

SINGAPORE AIRWORTHINESS REQUIREMENTS**PART 145****SECTION 2 APPENDIX 3****THE AUTHORISED RELEASE CERTIFICATE – FORM CAAS(AW)95****1 INTRODUCTION**

- 1.1 This appendix only covers the use of form CAAS(AW)95 for maintenance purposes. Use of this Certificate for production is covered in Appendix 1 of the SAR-21.

2 PURPOSE AND SCOPE

- 2.1 The purpose of the Certificate is to attest to the airworthiness of maintenance work undertaken on assemblies/items/components/parts (hereafter referred to as “item(s)”) under the approval of the Civil Aviation Authority of Singapore (CAAS).
- 2.2 The Certificate referenced form CAAS(AW)95 is called the authorised release certificate (ARC).
- 2.3 The Certificate may be accepted by other Civil Aviation Authorities (CAA) for the items to be installed on their aircraft, depending on the conditions of bilateral agreements between CAAS and the CAA or the policy of the importing CAA.
- 2.4 The Certificate can only be issued by organisations approved by the Authority within the scope of the approval.
- 2.5 The Certificate does not constitute approval to install the item on a particular aircraft, engine, propeller or component, but assists the end user to determine its airworthiness approval status.
- 2.6 Under no circumstances may a certificate be issued for any item when it is known that the item has a defect considered a serious hazard to flight safety.
- 2.7 A Certificate should not be issued for any item when it is known that the item is unserviceable except in the case of an item undergoing a series of maintenance processes at several SAR-145 approved maintenance organisations and the item needs a Certificate for the previous maintenance process carried out for the next SAR-145 approved maintenance organisation to accept the item for subsequent maintenance processes. As mentioned for Block 12, a clear statement of limitation should be endorsed in Block 12.
- 2.8 The Certificate may not be used to release an aircraft to service.
- 2.9 A single Certificate may not be used to release both newly produced items and maintained items.
- 2.10 Items fabricated during the course of maintenance for modification and repair purposes under SAR-145.65(b) by an approved maintenance organisation may not be released using the Certificate.
- 2.11 Where a single Certificate is used to release multiple items and those items are subsequently issued separately, a copy of the original Certificate should accompany each of the separately issued item(s).

3 GENERAL

- 3.1 The Certificate must comply with the format shown in this Appendix including block numbers and the positioning 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. 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 DGCA.

- 3.2 All printing must be clear and legible to permit easy reading.
- 3.3 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.
- 3.4 The Certificate must be completed in the English language.
- 3.5 The details to be entered on the Certificate can be either machine/computer printed or handwritten using block letters and should permit easy reading.
- 3.6 To aid clarity, the use of Abbreviations should be restricted to a minimum.
- 3.7 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.
- 3.8 The original Certificate should accompany the items and correlation should be established between the Certificate and the items. A copy of the Certificate must be retained by the organisation that manufactured or maintained the item. Where the Certificate format and data is entirely computer generated, subject to acceptance by the DGCA it is permissible to retain the Certificate format and data on a secure database.

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

- 3.9 The Certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

4 ERROR(S) ON A CERTIFICATE

- 4.1 If the end-user finds an error(s) on a Certificate, he/she must inform the originator of the Certificate in writing. The originator may issue a new Certificate only if the error(s) can be verified.
- 4.2 The new Certificate issued to correct the error must bear a new tracking number, signature and date.
- 4.3 The originator of the Certificate may issue a new Certificate without re-verification of the condition of the item(s). 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 ISSUANCE DATE] AND DOES NOT COVER CONFORMITY/CONDITION/RELEASE TO SERVICE.”.

5 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 Approving Civil Aviation Authority/Country

State “CAAS/Singapore”.

Block 2 Authorised Release Certificate

State “Form CAAS(AW)95”.

- Block 3 Form Tracking Number
- A unique number should be pre-printed in this block for Certificate control and traceability purposes except that in the case of a computer-generated document, the unique number need not be pre-printed where the computer is programmed to produce the number. This may include alphanumeric characters.
- Block 4 Approved Organisation Name and Address
- The full name and address of the approved organisation releasing the maintenance work covered by this Certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.
- Block 5 Work Order/Contract/Invoice
- The purpose of this block is to provide a reference to the work order/contract/invoice or any other internal organisational process, to enable paperwork and processes related to the maintenance performed on the item(s) identified in the certificate to be traced if required. When not used, state N/A.
- Block 6 Item
- The information in this block provides easy cross-referencing to the 'Remarks' in Block 12. Enter line item numbers when there is more than one-line item. If necessary, a separate sheet/listing may be used. If a separate sheet/listing is used enter 'List Attached'. The separate sheet/listing must include cross-referencing to the form tracking number located in Block 3. The total number of pages of the list should be reflected in the Certificate. The list should also be properly paginated and each page must bear the endorsement of the originator.
- Block 7 Description
- State the name or description of the item(s) released under this Certificate. 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
- State the part number as it appears on the item or tag/packaging. Preference should be given to the use of the IPC number designation. In the case of an engine or propeller, the type designation may be used.
- Block 9 Quantity
- State the quantity of each item being released.
- Block 10 Serial/Batch Number
- State the item Serial Number and/or Batch Number if applicable. If neither is applicable, state "N/A".

Block 11

Status/Work

The following words in quotation marks, with their definitions, indicate the status of the item being released. State only one of these terms; or 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 item:

1 "OVERHAULED"

The 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 DGCA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

2 "INSPECTED/TESTED"

The examination of an item to establish conformity with an approved standard (e.g. visual inspection, functional testing, bench testing etc.).

Approved standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by the DGCA. Describe the applicable standard in block 12.

3 "MODIFIED"

The alteration of an item in conformity with an approved standard.

4 "REPAIRED"

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

5 "RETREADED"

The restoration of a used tyre in conformity with an approved standard.

6 "REASSEMBLED"

The reassembly of an item in conformity with an approved standard.

The above statements must be supported by reference in Block 12 to the approved data/manual/specification used during maintenance. Approved standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by the DGCA.

Block 12

Remarks

It is mandatory to state any information in this block either directly or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/Installer to make the final airworthiness determination of the item. 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 be clearly identified as to which item in block 6 it relates.

If there is no statement, state "None".

Some examples of the information to be quoted in block 12 are as follows:

- The identity and revision/issue of maintenance documentation used as the approved standard

- Airworthiness Directives/Service bulletins carried out and/or found carried out, as appropriate
- Repairs carried out and/or found carried out, as appropriate
- Modifications carried out and/or found carried out, as appropriate
- Replacement parts installed and/or parts found installed, as appropriate
- Deviations from customer work order
- Identity of national regulation if not SAR-145
- Usage restriction for repaired items
- Concessions applicable
- Life limited parts history
- Exceptions to the notified special requirements of the importing country
- Release statements to satisfy a foreign Civil Aviation Authority (CAA) maintenance requirement
- Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, the Technical Arrangement on Aviation Maintenance with Transport Canada

Note: The latter two statements allow the possibility of dual release against both SAR-145 and a foreign CAA maintenance requirement or the single release by a SAR-145 approved maintenance organisation against a foreign CAA maintenance requirement. However, care should be exercised to tick the relevant box(es) in Block 14a to validate the release. It should also be noted that the dual release requires the approved data to be approved/ accepted by both the DGCA and the appropriate foreign authority and the single release requires the approved data to be approved/accepted by only the appropriate foreign authority. State the item Serial Number and/or Batch Number if applicable. If neither is applicable, state "N/A".

Block 13a – 13e Must not be used for maintenance tasks by SAR-145 approved maintenance organisations and should be crossed out, shaded, darkened or otherwise marked to preclude inadvertent or unauthorised use. These blocks are specifically reserved for the release/certification of newly manufactured items by manufacturing organisations approved under SAR-21.

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:

- (a) The case where the maintenance could not be completed
- (b) The case where the maintenance deviated from the standard required by SAR-145
- (c) The case where the maintenance was carried out in accordance with a non SAR-145 requirement

Whichever case or combination of cases should be specified in Block 12.

Block 14b

Authorised Signature

Only certifying staff who are specifically authorised by the SAR-145 approved maintenance organisation identified in block 4 are permitted to sign this block. This signature can be applied electronically provided the manner of use of such signatures is acceptable to the DGCA.

A rubber stamp signature is not allowed. An impression of the authorised person's stamp may be made in addition to the signature.

Note: The certifying staff who is authorised to sign in block 14b should have direct access to the products, items, forms, and other data to monitor the process, perform spot-checks, and ensure the work performed specified on the Certificate was accomplished in accordance with the SAR-145 requirements.

Block 14c

CAAS Approval Number

Enter the SAR-145 approved maintenance organisation approval number given by the DGCA.

Block 14d

Name

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

Block 14e

Date (dd/mmm/yyyy)

The date of signing the Block 14b release to service. The format should be dd/mmm/yyyy (dd = 2-digit day, mmm = first 3 letters of the month, yyyy = 4-digit year). The release to service should be signed at the completion of maintenance.

Note that the User Responsibility Statements are on the reverse side of the Certificate. These statements may be added to the front of the Certificate below the bottom line by reducing the depth of the form.

6 EFFECTIVITY

- 6.1 Except as stated in paragraph 6.2, the Form CAAS(AW)95 published in the first issue of SAR-145 dated 1 January 1996 should be used for the release of all parts from the date that the maintenance organisation received its SAR-145 approval.
- 6.2 Issue 2 of the Form CAAS(AW)95 should be used for the release of all items from 1 January 2004 but may be used prior to that date if available to the SAR-145 approved maintenance organisation and approved by the DGCA.
- 6.3 Issue 3 of the Form CAAS(AW)95 is to be used for the release of all items from 1 May 2021 but may be used prior to that date if available to the SAR-145 approved maintenance organisation and approved by the DGCA.

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|--|----------------|--|--|---------------------------|--------------------------------|-------------------------|
| 1. Approving Civil Aviation Authority/Country CAAS/SINGAPORE | | 2. AUTHORISED RELEASE CERTIFICATE FORM CAAS(AW)95 | | | 3. Form Tracking Number | |
| 4. Approved Organisation Name and Address | | | | | 5. Work Order/Contract/Invoice | |
| 6. Item | 7. Description | 8. Part No. | 9. Quantity | 10. Serial/Batch No. | 11. Status/Work | |
| | | | | | | |
| 12. Remarks | | | | | | |
| 13a. NEW PARTS Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in condition for safe operation <input type="checkbox"/> Non-approved design data specified in Block 12 | | | 14a. USED PARTS <input type="checkbox"/> SAR-145.50 Release to Service <input type="checkbox"/> Other regulation specified in Block 12 Certifies that unless specified in Block 12, the work identified in Block 11 and described in Block 12, was accomplished in accordance with SAR-145 and the Air Navigation Order and in respect to that work the items are considered ready for release to service. | | | |
| 13b. Authorised Signature | | 13c. CAAS Approval No. | | 14b. Authorised Signature | | 14c. CAAS Approval No. |
| 13d. Name | | 13e. Date (dd/mmm/yyyy) | | 14d. Name | | 14e. Date (dd/mmm/yyyy) |

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| <p>USER / INSTALLER RESPONSIBILITIES</p> <p>NOTE:</p> <ol style="list-style-type: none"> It is important to understand that the existence of the Certificate alone does not automatically constitute authority to install the part/component/assembly. Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different from the Civil Aviation Authority of Singapore (CAAS), it is essential that the user/installer ensures that his/her Airworthiness Authority accepts parts/components/assemblies from the CAAS. Statements 13a and 14a 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. |
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(Reverse)