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

Subject: Procedures for obtaining recognition by the Civil Aviation Authority of Singapore for Japanese Approved Maintenance Organizations under the Technical Arrangement on Aviation Maintenance for aeronautical components, etc. with the Civil Aviation Authority of Singapore

1. Purpose

The Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism of Japan (hereinafter referred to as "JCAB") concluded the Technical Arrangement on Aviation Maintenance for civil aeronautical components, etc. (hereinafter referred to as "the TA-M") with the Civil Aviation Authority of Singapore (hereinafter referred to as "CAAS") on March 23, 2020. The TA-M allows the authority to utilize inspections conducted for maintenance facilities by the other authority of the country where the maintenance organization for aircraft components, etc. is located, and to omit duplicate inspections.

This Circular describes the procedures for Approved Maintenance Organizations (AMOs) located in Japan under the provision of Article 20 of the Civil Aeronautics Law (CAL) to obtain the CAAS recognition required to perform maintenance on aeronautical components, etc. under the jurisdiction of Singapore in accordance with the TA-M. Basically, all parties concerned, including AMOs that wish to be treated under the TA-M, are required to follow this procedure.

2. Related documents

- Technical Arrangement on Aviation Maintenance between the Civil Aviation Authority of Singapore and the Civil Aviation Bureau, the Ministry of Land, Infrastructure, Transport and Tourism of Japan (TA-M) in Circular No.7-001 “Bilateral Agreements or Equivalent Arrangements on Aviation Safety with Foreign Countries”
- Circular No. 2-001 "General Policy for Approved Organizations”
- Singapore Airworthiness Requirements Part 145 Approved Maintenance Organisations

3. Procedure for obtaining recognition of maintenance under the TA-M

3-1 The AMOs located in Japan under the provision of Article 20 of the CAL that intends to be recognized under the TA-M by CAAS to perform maintenance on aeronautical components, etc. under the jurisdiction of Singapore shall submit the application (Form 1) with the following documents attached to an Airworthiness Engineer Office of the Regional Civil Aviation Bureau which has jurisdiction over the concerned approved organization (hereinafter referred to as "Airworthiness Engineer Office, Regional JCAB") at least 90 days prior to the expected date for acquisition of recognition.

- (1) A draft of the supplement to the Approved Organization Exposition (AOE) written in English, stipulating the matters specified by the provisions of the TA-M Appendix 1.
- (2) A Letter of Intent from an aircraft operator in Singapore, a SAR-145 AMO in Singapore, or a JCAB AMO performing maintenance under the TA-M, stating its intention to use aeronautical components, etc. maintained by the applicant. However, this is not required when the applicant is a SAR-145 AMO.

3-2 Upon receiving an application, the Airworthiness Engineer Office, Regional JCAB shall report the fact of the application to the Airworthiness Division, JCAB HQs.

When the applicant is not a SAR-145 AMO, the Airworthiness Division, JCAB HQs shall notify CAAS of the fact of the application and obtain consent from CAAS to proceed with the review. After receiving the consent, the Airworthiness Division, JCAB HQs notifies the Airworthiness Engineer Office, Regional JCAB that it may proceed with the review, and the Airworthiness Engineer Office, Regional JCAB shall proceed with the review upon receipt of this notification.

When the applicant is a SAR-145 AMO, the Airworthiness Engineer Office, Regional JCAB shall proceed with the review without obtaining consent from CAAS.

3-3 The Airworthiness Engineer Office, Regional JCAB shall review the attached draft of the supplement to the AOE to ensure that it comply with the items specified in the TA-M Appendix 1. In principle, the review shall be conducted based on the documents, but on-site visit may be conducted if necessary. (Note: Attachment 1 of this Circular shows an example of a supplement to the AOE, whose contents have been confirmed by CAAS, and therefore it should be referred to for reference.)

3-4 When it is confirmed that the draft of the supplement to the AOE complies with the items specified in the TA-M Appendix 1, the Airworthiness Engineer Office, Regional JCAB shall notify the applicant in writing (Form 2) that "Since the supplement was examined and confirmed to be compliance with the items specified in the TA-M Appendix 1, the applicant is treated as having recognized by CAAS.". A copy of the notice shall also be sent to the Airworthiness Division, JCAB HQs.

3-5 The Airworthiness Division, JCAB HQs shall add the applicant to the "List of the CAAS-recognized AMO under the TA-M" published on the website of the Ministry of Land, Infrastructure, Transport and Tourism of Japan. JCAB HQs will also notify CAAS that the applicant has been added to the list of CAAS-recognized maintenance organizations on the MLIT website.

3-6 If the applicant is a SAR-145 AMO, he or she should return the certification to CAAS when it is recognized by CAAS under the TA-M.

4. Implementation of maintenance based on the TA-M

4-1 An AMO that has recognized by CAAS to perform maintenance on aeronautical components, etc. under the jurisdiction of Singapore may commence maintenance under the TA-M from the date of notification in writing (Form 2) in accordance with paragraph 3-4. The AMO shall carry out the maintenance in accordance with all the provisions indicated in the TA-M.

4-2 The Authorized Release Certificate (Form 18 stipulated by the Article 41 of the Civil Aeronautics Regulations) issued by the AMO under the TA-M is accepted by CAAS as equivalent to the Authorised Release Certificate (Form (AW) 95) specified by CAAS.

4-3 Remarks in Block 12 of the Authorized Release Certificate shall clearly state in English that the maintenance has been carried out under the TA-M.

5 Effective period and revision procedures for the Supplement to the AOE

5-1 The expiration date of the Supplement to the AOE that have been confirmed to comply with the provisions of the TA-M is the same as the expiration date

of the AMO. When an AMO renews its approval, the expiration date of the Supplement is also renewed at the same time.

5-2 At the revision of the Supplement to the AOE, the applicant shall submit an Application for revision (Form 3) stating the reason for the revision together with the proposed revision of the Supplement to the Airworthiness Engineer Office, Regional JCAB. The Airworthiness Engineer Office, Regional JCAB will notify the applicant in writing (Form 4) when the proposed revision of supplement to the AOE complies with the provisions of the TA-M.

Supplementary Provision (March 30, 2020)

This Circular shall be applied from May 11, 2020.

Supplementary Provision (December 24, 2020)

This Circular shall be applied from January 1, 2021.

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

Airworthiness Standards and International Affairs Office,

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, Japan

Phone number: 03-5253-8735

FAX: 03-5253-1661

Attachment 1: Supplement to the AOE (example)

This Attachment 1 provides guidance on the development of a Supplement to the AOE that is required under the TA-M. Where the material required by this Supplement is already incorporated into the AOE, the Supplement need only contain a reference to where the requirement is located in the AOE.

COVER PAGE

*CAAS SUPPLEMENT TO JCAB AMO
APPROVED ORGANISATION EXPOSITION
REF _____*

Company Name and Facility Address

JCAB AMO NO. _____

DATE OF SUPPLEMENT _____

This Supplement, together with the JCAB AMO AOE, form the basis of acceptance by the CAAS for maintenance carried out by this organisation on engine and/or aircraft components under the regulatory control of CAAS.

Maintenance carried out and certified in accordance with the referenced AOE and this supplement is accepted as meeting the requirements of SAR-145.

1.INTRODUCTION

This paragraph should address the reason for necessity of the Supplement to the AOE.

(example)

The Civil Aviation Authority of Singapore (CAAS) and the Civil Aviation Bureau (JCAB), the Ministry of Land, Infrastructure, Transport and Tourism of Japan signed a Technical Arrangement on Aviation Maintenance (TA-M) on 23 March 2020 that allows the reciprocal acceptance of maintenance organisations qualifying under the matters of the arrangement.

This amendment/supplement is therefore intended to inform the staff of [the AMO] of additional considerations that need to be taken into account when working in accordance with the TA-M."

2. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This paragraph should contain a signed statement by the Accountable Manager of the AMO that the AMO will perform its approved work properly in accordance with the AOE and its Supplement. In the event of a change of the Accountable Manager, a Supplement signed by the new Accountable Manager shall be promptly submitted to the Airworthiness Engineer Office, Regional JCAB which received the AMO's application for approval of the maintenance under the TA-M.

(example)

*This Supplement defines in conjunction with the JCAB Approved Organisation Exposition Ref ***** the organisation and procedures upon which CAAS acceptance is based.*

These procedures are approved by the undersigned and must be adhered to when maintenance work is being performed for any customer that operates under the jurisdiction of the CAAS and the TA-M.

It is recognised that the organisation's procedures do not override the necessity of complying with any additional requirements formally published by CAAS and notified to this organisation from time to time.

It is further understood that CAAS reserves the right to withdraw acceptance (suspend or cancel any privileges granted pursuant to the TA-M) if it is considered that procedures are not followed or that the standards are not maintained.

Signed by the Accountable Manager

For and on behalf of [the AMO].

_____ (name) (_____ Signature) _____ (date)

Note: When the Accountable Manager is replaced, the new Accountable Executive/ Manager must sign the statement so as not to invalidate the acceptance.

3. BASIS OF RECOGNITION AND LIMITATION

This paragraph should address about the CAAS's recognition and limitation of the scope of work.

(example)

CAAS's recognition is based upon full compliance with Civil Aeronautics Law (CAL) Article 20 and the JCAB Approved Organisation Exposition.

This recognition is limited to the scope of work permitted under the current approval granted by JCAB to [the AMO] in accordance with CAL Article 20 and to the locations in Japan specified therein.

4. INTERNAL QUALITY ASSURANCE SYSTEM

This paragraph should reference the section in the AMO's AOE with regard to the internal quality assurance system and procedures.

(example)

*With regard to the internal quality assurance system, refer to the AOE Section *** paragraph ***.*

5. ACCESS BY JCAB AND CAAS

This paragraph should specify that JCAB and CAAS staff shall be allowed access to the AMO for the purpose of assuring compliance with the requirements of the TA-M or to investigate specific problems.

In addition, it should be noted that failure to comply with the requirements of the TA-M or failure to comply with policies or procedures described in the AOE (including Supplements) may be grounds for suspension or revocation of any rights granted by the TA-M.

(example)

[The AMO] confirms that the JCAB or CAAS may have access to [the AMO] to confirm compliance with the requirements of this TA-M or investigate specific problems.

[The AMO] also confirms that failure to comply with the matters in the TA-M, or with the policies and procedures described in the company Exposition, may be grounds for suspension or cancellation of any privileges granted pursuant to the TA-M.

6. WORK ORDERS / CONTRACTS

This paragraph should address about the work orders and contracts.

(example)

[The AMO] must ensure that the maintenance contract is understood and agreed to by both parties. The customer must ensure that the work orders/contracts are detailed and clear, and [the AMO] must ensure it receives work orders that it understands.

The work order should specify the inspections, repairs, alterations, overhauls to be carried out, the Airworthiness Directives to be complied with and parts to be replaced.

Any parts installed have been manufactured or maintained by organisations that are acceptable to the CAAS.

7. CONTRACTING AND SUBCONTRACTING

This paragraph should address about the parties to whom the AMO can contract and subcontract, and the procedures for doing so.

(example)

[The AMO] may only contract or subcontract maintenance services to be performed in line with the TA-M to:

- (1) *Organisations located within the Area of the JCAB and approved by the JCAB under this TA-M;*
- (2) *Organisations located outside the Area of the JCAB, only where*
 - (a) *the organisation is approved by the CAAS or be otherwise acceptable to the CAAS under the terms of an existing TA-M or bilateral maintenance agreement with the competent authority of the country in which the organisation is located;*
or
 - (b) *any organisation, not specified in (a)(above), provided that [the AMO] extends its quality system to cover performance of maintenance by that organisation and the work is within the scope of the ratings and limitations of [the AMO].*

*With regard to the procedures for contracting and subcontracting, refer to the AOE Section *** paragraph ***.*

8. AIRWORTHINESS DIRECTIVES / AIRWORTHINESS LIMITATIONS

This paragraph should address about the compliance with Airworthiness Directives and any airworthiness limitations.

(example)

The applicable CAAS regulations on Airworthiness Directives must be complied with.

Airworthiness Directives, Airworthiness Limitations, and other requirements declared mandatory by the CAAS must be available to maintenance personnel.

The customer must provide a copy of all ADs that must be complied with to [the AMO] and identify any airworthiness limitations to [the AMO]. The customer remains responsible for specifying any AD compliance required during maintenance and any airworthiness limitations through the work order.

9. REPAIRS AND MODIFICATIONS

This paragraph should address about the design of any repairs or alterations which are not from the Original Equipment Manufacturer.

(example)

The design of any repairs and modifications to aeronautical products which are not from the Original Equipment Manufacturer or which would otherwise require approval of the CAAS will be approved in line with the requirements of the CAAS.

[The AMO] will ensure that such repairs and modifications are incorporated only when in receipt of the appropriate approvals.

10. MAINTENANCE RELEASE OF COMPONENTS

This paragraph should address about the release to service of components, etc.

(example)

Release to service of components up to and including complete engines under the TA-M should be carried out in accordance with CAL Article 20. The Authorised Release Certificate JCAB Form 18 should be issued.

The following statement should be reflected in the Block 12 of the Authorised Release Certificate:

"Released under the terms of the CAAS and JCAB TA- M"

When maintenance cannot be performed in accordance with the work order/contract, this fact must be made known to the customer.

11. RECORD KEEPING

This paragraph should address about how the AMO will comply with the requirements of the TA-M for technical records.

(example)

To ensure that Technical Records are completed in line with the requirements of the CAAS, [the AMO] will take following procedures.

12. PERSONNEL RESPONSIBLE FOR RELEASE TO SERVICE

This paragraph should address about the procedures that the AMO ensure that only responsible maintenance personnel who are familiar with the TA-M, any advisory material issued by the JCAB in relation to the TA-M, this supplement and any applicable customer's special conditions in relation to the performance of maintenance, are allowed to perform maintenance on aeronautical components, etc. or issue the Authorized Release Certificate for aeronautical components, etc. under the TA-M.

Relevant personnel in the AMO should also be trained and kept up to date on the laws, regulations, standards, practices, procedures and systems relevant to the TA-M.

(example)

To ensure that only responsible maintenance personnel who are familiar with the TA-M, any advisory material issued by the JCAB in relation to the TA-M, this supplement and any applicable customer's special conditions in relation to the performance of maintenance are allowed to perform maintenance on aeronautical products or issue release documentation for aeronautical products under the TA-M, [the AMO] will take following procedures.

To ensure that relevant personnel in the maintenance organisation are trained and kept updated on the laws, regulations, standards, practices, procedures and systems relevant to the TA-M, [the AMO] will take following procedures.

13.MANDATORY REPORTING REQUIREMENTS

This paragraph should address about the procedures to ensure that the AMO shall report unairworthy conditions found in aeronautical components, etc. during the approved work to CAAS, JCAB and their customers.

(example)

To ensure that any mandatory reportable conditions found in aeronautical products are reported to the CAAS, the JCAB and customer of the aeronautical product, [the AMO] will take following procedures.

List of Forms
(Form 1)

Application for recognition under the "Technical Arrangement for Maintenance of Aircraft Components, etc." with Singapore

Date of application

To: Chief Airworthiness Engineer
Regional Civil Aviation Bureau

Applicant's name

Applicant's address or principle office's location

I hereby apply for recognition by the Civil Aviation Authority of Singapore for the following Approved Maintenance Organization to perform maintenance under the "Technical Arrangement on Maintenance of Aircraft Components, etc." with Singapore with the documents attached hereto.

Name of Approved Organization	
Address of Approved Organization	
Attached documents	
Remarks	

(Form 2)

Notification of CAAS ' s Recognition under the
"Technical Arrangement for the Maintenance of
Aircraft Components, etc." with Singapore

Date of recognition

TO:

Chief Airworthiness Engineer
Regional Civil Aviation Bureau
(seal or signature)

This is to notify that the application (dated as of MM.DD, YYYY) for recognition to perform maintenance under the "Technical Arrangement for Maintenance of Aircraft Components, etc." with Singapore including submitted documents were examined and confirmed to be compliance with the said Arrangement. Therefore, the applicant is treated as having recognized by the Civil Aviation Authority of Singapore.

(Form 3)

Application for revision to a Supplement to the AOE
under the "Technical Arrangement on Maintenance
of Aircraft Components, etc." with Singapore

Date of application

TO: Chief Airworthiness Engineer
Regional Civil Aviation Bureau

Applicant's name
Applicant's address or principle office's location

With regard to the recognition by the Civil Aviation Authority of Singapore (given as of MM.DD, YYYY) to perform maintenance under the "Technical Arrangement on Maintenance of Aircraft Components, etc." with Singapore, I hereby apply for revision of the Supplement to the AOE with the proposed changes and the relevant documents attached hereto.

Name of Approved Organization	
Address of Approved Organization	
Reasons for revision and relevant documents attached	
Remarks	

(Form 4)

Notification of Confirmation for Revision of the
Supplement to the AOE under "Technical
Arrangement on the Maintenance of Aircraft
Components, etc." with Singapore

Date of confirmation

TO:

Chief Airworthiness Engineer
Regional Civil Aviation Bureau
(seal or signature)

This is to notify that the application (dated as of MM.DD, YYYY) for revision of the Supplement to the AOE under the "Technical Arrangement on Maintenance of Aircraft Components, etc." with Singapore and submitted documents were examined and confirmed to be appropriate and in compliance with the said Arrangement.