
**SCHEDULE
OF
IMPLEMENTATION PROCEDURES**

for

**COOPERATION ARRANGEMENT
ON MUTUAL ACCEPTANCE OF
APPROVALS OF DESIGN CHANGE AND REPAIR DESIGN**

AMONG

**CIVIL AVIATION ADMINISTRATION OF CHINA,
CIVIL AVIATION DEPARTMENT, HONG KONG, CHINA AND
CIVIL AVIATION AUTHORITY - MACAO, CHINA**

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REVISION LOG

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INTRODUCTION

This document contains the procedures developed by Civil Aviation Administration of China (CAAC), Civil Aviation Department of Hong Kong, China (CAD) and Civil Aviation Authority of Macao, China (AACM), hereinafter referred to as the “Authority” or collectively the “Authorities”, to implement the Cooperation Arrangement (CA) among CAAC, CAD and AACM concerning the airworthiness certification of design change and repair design of civil aviation products.

These procedures are intended to facilitate the mutual cooperation and technical assistance for design change and repair design approved by the Authorities. These procedures also provide for designated officials within the Authorities to make special arrangements as they deem necessary in special situations to implement this Schedule.

This Schedule of Implementation Procedures (SIP) may be jointly reviewed at any time at the request of the Authority and will be reviewed periodically, taking into account improvements, additions, or changes suggested by the Authority to ensure that the SIP remains current.

Suggestions for improvement are welcomed and can be addressed to either of the Authorities on the address as listed in Appendix A, who are responsible for the administrative process of keeping this document current. All changes to this SIP, including Appendices, will be jointly administered by CAAC Aircraft Airworthiness Certification Department, Aircraft Certification Division; CAD Flight Standards and Airworthiness Division, Airworthiness Office; and AACM Flight Standards and Licensing, Airworthiness Department.

CHAPTER 1 GENERAL

1.1 Purpose

This SIP sets forth procedures agreed upon among CAAC, CAD and AACM to carry out the objectives of the “Cooperation Arrangement on Mutual Acceptance of Approvals of Design Change and Repair Design among Civil Aviation Administration of China, Civil Aviation Department of Hong Kong Special Administration Region Government and Civil Aviation Authority of Macao Special Administration Region”, signed on 28 August 2013.

1.2 Basis

The basis for this SIP is stated in Article 7 of the CA.

1.3. Objectives

The objectives of this SIP are to carry out the clauses of the CA which address:

1.3.1 Acceptance of Approvals

The procedures for acceptance of approvals of design change and repair design by the user authority.

1.3.2 Continued Airworthiness

The procedures for the continued operational safety of changed/repaired products to be taken by each authority to ensure that in-service safety issues are addressed and resulting corrective actions are carried out in a timely manner.

1.3.3 Accountability

The procedures for each authority to respond to other authorities for the changed/repaired products under the CA to ensure that safety issues which may arise with regard to the product in service will be satisfactorily resolved in a timely manner.

1.3.4 Mutual Cooperation and Technical Assistance

The procedures which enable the Authorities to exchange appropriate information needed to understand and conduct the approval and monitoring processes within the scope of the CA and to cooperate when technical assistance is needed by other authorities fulfilling its airworthiness regulatory duties.

1.3.5 Special Arrangements

The procedures which provide for the resolution by the Authorities by special arrangement, as necessary, of urgent or special situations not envisaged in this SIP, provided the situation falls within the scope and purpose of the CA.

1.4 Scope

This SIP covers:

- 1.4.1 the acceptance by CAD and AACM of approvals of design change and repair design issued under the Civil Aviation Law of The People’s Republic of China;
- 1.4.2 the acceptance by CAAC and AACM of approvals of design change and repair design issued under the Air Navigation (Hong Kong) Order 1995;

1.4.3 the acceptance by CAAC and CAD of approvals of design change and repair design issued under the Air Navigation Regulation of Macao;

Note 1: The “acceptance” does not cover approvals issued by the Authorities based on acceptance or validation of foreign approvals.

Note 2: The “acceptance” includes parts produced under the abovementioned approvals of design change and repair design.

1.5 Amendment of SIP

This SIP may be jointly reviewed at any time at the request of any one of the Authorities and should be reviewed at least once a year.

Each Authority shall collect comments from its industry. Amendments shall be co-developed by the Modification and Repair working group of the Authorities, taking into account improvements, additions, or changes suggested by any one of the Authorities. Amendments shall be approved by the Director of Aircraft Certification Division of Aircraft Airworthiness Certification Department of CAAC; the Chief, Airworthiness Standards of the Flight Standards and Airworthiness Division of CAD; and the Head of Department, Airworthiness of AACM.

1.6 Points of Contact

The designated offices for the administration and implementation of this SIP and its amendments are listed in Appendix A.

1.7 Termination

CAAC, CAD or AACM may terminate this SIP upon twelve months written notice to the other authorities or any other date mutually agreed. Termination will not affect the validity of activity conducted under this SIP prior to termination. Termination of this SIP does not relieve the responsibility of issuing authority for continued airworthiness of changed/repared products.

1.8 Definitions

For the purpose of this SIP, the definitions in Article 1 of the CA shall apply. As used in this SIP, the following definitions are provided to supplement those definitions contained in Article 1 of the CA.

“Approval holder” means the holder of approval of design change and repair design issued by the Authorities, or design organisations/individuals approved or designated by the Authorities.

CHAPTER 2 ACCEPTANCE OF APPROVALS

2.1 Issuance of Approval Documents

Approval documents shall be issued for design change and repair design stating that the changed/repared product meets the applicable airworthiness regulations/certification specifications and environmental protection requirements; any airworthiness provisions not complied with are compensated for by factors that provide an equivalent level of safety; and no feature or characteristic makes the product unsafe for the uses. The approval documents shall be issued in accordance with its own applicable laws, regulations, and requirements with the following manners:

2.1.1 CAAC Approvals

The approval documents shall be issued under the China Civil Aviation Regulations CCAR-21:

2.1.1.1 The approval documents issued by CAAC are in the form of:

- a. Supplemental Type Certificate (Form AAC-025)
- b. Modification Design Approval (Form AAC-187)
- c. Type Data for Certification (Form AAC-039)

2.1.1.2 The approval documents issued by CAAC designated organisation representatives are in the form of Form AAC-245 “DMDOR Approval of Engineering Document and Design Data Package”. Such forms shall contain a statement that the approval is issued under the authority of its designated organisation representative reference number granted by CAAC.

2.1.1.3 The approval documents issued by CAAC designated representatives are in the form of Form AAC-039 “Type Data for Certification” as prescribed in AP-21-14 “Supplemental Type Certificate Procedures”. Such forms shall contain a statement that the approval is issued under the authority of its designated representative reference number granted by CAAC.

Note: The “acceptance” includes parts produced under the abovementioned approvals of design change and repair design and released under CAAC Form AAC-038.

2.1.2 CAD Approvals

The approval documents shall be issued under the Hong Kong Aviation Requirements HKAR-1 or HKAR-21:

2.1.2.1 The approval documents issued by CAD are in the form of:

- a. Supplemental Type Certificate (Form DCA 541)
- b. Airworthiness Approval Note (Form DCA 266)
- c. Minor Change Approval Certificate (Form DCA 262)
- d. Minor Repair Design Approval Certificate (Form DCA 263)
- e. Major Repair Design Approval Certificate (Form DCA 264)
- f. Minor modifications (Form DCA 261)

2.1.2.2 The approval documents issued by design organisations approved by CAD are in the form as prescribed in their design organisation handbooks approved by CAD. Such documents shall contain a statement that the approval is issued under the authority of its design organisation approval reference number granted by CAD.

Note: The “acceptance” includes parts produced under the abovementioned approvals of design change and repair design and released under CAD Form One.

2.1.3 AACM Approvals

The approval documents shall be issued under the Macao MAR-1 Airworthiness Procedure AP5:

2.1.3.1 The approval documents issued by AACM are in the form of:

- a. Modification Approval Certificate (Form AACM-AW-36 or AW/CERT/036)
- b. Repair Design Approval Certificate (Form AACM-AW-37 or AW/CERT/037)

2.1.3.2 (Reserved)

Note: The “acceptance” includes parts produced under the abovementioned approvals of design change and repair design and released under AACM Form One.

2.2 Acceptance of Approval Documents

2.2.1 Acceptance

The user authority shall fully accept the approval of the design change and repair design issued by the issuing authority as described in paragraph 2.1 of this SIP as if it had made the relevant technical evaluations, test and inspection itself. Therefore, a separate approval certificate or another form of approval is not required to be issued by the user authority.

2.2.2 Exceptions

Any exception to the design standards shall be noted by the issuing authority as an exception on the approval document. Any exception noted on the approval document shall be accepted by the user authority before the design change or repair design is eligible for embodiment.

CHAPTER 3 CONTINUED AIRWORTHINESS

3.1 General

The issuing authority is responsible for supporting the continued operational safety of the changed/repaired. The user authority, shares in the responsibility to ensure continued airworthiness of the product while operating on its registry. Under the provisions of the CA, the issuing authority is accountable to the user authority to resolve in-service safety issues related to design, production, or operation. The issuing authority shall provide applicable information which it has found to be necessary for mandatory modifications, required limitations and/or inspections to the user authority to ensure continued airworthiness of the changed/repaired product. The user authority will review and normally accept the corrective actions taken by the issuing authority in the issuance of its own mandatory corrective actions.

At the request of the user authority, the issuing authority shall assist the user authority in determining action considered necessary by the user authority for the continued airworthiness of the product. The respective decision as to the final action to be taken lies solely with the user authority.

3.2 Notification of Non-compliance

Each authority agrees to provide the other authorities with information on malfunctions, failures, defects, and accidents encountered in service to the address as listed in Appendix A.

3.2.1 Notification of Unsafe Conditions

When the service experience in the user territory indicates the existence of an unsafe condition associated with the design, manufacture, or operation/maintenance of a changed/repared product, a Service Difficulty Report (SDR) or Mandatory Occurrence Report (MOR) shall be raised. Such information should be provided without delay to the issuing authority. When such information is provided, the issuing authority should give expedient attention to the information and consider appropriate action to correct the condition, and so advise the user authority.

3.2.2 Mandatory Airworthiness Actions

In the case of mandatory airworthiness actions, each authority shall keep the other authorities fully informed without delay of its intent to issue and the final issuance of all mandatory modifications, special limitations, or special inspections which are determined to be necessary on changed/repared products. The authority intending to take such mandatory airworthiness actions shall identify the safety problem (unsafe condition) requiring the mandatory airworthiness action and any investigation or enforcement action including suspension, revocation or change of scope of approval made by it in respect of any approvals of design change and repair design mutually accepted by the Authorities pursuant to the CA. In the case of emergency airworthiness information, the authority intending to take such mandatory airworthiness actions should notify the other authority within 96 hours by means of e-mail or fax.

3.2.3 Audit Findings

Each authority shall notify the other authorities when a material non-compliance has been discovered during an audit associated with its approval holder of design change and repair design at the Modification and Repair working group meeting.

CHAPTER 4 ACCOUNTABILITY

4.1 General

Each authority has responsibility to the other authorities to ensure design deficiencies are corrected as specified in this chapter on products which were changed/repared under the CA. These responsibilities include:

4.1.1 Communication

There is a need for continuing dialogue among the Authorities to ensure that the same or consistent information and requirements are issued on a changed/repared product. The Authorities agree that the airworthiness documentation exchanged will be in the Chinese or English language.

4.1.2 Accident/Incident Investigation Assistance

When the user authority needs airworthiness information for the investigation of service incidents or accidents involving a product changed/repaired under the CA, the request for the information should be directed to the issuing authority. In turn, upon receipt of the request for information, the issuing authority should immediately do everything necessary to make sure that the requested information is provided in a timely manner. If urgency requires that the user authority request the information directly from the approval holder of the design change or repair design when immediate contacts cannot be made with the issuing authority, the user authority shall immediately inform the responsible issuing authority of this action.

4.2 Protection of Proprietary Data

The Authorities recognise that data submitted by an approval holder of design change or repair design as being the property of that holder, and release of that data by any authority is restricted. The Authorities agree that they will not copy, release, or show proprietary data obtained from the other two authorities to anyone outside of CAAC, CAD or AACM without written consent of the approval holder, provided to one authority by the other two authorities.

4.3 Enforcement Actions

The issuing authority shall notify the other authorities without delay of any investigation or enforcement action being taken against its approval holder when such action is related to the initial or continued airworthiness of the changed/repaired products. This notification may be combined with, or be independent of, the notification of non-compliance described in paragraph 3.2 of this SIP.

The Authorities agree to mutual cooperation and mutual assistance in the investigation of any alleged or suspected violations of regulations or requirements related to airworthiness certification.

CHAPTER 5 MUTUAL COOPERATION AND TECHNICAL ASSISTANCE

5.1 General

In order to enhance the mutual cooperation and update this SIP, the Authorities shall meet at least once a year.

5.2 Technical Evaluation Assistance

Upon request and mutual agreement, one authority may provide to the other authority, or may provide on behalf of the other authority, technical evaluation assistance in furtherance of the purposes and objectives of the CA. Such areas of assistance may include, but are not limited to, finding compliance, witnessing tests, performing inspections, reviewing reports, and obtaining data.

5.3 Assistance on Design Change and Repair Design

Upon request the issuing authority shall assist the user authority in determining whether the design change or repair design, incorporated in products under the jurisdiction of the user authority, comply with the airworthiness standards under which such design change or repair design was originally approved by the issuing authority.

5.4 Exchange of Information on Standards and Certification Systems

5.4.1 Exchange of Information

It is recognised that an essential factor in a smoothly operating CA is a thorough and up-to-date knowledge by the issuing authority of the regulations, guidance, policies, practices, and interpretations of the user authority. Early efforts should ensure that each authority has in its possession a complete set of the other authorities' written regulations, guidance, policies, practices, and interpretations, or have a source for such information. The release and distribution of laws, regulations, standards and procedures by each authority are stated in Appendix B.

5.4.2 Review and Revision Involvement

Since such regulations, guidance, policies, practices, and interpretations are continually undergoing review and revision, it is imperative that the other authorities' maximum practicable involvement in the review and revision process be permitted and encouraged. This should take the form of early and direct notification of all comments resulting, and early notification of the text, impact and effective date of any adopted changes.

5.5 Significant Changes in Authority Structure

Each authority shall advise the other authorities of any significant changes in its statutory (legal) responsibilities, organisational structure, oversight, or delegated responsibilities. The other authorities shall have the right to familiarise itself with such changes, including on-site discussions with the other authority and any evaluations deemed necessary to ensure the continued acceptance of this SIP.

CHAPTER 6 SPECIAL ARRANGEMENT

6.1 General

It is anticipated that urgent or special situations will develop with respect to airworthiness certification or acceptance, or technical assistance which have not been specifically addressed in this SIP but which are anticipated by the CA. When such a situation arises, it shall be reviewed by the respective authority and a procedure developed to address the situation. The procedure shall be mutually agreed upon by the Authorities in a separate special arrangement document. If it is apparent that the situation is unique, with little possibility of repetition, then the special arrangement document shall be of limited duration. However, if the situation will lead to further repetitions, then this SIP shall be amended accordingly in accordance with paragraph 1.5.

6.2 Approval of Special Arrangement

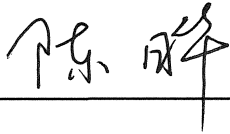
Special arrangement shall be approved by the Director of Aircraft Certification Division of Aircraft Airworthiness Certification Department of CAAC; the Chief, Airworthiness Standards of the Flight Standards and Airworthiness Division of CAD; and the Head of Department, Airworthiness of AACM.

APPROVAL OF SIP

This SIP is done in both Chinese and English, both texts being equally authentic.

This SIP has been reviewed and approved by the undersigned:

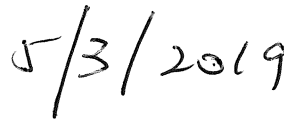
on behalf of **Civil Aviation Administration of China**



CHEN Ye
Deputy Director
Division of Aircraft Certification
Department of Aircraft Airworthiness Certification

Date

and on behalf of **Civil Aviation Department of Hong Kong, China**



K.C. MAN
Chief, Airworthiness Standards
Flight Standards and Airworthiness Division

Date

and on behalf of **Civil Aviation Authority - Macao, China**



Johnson CHEONG
Department Head (Airworthiness)
Flight Standards and Licensing

Date

APPENDIX A**Points of Contact**

1. Civil Aviation Administration of China (CAAC):

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2. Civil Aviation Department of Hong Kong, China (CAD):

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3. Civil Aviation Authority - Macao, China (AACM):

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APPENDIX B

Publications

CAAC, CAD and AACM publications are released and distributed as follow;

1. CAAC:

All laws, regulations, standards and internal working procedures are published in CAAC website:

www.caac.gov.cn

Abovementioned publications are also published annually in a CD format.

2. CAD:

Laws and regulations are published in Hong Kong Department of Justice website in Hong Kong Laws Chapter 448:

<http://www.elegislation.gov.hk>

Requirements and standards are published in the CAD website:

http://www.cad.gov.hk/english/publications_press_release.html

Internal working procedures shall be sent to CAAC & AACM within 2 weeks upon publication.

3. AACM:

Laws and regulations are published in AACM website:

<https://www.aacm.gov.mo/law.php?pageid=75&lg=eng>

Requirements and standards promulgated by Aeronautical Circulars are published in the AACM website:

https://www.aacm.gov.mo/law_notice_list.php?cid=11&pageid=142&lg=eng

Internal working procedures, the Airworthiness Inspector Handbook (AIH), shall be sent to CAAC & CAD within 2 weeks upon publication.