



**Civil Aviation Advisory  
Publication**

**Revised September 2009**

This publication is advisory only and provides guidance and advice on complying with the *Civil Aviation Regulations 1988 (CAR 1988)*.

Read this advice in conjunction with the appropriate regulations.

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# Authorised Release Certificate

## The relevant regulations and other references

This CAAP should be read in conjunction with:

- Part 4A of Civil Aviation Regulations 1988 (CAR 1988); particularly:
  - subregulation 42W(4) and regulation 42WA, dealing with the installation and use of aircraft components in Australian aircraft; and
  - regulation 42ZA, dealing with the use of aircraft components, aircraft materials etc. in maintenance – Australian aircraft outside Australian territory; and
- Subpart L of Part 21, CAR 1998, particularly regulation 21.325 dealing with export airworthiness approvals; and
- Schedule 6 of CAR 1988.

## Who this CAAP applies to

- Aircraft Certificate of Registration holders;
- Certificate of Approval holders for maintenance of aircraft;
- Production Certificate holders;
- Australian Parts Manufacturer Approval holders;
- Australian Technical Standard Order Authorisation holders;
- Licensed Aircraft Maintenance Engineers; and
- Other personnel authorised to carry out maintenance.

## Why this publication was written

This CAAP was written to assist all involved to understand the requirements when using the Authorised Release Certificate (ARC). This CAAP also provides guidance on completion of the ARC for the release or return to service of aeronautical products.

## **Status of this CAAP**

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.

## **For further information**

For further information about this CAAP contact the CASA Airworthiness and Engineering Branch - 131757.

## **1. Background**

1.1 For many years there has been confusion over the acceptance of documentation accompanying aeronautical products and attesting to their airworthiness. This was mainly due to the fact that different National Airworthiness Authorities (NAAs) specified differing requirements, often requiring clarification from the approving authority. To overcome this problem the Federal Aviation Administration (FAA), the European Joint Aviation Authorities (JAA) and Transport Canada Civil Aviation (TCCA) formed a working group in July 1999. The purpose of the working group was to set a standard, develop a common form and harmonised instructions for use by the NAAs.

1.2 The end result of the discussions by the working group was:

- the development of a ‘common release certificate’ comprising a standardised format and text;
- requirements specifying that aeronautical products, other than standard parts, are to be supplied under cover of such a document;
- the provision of guidelines for completion of the document; and
- the FAA, JAA, TCCA and major international industry organisations agreed to a standard document entitled ‘Authorised Release Certificate’.

1.3 The Civil Aviation Safety Authority (CASA), as well as a number of other NAAs, has adopted the above international standard as an acceptable method for the release or return to service of aeronautical products. Other release documents approved by an NAA, such as release notes, may also be acceptable provided they meet the requirements of regulation 42WA of CAR 1988.

1.4 Regulation 42WA of CAR 1988, specifies the information that is to be contained in documentation covering the supply of certain aeronautical products.

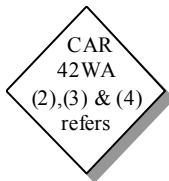
1.5 CAAP 42W-1 identifies overseas documentation acceptable to CASA and specifies the appropriate documentation for release or return to service of aeronautical products in Australia.

1.6 An example of an 'Authorised Release Certificate' is provided at Appendix A. An electronic version of the approved form can be seen at the CASA website in the [Forms Section](#).

## 2. Purpose and scope of the certificate

2.1 The purpose of the ARC is to identify airworthiness and eligibility status of an aeronautical product:

- after manufacture;
- after carrying out maintenance work under the approval of CASA;
- to allow fitment of parts removed from one aircraft or aircraft component to be fitted to another aircraft or aircraft component after maintenance; and
- to allow fitment of salvage parts after maintenance.



2.2 The certificate is issued by the holders of Production Certificates (PC), Australian Parts Manufacturer Approvals (APMA), Australian Technical Standard Order Authorisations (ATSOA) and Approved Maintenance Organisations, for the following activities within the scope of their approval:

- Conformity determination;
- Airworthiness approvals of engines and propellers;
- Airworthiness approval of other aeronautical products;
- Approval for return to service after maintenance, including major modifications and repairs; and
- Export approval of aeronautical parts.

2.3 A person authorised by the Certificate of Approval holder signs the ARC, on behalf of the organisation. The organisation's procedures manual should prescribe procedures for issue of the ARC and list names and other relevant details of all persons authorised to sign the ARC.

2.4 Organisations unable to satisfy the requirements of regulation 42WA, CAR 1988, are required to pass on the original, or a certified true copy, of the ARC that accompanied the aeronautical product to the end user, to enable him or her to satisfy the regulations. This means that parts distributors must obtain the certificate with the products supplied by the manufacturer or maintenance organisation, as appropriate. The original certificate, or a certified true copy, must accompany the product(s) when distributed and correlation established between the certificate and the product(s).

2.5 Where a single ARC was used to release a number of aeronautical products and those products are subsequently separated out from each other, such as through a parts distributor, then a copy of the original ARC should accompany such products and the original certificate should be retained by the organisation that received the batch of products. Failure to retain the original ARC could invalidate the products' release status.

2.6 The ARC may be used for export purposes, as well as for domestic purposes, and serves as an official certificate for aeronautical products from the manufacturer/maintenance organisation to users. The ARC is not a delivery or shipping note.

2.7 An ARC should not be issued for any aeronautical product when it is known that the product is unserviceable. An exception to this is where the aeronautical product is undergoing a series of maintenance processes by several organisations. In such situations, the ARC would be endorsed for the previous maintenance process carried out so that the next CASA-approved maintenance organisation may accept the product for subsequent maintenance processes.

2.8 A copy of the certificate must be retained by the issuing organisation in accordance with the record keeping requirements of the Regulations.

*Note: Complete aircraft cannot be released using this certificate.*

### 3. Compilation guidelines

#### 3.1 General

3.1.1 *Standard part* means a part manufactured and identified as complying with a national or international specification and identified in the manufacturer's parts catalogue by reference to the specification (including hardware items such as AN bolts etc.).

3.1.2 *Commercial part* means a part manufactured for practical use by the public and identified in the manufacturer's parts catalogue by reference to the commercial identification of the part (e.g. ¼' I.D. commercial plastic tubing).

3.1.3 The certificate should comply with the format at Appendix A, including block numbers. Each block should be located as per the layout. However, the size of each block may be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult a CASA Airworthiness Inspector.

3.1.4 All printing should be clear and legible to permit easy reading.

3.1.5 The ARC should either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with Appendix A but no other certification statements are permitted.

3.1.6 The details to be entered on the ARC can be either machine/computer printed or handwriting using block letters and should permit easy reading.

3.1.7 Abbreviations should be restricted to a minimum, unless used universally (e.g. NAS, etc.).

3.1.8 The space remaining on the reverse side of the ARC may be used by the originator for any additional information but should not include any certification statement. Additional information may be referred to and attached to the ARC.

3.1.9 Where the ARC format and data is entirely computer generated, subject to acceptance by the Authority, it is permissible to retain the certificate format and data on a secure database.

3.1.10 The ARC that accompanies the aeronautical product may be attached to the product by being placed in an envelope for durability.

3.1.11 Although the ARC is primarily intended as a certified document, there is no objection to customer details being entered in Block 13 'Remarks'. It should be remembered however, that a product addressed to the distributor and ultimately passed on to the end user could be subject to rejection.

*Note: There is no restriction in the number of copies of the ARC sent to the customer or retained by the originator.*

3.1.12 Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

### **3.2 Block-by-block instructions for completion of the authorised release certificate by the originator**

3.2.1 Blocks have been internationally identified for specific use and must contain information as follows:

**Block 1** – The approving National Aviation Authority/Country is 'CASA/Australia'. This can be pre-printed.

**Block 2** – 'Authorised Release Certificate' this may also be pre-printed.

**Block 3** – A number, unique to the organisation, must be printed in this block for certificate control and traceability purposes.

**Block 4** – Fill in the full name and address of the organisation releasing the product(s) covered by the certificate. This block can be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

**Block 5** – Fill in the work order, contract, invoice number, or any other internal organisational process related to the product(s). Its purpose is to establish a fast traceability system.

**Block 6** – This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the Block 13 'Remarks' by the use of item numbers. Multiple items should be numbered in sequence. Where a number of items are to be released under the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other. If a separate listing is used, enter 'List Attached'.

**Block 7** – Enter the name or description of the product as shown on the design data. Preference should be given to the use of the Illustrated Parts Catalogue (IPC) designation. For products for which design data is not required, the name as referenced in IPC, overhaul manual, etc., can be used.

**Block 8** – State the product’s part number. Preference should be given to the use of the IPC designated number.

**Block 9** – Enter the aircraft, aircraft engine, propeller or auxiliary power unit type and model on which the released product is eligible for installation. The following entries are permitted:

- the specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information (e.g. ‘A300’);
- ‘Various’, if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it should so state; and
- ‘Unknown’, if eligibility is unknown, this category being primarily for use by maintenance organisations.

*Note: Any information in Block 9 does not constitute authority to fit the product to a particular aircraft, engine, propeller or auxiliary power unit. The user or installer should confirm via documents such as the parts catalogue, service bulletins, etc. that the product is eligible for the particular installation.*

**Block 10** – Enter the number or quantity of product being released.

**Block 11** – Enter the serial number (identified on the product) or batch number for each product being released. If a serial or batch number is not required for the product, enter 'N/A'.

**Block 12** – The following terms in quotation marks, with their definitions, indicate the status of the product being released. Enter only one term in this block, which reflects the majority of the work performed:

- **‘OVERHAULED’** – The restoration of a used part/component/assembly by inspection, test and replacement in conformity with an approved standard (\*) to extend the operational life and which has not been operated or placed in service except for functional testing.
- **‘NEW’** – The production of a new part/component/ assembly in conformity with an approved standard (\*).
- **‘INSPECTED’/‘TESTED’** – The examination of a part/component/assembly to establish conformity with an approved standard (\*).
- **‘MODIFIED’** – The modification of a part/component/assembly in conformity with an approved standard (\*).
- **‘REPAIRED’** – The restoration of a part/component/assembly to a serviceable condition in conformity with an approved standard (\*).

- **‘RETREADED’** – The restoration of a used tyre in conformity with an approved standard (\*).
- **‘REASSEMBLED’** – The reassembly of a component in conformity with an approved standard (\*). Example: A propeller after transportation.

*Note 1: This provision should only be used in respect of components which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, Part 21 of CAR 1998.*

*Note 2: (\*) Approved Standard means a manufacturing, design, maintenance, or quality standard approved by CASA or in accordance with a procedure approved by CASA.*

*Note 3: The above statements should be supported by reference in Block 13 to the approved data, manual, or specification used during maintenance.*

### **Block 13 –**

*Note: For newly manufactured aeronautical products*

Enter any information either direct or by reference to support documentation necessary for the user or installer to make the final determination of airworthiness of the products listed in Block 7. Information should be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination. Each statement must specify which item identified in Block 6 is related. If there is no statement, state ‘None’.

Some examples of the information to be quoted are as follows:

- All restrictions (e.g. prototype conformity only)
- Alternative approved products supplied (design change, part number, change due to alternate supplier, etc.).
- Compliance or non-compliance with Airworthiness Directives or service bulletins.
- Information on life-limited products (i.e. total time, total cycles, etc).
- 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.

When used for conformity the word 'CONFORMITY' must be entered in capital letters. In addition, an explanation of the product(s) use, (e.g. 'pending approved data', 'TC pending', 'for test only' etc.) should be entered.

*Note: For maintenance of aeronautical products*

Enter any information either direct or by reference to support documentation necessary for the user or installer to make the final determination of airworthiness of the products listed in Block 7. Information should be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination. Each statement should be clearly identified as to which item in Block 6 it relates. If there is no statement, state 'None'.

Examples of information to be quoted are:

- The identity and revision status of maintenance documentation used as the approved standard.
- Usage restrictions for repaired or modified items, if any.
- Compliance or non-compliance with Airworthiness Directives or service bulletins.
- Details of maintenance work carried out or reference to a document where this is stated.
- Details of modifications carried out and approved data used (service bulletins, STCs etc.).
- Replacement parts installed and/or parts found installed, as appropriate.
- Concessions /exemption /exclusion, as applicable
- Life-limited product's history.
- Deviations from the customer work order.
- Identity of Civil Aviation Regulation.
- Exceptions to the notified special requirements of the importing country.
- Return to service statements to satisfy a foreign maintenance requirement.
- Return to service statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, Bilateral Aviation Safety Agreements.

*Note 1: The latter two statements allow the possibility of dual release against both regulation 30 of CAR 1988 and another NAA's maintenance requirement or the single release by a CASA approved maintenance organisation against a foreign maintenance requirement. However care should be exercised to tick the relevant box(es) in Block 19 to validate the return to service.*

*It should also be noted that the dual return to service requires the approved data to be approved or accepted by both CASA and appropriate foreign NAA and the single return to service requires the approved data to be approved or accepted only by the appropriate foreign NAA.*

*Note 2: The above statements must be supported by reference to the approved data, manual, or specification. Such information should be identified in either Block 12 or 13.*

**Blocks 14, 15, 16, 17 & 18 must not be used for maintenance tasks by CASA approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured parts in accordance with Part 21 of CAR 1998.**

**Block 14** – This block shall be used for newly manufactured products. The validity of the item is dependent upon the status of the item being released was manufactured in conformity with either approved or non-approved design data.

- Place a tick in the ‘Approved design data and are in a condition for safe operation’ block if the product(s) were manufactured using CASA-approved designed data and found to be in a condition for safe operation. By ticking this block and signing Block 15, it means that the product(s) identified in Block 8 meet the CASA-approved design data and are in a condition for safe operation.
- Place a tick in the ‘Non-approved design data specified in Block 13’ when the certificate is used for conformity of a prototype product certification program.

**Block 15** – Place the signature of a person who has the authority to perform this function on behalf of the approved manufacturer. 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 authorised person’s stamp may be made in addition to the signature.

**Block 16** – Type or print the certificate, approval, or authorisation number issued by CASA to the manufacturing organisation, in a legible form.

**Block 17** – Type or print the name of the person whose signature appears in Block 15.

**Block 18** – Enter the date (D/M/Y) the ARC is signed and the airworthiness or conformity determination made. This does not need to be same as the releasing date of the product, which may occur at a later date.

*Note: Automation of this document does not relieve the authorised person from verifying and/or making a finding that the product is in conformity with the type design data and is in a condition for safe operation or is in conformity with non-approved design data.*

**Block 19** – Check the appropriate box indicating which regulation applies to the completed work to return the item to service. If the box ‘Other regulations specified in Block 13’ is checked, those regulations must be specified.

**Block 20** – Place the signature of a person who has the authority to perform this function on behalf of the approved maintenance organisation. 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 authorised person’s stamp may be made in addition to the signature.

**Block 21** – Type or print the certificate number issued by CASA to the maintenance organisation returning the product to service, in a legible form.

**Block 22** – Type or print the name of the person whose signature appears in Block 20.


**Block 23** – Enter the date (D/M/Y) the certificate is signed and the product is approved for return to service. This does not need to be same as the releasing date of the product, which may occur at a later date.

*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.*

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Regulatory Development and Future Technology

**APPENDIX A to CAAP 42W-2(4)**

1. Approving National Aviation Authority /Country  Australian Government Civil Aviation Safety Authority		2. <b>AUTHORISED RELEASE CERTIFICATE</b> (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. Eligibility	10. Qty	11. Serial/Batch No.	12. Status/Work	
13. Remarks:							
14. 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 13.				19. <input type="checkbox"/> CAR 42WA Return to Service <input type="checkbox"/> Other regulations specified in Block 13 Certifies that unless otherwise specified in Block 13, the work identified in Block 12 and described in Block 13 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.			
15. Authorised Signature: .....		16. CASA Approval No: .....		20. Authorised Signature: .....		21. CASA Certificate No: .....	
17. Name: (printed or typed) .....		18. Date: (dd/mm/yy) .....		22. Name: (printed or typed) .....		23. Date: (dd/mm/yy) .....	
<b>User/Installer Responsibilities</b>							
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 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.							