



Aircraft Airworthiness Certification

Aviation Procedures

Department of CAAC

No.: AP-21-AA-2012-21

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Procedures for Issuance of Special Conditions and Approval of Exemptions

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1. General

1.1 Purpose

This document prescribes the management procedures for issuance of special conditions and approval of exemptions from requirements of civil aviation regulations in civil aircraft type certification process.

1.2 Authority

This procedure was established under Chinese Civil Aviation Regulation Part 21, <Certification Procedures for Civil Aviation Products and Parts> (hereinafter referred to as CCAR-21).

1.3 Cancellation

None.

1.4 Related Documents

- (1) CAAC Procedure No. AP-21-03, <Aircraft Type Certification Procedures>
- (2) CAAC Procedure No. AP-21-14, <Supplemental Type Certification Procedures>
- (3) CAAC Procedure No. AP-21-15, <Major Modification Design Certification Procedures for Imported Civil Aircraft>

1.5 Applicability

This procedure is applicable to organizations, departments and personnel engaged in aircraft type certification, supplemental type certification and imported civil aircraft major modification design certification.

2. Definitions

None.

3. Issuance of Special Conditions

3.1 Identification

During type certification, the certification team should identify the potential special conditions as early as possible.

3.2 Drafting

A special condition proposal will be initiated by the certification team in the format of issue paper, including a statement to CCAR-21 special condition relevant provision.

3.3 Discussion

The certification team will submit the special condition proposal to the organization responsible for the certification team for discussion or, as applicable, to the Type Certification Board (TCB) first if such a TCB is established for the specific project.

Note: For certification project under the charge of CAAC Aircraft Airworthiness Department (CAAC-AAD), the organization responsible for the certification team means an organization authorized by the CAAC-AAD to accomplish the certification tasks. For certification project charged by a regional administration, that regional administration is the organization responsible for the certification team. This meaning is applicable throughout this document.

The organization responsible for the certification team will discuss the proposal of the special condition, and then complete CAAC Form AAC-266, <Review for Issuance of Special Conditions/Approval of Exemptions>.

3.4 Proposal

Based on the discussion results, if a special condition is deemed necessary, the organization responsible for the certification team will submit CAAC-AAD the completed CAAC Form AAC-266<Review for Issuance of Special Conditions/Approval of Exemptions>, together with <Issuing Special Condition Proposal for Comments>(see Appendix 1).

Otherwise, the organization responsible for the certification team will forward the certification team CAAC Form AAC-266 <Review for Issuance of Special Conditions/Approval of Exemptions> to close the issue paper.

3.5 Review

Except that there are similar special conditions issued previously, the CAAC-AAD will organize a review for each proposal before issuing a special condition. The following tasks are included:

-
- (1) Request for comments from specific organizations and from public through the CAAC webpage at <http://www.caac.gov.cn>
 - (2) Feedback the comments, and
 - (3) Complete CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>.

3.6 Issuance

Based on the review results, if a special condition is determined to be issued, the CAAC-AAD will issue the <Special Condition> via a CAAC advisory circular (Appendix 2) and inform the organization responsible for the certification team, as to close the relevant issue paper.

Based on the review results, if the special condition is determined not to be issued, the CAAC-AAD will inform the organization responsible for the certification team of the determination, as to close the relevant issue paper.

3.7 Archiving

The organization responsible for the certification team documents the relevant special condition issuance files, and archives them with the corresponding type certification data. According to the applicability, the archives should include at least as below:

- (1) The Issue Paper of the special condition;
- (2) A completed CAAC Form AAC-266, <Review for Issuance of Special Conditions/Approval of Exemptions>together with <Issuing Special Condition Proposal for Comments >;
- (3) A completed CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>;
- (4) The special condition issued or the notification of the determination not to issue.

4. Exemption Approval

4.1 Application

During a type certification, an applicant may request the CAAC-AAD for a temporary or permanent exemption from some provisions of airworthiness standards and environmental protection requirements according to CCAR-21.7. The applicant should submit the CAAC-AAD a completed CAAC Form AAC-269, <Exemption Petition >, and transfer a copy to certification team.

4.2 Evaluation

The certification team will evaluate the petition for rationality and acceptability, and record the comments and recommendations using an issue paper accordingly.

4.3 Discussion

The certification team will submit comments and recommendations on the subject exemption petition to the organization responsible for the certification team for discussion or, as applicable, to the Type Certification Board (TCB) first if such a TCB is established for the project affected.

The organization responsible for the certification team will discuss the comments and recommendations on the subject exemption petition and finish CAAC Form AAC-266, <Review for Issuance of Special Conditions/Approval of Exemptions >.

4.4 Proposal

Base on the discussion results, if a special condition is deemed necessary, the organization responsible for the certification team will submit CAAC-AAD the completed CAAC Form AAC-266, <Review for Issuance of Special Conditions/Approval of Exemptions>accompanied with <Issuing Special Condition Proposal for Comments>(see Appendix 1).

Otherwise, the organization responsible for the certification team will forward the certification team CAAC Form AAC-266 <Review for Issuance of Special Conditions/Approval of Exemptions> to close the

relevant issue paper.

4.5 Review

The CAAC-AAD will organize a review for the recommendation of the exemption petition.

The relative tasks should be completed as follows:

- (1) To ask for comments from specific organizations and from public through the CAAC webpage at <http://www.caac.gov.cn>
- (2) To deal with feedback comments, and
- (3) To finish CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>.

4.6 Approval

Based on the review results, if the exemption petition is determined to be approved, the CAAC-AAD will public the approval of the <Exemption> via a CAAC advisory circular (Appendix 4), inform the applicant, and inform the organization responsible for the certification team to close the relevant issue paper.

Based on the review results, if the exemption petition is determined to be denied, the CAAC-AAD will inform the applicant and inform the organization responsible for the certification team of the determination to close the relevant issue paper.

4.7 Archiving

The organization responsible for the certification team documents the relevant exemption approval materials, and archives them with corresponding type certification data. According to the applicability, the archives should include at least as below:

- (1) A completed CAAC Form AAC-269, <Exemption Petition >;
- (2) The Issue Paper of the approved exemption;
- (3) A completed CAAC Form AAC-266, <Review for Issuance of Special Conditions/Approval of Exemptions>together with <The

Exemption Approval Proposed for Comments>;

(4) A completed CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>;

(5) The exemption approved or the notification of the determination not to issue.

5. Supplementary Provisions

CAAC-AAD is responsible to explain this Procedure. This Procedure comes into effect on November 29, 2012.

Appendix 1. Special Condition Proposal for Comments (Sample)

Proposal of Special Condition _____ for Comments.

No.

Deadline of Feedbacks:

1. Overview
2. Background
3. Applicability
4. Special Condition Draft
5. Conclusion

Attachment: CAAC Form AAC-267, <Comments for Issuance of Special Conditions/Approval of Exemptions >

Appendix 2. Special Condition (Sample)



Special Condition

No.:

Date:

Issuance Authorized

by Director General:

Title of Special Condition

This special condition is issued in accordance with the Chinese Civil Aviation Regulations Part 21, <Certification Procedures for Civil Aviation Products and Parts> (CCAR-21).

1. Effective Date
2. Background
3. Applicability
4. Special Condition

Attachment: CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>

**Appendix 3. The Exemption Approval Proposed for Comments
(Sample)**

Exemption Petition _____ for Comments.

No.:

Deadline of Feedbacks:

1. Overview
2. Applicability
3. Reasons for Exemption Petition
4. Effects on Airworthiness and Safety
5. Effective Duration of the Exemption
6. Conclusion

Attachment: CAAC Form AAC-267, <Comments for Issuance of Special
Conditions/Approval of Exemptions >

Appendix 4. Exemption (Sample)



Exemption

No.:

Date:

Approval Authorized

by Director General:

Title of Exemption

<p>This exemption is approved in accordance with the Chinese Civil Aviation Regulations Part 21, <Certification Procedures for Civil Aviation Products and Parts> (CCAR-21).</p>
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1. Effective Date
2. Effective Duration
3. Background
4. Applicability
5. Exemption Contents
6. Exemption Limits

Attachment: CAAC Form AAC-268, <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>

Form 1 <Review for Issuance of Special Conditions/ Approval of Exemptions>

Review for Issuance of Special Conditions/Approval of Exemptions

Type	<input type="checkbox"/> Issuance of Special Conditions <input type="checkbox"/> Approval of Exemptions (1)	
Name of the Applicant	(2)	
Address of the Applicant	(3)	
The Applicant Contact	(4)	
Project Acceptance No.	(5)	
Model of the Aviation Product	(6)	
Associated Airworthiness Regulations and/or Environment Protection Requirements		
(7)		
Reviewing Description		
(8)		
Conclusion		
(9)	Responsible Person: _____ (Print)	
	_____ (Signature)	
	Title: _____	
	Date: _____	
	Organization Seal:	

Instructions for CAAC Form AAC-266 Completion:

1. Box (1): Enter the type to be reviewed, check X mark in the applicable “□”;
2. Box (2): Enter the complete name of the applicant;
3. Box (3): Enter the detail address of the applicant;
4. Box (4): Enter the applicant’s contacting phone number, fax number and E-mail address;
5. Box (5): Enter the number of <Notification of Acceptance> for application of product type certification or design change certification;
6. Box (6): Enter the model and/or type of the aviation product involved;
7. Box (7): Enter the related airworthiness regulations and/or environment protection requirements by section number;
8. Box (8): Enter description of the reviewing process and conditions. Add continued pages as necessary;
9. Box (9): Enter the recommendations of whether issuing the special condition or approving the exemption or not. In the case of ‘Yes’ , the information <Special Condition Proposal for Comments>or <The Exemption Approval Proposed for Comments> shall be attached as applicable.

Form 2 <Comments for Issuance of Special Conditions/ Approval of Exemptions>

Comments for Issuance of Special Conditions/Approval of Exemptions

Type	<input type="checkbox"/> Issuance of Special Conditions <input type="checkbox"/> Approval of Exemptions (1)
Document No. of the Proposal	(2)
Model of the Aviation Product	(3)
Relevant Airworthiness Regulations and/or Environment Protection Requirements	
(4)	
Comments or Recommendations	
(5)	
Name: _____ (Print) _____ (Signature)	
Phone: _____ Fax: _____ E-mail: _____	
Address: _____	
Date: _____	

Instructions for CAAC Form AAC-267 Completion:

1. Box (1): Enter the type to which the comments or recommendations are made, check X mark in applicable “”;
2. Box (2): Enter the document number of the proposed special condition or exemption;
3. Box (3): Enter the model and/or type of the aviation product involved;
4. Box (4): Enter the related airworthiness regulations and/or environment protection requirements by section number;
5. Box (5): Enter any comments or recommendations.

Form 3 <Disposition and Feedback for Issuance of Special Conditions/Approval of Exemptions Comments>

Disposition and Feedback for Issuance of Special
Conditions/Approval of Exemptions Comments

Type	<input type="checkbox"/> Issuance of Special Conditions <input type="checkbox"/> Approval of Exemptions (1)
Document No. of the Proposal	(2)
Model of the Aviation Product	(3)
Associated Airworthiness Regulations and/or Environment Protection Requirements	
(4)	
Feedback Comments Review Conclusions	
(5)	
Name: _____ (Print) _____ (Signature)	
Phone: _____ Fax: _____ E-mail: _____	
Address: _____	
Date: _____	

Instructions for CAAC Form AAC-268 Completion:

1. Box (1): Enter the type to which the comments or recommendations are treated, check X mark in the applicable “”;
2. Box (2): Enter the document number of the proposal to which the comments or recommendations are treated;
3. Box (3): Enter the model and/or type of the aviation product involved;
4. Box (4): Enter the related airworthiness regulations and/or environment protection requirements by section number;
5. Box (5): Enter response and conclusions to the comments. Each of the comment shall be reviewed and treated separately.

Form 4 <Exemption Petition >

Exemption Petition

Name of Applicant	(1)
Address of Applicant	(2)
Corporate Representative	(3)
Applicant Contact	(4)
Project Acceptance No.	(5)
Model of the Aviation Product	(6)
Airworthiness Regulations and/or Environment Protection Requirements from which the exemption petition is made	
(7)	
Reasons for, effective duration of, range of the aviation product involved with this exemption petition, and any means and limits to be taken to ensure an equivalent level of safety.	
(8)	
I hereby state: All information entered in this form is true.	
Name: _____(Print)_____ (Signature)	
Title: _____ Date: _____	



Instructions for CAAC Form AAC-269 Completion:

1. Box (1): Enter the complete name of the applicant;
2. Box (2): Enter the detail address of the applicant;
3. Box (3): Enter the name of the applicant's corporate representative;
4. Box (4): Enter the contacting phone number, fax number and E-mail address of the applicant;
5. Box (5): Enter the number of <Notification of Acceptance> for application of product type certification or design change certification;
6. Box (6): Enter the model and/or type of the aviation product for which this exemption is petitioned;
7. Box (7): Enter the related airworthiness regulations and/or environment protection requirements by section number;
8. Box (8): Enter the information prescribed in CCAR-21 about exemption petition. Add continued page as necessary.