



Form 001i - Authorised release certificate guidelines

Note: Forms must meet web accessibility. Following are some *Form* examples using the form elements in word and accessible *Tables*.

Instructions for completion by the originator

This document provides guidance for completion of CASA Form 1 as an Authorised Release Certificate (ARC) for release to service of an aeronautical product (hereafter referred to as 'item') after production or maintenance carried out under Part 21 or Part 42 of the *Civil Aviation Safety Regulations 1998* (CASR).

Note: This guidance is not applicable to the Civil Aviation Regulations 1988 (CAR) and should not be used as guidance for completion of CASA Form 1 after maintenance carried out under CAR. Guidance for completion of an ARC under CAR is provided in [CAAP 42W-2](#).

For further information

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

1. Introduction

- 1.1 The CASA Form 1 is the approved form for an ARC (or certificate of release to service) for an item in relation to production or maintenance under CASR.
- 1.2 This document provides guidance for completion of CASA Form 1 as an ARC for release to service of an item after production or maintenance under CASR Part 21 or Part 42.

2. Purpose and scope of the ARC

- 2.1 The primary purpose of the ARC under CASR is to declare the airworthiness of new items or maintenance work undertaken on an item.
- 2.2 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.
- 2.3 The ARC should be acceptable to the 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.
- 2.4 The ARC is not a delivery or shipping note.

- 2.5 Aircraft are not to be released using the ARC.
- 2.6 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.
- 2.7 A mixture of production released and maintenance released items is not permitted on the same ARC.
- 2.8 A mixture of items certified in conformity with 'approved data' and to 'non-approved data' is not permitted on the same ARC.
- 2.9 Items fabricated in the course of maintenance under Part 145 of CASR by an approved maintenance organisation are not to be released using the ARC.
- 2.10 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.

3. Completion guidelines

3.1 General

- 3.1.1 The ARC must comply with the defined format, including block numbers and the location of each block. 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.
- 3.1.2 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.
- 3.1.3 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 Block 12 must reference that fact.
- 3.1.4 All printing must be clear and legible to permit easy reading.
- 3.1.5 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.
- 3.1.6 The ARC must be in English.
- 3.1.7 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.
- 3.1.8 Limit the use of abbreviations to a minimum, to aid clarity, unless universally recognised (e.g. NAS, etc.).
- 3.1.9 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.
- 3.1.10 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.
- 3.1.11 The ARC that accompanies the item may be attached to the product by being placed in an envelope for durability.
- 3.1.12 Although the ARC is primarily intended as a certified document, customer details may be entered in Block 12. 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.
- 3.1.13 There must be an entry in all relevant blocks. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use for any blocks that are not utilised.

A Form 1 can have only one certification statement.

- For production items, use blocks 13a through 13e. Shade, darken, or otherwise mark blocks 14a through 14e to preclude their inadvertent or unauthorised use.
- For maintenance items, use blocks 14a through 14e. Shade, darken, or otherwise mark blocks 13a through 13e to preclude their inadvertent or unauthorised use.

SAMPLE Form 1 for Production Items – Use blocks 13a through 13e for Certification Statement

1. Approving National Aviation Authority /Country 		2. AUTHORISED RELEASE CERTIFICATE CASA FORM 1			3. Form Tracking No:	
4. Organisation Name and Address:					5. Work Order/ Contract/ Invoice Number:	
6. Item	7. Description	8. Part Number	9. Quantity	10. Serial No.	11. Status/Work	
12. Remarks:						
13a. Certifies that the items listed above were manufactured in conformity to: <input type="checkbox"/> Approved design data and in a condition for safe operation; or <input type="checkbox"/> Non-approved design data specified in Block 12.				14a. Division 42 H.4 of CASR 1998 - Certificate of Release to Service (CASR Part 145 AMO) Regulation 42WA of CAR 1988 - Return to Service (for Part 4A maintenance under CAR 1988) Other regulations specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was carried out in accordance with Civil Aviation Safety Regulations, 1988 & 1998 and in respect to that work, the items are approved for return to service.		
13b. Authorised Signature:		13c. CASA Approval No:		14b. Authorised Signature:		14c. CASA Certificate No:
13d. Name: (printed or typed)		13e. Date: (dd/mm/yyyy) / /		14d. Name: (printed or typed)		14e. Date: (dd/mm/yyyy) / /
User/Installer Responsibilities 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 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.						

SAMPLE Form 1 for Maintenance Items – Use blocks 14a through 14e for Certification Statement

1. Approving National Aviation Authority/Country 		2. AUTHORISED RELEASE CERTIFICATE CASA FORM 1			3. Form Tracking No:
4. Organisation Name and Address:				5. Work Order/ Contract/ Invoice Number:	
6. Item	7. Description	8. Part Number	9. Quantity	10. Serial No.	11. Status/Work
12. Remarks:					
13a. Certifies that the items listed above were manufactured in conformity to: Approved design data and in a condition for safe operation; or Non-approved design data specified in Block 12.			14a. <input type="checkbox"/> Division 42 H.4 of CASR 1988 - Certificate of Release to Service (CASR Part 145 AMO) <input type="checkbox"/> Regulation 42WA of CAR 1988 - Return to Service (for Part 4A maintenance under CAR 1988) <input type="checkbox"/> Other regulations specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was carried out in accordance with Civil Aviation Safety Regulations, 1988 & 1998 and in respect to that work, the items are approved for return to service.		
13b. Authorised Signature:		13c. CASA Approval No:		14b. Authorised Signature:	
13d. Name: (printed or typed)		13e. Date: (dd/mm/yyyy)		14d. Name: (printed or typed)	
14e. Date: (dd/mm/yyyy)					
User/Installer Responsibilities					
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 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.					

3.2 Copies of an ARC

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

3.3 Error(s) on an ARC

- 3.3.1 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.
- 3.3.2 The new ARC must have a new tracking number, signature and date.
- 3.3.3 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 Block 12 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'.
- 3.3.4 Both ARCs should be retained according to the retention period associated with the first.

3.4 Completion of the ARC by the originator

- 3.4.1 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.

3.4.2 **Block 1 — Approving National Aviation Authority /Country.**

The logo of 'Australian Government/Civil Aviation Safety Authority'. This may be pre-printed.

3.4.3 **Block 2 — Header.**

'Authorised Release Certificate CASA Form 1'. This may be pre-printed.

3.4.4 **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 alphanumeric characters.

3.4.5 **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.

3.4.6 **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.

3.4.7 **Block 6 — Item.**

Enter line-item numbers when there is more than one line item. This block permits easy cross-referencing to the remarks in Block 12. 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 Block 12 instructions).

3.4.8 **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).

3.4.9 **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'.

3.4.10 **Block 9 — Quantity.**

Enter the quantity of items being released.

3.4.11 **Block 10 — Serial Number.**

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.

3.4.12 **Block 11 — Status/Work.**

1) **Production items**

Enter only one of either 'PROTOTYPE' or 'NEW'.

a) Enter 'PROTOTYPE' for:

- i) the production of a new item in conformity with non-approved design data;
- ii) re-certification by the organisation identified in Block 4 of the previous ARC after alteration or rectification work on a prototype item, prior to entry into service,

(e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in Block 12.

b) Enter 'NEW' for:

- i) the production of a new item in conformity with the approved design data;
- ii) re-certification by the organisation identified in Block 4 of the previous ARC after alteration or rectification work on an item, prior to entry into service, (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in Block 12;
- iii) re-certification by the item manufacturer or the organisation identified in Block 4 of the previous ARC of items from 'prototype' (conformity only to non-approved data) to 'new' (conformity to approved data and in a condition for safe operation), subsequent to approval of the applicable design data, provided that the design data has not changed. The following statement must be entered in Block 12:
 'RE-CERTIFICATION OF ITEMS FROM 'PROTOTYPE' TO 'NEW': THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT TC/STC NUMBER, REVISION LEVEL], DATED [INSERT DATE IF NECESSARY FOR IDENTIFICATION OF REVISION STATUS], TO WHICH THIS ITEM (THESE ITEMS) WAS (WERE) MANUFACTURED.'
 The box 'approved design data and are in a condition for safe operation' should be marked in Block 13a;
- iv) the examination of a previously released new item prior to entry into service in accordance with a customer-specified standard or specification (details of which and of the original release are to be entered in Block 12) or to establish airworthiness (an explanation of the basis of release and details of the original release are to be entered in Block 12).

2) Maintained items

Enter only one of the following 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.

- 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.
- b) 'REPAIRED' — rectification of defect(s) using an applicable standard.
- c) 'INSPECTED/TESTED' — Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing, etc.).
- d) '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.

3.4.13 Block 12 — Remarks.

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.

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.

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 for **production items** are:

- All restrictions (e.g. prototype conformity only).
- Alternative approved products supplied (e.g. design change, part number, change due to alternate supplier).
- Compliance or non-compliance with airworthiness directives or service bulletins.
- Information on life-limited products (i.e. total time, total cycles).
- Condition of products or reference to a document detailing this information.
- Manufacturing or cure date.
- Shelf life data.
- Shortages information or reference to a document detailing this information.
- Drawing and revision level.
- Exceptions to the notified special requirements of the importing country.
- The justification for release to non-approved design data (e.g. pending type-certificate, for test only, pending approved data).
- When used for conformity the word 'CONFORMITY' must be entered in capital letters. In addition, an explanation of the product use should be entered (e.g. 'pending approved data', 'TC pending', 'for test only').

Examples of information to be entered in Block 12 for **maintained items** 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 CASR 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.

3.4.14 Block 13a — Manufacturing Conformance (for production items only)

Mark only one of the two boxes:

- 1) Mark the 'approved design data and are in a condition for safe operation' box if the item(s) was/were manufactured using approved design data and found to be in a condition for safe operation; or
- 2) Mark the 'non-approved design data specified in Block 12' box if the item(s) was/were manufactured using applicable non-approved design data. Identify the data in Block 12 (e.g. pending type-certificate, for test only, pending approved data).

3.4.15 Block 13b — Authorised Signature (for production items only)

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.

3.4.16 Block 13c — CASA Approval No (for production items only)

Enter the approval/authorisation number/reference issued by CASA to the organisation releasing the item to service.

3.4.17 Block 13d — Name (for production items only)

Enter the name of the person whose signature appears in Block 13b in a legible form.

3.4.18 Block 13e — Date (for production items only)

Enter the date on which Block 13b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year.

3.4.19 Block 14a — Release Details (for maintained items only)

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.

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

- 1) Where the maintenance could not be completed.
- 2) Where the maintenance deviated from the standard required by CASR.
- 3) Where the maintenance was carried out in accordance with a requirement other than that specified in CASR. 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.

3.4.20 Block 14b — Authorised Signature (for maintained items only)

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.

3.4.21 Block 14c — CASA Certificate No (for maintained items only)

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

3.4.22 Block 14d — Name (for maintained items only)

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

3.4.23 Block 14e — Date (for maintained items only)

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.

3.4.24 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 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.'