

September 30, 2005

Overall revision

June 30, 2011

Partial amendment

JCAB Circular No. 1-013

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

Subject: Approval of Service Bulletin (SB)

Service bulletins (SBs) issued by the designer (including supplemental type design) or manufacturer of an aircraft or its components includes those affecting airworthiness, those lead to repair/alteration inspections, those significant enough to issue an airworthiness directive, and the like.

This circular aims to clarify the process to seek JCAB approval in issuing any such service bulletin.

1. Service Bulletins Subject to Approval

1.1 Service bulletins described in 1.1.1 to 1.1.3 are subject to approval.

1.1.1

(1) Service bulletins under category A or B out of four categories below reflecting its significance.

A. Mandatory

An essential service bulletin of particular significance which correspond to JCAB airworthiness directive.

B. Essential

C. Desirable

D. Optional

(2) Service bulletins which are categorized into “Recommended”, or contain “Alternative expression (a) or (b) to be qualified for Recommended” under the following ATA referencing standard classification:

ATA Referencing Standard Classification

A. Recommended or either of the following alternative expressions to be qualified for Recommended:

- (a) “(The issuer) considers that the work outlined herein affects the safety of the aircraft.”
- (b) “Although the work outlined herein does not affect the immediate safety of the aircraft, (the issuer) requests its accomplishment.”
- (c) “(The issuer) considers the work outlined herein desirable but not urgent.”

B Optional

Note: In cases where the level of significance is not clear, contact one of the offices below.

- Airworthiness Division of the Aviation Safety and Security Department, Japan Civil Aviation Bureau
- Aircraft Engineering and Certification Center
- Airworthiness Engineers of the Regional Civil Aviation Bureaus; or
- Airworthiness Engineers of the airport offices.

1.1.2 When the work described in the service bulletin is considered to be a major repair or alteration regardless of the category of the service bulletin.

1.1.3 When a domestic aircraft manufacturer reissues a service bulletin of a foreign manufacturer to apply it for their products and the reissuing service bulletin corresponds (1)A or B, or, (2)A(a) or (b) of 1.1.1
(Example: Issuance of a service bulletin for the YS-11 that is identical in content to a service bulletin for the Rolls-Royce Dart engine)

1.2 Except for 1.1.3, service bulletins already approved by a foreign civil aviation authority and service bulletins issued by the foreign original designer are not subject to JCAB approval.

2. Application for Approval

2.1 While no application template is provided, it is desirable that the application includes a title of the service bulletin, affected model, service bulletin No., special remarks at a minimum.

2.2 When applying for approval, a written application should be made along with two copies of the service bulletin to, in the case of a service bulletin relating to a domestically produced aircraft, etc. having a Japanese type certificate, the Director of the Aircraft Engineering and Certification Center, Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau and, in the case of any other service

bulletin, Chief Airworthiness Engineer of the Regional Civil Aviation Bureau or Chief Airworthiness Engineer of the airport office in whose jurisdiction the applicant is located*.

- 2.3 When issuing one service bulletin in Japanese and a foreign language, the application should, in principle, be accompanied by both versions.

Note)

The jurisdictions of the Aircraft Engineering and Certification Center of the Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau, and Airworthiness Engineers of the Regional Civil Aviation Bureaus are as follows:

Aircraft Engineering and Certification Center - Any service bulletin on a domestically produced aircraft/components having a Japanese type certificate issued by its designer/manufacturer (excluding a supplemental type design) regardless of the address.

Chief Airworthiness Engineer, Tokyo Regional Civil Aviation Bureau - Shizuoka Prefecture, Nagano Prefecture, Niigata Prefecture and all prefectures located east of them, excluding the jurisdictions of the Chief Airworthiness Engineers assigned to Haneda, Narita and Sendai airport offices.

Chief Airworthiness Engineer of the Haneda airport office, Tokyo Regional Civil Aviation Bureau - Ota Ward, Tokyo Metropolis.

Chief Airworthiness Engineer of the Narita airport office, Tokyo Regional Civil Aviation Bureau - Chiba Prefecture and Ibaraki Prefecture.

Chief Airworthiness Engineer of the Sendai airport office, Tokyo Regional Civil Aviation Bureau - Fukushima Prefecture, Yamagata Prefecture, Miyagi Prefecture, and Iwate Prefecture.

Chief Airworthiness Engineer, Osaka Regional Civil Aviation Bureau - Aichi Prefecture, Gifu Prefecture, Toyama Prefecture and all prefectures located west of them, excluding the jurisdictions of the Chief Airworthiness Engineers assigned to Nagoya and Yao airport offices.

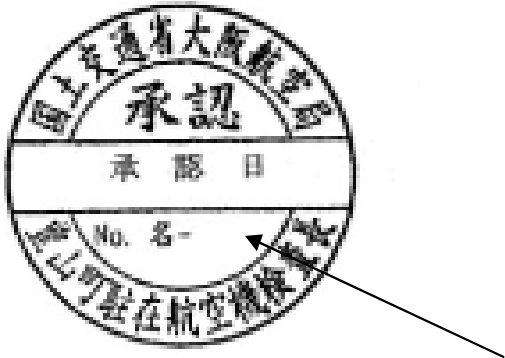
Chief Airworthiness Engineer of the Nagoya airport office, Osaka Regional Civil Aviation Bureau - Aichi Prefecture, Gifu Prefecture, Mie Prefecture, Toyama Prefecture, Ishikawa Prefecture, and Fukui Prefecture.

Chief Airworthiness Engineer of the Yao airport office, Osaka Regional Civil Aviation Bureau - Yao City, Osaka Prefecture.

3. Points to Note When Preparing Service Bulletin - When preparing a service bulletin, take note of the following matters:
 - 3.1 The sections for the motive of issuing a service bulletin or information content (description) should be described in detail to the extent possible, preferably with the failure, etc. that brought about the service bulletin should be outlined and drawings, etc. should be attached, as needed.
 - 3.2 In the case of a service bulletin which contains the work considered to be major repair or alteration, the approval section should include a statement to the effect that the service bulletin corresponds to major repair or alteration.
(Example statement: The work should be executed after applying for a repair/alteration inspection as it constitutes a major repair.)
4. Though a service bulletin subject to approval should, in principle, be issued upon obtaining approval of the Japan Civil Aviation Bureau, it may be issued prior to it if there is a need to promptly convey the information contained in the service bulletin to the users. In such cases, the approval section should include an entry reading “Pending approval by JCAB” or, if verbal approval has been obtained, “JCAB approval under processing.”
5. Post-Approval Procedure
 - 5.1 After an evaluation is completed, the Japan Civil Aviation Bureau affixes a stamp of approval to the service bulletin and returns a copy of the written application and one copy of the service bulletin to the applicant.
 - 5.2 When the service bulletin relates to a defect, etc. having an appreciable effect for airworthiness and prompts the Japan Civil Aviation Bureau to issue an airworthiness directive based on it, it will be returned with a category designation of Mandatory. However, in cases where the ATA referencing standard classification is applied, the service bulletin will be returned with a statement that the airworthiness directive will be issued, so that the issuer is required to mention it in the approval (compliance) section.

5.3 Any service bulletin that has undergone an evaluation and approved will be returned to the applicant with a stamp of approval below.

(Example)



Reference No.

The reference number should contain the identity of the approver in the form of the first character of the Japanese name of the Aircraft Engineering and Certification Center, the competent regional civil aviation bureau or airport office, the year of approval, and serial number.

In the case of the Aircraft Engineering and Certification Center, the number should resemble: 航-○○-○○ (First character-Year-Serial number).

In the case of a regional civil aviation bureau or airport office, the reference number should look like: 大-04-001 (First character-Year-Serial number).

- 6. The applicant issues the approved service bulletin with a text of “JCAB approved”, as well as date of approval and date of issue.
- 7. The applicant should distribute the issued service bulletin as per the following (same should be applied for the non - approved service bulletins):

Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism 2 copies
2-1-3, Kasumigaseki, Chiyoda-Ku, Tokyo 100-0013, Japan
TEL 03-5253-8111

Chief Airworthiness Engineer, Air Traffic Service and Safety Department, Tokyo
Regional Civil Aviation Bureau 1 copy
Kudan Government Office Complex No. 2, 1-1-15, Kudan Minami, Chiyoda-Ku, Tokyo
102-0074, Japan
TEL 03-5275-9292

Chief Airworthiness Engineer, Air Traffic Service and Safety Department, Osaka
Regional Civil Aviation Bureau 1 copy
Annex, Osaka Government Office Complex No. 2, 4-1-67, Otemae, Chuo-Ku, Osaka,
Osaka Prefecture 540-0008
TEL 06-6949-6211

Chief Airworthiness Engineer of the Haneda airport office, Tokyo Regional Civil Aviation
Bureau 1 copy
Tokyo Airport Office, 3-3-1, Haneda Airport, Ota-Ku, Tokyo 144-0041
TEL 03-5757-3000

Chief Airworthiness Engineer of the Narita airport office, Tokyo Regional Civil Aviation
Bureau 1 copy
New Tokyo Airport Office, 133 Komimae, Furugome, Narita, Chiba Prefecture 282-8602
TEL 0476-30-2177

Chief Airworthiness Engineer of the Sendai airport office, Tokyo Regional Civil Aviation
Bureau 1 copy
Sendai Airport Office, Minamihara Shimomasuda, Natori, Miyagi Prefecture 989-2401
TEL 022-383-1381

Chief Airworthiness Engineer of the Nagoya airport office, Osaka Regional Civil Aviation
Bureau and Director, Aircraft Engineering and Certification Center 1 copy each
Nagoya Airport, Toyoba, Toyoyama, Nishi Kasugai, Aichi Prefecture 480-0202
TEL 0568-29-1985 and 1986

Chief Airworthiness Engineer of the Yao airport office, Osaka Regional Civil Aviation
Bureau 1 copy
Yao Airport Office, 2-12, Kuko, Yao, Osaka Prefecture 581-0043
TEL 072-992-7983

8. Miscellaneous

Notwithstanding the provisions of this circular, a service bulletin or the like may be handled in a different manner if the Director of the Airworthiness Division deems it necessary.

Supplementary Provisions

1. This JCAB circular shall apply as of October 1, 2005.
2. The application of this JCAB circular nullifies TCL-62C-4-86 (dated June 3, 1986).

Supplemental Provisions (June 30, 2011)

1. This JCAB circular shall apply as from July 1, 2011.

Any questions, opinions and the like relating to this circular should be directed to the following:

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

Nagoya Airport, Toyoba, Toyoyama, Nishi Kasugai, Aichi Prefecture 480-0202

TEL 0568-29-1985

FAX 0568-29-1990