



Civil Aviation Advisory Publication

March 2014

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.

A CAAP is not intended to clarify the intent of a CAR, which must be clear from a reading of the regulation itself, nor may the CAAP contain mandatory requirements not contained in legislation.

Note: Read this advisory publication in conjunction with the appropriate regulations/orders.

Authorised Release Certificate

This CAAP will be of interest 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.

Why this publication was written

This CAAP provides guidance for 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.

Status of this CAAP

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Note: This CAAP is no longer applicable to the *Civil Aviation Safety Regulations 1998* (CASR) and should not be used as guidance for completion of CASA Form 1 under Part 21 or Part 42 of CASR.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).

For further information

For application and policy advice, contact CASA's Airworthiness and Engineering Standards Branch (Telephone 131 757).

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1. Relevant regulations and other references

- 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.
- CAAP 42W-1—Documents for the supply of aeronautical products.
- CASA Form 1—Authorised Release Certificate. Available from the CASA website at http://casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_91308.
- 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.

2. Acronyms

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

3. Definitions

Aircraft component means (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
- (b) 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 means an aircraft component.

4. Introduction

4.1 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).*

4.2 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.

4.3 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.

4.4 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.

4.5 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.

5. Purpose and scope of the ARC under Part 4A of CAR

5.1 The primary purpose of the ARC under Part 4A of CAR is to declare the airworthiness of maintenance work undertaken on an item.

5.2 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.

5.3 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.

5.4 The ARC is not a delivery or shipping note.

5.5 Aircraft are not to be released using the ARC.

5.6 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.

5.7 A mixture of production released and maintenance released items is not permitted on the same ARC.

5.8 Items manufactured in the course of maintenance under regulation 30 of CAR by a maintenance organisation are not to be released using the ARC.

5.9 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.

6. Completion guidelines

6.1 General

6.1.1 See CAAP 42W-1 for a listing of definitions and commonly used aeronautical product terminology.

6.1.2 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.

6.1.3 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.

- 6.1.4 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.
- 6.1.5 All printing must be clear and legible to permit easy reading.
- 6.1.6 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.
- 6.1.7 The ARC must be in English.
- 6.1.8 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.
- 6.1.9 Limit the use of abbreviations to a minimum, to aid clarity, unless universally recognised (e.g. NAS, etc.).
- 6.1.10 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.
- 6.1.11 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.
- 6.1.12 The ARC that accompanies the item may be attached to the product by being placed in an envelope for durability.
- 6.1.13 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.
- 6.1.14 Except as otherwise stated, there must be an entry in all blocks to make the document a valid ARC.

6.2 Copies of an ARC

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

6.3 Error(s) on an ARC

- 6.3.1 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.
- 6.3.2 The new ARC must have a new tracking number, signature and date.
- 6.3.3 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'.

6.3.4 Both ARCs should be retained according to the retention period associated with the first.

6.4 Completion of the ARC by the originator

6.4.1 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'.

6.4.2 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 sub-numbering and shading. Instructions for both versions of CASA Form 1 are provided in the following table.

Form 1 Completion Guidance	Form 917 Completion Guidance
<p>Block 9 — Quantity</p> <p>Enter the quantity of items being released.</p>	<p>Block 9 — Eligibility</p> <p>Enter 'N/A'.</p>
<p>Block 10 — Serial Number</p> <p>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.</p>	<p>Block 10 — Quantity</p> <p>Enter the quantity of items being released.</p>
<p>Block 11 — Status/Work</p> <p>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.</p> <ul style="list-style-type: none"> • '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. <p>Note: <i>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.</i></p>	<p>Block 11 — Serial/Batch Number</p> <p>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'.</p>

Form 1 Completion Guidance	Form 917 Completion Guidance
<p>Block 12 — Remarks</p> <p>Describe the work identified in Block 11, 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.</p> <p>If there are no remarks to be made, enter 'None'.</p> <p>If printing the data from an electronic CASA Form 1, any appropriate data not fit for other blocks should be entered in this block.</p> <p>If a specific batch or lot number is used to control or trace the item, enter the batch or lot number in this block.</p> <p>Examples of information to be entered in Block 12 are:</p> <ul style="list-style-type: none"> • 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. <p>Note: <i>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 14a to validate the release. A dual release requires the approved data to be approved/accepted by both CASA and the appropriate NAA.</i></p>	<p>Block 12 — Status/Work</p> <p>The following describes the permissible entries for Block 12. Enter only one of these terms — where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the item.</p> <ul style="list-style-type: none"> • '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. <p>Note: <i>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.</i></p>

Form 1 Completion Guidance	Form 917 Completion Guidance
<p>Blocks 13a to 13e — Manufactured Items</p> <p>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).</p> <p>Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.</p>	<p>Block 13 — Remarks</p> <p>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.</p> <p>If there are no remarks to be made, enter 'None'.</p> <p>If printing the data from an electronic CASA Form 1, any appropriate data not fit for other blocks should be entered in this block.</p> <p>Examples of information to be entered in Block 13 are:</p> <ul style="list-style-type: none"> • 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. <p>Note: <i>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.</i></p>

Form 1 Completion Guidance	Form 917 Completion Guidance
<p>Blocks 14a to 14e — Maintained Items</p> <p>Block 14a — Release Details</p> <p>Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box '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.</p> <p>The certification statement 'unless otherwise specified in Block 12' is intended to address the following cases:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Block 14b — Authorised Signature</p> <p>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.</p> <p>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.</p> <p>Block 14c — CASA Certificate No</p> <p>Enter the certificate number issued by CASA to the maintenance organisation releasing the item to service.</p>	<p>Blocks 14 to 18 — Manufactured Items</p> <p>Blocks 14 to 18 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).</p>

Form 1 Completion Guidance	Form 917 Completion Guidance
<p>Block 14d — Name</p> <p>Enter the name of the person whose signature appears in Block 14b in a legible form.</p> <p>Block 14e — Date</p> <p>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.</p>	
	<p>Blocks 19 to 23 — Maintained Items</p> <p>Block 19 — Release Details</p> <p>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.</p> <p>The certification statement ‘unless otherwise specified in Block 13’ is intended to address the following cases:</p> <ul style="list-style-type: none"> • 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. <p>Block 20 — Signature</p> <p>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.</p> <p>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.</p>

Form 1 Completion Guidance	Form 917 Completion Guidance
	<p>Block 21 — CASA Certificate Number</p> <p>Enter the certificate number issued by CASA to the maintenance organisation releasing the item to service.</p> <p>Block 22 — Name</p> <p>Enter the name of the person whose signature appears in Block 20 in a legible form.</p> <p>Block 23 — Date</p> <p>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.</p>

6.4.3 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.'

Executive Manager
Standards Division

March 2014