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

Subject: Procedures to be Recognized by the Civil Aviation Safety Authority of Australia for Japanese Approved Maintenance Organizations under THE TECHNICAL ARRANGEMENT OF AVIATION MAINTENANCE BETWEEN CIVIL AVIATION SAFETY AUTHORITY OF AUSTRALIA AND CIVIL AVIATION BUREAU, THE MINISTRY OF LAND, INFRASTRUCTURE, TRANSPORT AND TOURISM OF JAPAN

1. Purpose

The Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism of Japan (hereinafter referred to as "JCAB") concluded "TECHNICAL ARRANGEMENT OF AVIATION MAINTENANCE BETWEEN CIVIL AVIATION SAFETY AUTHORITY OF AUSTRALIA AND CIVIL AVIATION BUREAU, THE MINISTRY OF LAND, INFRASTRUCTURE, TRANSPORT AND TOURISM OF JAPAN" (hereinafter referred to as "the TA-M") with the Civil Aviation Safety Authority of Australia (hereinafter referred to as "CASA") on March 25, 2022. The TA-M allows each authority to recognize inspections and evaluations for maintenance facilities conducted by the other authority of the country where the maintenance organization for aircraft components, etc. is located, and to omit duplicate inspections.

This Circular describes the procedures for Approved Maintenance Organizations located in Japan who have been approved for the capability specified in item (vii) of paragraph (1) of Article 20 of the Civil Aeronautics Act (Act No. 231 of 1952, hereinafter referred to as "the Act") under the provision of Article 20 of the Act (hereinafter referred to as "JCAB AMOs for Aircraft Parts") to be recognized by CASA to perform repair or alteration on aeronautical components, etc. under the jurisdiction of Australia in accordance with the TA-M. Basically, all parties concerned, including AMOs for Aircraft Parts that wish to be treated under the TA-M, are required to follow this procedure.

2. Related documents

- Circular No.7-001 "Bilateral Agreements or Equivalent Arrangements on Aviation Safety with Foreign Countries"

- Circular No. 2-001 "General Policy for Approved Organizations"
 - CASR Part 145 Continuing airworthiness Part 145 Approved Maintenance Organisations
- CASR Part 145 Manuals of Standards (MOS)
- CASA Advisory Circular 145-06
Implementation procedures for the technical arrangement on aviation maintenance between CASA and JCAB

3. Procedure to be recognized by CASA under the TA-M

3-1 A JCAB AMO for Aircraft Parts located in Japan that intends to be recognized by CASA under the TA-M to perform repair or alteration on aeronautical components, etc. under the jurisdiction of Australia shall make the following changes to its JCAB's Approved Organization Exposition (hereinafter referred to as "AOE").

- (1) to attach a supplement to its AOE (hereinafter referred to as "AOE supplement") which describes in English matters listed below if JCAB AMO for Aircraft Parts has been approved under CASR Part 145 by CASA, item (b) listed below is not required. Note: Attachment 1 to this Circular shows an example of an AOE supplement, whose contents have been confirmed by CASA, and therefore, it should be referred to as a reference.
 - (a) matters specified in Attachment 1 of the TA-M
 - (b) an aircraft operator in Australia, an organization who has been approved under CASR Part 145 by CASA (hereinafter referred to as "CASA AMO") in Australia, or a JCAB AMO for Aircraft Parts performing maintenance under the TA-M, having intention to use aeronautical components, etc. repaired or altered by the said JCAB AMO for Aircraft Parts.
- (2) to describe that repair or alteration under the TA-M is to be performed in accordance with the AOE supplement to the AOE as other necessary matters regarding provision of the services specified in item (vi) of paragraph (1) of Article 39 of the Regulation for Enforcement of the Civil Aeronautics Act (Regulation No. 56 of 1952, hereinafter referred to as "the Regulation")

3-2 The JCAB AMO for Aircraft Parts who has made changes to its AOE in accordance with paragraph 3-1 shall submit a notification of changes in accordance with paragraph (4) of Article 20 of the Act.

3-3 The JCAB AMO for Aircraft Parts who intends to submit a notification of changes to its AOE in accordance with paragraph 3-2 shall submit a written notification. The notification should include changes to the AOE which describes the following matters

with the AOE supplement and its AOE which has been changed to an Airworthiness Engineer Office of the Regional Civil Aviation Bureau who has jurisdiction over the said JCAB AMO for Aircraft Parts (hereinafter referred to as "Airworthiness Engineer Office, Regional JCAB") at least 90 days prior to the expected date for acquisition of recognition.

Note: Attachment 2 to this Circular shows an example of a written notification of changes to the AOE.

(1) Name and address

Name, approval number, address, and name of the representative manager or the accountable manager of the approved organization should be described.

(2) Matters that have been changed

(a) The old-and-new comparison for the changes to AOE should be described.

(b) It should be described that the AOE supplement has been attached to the AOE.

(3) Date of implementation

The year, month, and date when the change was implemented should be described in Anno Domini (AD).

3-4 When the Airworthiness Engineer Office, Regional JCAB receives the written notification in accordance with paragraph 3-3, the Airworthiness Engineer Office, Regional JCAB will check that the entries of the written notification are completed and the attached AOE supplement and AOE which have been changed in accordance with the matters described in paragraph 3-1.

3-5 When it is confirmed that the written notification, the AOE supplement and the AOE comply with the requirements stipulated in 3-4, the Airworthiness Engineer Office, Regional JCAB will notify the JCAB AMO for Aircraft Parts who has submitted the notification in writing (Form 1) that "Since the supplement is appropriate to comply with the matters specified in Attachment 1 of the TA-M, the applicant is considered to acquire recognition by CASA." The Airworthiness Engineer Office, Regional JCAB will also send a copy of the notice to the Flight Standards Division, JCAB HQs.

3-6 When the Flight Standards Division, JCAB HQs receives the copy in accordance with paragraph 3-5, the Flight Standards Division, JCAB HQs will add the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 in the "List of the CASA-recognized AMO under the TA-M" published on the website of the Ministry of Land, Infrastructure, Transport and Tourism of Japan (hereinafter referred to as "MLIT"). The Flight Standards Division, JCAB HQs will also

notify CASA that the JCAB AMO for Aircraft Parts has been added in the list of CASA-recognized AMO under the TA-M on the MLIT website.

4. Performance of repair or alteration under the TA-M

4-1 The JCAB AMO for Aircraft Parts who has been recognized by CASA to perform repair or alteration on aeronautical components, etc. under the jurisdiction of Australia may commence repair or alteration under the TA-M from the date of notification in accordance with paragraph 3-5.

4-2 The Authorized Release Certificate (Form 18 stipulated in the Regulation) issued by the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 under the TA-M is accepted by CASA as equivalent to the Authorized Release Certificate (CASA Form 1) specified by CASA.

4-3 When the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 performs repair or alteration under the TA-M, the JCAB AMO for Aircraft Parts shall note that the JCAB AMO for Aircraft Parts needs to perform it in accordance with the following matters stipulated in AOE supplement.

- (1) to perform repair or alteration in accordance with all the provisions stipulated in the TA-M
- (2) to state clearly that repair or alteration has been carried out under the TA-M in Block 12, "Remarks," of the Authorized Release Certificate in English, such as "Released under the provisions of the TA-M between CASA and JCAB"

5 Expiration date and revision procedures for AOE supplement

5-1 The expiration date of the AOE supplement of the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 is the same as the expiration date of the approval which the said JCAB AMO for Aircraft Parts has obtained in accordance with paragraph (1) of Article 20 of the Act. When the said JCAB AMO for Aircraft Parts renews its approval, the expiration date of its AOE supplement is also renewed at the same time.

5-2 When the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 changes its AOE supplement, the JCAB AMO shall report in accordance with paragraph (4) of Article 20 of the Act.

5-3 The JCAB AMO for Aircraft Parts who intends to submit a notification of changes to its AOE supplement in accordance with paragraph 5-2 shall submit a written notification of changes to the AOE supplement which describes the following matters

with the AOE supplement which has been changed to the Airworthiness Engineer Office, Regional JCAB.

Note: Attachment 3 of this Circular shows an example of a written notification of changes to an AOE supplement.

(1) Name and address

Name, approval number, address, and name of the representative manager or the accountable manager of the approved organization should be described.

(2) Items that have been changed

The old-and-new comparison on the AOE supplement should be described.

(3) Date of change

The year, month, and date when the items were changed should be described in the Anno Domini (AD).

5-4 When the Airworthiness Engineer Office, Regional JCAB receives the written notification in accordance with paragraph 5-3, the Airworthiness Engineer Office, Regional JCAB will check that the entries of the written notification are completed and that the attached AOE supplement which has been changed complies with the matters specified in Attachment 1 of the TA-M.

5-5 When it is confirmed that the written notification and the AOE supplement which has been changed comply with the matters specified in paragraph 5-3 and Attachment 1 of the TA-M as a result of the check stipulated in paragraph 5-4, the Airworthiness Engineer Office, Regional JCAB will notify the JCAB AMO who has reported in writing (Form 2) that the AOE supplement which has been changed is appropriate.

6. Revocation of the recognition by CASA under the TA-M

6-1 The JCAB may order the JCAB AMO for Aircraft Parts who has been notified in accordance with paragraph 3-5 to suspend activities for repair or alteration under the TA-M in accordance with paragraph (6) of Article 20 of the Act at the request of CASA, when CASA determines, on reasonable grounds, that the said JCAB AMO for Aircraft Parts is not maintaining the safety standards required under its airworthiness regulations.

6-2 When the JCAB orders the JCAB AMO for Aircraft Parts to suspend the activities in accordance with paragraph 6-1, the JCAB will notify the said JCAB AMO for Aircraft Parts in writing (Form 3) that its recognition by CASA under the TA-M is treated to be revoked.

Supplementary Provision (May 24, 2022)

This Circular shall be applied from May 24, 2022.

If you have any questions or comments about this Circular, please contact the following

Flight Standards 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, Japan

Phone number: 03-5253-8737

FAX: 03-5253-1661

Attachment 1: Supplement to the AOE (example)

This Attachment 1 provides guidance on the development of a Supplement to the AOE that is required under the TA-M. Where the material required by this Supplement is already incorporated into the AOE, the Supplement need only contain a reference to where the requirement is located in the AOE.

COVER PAGE

*CASA SUPPLEMENT TO JCABAMO
APPROVED ORGANISATION EXPOSITION
REF _____*

Company Name and Facility Address

JCABAMO NO. _____

DATE OF SUPPLEMENT _____

This Supplement, together with the JCABAMO AOE, forms the basis of acceptance by the CASA for maintenance carried out by this organisation on aeronautical product under the regulatory control of CASA.

Maintenance carried out and certified in accordance with the referenced AOE and this supplement is accepted as meeting the requirements of CASR Parts 42 and 145 and CASR Part 145 MOS.

1. INTRODUCTION

This paragraph should address the reason for necessity of the Supplement to the AOE.
(example)

Civil Aviation Safety Agency of Australia (CASA) and the Civil Aviation Bureau (JCAB), the Ministry of Land, Infrastructure, Transport and Tourism of Japan signed a Technical Arrangement on Aviation Maintenance (TA-M) on 25 March 2022 that allows the reciprocal acceptance of ARCs issued by maintenance organisations under the matters of the arrangement.

This amendment/supplement is therefore intended to inform the staff of [the AMO] of additional considerations that need to be taken into account when working in accordance with the TA-M.”

2. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This paragraph should contain a signed statement by the Accountable Manager of the AMO that the JCAB AMO for Aircraft Parts will perform its approved work properly in accordance with the AOE and its Supplement. In the event of a change of the Accountable Manager, a Supplement signed by the new Accountable Manager shall be promptly submitted to the Airworthiness Engineer Office, Regional JCAB which received the AMO's application for approval of the maintenance under the TA-M.

(example)

*This Supplement defines in conjunction with the JCAB Approved Organisation Exposition Ref ***** the organisation and procedures upon which CASA acceptance is based.*

These procedures are approved by the undersigned and must be adhered to when maintenance work is being performed for any customer that operates under the jurisdiction of the CASA and the TA-M.

It is recognised that the organisation's procedures do not override the necessity of complying with any additional requirements formally published by CASA and notified to this organisation from time to time.

It is further understood that CASA reserves the right to withdraw acceptance (suspend or cancel any privileges granted pursuant to the TA-M) if it is considered that procedures are not followed or that the standards are not maintained.

Signed by the Accountable Manager

For and on behalf of [the AMO].

(name)

(Signature)

(date)

Note: When the Accountable Manager is replaced, the new Accountable Executive/ Manager must sign the statement so as not to invalidate the acceptance.

3. BASIS OF RECOGNITION AND LIMITATION

This paragraph should address about the CASA's recognition and limitation of the scope of work.

(example)

CASA's recognition is based upon full compliance with Civil Aeronautics Act (CAA) Article 20 and the JCAB Approved Organisation Exposition.

This recognition is limited to the scope of work permitted under the current approval granted by JCAB to [the AMO] in accordance with CAA Article 20 and to the locations in Japan specified therein.

4. INTERNAL QUALITY ASSURANCE SYSTEM

This paragraph should reference the section in the AMO's AOE with regard to the internal quality assurance system and procedures.

(example)

*With regard to the internal quality assurance system, refer to the AOE Section *** paragraph ***.*

5. ACCESS BY JCAB AND CASA

This paragraph should specify that JCAB and CASA staff shall be allowed access to the JCAB AMO for Aircraft Parts for the purpose of assuring compliance with the requirements of the TA-M or to investigate specific problems.

In addition, it should be noted that failure to comply with the requirements of the TA-M or failure to comply with policies or procedures described in the AOE (including Supplements) may be grounds for suspension or revocation of any rights granted by the TA-M.

(example)

[The AMO] confirms that the JCAB or CASA may have access to [the AMO] to confirm compliance with the requirements of this TA-M or investigate specific problems.

[The AMO] also confirms that failure to comply with the matters in the TA-M, or with the policies and procedures described in the company Exposition, may be grounds for suspension or cancellation of any privileges granted pursuant to the TA-M.

6. WORK ORDERS / CONTRACTS

This paragraph should address about the work orders and contracts.

(example)

[The AMO] must ensure that the maintenance contract is understood and agreed to by both parties. The customer must ensure that the work orders/contracts are detailed and clear, and [the AMO] must ensure it receives work orders that it understands.

The work order should specify the inspections, repairs, alterations, overhauls to be carried out, the Airworthiness Directives to be complied with and parts to be replaced. Any parts installed have been manufactured or maintained by organisations that are acceptable to the CASA.

7. CONTRACTING AND SUBCONTRACTING

This paragraph should address about the parties to whom the AMO can contract and subcontract, and the procedures for doing so.

(example)

*With regard to the procedures for contracting and subcontracting as specified in the provisions in Attachment 1 of the TA-M, refer to the AOE Section *** paragraph ****

8. AIRWORTHINESS DIRECTIVES / AIRWORTHINESS LIMITATIONS

This paragraph should address about the compliance with Airworthiness Directives and any airworthiness limitations.

(example)

The applicable CASA regulations on Airworthiness Directives must be complied with. Airworthiness Directives, Airworthiness Limitations, and other requirements declared mandatory by the CASA must be available to maintenance personnel.

The customer must provide a copy of all ADs that must be complied with to [the AMO] and identify any airworthiness limitations to [the AMO]. The customer remains

responsible for specifying any AD compliance required during maintenance and any airworthiness limitations through the work order.

9. REPAIRS AND MODIFICATIONS

This paragraph should address about the design of any repairs or alterations which are not from the Original Equipment Manufacturer.

(example)

The design of any repairs and modifications to aeronautical products which are not from the Original Equipment Manufacturer or which would otherwise require approval of the CASA will be approved in line with the requirements of the CASA.

[The AMO] will ensure that such repairs and modifications are incorporated only when in receipt of the appropriate approvals.

10. MAINTENANCE RELEASE OF COMPONENTS

This paragraph should address about the release to service of components, etc.

(example)

Release to service of components up to and including complete engines under the TA-M should be carried out in accordance with CAA Article 20. The Authorised Release Certificate JCAB Form 18 should be issued.

The following statement should be reflected in Block 12 of the ARC.

“Released under the provisions of the TA-M between CASA and JCAB”

When maintenance cannot be performed in accordance with the work order/contract, this fact must be known to the customer.

11. RECORD KEEPING

This paragraph should address about how the AMO will comply with the requirements of the TA-M for technical records.

(example)

To ensure that Technical Records are completed in line with the requirements of the CASA, [the AMO] will take following procedures.

12. PERSONNEL RESPONSIBLE FOR RELEASE TO SERVICE

This paragraph should address about the procedures that the AMO ensure that only responsible maintenance personnel who are familiar with the TA-M, any advisory material issued by the JCAB in relation to the TA-M, this supplement and any applicable customer's special conditions in relation to the performance of maintenance, are allowed to perform repair or alteration on aeronautical components, etc. or issue the Authorized Release Certificate for aeronautical components, etc. under the TA-M.

Relevant personnel in the AMO should also be trained and kept up to date on the laws, regulations, standards, practices, procedures and systems relevant to the TA-M.

(example)

To ensure that only responsible maintenance personnel who are familiar with the TA-M, any advisory material issued by the JCAB in relation to the TA-M, this supplement and any applicable customer's special conditions in relation to the performance of maintenance are allowed to perform maintenance on aeronautical products or issue release documentation for aeronautical products under the TA-M, [the AMO] will take following procedures.

To ensure that relevant personnel in the maintenance organisation are trained and kept updated on the laws, regulations, standards, practices, procedures and systems relevant to the TA-M, [the AMO] will take following procedures.

13. MANDATORY REPORTING REQUIREMENTS

This paragraph should address about the procedures to ensure that the AMO shall report unairworthy conditions found in aeronautical components, etc. during the approved work to CASA, JCAB and their customers.

(example)

To ensure that any mandatory reportable conditions found in aeronautical products are reported to the CASA, the JCAB and customer of the aeronautical product, [the AMO] will take following procedures.

14. EXISTENCE OF CUSTOMERS

This paragraph should address about an aircraft operator in Australia, an organization who has been approved under CASR Part 145 by CASA (hereinafter referred to as "CASA AMO") in Australia, or a JCAB AMO performing maintenance

under the TA-M, stating its intention to use aeronautical components, etc. repaired or altered by the JCAB AMO.

(example)

[The AMO] has the organisation who states its intention to use aeronautical components, etc. repaired or altered by [the AMO] as of [the date when the AMO establishes its AOE supplement] as the following.

· *XXX Corporation*

Attachment 2

Notification of changes to the Approved Organization Exposition

Date of Notification

TO: Chief Airworthiness Engineer
Regional Civil Aviation Bureau

Applicant's name

Applicant's address or principle office's location

We would like to notify that the Approved Organization Exposition has been changed insignificantly to specify matters as to perform repair or alteration under the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan" for the following Approved Maintenance Organization for Aircraft Parts in accordance with Article 20 paragraph 4 of Civil Aeronautics Act, along with the relevant documents.

Organization's name	
Approved organization number	
Organization's address	
Name of the representative manager or the accountable manager	
Changed items	
Date of Change	
Attached documents	

Attachment 3

Notification of changes to the Approved Organization Exposition

Date of Notification

TO: Chief Airworthiness Engineer
Regional Civil Aviation Bureau

Applicant's name

Applicant's address or principle office's location

We would like to notify to have made insignificant changes to the attaching document of Approved Organization Exposition which specifies matters as to perform repair or alteration under the " Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan" in accordance with Article 20 paragraph 4 of Civil Aeronautics Act, along with the relevant documents.

Organization's name	
Approved organization number	
Organization's address	
Name of the representative manager or the accountable manager	
Changed items	
Date of Change	
Attached documents	

(Form 1)

Acquisition of Recognition by Civil Aviation Safety Authority of Australia under the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan"

Date of Recognition

TO:

Chief Airworthiness Engineer,
Regional Civil Aviation Bureau

(seal or signature)

With regard to the notification of changes to the Approved Organization Exposition that specified matters to perform repair or alteration under the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan" (dated as of MM. DD, YYYY), as a result of checking the submitted documents, since it has been confirmed that the written notification is appropriate to comply with the matters specified in paragraph 3-1 of Circular No. 2-009 "Procedures to be recognized by the Civil Aviation Safety Authority of Australia for Japanese Approved Maintenance Organizations under the Technical Arrangement on Aviation Maintenance for aeronautical components, etc. with the Civil Aviation Safety Authority of Australia", we will notify that the Approved Maintenance Organization described in the notification is considered to acquire recognition by Civil Aviation Safety Authority of Australia.

(Form 2)

Amendment to the Approved Organization Exposition Supplement specified matters as to perform repair or alteration based on the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan"

Date of Notification

TO:

Chief Airworthiness Engineer,
Regional Civil Aviation Bureau

(seal or signature)

With regard to the notification of changes to the Approved Organization Exposition to describe the attaching document of the AOE which specifies matters to perform repair or alteration under the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan" has been changed (dated as of MM. DD, YYYY), as a result of checking the submitted documents, we will notify that it has been confirmed that the written notification is appropriate to comply with the matters specified in paragraph 5-4 of Circular No. 2-009 "Procedures to be recognized by the Civil Aviation Safety Authority of Australia for Japanese Approved Maintenance Organizations under the Technical Arrangement on Aviation Maintenance for aeronautical components, etc. with the Civil Aviation Safety Authority of Australia".

(Form 3)

Revocation of Recognition by Civil Aviation Safety Authority of Australia under the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan"

Date of Revocation

TO:

Chief Airworthiness Engineer,
Regional Civil Aviation Bureau

(seal or signature)

With regard to the recognition that your Approved Maintenance Organization acquired by CASA to perform repair or alteration in accordance with the "Technical Arrangement of Aviation Maintenance between Civil Aviation Safety Authority of Australia and Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan" (dated as of MM. DD, YYYY), since it has been confirmed that the state is not in compliance with the said Arrangement, we will notify that you are considered to be revoked the recognition by CASA.