

JCAB Approved Organization System

***Airworthiness Division
Aviation Safety and Security Department
Japan Civil Aviation Bureau (JCAB)***

Seven capabilities of approved organization

- (1) The capability to design aircraft and conduct the inspection
[The capability of "ADI" (**Aircraft Design and Inspection**)]
- (2) The capability to manufacture aircraft and conduct the inspection
[The capability of "API" (**Aircraft Production and Inspection**)]
- (3) The capability to perform maintenance and inspect an aircraft
after maintenance for the renewal of Airworthiness Certificate
[The capability of "AMI" (**Aircraft Maintenance and Inspection**)]
- (4) The capability to perform maintenance or alteration of aircraft
[The capability of "AMA" (**Aircraft Maintenance or Alternation**)]
- (5) The capability to design aircraft parts and conduct the inspection
[The capability of "PDI" (**Parts Design and Inspection**)]
- (6) The capability to manufacture aircraft parts and conduct the inspection
[The capability of "PPI" (**Parts Production and Inspection**)]
- (7) The capability to perform repair or alteration of aircraft parts
[The capability of "PRA" (**Parts Repair or Alternation**)]



Criteria for Approval



1. Facilities

(Equipments, Work area,
Storage etc.)



2. Organizations

(Responsibilities and Authorities)



3. Personnel

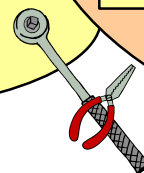


4. Certifying staffs

(Qualification, Experience, Knowledge
of JCAB regulations and Quality Control
System etc.)



5. Method of execution



8. Safety Management System

Safety policy

Organizational
structure

Method of
management



7. Method of Certification

Ground/Flight Test
of Aircraft

Function Test
of Components

6. Quality Control System



Maintenance of Facilities

Control of materials, parts
and components

Education and Training

Inspection system

Internal Audit

Revision Control of
Method of Execution

Subcontractors Control

Control of
Technical Documents

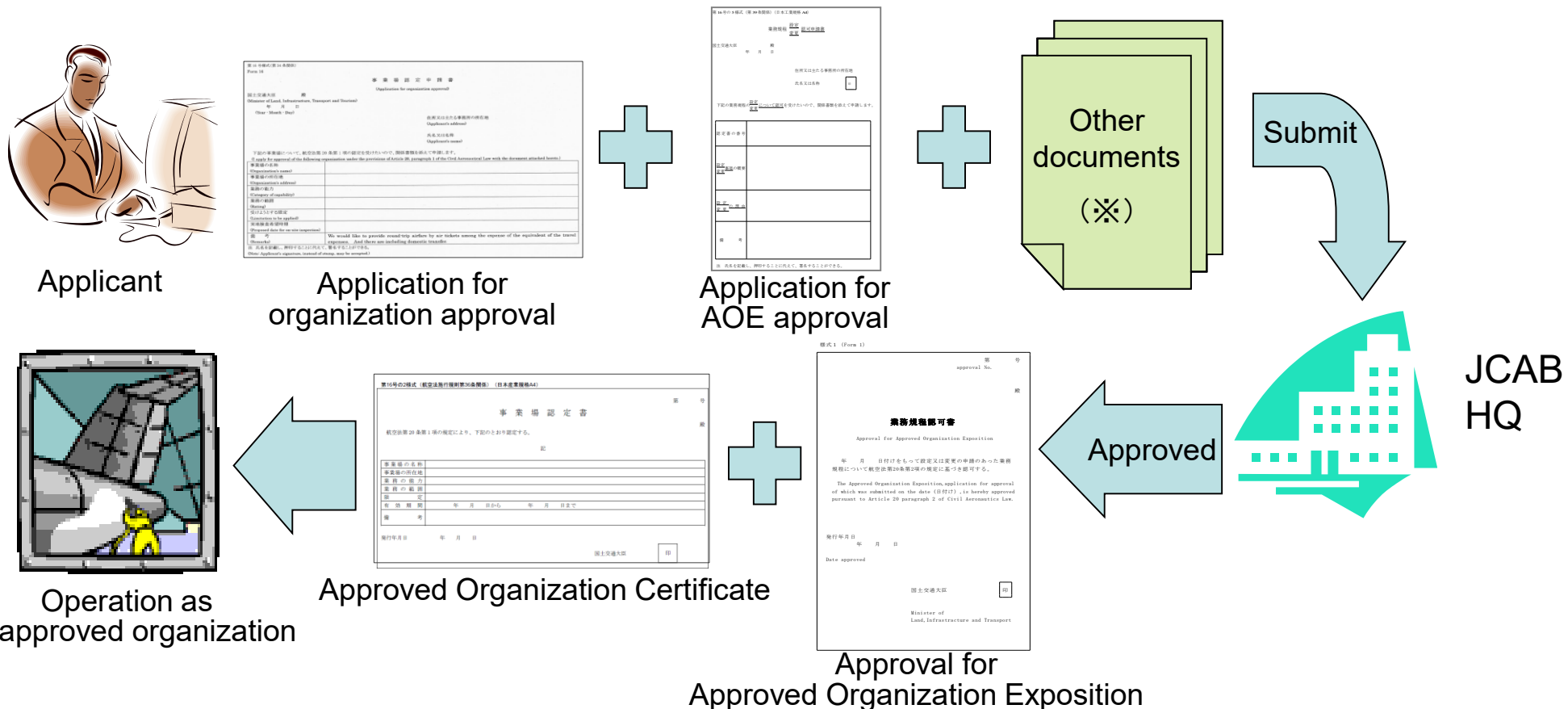
Record Control



Process for Approval

- Application need to be submitted to JCAB HQs.
- JCAB inspection for approval usually takes a few months*.
- Applicants need to consult with JCAB HQs regarding AOE or other requirements before submitting their application.

*The specific period is varied in each applicant, but generally, it will take 3-6 months when an applicant already has an approval of FAA/EASA, which is earlier than other applicants.



1. Inspection Fee (based on the Civil Aeronautics Law)

- Payment to: JCAB*
- Deadline of payment: Usually the payment is made with the submission of the application form

*This should be paid with revenue stamps and the payment procedure may be delegated to others.

Category	New approval	Adding capability/rating	Renewal
Basic fee	604,700 Japanese yen	243,600 Japanese yen	
Others fees	<i>Travel Expenses for JCAB inspectors will also be charged to an applicant.</i>		

2. License Registration Tax (based on the License Registration Tax Law)

- Payment to* : Kojimachi-tax office, Tokyo tax agency
- Place of payment*: The Bank of Japan, Tax office, Post office*
- Deadline of payment: One month from approved date

* The payment may be made through an attorney designated by the Bank of Japan or tax office.

Category	New approval	Adding capability/rating	Renewal
Basic fee	90,000 Japanese yen for each capability* *When adding ratings, the number of capability covered by the added ratings		—

- Approved Organization shall obtain approval of JCAB for its set-up and amendment of Organization Exposition.

1. Approved capability, Rating and Limitation

2. Facilities



3. Organizations and Personnel



4. Quality Control System etc.



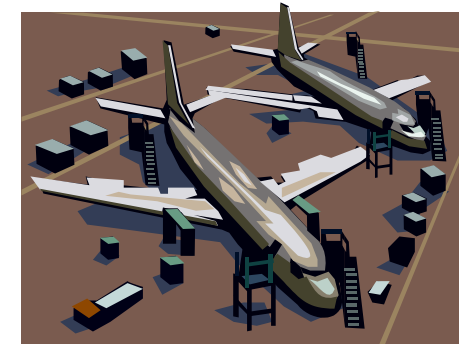
5. Certification by Certifying Staffs



6. Others

Approved Organization Exposition

Approved Organizations must conduct their work in accordance with AOE



[Article 20, paragraph 2 of the Civil Aeronautics Law (CAL)]

➤ Upon verification by certifying staffs of Approved Organizations for PPI or PRA (see page 1), they can issue an Authorized Release Certificate (JCAB Form 18).

第 18 号様式 (航空法施行規則第 41 条関係) (日本産業規格 A4)

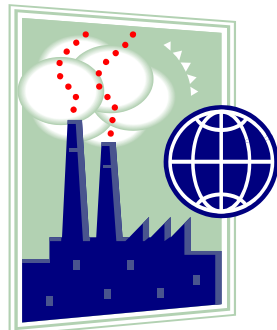
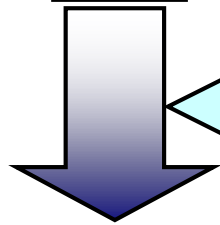
1. 日本国 Japan	2. 装備品 基準適合証 AUTHORIZED RELEASE CERTIFICATE				3. 証明書番号 Certification Ref. No.
4. 認定事業場名称 Organization approved by the airworthiness authority of the country specified in block 1 to issue this form				5. 伝票番号、作業指示番号 Work Order/Contract/Invoice	
6. 品目番号 Item	7. 名称 Description	8. 部品番号 Part No.	9. 数量 Qty.	10. 製造番号 Serial/Batch No.	11. 状況/作業内容 Status/Work
12. 備考 Remarks					
<p>使用限界の定められている装備品は、総使用時間/総使用サイクル/新規製造後の経過期間及び整備・改造の記録を添付すること。 Limited life parts must be accompanied by maintenance history including total time/total cycle/time since new.</p>					
13. 上記の装備品又は部品が、欄 12 に記載される事項を除き、航空法 (昭和 27 年法律 251 号) に規定する基準及び手続に基づき、製造/検査されていることを確認する。 (裏面参照) Certifies that part(s) identified above except as otherwise specified in block 12 was(were) manufactured/inspected in accordance with the applicable design data and procedure prescribed in Civil Aeronautics Law of Japan and Regulations. (See over)			18. 上記の装備品又は部品が、欄 12 に記載される事項を除き、航空法 (昭和 27 年法律 251 号) に規定する基準及び手続に基づき、修理/改造されていることを確認する。 (裏面参照) Certifies that the work specified above except as otherwise specified in block 12 was carried out in accordance with the applicable design data and procedure prescribed in Civil Aeronautics Law of Japan and Regulations. (See over)		
14. 署名又は押印 Signature		15. 認定事業場番号 Approval Reference Number		19. 署名又は押印 Signature	
16. 記名 Name		17. 確認の年月日 Date(d/m/y)		20. 認定事業場番号 Approval Reference Number	
16. 記名 Name		17. 確認の年月日 Date(d/m/y)		21. 記名 Name	
16. 記名 Name		17. 確認の年月日 Date(d/m/y)		22. 確認の年月日 Date(d/m/y)	

✓ JCAB Form 18 is similar in configuration to, and contains essentially the same information as other States' Authorized Release Certificates, FAA Form 8130-3 or EASA Form One.

- JCAB conducts the following surveillance on Approved Organizations in order to ensure safety.



JCAB



Approved Organizations

Surveillance

- Regular Surveillance Inspection every two(2) years
- Special Surveillance Inspection, if necessary
- Approved Organization Exposition (AOE)
- Un-airworthy Condition Report System etc.

**Outsourcing
(Maintenance / Repair)**



Japanese Operators

In case that Approved Organization violate their AOE or failed to meet the requirements specified in Article 35 of CAR,
JCAB may order them to ...

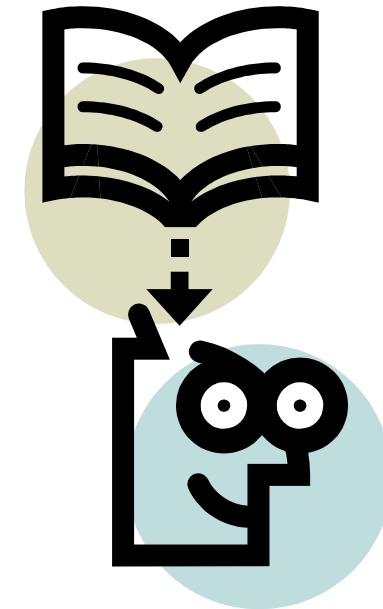
- (1) Improve their Business or amend their AOE,
- (2) Suspend All or a Part of Approval, or
- (3) Revoke the Approval

[Article 20, paragraph 5 of the Civil Aeronautics Law (CAL)]



➤ JCAB Circular 2-001 “General Policy for Approved Organizations” provides our policy, acceptable means of compliance, guidance and other information of the JCAB approved organization.

1. Introduction
2. Outline of Approved Systems
3. Requirements for approval
4. Methods of Certification by Certifying Staff
5. Composition of AOE and Instruction
6. Procedure for Approval
7. Others



- Circular No.2-001 “General Policy for Approved Organizations”

https://www.mlit.go.jp/koku/15_hf_000035.html

(English version is available on the URL.)

- Civil Aeronautics Law (CAL) and Civil Aeronautics Regulations (CAR)

<http://www.japaneselawtranslation.go.jp/law/detail/?re=2&ky=consignor&ia=03>

[&page=3&la=01](http://www.japaneselawtranslation.go.jp/law/detail/?re=2&ky=consignor&ia=03) (CAL)

<http://www.japaneselawtranslation.go.jp/law/detail/?ft=1&re=01&dn=1&co=01>

[&ia=03&x=0&y=0&ky=%E8%88%AA%E7%A9%BA%E6%B3%95&page=7](http://www.japaneselawtranslation.go.jp/law/detail/?ft=1&re=01&dn=1&co=01)

(CAR)

- Contact information

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