



Aircraft Airworthiness Certification
Department
Civil Aviation Administration of China

Management Document

No MD-AA-2017-01

Issue Date: June, 28, 2017

**Management for Explanation and Deviation of Normative
Documents**
(English Translation Version Only For Reference)

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Management for Explanation and Deviation of Normative Documents

1. Purpose and Applicability

This document provides management requirements for explanations and deviations of normative documents issued by the Aircraft Airworthiness Certification Department of Civil Aviation Administration of China (CAAC-AAD). This document is applicable to CAAC-AAD and associated airworthiness certification organizations (including CAAC regional administrations, airworthiness certification centers, and other airworthiness certification supporting organizations).

2. Management of Explanation of Normative Documents

2.1 Explanation of Normative Documents

Explanations of normative documents disseminate guidance to the authorities or to the public, provide clarification or guidance for normative documents, generally issued by CAAC-AAD in forms of Management Documents (MDs).

2.2 Explanation of Normative Documents Criteria

(1) Explanations of normative documents are not used to create or change the requirements of normative documents.

(2) Include “explanation” in the subject and specify the normative documents required explanations for the purpose.

2.3 Issuance of the Explanation of Normative Documents

(1) The explanation of normative document becomes effective from the date of approval unless otherwise stated.

(2) Future revisions or changes to normative documents may

incorporate the explanation of normative document guidance by CAAC-AAD, when applicable.

(3) The explanation of normative document will be cancelled once it is incorporated into a normative document. Thereafter, it is required the explanation of normative document be retained and archived as a historical record.

3. Management of Deviation of Normative Documents

3.1 Deviation of Normative Documents

Unable to meet the requirements of normative document, or using an alternative method or criterion to meet the requirements of normative document is a deviation of normative document. A deviation of normative document is an internal document from CAAC-AAD in response to a deviation request , issued in form of a telegram or a letter. A deviation of normative document is not applicable to advisory circulars.

3.2 Deviation of Normative Documents Request

Airworthiness certification organizations may request a deviation from a normative document. Other organizations and individuals (e.g., Designees, delegated organizations) may not directly request a deviation from a normative document, but may submit a request through airworthiness certification organizations.

3.3 Deviation of Normative Documents Request Criteria

(1) A request to deviate from a normative document must be submitted in form of formal documents (e.g., telegrams or letters).

(2) The deviation request must address the nature and need for the applied deviation from the normative document requirements, provide justification for the request, and explain the possible impact if the deviation

is not granted.

(a) A deviation may be issued after reviewed by CAAC-AAD:

i) To allow another method of compliance to the normative document, which all other airworthiness certification organizations can use. This includes situations that were not previously anticipated, but still meet the intent of the normative document.

ii) For a single unique event pertaining to an airworthiness certification organization.

iii) To exempt an airworthiness certification organization from the requirements of normative document.

iv) To allow a longer implementation period of a new normative document.

(b) A deviation may not be issued by CAAC-AAD:

i) If the normative document requirement does not cover.

ii) To change the intent of the rules.

3.4 Approval and Implementation of Deviation of Normative Documents

CAAC-AAD will either grant or deny the deviation request within 60 business days.

The disposition process is as follows :

(1) Possible considerations may include, but are not limited to the following:

(a) Impact on other departments in CAAC.

(b) Impact on stakeholders.

(c) Mandatory compliance issue.

(d) Timeframe for the deviation.

(e) Impact to other airworthiness certification organizations.

(f) Change or revision to normative documents.

Note: For granted deviations that will be incorporated in a future revision or change to a normative document, it will be indicated as much in the granted deviation.

(2) CAAC-AAD will review or organize discussion for the deviation, and contact the requestor for clarification purposes, as needed, on granting or denying the request for deviation.

(3) If the deviation of normative document is granted, the deviation of normative document will be issued by CAAC-AAD. If the deviation request is denied, CAAC-AAD will explain the reason(s) for the denial to the requestor.

(4) The deviation of normative document becomes effective from the date of approval unless otherwise stated.

(5) If the deviation is of limited duration, the appropriate actions must be taken to comply with the currently issued normative documents once the dated deviation expires or request an extension of the deviation.

(6) CAAC-AAD may implement the deviation into the next revision or change to the normative document, if applicable.

(7) The deviation of normative document will be cancelled once the guidance is incorporated into a normative document. Thereafter, the deviation of normative document will be retained and archived as a historical record.

4. Supplementary Articles

4.1 This document shall be interpreted by CAAC-AAD.

4.2 This document becomes effective from June, 28, 2017 on.