



Aircraft Airworthiness Certification

Aviation Procedures

Department of CAAC

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**MANAGEMENT
PROCEDURES FOR DATA OF
VALIDATION**

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1. General

1.1. Basis

This procedure is established in accordance with “Certification Procedures for Civil Aviation Products and Parts” of China Civil Aviation Regulations (CCAR-21).

1.2. Purpose

This procedure is established to ensure data of validation is controlled and filed completely, correctly and in a systemic manner for staff from Airworthiness Certification Department to search, review and keep non disclosure commitments.

1.3. Application

This procedure is for handing over, filing, retaining, borrowing and electronic copy management of data from type certification (including STC) validation for imported civil aviation products and design approval validation for imported civil aviation materials, parts and appliances (hereinafter referred as data of validation).

2. Related documents

2.1 Certification Procedures for Civil Aviation Products and Parts of China Civil Aviation Regulations (CCAR-21)

2.2 Validation Procedures for Certification of Imported Civil Aviation Products and Parts (Ap-21-01)

2.3 Type Certification (AP-21-03)

2.4 Certification Procedures for Civil Aviation Materials, Parts and Appliances (AP21-06)

2.5 Supplement Type Certification (AP-21-14)

3. Definition

3.1. Airworthiness Certification Department

It means aircraft airworthiness department of CAAC (AAD), airworthiness certification divisions of regional administrations of CAAC, aircraft airworthiness certification centers of regional administrations of CAAC (AACC) and aircraft airworthiness branch of Civil Aviation Safety and Technology Center of CAAC (AAB-CASTC).

3.2. Data of validation

It means data related with application and issue of VTC, VSTC and design approval validation for imported civil aviation materials, parts and appliances including data from applicants and the authority for validation.

3.3. Products

It means any aircraft, engine and propeller.

3.4. Parts

It means any civil aviation materials, parts, components, assemblies or appliances to be installed on products.

4. Management requirements and working procedures

4.1. Assigning responsibility for data of validation

In accordance with assigned responsibility, AAD authorizes:

4.1.1 Shanghai AACC is responsible to retain and manage data of VTC, VSTC of transportation aircraft and data of design approval validation for materials, parts and appliances except APU.

4.1.2 Shenyang AACC is responsible to retain and manage data of VTC, VSTC of aircraft except transportation aircraft.

4.1.3 Aircraft Airworthiness Branch of Aviation Safety and Technology Center of CAAC (AAB) is responsible to retain and manage data of VTC, VSTC of engines and

propellers, and data of design approval validation of APU.

4.2. Handing over data of validation

4.2.1 Data of validation is the shared resources among the authority. Validation Team Leader (VTL) is responsible for the collection and collation of the data every time after validation. The units responsible for retention and management of the data should contact the VTL for hand-over of data of validation.

4.2.2 AAD should send a copy of notification of issuance of validated certificates and reports of validation to AACC or AAB who is responsible for filing the data of validation.

4.2.3 The VTL is responsible for handing over the data of validation to the AACC or AAB authorized by AAD according to the data list on the reports of validation in 15 working days after issuance of validated certificates.

4.2.4 The VTL prepares the Handed Over Data List (AAC-253 (07/2009)). AACC or AAB should assign a person to check the data in accordance with the completed Handed Over Data List (AAC-253 (07/2009)) and sign on the Handed Over Data List (AAC-253 (07/2009)). The Handed Over Data List (AAC-253 (07/2009)) should be prepared in 3 copies for AAD, AACC or AAB and VTL.

4.3. Categorizing, numbering, identifying and filing data of validation

AACC or AAB is responsible for shelving, filing and retaining the data after categorizing, numbering and identifying in 2 weeks upon receiving the data, and prepare a read-only PDF format electronic copy in accordance with Codes of Data (AAC-254 (07/2009)). ID number of data of validation should indicate the data categories and project types at least. And the cover page of the data must be marked with “internal data” and “confidential” stamp. At the same time, Index of Data of Validation (AAC-255 (07/2009)) will be maintained and updated. AACC or AAB should send a copy of the summarized Index of Data of Validation (AAC-255 (07/2009)) to AAD, airworthiness certification divisions and other AACC or AAB for searching, reviewing and airworthiness management.

4.4. Retention period of data of validation

The retention period of data of validation is 50 years or 5 years after the concerned aviation products and parts out of service.

4.5. Backup of data of validation

AACC or AAB is responsible for preparing a read-only PDF format electronic copy for all data of validation to maintain it as the backup of archived data. And make a batch check of readability of the electronic copies to ensure integrity of the electronic copies.

4.6. Borrowing and controlling data of validation

Data of validation is restricted to be reviewed by staff from the authority only because the data is confidential data. On the conditions that there are non disclosure agreements between data providers and CAAC, readers are controlled to meet requirements in the agreements. Data Reading Register (AAC-256 (07/2009)) will be filled in when data of validation is request for review. In principle, the data is not allowed to be taken out of library (“for lending”). If have to, readers must complete Request for Borrowing Data Form (AAC-257 (07/2009)) with signatures of the reader’s manager and the Director of AACC or AAB who is responsible for the data management.

The borrower should not scribble, scrawl or mark on the data. He should take care of controlling, security and returning in time, and must not copy or lend to other person or company, in accordance with CAAC non disclosure provisions about confidential data and files.

AACC or AAB will carefully check if the data is damaged or completed or not when the data is returned by borrowers. The returning step will be closed if results of above checks are acceptable.

4.7. Storage environment requirements

Each AACC or AAB should set up a library for the data of validation. The environment of the library should be pest control, anti-corrosion, fireproof, waterproof,

moisture control, sun protection, anti-electromagnetic pollution, prevention of loss etc, to ensure the data be well stored.

4.8. Electronic copy management of data of validation

AACC or AAB is responsible for uploading the electronic copy (read-only) of the data of validation to the specific website in an encrypted form, and notifying the authority for authorized customers reviewing.

4.9. Handing in and destroying data of validation

After the retention period, hand in the data of validation in accordance with requirements of superior file management agency; Or AACC or AAB will destroy the filed data after obtaining the written consent from the AAD, and complete Destroyed Data List (AAC-258 (07/2009)).

4.10. Auditing filing of data of validation

AAD should conduct an audit on each AACC or AAB for filing of data of validation every year.

5. Supplementary provisions

5.1 The Aircraft Airworthiness Department of CAAC (AAD) is responsible for explaining this procedure.

5.2 This procedure is effective from 2009-7-16.

6. Forms

6.1 Handed Over Data List	AAC-253 (07/2009))
6.2 Codes of Data (Sample)	AAC-254 (07/2009))
6.3 Index of Data of Validation	AAC-255 (07/2009))
6.4 Data Reading Register	AAC-256 (07/2009))

6.5 Request for Borrowing Data AAC-257 (07/2009))

6.6 Destroyed Data List AAC-258 (07/2009))

Appendix 1

资料移交目录

Handed Over Data List

序号 Item	资料来源 Data Source	资料名称 Data Name	密级 Level of Confidentiality	份数/页数 Copies/Pages	资料类型 Data's Classification	所属专业 Speciality	备注 Remarks
移交人单位/姓名/日期 Sender's Unit/Name/Date			接收人单位/姓名/日期 Receiver's Unit/Name/Date				

AAC-253 (07/2009)

Instructions for completing Handed Over Data List:

1. **Item.**
2. **Data Source:** XXXX certification, XXXX conference, XXXX training, XXXX investigation or others.
3. **Data Name:** Code of Data, Name, Date of issuance.
4. **Data for common validation certification is used inside the airworthiness departments. If there is any other limitation for some data, please mark it in this cell.**
5. **Shares/Pages.**
6. **Data's Classification:** Technology Standards, Conformity Inspection, Technology Introduction, Issue Paper, Other.
7. **Speciality:** Classify as Flight Performance, Structural Strength, Power Plant, Electrical and Electronic, Mechanical Systems, Continuing Airworthiness, Manufacturing Inspection etc temporarily.
8. **Remarks.**
9. **Sender's Unit/Name/Date:** The unit, name and date of the head of validation certification group or its authorization unit.
10. **Receiver's Unit/Name/Date.**

资料分类目录

Codes of Data

	序号 Item	分类 Classification	编号 Code	名称 Name
A	依据性文件 Based on documents			
	1	法律 Law		
	2	条例 Ordinance		
	3	规章 Regulation		
B	规范性文件 Normative documents			
	1	适航管理程序 AP		
	2	咨询通告 AC		
C	工业标准 Industry Standard			
	1	国标 Nation		
	2	行业 Industry		
	3	地方 Local		
	4	企业 Enterprise		
D	航空器技术资料 Aviation technical data			
	1	飞行性能 Flight Performance		
	2	结构强度 Structure Strength		
	3	动力装置 Power Plant		
	4	机械系统 Mechanical System		

Sample

	5	电子电气 Electrical and Electronic		
	6	持续适航 Continuous Airworthiness		
	7	制造检查 Manufacturing Inspection		
E	适航审定项目 Airworthiness certification project			
	1	ARJ21 - 700		
	2	大客项目 Large Plane project		
	3	MA60		
	4	Y7100		
	5	N5A		
	6			
F	国外规章及规范性文件 Foreign regulation and normative document			
	1	FAA		
	2	EASA		
	3			
G	国外标准 Foreign standard			
	1	SAE		
	2	ASTM		
	3	EN		

	序号 Num	分类 Classification	编号 Code	名称 Name
H	认可审查资料 Validation certification data			
	1	B737 - 700		
	2	A300 - 600		
	3	GECF6 - 80		
	4			
I	培训/会议资料 Training/Conference data			
J	课题资料 Topics data			
	1			
	2			
K	其他 Others			
	1			
	2			
	3			

AAC-254 (07/2009)

认可资料目录

Index of Data of Validation

序号 Item	编号 Code	名称 Name	涉及型号 Involved Type	证件号 Code of Certificate	所属公司 Company	资料类型 Type of Data	所属专业 Speciality	日期 Date	状态 Status	认可组长 Head of Validation Group	存档位置 Archive Location	备注 Remarks

资料借阅登记表

Data Reading Register

序号 Item	借阅人 Borrowing Person	单位 Unit	编号 Code	资料名称 Data Name	份数 Copies	借阅日期 Borrowing Date	预计归还 日期 Date of Expected to Return	归还 日期 Return Date	备注 Remarks

资料外借申请单
Request for Borrowing Data

编号:

Code:

申请人姓名 Applicant's Name					申请日期 Date		
申请借阅 资料名称 Name of Borrowed Data					密级 Level of confidentiality		
使用 方式 Ways of Using	阅读 Read	摘抄 Extract	复印 Copy	打印 Print	借出 Lend	其他 方式 Others	
申请人所属单位 Applicant's Unit							
申请人单位 领导意见 Approved by Applicant's Leader					日期 Date		
中心领导意见 Approved by Center's Leader					日期 Date		

AAC-257 (07/2009)

Appendix 6

资料销毁清单

Destroyed Data List

编号:

Code:

序号 Item	文件编号 Code	文件名称 Name	销毁原因 Reason for Destruction	批准人 Approved by	日期 Date

AAC-258 (07/2009)