

INSTRUCTIONS FOR THE COMPLETION OF THE DCA AUTHORISED RELEASE CERTIFICATE/AIRWORTHINESS APPROVAL TAG (ARC) (MAINTENANCE)

1. INTRODUCTION

This Appendix No.2 to Notice No.29A, is provided as a general guide for the completion of DCA ARC required for maintenance purposes in accordance with JAR-145.

2. PURPOSE AND SCOPE

- 2.1 The purpose of the Certificate is to release assemblies/items/components/items (hereinafter referred to as '**items**') after maintenance work carried out on such items under the DCA Malaysia approval. This certificate allows items removed from one aircraft/aircraft component to be fitted to one aircraft/aircraft component
- 2.2 The Certificate serves as an official certificate for the delivery of items from the manufacturer/maintenance organization to users. The Certificate however, is not a delivery or shipping note.
- 2.3 The Certificate may only be issued by organizations approved by DCA, within the scope of such an Approval.
- 2.4 The Certificate may be used as a rotatable tag by utilizing the available space on the reverse side of the Certificate for any additional information and dispatching the item with two copies of the Certificate 50 that one copy may eventually returned with the item to the maintenance organization. The alternative solution is to use the existing rotatable tags and also supply a copy of the Certificate.
- 2.5 Aircraft are not to be released using the Certificate.
- 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 DCA Approved Maintenance Organizations and the item needs a Certificate from the previous maintenance process carried out for the next DCA Approved maintenance organization to accept the item for subsequent maintenance processes. As mentioned for Block 13, a clear statement of limitation should be endorsed in Block 13.

3. GENERAL

- 3.1 The Certificate should comply with the format of Figure 1 attached, including block numbers, in that each block must be located in accordance with 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 unrecognizable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognizable and eligible. If in doubt consult DCA.

Note: The User responsibility statements are normally placed on the reverse of this Certificate, but they may be added to the front of the Certificate by reducing the depth of the form.

- 3.2 All printing should be clear and legible to permit easy reading.
- 3.3 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. Pre-printed wording is permitted in accordance with Figure 1, but no other certification statements are permitted.
- 3.4 Completion of the Certificate should be in English.
- 3.5 The details to be entered on the Certificate can be pre-printed or computer generated or hand-written using block letters, and should permit easy reading. Abbreviations should be restricted to a minimum.
- 3.6 The space remaining on the reverse side of the Certificate may be used by the originator for any additional information, but should not include any certification statement
- 3.7 The original Certificate should accompany the items, and correlation should be established between the Certificate and the items. A copy of the Certificate should be retained by the Organisation that manufactured or maintained the item. Where the Certificate format and the date is entirely computer generated, subject to acceptance by DCA, it is permissible to retain the Certificate format and data on a secure database.
- 3.8 There is no restriction on the number of copies of the Certificate sent to the customer or retained by the originator.
- 3.9 Where a single Certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original Certificate should be retained by company that received the batch of items. Failure to retain the original Certificate could invalidate the release status of the items.
- 3.10 The Certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

4. COMPLETION OF RELEASE CERTIFICATE BY THE ORIGINATOR

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

- Block 1 This block may be pre-printed – MALAYSIA.
- Block 2 The first line in this block should be Department of Civil Aviation Malaysia. This should be followed by the identification – AUTHORISED RELEASE CERTIFICATE/AIRWORTHINESS APPROVAL TAG
- Block 3 A unique number must be pre-printed in this block for Certificate control and traceability purposes, except that in the case of a computer generated Certificate, the unique number need not be pre-printed, where the computer is programmed to produce the number.
- Block 4 The full name and address of the Organisation releasing the item(s) 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 Its purpose is to reference work order/ contract/ invoice or any other internal organizational process, such that a fast traceability system can be established.

Block 6 This block is provided for the convenience of the Organisation issuing the Certificate to permit easy cross-reference to the "Remarks" Block 13, by the use of item numbers. Completion is not mandatory.

Where a number of items are to be released on the Certificate, it is permissible to use a separate listing cross-referring Certificate and list to each other.

Block 7 The name or description of the item should be given. Preference should be given to use of the Illustrated Items Catalogue (IPC) designation.

Block 8 State the Item Number. Preference should be given to use of the IPC number designation.

Block 9 Used to indicate the Type-Approved applications for which the released items are eligible for installation. The following entries are permitted;

- (a) The specific or series aircraft, propeller, or engine model, or a reference to a readily available catalogue or manual which contains such information, for example : 'MD3-160, Eagle 150B'.
- (b) **'Various'**, if known to be eligible for installation on more than one model of 'Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it should so state.
- (c) **'Unknown'**, if eligibility is unknown. This category being primarily for use by maintenance organizations.

Note: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine or propeller. The User/ Installer should confirm via documents such as the Items Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

Block 10 State the quantity of items being released.

Block 11 State the item Serial Number or Batch Number if applicable. If neither applicable, state 'N/A'.

Block 12 The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words should be stated in this block.

TABLE OF STANDARD WORDS FOR NEW ITEMS

1. **'OVERHAULED'**

- (a) The restoration of a used item by inspection, test and replacement in conformity with an approved standard (*) to extend the operational life.

2. **'INSPECTED'/'TESTED'**

The examination of an item, to establish conformity with an approved standard (*).

3. **'MODIFIED'**

The alteration of an item in conformity with an approved standard (*).

4. 'REPAIRED'

The restoration of an items 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 (*).

Example: A propeller after transportation.

Note 1: This provision should only be used in respect of items which were originally fully assembled by the manufacturer.

Note 2: The above statements should be supported by reference to the approved data/manual/specification. Such information shall be identified in Block 13.

Block 13

It is mandatory to state any information in this block either direct 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. The information shall 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 it relates.

If there is no statement, state 'None'.

Examples of conditions which would necessitate statements in Block 13 are;

- The identity and issue of maintenance documentation used as the approved standard.
- Airworthiness Directives 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.
- Life limited parts history.
- Deviations from the customer work order.
- Identity of national regulation if not JAR-145.

Block 14,151617 & 18

Must not be used for maintenance tasks by DCA Approved Organisations.

- Block 19 Contains the required MCAR Reg. 30 Release to Service statement for all maintenance by JAR-145 approved maintenance organizations. When non JAR-145 maintenance is being released, block 13 should specify the particular national regulation. In any case the appropriate box should be 'ticked' to validate the release.
- The certification statement 'except as otherwise specified in block 13' 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 JAR-145.
 - (c) The case where the maintenance was carried out in accordance with a non JAR-145 requirement.
- Whichever case or combination of cases should be specified in block 13,
- Block 20 For the signature of the certifying staff authorized by the JAR-145 approved maintenance organisation.
- Block 21 The approved maintenance organisation reference number given by DCA
- Block 22 The printed name of the Block 20 signatory and personal authorisation reference.
- Block 23 The date of signing the Block 19 release to service [(dd/mm/yy). The month should appear in letters e.g. Jan, Feb, Mar etc. The release to service should be signed at the "completion of maintenance".