





Authorised release certificate

Date November 2022

File ref D22/461089

This Civil Aviation Advisory Publication (CAAP) provides guidance, interpretation and explanation on complying with the Civil Aviation Regulations 1988 (CAR) or a Civil Aviation Order (CAO).

This CAAP provides advisory information to the aviation industry in support of a particular CAR or CAO. Ordinarily, the CAAP will provide additional 'how to' information not found in the source CAR, or elsewhere.

Civil Aviation Advisory Publications should always be read in conjunction with the relevant regulations/orders.

Audience

This Civil Aviation Advisory Publication (CAAP) applies to:

- aircraft certificate of registration holders
- registered operators
- CAR 30 certificate of approval holders
- licensed aircraft maintenance engineers
- other personnel authorised to carry out maintenance under CAR.

Purpose

The purpose of this CAAP is to provide guidance for the completion of CASA Form 1 as an Authorised Release Certificate (ARC) for release to service of an aircraft component (hereafter referred to as 'item') after maintenance carried out under CAR.

For further information

For further information on this CAAP, contact CASA's Airworthiness Standards (telephone 131 757).

Status

This version of the CAAP is approved by the Branch Manager, Airworthiness and Engineering.

Note: Changes made in the current version are not annotated. The document should be read in full.

Version	Date	Details	
v7.1	November 2022	Administrative review only.	
(6)	March 2014	This is the sixth revision of CAAP 42W-2. It replaces all previous issues and versions of CAAP 42W-2. It has been amended to only provide guidance for completion of CASA Form 1 and Form 917 (the previous approved form for an ARC) as an ARC under CAR, and to harmonise CASA's guidance with the current Federal Aviation Administration (FAA) and European Aviation Safety Agency (EASA) requirements.	
		Note: This CAAP is no longer applicable to the Civil Aviation Safety Regulations 1998 (CASR) and should not be used as guidance for completion of CASA Form 1 under Part 21 or Part 42 of CASR. Guidance for completion of an ARC under these Parts is now provided in CASA Form 1i (available on the CASA website).	
(5)	July 2010	This fifth issue replaces CAAP 42W-2(4) issued October 2009. It has been amended to describe how CASA is managing the renumbering of the document titled CASA Form One (currently numbered as Form 917). CASA has published a renumbered Form One which has the Form 1 number allocated to it.	
(4)	September 2009	This is the fourth issue of this CAAP on the subject of Authorised Release Certificate and replaces CAAP 42W-2(3) issued December 2001. It has been amended to standardise detail within the Form 917 described by the CAAP and the associated CASA Form 917 provided on the web.	
(3)	December 2001	This is the fourth issue of this CAAP on the subject of Authorised Release Certificate and replaces CAAP 42W-2(2) dated November 2000. It has been amended to further clarify the purpose and scope of the ARC as a result of comments received from the industry.	
(2)	November 2000	This is the third issue of this CAAP on the subject of Authorised Release Certificate and replaces CAAP 42W-2(1) dated August 2000.	
(1)	August 2000	The format and layout of this CAAP has been completely revised and replaces CAAP 42W-2(0) dated 1 March 1992.	
(0)		Initial CAAP.	

Contents

1	Refe	erence material	4
	1.1	Acronyms	4
	1.2	Definitions	4
	1.3	References	4
	1.4	Forms	5
2	2 Introduction		6
3	Purpose and scope of the ARC under Part 4A of CAR		7
4	Con	pletion guidelines	8
	4.1	General	8
	4.2	Copies of an ARC	9
	4.3	Error(s) on an ARC	9
	4.4	Completion of the ARC by the originator	9

1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this CAAP are listed in the table below.

Acronym	Description
ARC	Authorised Release Certificate
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CAR	Civil Aviation Regulations 1988
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Regulations 1998
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration (of the USA)
NAA	National Aviation Authority

1.2 Definitions

Terms that have specific meaning within this CAAP are defined in the table below. Where definitions from the civil aviation legislation have been reproduced for ease of reference, these are identified by 'grey shading'. Should there be a discrepancy between a definition given in this CAAP and the civil aviation legislation, the definition in the legislation prevails.

Term	Definition	
aircraft component	(see regulation 2 of CAR):	
	 a. any part or equipment for an aircraft that, when fitted to, or provided in an aircraft may, if it is not sound or functioning correctly, affect the safety of the aircraft, its occupants or its cargo or cause the aircraft to become a danger to person or property; or 	
	 flotation equipment, evacuation equipment, ration packs, portable breathing apparatus, fire-fighting equipment, or any other equipment or apparatus, fitted to, or provided in, an aircraft for use in an emergency; 	
	but does not include any part, equipment or apparatus for an aircraft that CASA has deemed not to be an aircraft component under subregulation 2 (2) of CAR.	
item	an aircraft component	

1.3 References

Legislation

Legislation is available on the Federal Register of Legislation website https://www.legislation.gov.au/

Document	Title	
Regulation 2 of CAR	Interpretation	
Regulation 2A of CAR	Approved Maintenance Data.	
Part 4A of CAR	 Maintenance. In particular: regulation 42W—Installation and use of aircraft components in maintenance — Australian aircraft in Australian territory. regulation 42WA—Requirements for authorised release certificate. regulation 42ZA—Use of aircraft components, aircraft materials etc. in maintenance — Australian aircraft outside Australian territory. 	
Schedule 6 of CAR	CASA system of certification of completion of maintenance.	

Advisory material

CASA's advisory materials are available at https://www.casa.gov.au/publications-and-resources/guidance-materials

Document	Title
CAAP 42W-1	Documents for the supply of aeronautical products

Other

Document	Title
EASA Regulation 2042- 2003	Continuing Airworthiness. In particular, Appendix II—Authorised Release Certificate EASA Form 1.
FAA Order 8130.21H	Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

1.4 Forms

CASA's forms are available at http://www.casa.gov.au/forms

Form number	Title
CASA Form 001	Authorised release certificate

2 Introduction

- 2.1.1 For the purposes of CAR, the CASA Form 1 is the approved form for an ARC for an item in relation to maintenance under Part 4A of CAR.
 - **Note:** The CASA Form 1 is also the approved form for an ARC for an aeronautical product in relation to manufacture or production under Part 21 of CASR and certificate of release to service (CRS) for an aeronautical product in relation to maintenance under Part 42 of CASR. Guidance for these purposes is provided in CASA Form 1i (available on the CASA website).
- 2.1.2 This CAAP provides guidance for completion of CASA Form 1 (including catalogue number Form 917) as an ARC for release to service of an item after maintenance has been carried out under Part 4A of CAR.
- 2.1.3 The CASA Form 1 title and catalogue number were unified as Form 1 in 2010. Prior to that, the form was titled CASA Form 1 but the catalogue number of the form was Form 917.
- 2.1.4 Either version of the form titled CASA Form 1 (numbered Form 1 or Form 917) may be used as an ARC. This will allow remaining stocks of Form 917 to be depleted.
- 2.1.5 The FAA and EASA have further harmonised their requirements for use of their respective ARCs (FAA Form 8130-3 and EASA Form 1). The guidance in this CAAP is harmonised with the FAA and EASA requirements.

3 Purpose and scope of the ARC under Part 4A of CAR

- 3.1.1 The primary purpose of the ARC under Part 4A of CAR is to declare the airworthiness of maintenance work undertaken on an item.
- 3.1.2 Correlation must be established between the ARC and the item. The originator must retain an ARC in a form that allows verification of the original data.
- 3.1.3 The ARC should be acceptable to other National Aviation Authorities (NAA), but such acceptance may be dependent on the existence of bilateral agreements and/or the policy of the NAA. The 'approved design data' mentioned in the ARC would then mean approved by the NAA of the importing country.
- 3.1.4 The ARC is not a delivery or shipping note.
- 3.1.5 Aircraft are not to be released using the ARC.
- 3.1.6 The ARC does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 3.1.7 A mixture of production released and maintenance released items is not permitted on the same ARC.
- 3.1.8 Items manufactured in the course of maintenance under regulation 30 of CAR by a maintenance organisation are not to be released using the ARC.
- 3.1.9 Where a single ARC is used to release a number of items and those items are subsequently separated out from each other; then a copy of the original ARC should accompany each of the separated items. The original ARC needs to be retained by the organisation that separated the batch of items as failure to retain the original ARC could invalidate the items' release status.

4 Completion guidelines

4.1 General

- 4.1.1 See CAAP 42W-1 for a listing of definitions and commonly used aeronautical product terminology.
- 4.1.2 The ARC must comply with the defined format, including block numbers and the location of each block (the format of either of the forms titled CASA Form 1, numbered CASA Form 1 or Form 917, is acceptable). The size of each block may however be varied to suit the individual application, but not to the extent that would make the ARC unrecognisable.
- 4.1.3 The overall size of the ARC may be significantly increased or decreased so long as the ARC remains recognisable and legible. If in doubt consult CASA.
- 4.1.4 The User/Installer responsibility statement may be placed on either side of the form. If the statement is placed on the reverse side of the form, a note in the 'Remarks' Block must reference that fact.
- 4.1.5 All printing must be clear and legible to permit easy reading.
- 4.1.6 The ARC may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 4.1.7 The ARC must be in English.
- 4.1.8 The details to be entered on the ARC may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 4.1.9 Limit the use of abbreviations to a minimum, to aid clarity, unless universally recognised (e.g. NAS, etc.).
- 4.1.10 The space remaining on the reverse side of the ARC may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the ARC must be referenced in the appropriate block on the front side of the ARC.
- 4.1.11 Where the ARC format and data is entirely computer generated, subject to acceptance by CASA, it is permissible to retain the ARC format and data on a secure database.
- 4.1.12 The ARC that accompanies the item may be attached to the product by being placed in an envelope for durability.
- 4.1.13 Although the ARC is primarily intended as a certified document, customer details may be entered in the 'Remarks' block. It should be remembered however, that an item addressed to the distributor and ultimately passed on to the end user could be subject to rejection.
- 4.1.14 Except as otherwise stated, there must be an entry in all blocks to make the document a valid ARC.

4.2 Copies of an ARC

- 4.2.1 A copy of the ARC must be retained by the issuing organisation in accordance with the record keeping requirements of the Regulations.
- 4.2.2 The originator of copies must retain an ARC in a form that allows verification of the original data.
- 4.2.3 There is no restriction on the number of copies of the ARC sent to the customer or retained by the originator.

4.3 Error(s) on an ARC

- 4.3.1 If there are errors on an ARC then the originator may issue a new ARC only if the error(s) can be verified and corrected.
- 4.3.2 The new ARC must have a new tracking number, signature and date.
- 4.3.3 The request for a new ARC may be honoured without re-verification of the item(s) condition. The new ARC is not a statement of current condition and should refer to the previous ARC in the 'Remarks' block by the following statement: 'This certificate corrects the error(s) in block(s) [enter block(s) corrected] of the certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service'.
- 4.3.4 Both ARCs should be retained according to the retention period associated with the first.

4.4 Completion of the ARC by the originator

4.4.1 Blocks have been internationally harmonised for specific use and must contain information as follows:

Note: Automation of this document does not relieve the authorised person from verifying and/or making a finding that the item is serviceable and is in a condition for safe operation.

- Block 1 Approving National Aviation Authority / Country.
 'CASA/Commonwealth of Australia'. This may be pre-printed.
- Block 2 Header. 'Authorised Release Certificate CASA Form 1'. This may be pre-printed.
- Block 3 Form Tracking Number. Enter the unique number established by the numbering system/procedure of the organisation identified in Block 4; this may include alpha/numeric characters.
- Block 4 Organisation Name and Address. Enter the full name and address of the approved organisation releasing the work covered by this ARC. Logos, etc., are permitted if they can be contained within the block. This may be pre-printed.
- Block 5 Work Order/Contract/Invoice. To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.
- Block 6 Item. Enter line item numbers when there is more than one line item.
 This block permits easy cross-referencing to the 'Remarks' block. Multiple items should be numbered in sequence. If necessary, a separate sheet/listing may be

- used. If a separate sheet/listing is used enter 'List Attached'. The separate sheet/listing must cross-reference the form tracking number located in Block 3 (see also 'Remarks' block instructions).
- Block 7 Description. Enter the name or description of the item(s). Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).
- Block 8 Part Number. Enter the part number as it appears on the item(s) or tag/packaging. In the case of an engine or propeller the type designation may be used. If the item being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word 'subassembly'.
- 4.4.2 Depending on which version of CASA Form 1 (Form 1 or 917) is being completed the instructions for compilation deviate after Block 8. In the new CASA Form 1, the 'Eligibility' block has been removed and a clear differentiation between the manufacturer's and maintainer's signature blocks has been made by use of subnumbering and shading. Instructions for both versions of CASA Form 1 are provided in the following table.

Form 1 Completion Guidance	Form 917 Completion Guidance
Block 9 — Quantity	Block 9 — Eligibility
Enter the quantity of items being released.	Enter 'N/A'.
Block 10 — Serial Number	Block 10 — Quantity
If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter 'N/A'. If a specific batch or lot number is used, refer to the instructions for Block 12.	Enter the quantity of items being released.
Block 11 — Status/Work	Block 11 — Serial/Batch Number
The following describes the permissible entries for Block 11. Enter only one of these terms — where more than one term may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the item.	If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter 'N/A'.
 'OVERHAULED' — a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the NAA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data. 'REPAIRED' — rectification of defect(s) using an applicable standard. 	

Form 1 Completion Guidance Form 917 Completion Guidance • 'INSPECTED/TESTED' — Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing, etc.). • 'MODIFIED' — alteration of an item to conform to an applicable standard. Note: Applicable standard means a manufacturing / design / maintenance / quality standard, method, technique or practice approved by or acceptable to the NAA. The applicable standard shall be described in Block 12. Block 12 — Remarks Block 12 — Status/Work Describe the work identified in Block 11, either The following describes the permissible entries for directly or by reference to supporting Block 12. Enter only one of these terms — where documentation, necessary for the user or installer more than one may be applicable, use the one that to determine the airworthiness of the item(s) in most accurately describes the majority of the work relation to the work being certified. If necessary, a performed and/or the status of the item. separate sheet may be used and referenced from the main ARC. Each statement must clearly identify

If there are no remarks to be made, enter 'None'.

which item(s) in Block 6 it relates to.

If printing the data from an electronic CASA Form 1, any appropriate data not fit for other blocks should be entered in this block.

If a specific batch or lot number is used to control or trace the item, enter the batch or lot number in this block.

Examples of information to be entered in Block 12 are:

- Maintenance data used, including the revision status and reference.
- Compliance with airworthiness directives or service bulletins.
- · Repairs carried out.
- Modifications carried out.
- · Replacement parts installed.
- Life limited parts status.
- Deviations from the customer work order.
- Information needed to support shipment with shortages or re-assembly after delivery.
- Release statements to satisfy a foreign NAA maintenance requirement.
- Release to service statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, Bilateral Aviation Safety Agreements.

Note: These examples show the possibility of dual release against both CAR and another NAA's maintenance requirement or the single release against a NAA maintenance

- 'OVERHAULED' a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the NAA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
- 'REPAIRED' rectification of defect(s) using an applicable standard.
- 'INSPECTED/TESTED' Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing etc.).
- 'MODIFIED' alteration of an item to conform to an applicable standard.

Note: Applicable standard means a manufacturing / design / maintenance / quality standard, method, technique or practice approved by or acceptable to the NAA. The applicable standard shall be described in Block 13.

Form 1 Completion Guidance	Form 917 Completion Guidance
requirement. However, care should be taken to check the relevant box(es) in Block 14a to validate the release. A dual release requires the approved data to be approved/accepted by both CASA and the appropriate NAA.	
Blocks 13a to 13e — Manufactured Items	Block 13 — Remarks
Blocks 13a to 13e are for newly manufactured items only and therefore are not applicable under CAR. Guidance in relation to manufacture or production of aeronautical products under Part 21 of CASR is provided in CASA Form 1i (available on the CASA website). Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.	Describe the work identified in Block 12, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of the item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main ARC. Each statement must clearly identify which item(s) in Block 6 it relates to. If there are no remarks to be made, enter 'None'. If printing the data from an electronic CASA Form 1, any appropriate data not fit for other blocks should be entered in this block. Examples of information to be entered in Block 13 are: • Maintenance data used, including the revision status and reference. • Compliance with airworthiness directives or service bulletins. • Repairs carried out. • Modifications carried out. • Modifications carried out. • Replacement parts installed. • Life limited parts status. • Deviations from the customer work order. • Information needed to support shipment with shortages or re-assembly after delivery. • Release statements to satisfy a foreign NAA maintenance requirement. • Release to service statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, Bilateral Aviation Safety Agreements. Note: These examples show the possibility of dual release against both CAR and another NAA's maintenance requirement or the single release against a NAA maintenance requirement. However, care should be taken to check the relevant box(es) in Block 19 to
	validate the release. A dual release requires the approved data to be approved/accepted by both CASA and the appropriate NAA.
Blocks 14a to 14e — Maintained Items	Blocks 14 to 18 — Manufactured Items
Block 14a — Release Details Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box	Blocks 14 to 18 are for newly manufactured items only and therefore are not applicable under CAR. Guidance in relation to manufacture or production

Form 1 Completion Guidance

Form 917 Completion Guidance

'other regulations specified in Block 12' is marked, then the regulations of the other NAA(s) must be identified in Block 12. At least one box must be marked, or more than one box may be marked, as appropriate.

The certification statement 'unless otherwise specified in Block 12' is intended to address the following cases:

- Where the maintenance could not be completed.
- Where the maintenance deviated from the standard required by CAR.
- Where the maintenance was carried out in accordance with a requirement other than that specified in CAR. In this case Block 12 shall specify the particular requirement or foreign regulation.

It is acceptable to include on the form only the relevant box(es), provided that the boxes provide for the correct certification and the form is clear and completed correctly.

Block 14b — Authorised Signature

This space shall be completed with the signature of the authorised person. Only persons specifically authorised are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

The approval signature shall be applied at the time and place of issue. A rubber stamp signature is not allowed. However, an impression of the person's stamp may be made in addition to the signature.

Block 14c — CASA Certificate No

Enter the certificate number issued by CASA to the maintenance organisation releasing the item to service.

Block 14d — Name

Enter the name of the person whose signature appears in Block 14b in a legible form.

Block 14e — Date

Enter the date on which Block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year.

of aeronautical products under Part 21 of CASR is provided in CASA Form 1i (available on the CASA website).

Blocks 19 to 23 — Maintained Items

Block 19 — Release Details

Form 1 Completion Guidance	Form 917 Completion Guidance
	Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box 'other regulations specified in Block 13' is marked, then the regulations of the other NAA(s) must be identified in Block 13. At least one box must be marked, or more than one box may be marked, as appropriate.
	The certification statement 'unless otherwise specified in Block 13' is intended to address the following cases:
	 Where the maintenance could not be completed. Where the maintenance deviated from the standard required by CAR. Where the maintenance was carried out in accordance with a requirement other than that specified in CAR. In this case Block 13 shall specify the particular requirement or foreign regulation.
	Block 20 — Signature
	This space shall be completed with the signature of the authorised person. Only persons specifically authorised are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.
	The approval signature shall be applied at the time and place of issue. A rubber stamp signature is not allowed. However, an impression of the person's stamp may be made in addition to the signature.
	Block 21 — CASA Certificate Number
	Enter the certificate number issued by CASA to the maintenance organisation releasing the item to service.
	Block 22 — Name
	Enter the name of the person whose signature appears in Block 20 in a legible form.
	Block 23 — Date
	Enter the date on which Block 20 is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year.

4.4.3 **User/Installer Responsibilities.** Place the following statement on the ARC to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

'It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly. Where the user/installer works in accordance with the national regulations of a National Aviation Authority (NAA) different than the NAA of the country specified in Block 1 it is essential that the user/installer ensures that his/her NAA accepts parts, components, assemblies from the NAA of the country specified in Block 1. Statements in Block 13a and 14a [Block 14 and 19] do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.'