



CIVIL AVIATION AUTHORITY OF SRI LANKA

AUTHORISED RELEASED CERTIFICATE – CAASL FORM 1

PROCEDURE FOR COMPLETION

These instructions relate only to the use of the Form 1 for maintenance purposes. Attention is drawn to *IS - 21* which covers the use of the Form 1 for production purposes.

1. PURPOSE AND USE

- 1.1 The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 1.2 Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4 The Certificate is not a delivery or shipping note.
- 1.5 A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. GENERAL FORMAT

- 2.1 The Certificate must comply with the format attached 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 Certificate unrecognisable.
- 2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the competent authority.
- 2.3 The User/Installer responsibility statement can be placed on either side of the form.
- 2.4 All printing must be clear and legible to permit easy reading.
- 2.5 The Certificate 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.
- 2.6 The Certificate should be in English.
- 2.7 The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.

- 2.8 Limit the use of abbreviations to a minimum, to aid clarity.
 - 2.9 The space remaining on the reverse side of the Certificate 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 Certificate must be referenced in the appropriate block on the front side of the Certificate
3. COPIES
- 3.1 There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.
4. ERROR(S) ON A CERTIFICATE
- 4.1 If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
 - 4.2 The new Certificate must have a new tracking number, signature and date.
 - 4.2 The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate 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”. Both Certificates should be retained according to the retention period associated with the first.
5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Block 1 Approving Competent Authority/Country

State CAASL

Block 2 Form 1 header:

“AUTHORISED RELEASE CERTIFICATE
CAASL FORM 1”

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 (refer to Form 3) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

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 12.

Block 7 Description

Enter the name or description of the item. 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 or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 Quantity

State the quantity of items.

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".

Block 11 Status/Work

The following describes the permissible entries for block 11. 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 article.

(i)*Overhauled*: Means 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 Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

(ii)*Repaired*: Rectification of defect(s) using an applicable standard.*

(iii)*Inspected/Tested*: Examination, measurement, etc. in accordance with an applicable standard* (e.g. visual inspection, functional testing, bench testing etc.).

(iv) *Modified*: Alteration of an item to conform to an applicable standard.

*Applicable standard means a manufacturing / design / maintenance / quality standard, method, technique or practice approved by or acceptable to the Competent Authority. The applicable standard shall be described in block 12.

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 item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

Examples of information to be entered in block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins.
- (iii) Repairs carried out.
- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.

- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) For maintenance organisations approved in accordance with Subpart F of IS Part-M, the component certificate of release to service statement referred to in point M.A.613:

“Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance to the requirements of *Section A, Subpart F of IS Part-M* and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER IS-145.”

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

Block 13a-13e

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

Block 14a

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 airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F Part M, the box “other regulation specified in block 12” shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement “unless otherwise specified in this block” is intended to address the following cases;

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by Part-M.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part-M. In this case block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance organisations approved in accordance with IS -145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases;

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by Annex II (IS-145).
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in IS-145. In this case block 12 shall specify the particular national regulation.

Block 14b Authorised Signature

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the competent authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person

may be added.

Block 14c Certificate/Approval Number

Enter the Certificate/Approval number/reference. This number or reference is issued by the competent authority.

Block 14d Name

Enter the name of the person signing block 14b in a legible form.

Block 14e Date

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

User/Installer Responsibilities

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

“THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.”

<p>1. Civil Aviation Authority of Sri Lanka</p> 	<p>CAASL FORM 1</p> <p>2. Authorised Release Certificate</p>	<p>3. Form Tracking Number :</p>
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<p>4. Organization Name and Address :</p>	<p>5. Work Order/Contract/Invoice :</p>
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6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status / Work

12. Remarks

<p>13a. certifies that the items identified above were manufactured in conformity to</p> <ul style="list-style-type: none"> • Approved design data and are in a condition for safe operation • Non-approved design data specified in block 12 	<p>14a. Part 145.A.50 Release to Service</p> <p>Other regulation specified in block 12</p> <p>Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with IS 145 and in respect to that work the item are considered release to service.</p>
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13b. Authorized Signature	13c. Approval/Authorization Number	14b. Authorized Signature	14c. Certificate/Approval Ref. No.
13d. Name	13e. Date (dd/mm/yyyy)	14d. Name	14e. Date (dd/mm/yyyy)

USER/INSTALLER RESPONSIBILITIES

This certificate does not automatically constitute authority to install the item(s).
Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, It is essential that the user/installer ensures that his/her airworthiness authority accept items from the airworthiness authority specified in block 1.
Statement in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown