



# Advisory Circular

**Civil Aviation Administration of China**

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**Doc. No.: AC-91-013 R1**  
**Issue Date: March 14, 2018**

## **Operational Conformity Evaluation for Imported Aircraft**

**Flight Standards Department**

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**Advisory  
Circular**

Document No.: AC-91-013 R1

Issue Date: March 14, 2018

Approved by: *HU Zhenjiang*

**Subject: Operational Conformity Evaluation for Imported Aircraft**

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**1. Basis and Purpose**

This Advisory Circular (AC) is based on the requirements of §21.50 and Chapter 15 in CCAR-21R4. The purpose of this AC is to ensure the operational compliance and continued safety for the new aircraft type when imported by a Chinese operator for the first time.

**2. Applicability**

This AC is applicable to the imported aircraft when applying for Validation of Type Certificate (VTC) and use CCAR-23, 25, 27, 29 or equivalent airworthiness standards as the certification basis.

**3. Cancellation**

From its effective date, this AC cancels AC-91-13 “Operational Evaluation of Imported Aircraft” issued on June 26, 2009.

**4. Background and Description**

According to CAAC regulations as well as the standards and recommendations in the Annex of The International Civil Aviation Convention, aircraft imported to China shall meet the requirements of civil aviation regulations applicable to China and be certified or approved by CAAC, even when the aircraft has met the regulation requirements of the local authority where the aircraft is manufactured and been certified by that authority. In terms of the conformity with airworthiness standards, the general practice for CAAC is to sign a bilateral agreement with the aviation authority of the manufacturing country to solve the issue of two-fold conformity. Adopting such a practice is to promote aviation safety which is the common goal of both countries, and could avoid repetitive evaluations

and tests, thus effectively reducing the workload for manufacturers. Bilateral agreements of this kind are usually incorporated into the Implementation Procedures (IP) under Bilateral Aviation Safety Agreement (BASA) or Bilateral Airworthiness Agreement (BAA). The main responsibility of CAAC AEG is to evaluate an imported aircraft in terms of its conformity with Chinese civil aviation regulations during operation. CAAC AEG's report and conclusion is a necessary condition to decide whether this aircraft could be operated in China. Since there are no bilateral agreements covering AEG evaluation yet, the aviation authorities at each country generally adopt a direct evaluation of the aircraft to solve the conformity issue and generate their own evaluation reports and conclusions, which is different from the way to solve airworthiness standards conformity. In spite of this, given the fact that most aviation authorities adopt similar technical standards and procedures in AEG evaluation, and have close coordination with each other through some international policy board such as International Maintenance Review and Policy Board (IMRBPB), the AEG of CAAC will make use of these coordination achievements in evaluating an imported aircraft, and adopt the relevant evaluation conclusions made by the local authority of the main manufacturing country, after confirming that this country adopts the international standard, so as to avoid unnecessary repetitive examinations and tests and thus to reduce the workload for the manufacturer.

It should be noted that CAAC AEG will not adopt the evaluation conclusion of the local authority of the main manufacturing country unless CAAC confirms that it adopts the international standard and procedures and has provided all the relevant supporting documents. Otherwise, CAAC will hold an independent and complete AEG evaluation to fulfill the responsibility stipulated by Chinese Civil Aviation Regulations.

## **5. General requirements**

5.1 The imported aircraft applying for type certificate validation in accordance with CCAR-23、25、27、29 or equivalent airworthiness standards, before being put into operation for the first time, should be taken operational evaluation by AEG (refer as AEG evaluation herein and after). The AEG evaluation may include following subjects as applicable:

- (1) Operational information related to Aircraft Type Design;
- (2) Pilot Qualification Specification;
- (3) Maintenance Personnel Qualification Specification;

- (4) Master Minimum Equipment List (MMEL);
- (5) Scheduled Maintenance Requirements;
- (6) Operational and Continued Airworthiness Instructions;
- (7) Other evaluation subjects requested by the VTC applicant and accepted by CAAC.

5.2 After the aircraft is introduced into operation, AEG will conduct the continued evaluation of the aircraft throughout its whole life in operation driven by the following:

- (1) Type design changes;
- (2) Service feedback from actual operation;
- (3) Amendment of the regulatory requirements.

## **6. Initiation of AEG Evaluation**

6.1 The AEG evaluation is initiated by the VTC program (as soon as an official acceptance letter for the VTC application is issued), and the VTC applicant should contact the Flight Standards Department of CAAC by the following:

Aircraft Evaluation Division

Flight Standards Department of Civil Aviation Administration of China

Address: 155 Dong Si Street, West, Beijing, China      Postal code: 100710

Tel: 010-64091416/2416

Fax: 010-64091466

Email: aeg@caac.gov.cn

6.2 After a contact is established between the VTC applicant and the Flight Standards Department, a launching meeting for AEG evaluation will be held to discuss specific evaluation items based on the design characteristics and intended usage of the aircraft, and a form "Confirmation of Aircraft Evaluation Subjects" will be worked out. The template is shown in Appendix 1.

6.3 The principles for selecting the evaluation subjects are as follows:

(1) Operational information related to Aircraft Type Design: applicable to all aircraft. AEG evaluation will summarize the type design related information for supporting operational approval

(2) Pilot Qualification Specification: applicable to all aircraft. AEG will determine if a type rating is required. If there is type rating requirement, the corresponding

specifications for training, checking, currency and training device will be determined. If there is no type rating requirement, AEG will determine if the type training specification is required.

(3) Maintenance Personnel Qualification Specification: applicable to all aircraft. AEG evaluation will determine aircraft type endorsement specification in Maintenance Personnel License and type training specifications.

(4) Master Minimum Equipment List: applicable to aircraft that is allowed to be released with particular equipment inoperative.

(5) Scheduled Maintenance Requirements: applicable to all aircraft.

(6) Operational and Continued Airworthiness Documents: applicable to all aircraft.

(7) Cockpit Observer Seat: applicable to aircraft that are intended for operation under CCAR-121 or under CCAR-135 and equipped with Observer Seat.

(8) Flight Crew Sleeping Quarters: applicable to aircraft equipped with crew resting facilities.

(9) Electronic Flight Bag: applicable to aircraft equipped with electronic flight bag portable hardware and category B applications.

(10) Cabin Emergency Evacuation Demonstration: applicable to aircraft certified for passenger seats more than 44 and intended to operate under CCAR121.

## 7. AEG Evaluation standards and procedures

7.1 For the evaluation subjects confirmed by form "Confirmation of Aircraft Evaluation Subjects", the VTC applicant should provide CAAC with the standards and process adopted by local aviation authority for AEG evaluation (or equivalent Evaluation). For the subjects confirmed with the same or similar standards and process, CAAC AEG may conduct a Comparison Evaluation. Or else, CAAC will make a direct AEG Evaluation.

*Note: **Comparison Evaluation** is based on the same or similar standards and process of the local aviation authority where the conclusions may be adopted by CAAC after confirming the standards and process have been effectively implemented. Despite adopting the same or similar standards and process, for subject with no evidence showing an effective implementation, CAAC will conduct a Direct Evaluation. **Direct Evaluation** is the evaluation to be implemented in accordance with the normal standards and process of CAAC directly.*

7.2 The standards for CAAC AEG Evaluation are specified through the latest version of following documents:

**(1) Pilot Qualification Specification**

AC-61-023: "Pilot Aircraft Type Qualification Specification Evaluation and the Application of the Evaluation Conclusions"

MD-FS-030 (AEG001): "Guidelines for the Development of Pilot Aircraft Type Qualification Plan"

MD-FS-036 (AEG007): "Aircraft Type Flight Training Specification Based on Training Needs Analysis"

**(2) Maintenance Personnel Qualification Specification**

AC-66-008: "Maintenance Personnel Aircraft Type Qualification Specification Evaluation and the Application of the Evaluation Conclusions"

**(3) Master Minimum Equipment List (MMEL)**

AC-91-037: "Development and Approval of Master Minimum Equipment List for Aircraft"

**(4) Scheduled Maintenance Requirements**

AC-91-026: "Development of Scheduled Maintenance Requirements"

**(5) Operational and Continued Airworthiness Documents**

AC-91-024: "Aircraft Operational Documents"

AC-91-011: "Aircraft Instruction for Continued Airworthiness"

**(6) Cockpit Observer Seat**

AC-121-028: "Cockpit Observer Seat and associated Equipment"

**(7) Flight Crew Sleeping Quarters**

AC-121-008: "Requirements for the Aircraft Flight Crew Sleeping Quarters"

**(8) Electronic Flight Bags (EFB)**

AC-121-031: "Guidelines for the Operation Approval of Electronic Flight Bags"

**(9) Emergency Evacuation Demonstration**

Appendix C of CCAR-121: Criteria for §121.161 required demonstration of

emergency evacuation procedures.

*Note: The conclusion of type design information associated with operations is reached only based on type certificate data sheets, aircraft flight manual or other official documents approved by airworthiness certification, and no specific standard or procedure is required.*

## **8. AEG Evaluation Project Team**

8.1 For each aircraft type, the Flight Standards Department will organize AEG Evaluation Project Team according to confirmed evaluation subjects. Except for special situations, there will be no technical boards established for the imported aircraft, all the subjects will be evaluated by AEG Project Teams mentioned above.

8.2 AEG Evaluation Project Team will be automatically dismissed when an evaluation is completed as the evaluation report is issued by the Flight Standards Department. The continued evaluations afterwards will be coordinated by the Flight Standards Department and relevant project team will be established again when necessary.

## **9. Implementation of Initial AEG Evaluation**

9.1 For implementing AEG evaluation, the VTC applicant may propose the evaluation timeline considering the first introduction plan for the imported aircraft, but is supposed to notify the Flight Standards Department at least 3 months ahead, in order to allow CAAC to have enough time for organizing the project team, making evaluation plan and applying for business travel, etc.

*Note: To allow CAAC Flight Standards Department to arrange yearly plan and avoid the impact to VTC applicant of their plan for delivering the aircraft, the aircraft manufacturer is advised to propose the expected AEG Evaluation projects for next year before October each year.*

9.2 AEG Evaluation is mainly conducted by evaluation meeting and documents review. The Project Teams will coordinate with the VTC applicant for the detailed agenda and travel arrangement, as well as the requirements for the supporting documents. Refer to Appendix 2 for the sample of Agenda and Appendix 3 for the Checklist of Supporting Documents for CAAC AEG Evaluation.

9.3 To ensure the efficiency of AEG evaluation, the VTC applicant should provide all the

prepared presentations and supporting documents to the Project Teams before the evaluation meeting, assign the professional person to present and make necessary explanations. If the AEG evaluation is postponed due to inadequate preparation or explanation of the VTC applicant, the plan for delivering aircraft will be affected and postponed as well.

## **10. AEG Evaluation Conclusions**

10.1 AEG Evaluation conclusions will be given in the form of Aircraft Evaluation Report when all the evaluation subjects are completed. The corresponding information of approved or accepted documents will be given in the AEG Evaluation Report.

10.2 The AEG Evaluation Report will be drafted by AEG Project Teams, reviewed by Aircraft Evaluation Division of the Flight Standards Department, and signed for approval by the Director General of the Flight Standards Department. Refer to Appendix 4 for the sample of Aircraft Evaluation Report.

10.3 The Aircraft Evaluation Report and the approved documents for each aircraft type will be published at <http://aeg.caac.gov.cn/>.

## **11. Continued AEG Evaluation**

11.1 The continued AEG Evaluation starts from the Aircraft Evaluation Report formal publishment, and is implemented by following ways:

(1) Supplemental evaluation for type design changes, AEG will conduct the evaluation by design change review process.

(2) Continued evaluation of service feedback from actual operation, AEG will mainly accept the conclusions made by the local civil aviation authority or VTC applicant management system, but reserve the right for independent investigation and process surveillance for major service issues.

(3) Special evaluation due to the amendment of the regulatory requirements, AEG will conduct the evaluation by organizing special task forces.

11.2 The major task of AEG Supplemental Evaluation for design changes is to evaluate the impact of which to AEG Evaluation conclusions. The manufacturer should review all the design changes, but only the **projects** which have big impact to operation and maintenance are required to be submitted for AEG Supplemental Evaluation.

*Note: The judgement of whether it is big impact to operation and maintenance may be firstly evaluated by manufacturer, and be confirmed by reference to the conclusions made by the local civil aviation authority. For the design changes made by third party other than manufacturer, AEG will consider the need of supplemental evaluation based on the request of CAAC Aircraft Airworthiness Department, and the application should be submitted by the third party directly.*

11.3 For the supplemental evaluation for type design changes, it is initiated by submitting the filled form of “Design Change Review for CAAC AEG Evaluation” (Refer to Appendix 5 for sample) based on self-evaluation and the conclusions made by the local civil aviation authority, then will be reviewed by the responsible person in Aircraft Evaluation Division of Flight Standards Department, and may lead to a revision to the AEG evaluation conclusions per principle as follows:

(1) For the design changes influencing the Aircraft Evaluation Report, revise the Aircraft Evaluation Report by reference to the process in Section 10 of this AC.

(2) For the design changes influencing the approved or accepted documents in Aircraft Evaluation Report only, the revised documents is to be approved or accepted by the responsible person in Aircraft Evaluation Division of Flight Standards Department, revising the Aircraft Evaluation Report is not required.

*Note: Even some design changes impact the approved or accepted documents in Aircraft Evaluation Report only, a revision of Aircraft Evaluation Report may be required where dedicated set of documents developed by the manufacturer due to marketing or other reasons should be listed.*

## **12. Cooperation with the local aviation authority**

12.1 CAAC welcomes the civil aviation authority of the type certificate applicant to attend the AEG evaluation meetings on an aircraft type. But it is only for information exchange rather than mandatory requirement.

12.2 When the type certificate applicant applies for a joint evaluation between CAAC and the aviation authority of their own country for a certain projects, the application needs to be approved by the relevant department of the aviation authority. And the Flight Standards Department will assign personnel to participate in this project. Specific

cooperation will be conducted in accordance with the rules of international policy board (such as IMRBPB).

### **13. Fees for AEG evaluation**

There is no fee for CAAC AEG Evaluation, but the VTC applicant should be responsible for the air travel, ground transportation and accommodation of AEG Evaluation Project Team for conducting the evaluation.

## Appendix 1: Confirmation of CAAC AEG Evaluation Subjects



### Confirmation of CAAC AEG Evaluation Subjects

<b>A/C Type</b>		<b>A/C Category</b>	
<b>For OPS under CCAR</b>			
<b>VTC Applicant</b>			
<b>Address</b>			
<b>Project Manager</b>		<b>Tel/E-mail</b>	
<b>AEG Point of Contact</b>		<b>Tel/E-mail</b>	
<b>AEG Evaluation Subject</b>			
<b>Subject</b>		<b>Position</b>	
<b>(1) Pilot Qualification Specification</b>		<i>(Type Rating, Training Specification)</i>	
<b>(2) Maintenance Personnel Specification</b>		<i>(License Endorsement, Training Specification)</i>	
<b>(3) Master Minimum Equipment List (MMEL)</b>		<i>(Develop MMEL or not)</i>	
<b>(4) Scheduled Maintenance Requirements</b>		<i>(Separate document or included in AMM Chapter5)</i>	
<b>(5) Operational Documents and ICAs</b>		<i>(Manuals list, maybe attached by separate page)</i>	
<b>(6) Cockpit Observer Seat</b>		<i>(If installed and which seat for more than one)</i>	
<b>(7) Flight Crew Sleeping Quarters</b>		<i>(If installed)</i>	
<b>(8) Electronic Flight Bag (EFB)</b>		<i>(If installed, hardware and software application)</i>	
<b>(9) Emergency Evacuation Demonstration</b>		<i>(If compliance showed during type certification process)</i>	
<i>Note: For the above items confirmed, VTC applicant will provide CAAC AEG all the documents required for supporting the evaluation.</i>			
<b>Signature of VTC Applicant</b>			
<b>Name</b>	<i>(Print Name)</i>	<b>Title</b>	
<b>Sign</b>	<i>(DD/MM/YY)</i>		
<b>CAAC Review</b>			

## Appendix 2: Sample of Agenda of CAAC AEG Evaluation

### Agenda of CAAC AEG Evaluation for XXXX

Date	Activities	Supporting Documents
<b>Day 1</b>	<b>CAAC AEG Team Arrival</b>	
<b>Day 2</b>	<b>Kick-off Meeting</b>	
	<b>General</b> - General Introduction and Aircraft Type Presentation - Confirmation of the Agenda of CAAC AEG Evaluation - Initial delivery of Supporting Documents for CAAC AEG Evaluation	<b>OEM:</b> -Presentations  <b>CAAC:</b> -Presentations
<b>Day 3</b>	<b>CAAC AEG Evaluation Meeting</b>	
<b>Morning</b>	<b>Flight Standardization Board (FSB) Evaluation</b> <b>OEM:</b> - Presentation pilot qualification plan (PQP) and LAA FSB/OEB process - Presentation TNA process and pilot training program <b>CAAC AEG:</b> -Document review and discussion based on LAA FSB/OEB process	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Afternoon</b>	<b>Operational Documents Evaluation:</b> <b>OEM:</b> - Presentation of operational documents development and distribution process <b>CAAC AEG:</b> -Document review and discussion	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Day 4</b>	<b>CAAC AEG Evaluation Meeting</b>	

Date	Activities	Supporting Documents
<b>Morning &amp; Afternoon</b>	<b>Other Operation Evaluation Topics:</b> OEM: Presentation of system and compliance analysis for - Cockpit Observer Seat - Flight Crew Sleeping Quarters - EFB - Emergency Evacuation Demonstration CAAC AEG: - Compliance review and discussion	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Day 5</b>	<b>CAAC AEG Evaluation Meeting</b>	
<b>Morning</b>	<b>Flight Operational Evaluation Board (MMEL) Evaluation:</b> OEM: - Presentation of MMEL development and LAA approval process CAAC AEG: -Document review and discussion based on LAA approval process	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Afternoon</b>	<b>Maintenance Review Board (MRB) Evaluation:</b> OEM: - Presentation of Maintenance Program development and LAA MRB process CAAC AEG: -Document review and discussion based on LAA MRB process	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Day 6</b>	<b>CAAC AEG Evaluation Meeting</b>	
<b>Morning</b>	<b>ICAs Evaluation:</b> OEM: - Presentation of ICAs development and distribution process CAAC AEG: -Document review and discussion	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>

Date	Activities	Supporting Documents
<b>Afternoon</b>	<b>Maintenance Training Evaluation (MTE):</b> OEM:: - Presentation of Maintenance Personnel Qualification Plan - Presentation TNA process and maintenance training program CAAC AEG: -Document review and discussion	<b>As per Checklist of Supporting Documents for CAAC AEG Evaluation</b>
<b>Day 7</b>	<b>Summary Meeting</b>	
<b>Morning</b>	<b>CAAC Preparation:</b> - Draft Meeting Minutes - Draft CAAC AEG evaluation Report	
<b>Afternoon</b>	<b>Summary Meeting:</b> - Discussion of Meeting Minutes - Review draft CAAC AEG evaluation Report	<b>CAAC:</b> - Draft Meeting Minutes of CAAC AEG Evaluation - Draft CAAC AEG evaluation Report
<b>Day 8</b>	<b>CAAC AEG Team Departure</b>	
<b>Day 9</b>	<b>CAAC AEG Team Back to China</b>	

### Appendix 3: Checklist of Supporting Documents for CAAC AEG Evaluation

#### Checklist of Supporting Documents for CAAC AEG Evaluation

Aircraft Type: XXXX

##### 0. General:

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
0.1 Aircraft familiarization presentation	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
0.2 General introduction of LAA AEG evaluation for the Aircraft	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

##### 1. Pilot Qualification Evaluation:

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
1.1 Pilot Qualification Plan (including MDR/ODR)	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
1.2 TNA process specification and records	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
1.3 Manufacturer Proposed Training Program	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

1.4 T test records or reports	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
1.5 LAA Report/Data	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
1.6 Meeting Minutes or coordinating records with LAA	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**2. Maintenance Training Evaluation:**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
2.1 Maintenance Personnel Qualification Plan	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
2.2 TNA process specification and records	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
2.3 Manufacturer Proposed Training Program	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
2.4 Meeting Minutes or coordinating records with LAA	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**3. MMEL Evaluation:**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
3.1 MMEL candidate items	•	Copy required	<input type="checkbox"/> Hard copy	•

and justifications			<input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	
3.2 MMEL candidate items flight or simulation test program	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
3.3 Records and reports for MMEL flight test	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
3.5 LAA approved MMEL	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
3.6 Meeting Minutes or coordinating records with LAA	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**4. Scheduled Maintenance Requirements Evaluation:**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
4.1 PPH/Process Specification	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
4.2 MSG-3 analysis records	•	Copy of Samples required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
4.3 ISC, WG or internal meeting records	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
4.4 LAA approved document	•	Copy required	<input type="checkbox"/> Hard copy	•

			<input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	
4.5 Maintenance task verification records	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
4.6 Meeting Minutes or coordinating records with LAA	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**5. Operational and Continued Airworthiness Instructions (OCAI) Evaluation:**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
5.1 OCAI program	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.2 Company procedures for OCAI development and update process	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.3 Company procedures for OCAI distribution	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.4 Maintenance Requirements	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.5 Aircraft Maintenance Procedures	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.5 Component	•	Copy required	<input type="checkbox"/> Hard copy	•

Maintenance Procedures			<input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	
5.6 Configuration Control	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.7 Operational Procedures	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.8 Other Special required Documents	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.9 Records for OCAI development, update and distribution	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
5.10 LAA notification for OCAI approval or acceptance	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

### 6. Cockpit Observer Seat Evaluation

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
6.1 System Description and Compliance Description	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
6.2 Test or verification records	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
6.3 LAA Determination	•	Copy required	<input type="checkbox"/> Hard copy	•

			<input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	
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**7. Flight Crew Sleeping Quarters Evaluation**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
7.1 System Description and Compliance Description	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
7.2 Test or verification records	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
7.3 LAA Determination	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**8. EFB Supporting Documents**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
8.1 System Description and Compliance Description	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
8.2 Test or verification records	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
8.3 LAA Determination	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**9. Emergency Evacuation Demonstration Supporting Documents**

Document	Manufacturer's Identification	Requirement	Copy Provided	Remarks
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9.1 Emergency Evacuation System Description	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
9.2 Emergency Evacuation Demonstration Program	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
9.3 Evacuation Procedures and Proposed Training Program for Cabin Crew	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
9.4 Emergency Evacuation Demonstration records or reports	•	Review only	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•
9.5 LAA Determination or Report	•	Copy required	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Web access	•

**Signature for Confirmation:**

<b>By Aircraft Manufacturer:</b>		<b>By CAAC AEG:</b>	
Print Name		Print Name	
Title		Title	
Signature		Signature	

Date: XX/XX/XXXX

## Appendix 4: Sample of Aircraft Evaluation Report



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**Civil Aviation Administration of China (CAAC)**

**Aircraft Evaluation Group (AEG)**

# Aircraft Evaluation Report

**For**

**XXXX**

**Revision: NN**

**Date: DD/MM/YYYY**

**Manufacturer: ZZZZZZZZZ**

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**Revision Record & Approval**

No.	Section	Highlight	Date	Prepar e	Review	Approve

**For Revision X:**

**Prepared by:**

**Reviewed by:**

**Approved by:**

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Appendix: CAAC AEG Team and Point of Contact

## Appendix 5: Sample of Design Change Review for CAAC AEG Evaluation

### Design Change Review for CAAC AEG Evaluation

For Project: XXXX

Design Change:

Subject	Reference Documents	Applicability

#### Impact to CAAC AEG Evaluation Determination:

##### 1. Pilot Qualification

Impact Analysis	CAAC AEG Report Update Proposal

##### 2. Maintenance Personnel Qualification Specification

Impact Analysis	CAAC AEG Report Update Proposal

##### 3. Master Minimum Equipment List (MMEL)

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##### 4. Scheduled Maintenance Requirements

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##### 5. Operational Documents & Continued Airworthiness Instructions

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##### 6. Others

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