

January 26, 2001	First issue (KOKU-KU-KI-4)
March 30, 2005	Amended (KOKU-KU-KI-1128)
September 28, 2006	Amended (KOKU-KU-KI-710)
April 1, 2009	Amended (KOKU-KU-KI-1129)
June 30, 2011	Amended (KOKU-KU-KI-282)
December 13, 2019	Amended (KOKU-KU-KI-1118)

## **JCAB Circular No. 6-002**

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

Subject: Service Difficulty Reporting Procedure

Since 1958, Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau (JCAB), Ministry of Land, Infrastructure, Transport and Tourism has been asking aircraft users, aircraft-related manufacturers/ repair shops and others to report aircraft failures through this system to ensure safe operation of aircraft. This is to replace the TCL-105B-4-91 (dated March 11, 1991).

### 1. Purpose

This circular aims to facilitate the early detection and prevention of a failure in an aircraft, engine, propeller, component, part, first-aid kit or the like and help improve relevant inspection or maintenance techniques. The content of the report will not therefore be used for any other purposes.

### 2. Submitter of reports

Any person and entity listed below are requested to report any failure in an aircraft, engine, propeller, component, part, first-aid kit or the like. However, if reporting has been done through “reporting an event which affects normal flight operation of any aircraft” based on Article 111-4 of the Civil Aeronautics Law and Article 221-2 of the Civil Aeronautics Regulations or under JCAB circular No.6-001 “Service Difficulty Reporting Procedure (Aircraft over 5,700kg MTOW and Rotorcraft over 3,175kg MTOW),” reporting based on this circular is not necessary.

(translated on April 23, 2021)

- (1) A Japanese air carrier or any person who belongs to the air carrier and engages in maintenance work
- (2) An aerial work service operator or any person who belongs to the operator and engages in maintenance work
- (3) The user of a private aircraft or any person who engages in maintenance work on the aircraft
- (4) A repair shop of aircraft, engines, propellers, components, parts, first-aid kits, and the like or any person who belongs to the repair shop
- (5) A manufacturer of aircraft, engines, propellers, components, parts, first-aid kits, and the like or any person who belongs to the manufacturer
- (6) An airworthiness engineer or air carrier airworthiness engineer
- (7) An airworthiness inspector

Note: It is required that any problem in an airplane with a maximum takeoff gross weight of over 5,700kg and a rotorcraft with a maximum takeoff gross weight of over 3,175kg shall be reported to JCAB and the relevant aircraft manufacturer in accordance with JCAB circular No.6-001 “Service Difficulty Reporting Procedure (Aircraft over 5,700kg MTOW and Rotorcraft over 3,175kg MTOW).”

### 3. Reporting Criteria

In principle, reporting should be done for cases listed below. However, even for other cases, reporting is encouraged if it is considered helpful in facilitating the early detection or prevention of a failure or improving relevant inspection or maintenance techniques.

- (1) Breaking out of a fire due to a damage to, a malfunction of, or a defect in a system or component
- (2) Damage to, a malfunction of, or a defect in the engine exhaust system that may damage an engine, the airframe, a component
- (3) Accumulation or circulation of toxic or harmful gas in the cockpit or cabin
- (4) Damage to, a malfunction of, or a defect in the propeller control system
- (5) Structural damage to a hub or blade of a propeller or rotor
- (6) Leakage of flammable liquid in an area normally considered to exist a source of fire
- (7) Damage to a brake system brought about by a structural damage or a material defect during operation
- (8) Spontaneously caused serious defect or damage (fatigue, insufficient strength, corrosion, etc.) to a main structure of the aircraft
- (9) Occurrence of abnormal vibration or buffeting due to a damage to, a malfunction of, or a defect in structure or system
- (10) Engine damage

- (11) Damage to, a malfunction of, or a defect in a structure or control system that may hinder normal piloting of the aircraft or degrade flying characteristics
- (12) Total breakdown of two or more of the electrical power system or two or more of the hydraulic system during aircraft operation
- (13) Damage to, or a malfunction of, two or more attitude indicators, two or more speed indicators, or two or more altimeters during aircraft operation
- (14) Falling off of an aircraft part

#### 4. Reporting Procedure

##### 4-1. Reporting Form

A report shall be made in a designated format, TCF-23-33C-2. The form can be obtained by making an inquiry to any of a. to h. in section 4-3 or accessing the Air Safety Information Management System (<https://www.asims.mlit.go.jp>).

##### 4-2. Points to Note When Filling Reporting Form

When filling out the reporting form, take note the following matters:

- (1) Fill the “4. Engine” and “5. Propeller” sections only if relevant to the failure.
- (2) Fill the “6. Failed component” section to specify the component or part into which the failed part was incorporated so that the part of the airframe or the particular system affected can be identified. This, however, is not the case if the failure location can clearly be identified by the nomenclature of the failed part.
- (3) Fill the “14. Failure outline” and “15. Cause of failure and solution” sections in concise and clear-cut manner to the extent possible. If there is not enough space, use the reverse side. A suitable sheet of paper may be used for extra space by attaching it to the form.
- (4) If the cause of the failure is unknown and it is planned to have the failed part concerned repaired by the manufacturer or a repair shop, enter “Under investigation” in the “15. Cause of failure and solution” section. Be sure to update the report as soon as the cause of failure is identified. Such reporting update may be entrusted to the manufacturer or the repair shop. In doing so, forward the failed part along with one copy of the TCF-23-33C-1 form submitted to the Authority.
- (5) In the case that a failure is independently discovered by a manufacturer or a repair shop during repair, overhaul, or the like and that the aircraft, engine or propeller in which the part concerned was installed cannot be identified, all sections from “1. Registration number” to “5. Propeller” can be left blank.

#### 4-3. Address

When filing a report with JCAB, send it to the addresses shown in a. to h. below by mail, or email it to a. It is also possible to drop it off at any of a. to h. In the case of mailing, indicate “A failure Report Inside” on the front face of the envelope. The address of a report relating to gliders is a. below.

- a. Airworthiness Engineer, Airworthiness Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism  
2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918  
TEL 03-5253-8735  
E-mail: hqt-ad\_jcab@gxb.mlit.go.jp
- b. Chief Airworthiness Engineer, Air Traffic Services and Safety Department, Tokyo Regional Civil Aviation Bureau  
Kudan Government Office Complex No. 2, 1-1-15, Kudan Minami, Chiyoda-ku, Tokyo 102-0074  
TEL 03-5275-9325
- c. Chief Airworthiness Engineer, Air Traffic Services and Safety Department, Osaka Regional Civil Aviation Bureau  
Annex, Osaka Government Office Complex No. 2, 4-1-67, Otemae, Chuo-Ku, Osaka, Osaka Prefecture 540-0008  
TEL 06-6949-6235
- d. Chief Airworthiness Engineer of the Haneda airport office, Tokyo Regional Civil Aviation Bureau  
3-3-1, Haneda Airport, Ota Ward, Tokyo 144-0041  
TEL 03-5757-1547
- e. Chief Airworthiness Engineer of the Narita airport office, Tokyo Regional Civil Aviation Bureau  
Narita Airport Office, 133 Komimae, Furugome, Narita, Chiba Prefecture 282-8602  
TEL 0476-30-2177
- f. Chief Airworthiness Engineer of the Sendai airport office, Regional Civil Aviation Bureau

Minamihara Shimomasuda, Natori, Miyagi Prefecture 989-2401  
TEL 022-383-1381

- g. Chief Airworthiness Engineer of the Nagoya airport office, Osaka Regional Civil Aviation Bureau  
Nagoya Airdrome Control Building, Toyoba, Toyoyama, Nishi Kasugai, Aichi Prefecture 480-0202  
TEL 0568-29-1986
- h. Chief Airworthiness Engineer of the Yao airport office, Osaka Regional Civil Aviation Bureau  
Yao Airport Office, 2-12, Kuko, Yao, Osaka Prefecture 581-0043  
TEL 072-992-7983

#### 4-4. Time of submission

When any failure that meets the reporting criteria specified in section 3 is detected, a report should be submitted as soon as possible.

#### 5. Disclosure of Failure Reports

Reports submitted to JCAB are selectively made accessible as required via the Air Safety Information Management System (<https://www.asims.mlit.go.jp>) after evaluating their content and removing any information leading to the identification of individuals (aircraft registration number, office of airworthiness engineer in charge, organization and name of reporter).

Reports can be retrieved by aircraft type or occurrence date, and are also searchable by affected aircraft system or circumstances of failure, with search results displayed together with the number of hits. Each set of reporting data has a remarks section that may contain the following information as needed:

- a. Issuance status of relevant airworthiness directives
- b. Issuance status of relevant service bulletins
- c. Status of reporting to foreign authorities or requesting of countermeasures
- d. Lesson in undertaking maintenance work other than failures
- e. Accident information (e.g. accident description and investigation results)
- f. ATA system classification of multi-engine aircraft

Certain details of a report, notably the aircraft registration number, office of airworthiness engineer in charge, organization and name of reporter, are not, in principle, disclosed.

Supplemental Provisions

1. This circular is applied as of January 26, 2001.

Supplemental Provisions (March 30, 2005)

1. This circular is applied as of April 1, 2005.

Supplemental Provisions (September 28, 2006)

1. This circular is applied as of October 1, 2006.

Supplemental Provisions (April 1, 2009)

1. This circular is applied as of April 1, 2009.

Supplemental Provisions (June 30, 2011)

1. This circular is applied as of July 1, 2011.

Supplemental Provisions (December 13, 2019)

1. This circular is applied as of December 13, 2019.

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

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

2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918

TEL 03-5253-8735 FAX 03-5253-1661

