

Advisory Circular

IMPLEMENTATION PROCEDURES FOR THE TECHNICAL ARRANGEMENT ON AVIATION MAINTENANCE BETWEEN CAAS AND JCAB

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices, and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC is issued to provide information and guidance relating to the Technical Arrangement on Aviation Maintenance (“the TA-M”) between the CAAS and the Civil Aviation Bureau (JCAB), the Ministry of Land, Infrastructure, Transport and Tourism of Japan. This document provides procedures for the acceptance of a SAR-145 approved maintenance organisation (AMO) to be recognised under the terms of the TA-M.

APPLICABILITY

This AC applies to a SAR-145 AMO located in Singapore intending to perform work under the TA-M.

CANCELLATION

This AC supersedes AC 145-13 (0) dated 17 Apr 2020. Revision 1 amends the conditions for a SAR-145 AMO performing work on Japanese aeronautical products under the TA-M, to contract maintenance work to AMOs outside of Singapore.

EFFECTIVE DATE

This AC is effective from 20 Jul 2022.

REFERENCES

- SAR-145;
- JCAB Circular No. 2-001 Part I, Part IV and Part VI;
- JCAB Circular No.1-502
- CAAS-JCAB TA-M.

1 INTRODUCTION

- 1.1 The TA-M between CAAS and JCAB commences on 11 May 2020. The TA-M is limited to maintenance of civil aeronautical products¹.
- 1.2 The TA-M allows an AMO recognised under the provisions of the TA-M to perform maintenance on civil aeronautical products in accordance with the maintenance regulations of the country where the AMO performing the work is located.
- 1.3 With the commencement of the TA-M, the JCAB acknowledges that a SAR-145 AMO that is recognised under the terms of the TA-M will be treated as a JCAB approved maintenance organisation. A CAAS Form (AW) 95 Authorised Release Certificate issued in accordance with this TA-M will be accepted by JCAB as equivalent to JCAB Form-18 Authorised Release Certificate.

2 PARTICIPATION IN THE TECHNICAL ARRANGEMENT

- 2.1 A SAR-145 AMO located in Singapore should notify CAAS of its intention to seek recognition under the terms of the TA-M in order to be able to perform maintenance on Japanese aeronautical products.

3 PROCEDURES FOR THE ACCEPTANCE OF SAR-145 APPROVED MAINTENANCE ORGANISATIONS

- 3.1 A SAR-145 AMO located in Singapore intending to participate in the TA-M should follow the procedures detailed below:
 - (a) An application for recognition under the TA-M should be submitted to CAAS, via the CAAS officer responsible for the oversight of the organisation (the principal maintenance inspector).
 - (b) The applicant must provide CAAS with a letter of intent from one of these sponsor organisations: A Japanese air operator, a JCAB AMO located in Japan, or another SAR-145 AMO that is participating in the TA-M. The letter of intent issued by the sponsor organisation must state its intention to engage the maintenance services of the applicant.
 - (c) The applicant should include in its application a copy of the supplement to its SAR-145 Maintenance Organisation Exposition (MOE), that should clearly demonstrate how the applicant intends to meet any special provisions of the TA-M. Appendix 1 of this document provides the guidance on how to compile such a supplement.
 - (d) The applicant should facilitate any on-site audit to be carried out by CAAS.
- 3.2 The applicant will be recognised under the TA-M when CAAS approves the MOE supplement and the scope of work that may be performed.
- 3.3 CAAS will inform the JCAB of the acceptance of the maintenance organisation under the TA-M.

¹ Aeronautical product means any aircraft engine, propeller, sub assembly, appliance, material, part or component to be installed thereon but excludes aircraft.

SAR-145 Approved Maintenance Organisations Performing Work on Japanese Aeronautical Product under the TA-M

- 3.4 A SAR-145 AMO that is recognised under the TA-M to perform work on Japanese aeronautical products, must do so in accordance with the following provisions:
- (a) Maintenance of Japanese aeronautical products shall be released in accordance with CAAS requirements. A Singapore Authorised Release Certificate CAAS Form (AW) 95 shall be used for aeronautical products. The release certificate shall clearly state that the maintenance performed is released in accordance with the TA-M;
 - (b) All maintenance of Japanese aeronautical products shall be performed in accordance with the conditions specified by the owner or operator of the aeronautical products maintained;
 - (c) JCAB regulations on Airworthiness Directives, related to the work undertaken, must be complied with;
 - (d) The design of major repairs and major modifications shall be in accordance with JCAB approved data;
 - (e) JCAB criteria shall be used to determine whether a repair or modification is major or minor;
 - (f) Technical records shall be completed in accordance with JCAB requirements;
 - (g) Any part installed pursuant to the TA-M shall be manufactured and maintained by organisations that are approved or acceptable to JCAB; and
 - (h) Only responsible maintenance personnel who are familiar with the TA-M, its implementation procedures of this AC and customers' special conditions are allowed to perform inspections and issuance of the Authorised Release Certificate for aeronautical products under the TA-M.

Contracted and Subcontracted Work

- 3.5 A SAR-145 AMO performing work on Japanese aeronautical products under the TA-M may contract work to another SAR-145 AMO if the contracted AMO is in Singapore, and –
- (a) is participating in the TA-M or
 - (b) has been approved by JCAB.
- 3.6 A SAR-145 AMO performing work on Japanese aeronautical products under the TA-M may contract work to an AMO outside of Singapore, provided that:
- (a) the AMO is approved by JCAB or is otherwise acceptable to JCAB under the terms of a TA-M or other bilateral maintenance agreement between the JCAB and the competent authority of the country in which the AMO is located; or
 - (b) the AMO is able to issue a maintenance release that is acceptable to the JCAB for the contracted maintenance work performed.

- 3.7 The SAR-145 AMO may subcontract work to an organisation, other than those mentioned in paragraphs 3.5 and 3.6, provided the SAR-145 AMO extends its quality system to that sub-contracted organisation and the work is within the scope of the ratings and limitations of the contracting SAR-145 AMO.
- 3.8 It is the SAR-145 AMO's responsibility to ensure that the customer is informed when subcontracting of work is required.

Revocation of Recognition Pursuant to the TA-M

- 3.9 Notwithstanding any of the foregoing, JCAB or CAAS may revoke the recognition of an organisation pursuant to the TA-M, if JCAB or CAAS finds that an organisation is not maintaining the applicable standards or otherwise not achieving the intent of the TA-M.

Safety Oversight

- 3.10 Safety oversight of a SAR-145 AMO located in Singapore recognised under the TA-M will continue to be conducted by CAAS, including the scope of services provided under the TA-M.
- 3.11 JCAB may, with reasonable prior notification through CAAS, inspect the SAR-145 AMO recognised under the TA-M, to investigate safety issues. JCAB may also participate in CAAS audits and inspections of SAR-145 AMOs recognised under the TA-M.

4 LIST OF PARTICIPATING ORGANISATIONS UNDER THE TECHNICAL ARRANGEMENT

- 4.1 The list of organisations that have received recognition under the TA-M will be published on the CAAS website at www.caas.gov.sg.

APPENDIX 1: SUPPLEMENT TO THE MAINTENANCE ORGANISATION EXPOSITION

Purpose

This appendix provides guidance for a SAR-145 AMO based in Singapore on the development of a supplement to the SAR-145 MOE required under the TA-M between CAAS and JCAB. Where the material required by this supplement is already incorporated into the manual/ exposition, the supplement need only contain a reference to where the requirement is located in the manual/ exposition.

COVER PAGE

JCAB SUPPLEMENT TO SAR-145 AMO

MAINTENANCE ORGANISATION EXPOSITION

REF _____

Company Name and Facility Address

CAAS SAR-145 APPROVAL NO. _____

DATE OF SUPPLEMENT _____

This Supplement, together with the CAAS SAR-145 MOE, form the basis of acceptance by JCAB for maintenance carried out by this organisation on engine and/or aircraft components under the regulatory control of JCAB.

Maintenance carried out and certified in accordance with the referenced MOE and this Supplement is accepted as meeting the requirements of Civil Aeronautics Law (CAL) Article 20.

1. INTRODUCTION

This paragraph should address why the manual/ exposition amendment or supplement is necessary.

“The Civil Aviation Authority of Singapore (CAAS) and the Japan Civil Aviation Bureau (JCAB) concluded a Technical Arrangement (TA-M) on 27 March 2020 that allows the reciprocal acceptance of maintenance organisations qualifying under the provisions 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 represents the agreement by the Accountable Manager that the AMO will comply with the conditions specified in the manual/ exposition/ supplement. The accountable manager is usually the AMO’s Chief Executive Officer (CEO) but can be the person holding another responsible position as long as he/ she has full financial authority.

An acceptable statement may be as follows:

“This Supplement defines in conjunction with the CAAS Approved Maintenance Organisation Exposition Ref the organisation and procedures upon which JCAB 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 JCAB 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 JCAB and notified to this organisation from time to time.

It is further understood that JCAB 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 at the earliest opportunity so as not to invalidate the acceptance.

3. BASIS OF RECOGNITION AND LIMITATION

JCAB's recognition is based on full compliance with SAR-145 and the CAAS Maintenance Organisation Exposition.

This recognition is limited to the scope of work permitted under the current approval granted by CAAS to the AMO in accordance with SAR-145 and to the Singapore locations specified therein.

4. INTERNAL QUALITY ASSURANCE SYSTEM

This paragraph should reference the location in the AMO's MOE or Quality Assurance Manual of the internal quality assurance system description and procedures.

5. ACCESS BY CAAS AND JCAB

This paragraph should specify that CAAS and JCAB staff must be allowed access to the AMO for the purpose of assuring compliance with procedures and standards and to investigate specific problems.

There must also be an indication that in the case of a serious non-compliance with regulations or established standards, the organisation must accept that it may be subjected to JCAB enforcement action in order to maintain status with JCAB.

6. WORK ORDERS/ CONTRACTS

This paragraph addresses the subject of work orders/ contracts. 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 inspection, overhaul, repair, preservation or modification to be carried out, the Airworthiness Directives to be complied with and parts to be replaced.

Replacement parts must be manufactured and maintained by organisation approved or acceptable to JCAB.

7. CONTRACTING AND SUBCONTRACTING

This paragraph should address the procedures for contracting and subcontracting.

8. AIRWORTHINESS DIRECTIVES/ AIRWORTHINESS LIMITATIONS

This paragraph must address the compliance with Airworthiness Directives (AD) and any airworthiness limitations. The applicable JCAB regulations on ADs must be complied with.

ADs, Airworthiness Limitations, and other requirements declared mandatory by the State of Registry 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 specify that the customer will obtain or establish the process to obtain necessary JCAB approvals prior to the incorporation of major repairs and major modifications. The AMO will ensure that major repairs and major modifications are incorporated only when in receipt of the appropriate approvals.

The JCAB criteria must be used to determine whether repairs and modifications are major.

10. MAINTENANCE RELEASE OF COMPONENTS

Release to service of components up to and including complete engines under the TA-M should be carried out in accordance with SAR-145. The Authorised Release Certificate Form CAAS (AW)95 should be issued.

The following statement should be reflected in 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 describe how the AMO intends to meet the requirements of the TA-M on the retention of technical records.

12. PERSONNEL RESPONSIBLE FOR RELEASE TO SERVICE

This paragraph should describe the procedures on how the AMO will ensure that personnel responsible for release to service an aeronautical product under the TA-M are familiar with the TA-M, any advisory material issued by CAAS in relation to this TA-M, this supplement and any applicable customer’s special conditions in relation to the performance of maintenance. Relevant personnel should also be informed of any updates of the laws, regulations, standards, practices, procedures and systems relevant to the TA-M.

13. MANDATORY REPORTING REQUIREMENT

The paragraph should specify the procedures to ensure all mandatory reportable conditions found in aeronautical products are reported to the customer of the aeronautical product, CAAS and JCAB.