



TEMPORARY GUIDANCE

Flight Standards Department, CAAC

No.: 2020001

Attention: This document is developed for some adjustment of implemented policies within the scope of the regulations, which may allow industry adoption prior to publication of formal CAAC regulatory documents (such as Advisory Circular, Management Document, etc.).

Simplified Approval Process for OEM's MROs

1. Purpose

This document is to provide guidance for OEM's MRO that applies for Maintenance Organization Certificate under CCAR-145. A simplified process will be adopted, exempting the on-site audit.

2. Applicability

The policies in this document are only applicable to the MROs of Aircraft, Engine, Propeller manufacturers and their components suppliers, whose maintenance work serves as aftermarket support. These MROs are normally called OEM's MRO.

Note: When an OEM's MRO applies for maintenance approval on non-OEM products, the normal approval process to be adopted will include the on-site audit.

3. Conditions

The OEM's MRO applicants that adopting the policies should comply with the following conditions:

- 1) The OEM owns or holds the controlling share of the MRO;
- 2) The MRO holds valid local Civil Aviation Authority approval under the regulation equivalent to CCAR-145.
- 3) The OEM is willing to follow the specific implementation rules under CCAR-145 when applicable.

Note: Above mentioned local authority approval only serves to make sure the MRO has an equal quality system. If some OEM's products are not applicable for local authority approval due to the type not being certificated (e.g., products only installed on aircraft type when China is the state of manufacturer), application for CAAC approval under CCAR-145 is acceptable without local authority approval.

CCAR-145 is applicable under the following situations:

- 1) Aircrafts registered in Mainland of P.R. China or operated by Chinese operator.
- 2) Aircraft components including engine and propeller, issued with maintenance release of CAAC Form AAC-038 as referenced in CCAR-145.

4. Initial Approval

4.1 Application

When OEM's MROs initially make application for a Maintenance Organization Certificate under CCAR-145, please contact CAAC e-mail address: maintenance@caac.gov.cn.

You will receive a reply with a basic information form for CAAC Flight Standards Oversight Program (FSOP) system registration. Then, use your account to login in, fill out and submit the application online in FSOP system website: <https://fsop.caac.gov.cn/indexEn.jsp>.

The following documents should be submitted by an OEM's MRO for initial approval:

- 1) A properly filled CAAC Application Form F145-1 (attached).
- 2) A letter from the OEM signed by their management representative with clear information of its relationship with the MRO.
- 3) A copy of the local Authority approval under the regulation equivalent to CCAR-145.
- 4) A copy of maintenance organization manual approved by local Authority.
- 5) A copy of CAAC Supplemental manual to the maintenance organization approved by local Authority, which includes a commitment signed by the accountable manager and control processes comply with the specific implementation rules under CCAR-145.

Note: The application is recommended to be submitted by the Quality Manager of the OEM's MRO.

4.2 CAAC Review

When receiving the application documents, CAAC will review to evaluate whether it's applicable to adopt the simplified approval process, and feedback with a Notification of Acceptance in 5 working days if all the application documents meet the requirements.

Note: The 5 working days will be calculated after all the application documents meet the requirements. If some documents need to be clarified or revised, more days may be required depending on the efficiency of the OEM's MRO response.

4.3 Fees of Simplified Approval Process

In the Notification of Acceptance for a CAAC Maintenance Organization Certificate, the amount of fees to be charged and the designated bank account will be informed.

Note: The CAAC simplified approval process charges only the basic fees (about \$1500 USD), under any conditions of reissuing maintenance organization certificate, such as initial application, renewal application or adding new maintenance capability. No on-site audit fees and additional payment for CAAC audit team's transportation and accommodation as normal process.

4.4 Issuance of Maintenance Organization Certificate

When the payment is confirmed to have been transmitted to the designated bank account, CAAC will issue Maintenance Organization Certificate in 5 working days to the OEM's MRO.

Note: For issuing a Maintenance Organization Certificate, CAAC will send an electronic scanned copy to the OEM's MRO, in FSOP system, before mailing the original copy.

5. Maintenance Organization Certificate Renewal

5.1 Application

For the Maintenance Organization Certificate renewal, the OEM's MRO should make application at least 6 months prior to the expiration date, and following documents should be submitted:

- 1) A Properly filled CAAC Application Form F145-1 (attached).
- 2) A copy of current local Authority approval under the regulation equivalent to CCAR-145.
- 3) A copy of current maintenance organization manual approved by local Authority.

The documents should be submitted through FSOP system.

5.2 CAAC Review and Survey Chinese Customers

When receiving the application documents, CAAC will review the documents and survey Chinese customers for maintenance quality investigation, and provide feedback by Notification of Acceptance in 5 working days if satisfied with all the application documents and survey.

5.3 Charge Fees of Simplified Approval Process

Same as 4.3.

5.4 Reissue of Maintenance Organization Certificate

Same as 4.4, and the same effectiveness period will be given as initial approval.

6. Approval for Change

6.1 Application

For OEM's MRO with components maintenance capability, if the changes for capability list can be covered by the approved scope, approval by Quality Manager under the OEM's internal process is acceptable by CAAC. The updated copy of Components Maintenance Capability List need to be submitted to CAAC FSOP system. For any other changes, the following application documents are requested:

- 1) A Properly filled CAAC Application Form F145-1 (attached).
- 2) If affected, updated copy of the local Authority approval under equivalent regulation as CCAR-145.
- 3) If affected, updated copy of maintenance organization manual approved by local Authority.

The Components Maintenance Capability or application documents should be submitted through FSOP system.

6.2 CAAC Review

When the application documents are received, CAAC will review and confirm the correspondence to the change, then provide feedback by Notification of Acceptance in 5 working days if satisfied with all the application documents.

6.3 Charge Fees of Simplified Approval Process

Same as 4.3.

6.4 Maintenance Organization Certificate issuance

Same as 4.4, the expiration date of the certificate will stay unchanged.

7. Specific Implementation Rules under CCAR-145

When the approved OEM's MRO conduct maintenance is applicable under CCAR-145, the following specific implementation rules are required as follows:

- 1) **Maintenance data:** All maintenance data used in maintenance should be the OEM formal published ICAs by the OEM, which includes manuals and service documents (such as AMM, CMM, SBs) distributed to operators. Any other data should be agreed by Chinese operator and approved by CAAC prior to use.
- 2) **Parts installed:** All parts installed during maintenance should be of identified configuration with OEM maintenance data, which normally listed in Illustrated Parts Catalogs. Any other part should be agreed by Chinese operator and approved by CAAC prior to use.
- 3) **Maintenance release:** CAAC Form AAC-038 should be signed-off after maintenance for each individually released component, except that the airframe maintenance may require coordination with Chinese operator for the template used as maintenance release.
- 4) **Report unairworthy conditions:** Unairworthy conditions of any product during maintenance, which may exist in other products should be reported to CAAC immediately through any possible communication channel.
- 5) **Submit Annual report:** Before February 1 in each calendar year, maintenance activities implemented under CCAR-145 by list of maintenance release signed-off, for the previous year, should be reported to CAAC.

The above reports should be submitted through FSOP system. The unairworthy condition report should also be sent to CAAC through e-mail address: maintenance@caac.gov.cn.

8. CAAC Rights

CAAC reserves the right to perform normal approval process under the following situation:

- 1) Application for maintenance approval on non-OEM products;
- 2) Investigation of reported maintenance issues;
- 3) Maintenance quality feedback from Chinese customers.

Note: The CAAC normal approval process includes on-site audit, charging fees per man-hours for CAAC audit. Additional payment on transportation and accommodation for CAAC onsite audit team shall be born by the applicant separately.

9. 具体维修地点及项目/Location and Specific Maintenance Items

地点/Location

具体维修项目/Specific Maintenance Items

A:

B:

C:

10. 附文件清单/List of Attached Documents

- 本国民航当局维修许可证/Maintenance Approval Certificate issued by Local Authority
(仅国外单位适用/Only Applicable for Foreign Organization)
- 维修单位手册 (或者补充手册) /Maintenance Organization Manual (or Supplemental)
(补充手册仅国外单位适用/ Supplemental Only Applicable for Foreign Organization)
- 航线维修能力清单/Line Maintenance Capability List
(仅航空运营人维修单位适用/Only Applicable for Maintenance Organization of Operator)
- 部件维修能力清单/Component Maintenance Capability List
(仅航空器部件维修项目类别适用/Only Applicable for Components Maintenance Category)
- 其他文件 (具体说明) /Others (Detailed as):