



Australian Government  
Civil Aviation Safety Authority

# CIVIL AVIATION ADVISORY PUBLICATION CAAP 43-01 v2.1



## Maintenance release

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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.

**CAAPs should always be read in conjunction with the relevant regulations/orders.**

## Audience

This CAAP applies to:

- licensed aircraft maintenance engineers (LAMEs)
- certificate of approval holders (in accordance with regulation 30 of CAR)
- registered operators
- pilots-in-command.

## Purpose

The purpose of this CAAP is to describe a method of complying with the directions specified in the CAR for the issue and use of aircraft maintenance releases and specifically the use of the CASA Form 918.

## For further information

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

## Status

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

**Note:** Due to the scope of changes made in the current version, amendments are not annotated. The document should be read in full.

Version	Date	Details
v2.1	December 2022	Administrative review only.
v2.0	November 2018	<p>This version of CAAP 43-1 is a complete rewrite to:</p> <ul style="list-style-type: none"> <li>• reflect changes to CAO 100.5, which now sets out a direction under regulation 43 of CAR for use of the CASA maintenance release</li> <li>• clarify the requirements for making or clearing an endorsement on Part 2 of a maintenance release for defects that are not a major defect</li> <li>• explain the requirements relating to issuing of the CASA maintenance release outside of Australian Territory</li> <li>• explain the requirements for the issuing of a maintenance release for an aeroplane engaged in an aerial application conducted at night if the aeroplane is not equipped and certificated for night visual flight rules flight under Part 21 of the <i>Civil Aviation Safety Regulations 1998 (CASR)</i></li> <li>• describe the use of supplementary pages to extend Parts 1, 2 or 3 of the CASA maintenance release (if required for repetitive entries).</li> </ul>
(1)	August 1997	This is the second issue of CAAP 43-1. It has been amended by deletion of one paragraph to remove reference to the pilot-in-command issuing and signing a maintenance release outside Australian territory under an instrument of appointment. The procedure has never been utilised or authorised and may cause confusion.
(0)	March 1992	This is the first issue of CAAP 43-1, and will remain current until withdrawn or superseded.

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# 1 Reference material

## 1.1 Acronyms

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

Acronym	Description
CAAP	Civil Aviation Advisory Publication
CAR	<i>Civil Aviation Regulations 1988</i>
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
CAO	Civil Aviation Order
COA	certificates of approval
COR	certificate of registration
IFR	instrument flight rules
MEL	minimum equipment list
SOM	system of maintenance
TIS	time-in-service
VFR	visual flight rules

## 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
Class A aircraft	An Australian aircraft, other than a balloon, that satisfies either or both of the following paragraphs: <ol style="list-style-type: none"> <li>a. the aircraft is certificated as a transport category aircraft;</li> <li>b. the aircraft is being used, or is to be used, by the holder of an Air Operator's Certificate which authorises the use of that aircraft for the commercial purpose referred to in paragraph 206 (1) (c).</li> </ol>
Class B aircraft	An Australian aircraft that is not a class A aircraft.
Contracting state	A foreign country that is a party to the Chicago Convention.
Flight time	The time the aircraft is in service, which is defined as the elapsed time that commences when the aircraft first takes off for a flight and finishes when it lands at the end of the flight.

Term	Definition
Major defect	A major defect is described in regulation 51A as a defect: <ol style="list-style-type: none"> <li>a. that has caused, or that could cause, a primary structural failure in an aircraft; or</li> <li>b. that has caused, or that could cause, a control system failure in an aircraft; or</li> <li>c. that has caused, or that could cause, an engine structural failure in an aircraft; or</li> <li>d. caused by, that has caused, or that could cause, fire in an aircraft.</li> </ol>
42A Manufacturers maintenance schedule (in relation to an aircraft)	A schedule issued by the manufacturer of the aircraft that sets out what maintenance should be carried out on the aircraft and when it should be carried out.

## 1.3 References

### Legislation

Regulations are available on the Federal Register of Legislation <https://www.legislation.gov.au/>

Document	Title
Schedule 5 of CAR	CASA Maintenance Schedule
Schedule 6 of CAR	CASA System of certification of completion of maintenance
Regulation 37 of CAR	Permissible unserviceabilities
Division 9 of Part 4A of CAR	Maintenance releases
Regulation 133 of CAR	Conditions to be met before Australian aircraft may fly
Regulation 139 of CAR	Documents to be carried in Australian aircraft
Regulation 174A of CAR	Equipment of aircraft for VFR flight
Regulation 177 of CAR	Equipment of aircraft for IFR flight
Regulation 248 of CAR	Reporting of defects
CAO 20.18	Aircraft equipment - basic operational requirements Instrument 2014
CAO 100.5	General requirements in respect of maintenance of Australian aircraft 2011
CASA instrument 147/11	Appointment of authorised persons to issue maintenance releases
CASA instrument 148/11	Appointment of authorised persons to endorse or cancel endorsements on maintenance releases

## Advisory material

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

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Document	Title
CAAP 50A/B-1	Aircraft Log Books and Alternate to Aircraft Log Books
CAAP 41-2	Maintenance requirements for Class B aircraft
CAAP 42ZV-1	Maintenance Control Manual

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## 1.4 Forms

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

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Form number	Title
Form 918	Maintenance release (flight & tech)
Form 918A	Aircraft log book
Form DA741	Superseded maintenance release form

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## 2 Introduction

### 2.1 Background

- 2.1.1 The maintenance release is central to safe operation of aircraft that are not maintained under Part 42 of the *Civil Aviation Safety Regulations 1998 (CASR)*. It provides certificate of registration (COR) holders, and pilots with evidence that an aircraft has had the required maintenance carried out, provides details of any defects that may require rectification before a flight can commence and also provides essential information about any scheduled maintenance actions that may become due before completion of a planned flight.
- 2.1.2 The maintenance release also provides a maintainer with a record of deferred defects and other maintenance actions that require attention during both unscheduled and scheduled maintenance. The maintenance release also provides a certification record for the purpose of recording maintenance that has been completed during the life of the maintenance release.
- 2.1.3 In order to ensure that the maintenance release is properly used, it is important that COR holders, pilots and maintainers understand the instructions for use of the document and properly follow them.
- 2.1.4 Instructions for the use of the CASA Form 918 are published as Appendix 3 to Civil Aviation Order (CAO) 100.5 and a summary of those instructions is provided inside the front cover of the CASA maintenance release book.

**Note:** The Appendix 3 instructions also apply to persons who continue to use their stocks of the superseded Form DA741.

### 2.2 General requirements

- 2.2.1 Paragraph 139 (1) (c) of the *Civil Aviation Regulations 1988 (CAR)* directs that an aircraft shall not commence flight unless there is a valid maintenance release or other approved document in force, covering the period of that proposed flight. This is to ensure that the pilot-in-command:
- is informed of any defects in the aircraft
  - is able to determine that all required maintenance on the aircraft has been completed and certified
  - can determine that no maintenance requirement will become due during the time of the proposed flight.
- 2.2.2 A new maintenance release is required to be issued by a person who is authorised by CASA for the purpose of sub regulation 43 (1) of CAR, using the CASA Form 918 or an approved alternative, at the completion of the required maintenance release inspection.
- 2.2.3 Authorised persons for the issue of a maintenance release in Australian territory are the holders of certificates of approval (COA) issued under regulation 30 of CAR for the maintenance of aircraft, subject to those aircraft being covered by their certificates. The person signing the maintenance release is doing so on behalf of that COA holder.



- 2.2.4 The instructions for the issue and use of the maintenance release, contained in Appendix 3 of CAO 100.5 are a direction made under subregulation 43 (1) of CAR and must be complied with. If an alternate maintenance release has been approved by CASA, then the instructions for use of that maintenance release must be complied with.
- 2.2.5 The approved maintenance release for Class B aircraft is CASA Form 918 or DA741. Alternative maintenance releases and maintenance release issue procedures may be used but they must be approved by CASA. Guidance for the format and content of an alternative maintenance release may be obtained from any CASA office.
- 2.2.6 The identity of the maintenance release inspection will be found in the aircraft's log book statement-Part 1 or the aircraft's system of maintenance (SOM) / maintenance control manual. If a COR holder has nominated the CASA Maintenance Schedule (Schedule 5) for the aircraft, the maintenance release inspection is required to be carried out at the periods specified in Part 2 of Schedule 5. This inspection must be performed by the holder of an appropriate certificate of approval to perform the maintenance.
- 2.2.7 CASA Instrument 147/11 specifies that a maintenance release must be signed prior to its issue by one of the following:
- the person certifying for co-ordinating the maintenance release inspection
  - where all required inspection certifications have been made by one person, that person
  - an employee who is the holder of an appropriate aircraft maintenance engineer licence, an airworthiness authority or an authorisation issued under regulation 42ZC and is authorised to issue the maintenance release on behalf of a COA holder.
- 2.2.8 A maintenance release will be issued for:
- the time in service (TIS) or calendar period specified in the log book statement Part 1 for the aircraft, whichever is the earlier; or
  - the periods specified in the operator's approved SOM or maintenance control manual as applicable.
- 2.2.9 When using alternative maintenance records to the CASA aircraft log book, the maintenance release will be issued for the TIS specified in the operator's approved alternative records, SOM or maintenance control manual.

## 2.3 Validity period

- 2.3.1 A maintenance release ceases to be in force when any of the following occurs:
- an endorsement under regulation 47 of CAR has been made on Part 2 of the maintenance release stating that the aircraft is not airworthy
  - the expiry date or aircraft total time-in-service specified on the maintenance release has been reached
  - the inspection for the issue of a new maintenance release has commenced
  - any required maintenance specified in Part 1 of the maintenance release has not been completed

- any maintenance required to be carried out by an airworthiness directive (AD) or a direction under regulation 38 of CAR has not been completed in accordance with the direction or AD.

## 3 Part 1 of the maintenance release

### 3.1 Introduction

3.1.1 Part 1 consists of two sections:

- information
- maintenance required.

### 3.2 Information

3.2.1 This is the section at the top of Part 1 of the maintenance release and is used to identify the:

- aircraft for which the maintenance release is issued
- date and/or aircraft total time in service at which the maintenance release expires
- details of the issuing person (normally a holder of a certificate of approval)
- aircraft total time in service at time of issue
- date and place of issue
- details of the person signing the maintenance release
- class of operation for which the maintenance release is issued
- Schedule or SOM that applies to the aircraft.

3.2.2 As the operational category of the aircraft may require the installation of certain equipment, it is important that the person signing the maintenance release is aware of that category and ensures that the aircraft has the correct equipment fit and that the equipment is serviceable.

3.2.3 When ticking the instrument flight rules (IFR), visual flight rules (VFR), night or VFR day box, the issuing person must ensure that the aircraft is equipped with the flight and navigation equipment listed in the aircraft's flight manual and any additional equipment required for the type of operation.<sup>12</sup> For avoidance of doubt, a tick in the VFR Night box includes VFR Day.

#### 3.2.4 Issuing a maintenance release for an aeroplane engaged in aerial application operations at night

3.2.4.1 If an authorised person issues the CASA maintenance release for an aeroplane engaged in carrying out aerial application operations at night; and the aeroplane is not equipped and authorised in the aircraft's approved operating instructions for night VFR flight, then the information section must be completed as follows:

- the 'Equipped for' box must be struck through or cross-hatched out
- in the 'Operational Category' box the following words must be entered: 'Application operation — night'.

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<sup>1</sup> In accordance with regulations 174A (VFR night) and 177 (IFR) of CAR.

<sup>2</sup> In accordance with CAO 20.18.

### 3.2.5 Maintenance required

3.2.6 This section is used to list maintenance that will be required to be completed during the validity period of the maintenance release. This section should detail:

- the required maintenance
- when the maintenance is required
- whether the maintenance has been transferred to the aircraft log book and certified as completed or transferred to Part 2 of the maintenance release and certified as completed
- the date of completion.

3.2.7 The person issuing the maintenance release is required to ensure that all maintenance that will become due during the validity period of the maintenance release is entered in the 'Maintenance required' column, and the date/aircraft total time in service at which the maintenance will be due is entered in the next column.

3.2.8 If additional maintenance is required to be carried out during the period of a maintenance release and is not required to be carried out immediately, the COR holder is responsible to ensure that it is listed in Part 1 of the maintenance release.

**Note:** Additional maintenance requirements could arise due to a change to an operator's SOM, a requirement published in an airworthiness directive or a change to a requirement in CAO 100.5.

3.2.9 If a component is installed in an aircraft and maintenance will be required to be performed on that component during the period of the current maintenance release, the person certifying for the installation of the component must enter an endorsement on Part 1 of the maintenance release specifying the required maintenance.<sup>3</sup> If there is in place an approved alternative procedure to ensure that the due maintenance is carried out then that procedure should be followed.

3.2.10 Part 1 is used for listing maintenance that will be required; it is not used for certifying the completion of the maintenance. However, when required maintenance has been transferred to Part 2 of the maintenance release or the aircraft's log book and a certification of maintenance completion has been made, the person who performs the maintenance or the COR holder is required to make an entry in Part 1 stating that the requirement was complied with and whether it has been transferred to Part 2 of the maintenance release or entered in the log book.

### 3.2.11 Use of computer print-outs

3.2.11.1 Paragraph 6.6 of CAO 100.5 provides for use of required maintenance print-outs produced by a computerised maintenance tracking and management system to be permanently attached to the 'Maintenance Required' section of the maintenance release in lieu of hand entries.

3.2.11.2 A copy of the print-out should also be retained by the issuing organisation for the life of the relevant maintenance release.

3.2.11.3 If the printout is for a shorter period than the full period of the maintenance release, the certificate of registration holder is responsible for ensuring that an updated printout is

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<sup>3</sup> In accordance with Appendix 3 of CAO 100.5.

attached as each printout expires. It is not necessary to retain expired printouts with the MR.

### 3.2.12 Minimum requirements to operate in VFR

3.2.12.1 An IFR aircraft can be operated under VFR flight rules where a component or system specified in CAO 20.18 for IFR flight is unserviceable provided that the same component or system is not also specified for VFR flight. It is a requirement that the defective item's condition and security does not affect the aircraft's ability to be flown safely in VFR operations and that the unserviceability does not contradict an MEL condition.

**Note:** Reference should be made to CAO 20.18 for information about minimum requirements for operations under the VFR.

3.2.12.2 Details of the unserviceability must be endorsed on Part 1 of the maintenance release and the maintenance release also endorsed 'for VFR operations only'.

## 4 Part 2 of the maintenance release

### 4.1 Introduction

- 4.1.1 Part 2 is used to record defects and enter endorsements for maintenance requirements that are required to be carried out.

### 4.2 Dealing with required maintenance

- 4.2.1 Once maintenance listed in Part 1 of the maintenance release becomes due, the details must be transferred to the aircraft's log book or Part 2 of the maintenance release and completed before further flight can be undertaken. The maintenance release becomes invalid if a maintenance requirement listed in Part 1 is not complied with at the due time.<sup>4</sup>

**Note:** Parts 3 and 4 of CASA System of certification of completion of maintenance (Schedule 6) require maintenance release inspections and all other maintenance that requires co-ordination certifications, to be recorded and certified in the aircraft's log book.

- 4.2.2 Once any such maintenance has been completed and properly certified, the maintenance release recommences to be in force.<sup>5</sup>
- 4.2.3 It is the responsibility of the COR holder to ensure that any extra maintenance that becomes required during the period of validity of the maintenance release is entered in to Part 1 or 2 of the maintenance release, as applicable.
- 4.2.4 A COR holder, pilot, licenced aircraft maintenance engineer (LAME) or any person authorised by the COR holder to make an entry on their behalf, may enter details of required maintenance or defects on Part 2 of the maintenance release

### 4.3 Dealing with defects

- 4.3.1 Regulation 50 of CAR states that defects and major damage are to be endorsed on the maintenance release and included in Part 2.<sup>6</sup>
- 4.3.2 The legislation does not make a distinction between a major defect and a minor defect, but states that any defect found on the aircraft must be endorsed on Part 2 of the maintenance release.
- 4.3.3 If the defect can be invoked as a minimum equipment list (MEL) item (only if the aircraft has an approved MEL), the defect can be transferred to Part 1 with its corresponding due date or flight hours as per the MEL.
- 4.3.4 In the event that the defect or damage is major and the defective/damaged item is required for the intended flight, the aircraft must not be flown and the maintenance release ceases to be in force until the defect is rectified.<sup>7</sup> For avoidance of doubt, an entry stating 'this aircraft is not airworthy' should be made adjacent to the to the defect endorsement. The entry should be made by the assessing LAME or holder of an

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<sup>4</sup> In accordance with subparagraph 47 (1) (a) (i) of CAR.

<sup>5</sup> In accordance with paragraph 48 (1) (a) of CAR.

<sup>6</sup> In accordance with Appendix 3 of CAO 100.5.

<sup>7</sup> In accordance with regulation 47 of CAR.

appropriate authorisation/authority once it has been determined that the defect is a major defect.

4.3.5 The aircraft may be permitted to fly with an 'open defect' if the defect or damage that is endorsed on Part 2 has been assessed by the pilot-in-command or a LAME (licenced on type) and a determination has been made that the defect is not a major defect and that the affected item or system is not required for the intended flight (see definition in section 1.2 of this AC.)

4.3.6 In order to avoid doubt, it is recommended that when a pilot, LAME or appropriate authorisation/authority holder assesses a defect as not being a major defect, an entry should be made in the Clearing endorsements column to the effect that the defect is not a major defect.

**Note:** A pilot in command should not accept an aircraft for a flight if they have doubts as to whether an open defect is not a major defect, whether or not it has previously been endorsed as not a major defect. In cases of doubt, the pilot should seek advice from a LAME or maintenance authorisation holder who would be authorised to carry out rectification of the defect and make a note of the advice received.

4.3.7 If a maintenance release is being issued after maintenance which may have adversely affected flight or operating characteristics of the aircraft and a flight test is necessary to establish the serviceability of the aircraft, an aircraft component or an item of equipment, an endorsement may be entered on Part 2 of the maintenance release stating a condition that a flight test is required.<sup>8</sup>

4.3.8 If at any other time, a test flight is required after maintenance, the requirement should be entered on Part 2 of the maintenance release.

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<sup>8</sup> Subregulation 43 (9) of CAR

## 5 Part 3 of maintenance release

### 5.1 Introduction

- 5.1.1 Part 3 of the maintenance release has a dual purpose. This section is used:
- to certify for the daily inspection
  - for recording the daily total flying time for each day's flying and the total time in service of the aircraft at the completion of the day's flying.
  - for recording oil uplifts
  - for tracking events as required such as:
    - o landings
    - o pressurisation cycles
    - o engine start cycles
    - o aerobatic factored hours
    - o aerial application factored hours.

### 5.2 Daily inspection

- 5.2.1 CASA Schedule 5 specifies that a daily inspection is required to be carried out on the day that an aircraft is to be flown. The person carrying out the daily inspection is required to sign for its completion prior to the first flight of the day<sup>9</sup>. The inspection and certification may be made by the pilot-in-command, another pilot who is licenced to fly the aircraft or a LAME who holds the appropriate category or subcategory of licence
- 5.2.2 The total daily flight time must be entered in the 'Flight Time' column and the total time in service must be calculated and entered in the 'Progressive Total' column, after the last flight of the day and before the aircraft is next flown.<sup>10</sup>
- 5.2.3 The total time in service and landings from the superseded maintenance release are entered in the 'brought forward' area. After this, each day of flying must be entered in the appropriate place.<sup>9</sup>

### 5.3 Flight time

- 5.3.1 Flight time can be measured by any means available, provided it is accurate. A wristwatch can be used, however many aircraft have a mechanical means of measuring TIS and this function may be used, if fitted.
- 5.3.2 The flight time can also be measured by the engine tachometer; however, when this method is used, the time recorded will be greater than that indicated by a wristwatch or other mechanical flight time measurement device such as an air switch or a switch that is activated when the aircraft is no longer supported by the undercarriage. If operating at an aerodrome where long taxi and holding periods are involved, the operator should consider using a method that records actual flight time.

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<sup>9</sup> In accordance with regulation 2 of CAR.

<sup>10</sup> In accordance with regulation 43B of CAR and CAO 100.5.



- 5.3.3 It is the responsibility of the owner, operator or pilot in command to ensure that the TIS of the aircraft is recorded on the maintenance release at the end of each day's flying.<sup>11</sup>
- 5.3.4 The maintenance release must also include record of any particular instructions specified in an aircraft flight manual, manufacturer's instructions for continuing airworthiness or a supplemental type certificate for recording information about matters such as:
- engine start cycles
  - number of landings
  - overweight operations
  - water bombing operations
  - aerial application operations
  - aerobatic flight hours.
- 5.3.5 If the requirements described in paragraph 5.2.4 require additional calculations for determining flight or load factors, then that information must also be updated after each day's flying.
- 5.3.6 If insufficient space is unavailable, an extension page may be added for the purpose (in accordance with section 5.3) and extra columns ruled up.
- 5.3.7 If the CASA maintenance release is inadequate for recording the information described in paragraphs 5.2.4 and 5.2.5, then it is the responsibility of the registered operator to seek approval for an alternate maintenance release that will accommodate the additional information.<sup>12</sup>

## 5.4 Supplementary pages

- 5.4.1 As a result of the recent changes to CAO 100.5, the operator should consider:
- A printout generated by a computerised maintenance tracking and management system may be fixed to Part 1 of the maintenance release for the purpose of listing maintenance that may be required during the period of validity of the maintenance release.
  - For the purpose of extending Parts 1, 2 and 3 of the maintenance release, supplementary pages may be fixed to the maintenance release.
  - The supplementary pages may be in the form of a photocopy of a blank table or a page that has been ruled up to match the columns of the appropriate section and includes the relevant headings.
  - If supplementary pages are to be used:
    - o a notation is required to be made at the bottom of each extended Part and each supplementary page of that Part stating that a supplementary page is attached
    - o each supplementary page is required to be identified with the unique serial number for the maintenance release mentioned in Part 1 of the maintenance release

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<sup>11</sup> In accordance with regulation 43B of CAR and CAO 100.5

<sup>12</sup> In accordance with CAO 100.5.

- o each supplementary page is required to be securely attached to the maintenance release.

**Note:** Sample supplementary pages at Annexes A, B and C to this CAAP may be copied for use with a maintenance release.

## 6 Issuing a maintenance release outside of Australian territory

### 6.1 Class A aircraft

6.1.1 Where maintenance requiring the issue of a maintenance release is performed outside Australian territory, the registered operator of a Class A aircraft must ensure that the maintenance release is issued and signed by an authorised person.<sup>13</sup> Authorised persons include an organisation in a contracting state that:

- holds an approval issued under regulation 30 of CAR to perform maintenance in that country
- would be permitted to perform the maintenance on the aircraft if it were registered in that country
- would be permitted to certify for the maintenance if the aircraft were registered in that country.

### 6.2 Class B aircraft

6.2.1 For a Class B aircraft, an authorised person must be authorised by CASA to issue a maintenance release for that aircraft.<sup>14</sup>

6.2.2 The COR holder for a Class B aircraft, or a person acting as pilot-in-command who is approved by the COR holder, may apply to CASA for an authorisation under subregulation 43 (1) of CAR to issue a maintenance release for the aircraft while it is being operated outside Australia.

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<sup>13</sup> In accordance with regulations 42ZD, 42ZN and paragraph 43 (7) (a) of CAR.

<sup>14</sup> In accordance with subregulation 43 (1) of CAR.

## 7 Operator considerations

### 7.1 Use of supplementary pages

- 7.1.1 If there is insufficient space for making recurring entries on Parts 1, 2 or 3 of the maintenance release, Appendix 3 of CAO 100.5 provides for the use of supplementary pages. Supplementary pages can be in the form of photocopies of Parts 1, 2, or 3, or may be made up by ruling up blank pages to replicate the columns and headings of the relevant pages.
- 7.1.2 If using supplementary pages, Appendix 3 of CAO 100.5 requires that each supplementary page must be securely attached to the maintenance release, and must be identified at the top of each page using the unique serial number of the maintenance release to which it is attached. If more than 1 supplementary page is used for Part 1, 2 or 3, the pages must be individually numbered.
- 7.1.3 A notation must be made at the bottom of Parts 1, 2 or 3 as applicable, and each supplementary page if more than one supplementary is used, stating that a supplementary page is attached.
- 7.1.4 Sample supplementary pages are provided in Annexes 1, 2 and 3 to this CAAP.

### 7.2 Retention of maintenance releases and copies

- 7.2.1 A person issuing a maintenance release is required to retain a copy of Part 1 of the maintenance release for a period of 12 months from the date of issue. If there is in place an approved alternative procedure for the issue and retention of a maintenance release then that procedure must be followed.
- 7.2.2 CASA Form 918 is part of the aircraft's maintenance records and therefore the COR holder for the aircraft is responsible for ensuring that all expired maintenance releases are permanently retained in the aircraft logbook or approved alternative.<sup>15</sup>

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<sup>15</sup> Refer to CAAP 50A/B-1 for guidance regarding aircraft logbooks.