

Civil Aviation Administration of China Order
No.187

Rules on Procedures for Making Regulatory Documents of Functional Department of CAAC (CCAR-12LR-R1) have been adopted at the general affairs meeting of CAAC, are promulgated now, and will become effective as of October 10, 2007.

Administrator: Yang Yuanyuan
September 10, 2007

Rules on Procedures for Making Regulatory Documents of Functional Department of Civil Aviation Administration of China

Chapter 1 General

Article 1 The Rules are developed to standardize the procedures for making regulatory documents of functional department of Civil Aviation Administration of China (CAAC), strengthen the management of regulatory documents.

Article 2 For the purpose of the Rules, regulatory procedures refer to the documents about civil aviation management that are developed by a functional department of CAAC within its scope of authority and signed by the director of the functional department with the authorization of the administrator of CAAC to implement the laws, regulations, CAAC regulations and policy.

Article 3 Regulatory documents developed by functional department shall comply with the provisions of the laws, regulations, and CAAC regulations, and may not be conflict with the laws, regulations, and CAAC regulations.

The contents of regulatory documents conflicting with the laws, regulations, and CAAC regulations are invalid.

Chapter 2 Category of Regulatory Documents

Article 4 Regulatory documents include aviation procedure, advisory circular, management document, working manual, and information bulletin.

Article 5 Aviation Procedure (AP) is the implementation method or specific management procedure about civil aviation regulations issued by each functional department, and is the code of conduct to be observed by the staff of civil aviation administrative organization engaged in management work and the legal person, other economic organization or individuals engaged in civil aviation activities.

Article 6 Advisory Circular (AC) is the detailed description of articles of civil aviation regulations issued by each functional department.

Article 7 Management Document (MD) is the notice, decision or policy statement for important item of civil aviation management work issued by each functional department.

Article 8 Working Manual (WM) is the documents issued by each functional department to standard and instruct the specific behavior of the staff of civil aviation administrative organization.

Article 9 Information Bulletin is the documents issued by each functional department to reflect the new situation occurred in civil aviation activities and notify the problems existed in domestic and international civil aviation technology.

Chapter 3 Application of Regulatory Documents

Article 10 Each functional department of CAAC shall develop the annual plan of regulatory documents, and organize and implement after approved by its director.

Article 11 Annual plan of regulatory documents shall include the category, name, drafting unit, responsible person, and estimated date of completion etc.

Article 12 Each functional department may develop the regulatory document not listed on the plan based on the actual demand, but shall be approved by its director.

Chapter 4 Procedure for Making Regulatory Documents

Article 13 Each functional department shall designate special person or establish the drafting team (hereafter collectively referred to as "drafter") in making regulatory documents.

The drafter shall investigate, study, and consult the main issues involved in the regulatory document, draft the development program, and enter the drafting phase after approved by the director of functional department.

Article 14 After the draft is completed, the drafting department shall widely seek the suggestion from the related functional departments, administrative counterpart or experts in writing.

Article 15 For the draft regulatory document involving difficult and major problem, the drafting department shall invite related persons and have symposium or discussion meeting, if necessary, hold a hearing, to listen to the opinion of each party. It may hold several symposiums, discussion meeting or hearing as necessary.

Article 16 After the drafting department revises and finalizes the regulatory document based on the opinion of each party, the director signs to issue the regulatory document.

Article 17 If there is not obvious dispute in drafting regulatory documents, each functional department may simplify the making procedure as necessary.

Article 18 For revision and abolishment of regulatory documents, refer to the provisions in this chapter.

Chapter 5 Issuing Regulatory Documents

Article 19 Regulatory documents shall be published after signed by the director of functional department. The regulatory document involving administrative counterpart shall be timely published on CAAC website (www.caac.gov.cn) or other means convenient to the public.

Article 20 Regulatory documents shall be printed in unified format. For the requirements of printing format, see appendix 2 and 3.

Article 21 The number of AP and AC consists of English abbreviation of document category, related regulation number, English code of functional department (see appendix 1), year, serial number, and revision number etc.

Article 22 The number of MD, WM and IB consists of English abbreviation of document category, English code of functional department, year and serial number.

Article 23 Each category of regulatory document is distinguished by front color on the cover page, AP in green, AC in blue, MD in purple, WM in orange, and IB in deep green.

Chapter 6 Supplementary Provisions

Article 24 Drafting departments shall periodically check the regulatory documents and timely release the revision or abolishment result.

Article 25 The Rules are interpreted by CAAC.

Article 26 The Rules become effective 30 days after issuance. *Rules on Procedures for Making Regulatory Documents of Functional Department of CAAC* developed on March

30 1995 (CAAC Order No.40) is abolished as of the effective date of the Rules.

Appendix 1: 2-letter code of English name of each department of CAAC

English Name	2-letter Code
General Office	GO
Office of Aviation Safety	AS
Department of Policies, Laws and Regulations	LR
Department of Planning	PL
Department of Finance	FI
Personnel, Science, Technology and Education	PE
Department of International Affairs and Cooperation	IA
Department of Air Transportation	TR
Department of Flight Standard	FS
Department of Aircraft Airworthiness Certification	AA
Department of Airport	CA
Aviation Security Bureau	SB
Air Traffic Management Bureau	TM

Appendix 2: Cover Layout of AP and AC



Management Procedure (AC)

CAAC XXXXX Department

No.: XX-XXX-XXX-XX-XX-XX

English Abbr.-Regulation No. -Department Code-Year-S/N-Revision No.)
Date of Issuance: XXXX (year) XX (month) XX (day)

(Name of Document)

Appendix 3: Cover Layout of MD, WM and IB



Management Document (WM or IB)

CAAC **XXXXX** Department

No.: XX-XXX-XX-XX

English Abbr.-Department Code-Year-S/N
Date of Issuance: XXXX (year) XX (month) XX (day)

(Name of Document)

Statement of Rules on Procedures for Making Regulatory Documents of Functional Department of CAAC

To further standardize the procedures for making regulatory documents of functional department of CAAC, the *Rules on Procedures for Making Regulatory Documents of Functional Department of CAAC* has been developed based on CAAC Order No.40 and suggestion of related functional departments. The statement is as follows:

A. The regulatory document making of related functional department of CAAC since Order No.40 becomes effective

According to the feedback of six departments of CAAC in seeking advice, including Office of Aviation Safety, Department of Planning, Department of Flight Standards, Department of Aircraft Airworthiness Certification, Department of Airport, and Air Traffic Management Bureau, the six departments have developed 38 APs, 110 ACs, 118 MDs, 8 WMs and 79 IBs since Order No.40 becomes effective. The regulatory documents developed by the functional departments have played positive role in strengthening civil aviation management and ensuring civil aviation safety.

B. Necessity to revise Order No. 40

1. Order No.40 has not clarified the relationship between the regulatory documents of functional department and laws, administrative laws and regulations, and some regulatory documents of functional department conflict with the laws, administrative laws and regulations and CAAC regulations. Therefore, it is necessary to specify that regulatory documents may not conflict with the laws, administrative laws and regulations, and CAAC regulations.

2. The category of regulatory documents in Order No. 40 is not completely reasonable, the boundary between AP and MD is not clear, each department has different understanding the applicability of each category of regulatory documents. In addition, the forms in the six regulatory documents have not been used yet since Order No 40 becomes effective.

3. The printing requirements are out of date and do not meet the need of e-government affairs and government information publicity.

C. Main contents of revision

1. Clarify the regulatory documents developed by functional department shall comply with the provisions of laws, administrative laws and regulations, and CAAC regulations, and may not conflict with them.

2. Reduce six categories of regulatory documents into 5 categories, and delete the forms not used yet. At the same time, improve the definition of each category of regulatory documents, clarify the difference of each category of regulatory documents, and avoid confusion in use.

3. Add the provisions that, regulatory documents involving administrative counterpart shall be published on government website or other means convenient to the public

4. Delete some requirements out of date from the appendix.