

## **Certificate of Release to Service (CRS)**

### **1 Introduction**

- 1.1 This Airworthiness Notice sets out to provide the necessary framework for the issuance of Certificate of Release to Service as provided for by Regulation 12 Of The Civil Aviation (Safety) Regulations, 2017.
- 1.2 This Airworthiness Notice sets the format and use of the Authorised Release Certificate identified as SCAA AIR FORM 1 that constitutes the component certificate of release to service.

### **2 Certificate of Release to Service (CRS)**

- 2.1 A Certificate of Release to Service is necessary before flight at the completion of any maintenance specified by the aircraft operator. The maintenance may include any one or combination of the following elements: a check or inspection from the Operator's aircraft maintenance programme/schedule, Airworthiness Directives, overhauls, repairs, modifications, aircraft component replacements and defect rectification.
- 2.2 New defects or incomplete maintenance work orders identified during the above maintenance should be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.
  - (a) A Certificate of Release to Service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates flight services between scheduled maintenance.
  - (b) A Certificate of Release to Service is necessary at the completion of any maintenance on an aircraft component whilst off the aircraft.
- 2.3 The Certificate of Release to Service should contain the following statement:

*Certifies that the work performed except as otherwise specified was carried out in accordance with the Civil Aviation (Safety) Regulations, 2017 for the time being in force and in respect to that work the aircraft/aircraft component is considered ready for release to service.*
- 2.4 The Certificate of Release to Service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance schedule/ programme

which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin or similar document.

- 2.5 The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, landings as appropriate.
- 2.6 When extensive maintenance has been carried out, it is acceptable for the Certificate of Release to Service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of the maintenance carried out. Dimensional information should be retained in the work-pack record. Unless specifically agreed otherwise by the Authority, the person issuing the Certificate of Release to Service should use his normal signature and his personal authorisation reference.

### **3 Authorised Release Certificate SCAA AIR FORM 1**

- 3.1 The Authorised Release Certificate SCAA AIR FORM 1 in Appendix 1 to this Airworthiness Notice constitutes the aircraft component Certificate of Release to Service.
- 3.2 The purpose and use of the Authorised Release Certificate SCAA AIR FORM 1 are described in Appendix 2 to this Airworthiness Notice.

### **4 Notice revision**

This Notice supersedes Airworthiness Notice No 4 issue 5 dated November 2017, which should be destroyed.

**AIRWORTHINESS NOTICE NO 4**

**Appendix 1**

1. Country <b>SEYCHELLES</b>		2. SEYCHELLES CIVIL AVIATION AUTHORITY <b>AUTHORISED RELEASE CERTIFICATE</b> SCAA AIR FORM 1			3. Form Tracking Number
4. Approved Organisation Name and Address					
6. Item	7. Description	8. Part No	9. Quantity	10. Serial/Batch No.	11. Status/Work
12. Remarks					
13a. Reserved	14a USED PARTS <input type="checkbox"/> Release to Service <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 accomplished in accordance with Civil Aviation(Safety) Regulations, 2017 for the time being in force and in respect to that work the items are considered ready for release to service.		
13b. Reserved	13c. Reserved	14b. Authorised Signature		14c. SCAA Approval No.	
13d. Reserved	13e. Reserved	14d. Name		14e. Date (dd mmm yyyy)	
<b>USER/INSTALLER RESPONSIBILITIES</b>					
This certificate does not automatically constitute authority to install the items(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 accepts items from the airworthiness authority specified in block 1. Statements in block 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.					

## AIRWORTHINESS NOTICE NO 4

### Appendix 2

This appendix covers the use of the Authorised Release Certificate SCAA AIR FORM 1 for maintenance purposes.

#### PURPOSE AND USE

1. The purpose of the authorised release certificate is to declare the airworthiness of maintenance work carried out on products, parts and appliances (hereafter referred to as 'item(s)').
2. The original authorised release certificate should accompany the items and correlation should be established between the certificate and the item(s). A copy of the certificate must be retained by the organisation that maintained the item(s).
3. The certificate referenced form SCAA AIR FORM 1 is called the authorised release certificate.
4. The authorised release certificate is not a delivery or shipping note.
5. It can only be issued by organisations approved by the Authority within the scope of the approval or by the Authority itself.
6. The authorised release certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness status.
7. Aircraft are not to be released using the SCAA AIR Form 1.

#### GENERAL FORMAT

1. The certificate must comply with the format shown in Appendix 1 including block numbers in that each block must be located as per the layout. 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. The certificate must be in 'landscape' format and 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 the Authority.
3. All printing must be clear and legible to permit easy reading.
4. The certificate must 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 the attached model but no other certification statements are permitted.
5. The certificate shall be completed in English.
6. The details to be entered on the certificate may be either machine/computer printed or handwritten using block letters and must permit easy reading.
7. Abbreviations should be restricted to a minimum for clarity purposes.
8. 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 in the front side of the certificate.

## COPIES

There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

## ERROR(S) ON A CERTIFICATE

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.
2. The new certificate must have a new tracking number, signature and date.
3. The request for a new certificate may be accepted without further 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 with 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 date of issue] and does not cover conformity/condition/release to service'*

4. Both certificates should be retained according to the retention period associated with the initial certificate

## COMPLETION OF THE AUTHORISED RELEASE CERTIFICATE BY THE ORIGINATOR

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

### **Block 1**

Pre-printed "SEYCHELLES"

### **Block 2**

Pre-printed as shown in the sample copy of the certificate in this Appendix

### **Block 3**

Enter the unique number as established by the numbering system/procedure of the organisation identified in block 4.

### **Block 4**

Enter the full name and address of the organisation releasing the items covered by this certificate. Logos, etc., are permitted if the logo can be contained within the block.

### **Block 5**

Enter reference number to work order/contract/invoice or any other internal organisational process to establish customer traceability of the item(s).

## **Block 6**

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

## **Block 7**

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**

State the part number as it appears on the item or tag/packaging. In case of engine or propeller the type designation may be used.

## **Block 9**

State the number of items being released.

## **Block 10**

State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state "N/A".

## **Block 11**

The following words are the only permissible entries for this block. Enter only one of these terms. Where more than one may be applicable, enter the one that most accurately describes the status and/or the main work performed.

### **OVERHAULED**

The process that ensures that aircraft component 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 aircraft component will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

### **INSPECTED/TESTED**

The examination and measurement in accordance with an applicable standard.

### **MODIFIED**

The alteration of an item to conform to an applicable standard.

### **REPAIRED**

The restoration of an item to a serviceable condition in conformity with an applicable standard.

## **Block 12**

Describe the work identified in block 11 either directly or by reference to supporting documentation necessary for the User/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 SCAA Form 1. Each statement must clearly identify which item(s) in block 6 it relates to.

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

- 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
- Deviations from customer work order
- Life limited parts status

#### **Blocks 13a to 13e – Reserved**

Not used for maintenance release. Must be darkened or otherwise marked to preclude inadvertent 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, the regulations of the other airworthiness authority must be identified in block 12. At least one box must be marked.

The certification statement 'except as otherwise stated in Block 12' is intended to address the following situations:

- The case where the maintenance could not be completed.
- The case where the maintenance deviated from the standard required by SCAA.
- The case where the maintenance was carried out in accordance with a non SCAA requirement.

#### **Block 14b**

The signature of the certifying staff authorised by the approved maintenance organisation. An impression of the authorised person's stamp may be made in addition to the signature to facilitate recognition.

#### **Block 14c**

Enter the maintenance organisation approval number given by the SCAA

#### **Block 14d**

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

#### **Block 14e**

Enter the date of signing the block 14b release to service. The format should be dd: 2 digit day, mmm; first 3 letters of the month, yyyy: 4 digit year.

#### **User/Installer responsibilities**

The statements shown on the sample copy of the certificate in this Appendix must be placed 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.