before amended by the ministerial ordinance for partial amendment of the CAR (Ordinance of the Ministry of Land, Infrastructure, Transport and Tourism No. 5 of 2021, hereinafter referred to as "Amended Ministerial Ordinance") for the person who has been granted an approval, regardless of the provisions of the article 30, paragraph 1 of the CAR which is applicable after amended by Amended Ministerial Ordinance, the previous provisions shall remain applicable until the expiration date of the approval.
3. When this Circular comes into force, regarding the authorized certifying staff who has been already appointed by the person who has been granted an approval, regardless of the provisions of Part III, Section 3.3-1(4)(b) and Part IV, Section 3.3-1(4)(b) of this Circular, the provisions of Part III, Section 3.3-1(6)(b)(i) and Part IV, Section 3.3-1(6)(b)(i) of this Circular shall not apply to that authorized certifying staff

Supplementary Provisions (August 2, 2021, KOKU-KU-KI-383)

1. This Circular shall be applicable on August 2, 2021

Please contact for questions or comments regarding this Circular to:

Airworthiness Engineer, Airworthiness Division,  
Aviation Safety and Security Department, Japan Civil Aviation Bureau (JCAB),  
Ministry of Land, Infrastructure, Transport and Tourism (MLIT)  
2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, JAPAN  
Tel. 81-3-5253-8735  
Fax. 81-3-5253-1661