

Joint Maintenance Procedures

**30 November 2021
Issue 5**

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FOREWORD

1. Amendments are incorporated into the text by means of a complete 'Re-issue'.

Checklist of Pages

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PREAMBLES**Joint Maintenance Procedures**

The preambles are intended to be summarised records of the main changes introduced by each amendment to Joint Maintenance Procedures.

Issue 1 21 May 2002

- Established Joint Maintenance Procedures based on the Cooperation Arrangement on Mutual Acceptance of Approval of Aircraft Maintenance Organisations signed on 21 May 2002.

Issue 2 26 July 2004

- Amended Joint Maintenance Procedures based on the Addendum to the Cooperation Arrangement on Mutual Acceptance of Approval of Aircraft Maintenance Organisations signed on 18 February 2004.

Issue 3 30 January 2007

- Amended Joint Maintenance Procedures based on the new Cooperation Arrangement on Mutual Acceptance of Approval of Aircraft Maintenance Organisations signed on 2 June 2006.

Issue 4 31 January 2021

- Amended Joint Maintenance Procedures to combine Joint Maintenance Training Procedures (JMTP) into one document. The JMTP was established based on the Cooperation Arrangement on Mutual Acceptance of Approval of Aircraft Maintenance Training Organisations signed on 29 October 2013.

Issue 5 30 November 2021

- Amended Joint Maintenance Procedures based on the new Cooperation Arrangement on Joint Maintenance Management signed on 30 November 2021 that included Mutual Acceptance of Approval of Aircraft Maintenance Organisations, Approval of Aircraft Maintenance Training Organisations and Aircraft Maintenance Licence holders.

Chapter 1 Background

- 1.1 The Joint Maintenance Management (JMM) is a management team formed in 2001 by Civil Aviation Administration of China (CAAC), Civil Aviation Department of the Hong Kong Special Administrative Region Government (HKCAD) and Civil Aviation Authority of the Macao Special Administrative Region (AACM), collectively named as the “Local Aviation Authorities” (or in short form LAAs) hereafter, for the purpose of setting directions, implementing cooperation between the LAAs and undertaking commitment to:
- (a) participate in the definition of procedures enabling the technical findings to be made only once in a way satisfactory to all LAAs;
 - (b) accept the principles of these procedures and use their best endeavours to provide experts within the joint teams; and
 - (c) make without undue delay the legal findings without further local technical work for those products, services, organisations or persons which have been found to comply with the local aviation requirements.
- 1.2 A Cooperation Arrangement (CA) on Mutual Acceptance of Approval of Aircraft Maintenance Organisations was signed by LAAs on 21 May 2002. The scope of mutual acceptance was limited to aircraft component maintenance where maintenance on complete engines (including engine modules) and propellers were not included.
- 1.3 An Addendum to the above-mentioned CA was signed by LAAs on 18 February 2004. The scope of mutual acceptance was extended to include the maintenance of complete engines (including engine modules) and propellers.
- 1.4 Another CA, superseding the original CA and its Addendum was signed by LAAs on 2 June 2006. The scope of mutual acceptance was further extended to cover the maintenance of aircraft.
- 1.5 A separate CA on Mutual Acceptance of Approval of Aircraft Maintenance Training Organisations was signed by LAAs on 29 October 2013. The scope of mutual acceptance of approvals of aircraft maintenance training organisations covers aircraft type training.

- 1.6 A new CA combining Mutual Acceptance of Approval of Aircraft Maintenance Organisations, Approval of Aircraft Maintenance Training Organisations and Aircraft Maintenance Licence (AML) holders was signed by LAAs on 30 November 2021. Such CA superseded the two CAs on Mutual Acceptance of Approval of Aircraft Maintenance Organisations and Aircraft Maintenance Training Organisations signed on 2 June 2006 and 29 October 2013 respectively.

Chapter 2 Basis and Purposes

- 2.1 Joint Maintenance Procedures (JMP) is compiled on the basis of the CA on “Mutual Acceptance of Approval of Aircraft Maintenance Organisations between General Administration of Civil Aviation of China, Civil Aviation Department, Hong Kong, China and Civil Aviation Authority – Macao, China” signed on 21 May 2002.
- 2.2 The JMP incorporated the content of the JMTP, which is compiled on the basis of the CA on “Mutual Acceptance of Approval of Aircraft Maintenance Training Organisations between Civil Aviation Administration of China, Civil Aviation Department of the Hong Kong Special Administrative Region Government and Civil Aviation Authority of Macao Special Administrative Region” signed on 29 October 2013 and constituted an integrated document of combining both JMP and JMTP.
- 2.3 The JMP is further amended to incorporate procedures for acceptance of the AML holders on the basis of a new CA on “Joint Maintenance Management between Civil Aviation Administration of China, Civil Aviation Department of the Hong Kong Special Administrative Region Government and Civil Aviation Authority of the Macao Special Administrative Region” signed on 30 November 2021.
- 2.4 The JMP defines procedures to implement the CA above-mentioned in paragraph 2.3.
- 2.5 The purpose of this JMP is to provide standardised procedures for implementation by the LAAs. It ensures that a consistent level of safety be achieved throughout the LAAs.

Chapter 3 Definitions and Abbreviations

3.1 For the purposes of this JMP, the definitions of terms stipulated in the CA shall apply. The following definitions and abbreviations are provided to supplement those definitions contained in the CA:

(a) Definitions

- (i) **‘LAA-66’** means the Local Aviation Authority's aircraft maintenance licensing requirements/regulations.
- (ii) **‘LAA-145’** means the Local Aviation Authority's aircraft maintenance organisation approval requirements/regulations.
- (iii) **‘LAA-147’** means the Local Aviation Authority's aircraft maintenance training organisation approval requirements/regulations.
- (iv) **‘Non-compliance’** means deviation from the requirements/regulations of a Local Aviation Authority.
- (v) **‘Recognised organisation’** means any organisations which are approved to perform function(s) within the jurisdictional area of one Local Aviation Authority and recognised by the other two Local Aviation Authorities for the performance of the same function(s).

3.2 Abbreviations

- (i) AACM Civil Aviation Authority of the Macao Special Administrative Region
- (ii) AML Aircraft Maintenance Licence
- (iii) AMO Approved Maintenance Organisation
- (iv) AMTO Approved Maintenance Training Organisation

(v)	CA	Cooperation Arrangement
(vi)	CAAC	Civil Aviation Administration of China
(vii)	CCAR	China Civil Aviation Regulations
(viii)	HKAR	Hong Kong Aviation Requirements
(ix)	HKCAD	Civil Aviation Department of the Hong Kong Special Administrative Region Government
(x)	HKSAR	Hong Kong Special Administrative Region
(xi)	JMM	Joint Maintenance Management
(xii)	JMP	Joint Maintenance Procedures
(xiii)	JMTP	Joint Maintenance Training Procedures
(xiv)	LAA	Local Aviation Authority
(xv)	MAR	Macao Aviation Requirements
(xvi)	MSAR	Macao Special Administrative Region

Chapter 4 Joint Maintenance Management

4.1 Roles

- (a) The JMM is responsible for the administration and implementation of this JMP.
- (b) The JMM is to coordinate the mutual recognition of continuing airworthiness related approvals granted by the LAAs and to monitor the acceptance procedures and processes.
- (c) The JMM undertakes the following functions:
 - (i) to compile, update and publish the JMP;
 - (ii) to provide platform for the LAAs to jointly discuss and consider cooperation in continuing airworthiness matters and extension of the scope of the cooperation, where applicable;
 - (iii) to plan and approve the JMM annual visiting programme on AMO, AMTO and AML administration systems of each LAA ; and
 - (iv) to ensure that equivalent standards between the LAAs are maintained and best practices are shared among the LAAs.

4.2 Composition

- (a) The JMM is chaired by CAAC and joined by HKCAD and AACM as member.
- (b) The JMM consists of a Steering Committee and various Working Groups.
- (c) Operation of the JMM is directed by the Steering Committee.
- (d) Each LAA will nominate persons to participate in the Working Groups. All Working Group members carry equal terms.
- (e) Each LAA will nominate persons to participate in the JMM annual visiting programme as team members or the coordinator as appropriate. Details of JMM annual visiting programme can be found at Chapter 9 of this JMP.

4.3 The Steering Committee is responsible for:

- (a) establishing the general policy and long term strategy for the JMM;
- (b) directing the Working Group activities;

- (c) adopting the work programs proposed by the Working Group;
- (d) accepting new LAA members;
- (e) implementing corrective measures in respect of LAA not fulfilling its duties and commitments;
- (f) adopting the basic principles which govern the consultation procedure;
- (g) adopting the JMP and its amendments;
- (h) reviewing and adjusting, if necessary, JMM technical decisions and recommendations; and
- (i) functioning as the appeal board for matters involving the LAAs.

4.4 The Working Groups are responsible for:

- (a) implementing the CA;
- (b) all matters in relation to the implementation of this JMP and reporting such matters to the Steering Committee;
- (c) compiling and updating standardised procedures as necessary;
- (d) proposing amendments and any further development of the CA to the Steering Committee for approval;
- (e) reviewing the implementation status of this JMP of the LAAs; and
- (f) consulting stakeholders and subject matter experts on technical matters.

4.5 Meetings

- (a) The chair should coordinate JMM meetings. Steering Committee meetings are held annually, as practicable, whereas Working Group meetings are held prior to every Steering Committee meeting and whenever necessary;
- (b) To minimise administrative burdens, JMM visit should be arranged during the JMM meetings; and
- (c) The meetings regardless of Steering Committee meeting or Working Group meetings should be conducted as scheduled and in form of either face-to-face or online method.

Chapter 5 Mutual Cooperation and Technical Assistance

- 5.1 Each LAA should ensure that its current legislations, regulations, requirements and policies relevant to the CA are readily accessible by the other LAAs.
- 5.2 Each LAA should notify the other LAAs of any new revisions to the legislations, regulations, requirements and policies relevant to the CA.
- 5.3 Each LAA should, upon request by another LAA, provide technical assistance to that LAA. Areas of assistance may include, but are not limited to:
 - a. performing surveillance and providing report on any AMO or AMTO under the CA concerning the compliance with the CA requirements;
 - b. providing assistance in technical investigations into the case(s) involving any AMO, AMTO or LAA-66 AML holder to the extent permitted by the laws applicable to the investigating LAA's jurisdictional area ; and
 - c. providing expert advice on continuing airworthiness matters in relation to civil aircraft and/or aircraft components released by an AMO recognised under the CA.
- 5.4 Each LAA should consult the other LAAs when proposing expansion of the scopes of the CA.
- 5.5 The LAAs should jointly review the JMP from time to time and may amend it as appropriate by written agreement.
- 5.6 Each LAA should notify the other LAAs in a timely manner of any significant non-compliances with the LAA requirements identified under its jurisdictional area and any decisions on suspension of any particular LAA approvals/licences relevant to the CA.
- 5.7 Each LAA should refer to Appendix 2 to this JMP to contact other LAAs for the above-mentioned matters.
- 5.8 The above-mentioned notification should be given to the relevant LAAs in writing (e.g. by fax, e-mail etc.) within five working days.

Chapter 6 Recognition of LAA-145 Approved Maintenance Organisations

Recognition of a LAA-145 Approved Maintenance Organisation (AMO)

- 6.1 AMO located within jurisdictional area of the LAA granting the approval is mutually accepted as recognised organisation under the provisions of the CA and in accordance with the procedures specified in this JMP.
- 6.2 If applicable, an AMO may be accepted to provide line maintenance of the aircraft outside jurisdictional area of the LAA when such AMO is also an operator approved by the same LAA for air services.
- 6.3 Issuance of certificate of release to service on civil aircraft and/or aircraft components in accordance with CCAR-145, HKAR-145 or MAR-145 and aircraft components under CAAC AAC-038, CAD Form One or AACM Form One, by an AMO under the provisions of the CA, should be accepted by the LAAs.
- 6.4 The AMO, when carrying out aircraft maintenance, should certify the maintenance using certifying staff holding CCAR-66 Aircraft Maintenance Personnel Licence, HKAR-66 Aircraft Maintenance Licence or MAR-66 Aircraft Maintenance Engineer Licence with the appropriate maintenance authorisation.
- 6.5 The AMO should comply with the operator's work order taking particular note of airworthiness directives, modifications and repairs as issued or required by the other LAAs.
- 6.6 The AMO should, upon request by an operator, use operator's procedures that are required by the LAA having jurisdiction over the operator concerned.
- 6.7 The AMO should ensure that the operator has obtained its LAA approval on any modifications and repairs to be incorporated.
- 6.8 The AMO should report to the operator and the LAA concerned, any unairworthy condition found during civil aircraft and/or component maintenance.
- 6.9 The AMO should agree to pay any nominal fee associated with the extra costs incurred by JMM Visiting Team.
- 6.10 When a significant non-compliance in relation to JMM activities is identified at the AMO during maintenance, the other LAAs should be informed in a timely manner upon identification of the non-compliance.

6.11 Additional Conditions for the AMO

- (a) The AMO authorisation system should have provisions to allow certifying staff holding either CCAR-66 Aircraft Maintenance Personnel License, HKAR-66 Aircraft Maintenance Licence or MAR-66 Aircraft Maintenance Engineer Licence with appropriate scopes to certify maintenance of aircraft and/or aircraft components.
- (b) The AMO should provide training on local aviation legislation/requirements and in-house procedures to the certifying staff. It should also ensure that the aircraft type trainings received by the certifying staff meet the standards required by the local LAA.

6.12 Recognised Maintenance Class and Rating of LAA-145 AMO

The AMOs with maintenance classes and ratings recognised by the LAAs are listed as follows:

- (a) The following maintenance classes and ratings approved in accordance with CCAR-145:
 - Airframe: Detailed information on the manufacturer, type or series of the aircraft with maintenance function classification which may include:
 - Scheduled Maintenance (e.g. A, B, C, XX hours inspection)
 - Line maintenance
 - Repair (include structural repair)
 - Modification
 - Overhaul
 - Powerplant: Detailed information on the manufacturer, type or series of the engine / APU with maintenance function classification which may include:
 - Inspection
 - Repair
 - Modification
 - Overhaul
 - Others (e.g. Hot Section Inspection, Module Change etc.)
 - Propeller: Detailed information on the manufacturer, type or series of the propeller with maintenance function classification which may include:
 - Inspection
 - Repair
 - Modification
 - Overhaul

- Components (other than complete Engine/APU or Propeller): Detailed information on ATA Chapters with cross reference to a Capability List with maintenance function classification which may include:
 - Inspection
 - Repair
 - Modification
 - Overhaul

The Capability list includes component information on the description, ATA Chapter and manufacturer as well as the type or series of aircraft on which such component is accepted to be installed.

- Specialised Services: Specific description on the specialised service.
- (b) The following maintenance classes and ratings approved in accordance with HKAR-145:
- Aircraft: Line or/and base maintenance with aircraft manufacturer or group or series or type and/or the maintenance task(s) under the following class ratings:
 - A1: Aeroplane above 5700 kg
 - A2: Aeroplane 5700 kg and below
 - A3: Helicopter
 - A4: Aircraft other than A1, A2 and A3
 - Engine: Detailed information on engine series or type and/or the maintenance task(s) under the following class ratings:
 - B1: Turbine
 - B2: Piston
 - B3: APU
 - Components: Detailed information on aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross reference to a capability list in the exposition and/or the maintenance task(s) under the following class ratings:
 - C1: Air Cond & Press (ATA 21)
 - C2: Auto Flight (ATA 22)
 - C3: Comms and Nav (ATA 23/34)
 - C4: Doors - Hatches (ATA 52)
 - C5: Electrical Power & Lights (ATA 24/33/85)
 - C6: Equipment (ATA 25/38/44/45/50)
 - C7: Engine - APU (ATA 49/71/72/73/74/75/76/77/78/79/80/81/82/83)
 - C8: Flight Controls (ATA 27/55/57.40/57.50/57.60/57.70)
 - C9: Fuel (ATA 28/47)

- C10: Helicopters - Rotors (ATA 62/64/66/67)
 - C11: Helicopter - Trans (ATA 63/65)
 - C12: Hydraulic Power (ATA 29)
 - C13: Indicating/Recording Systems (ATA 31/42/46)
 - C14: Landing Gear (ATA 32)
 - C15: Oxygen (ATA 35)
 - C16: Propellers (ATA 61)
 - C17: Pneumatic & Vacuum (ATA 36/37)
 - C18: Protection ice/rain/fire (ATA 26/30)
 - C19: Windows (ATA 56)
 - C20: Structural (ATA 53/54/57.10/57.20/57.30)
 - C21: Water Ballast (ATA 41)
 - C22: Propulsion Augmentation (ATA 84)
 - Specialised Services:
 - D1: Nondestructive Testing (NDT) with particular NDT method(s)
- (c) The following maintenance classes and ratings approved in accordance with MAR-145:
- Aircraft: Line or/and base maintenance with aircraft manufacturer or group or series or type and/or the maintenance task(s) under the following class ratings:
 - A1: Aeroplane above 5700 kg
 - A2: Aeroplane 5700 kg and below
 - A3: Helicopter
 - A4: Aircraft other than A1, A2 and A3
 - Engine: Detailed information on engine series or type and/or the maintenance task(s) under the following class ratings:
 - B1: Turbine
 - B2: Piston
 - B3: APU
 - Components: Detailed information on aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross reference to a capability list in the exposition and/or the maintenance task(s) under the following class ratings:
 - C1: Air Cond & Press (ATA 21)
 - C2: Auto Flight (ATA 22)
 - C3: Comms and Nav (ATA 23/34)
 - C4: Doors - Hatches (ATA 52)
 - C5: Electrical Power & Lights (ATA 24/33/85)
 - C6: Equipment (ATA 25/38/44/45/50)
 - C7: Engine - APU (ATA 49/71/72/73/74/75/76/77/78/79/80/81/82/83)
 - C8: Flight Controls (ATA 27/55/57.40/57.50/57.60/57.70)

- C9: Fuel (ATA 28/47)
- C10: Helicopters - Rotors (ATA 62/64/66/67)
- C11: Helicopter - Trans (ATA 63/65)
- C12: Hydraulic Power (ATA 29)
- C13: Indicating/Recording Systems (ATA 31/42/46)
- C14: Landing Gear (ATA 32)
- C15: Oxygen (ATA 35)
- C16: Propellers (ATA 61)
- C17: Pneumatic & Vacuum (ATA 36/37)
- C18: Protection ice/rain/fire (ATA 26/30)
- C19: Windows (ATA 56)
- C20: Structural (ATA 53/54/57.10/57.20/57.30)
- C21: Water Ballast (ATA 41)
- C22: Propulsion Augmentation (ATA 84)

- Specialised Services:

- D1: Nondestructive Testing (NDT) with particular NDT method(s)

6.13 Each LAA should advise the other LAAs the website for access to the list of their LAA-145 AMOs or the relevant information. The links which provide the above information are as follows:

CAAC:

<http://fsop.caac.gov.cn/g145/CARS/WebSiteQueryServlet>

HKCAD:

https://www.cad.gov.hk/english/pdf/HKAR-145_organisations.pdf

AACM:

<https://www.aacm.gov.mo/index.php?r=law%2Fflaw-notice-list&cid=11&pageid=121>

Chapter 7 Recognition of LAA-147 Approved Maintenance Training Organisations

Recognition of a LAA-147 Approved Maintenance Training Organisation (AMTO)

- 7.1 AMTO located within jurisdictional area of the LAA granting the approval is mutually accepted under the provisions of the CA and in accordance with the procedures specified in this JMP.

Note: AMTO located outside jurisdictional area of the LAA is NOT included under the CA.

7.2 Recognised Maintenance Training Courses of LAA-147 AMTOs

The maintenance training courses recognised by the LAAs are listed as follows.

- (a) The following type training courses approved in accordance with CCAR-147:
- Aircraft type training: type training including all relevant aircraft structure and systems, may including or excluding the engine.
 - Engine type training: type training on the bare engine, including the build-up to a quick engine change unit.

Note: For aircraft type endorsement on CCAR-66 AMLs, if aircraft type training excludes the engine, additional engine type training should be required.

Note: For B1 or B1/B2 aircraft type endorsement on HKAR-66 and B1 or B1/B2 aircraft type endorsement on MAR-66 AMLs, both airframe and powerplant type training should be required.*

- (b) The following type training courses approved in accordance with HKAR-147:
- Category B1 training: aircraft type training including all relevant aircraft structure, systems and engine.
 - Engine type training: type training on the bare engine including the build-up to a quick engine change unit.

- Category B2* training: avionic systems type training including avionic systems covered by but not necessarily limited to ATA chapters 22, 23, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

Note: For B1 aircraft type endorsement on HKAR-66 or MAR-66 AMLs, both airframe and powerplant type training should be required. The Interface of the engine/airframe systems should be addressed by either airframe or powerplant type training.

Note: For aircraft type endorsement on CCAR-66 AMLs, B1 plus B2 or B1/B2* combined training should be required.*

(c) The following type training courses approved in accordance with MAR-147:

- Category B1 training: aircraft type training including all relevant aircraft structure, systems and engine.
- Engine type training: type training on the bare engine including the build-up to a quick engine change unit.
- Category B2 training: avionic systems type training including avionic systems covered by but not necessarily limited to ATA chapters 22, 23, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

Note: For B1 aircraft type endorsement on MAR-66 or HKAR-66 AMLs, both airframe and powerplant type training should be required. The Interface of the engine/airframe systems should be addressed by either airframe or powerplant type training.

Note: For aircraft type endorsement on CCAR-66 AMLs, B1 plus B2 or B1/B2 combined training should be required.

7.3 The LAAs should accept the training certificates issued for the above-mentioned courses without further investigation. CCAR-147 Training Certificate, HKAR-147 Certificate of Recognition, and MAR-147 Certificate of Recognition, are deemed equivalent.

- 7.4 Each LAA should advise the other LAAs the website for access to the list of their LAA-147 AMTOs or the relevant information. The links which provide the above information are as follows:

CAAC:

https://fsop.caac.gov.cn/mtoms/cmsPortal/training_institutions/onlineSearch/abilitySearch

HKCAD:

https://www.cad.gov.hk/english/pdf/HKAR-147_organisations.pdf

AACM:

<https://www.aacm.gov.mo/index.php?r=law%2Fflaw-notice-list&cid=13&pageid=121>

Chapter 8 Acceptance of LAA-66 Aircraft Maintenance Licence holders

8.1 Acceptance of a LAA-66 Aircraft Maintenance Licence (AML) holder

- (a) LAA-66 AML holder of one LAA, who meets the following conditions, is accepted to be granted with maintenance authorisation in an AMO approved by the other LAAs under the provisions of the CA and in accordance with the procedures specified in this JMP.
 - i) The Categories endorsed in the AML are within those defined in paragraph (b) below; and
 - ii) The AML remains valid / current.
- (b) The acceptance includes the following Categories endorsed in the respective LAA-66 AMLs and the Aircraft Type Ratings endorsed under the Categories:
 - i) CCAR-66 Aircraft Maintenance Personnel Licence with Technical English level 3 or 4 endorsement
 - TA: Aeroplanes Turbine
 - PA: Aeroplanes Piston
 - TR: Rotorcrafts Turbine
 - PR: Rotorcrafts Piston
 - ii) HKAR-66 Aircraft Maintenance Licence
 - B1.1: Aeroplanes Turbine
 - B1.2: Aeroplanes Piston
 - B1.3: Helicopters Turbine
 - B1.4: Helicopters Piston
 - B2*: Avionic
 - iii) MAR-66 Aircraft Maintenance Engineer Licence
 - B1.1: Aeroplanes Turbine
 - B1.2: Aeroplanes Piston
 - B1.3: Helicopters Turbine
 - B1.4: Helicopters Piston
 - B2: Avionic

The LAA-66 AML holder must demonstrate that he/she has been under employment by an AMO and has successfully completed the applicable local aviation legislation/requirements training together with the relevant AMO in-

house procedures training in accordance with the maintenance authorisation system.

8.2 Granting of Maintenance Authorisation

- (a) Pursuant to the licensing requirements and the modular subjects covered under Categories of the respective LAA-66, the AML systems of the LAAs are concluded equivalent to each other. The following table provides a comparison of those Categories between the LAA-66 AMLs.

CCAR-66	HKAR-66	MAR-66
TA: Aeroplanes Turbine	B1.1: Aeroplanes Turbine + B2*	B1.1: Aeroplanes Turbine + B2
PA: Aeroplanes Piston	B1.2: Aeroplanes Piston + B2*	B1.2: Aeroplanes Piston + B2
TR: Rotorcrafts Turbine	B1.3: Helicopters Turbine + B2*	B1.3: Helicopters Turbine + B2
PR: Rotorcrafts Piston	B1.4: Helicopters Piston + B2*	B1.4: Helicopters Piston + B2

Note: A LAA-66 AML holder of one LAA may not have sufficient knowledge in the local aviation legislation systems of the other two LAAs.

- (b) In connection to the paragraph 8.2(a) of this Chapter, the AMO when granting a maintenance authorisation to a LAA-66 AML holder of the other LAAs should take into consideration the knowledge levels covered under the Categories of her/his AML and issue the maintenance authorisation within the knowledge scopes accordingly.
- (c) The AMO should arrange an in-house training covering the following subjects to the LAA-66 AML holder of the other LAAs upon the start of employment and make assessment on her/his knowledge level of the subjects to ensure that she/he is competent to be granted with a maintenance authorisation.
- The local aviation legislation/requirements
 - The in-house procedures
- (d) The aforesaid training should be provided by the AMO regardless of such LAA-66 AML holder having received any similar training from the other AMOs.
- (e) The AMO should establish the aviation legislation/requirements training with reference to the relevant syllabus stipulated in their LAA-66.
- (f) The AMO should regularly review the scope and content of the aforesaid training in light with the latest LAA-66 regulatory information.
- (g) The AMO should maintain the training and assessment records of the LAA-66 AML holder in accordance with their maintenance authorisation requirements.

- (h) The AMO's exposition should include the above-mentioned procedures and requirements, which are approved by the LAA accordingly.

8.3 AMO Maintenance Authorisation

- (a) The Maintenance Authorisation issued to a LAA-66 AML holder remains valid if:
 - (i) the AML remains valid, unless suspension, revocation; and
 - (ii) the AML holder continues to be employed by the AMO concerned
- (b) In case of suspension or revocation of an AML holder Authorisation, the AMO concerned should report, in a timely manner, to their LAA with the reason resulting in such action.
- (c) The LAA, upon receipt of the above notification, should inform the LAA of the AML holder of the action imposed on the AML holder together with all relevant information that led to the action.
- (d) The LAA of the AML holder may seek technical assistance from the LAA concerned to investigate the reported case. If the investigation confirms that the AML holder is not suitable to be issued with Maintenance Authorisation under the Acceptance, the LAA should notify the JMM and hence other LAAs of such conclusion.

8.4 Confirmation of LAA-66 AML Holder

- (a) If one LAA wishes to verify the identity of a LAA-66 AML holder of the other LAAs, the LAA's contact person in Appendix 2 responsible for coordination should be liaised for assistance.
- (b) LAA-66 AML presented in either a hardcopy or an electronic format, or accessed through QR Code should be accepted by the LAAs for use to verify the holder of the AML.

Chapter 9 JMM Visit

9.1 Objectives

- (a) To visit the LAAs and the recognised organisations in order to verify LAA's oversight and compliance with the requirements stipulated in the CA and the JMP, and also to ensure an effective implementation and compliance of LAA requirements by their industries. Comments may be raised as necessary.
- (b) To get any updates on the regulatory systems from the LAAs.
- (c) To provide comments on the regulatory systems of the LAAs and the quality systems of the recognised organisations for improvement.

9.2 JMM Visiting Team Composition

- (a) The JMM Visiting Team consists of LAA officers or inspectors, who are experienced in the fields of continuing airworthiness and familiar with the JMP.
- (b) The LAA to be visited must nominate a coordinator, who is the single point of contact with the JMM Visiting Team during the visit and facilitate the visit in all aspects.

9.3 Visiting Programme

- (a) The annual visiting programme should be initiated by the JMM Working Group and then approved by the JMM Steering Committee. Relevant JMM Visiting Teams and the corresponding LAA coordinators would then be identified according to the planned visits.
- (b) JMM visit should be arranged in conjunction with JMM meetings to minimise administrative burdens.
- (c) Each visit should include a review of the LAA continuing airworthiness systems, the licensing system and an appropriate number of recognised organisations.

9.4 Sampling of Recognised Organisations

- (a) The JMM Visiting Team and the LAA to be visited will agree on the number of recognised organisations to be visited.

- (b) The LAA to be visited will recommend the recognised organisations to the JMM Visiting Team for its acceptance. There is no special selection criterion but organisations which frequently exercise the JMM privileges have higher priority.

9.5 Visiting Process

- (a) The JMM Visiting Team would be formed three months prior to the proposed date of visit.
- (b) A coordinator should be nominated by the LAA to be visited. From this point onward, he/she is the single point of contact with the JMM Visiting Team.
- (c) The JMM Visiting Team should first visit the LAA. The team should review the following items as appropriate:
 - (i) sample of newly granted/renewed/revoked/surrendered/suspended approvals/licences;
 - (ii) overseeing activities, including number of regulatory audits performed, number and categories of audit findings, number and categories of mandatory reportable occurrences, etc;
 - (iii) case study of significant or representing audit findings and occurrences; and
 - (iv) any changes made to the regulatory systems and any anticipated changes which will be implemented.
- (d) The JMM Visiting Team will be accompanied by the LAA coordinator to visit the organisations. The representative of the organisation, usually the Accountable Manager or the Quality Manager, will present the basic information of the organisation, including history, business nature, size and development of the work force, future business development in relation to the JMM, etc.
- (e) The JMM Visiting Team and the LAA coordinator will then visit the facility of the organisation and the records of the LAA-66 AML holders employed by the organisation and authorised under the CA. The organisation should make use of this opportunity to demonstrate how the regulatory requirements are complied with at the front line.

- (f) The JMM Visiting Team will complete a JMM Visit Report by using the template as shown in Appendix 1. The Report will record the visited areas and any comments made.

Chapter 10 LAA Investigation

- 10.1 The LAA which (hereinafter referred to as ‘LAA(investigation)’) would like to conduct an investigation, with justifiable reasons, on a recognised organisation should first notify the LAA having jurisdiction over the recognised organisation (hereinafter referred to as ‘LAA(oversight)’).
- 10.2 The LAA(oversight) should notify the recognised organisation of the intention of the LAA(investigation).
- 10.3 The LAA(investigation) should make clear to the LAA(oversight) the course of investigating actions that would be taken and the assistance that would be required. The LAA(investigation) may either request the LAA(oversight) to investigate the matter on its behalf or carry out the investigation by its own. In the latter case, the LAA(oversight) should accompany the LAA(investigation) throughout the investigation.
- 10.4 The investigation result should be shared among the LAA(investigation) and the LAA(oversight).
- 10.5 The LAA(oversight) should notify the investigation results to the subject organisation and request for corrective measure proposals, which should be accepted by the LAA(oversight) before implementation.
- 10.6 Upon implementation of the corrective measures, the LAA(oversight) should notify this fact to the LAA(investigation) as soon as possible.
- 10.7 The investigation may only be deemed to be closed upon satisfaction of the LAA(investigation) on the corrective measures implemented.
- 10.8 The LAA(oversight) should also notify the JMM if the investigation results in any enforcement actions such as revocation or suspension of the LAA approval of the recognised organisation.

Chapter 11 Approval

The JMP at Issue 5 has been reviewed by LAAs and approved by the undersigned:


Dated: 30 November 2021

On behalf of Civil Aviation Administration of China



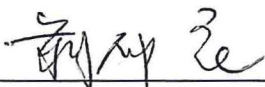
Guang Zu HAN
Director General
Flight Standards Department

On behalf of Civil Aviation Department of the Hong Kong Special Administrative Region
Government, China



Eric CHEUNG
Acting Chief, Airworthiness Standards
Flight Standards and Airworthiness Division

On behalf of Civil Aviation Authority of the Macao Special Administrative Region, China



Johnson CHEONG
Acting Director
Flight Standards & Licensing

<u>JMM VISIT REPORT</u>	
Overseeing LAA:	
Organisation(s) Visited:	
Product(s)/System(s) Visited:	
Regulatory Scope: <input type="checkbox"/> LAA-66 <input type="checkbox"/> LAA-145 <input type="checkbox"/> LAA-147	
Date of Visit:	
JMM Visiting Team Members:	
Name of Leader:	Name:
LAA:	LAA:
Name:	Name:
LAA:	LAA:
Name:	Name:
LAA:	LAA:
LAA coordinator:	
People from the Organisation Met:	
Name:	Name:
Position:	Position:
Name:	Name:
Position:	Position:
Name:	Name:
Position:	Position:
Note – Under no circumstances may a JMM Visiting Team member direct or suggest that an approval granted by the overseeing LAA be suspended or revoked.	

1. AREA VISITED
2. OBSERVATION
3. GENERAL COMMENTS

4. REMARKS

Approved by Team Leader:

Signature:_____

Date: _____

LAA Points of Contact

The following contact persons are responsible for the coordination of routine matters in relation to the CA and the JMP on behalf of the respective LAAs.

CAAC	
Name:	Jianmei FAN
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HKCAD	
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AACM	
Name:	Leo LEONG
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E-mail:	leoleong@aacm.gov.mo

The following management personnel are responsible for policy making and management of the CA and the JMP on behalf of the respective LAAs.

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AACM	
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