AIRWORTHINESS NOTICE

No 4

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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 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 FORM 1

3.1 The Authorised Release Certificate SCAA 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 FORM 1 are described in Appendix 2 to this Airworthiness Notice.

4 Notice revision

This Notice replaces Airworthiness Notice No. 4, Issue 6 (December 2025), which should be discarded.

Appendix 1

1. Approving Competent Authority / Country	2.	3. Form Tracking Number
SEYCHELLES	SEYCHELLES CIVIL AVIATION AUTHORITY AUTHORISED RELEASE CERTIFICATE SCAA FORM 1	
4. Approved Organisation Name and Address		5. Work Order/Contract/Invoice

6. Item	7. Description	8. Part No.	9. Quantity	10. Serial No.	11. Status/Work

12. Remarks			
13a. Reserved		14a ☐ Seychelles CAR 2017 Release to Service ☐ 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 the Seychelles Civil aviation(safety) Regulations 2017 and in respect to that work the items are considered ready for release to service.	
13b. Reserved	13c. Reserved	14b. Authorised Signature	14c. Certificate/Approval Ref. No.
13d. Reserved	13e. Reserved	14d. Name	14e. Date (dd mmm yyyy)

USER/INSTALLER RESPONSIBILITIES

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.

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Appendix 2

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

PURPOSE AND USE

1. The purpose of the certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').

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.

3. The certificate referenced form SCAA FORM 1 is called the authorised release certificate.

4. The Certificate is not a delivery or shipping note.

5. Aircraft are not to be released using the Certificate.

6. The Certificate 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.

7. A mixture of production released and maintenance released items is not permitted on the same Certificate.

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 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. The User/Installer responsibility statement can be placed on either side of the form.

4. All printing must be clear and legible to permit easy reading.

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.

6. The certificate shall be completed in English.

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.

8. Limit the use of abbreviations to a minimum, to aid clarity.

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 in the front side of the certificate.

COPIES

1. 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 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 ***Approving Competent Authority/Country***

Pre-printed "SEYCHELLES"

Block 2 ***SCAA Form 1 header***

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

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 SCAA AIR FORM 3 or SCAA AIR FORM 3F) 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.

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.

REPAIRED

Rectification of defect(s) using an applicable standard

INSPECTED/TESTED

Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing etc.).

MODIFIED

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

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 EASA 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.
(ix) Information needed to support shipment with shortages or re-assembly after delivery.

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, 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.

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 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 maintenance organisation approval number issued by the SCAA

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.'