

Circular No. 1-304

Guidance for Usage of Issue Papers

September 30, 2005	First issued
June 30, 2011	Amended

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

(translated on July 12, 2016)

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JCAB Circular

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

Subject: Guidance for Usage of Issue Papers

1. Purpose

This Circular aims to stipulate the guidance for usage of Issue Papers (hereinafter referred to as “IP”) to be issued in case the Japan Civil Aviation Bureau (JCAB) provides the official positions on significant issues in accordance with JCAB Circular No.1-003, “Procedures for Type Certification of Japanese Manufactured Aircraft” when performing type certification for aircraft designed in Japan and type approval for products (engines and propellers).

2. Summary

Type certification is an accumulation of extensive and complicated activity on determining certification basis and showing compliance with the basis; therefore, means of compliance corresponding to all possible conditions are not always available prior to the application. In particular, with regard to aircraft, etc. equipped with new technologies, etc., it should be assumed that a new means of compliance is deemed necessary to be established for the said technologies.

As a way to address such matters, the JCAB issues IP(s).

For matters that are deemed necessary to consider establishing means of compliance, the JCAB provides the guidelines for certification activity by specifying the said situation, the discussion process and conclusion for a solution in the IP.

In particular, with regard to showing compliance with the certification basis, the JCAB shall summarize the results developed by both the JCAB and the applicant to establish the policies for overall certification (Policy for Establishing Certification Basis).

The issued IPs shall be compiled as a collection of IPs and be utilized for investigation by the JCAB.

3. Items Addressed by IPs

There is no constraint for the items to which the JCAB is subject to issue IP. However, for the items listed below, the JCAB shall basically issue IPs in the type certification process.

(1) Certification Basis (G-1)

The IP is intended for determining the basic certification basis (airworthiness and environmental standards, etc.), and shall be the base of the certification basis at a very early stage of the type certification process.

The certification activity in the type certification shall be performed based on the said proposal and the subsequent revisions, according to the applicant's consent. The official issuance of the said IP shall be done after the final application status is confirmed.

If certification activity is performed by tentatively applying the said proposal at the applicant's request, that gist shall be specified.

(2) Determination of Compliance (G-2)

The IP is intended to clarify what the applicant should show compliance with by providing the JCAB's positions on the means of compliance with the certification basis that are stipulated in the IP (G-1).

(3) Environmental Consideration (G-3)

The IP is intended to be issued for matters concerning compliance with the standards for noise/engine emissions.

(4) Export (Import) Country Requirements (G-4)

The IP is intended to be issued for matters concerning the method of obtaining a certificate of airworthiness of the importing country and the airworthiness requirements stipulated by the aviation authority of the importing country other than the certification basis stipulated in IP G-1.

(5) Establishment of Special Conditions

(6) Establishment of Equivalent Level of Safety

(7) When it is necessary to specially define unsafe conditions

(8) When airworthiness standards, etc. are amended after an application is filed

(9) When no application of special conditions is needed, but a precedent is created, such as introduction of new technologies. In this case, research and development may be requested.

(10) Other matters deemed necessary

4. Issuance Procedure

- (1) The IP (draft), "when the status is open," shall be prepared by the JCAB, for the significant issues that arises in the course of investigation or inspection of type certification and when it is deemed necessary by the JCAB to provide its clear opinion for solution.

The IP (draft) is tentatively issued after being drafted by the Program Manager at each stage and approved and signed by the Director of the Aircraft Engineering and Certification Center, Airworthiness Division.

The Program Manager shall distribute the tentatively issued IP (draft) to the persons involved in the type certification project, including the applicant.

The IP shall be described in such a manner that the discussion process and conclusion can be clearly understood.

- (2) The IP (draft) shall be proposed to the Type Certification Board Meeting at an appropriate time to

obtain an approval. Then, the JCAB shall officially issue it, meaning that the status is closed, and notify to the applicant.

- (3) After the official issuance, the JCAB shall keep it in the collection of IPs kept by the Airworthiness Division of the JCAB, and make available only for persons who are involved in the type certification activity.

A collection of IPs is managed by the Program Manager of the JCAB in charge of the type certification.

5. Matters to be Stated and Format

For creation of an IP, there are a broad range of matters concerning type certification that are subject to issuance; in addition, the issuance situation varies widely. Therefore, for the purpose of effective management, matters to be stated and the format are provided as follows.

5-1 Matters to be stated

- (1) Applicant's name, type name, and project number

Example: ABC Heavy Industries, Ltd.

Type name: ABC model-DEF type

Project number: TC035003AEC-T

- (2) Relevant regulations/manuals (including Special Conditions, Equivalent Level of Safety, and Exemption.)

Example: Airworthiness Inspection Manual, Part III, Chapter II, 2-6, Stability or Special Conditions, P-3
(Special Conditions: SC III-05-AEC-1/3-17-05)

- (3) Relevant circulars, etc.

Example: Circular No.1-008

Special Conditions for GHI model-JKL type (SC III-99-HQT-1/8-1-99)

- (4) Item

Example: Traffic Alert and Collision Avoidance System (TCAS)

- (5) Identification codes (such as G-1, A-2, and P-5)

G-: General (policies stipulated by the JCAB for management of all projects)

A-: Aircraft structure

S-: Systems and Equipment

P-: Propulsion

E-: External Environmental Threats (lightning resistance, HIRF, etc.)

N-: Noise

F-: Flight test

C-: Crashworthiness/Interiors

Q-: Quality assurance or article conformity

O-: Operational

M-: Maintenance

Numbers after the dash (-) numbers are allocated by the responsible Section.

- (6) Stage

Stage 1: Drafting process (description of the history and background to the drafting of the IP)

Stage 2: Discussion process (description of the JCAB's position)

Stage 3: Investigation process (description of the applicant's position and revision to the JCAB's position)

Stage 4: Final process (conclusion)

(7) Date

Date of issue of the IP

(8) Issue status

Indicate whether the IP is open or closed.

Describe "reopen" if re-evaluation is required after the IP is closed.

(9) Compliance target

Describe the processing deadline.

Example: "pre-TIA," Pre-final TCBM" etc.

(10) Background to the drafting of the IP

Describe in a succinct and easy-to-understand manner.

(11) Background, the JCAB's position, and the applicant's position

Describe in a succinct and easy-to-understand manner.

(12) At the early stage of drafting, the result of the discussion in paragraph (11) above shall be described in a succinct manner; however, the result may be changed depending on the results of the Type Certification Board Meeting. Therefore, the status in paragraph (8) above shall remain open until this paragraph is finally decided.

5-2 Format

The format of an IP is shown in Appendix 1.

6. Miscellaneous Provision

Regardless of the provisions in this JCAB Circular, IP may be handled by other means when it is deemed necessary by the Director of Aircraft Engineering and Certification Center.

Supplementary Provision

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

Supplementary Provision (June 30, 2011)

1. This JCAB Circular shall be enforced on July 1, 2011.

Contact the following for inquiries, opinions, etc. concerning this JCAB Circular.

Aircraft Engineering and Certification Center

Airworthiness Division

Aviation Safety and Security Department

Japan Civil Aviation Bureau

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PROJECT:

ITEM:

STAGE:

DATE:

PAGE: 1/6

ISSUE PAPER

PROJECT: (1)

ITEM: (5)

REG.REF.: (2)

STAGE: (6)

DATE: (7)

CIRCULARS REF.:(3)

ISSUE STATUS: (8)

SUBJECT: (4)

COMPLIANCE TARGET:(9)

STATEMENT OF ISSUE (10)

DISCUSSION (11)

BACKGROUND

JCAB POSITION (Date)

APPLICANT POSITION (Date)

CONCLUSION (Date) (12)

Director of Aircraft Engineering and Certification Center

Airworthiness Division

Aviation Safety and Security Department

CONTACTS

JCAB FORM 1-304 (1106-R1.)