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Circular

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

Subject: Procedures for Unmanned Aircraft Systems (UAS) Type Certificate, etc.

Note: It is noted that if there is a translation difference between English and Japanese, then Japanese should be the official language to refer to.

## 1. Applicability

The Circular summarizes inspection operations by the related Japan Civil Aviation Bureau (hereinafter referred to as “JCAB”) or Registered Unmanned Aircraft Inspection Organization (hereinafter referred to as “Inspection Body”) and procedures to be followed by the applicant from application to issuance of UAS Type Certificates in connection with inspections pertaining to UAS Type Certificate under Article 132-16 of the Civil Aeronautics Act (Act No. 231 of 1952) (hereinafter referred to as the “Act”) and UAS type design change under Article 132-17 of the Act (hereinafter collectively referred to as “Type Certificate, etc.”), and relevant persons are required to carry out procedures in accordance with this Circular in principle.

## 2. Application

### 2-1 Preliminary Arrangements

#### 2-1-1 UAS Type Certificate

Inspection shall be started upon an application made by a person seeking UAS Type Certificate.

A person planning to obtain class I UAS Type Certificate may notify the JCAB to request preliminary arrangements at a stage suitable for realization of the content of the relevant application. The purpose of the preliminary arrangements for class I UAS Type Certificate shall be to smoothly promote the inspection pertaining to UAS Type Certificate after the application, by arranging on general business matters in connection with implementation of the inspection and coordinating on the design concept of the unmanned aircraft, standards to be used, an outline of specifications of the UAS and policies for showing compliance to Safety and Uniformity Standards.

#### 2-1-2 UAS type design changes

The provisions of Section 2-1-1 shall apply also to a person planning to change the design or manufacturing process of an UAS for which UAS Type Certificate has already been obtained.

#### 2-1-3 Procedures and content of preliminary arrangements

For the purpose of preliminary arrangements, the applicant shall submit the following documents to the JCAB for explanation and adjustment. Documents may be added or omitted according to the nature of the case.

[1] Overview of the applicant

- i Experience related to UAS Type Certificate
- ii Scope and procedures for outsourcing operations
- iii The prospective applicant’s systems for communicating with the Inspection Body and for solving any problem that may occur in the process of the inspection

[2] Overview of the assumed timeline up to acquisition of UAS Type Certificate

- i Timeline including milestones

[3] Concept of Operations (CONOPS)

- i A draft of 001 Concept of Operations (CONOPS) which includes information necessary to determine values and scopes of test and operational limits as set forth in Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.” (first

issue on September 7, 2022: KOKU-KU-KI-456)

[4] Identification of critical problems

Ex. Unprecedented design, recent technologies, special conditions, design requiring similar safety and exemption measures

[5] Plans for establishing certification basis

Ex. Evidence of necessity and appropriateness in cases where special conditions and similar safety and exemption measures are needed

[6] Draft of certification basis and a certification plan

i A list of applicability to Safety Standards set forth in Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.” (first issue on September 7, 2022: KOKU-KU-KI-456), and a draft of the certification plan, including options of analysis and demonstration relative to each standard set forth in paragraph 1) of Section 5-1-3 of this Circular

[7] Major issues (major challenges)

i Issues that may affect the timeline overview in the application or hamper acquisition of certification are summarized.

[8] Draft of application for UAS Type Certificate

i Entries in the application, payment of fees under Section 2-3 of this Circular, and matters to be determined for identification are planned.

[9] Records of coordination

Minutes of the coordination, which include matters that are agreed on during the coordination and issues requiring measures, are prepared, specifying persons involved.

If the prospect applicant anticipates the issues relevant to [4] Identification of critical problems and [7] Major issues (major challenges), consultation with the JCAB is necessary before making application regarding how to deal with them.

## 2- 2 Application

### 2-2-1 UAS Type Certificate

Pursuant to Article 236-22, paragraph (1) of the Regulation for Enforcement of the Civil Aeronautics Act (Order of the Ministry of Transport No. 56 of 1952) (hereinafter referred to as the “Regulation”), a person who intends to apply for UAS Type Certificate shall submit an application for UAS Type Certificate along with accompanying documents prior to the prescribed time set forth in paragraph (2) of the same Article. The accompanying documents shall be as follows. Notwithstanding the provisions below, the documents pertaining to an UAS that has already been manufactured at the time of the application shall be submitted at the time of the application.

(a) Design plan (submission time: at the early stage of design)

The following items shall be stated.

- a. Outline of design (including a draft of the concept of operations (CONOPS))
- b. Outline of the propulsion system
- c. Outline of performance (outline of estimated performance, stability, maneuverability, etc. for takeoff, landing, climb, descent, cruising, etc.)
- d. Outline of the structure
- e. Outline of major equipment (communication system, propulsion system, electrical power system, and automatic control system)

[Note] The purpose of the design plan is to let the Inspection Body know the outline of the design of an UAS to which the application pertains, before the actual inspection took place. It is preferable to submit the entire plan at once, but it is acceptable to submit the plan part by part, upon completion of each part. The actual design may deviate from the plan described in this document as the design development progresses, but this document need not be revised as long as the Inspection Body is notified of any deviation from the plan in some way.

(b) Design documents (submission time: before commencement of production)

The following items shall be included.

- a. Explanatory material on the function and performance of the propulsion system
- b. Explanatory material for flight performance (estimated performance, stability, maneuverability, etc. for takeoff, landing, climb, descent, cruising, etc.)
- c. Document that explains the aircraft structure
- d. Document that explains the functions and performance of the main equipment (communication system, power supply system, and automatic control system), including a major line diagram (block diagram)
- e. If special structures or equipment, etc. that differ from their general usage are used, explanatory materials regarding their functions and performance
- f. Other materials describing explanations, calculations, and others to demonstrate compliance with certification bases (it is not necessarily before the start of production, but shall be submitted at the appropriate time of the Type Certificate activity coordinated with the Inspection Body)

(c) Drawing list (submission time: before commencement of production)

The drawing list centrally manages drawings necessary to manage the type specifications of the UAS for which UAS Type Certificate is sought.

The list shall include all drawing numbers, description and revision codes, etc., of the major drawings (external shape, internal structure, installation of the major equipment indicated in item (b), etc.) relating to the design of the type of UAS pertaining to the application.

(d) Design drawing (submission time: before commencement of production)

The design drawing shall be a three-view drawing. In addition to three views, the approximate dimensions, parts that are used and assembly methods of the UAS shall be preferably included as well.

(e) Parts list (submission time: before commencement of production)

The parts list shall be created by the equipment/part level so that the type (components) of the UAS are identified. For all equipment and some parts that make up the type of UAS (parts that fall under 135 Flight Essential Parts as required by the Circular No.8-001), name of each part, part number, manufacturer's name, quantity, etc. of the equipment/part shall be listed. The parts list shall also include optional equipment to be installed by the user of the UAS depending on the way how the UAS is used in operation, etc.

The list need not include drawings or be so detailed as a parts catalog distributed by the applicant to users, but may be merely a list, as long as it can show specifications of the UAS by the equipment/part level.

Optional equipment may be managed in a separate list different from the parts list with the consent of the Inspection Body, as long as it does not interfere with the flight characteristics of the UAS subject to certification.

(f) Manufacturing plan (submission time: before commencement of production)

The following items shall be stated.

- a. The place of manufacturing the UAS to which the application pertains and its components, and the names of main subcontractors
- b. Written procedures to be used for the production process, inspection records, and other regulations related to manufacturing methods or management methods and systems that are applied to the production process and are not specified in drawings.

(g) A document showing that the uniformity of the type is ensured (submission time: before commencement of production)

Processes (mechanism and structure) and systems related to quality control are specified in this document so that compliance to Uniformity Standards may be ensured not only at the times of application and acquisition of certification but also after acquisition of certification. A draft of Manufacture Management Guidelines, which shall be submitted as a separate volume of Appendix 12-8 of this Circular, falls under this document.

(h) Specifications (submission time: before implementation of an inspection of the current situation)

Specification is a set of documents for managing the type specifications of the UAS and shall generally describe the main specifications. The following items shall be stated in the written specifications. For items described in design documents, design drawings, etc., only the relevant document number and item number shall be referenced.

- a. Type of the UAS to which the application pertains
- b. Name and quantity of motors, Electric Speed Controller or engines and propellers (rotors)
- c. Name and address of the manufacturer of the UAS to which the application pertains (if the manufacturer is a juridical person, the name and the location of its principal office)
- d. The revision date and document number of compliance of the “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.” (first issue on September 7, 2022: KOKU-KU-KI-456)

- e. Major specifications of the type of UAS to which the application pertains
- f. Explanation and necessary diagrams concerning the weight, the weight distribution, and the location of the center of gravity, such as the maximum takeoff weight and the allowable range of the center of gravity
- g. Operating limitations (groundspeed limits/airspeed limits, wind speed limits, altitude limits, rainfall limits, and temperature limits, etc.)
- h. Power or thrust, the rotational speed of rotor blades in case of a rotary-wing type UAS, and specifications concerning the operation of the propulsion system such as outside temperature in which the engines can operate effectively in case of an UAS equipped with engines (excluding power generator)
- i. Fuel grade and standards for lubricating oil in case of an UAS equipped with engines (including power generators)
- j. Total capacity and unusable amount of fuel, lubricant, etc. in case of UAS equipped with engines (including power generators)
- k. Name, quantity, and usage method of optional equipment and various limits when it is mounted
- l. Types of equipment and parts (names and standards or specifications of standard equipment and optional equipment)
- m. Relevant serial number

(i) UAS Flight Manual (submission time: before implementation of an inspection of the current situation)

Matters listed in paragraph (3), Article 236-12 of the Regulation shall be stated. Specific provisions of the Manual shall be prepared in accordance with “200 Flight Manual” of the Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.”. The UAS Flight Manual shall include comprehensive information that is necessary for the pilot to conduct safe flights. In cases where the Inspection Body inspects the UAS Flight Manual, the "Limitations of UAS" must be approved by the JCAB after the Inspection Body issues a notice of inspection results for UAS Type Certificate under paragraph (3), Article 6 of the Ministerial Ordinance concerning Inspection Body (Order of the Ministry of Land, Infrastructure, Transport and Tourism No.57 of 2022) to the JCAB.

(j) Maintenance Manual for the UAS (submission time: before implementation of an inspection of the current situation)

Matters listed in paragraph (4), Article 236-12 of the Regulation shall be stated. Such a Manual shall be composed of a document for inspection and maintenance procedures for UAS (hereinafter referred to as “ICA”) and a document specifying methods for renewal inspections for UAS Certification. Matters concerning renewal inspections for UAS Certification may be included in ICA at the discretion of the applicant. Specific provisions of ICA shall be prepared in accordance with “205 ICA” of the Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.”.

ICA shall include information necessary for the user to appropriately inspect and maintain the UAS, its equipment, components, parachutes, and associated systems (“AEs”). In cases where the Inspection Body

inspects ICA, the "chapter for inspection and maintenance of ICA that are indispensable for securing the safety of UAS" which is mandatory to maintain the type design, must be approved by the JCAB after the Inspection Body issues a notice of inspection results for UAS Type Certificate under paragraph (3), Article 6 of the Ministerial Ordinance concerning Inspection Body to the JCAB.

(k) Documents describing matters necessary for calculating the weight and center of gravity of the Unmanned Aircraft (submission time: before implementation of an inspection of the current situation)

The following items shall be stated unless they are already stated in the UAS Flight Manual.

- a. Weight and center of gravity of the unmanned aircraft
- b. Name, weight and location of the center of gravity of the equipment, etc.
- c. Usable volume and location of the center of gravity of the fuel tank in case of an unmanned aircraft equipped with engines (including electric power generators)
- d. Others

Appropriate information shall be provided so that the pilot can perform a safe flight.

(l) Other documents containing reference information (submission time: before implementation of an inspection of the current situation)

Other documents containing reference information shall refer to the following:

- a. Management plan to ensure safety
- b. Other required materials deemed necessary by the Inspection Body

The management plan to ensure safety shall be submitted by the appropriate time in accordance with instructions of the JCAB. Other required materials deemed necessary by the Inspection Body shall be also submitted by the appropriate time in accordance with instructions of the Inspection Body.

#### 2-2-2 UAS type design changes

A person who intends to change part of the design or manufacturing process of an UAS of a type that has obtained UAS Type Certificate (including the addition of an UAS of a type belonging to the same series as the type of an UAS that has obtained UAS Type Certificate) shall submit an application for change of the type design and/or manufacture process and accompanying documents in a manner similar to the procedures for acquisition of UAS Type Certificate, in accordance with the provisions of Article 236-29 of the Regulation. Application for change of UAS Type Certificate may be submitted only by the UAS Type Certificate holder for the relevant type.

It shall be noted that application for new UAS Type Certificate, instead of application for change of UAS Type Certificate, may be required in the event of a design change that involves substantial changes in the form or structure of the UAS, or in specifications or other matters on which UAS Type Certificate was based.

Examples of such a design change are as follows:

- A design change that involves a substantial change in the form or structure of the UAS, such as an increase of the number of the rotors from four to six in a multi-rotor type aircraft; and
- A design change that involves a substantial change in specifications of the UAS or other matters on which

UAS Type Certificate was based, such as a change of a helicopter type aircraft driven by engines and a fuel system into a hybrid aircraft, through addition of a battery.

## 2-3 Fees and procedures for application

### \* Fees

The amount of the fee for application pertaining to UAS Type Certificate when the JCAB conducts an inspection shall be calculated based on the Order on Fees Relating to the Civil Aeronautics Act (Cabinet Order No.284 of 1997) and the Regulation on Fees Relating to the Civil Aeronautics Act (Order of the Ministry of Transport No.58 of 1997).

When an inspection is conducted overseas in connection with application pertaining to UAS Type Certificate, the amount equivalent to travel expenses determined in accordance with the number of inspectors and days, on the basis of business travel matters, the destination and duration of the business travel, and other necessary matters under the Order on Fees Relating to the Civil Aeronautics Act and the Regulation on Fees Relating to the Civil Aeronautics Act shall be paid. If it becomes necessary to additionally pay the amount equivalent to travel expenses after application, the additional fee shall be paid.

Procedures for application by using the Drone/UAS Information Platform System (“DIPS”) are described below.

#### [1] Identity verification

Application can be made on the basis of one of the identity verification methods below.

- (1) By logging in to your gBizID account
- (2) By sending an identity verification document by mail

#### [2] Outline of application entries

The class of UAS Type Certificate, type name, flights in no-fly air space, flight methods, etc. shall be entered on the system, and accompanying documents that are needed at the time of application shall be uploaded.

#### [3] Procedures for paying the fee

After entering such information and submitting such documents necessary for application in [2] above, the applicant shall pay the fee in accordance with a notice from DIPS in any of the following methods.

- (1) By credit card (excluding cases where identity verification documents are sent by mail)
- (2) By Pay-easy: Payment can be made from bank ATMs or via online banking.

#### [4] Procedures when the Inspection Body is in charge of inspection

When the Inspection Body conducts inspection, the applicant shall pay the fee stipulated by the Inspection Body, without relying on the provisions of this Section.

## 2-4 Change of the content of application

If any change in the content of application (such as the addition of matters related to design) is necessary, the applicant shall notify the JCAB of any changes to the application and make the necessary corrections through DIPS.



## 2-5 Standard processing period

### 2-5-1 Standard processing period

The standard processing period for Type Certificate under paragraph (1), Article 132-16 of the Act for the category of Class II Type Certificate of the UAS (the standard processing period normally required from the receipt of an application to the completion of issuance of the Type Certificate pertaining to said application) shall be three (3) months. However, the standard processing period shall not apply in the following cases.

- (a) For Type Certificate of UAS with a maximum takeoff weight of 25 kg or more
- (b) When special conditions, etc. are established

### 2-5-2 Periods not included in the standard processing period

The following periods shall not be included in the standard processing period.

- (a) The period of time required for the applicant to correct any incompleteness in the application documents
- (b) The time required for the applicant to coordinate with the Inspection Body regarding the safety and uniformity standards to be applied
- (c) The time required by the applicant for testing to demonstrate compliance with safety or uniformity standards, preparation of documents to be attached to the application, etc., which is affected by the progress of the development, handling of unforeseen circumstances, etc

## 2-6 Submission of application

Applications shall be submitted by entering the required information into DIPS and attaching documents.

## 3. Certification Basis

### 3-1 Certification Basis

Standards that are applied to UAS Type Certificate to which application pertains shall be the following standards as set forth in Articles 236-15 and Article 236-24 of the Regulation.

- (1) “Standards concerning Strength, Structure and Performance to Ensure Safety” (related to Article 236-15 of the Regulation)
- (2) “Standards for Specifying as those Necessary to Ensure Uniformity” (related to Article 236-24 of the Regulation)

### 3-2 Manuals or methods for showing compliance with the certification basis

#### 3-2-1 UAS Type Certificate

Regarding the manuals and methods for showing compliance with the certification basis in UAS Type Certificate, Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned

Aircraft Systems (UAS) Type Certificate, etc.” current as of the date of receipt of application for the relevant UAS Type Certificate shall apply. Notwithstanding the foregoing, if it is difficult or unreasonable to apply all or part of the said UAS Airworthiness Inspection Manual due to adoption of new technologies or a new design in the design of the UAS, special conditions, exemptions or equivalent level of safety may be established.

For the purpose of this Circular, the applicable inspection manuals in Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.”, special conditions, exemptions or equivalent level of safety shall be collectively referred to as “Inspection Manuals, etc.”, as manuals and methods for showing compliance with the certification basis. If any special requirement, exemption or equivalent level of safety need be established, the applicant shall consult the JCAB (for applicants for class II UAS Type Certificate, the JCAB and the Inspection Body) to determine its details. In any of the following cases, the inspection manuals or methods revised after receipt of application shall apply:

- (1) If the applicant wishes to apply the latest standards
- (2) After three years have passed from the receipt of application (except if the applicant indicates at the time of application that a period of more than three years is required for design, development, testing, etc., and the JCAB accepted). However, in order to make a change under Article 132-17 of the Act, inspection manuals which were effective at any point (which the applicant may select) during the three years preceding the date of issuance of the UAS Type Certificates shall apply.

#### 3-2-2 UAS type design changes

A person who intends to change UAS Type Certificate (including the addition of an UAS of a type belonging to the same series as the type of an UAS that has obtained UAS Type Certificate) shall conduct inspection on parts where the design or manufacturing process is changed and parts which are affected by such a change, in accordance with the manuals and methods which were applied when inspection was conducted to obtain the UAS Type Certificate. Alternatively, the latest inspection manuals current as of the date of application for the change may be applied.

#### 3-2-3 Special conditions, exemptions and equivalent level of safety

If a particular new technology is introduced into the design, or if new standards or methods to show compliance with the standards to ensure safety are necessary to be additionally applied, special conditions may be established as a standard for inspection relating to UAS Type Certificate, in addition to the inspection manuals. If application of part of the standards is considered unnecessary, or it is considered more appropriate to use another method, due to the unique design, such an unnecessary part may be omitted (exemption) or replaced (equivalent level of safety).

#### 3-2-4 Determination and modification of standards, etc.

Certification basis to be applied to UAS Type Certificate shall, as a usual procedure, be examined in the first UAS Type Certificate Review Board meeting and the JCAB prepares draft G-1 Issue Paper. However, if the applicant intends to obtain a class II UAS Type Certificate, and the latest Circular No. 8-001 in effect at

the time the application is applied, the issuance of G-1 Issue Paper is not required.

As for application of special conditions, exemptions and equivalent level of safety, the JCAB shall take similar procedures.

Basically, similar procedures shall be taken in connection with determination and notification of certification basis to be applied to UAS type design changes, but all or part of the procedures may be omitted as appropriate, with the content and scope of the design (changes) taken into consideration.

### 3-3 Issue Paper

In terms of showing compliance with the certification basis, as for matters such as interpretation of certification basis, certification policies, and methods for setting up analysis and tests for which JCAB determined it necessary to clarify the contents to the applicant, the JCAB issues an Issue Paper in order to make clear its position on such matters.

The form for Issue Paper shall be as shown in Attachment 1 (Form: JCAB FORM 8-002-1).

There are no particular restrictions on subjects on which the JCAB is required to issue an Issue Paper, but the following items shall require issuance of an Issue Paper in principle, in connection with UAS Type Certificate, etc. Notwithstanding the foregoing, in cases where the applicant applies the latest inspection manuals in Circular No. 8-001 current as of the date of receipt of application to an UAS of a type seeking class II UAS Type Certificate, no G-1 Issue Paper needs to be issued. In addition, in the event of any change in UAS Type Certificate (regardless of class), no G-1 Issue Paper needs to be issued, whether the latest inspection manuals current as of the date of receipt of application are applied or the inspection manuals applied when the UAS Type Certificate was obtained are applied. If the applicant proposes establishment of a special requirement, exemption or equivalent level of safety during certification activities after application for UAS Type Certificate or changes in UAS Type Certificate is received (regardless of class), the relevant Issue Paper shall be issued.

- [1] Certification basis (G-1)
- [2] Establishment of special conditions
- [3] Establishment of equivalent level of safety
- [4] Establishment of exemptions
- [5] When it is otherwise deemed necessary

#### 4. UAS Type Certificate Review Board

##### 4-1 UAS Type Certificate Review Board

The UAS Type Certificate Review Board may be established as necessary by the Inspection Body to examine the overall status of certification activities for each UAS Type Certificate, etc. The UAS Type Certificate Review Board meetings may be held at important points during UAS Type Certificate, etc., such as the initial review meeting and the final review meeting.

The UAS Type Certificate Review Board is held when discussions on certification basis are necessary due to the complexity of the UAS pertaining the application, the novelty of the design, or other reasons.

If the applicant wishes to, the UAS Type Certificate Review Board may be held after consultation with the Inspection Body.

##### 4-2 Holding UAS Type Certificate Review Board meetings

The objectives of review meetings and matters to be examined shall include, but are not limited to, the following items.

- (1) Initial review meeting (which shall be preferably held before commencement of production)
  - (a) Dissemination of the overall inspection plan pertaining to UAS Type Certificate
  - (b) Exchange of opinions on design details and technical issues or challenges
  - (c) Preparation of (draft) certification basis
  - (d) Discussion on how to deal with the technical issues or challenges
  - (e) Establishment of the schedule up to acquisition of UAS Type Certificate
- (2) Final review meeting (before issuance of the Type Certificate)
  - (a) Finalization of (draft) certification basis and inspection manuals
  - (b) Final inspection of documents to be submitted, compliance with Safety and Uniformity Standards, test results, etc.
  - (c) Inspection of unresolved issues that may affect the possibility of issuance of the Type Certificate

##### 4-3 Preparation of minutes

Each Board shall prepare minutes for each review meeting. The prepared minutes shall be organized and stored, along with documents to be submitted, by the applicant.

#### 5. Inspections

Inspections pertaining to UAS Type Certificate shall include the inspection of the design, the inspection of the manufacturing process, the inspection of the current state, and the inspection of quality control and the quality control system. Their outline shall be as follows.

The method of confirmation by the Inspection Body in these inspections should preferably be accomplished directly at the place where the test to be conducted, but if the Inspection Body finds that the criteria in Section 5-4 are met, the use of a video device, etc. (hereinafter referred to as “remote technology”) may be deemed to be an on-site inspection.

Note that the confirmation by the remote technology requires a real time situation monitoring using remote

technology, and confirmation by means of recorded voices or videos are not deemed as the confirmation using the remote technology.

#### 5-1 Inspection of the design

The inspection of the design shall take the form of an inspection of analysis documents or an inspection of verification. Its outline shall be as follows.

The applicant shall conduct an analysis or test based on the certification plan approved by the Inspection Body, and shall be inspected by the Inspection Body for finding compliance with the certification basis. Regarding the treatment of test data obtained without the involvement of the Inspection Body, refer to Section 9. If materials related to the design are found to indicate compliance with the standards as a result of the inspection, the Inspection Body shall issue a Statement of Compliance to confirm the status of compliance with the certification basis.

##### 5-1-1 Records of inspections

Records of inspections related to UAS Type Certificate shall be as follows.

###### 1) Statement of Compliance

Compliance with the certification basis shall be checked through inspections of documents related to certification, such as drawings, specifications, analysis documents, calculations, test plans, test reports, a draft of the UAS Flight Manual and ICA, and inspections by a ground test, a flight test, etc. When compliance with the certification basis is confirmed through the inspections, a Statement of Compliance shall be issued as a material indicating the status of compliance demonstration. The form for Statements of Compliance shall be as shown in Attachment 2 (Form: JCAB FORM 8-002-2).

If a Statement of Compliance is required, the applicant shall submit a draft statement of compliance to the Inspection Body by the end of examination of the applicable certification documents.

###### 2) Minutes

If an inspection is conducted, the applicant shall prepare minutes and both parties shall examine their contents, for the purpose of clarifying details of the inspection, what is pointed out in the inspection and corrective measures therefor, matters to investigate and problems and share the understanding.

Although there is no specific form for the minutes, an example of the form for minutes is provided in Attachment 3 (Form: JCAB FORM 8-002-3).

###### 3) Integrated Statement of Compliance

The Integrated Statement of Compliance shall be issued to confirm compliance with all the certification basis, and summarize all the past documents including the Statement of Compliance. The form for Integrated Statement of Compliance shall be as shown in Attachment 4 (Form: JCAB FORM 8-002-4).

When the Integrated Statement of Compliance is required, the applicant shall submit a draft integrated statement of compliance to the Inspection Body by the end of examination of the applicable certification documents.

#### 5-1-2 Implementation of inspections

Before the inspections, it shall be confirmed through the certification plan whether the applicant's certification plan covers all the contents necessary to show compliance with the standards, and the understanding of the certification status and the progress of the inspections shall be managed through the Compliance Check List.

#### 5-1-3 Inspection of compliance methods

##### 1) Certification plan

The applicant for UAS Type Certificate, etc. shall prepare a certification plan specifying the timing of implementation of inspection as well as means of compliance, including design drawings, analysis and evaluation, and selection of flight tests (for example, compliance is shown through "analysis and evaluation" for 110 Software, through "design drawings" for 200 Flight Manual, and through "flight tests" for 300 Durability and Reliability in the inspection manuals of Circular No. 8-001) and obtain an agreement of the Inspection Body. The Inspection Body shall start inspections after agreeing to said plan in principle. The agreed certification plan may be revised as the project progresses. If the plan agreed to by the Inspection Body needs to be changed, the consent of the Inspection Body shall be obtained for the change.

##### 2) Compliance Check List

The Compliance Check List shows the status of compliance showing for each item of the certification basis. The Inspection Body shall use the Compliance Check List to manage the status of compliance showing with the certification basis in accordance with the certification plan prepared by the applicant.

#### 5-1-4 Inspection of analysis documents

##### - Drawings, analysis documents, and study documents

Compliance showing by drawings shall be carried out by checking whether the specifications of the UAS defined by drawings comply with the requirements required by applicable items. However, it is generally difficult to show compliance with all the applicable items only with drawings, so supplementary materials may be inspected as necessary. Compliance showing by analysis documents shall be carried out by checking whether the analysis (calculation, comparative study, etc.) performed by the applicant has obtained results that show compliance with the requirements required by the applicable items without error, using an appropriate analysis method.

A evaluation document is a type of analysis document prepared by the applicant, and checks whether the design complies with the requirements required by the applicable items by inspecting the applicant's evaluation (utilizing other data, etc.). Note that the UAS Flight Manual and ICA shall require prescribed procedures including separately obtaining an approval from the JCAB (it shall be noted that the Inspection Body is not authorized to grant the approval).

#### 5-1-5 Inspection of demonstration

##### 1) Approval of test plan and test report

Tests for UAS Type Certificate shall be mainly conducted to directly show compliance with the applicable items.

Test results to be used for compliance showing certification shall be obtained on the basis of a test plan approved by the Inspection Body in principle (the existence of such approval shall be demonstrated in the Statement of Compliance).

For this reason, the test plan shall include all the information, conditions and specifications necessary for implementation of tests, which shall include test specimen drawings, test set-up drawings, etc. Similarly, the test report to be used for showing compliance shall also be approved by the Inspection Body. In the report, the Inspection Body shall inspect the conformity of test specimens, test set-up, etc. to the approved test plan.

2) Confirmation of test specimens, test equipment, and test records (including jigs, tools, test set-up, etc.)

Test specimens, test set-up, etc. for UAS Type Certificate tests shall be in principle inspected by the Inspection Body for conformance to the test plan that is approved in advance (“conformity inspection”).

The applicant shall be notified of test specimens, test equipment and test set-up that require inspection by the Inspection Body. Inspection are not conducted for all tests. The Inspection Body shall consult the applicant and consider the content of tests to conduct inspections for tests to be witnessed by the Inspection Body. While being witness to a test, the Inspection Body shall confirm that test specimens and test set-up whose conformity is to be confirmed by the conformity inspection are used in the test to produce procedures set forth in the test plan and the data to be obtained without any defects or damage that may deviate from the test plan.

The notification mentioned above shall be made by the Inspection Body through the issuance of a Request for Conformity/Test Witnessing (“RFC/W”) (Form: JCAB FORM 8-002-5). The applicant shall prepare a draft of RFC/W and submit it to the Inspection Body for consent, with enough time before implementation of conformity inspections. The RFC/W form and instructions for filling in the form are shown in Attachment 5. In the case of an UAS seeking class II UAS Type Certificate with maximum take-off weight less than 25 kg, the procedure for issuing an RFC/W may be omitted only if the inspection and test witnessing by the Inspection Body are clearly specified in the approved certification plan, etc.

The applicant who intends to undergo said inspection shall check the conformity of the relevant test specimens, test equipment and test set-up to the test plan in advance, and issue the Statement of Conformity (“SOC”) (Form: JCAB FORM 8-002-6) to prove the conformity. The SOC form and instructions for filling in the form are shown in Attachment 6.

After confirming the contents of said Statement, the Inspection Body shall confirm that the status of production and preparation of the test specimens, etc. is compliant with specifications specified in the test plan. The Inspection Body shall record results of said inspection in the Conformity Inspection Record (“CIR”) (Form: FORM 8-002-7), keep the original of CIR and deliver a copy of CIR to the applicant. The CIR form and instructions for filling in the form are shown in Attachment 7. In the case of an UAS seeking class II UAS Type Certificate with maximum take-off weight less than 25 kg, the procedure for issuing a CIR may be omitted only if inspection results can be summarized in a Test Witnessing Record (TWR) as a

final record.

In particular, with regard to test specimens, considering that the specimens may be transferred after confirmation (in the event of a remote test site) or that it may take time for the test to take place, issuance of a Conformity Inspection Tag (“CIT”) (Form: JCAB FORM 8-002-8) and attachment thereof to the actual specimens under instructions by the Inspection Body may prove that a conformity inspection has already been conducted on the relevant specimens by the Inspection Body, if the applicant so desires. The CIT form and instructions for filling in the form are shown in Attachment 8.

In principle, if there is any deviation from the test plan, or if a failure occurs, such as damage to the test specimen or test equipment, or inability to perform the test under the conditions set forth in the test plan, the test shall be suspended immediately. If there is failure, it shall be corrected or an approval of modification of the test plan shall be sought in principle. However, if it is difficult to conduct the test again or to suspend the test during the formal procedure for obtaining the approval, the applicant may resume the test under its responsibility without an approval for correction or modification of the test plan and evaluate the validity of the test afterwards, by notifying a person responsible for said correction or modification of the test plan. In this case, the applicant may resume the test by preparing a Deviation Sheet which specifies details of deviation and includes the applicant’s judgment of validity and obtaining the consent of the Inspection Body. In the case of an UAS seeking class II UAS Type Certificate with maximum take-off weight less than 25 kg, the applicant may resume the test under its responsibility, and subsequently prepare the Deviation Sheet and obtain the consent of the Inspection Body.

For Deviation Sheets, the provisions of 4) of this Section shall apply.

### 3) Test witnessing

Tests related to UAS Type Certificate shall be conducted in the presence of the Inspection Body if necessary. When witnessing a test, the Inspection Body shall confirm that the test is conducted in accordance with the test plan and that the data obtained from the test is properly recorded, and issue a Test Witnessing Record (“TWR”) (Form: JCAB FORM 8-002-9). In this case, the original TWR shall be attached to a report of the test, and a copy of TWR shall be retained by the Inspection Body. The TWR form and instructions for filling in the form are shown in Attachment 9.

The test witnessing by the Inspection Body may be conducted following the conformity inspection in accordance with Section 5-1-5, 2).

In the inspection of an UAS seeking class II UAS Type Certificate, a conformity inspection and a test witnessing are to be conducted once each in principle, but multiple time conformity inspections and test witnessing may be required depending on the complexity and novelty of the UAS design.

### 4) Deviation Sheets

Any form selected by the applicant may be used for Deviation Sheets, but the following items shall be included.

- i) Deviation Sheet control number (including revision number)



- ii) Control number (including revision number) of the corresponding design data, test plan, etc.
- iii) Overview of the relevant deviation
- iv) Impact of the relevant deviation on the design data
- v) Any other information deemed necessary
- vi) Date of issuance of the Deviation Sheet
- vii) Signature of the person responsible for issuing the Deviation Sheet
- viii) Fields for the consent of the Inspection Body and the date of the consent

#### 5) Inspections and tests by the applicant only

When test results are used for compliance showing, the applicant shall confirm that the test is conducted in accordance with the test plan and that data obtained from the test is properly recorded, and prepare inspection and test records for all the tests, even if the Inspection Body does not witness the test. Such records may be prepared in any format, but shall include the same contents as TWR.

#### 5-2 Inspection of the manufacturing process

The purpose for inspecting the manufacturing process is to check whether each step in the manufacturing process is intelligently designed to embody the design.

For inspection of the manufacturing process, any one of the unmanned aircraft or multiple unmanned aircrafts manufactured before issuance of the Type Certificate may be inspected. The scope of said inspection shall include all the stages from the level of components constituting an unmanned aircraft to the completed unmanned aircraft, and shall cover all the manufacturing methods applied to the manufacturing process of the unmanned aircraft (including each step), inspection methods (including special processes), and systems for managing jigs and tools and for assuring/controlling quality (including worker/inspector education and outsourcing management). Said scope shall cover subcontractors if all or part of manufacture is subcontracted to personnel, facilities or equipment controlled by any external entity.

#### 5-2-1 Inspection of the manufacturing steps

The inspection of steps shall cover the entire manufacturing process.

In the inspection of steps, document inspection shall be conducted to confirm the status of setup of documents for stipulating methods for implementation of work (“work instructions, etc.”) and documents such as inspection records shall be inspected to confirm that all the steps from acceptance of parts, processing, assembly, inspection to delivery and products to which said steps apply are implemented in accordance with processing methods specified by design drawings associated with UAS Type Certificate and that the assembly step is implemented in accordance with the work instructions, etc. In addition, on-site inspections shall be conducted to confirm that said steps are implemented in accordance with the procedure set forth in the work instructions, etc. at actual manufacturing sites. Documents, etc. stipulating manufacturing steps shall be inspected.

##### - Document inspection

1. Confirmation of the appropriateness of worksheets, etc. that are set

## 2. Review of manufacturing records after production

- Method for conducting attendance confirmation (including inspection to confirm the current status of UAS through operation tests, etc.)

### 5-2-2 Notification to the applicant

When the inspection of the manufacturing process includes attendance, the Inspection Body shall prepare and issue a Notice for Witnessing Inspection of Manufacturing Process (Form: JCAB FORM 8-002-10) and notify the applicant. The form for the Notice for Witnessing Inspection of Manufacturing Process is shown in Attachment 10.

### 5-2-3 Record of the inspection of manufacturing steps

The Inspection Body shall record items on which inspection is conducted in a Record of Witnessing Inspection of Manufacturing Process (Form: JCAB FORM 8-002-11) and keep it. The form for the Record of Witnessing Inspection of Manufacturing Process is shown in Attachment 11.

If any deviation from the design data is detected (such as processing of defects in the manufacturing process), its correction shall be requested in principle. However, a change of the test plan may be also possible if personnel of the applicant responsible for correction of the deviation or the change of the test plan is notified. In this case, a Deviation Sheet which specifies details of deviation and includes the judgment of validity by the applicant's personnel responsible for the correction or changes of the test plan shall be prepared, and shall be agreed to or confirmed by the Inspection Body before resumption. If a modification method that exceeds the scope of design data for UAS Type Certificate is applied, compliance shall be shown again by using the design data, or procedures for changing the UAS Type Certificate shall be taken.

For Deviation Sheets, the provisions of 4) of Section 5-1-5 shall apply.

### 5-2-4 Inspection of quality control and quality control system

Compliance with "Standards for Specifying as those Necessary to Ensure Uniformity" (Article 236-24 of the Regulation) (the "Uniformity Standards") shall be confirmed as a confirmation of establishment of manufacture and inspection systems suitable for manufacturing UAS satisfying the design for the type (UAS compliant with Safety Standards) in a uniform manner.

### 5-2-5 Submission of Manufacture Management Guidelines and quality control system

The applicant shall prepare the Manufacture Management Guidelines based on the inspection manuals according to Circular No. 8-001 and submit it to the Inspection Body. The Manufacture Management Guidelines shall be prepared on the basis of the Uniformity Standards. If the items required by the Uniformity Standards are documented in company regulations, the Manufacture Management Guidelines may refer to the relevant sections of the company regulations that describe each item of the Uniformity Standards. The applicant shall submit Attachment 12 "Material Explaining the Quality Control System" (Form: JCAB FORM 8-002-12) ("Quality Control Material"), which is required for inspection of the quality control system, to the Inspection Body with enough time before commencement of manufacture and explain the contents of

the Material.

#### 5-2-6 Inspection methods for quality control and quality control system

The inspection of the quality control system shall take the following procedure to confirm that manufactured products subject to the inspection of the manufacturing process have a system for assuring compliance with design drawings and specifications which comply with the Safety Standards and satisfy the Uniformity Standards.

- a. The Inspection Body shall check an outline of the applicant's quality control system on the basis of the Quality Management Material required in Attachment 12 of this Circular to confirm that the system can satisfy the Uniformity Standards.
- b. The Inspection Body shall inspect the Manufacture Management Guidelines submitted as a separate volume of Attachment 12-8 of this Circular to confirm that the applicant's quality control system satisfies the Uniformity Standards. As specific measure for said inspection, document inspection and on-site inspection shall be conducted to confirm that systems for maintaining and managing equipment, workplaces, facilities, organization and personnel to be used for Manufacture and Other Activities, and methods for performing operation are properly documented, and that the systems stipulated in said documents are applied to manufactured products. (For example, the statuses of defect handling, management of work cards, implementation of education and training, and implementation of qualification management shall be inspected to determine whether they are appropriate in accordance with the prescribed procedures and methods.)

If the applicant for class II UAS Type Certificate has obtained certification equivalent to JIS Q 9001, the Inspection Body shall confirm that the "appointment of a chief administrator for "and" inspection based on Article 132-18 of the Act" described in the Manufacture Management Guidelines are properly set. The applicant must verify whether its quality control system satisfies the Uniformity Standards and submit the results to the Inspection Body. The Inspection Body will verify that all items have been checked.

The inspection of quality control and quality control system may be conducted in conjunction with the inspection of manufacturing steps during the inspection of the manufacturing process under Section 5-2.

In the inspection of an UAS seeking class II UAS Type Certificate, in principle, one time on-site inspection is required, but depending on the novelty or complexity of the manufacturing process, multiple time on-site inspections may be required.

#### 5-2-7 Record of quality control and quality control system

Inspection results shall be announced through Attachment 13 "Notice of Confirmation of Quality Management System" (Form: JCAB FORM 8-002-13) and a report of corrective measures shall be requested through Attachment 14 "Report on Details of Measures" (Form: JCAB FORM 8-002-14) if any default is detected.

### 5-3 Inspection of the current status of unmanned aircraft

The current status of one of the UAS pertaining to which application is made shall be inspected under the provisions of Article 236-23 of the Regulations.

The inspection of the current status shall be conducted in a way to re-ensure the contents of inspections of the design and the manufacturing process by confirming that specifications defined by the design are realized in an UAS, which is the deliverable of the design and the manufacturing process.

In addition, the inspection of the current status may be combined with an individual confirmation test during manufacture, an inspection under paragraph (2), Article 132-18 of the Act, an inspection of specifications, etc., a conformity inspection, a ground test and a flight test during the inspection of the design, and confirmations during the inspection of the manufacturing process.

### 5-4 Confirmation utilizing remote technology

If the criteria in Sections 5-4-1 and 5-4-2 below are satisfied, confirmation utilizing remote technology may be deemed to constitute an on-site inspection.

#### 5-4-1 General Criteria

- The competence and experience of operators in the test procedures as well as usage of related test equipment shall be adequate enough.
- If the test requires a qualitative evaluation, the applicant shall make sure that judgements and evaluations equivalent to on-site witnessing can be carried out.

#### 5-4-2 Criteria for remote technology

It needs to be demonstrated that confirmation utilizing remote technology shall be capable of obtaining information equal to on-site visual confirmation, which is sufficient to find compliance. Therefore, it is necessary to clarify in appropriate documentation, such as test plan, that the remote technology must have capabilities of following bullet points. In addition, the operator of the remote technology must be skilled in the use of the remote technology. The acquired images, etc. adequately managed and stored by the applicant shall also be required in order to make it ready to be reviewed and submitted at a later date based on the request of the Inspection Body.

- The resolution, imaging range, etc. of the imaging device shall be adequate considering the requirements of the inspection or the test to be conducted.
- An appropriate number of devices (cameras and microphones, etc.) shall be set. Those devices shall be possible to switch to one another which will be most appropriate during the test.
- Light intensity, zoom and shooting range shall be adjustable.
- The voice must be able to be acquired with fidelity.
- The operator at the test site and the person checking the image and audio shall be able to communicate without disconnection and shall be able to stop the test, or ask questions smoothly.

## 6. Management of UAS Type Certificate, etc.

UAS Type Certificate, etc. shall not be completed only by demonstrating appropriateness of design data, but shall be properly managed so that all operations, including necessary procedures, related to UAS Type Certificate, etc. are completed.

When data is created, maintained or stored by electromagnetic means, Circular No. 6-018 “General Standards for Electronic Signatures and Electromagnetic Records” shall be followed.

### 6-1 UAS Type Certificate Documents

Necessary management of documents, etc. necessary for the management of certification (“UAS Type Certificate Documents”) shall be conducted so that the design data that are found compliance are accurately reflected.

#### 6-1-1 Changes to UAS Type Certificate documents that result in changes to the design or manufacturing process

Changes in UAS Type Certificate documents that result in a change in the design or manufacturing process are subject to approval UAS type design change. The classification and details UAS type design change are specified in the following table.

Category of the change	Description of the change
Other changes (Major changes)	Changes other than those listed below
Minor changes	Change in the painting of an UAS of the relevant type, or other similar changes in the design or manufacturing process that will not affect the safety or uniformity

The provision of the scope of minor changes in the table above is designed to cover what is a change in the design or manufacturing process but to the extent that they do not affect safety and uniformity (the maximum take-off weight, and performance and capability of the UAS of the relevant type, such as speed and use environments).

Based on the intent above, examples of minor changes include the following:

- Changes of the supplier of equipment (lights and optional equipment), and changes into substitute parts due to the depletion of the existing parts
- Changes of the camera attached to the UAS (limited to changes within the scope compliant with the Safety Standards; including the case where a camera of 2.0 kg is changed into a camera of 1.5 kg without changing the attachment position)
- Among changes to software that result in changes to the design or manufacturing process, function changes, correction of defects, correction of security issues, etc. that do not affect its safety and uniformity.

If the classification decision is difficult and unsure, confirm to the Inspection Body.

Examples of other changes (major changes) shall be as follows:

- Design changes to change the cargo loading mechanism for logistics into a mechanism for pesticide

spraying

- Changes in the manufacturing process for UAS through establishment of a new plant and introduction of new equipment and a storage facility for parts
- Attempts to change the limits set forth in the UAS Flight Manual by conducting additional flight tests (to expand the operational range)
- Design changes of parts that are required in 135 Flight Essential Parts of the inspection manuals of Circular No.8-001, which involve any change in provisions of the chapter for inspection and maintenance of ICA that are indispensable for securing the safety of UAS (excluding correction of errors in said provisions)
- Changes that require any change in the applicable standards established at the time of acquisition of UAS Type Certificate (including additional establishment of special conditions, equivalent level of safety and exemptions)
- Attempts to change the means of compliance that is approved at the time of acquisition of UAS Type Certificate or to establish the new means of compliance
- Among the changes to software that result in changes to the design or manufacturing process, changes to functionality that have a significant impact on safety and uniformity with changes to operational limits
- Changes to the organization or contractor responsible for final assembly, which is an important process in manufacturing
- Change to the organization or contractor responsible for inspections pursuant to Article 132-18 of the Act
- Changes in the authority or responsibility of any unit in the organization responsible for Manufacture and Other Activities (excluding mere changes of unit names)
- Merger of the UAS Type Certificate holder or an organization responsible for Manufacture and Other Activities (including cases where it is acquired by another company), etc.

If, during an inspection for UAS Type Certificate, part of the contents of an analysis document, etc. for which a Statement of Compliance has been issued needs to be changed, the inspection shall be carried out again and a new Statement of Compliance shall be obtained. In this case, the Statement of Compliance for the analysis document, etc. before the change shall become invalid.

6-1-2 Changes to UAS Type Certificate documents that do not result in changes to the design or manufacturing process

Changes to UAS Type Certificate documents that do not result in changes to the design or manufacturing process shall be properly implemented and records maintained by the UAS Type Certificate holder's responsibility. The JCAB may check these records at subsequent inspections, etc. in case.

Key examples may include, but are not limited to, the followings:

- Changes to the UAS Flight Manual and Maintenance Manual other than items approved by the JCAB, where are no effective changes in design, procedures, etc.
- Painting of "scratch coverings", or the application of decals that do not affect the weight or flight

characteristics of the unmanned aircraft, etc. which do not require a revision of the parts list or work process and do not constitute a change in the design or manufacturing process.

- Changes of equipment (lights and optional equipment) to alternative parts due to a change of supplier or depletion of such equipment, but not an effective change in design and manufacturing process.
- Changes to software that do not result in changes to the design or manufacturing process, such as changes to functions that do not affect the safe operation of the UAS, correction of defects, changes to typographical errors or annotations, and improvements of software stability.
- Changes to documents related to the operation and management methods of manufacturing operations, etc. where there is no change in the effective content. This includes changes in the number of personnel that do not affect manufacturing and other operations, changes in the name of the organization only, correction of errors, and editorial changes of forms or document styles.
- Changes to the design documents, drawing lists, design drawings, parts lists, specifications and documents describing matters necessary for the calculation of the weight and center of gravity of an unmanned aircraft that do not involve changes in technical content (e.g., correction of errors, changes in document structure, etc.).
- Transition from paper to electronic media management of records that does not involve a change in technical content.

## 6-2 UAS Type Certificate Data Sheet

### 6-2-1 Outline of UAS Type Certificate Data Sheets

UAS Type Certificate Data Sheets (hereinafter referred to as “TCDS”) indicates the status of compliance with the inspection manuals, as part of UAS Type Certificate.

The applicant shall prepare a TCDS on the basis of the UAS Type Certificate Data Sheet of Attachment 15 (Form: JCAB FORM 8-002-15).

In principle, the TCDS is only issued and revised when a Type Certificate is issued.

## 6-3 Quality control in UAS Type Certificate, etc.

Quality control in UAS Type Certificate, etc. shall be such that basic data including drawings, etc. for defining the form of the UAS, etc., design related documents for showing compliance with technical standards, the manufacturing process shown by the inspection of the manufacturing process, and data obtained from the inspection of quality control and quality control system are correctly reflected on all subjects to which standards apply, from test specimens to mass-produced UAS. Especially in the phase of maintenance and management of the type after acquisition of UAS Type Certificate, it shall be ensured that quality control in UAS Type Certificate, etc. functions properly, because a dedicated department of the applicant alone takes charge in some cases.

### 6-3-1 Technical control / quality assurance

In various tests to be conducted in connection with UAS Type Certificate, etc., requirements necessary for certification shall be reliably fulfilled, and the tests shall be properly recorded to make clear such fulfillment.

### 6-3-2 Production control / quality assurance

During manufacture of UAS for which UAS Type Certificate, etc. is acquired, the design data that were found compliance by certification shall be managed so that it is accurately reflected on manufactured UAS (a test model and mass-produced UAS). Specifically, data management shall be such that the design data (drawings, specifications, etc.) presented by the design department is accurately reflected on manufacturing instructions / procedures of the manufacturing department. Especially if the designer and the manufacturer are different, the responsibilities and authorities of the designer and the manufacturer shall be made clear, and appropriate production management and quality control shall be performed (including maintenance and management of the type after acquisition of UAS Type Certificate).

### 6-4 Marking display on the UAS

With regard to UAS for which UAS Type Certificate, etc. is acquired, the proof of inspection at the time of manufacture shall be displayed on each UAS. A UAS Type Certificate, etc. holder shall clearly display a marking that the UAS for which UAS Type Certificate, etc. has been acquired has been inspected by UAS Type Certificate holder, in a durable manner. The marking display may be in the form specified by the designer, but shall include information such as the UAS Type Certificate number, type and serial number of the UAS.

## 7. UAS Type Design Changes

In the event of application for UAS type design changes to the JCAB, UAS Type Certificates shall be issued on a per-application basis. (Article 236-31 of the Regulation)

If multiple change cases are included in one application form, Type Certificates shall be issued after all of the cases are completed. Thus, the applicant shall be careful at the stage of application, because multiple cases are not handled individually even if early issuance of a Type Certificate is desired for some of the multiple change cases.

## 8. Measures to ensure safety

Matters concerning this Section shall be included in the “Management plan to ensure safety” mentioned in Section 2-2-1 (1) a. of this Circular. The management plan to ensure safety which is prepared shall be inspected for compliance by the JCAB at the time of acquisition of UAS Type Certificate. Although no particular form is specified for the plan, the revision history shall be maintained and the plan shall include at least the following items.

- 1) Responsibilities of the UAS Type Certificate, etc. holder
- 2) The designer’s name, the manufacturer’s name, type name and serial number
- 3) The responsible department and the responsible person in the applicant’s company
- 4) Methods for controlling users (operators) of the UAS, etc.
- 5) Methods for regularly collecting the operation status (including the occurrence of breakdowns, malfunctions and defects)
- 6) Methods for collecting information on accidents of unmanned aircraft of other types and other incidents



in the applicant's company

- 7) Analysis and evaluation flows, responsible departments, and methods for reflecting on the type-certified form in connection with the information obtained in 5) and 6) above (including quality control and quality control system)
- 8) Provision of technical information to users
- 9) Reporting to the JCAB
- 10) Other matters required by the JCAB

#### 8-1 Failure monitoring and analysis

In order to ensure continuous compliance with the safety standards set forth in paragraph (3), Article 132-16 of the Act, a person who has obtained UAS Type Certificate shall, pursuant to the purpose of Article 132-21 of the Act, monitor and collect information related to aviation safety, including the status of operation and occurrence of malfunction of UAS of the relevant type, and incident information, and analyze and evaluate the obtained information, thereby improving the safety of the UAS of the relevant type.

#### 8-2 Provision of technical information to users

Technical information is a means of conveying technical information from the UAS Type Certificate holder to users and other related persons. The UAS Type Certificate holder shall distribute technical information showing points, timing, and implementation methods for maintenance of UAS of the type for which the UAS Type Certificate is obtained to users on the website and use other measures to make the technical information easily available to the users, in order to secure the safety of UAS. In addition, as for UAS of a type for which class I UAS Type Certificate is obtained, the UAS Type Certificate, etc. holder shall not only make technical information easily available to users, but also establish methods for enabling the users to obtain the information in a reliable manner, such as transmission of e-mail to the users and display on the Control Station or an application, thereby providing the technical information to the users.

Technical information shall be appropriately prepared and provided by the UAS Type Certificate holder, so the applicant for the UAS Type Certificate shall receive explanation on the management plan to ensure safety, and shall be inspected for compliance at the time of acquisition of the UAS Type Certificate. In addition, any revision of the procedure up to provision of said information shall be approved by the JCAB, from the standpoint of appropriate continuance of the safety of UAS. With the agreed matters recorded in the minutes, any change to the management plan to ensure safety shall also be inspected in connection with an approval of the next change in the design or manufacturing process.

#### 8-3 Report of aviation accidents, etc.

##### 8-3-1 Criteria for accident reporting

The UAS Type Certificate holder shall establish a system for collecting from users, organizing, and analyzing information on aviation accidents, etc. that involve UAS of the type for which the UAS Type Certificate is obtained, and shall report the following events that are caused or are suspected of being caused by the design or manufacturing process under the provisions of Article 132-21 of the Act and Article 236-37 of the

Regulation. Methods for collecting information on aviation accidents, etc. may include, without limitation, the provisions in an instruction manual or other documents issued by the UAS Type Certificate holder which require users to notify the UAS Type Certificate holder in case of an aviation accident, etc. and specify the contact information and points to be reported for the purpose of said notification.

- (1) Accidents listed in the items of paragraph (1), Article 132-90 of the Act
  - Death or injury, or property damage caused by an UAS
  - Collision or contact with an aircraft
- (2) Situations mentioned in Article 132-91 of the Act
  - When it is recognized that there was a risk of collision or contact with an aircraft
  - Human injury caused by an UAS (excluding accidents that involve human death or injury as mentioned above)
  - A situation in which the control of an UAS is lost
  - A situation in which an UAS caught fire (limited to fire during flight)
- (3) In addition to those listed in (1) and (2), the following situations recognized by the Minister of Land, Infrastructure, Transport and Tourism as being the ones in which an UAS does not comply, or may not comply with the Safety Standards
  - Damage, malfunction or defect of the control system of the propeller (rotor)
  - Structural damage to the hub or blade of the propeller (rotor)
  - Damage to the motor, or damage to the engine (including electrical engine generator) in an UAS equipped with the engine (including electrical engine generator)
  - Damage, malfunction or defect of the structure, the propulsion system such as a speed controller, navigation and guidance systems such as a gyroscope, the communication system such as a receiver, and the automatic control system such as a flight controller, which impairs the normal operation or flight maneuverability of an UAS
  - Other situations that require reporting to ensure safety

#### 8-3-2 Contents of accident reports

Upon becoming aware of the occurrence of an aviation accident, etc. of an UAS of a type for which UAS Type Certificate is obtained, the UAS Type Certificate holder shall report the following items to such a party in such a manner as is stipulated in Section 8-3-3 prior to the due date stipulated in Section 8-3-4.

- (1) Names
- (2) Registration number, UAS Type Certificate number, type and serial number of the UAS
- (3) Date, time and place of occurrence of the event pertaining to the report
- (4) Outline of the situation pertaining to the report
- (5) Other matters for reference

In addition, if the cause of the event pertaining to the report is deemed to lie in the design or manufacturing process, the UAS Type Certificate holder shall report necessary corrective measures to the Minister of Land,

Infrastructure, Transport and Tourism, and shall also submit documents specifying matters necessary for technical verification to determine appropriateness of the corrective measures.

#### 8-3-3 Reporting method and destination

A report to the JCAB shall be transmitted to the following destination by e-mail.

Aircraft Engineering and Certification Center, Airworthiness Division, Aviation Safety and Security Department, JCAB, Ministry of Land, Infrastructure, Transport and Tourism

Nagoya Airport, Toyoba, Toyoyama-cho, Nishikasugai-gun, Aichi Prefecture 480-0202

Phone: +81-568-29-1985

E-mail : cab-aecc-drone-tcq@gxb.mlit.go.jp

#### 8-3-4 Time to report

The report shall be submitted as soon as possible within ten days after a defect which meets the reporting criteria in Section 8-3-1 is detected, or after the occurrence of an aviation accident, etc. of the UAS is known.

#### 8-3-5 Storage of records

When information is collected, organized, or analyzed, a document or electromagnetic record describing or recording the results shall be prepared and preserved.

### 9. Treatment of test data obtained without the involvement of the Inspection Body

9-1 The treatment of data obtained by testing without the involvement of the Inspection Body shall be as follows.

Test data used to show compliance with standards in Type Certificate must be obtained by tests carried out on the basis of a test plan for which a statement of compliance has been issued by the Inspection Body.

However, for efficiency and promotion of certification activities, the following data obtained by testing without the involvement of an Inspection Body, which satisfy the conditions specified both in (1) and (2) below, may be used as test data for Type Certificate.

- Those recognized as having been confirmed by the State that has standards and procedures for Type Certificate of UAS equivalent level to those of Japan at least.
- UAS that have been manufactured or are in the process of being manufactured.

However, it is not acceptable to show compliance with all standards by using such data. For safety standard items determined by the Inspection Body, data must be obtained by tests carried out on the basis of a test plan for which a statement of compliance has been issued by the Inspection Body, using the UAS in the configuration in which Type Certificate is to be obtained.

- (1) The test data that are confirmed appropriate and retained by the applicant.

(2) The following ① through ③ must be satisfied in order to utilize as a test data for the configuration of the UAS for which Type Certificate is to be obtained.

①The difference between the configuration of UAS (including related AEs) for which test data were obtained and the configuration of UAS (including related AEs) for which Type Certificate is to be obtained shall be none or negligible, and the difference shall not affect compliance finding with the standards.

②Information necessary as test data to be utilized in order to show compliance with the standard shall be included.

③Test data shall be managed and retained by the applicant in an appropriate manner.

The conditions specified in (1) and (2) are criteria for the Inspection Body to determine that the test data can be utilized for finding compliance. Compliance finding of the said data needs to be determined separately by the Inspection Body.

## 10. Miscellaneous

### 10-1 Handling by other means

Notwithstanding the provisions of this Circular, UAS Type Certificate, etc. of UAS may be handled by other means if deemed necessary by the Director of the Aircraft Engineering and Certification Center.

#### Supplementary Provision (December 2, 2022)

1. The Circular shall come into effect as of December 5, 2022.

#### Supplementary Provision (March 27, 2024)

1. The Circular shall come into effect as of March 27, 2024.

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

Aircraft Engineering and Certification Center, Airworthiness Division, Aviation Safety and Security Department, JCAB, Ministry of Land, Infrastructure, Transport and Tourism

Nagoya Airport, Toyoba, Toyoyama-cho, Nishikasugai-gun, Aichi Prefecture 480-0202

Phone: +81-568-29-1985

E-mail [cab-aecc-drone-tcq@gxb.mlit.go.jp](mailto:cab-aecc-drone-tcq@gxb.mlit.go.jp)

Project:

Item:

Stage:

Date:

Page: 1/XX

<h2 style="margin: 0;">Issue Paper</h2>
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Project: ①

Item: ⑤

Related regulations: ②

Stage: ⑥

Date: ⑦

Related Circular ③

Status: ⑧

Article name: ④

Due date: ⑨

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 Issuance of Issue Paper ⑩

Discussion ⑪

Background

INSPECTION BODY POSITION (date)

APPLICANT POSITION (date)

Conclusion (date) ⑫

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 Inspector's affiliation (JCAB or name of Registered Unmanned Aircraft Inspection Organization)

Inspector's name

Contact information

JCAB FORM 8-002-1

## Guidelines for Filling Out the Issue Paper

Considering the variety of matters related to UAS Type Certificate pertaining to which the issue paper is issued, and the variety of circumstances where it is issued, the guidelines and format for filling in the issue paper shall be established as follows in order to secure effective management.

### 1 Matters to be stated

- ① Applicant's name, model name  
Ex. ABC Co., Ltd.  
Model type: ABC type DEF model
- ② Related regulations/guidelines (including special conditions, equivalent level of safety, and exemptions)  
Ex. Section 300 of "Standards concerning Strength, Structure, and Performance to Ensure Safety"
- ③ Related Circulars, etc.  
Ex. Circular No.8-001
- ④ Article name  
Ex. Certification Basis
- ⑤ Identification codes (such as G-1, A-2, P-5, etc.)  
G—:General (guidelines of the JCAB concerning operations of all the projects)  
A—: Structure of unmanned aircraft  
S—: Systems and equipment  
P—: Power system  
E—: External environments (lightning protection, HIRF, etc.)  
F—: Flight tests  
Q—: Quality assurance and/or uniformity  
The Inspection Body allocates numbers after the dash (—).
- ⑥ Stage  
Stage 1: Drafting phase (descriptions about the background of drafting the issue paper)  
Stage 2: Discussion phase (description about the Inspection Body's position)  
Stage 3: Review phase (description about the applicant's position shall be recorded and the Inspection Body's position shall be revised)  
Stage 4: Final phase (conclusion)
- ⑦ Date  
Date of issuance of the issue paper
- ⑧ Status  
Whether the issue paper is open or closed shall be specified.  
If reconsideration is required after closing, please write "reopened".
- ⑨ Due date  
The due date for processing shall be specified.  
Ex. "By agreement on the Certification Plan", "By the Final UAS Type Certificate Review Board Meeting"
- ⑩ The background to the drafting of the issue paper  
Write briefly, in an easily understandable manner.
- ⑪ The background, the Inspection Body's position, and the applicant's position  
Write briefly, in an easily understandable manner.
- ⑫ The conclusion of the discussion conducted in Item ⑪ shall be recorded here briefly at the early stage of the drafting phase, but it may be modified depending on inspection results by the UAS Type Certificate Review Board. The status in Item ⑧ shall be open until this Item is finalized.

適合性判定書 STATEMENT OF COMPLIANCE		発行番号 Issue No.
申請者名 NAME OF APPLICANT		
無人航空機の詳細 UAS IDENTIFICATION		
製造者 MANUFACTURER	型式 MODEL	種類 TYPE
資料一覧 LIST OF DATA		
資料番号 IDENTIFICATION	改訂符 REV.	資料名 TITLE
資料の対応する基準項目等 APPLICABLE REQUIREMENTS(List specific sections)		
<p>判定 JUDGEMENT</p> <p>上記資料が基準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 regulation(s).</p>		
判定コメント等 COMMENT etc.		
航空局の署名/日付 SIGNATURE OF JCAB/DATE		登録検査機関名 NAME OF REGISTERED UNMANNED AIRCRAFT INSPECTION ORGANIZATION
		検査者の署名/日付 SIGNATURE OF INSPECTOR / DATE

型式認証業務名、 議事録 PROJECT name、 The Minutes			
日時 Date		場所 Place	
出席者 Attendance	航空局/登録検査機関 Member of JCAB/ Registered Unmanned Aircraft Inspection Organization	申請者 Member of Applicants	
業務概要 Business Outline			
指摘事項 ・ 調整事項 等 Finding Item			
備考 Remarks			

JCAB FORM 8-002-3



総合判定書 INTEGRATED STATEMENT OF COMPLIANCE			発行番号 ISSUE No.
無人航空機の詳細 UAS IDENTIFICATION			
製造者 MANUFACTURER	型式名 MODEL	種類 TYPE(Helicopter, Multirotor, Fixedwing etc.)	申請者名 NAME OF APPLICANT
申請項目の名称 NAME OF APPLICATION		適合性証明計画 APPROVED COMPLIANCE PLAN	
部品番号 PARTS NUMBER		変更の有無 DOCUMENTS CHANGE NECESSITY	
適合性検査表No. COMPLIANCE CHECK LIST No.		仕様書 SPECIFICATIONS : 有 YES 無 NO	
適合性判定書No. STATEMENT OF COMPLIANCE No.		部品表 PARTS LIST : 有 YES 無 NO	
		図面目録 DWG. LIST : 有 YES 無 NO	
		整備手順書 MAINTENANCE MANUAL : 有 YES 無 NO	
		飛行規程 FLIGHT MANUAL : 有 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		申請者署名 SIGNATURE OF APPLICANT	
		日付 DATE _____ 署名 SIGNATURE _____	
判定 FOUND			
上記の申請項目に掲げられた設計及び製造過程（設計又は製造過程の変更後の設計及び製造過程）が航空法第 132 条の 16 第 3 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 132-16 Paragraph 3 of the Civil Aeronautics Act of Japan.			
航空局コメント JCAB COMMENT		登録検査機関コメント REGISTERED UNMANNED AIRCRAFT INSPECTION ORGANIZATION COMMENT	
航空局署名 SIGNATURE OF JCAB		検査者署名 SIGNATURE OF INSPECTOR	
所属 ORGANIZATION & TITLE _____			
日付 DATE _____ 署名 SIGNATURE _____		日付 DATE _____ 署名 SIGNATURE _____	

JCAB FORM 8-002-4

適合検査／試験立会要求書 Request for Conformity/Test Witnessing	
1. 検査者又は依頼先 To :	
2. 発行番号 Tracking No. :	Rev.
3. 発行日 Rev. Date :	4. ページ Page : 1 of
5. 依頼内容 Request for Conformity Inspection / Test Witnessing <input type="checkbox"/> 試験供試体 Part Conformity <input type="checkbox"/> 試験立会 Test Witnessing <input type="checkbox"/> 試験セットアップ Setup Conformity <input type="checkbox"/> その他 Other (                      )	
当該検査 / 立会は、以下に掲げる内容において必要となる。 A conformity inspection / witnessing pertaining to the subject is requested for the following :	
6. 申請者 Applicant :	7. 製造者 Manufacturer :
----- 住所 Address :	----- 住所 Address :
8. 実施時期 Time / Date Available :	9. <input type="checkbox"/> (    )への連絡 Applicant will contact (    )
10. 検査対象品 Type Installation :	
11. 対象無人航空機型式等 Model :	12. 数量 Qty. :
13. 設計データ(改訂符号/日付を含む) Design Data (with Revision / Date) :	
14. 特記事項 Special Instructions :	
15. 申請者連絡先 Applicant Contact :	
16. 備考 Remarks :	
17. <input type="checkbox"/> 適合報告書(JCAB FORM 8-002-6)発行 Statement of Conformity (JCAB FORM 8-002-6) Required	19. <input type="checkbox"/> 適合検査票(JCAB FORM 8-002-8)発行 Conformity Inspection Tag (JCAB FORM 8-002-8) Required
18. <input type="checkbox"/> 適合検査記録書(JCAB FORM 8-002-7)発行 Conformity Inspection Record (JCAB FORM 8-002-7) Required	20. <input type="checkbox"/> 試験立会記録書(JCAB FORM 8-002-9)発行 Test Witnessing Record (JCAB FORM 8-002-9) Required
21. 航空局担当官 Responsible person of JCAB :	
22. 登録検査機関の検査者 Inspector of Registered Unmanned Aircraft Inspection Organization :	
23. 注記 Note :	

## 適合検査／試験立会要求書（続き）

## Request for Conformity/Test Witnessing (Continuation sheet)

2. 発行番号 Tracking No. :

Rev.

4. ページ Page :

of

## Instructions for Filling Out the Request for Conformity/Test Witnessing

JCAB FORM 8-002-5 “Request for Conformity/Test Witnessing” shall be filled out in Japanese or English, in the manner described below.

### Item 1: Inspection Body or requested party

Enter the name of the Inspection Body which conducts the inspection, or the name of the party from which the inspection is requested, that is, either the JCAB or a Registered Unmanned Aircraft Inspection Organization.

### Item 2: Tracking number

Obtain and enter the tracking number from the issuance ledger prepared by the issuing organization. Enter the following letter(s) at the top of the issue number.

MLIT: “本” (“AECC” in the event of Aircraft Engineering and Certification Center), Registered Unmanned Aircraft Inspection Organization: the registration number for such organizations

Ex. If the Registered Unmanned Aircraft Inspection Organization Registration Number is 9999, write “9999” at the top of the issue number.

### Item 3: Date of issue

Enter the date of issue.

### Item 4: Page

Enter the total number of pages of the Request for Conformity/Test Witnessing.

### Item 5: Request for conformity inspection / test witnessing

Check the box for the applicable item. If “Other” is checked, specify the name of the inspection subject in the parentheses part.

Ex. Unmanned aircraft system for flight tests (P/N: 1234-5678, S/N: 9876-54321)

### Item 6: Applicant

Enter the name and address of the applicant for UAS Type Certificate.

### Item 7: Manufacturer

Enter the name and address of the manufacturer of the inspection subject.

### Item 8: Time to conduct the inspection

Enter the scheduled date of the inspection.

Ex. From [month, day, year] to [month, day, year]

### Item 9: Necessity to contact the inspector

If the applicant is requested to adjust the schedule, etc. with the inspector (responsible person from the JCAB or the Registered Unmanned Aircraft Inspection Organization), enter the contact information (such as the JCAB) in the parentheses of this item, and check the box of the applicable item.

### Item 10: Subject to be inspected

Enter the name, part number, etc. that will be subject to inspection.

Ex. (In the event of a flight test using an existing aircraft) Model name of the unmanned aircraft system (P/N: 1234-5678, S/N: 9876-54321)

### Item 11: Type of the relevant UAS

- For reference only. Use Japanese format for submission. -

Enter the UAS on which the conformity inspection, etc. will be conducted. If the UAS is to be used for testing purposes only, write "Test only".

Item 12: Quantity

Enter the quantity of the inspection subjects.

Item 13: Design data

Enter the name, revision code and date of issue of the design data (drawings, test plans, etc.) to be applied.

Ex. Section 300 Flight Test Plan XXX-XXX Rev. C [month, day, year]

Item 14: Special instructions

If necessary, describe special instructions such as matters to be checked.

Ex. Dimensional inspection shall be carried out on-site on all three of the specimens concerned.

Item 15: Contact information of the applicant

Enter the name of the person in charge the inspection, the department to which the person belongs, and the contact information.

Ex. [Name], Conformity Inspection Section, Technical HQ Phone: 0000-00-0000

Item 16: Remarks

Enter information other than the above that is necessary for implementation of the inspection.

Items 17-20:

Check the box for reports, etc. to be issued at the time of the inspection.

Item 21: Responsible officer of the JCAB

Enter the affiliation and contact information of the officer responsible for issuing the Request for Conformity/Test Witnessing at the JCAB.

Ex. Aircraft Engineering and Certification Center Phone: 0000-00-0000 [name]

Item 22: Inspector of the Registered Unmanned Aircraft Inspection Organization

Enter the affiliation, contact information and signature of the inspector responsible for issuing the Request for Conformity/Test Witnessing at the Registered Unmanned Aircraft Inspection Organization.

Ex. \*\*\* Division, \*\*\* Association Phone: 0000-00-0000 [Signature]

Item 23: Notes

Enter matters to bear in mind when conducting the inspection.

Ex. The conformity inspection record pertaining to the conformity inspection conducted by this RFC/W shall be submitted prior to [month, date, year].

<b>適合報告書</b> Statement of Conformity		1.発行番号 Issue No.:	
		2.適合検査依頼書番号 RFC No.:	Rev.
3. <input type="checkbox"/> 無人航空機 UAS			
1)製造者 Manufacturer :		2)型式 Model :	
3)製造番号 Serial No.:		4)無人航空機登録番号 Registration No.:	
4. <input type="checkbox"/> 発動機又はモーター Engine or Motor			
1)製造者 Manufacturer :		2)名称 Name :	
3)製造番号 Serial No.:			
5. <input type="checkbox"/> プロペラ又はローター Propeller or Rotor			
1)製造者 Manufacturer :		2)名称 Name :	
3)ブレード及びハブの名称 Blade and Hub Name :		4)ブレード及びハブの製造番号 Blade and Hub Serial No. :	
Blade :	Hub :	Blade :	Hub :
6. <input type="checkbox"/> 部品 Part			
1)製造者 Manufacturer :		2)名称 Name :	
3)部品等の番号 Part(s) No. :		4)部品等の製造番号 Serial No. :	
7. <input type="checkbox"/> 供試体 Article		8. <input type="checkbox"/> 試験セットアップ Test Set-up	
1)製造者 Manufacturer _____		9. <input type="checkbox"/> その他 Other ( )	
2)部品等の番号 Part(s) No. _____			
3)部品等の製造番号 Serial No. _____			
10.設計データ (図面及び試験方案等 (改訂符号、発行日を含む。))			
Design data(Drawing, Test Plan, etc) (with Revision / Date)			
上記対象供試体等は、10. 項の設計データに適合するものであることを確認した。			
This conforms that the specimen, etc. above conform(s) to the applicable design data in block 12.			
11.Deviation :			
12.確認日 Date		13.確認者署名 Signature of Certifier	14.所属 Organization

## Guidelines for Filling Out the Statement of Conformity

JCAB FORM 8-002-6 “Statement of Conformity” shall be filled out in Japanese or English, in the manner described below.

### Item 1: Issue number

Obtain and enter the issue number from the issuance ledger prepared by the applicant.

### Item 2: RFC number

Enter the issue number of RFC/W or the document number of CP agreed instead of RFC/W, and the revision code.

### Items 3-6: Type, etc. of the relevant UAS

If an UAS, an engine or motor, a propeller or rotor is specified in the item for relevant UAS, etc. in RFC/W, check the box for the applicable item and enter the name of the manufacturer, the type or name, the part number and the serial number. If nothing is specified, write “N/A”.

If there is no Unmanned Aircraft System Registration Number, write “N/A” in Item 5.4).

### Item 7: Article (test specimens)

If the words “Test only” are written in the item for relevant UAS, etc. in RFC/W, check the box of the applicable item and enter the name of the manufacturer, the part number and the serial number.

If nothing is applicable, write “N/A”.

### Item 8: Test set-up

If test set-up is requested in RFC, etc., check the box of the applicable item.

### Item 9: Others

If “Others” is requested in RFC, etc., check the box of the applicable item and enter the name, etc. of the inspection subject.

Ex. Unmanned aircraft system for flight tests TEST JIG (P/N: 1234-5678, S/N: 9876-54321)

### Item 10: Design data

Enter the name, revision code and date of issue of the design data (drawings, test plans, etc.).

### Item 11: Deviations

Enter all the deviations that are detected as of the date of issuance of the Statement of Conformity.

Enter the outline, management number and date of issue of the deviations. If there are no deviations, write “None”.

### Item 12: Date of certification

Enter the date of certification.

### Item 13: Signature of the certifier

Enter the name and signature of the responsible person at the applicant.

### Item 14: Organization

Describe the organization to which the certifier belongs, starting with the company name.

Ex. \*\*\* Section, Unmanned Aircraft Business Department, \*\*\* Inc.

適合検査記録書 Conformity Inspection Record		1.発行番号 Issue No. :			3.シート Sheet of sheets 1 of	
		2.適合検査依頼書番号 RFC No. :				
4.型式 Model						
5.申請者 Applicant		6.製造者 Manufacturer		7.検査期間 Period covered by this inspection		
				検査開始日 Beginning Date		検査完了日 Ending Date
8.航空局 JCAB				9. 登録検査機関 Registered Unmanned Aircraft Inspection Organization		
所属 Organization : _____ 担当官署名 Signature of JCAB : _____				登録検査機関登録番号 Registered Unmanned Aircraft Inspection Organization No. : _____ 検査者署名 Signature of Inspector : _____		
10.項番 Item No.	11.検査項目 Inspection Item	12.設計データ Design Data	13.改訂符号 及び日付 Revision and Date	14.判定数量 No. of Item Determined		15.備考 Comments
				適合 SAT.	不適合 UNSAT.	



適合検査記録書 Conformity Inspection Record		1.発行番号 Issue No. :			3.シート Sheet of sheets of	
		2.適合検査依頼書番号 RFC No. :				
10.項番 Item No.	11.検査項目 Inspection Item	12.設計データ Design Data	13.改訂符号 及び日付 Revision and Date	14.判定数量 No. of Item Determined		15.備考 Comments
				適合 SAT.	不適合 UNSAT.	

## Guidelines for Filling Out the Conformity Inspection Record

JCAB FORM 8-002-7 “Conformity Inspection Record” shall be filled out in Japanese or English, in the manner described below.

**Item 1: Issue number**

Obtain and enter the issue number from the issuance ledger prepared by the issuing organization. Enter the following letters at the top of the issue number.

MLIT: “本-CIR” (“AECC-CIR” in the event of Aircraft Engineering and Certification Center), Registered Unmanned Aircraft Inspection Organization: the registration number for such organizations

Ex. If the Registered Unmanned Aircraft Inspection Organization Registration Number is 9999, write “9999CIR” at the top of the issue number.

**Item 2: RFC number**

Enter the number of the RFC.

**Item 3: Sheet of sheets**

Write the page number of the relevant page before “of”, and the total number of pages after “of”. Ex. For the 2nd page out of three pages, “2 of 3”

**Item 4: Model**

Enter the model of the UAS, etc. on which the conformity inspection is to be conducted. If the UAS is to be used for testing purposes only, write “Test only”. No entry is necessary for set-up, etc. of the test equipment.

**Items 5-6: Applicant and manufacturer**

Enter the names of the applicant and the manufacturer. If the applicant is also the manufacturer, enter the same name for both items.

**Item 7: Period covered by this inspection**

Beginning Date shall be the date when the conformity inspection is started. Ending Date shall be the date when the conformity inspection is finished.

**Item 8: Signature of JCAB**

**Item 9: Signature of the inspector of the Registered Unmanned Aircraft Inspection Organization**

**Item 10: Item number**

Enter the serial numbers.

**Item 11: Inspection item**

Enter the name of the UAS, etc. on which the conformity inspection is to be conducted, and titles such as test set-up.

**Item 12: Design data**

Enter the design data (drawings, test plans, etc.) applied to the conformity inspection.

**Item 13: Revision code and date**

Enter the revision code and date of issue of the document specified in Item 12.

**Item 14: Number of items determined**

Enter the number of the UAS on which the conformity inspection is to be conducted in each of the “satisfactory” and “unsatisfactory” columns. As for UAS, etc. which are found “unsatisfactory” as a result of the conformity inspection, enter the reason for rejection in the “remarks” column and have the inspector, etc. sign there. If the unsatisfactory condition is subsequently corrected, the inspection shall be conducted again. If conformity with the relevant design data is determined, enter the fact in the “remarks” column of Item 15, and change “unsatisfactory” into “satisfactory” by crossing off.

**Item 15: Remarks**

Provide specific details of the conducted conformity inspection for each item in Item 11 (e.g., method of inspection, status of conformity, corrective action and rationale, serial number, limitations, special inspection, explanation of individual certification documents checked, and abbreviations used, etc.).

適合検査票 Conformity Inspection Tag				1.発行番号 Issue No. :		
				2.適合検査依頼書番号 RFC No. :		
3.申請者 Applicant		4.製造者 Manufacturer		5.設計データ (図面及び試験方案等 (改訂符号、発行日を含む。)) Design data (Drawing, Test Plan, etc) (with Revision / Date)		
6.項番 Item No.	7.名称 Description	8.部品番号 Part No.	9.型式 Model	10.数量 Qty.	11.製造番号 Serial No.	12.状況 Status
13.備考 Remarks						
14.上記の供試体が、欄13に記載されている事項を除き、欄5の設計データに適合することを確認した。 This conforms that the specimen identified above, except as otherwise specified in block13 conform(s) to the applicable design data in block5.						
15.航空局 Signature JCAB 所属Organization and Title _____  発行日付 Issue Date _____  担当官署名Signature of JCAB_____				16. 登録検査機関 Registered Unmanned Aircraft Inspection Organization 登録検査機関登録番号 Registered Unmanned Aircraft Inspection Organization No. : _____  発行日付 Issue Date : _____  検査者署名 Signature of Inspector : _____		

JCAB FORM 8-002-8

## Guidelines for Filling Out the Conformity Inspection Tag

JCAB FORM 8-002-8 “Conformity Inspection Tag” shall be filled out in Japanese or English, in the manner described below.

### Item 1: Issue number

Obtain and enter the issue number from the issuance ledger prepared by the issuing organization. Enter the following letters at the top of the issue number.

MLIT: “本-CIT” (“AECC-CIT” in the event of Aircraft Engineering and Certification Center), Registered Unmanned Aircraft Inspection Organization: the registration number for such organizations

Ex. If the Registered Unmanned Aircraft Inspection Organization Registration Number is 9999, write “9999CIT” at the top of the issue number.

### Item 2: RFC number

Enter the issue number of RFC/W.

### Items 3-4: Applicant and manufacturer

Enter the names of the applicant and the manufacturer. If the applicant is also the manufacturer, enter the same name for both items.

### Item 5: Design data

Enter the name, revision code and date of issue of the design data (drawings, test plans, etc.).

### Item 6: Item number

Enter the serial numbers

### Item 7: Description

Enter the name (which shall be the one written in the design data) of the UAS, etc. on which the conformity inspection is to be conducted.

### Item 8: Part number

Enter the part number of the UAS, etc. on which the conformity inspection is to be conducted.

### Item 9: Model

Enter the model of the UAS, etc. on which the conformity inspection is to be conducted. If the UAS is used for testing purposes only, write “Test only”.

### Item 10: Quantity

Enter the quantity of UAS, etc. on which the conformity inspection is to be conducted.

### Item 11: Serial number / Batch number

Enter the serial number or batch number of the UAS, etc. on which the conformity inspection is to be conducted. For an UAS, etc. without a serial number or a batch number, write “None”.

### Item 12: Status

Enter the status of the UAS, etc. on which the conformity inspection is to be conducted. Examples of entries shall include “Manufactured” and “Used”. In the event of “Used”, enter necessary information (such as total hours of use, total cycles of use) in the “Remarks” column in Item 13.

### Item 13: Remarks

Enter necessary information other than the above.

### Item 15: Signature of JCAB

### Item 16: Signature of the inspector of the Registered Unmanned Aircraft Inspection Organization



## Guidelines for Filling Out the Test Witnessing Record

JCAB FORM 8-002-9 “Test Witnessing Record” shall be filled out in Japanese or English, in the manner described below.

**Item 1: Issue number**

Obtain and enter the issue number from the issuance ledger prepared by the applicant.

**Items 2-3: Applicant and manufacturer**

Enter the names of the applicant and the manufacturer. If the applicant is also the manufacturer, enter the same name for both items.

**Item 4: RFC/W number**

Enter the number of the RFC/W.

**Item 5: Model**

Enter the model of the UAS, etc. on which the conformity inspection was conducted. If the UAS was used for testing purposes only, write “Test only”.

**Items 6-7: Part No. and Serial No.**

Enter the part number and serial number of the UAS, etc. on which the test was witnessed. For an aircraft, etc. without a part number or a serial number, write “N/A”.

**Item 8: Test title**

Enter the test title specified in the test plan.

**Item 9: Test plan No.**

Enter the number of the test plan.

**Item 10: Period covered by this testing**

Beginning Date shall be the date when the conformity inspection is started. Ending Date shall be the date when the conformity inspection is finished.

**Item 11: Location of testing**

Enter the place where the test was conducted. (Ex. \*\*\* Testing Ground, \*\*\* Plant, \*\*\* Inc.)

**Item 12: JCAB/ Registered Unmanned Aircraft Inspection Organization Comment, etc.**

Enter any special notes for witnessing the test.

**Items 13-14: Signatures of responsible person and witness**

The responsible person shall be the person who assumes responsibility for the test. The witness shall be the applicant’s witness (the person who issued the SOC at the time of the conformity inspection that was conducted before the relevant test). The responsible person may also be the witness.

**Item 15: Signature of JCAB**

**Item 16: Signature of the inspector of the Registered Unmanned Aircraft Inspection Organization**

<b>Notice for Witnessing Inspection of Manufacturing Process</b>		Issue No. (arbitrary number of the JCAB or the Registered Unmanned Aircraft Inspection Organization)
1: Type of the unmanned aircraft system	2. Name of applicant	
(Example of entry) ABC type DEF model	(Example of entry) *** Inc.	
3. Description of items	(Example of entry) Manufacture of the existing unmanned aircraft	
<p>4. Manufacturing process inspection items (As for inspection items, specify the items and methods for inspection.)</p> <p>(Example of entry)</p> <ul style="list-style-type: none"> <li>- Confirmation (witnessing) of the assembly process to be performed in the work sheet No. ***</li> <li>- Confirmation regarding PIR No. *** (document inspection)</li> <li>- Witnessing the operational test set forth in PIR No. *** (witness inspection)</li> <li>- Confirmation of the assembly equipment (Inspection of the quality control system)(document and on-site)</li> </ul>		
5. Inspectors' names		
<p>Inspection will be conducted on the "Manufacturing process inspection items" mentioned in Item 4 above. As for details, coordinate with the inspector.</p> <p>[Month, date, year]</p> <p>(JCAB or the name of the Registered Unmanned Aircraft Inspection Organization)</p> <p style="text-align: right;"><u>Inspector</u> : _____</p>		

JCAB FORM 8-002-10

<b>Record of Witnessing Inspection of Manufacturing Process</b>		Issue number: the same number as Notice
1: Type of the unmanned aircraft system	2. Name of applicant	
(Example of entry) ABC type DEF model	(Example of entry) *** Inc.	
3. Description of items	(Example of entry) Manufacture of the existing unmanned aircraft	
<p>4. Manufacturing process inspection items</p> <p>(Example of entry)</p> <ul style="list-style-type: none"> <li>- Confirmation (witnessing) of the assembly process to be performed in the work sheet No. ***</li> <li>- Confirmation regarding PIR No. *** (document inspection)</li> <li>- Witnessing the operational test set forth in PIR No. *** (witness inspection)</li> <li>- Confirmation of the assembly equipment (Inspection of the quality control system)(document and on-site)</li> </ul>		
<p>I hereby report that inspection was conducted on the “Manufacturing process inspection items” mentioned in Item 4 above.</p> <p>[Month, date, year]</p> <p>(JCAB or the name of the Registered Unmanned Aircraft Inspection Organization)</p>		
<p>I confirmed that the “Manufacturing process inspection items” mentioned in Item 4 above were appropriate.</p> <p>[Month, date, year]</p> <p>(JCAB or the name of the Registered Unmanned Aircraft Inspection Organization)</p> <p style="text-align: right;"><u>Inspector</u> : _____</p>		

JCAB FORM 8-002-11



(The following format is an example and shall only be required to contain similar information)  
 To (JCAB or the name of the Registered Unmanned Aircraft Inspection Organization)  
 (Name of applicant, Internal Document Control Number, and Date of Issue)

## Document describing the quality control system

1. Name of applicant	*** Inc.
2. Applicant's location	[Nagoya Airport, Nishikasugai-gun, Aichi Prefecture]
3. Outline of the project	[UAS Type Certificate for *** type A184 aircraft]
4. Inspection organization in charge	[Aircraft Engineering and Certification Center]
5. Affiliation and name of the contact person of the applicant	[Quality Control Group, Quality Assurance Division Tsuguo Tawa]
6. Affiliation and name of the person supervising the quality control system	[Quality Inspection Group, Quality Assurance Division Takeshige Hamai]
7. Information on the applicant's past achievements, experience, and quality control system	
[1] Achievements and experience	[Describe past achievements and experiences in connection with the JCAB or the Registered Unmanned Aircraft Inspection Organization.] Ex. - Underwent an inspection of the manufacturing process and obtained UAS Type Certificate in connection with the *** type A184 model UAS.
[2] Quality control system	[Describe certification, etc. obtained from third-party organizations.] Ex. - Obtained international standards related to quality management systems specific to the aerospace and defense industries, such as JIS Q 9100.
[3] Others	[Otherwise describe past achievements and experiences, as well as the status of approval for the quality control & assurance system, in connection with the JCAB or the Registered Unmanned Aircraft Inspection Organization.]
8. Quality control system applicable to aircrafts with UAS Type Certificate	

[The quality control system that is applied to the Type Certified UAS shall be as follows.

Documents including at least the content corresponding to Circular No.8-001 “The Inspection Manual of Safety and Uniformity Standards for Unmanned Aircraft Systems (UAS) Type Certificate, etc.” shall be compiled into a separate volume “Manufacture Management Guidelines for the \*\*\* type A184 model UAS” and submitted.

For the structure of this separate volume, where the items required by the Uniformity Standards are documented in applicants’ internal regulations, it is sufficient to call out the relevant section of the those regulations in which each item of the Uniformity Standards is described.

If a list of reference presentation materials in Item 9 (including the document number, revision code, document title and date of establishment) is not included in the document mentioned above, the list shall be compiled into a separate-volume supplement and submitted.]

#### 9. Reference presentation materials

[The minimum documents to be presented during the quality control system inspection shall be as follows:

- Internal regulations related to the separate volume mentioned above
- Process specifications for each special process applied to the aircraft with UAS Type Certificate]

(Document number)

Notice of Confirmation of Quality Management System		
1. Name of the applicant for inspection for UAS Type Certificate, and the type name Name of applicant: Type name:		
2. Purpose of Notice <input type="checkbox"/> Quality control inspection ( <input type="checkbox"/> Document inspection <input type="checkbox"/> On-site inspection) <input type="checkbox"/> Inspection of changes to quality control regulations ( <input type="checkbox"/> Document inspection <input type="checkbox"/> On-site inspection)		
3. Inspection results <input type="checkbox"/> No findings <input type="checkbox"/> Findings are as follows		
No.	Findings	Compliance items, etc.
4. I hereby inform you that results of confirmation of your quality control system are as set forth in Item 3.  [Month, date, year]  (JCAB or the name of the Registered Unmanned Aircraft Inspection Organization)  Inspector : _____		

(Reporter Document Number)

<h2>Report on Details of Measures</h2>		
1. Name of the applicant for inspection for UAS Type Certificate, and the type name Name of applicant: Type name:		
2. Document number, date of issue and classification of the remark Document number and date of the remark: (As of [month, date, year]) <input type="checkbox"/> Quality control inspection ( <input type="checkbox"/> Document inspection <input type="checkbox"/> On-site inspection) <input type="checkbox"/> Inspection of changes to quality control regulations ( <input type="checkbox"/> Document inspection <input type="checkbox"/> On-site inspection)		
3. Action details		
No.	Action details	Scheduled action date
4. I hereby report that details of the action taken against the remark are as set forth in Item 3.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>[Month, date, year]</span> <span>Reporter's name</span> </div>		

## Examples of TCDS entries

JAPAN CIVIL AVIATION BUREAU  
 MINISTRY OF LAND, INFRASTRUCTURE, TRANSPORT AND TOURISM

The TCDS number  
 The revision number  
 The name of the TC holder  
 All of the approved models  
 The issue date

TYPE CERTIFICATE DATA SHEET NO.○○

This data sheet, which is part of Type Certificate No.○○, prescribes conditions and limitations under which the product for which the type certificate was issued meets the requirements of Japan Civil Aeronautics Act and Regulations.

Type Certificate Holder    Name        ○○○  
    Address     ○○○

Type Certificate Holder Record

1. [Model Name], Unmanned Aircraft, [Approved Date (e.g. Approved on June 19, 2021)]

Note: [Model Name] is to be named by applicant.

- (1) Flyable airspace and flight method.
- (2) Maximum Takeoff Weights.
- (3) Maximum Payload Weight.
- (4) Certification Basis.

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Rev. No.	4	1	4	—