

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

**1. INTRODUCTION**

This Appendix No. 3 to Notice No.29A, is provided as a general guide for the completion of DCA Authorised Release Certificate/ Airworthiness Approval Tag (ARC) required by this Notice for new parts in accordance with BCAR A8-1 & BCAR A8-2.

**2. PURPOSE AND SCOPE**

- 2.1 This Appendix relates to the use of the Certificate for release of 'New' parts, i.e. parts which have not previously been used in operational service.
- 2.2 The purpose of the Certificate is to identify the conformity or airworthiness, and eligibility status of products/ appliances/ parts/ components/assemblies, (hereafter referred to as 'parts') after manufacture, in accordance with the DCA Approval.
- 2.3 The Certificate may only be issued by manufacturing/production organizations/persons Approved by the DCA, within the scope of such an Approval.
- 2.4 Aircraft are not to be released using the Certificate.
- 2.5 A mixture of 'New' and 'Used' parts is not permitted on the same Certificate.
- 2.6 A mixture of parts manufactured conforming to approved and non-approved design data are not permitted on the same Certificate.
- 2.7 Under no circumstances may a Certificate be issued for any part when it is known that the part is unserviceable or is not in a condition for safe operation.

**3. GENERAL**

- 3.1 The Certificate should comply with the format of Appendix 1 of this Notice, 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 legible. If in doubt consult the 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 The Certificate shall be completed in English.
  - 3.5 The details to be entered on the Certificate can be either machine/computer printed, 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 top copy Certificate should accompany the parts, and correlation should be established between the Certificate and the parts. A copy of the Certificate should be retained by the Organisation that manufactured the part. Where the Certificate format and the date is entirely computer generated, subject to acceptance by the 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 The Certificate that accompanies the part may be attached to the part 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 part(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 part should be given. Preference should be given to use of the Illustrated Parts Catalogue (IPC) designation. The description is to include reference to any Approvals e.g. FM TSO, if so authorized.
- Block 8 State the Part 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 parts 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. This includes items which have independent Approval status, and which may be eligible for use in a number of different applications, e.g. appliances for with a TSO Authorisation.
- (c) **'Unknown'**, if eligibility is unknown.
- (d) **'None'**, to be used only when it is known that the parts do not yet have a Type-Approved application, for example: pending type certificate, for test only, pending Approved data. If this category is used, then appropriate explanatory information must be provided in Box 13 and new parts may only be given 'Non-approved' design data release.

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

- Block 10 State the quantity of parts being released.
- Block 11 State the part Serial Number or Batch Number if applicable, if neither applicable, state 'N/A'.
- Block 12 Enter one or a combination of appropriate standard works from the following table. The table lists, in quotes, the standard words permitted for use when releasing new parts prior to entry into service, i.e. the parts have not been previously used in operational service. It also details the circumstances and conditions under which they may be used. In all cases the certification rules relating to Block 14 apply, the appropriate box is to be marked, and Block 15 is to be signed.

**TABLE OF STANDARD WORDS FOR NEW PARTS**

**1. 'MANUFACTURED'**

- (a) The production of a new part in conformity with the applicable design data, or
- (b) Re-certification by the original manufacturer after rectification work on a part, previously released under 1(a) above, which has been found to be unserviceable prior to entry into service, e.g. defective, in need of inspection or test, or shelf life expired. Details of the original release and the rectification work are to be entered in Block 13, or
- (c) Re-certification of new parts from non-approved to approved design data, at the time of Approval of the applicable design data, provided that the parts conform to the approved design data. An explanation of the basis of release, and details of the original release, are to be entered in Block 13.

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

The examination of a previously released new part;

- (a) to establish conformity with the applicable design data; or
- (b) in accordance with a customer-specified standard or specification, details of which are to be entered in Block 13; or
- (c) to establish serviceability, and condition for safe operation, prior to re-release as a spare, where the part has been obtained with a recognized Release Certificate e.g. JAA Form One, FAA Form 8130-3. An explanation of the basis of release, and details of the original release, are to be entered in Block 13. The original source release document or a copy of such a document shall accompany the part. Reference to DCA AN No. 1, 29, 29A & 73 shall be referred to for acceptance of parts and materials.

**3. 'MODIFIED'**

The alteration, by the original manufacturer, of a previously released part prior to entry into service. Details of the alteration and the original release are to be entered in Block 13.

Note: 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 parts being released that are necessary for the User/Installer to make the final airworthiness determination of the part. 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;

- Usage restriction for repaired items.
- Modification standard.
- Alternative Approved parts supplied.
- Concessions applicable.
- Details of repair work carried out or reference to a document where this is slated.
- Compliance or non-compliance with AD's, or Service Bulletins.
- Information on life limited parts.
- Condition of parts or reference to a document detailing this information.
- Manufacturing date or cure date.
- Shelf life data.
- Shortages.
- Time Since New (TSN), etc.
- Exceptions to the notified special requirements of the importing country.
- Specially configured to meet the notified special requirements of the importing country
- Re-certification of previously released 'new' items.

For additional clarity to the recipient, when a DCA ARC is issued under the authority of an Approval granted by DCA, under BCAR requirements.

- Block 14 This block should only be used to indicate the status of new parts
- If the part fully conforms to an Approved Design Data, then the appropriate box should be marked (x). Likewise, if the part conforms to applicable design data, which is not Approved, for a reason that must be stated in Block 13, (e.g. pending type certificate, for test only, pending approved data) then applicable box should be marked (x). Only one box should be marked. Mixtures of parts manufactured in conformity to 'Approved' and 'Non-approved' data are not permitted on the same DCA ARC. Also refer to the notes for completion of Block 9.
- Block 15 The hand-written normal signature of a person who has written authority from an Approved Organisation to make Certifications in respect of new parts. Use of a stamp instead of a signature is not permitted, but the authorized person may add a stamp impression to his signature to aid recognition. Subject to the agreement of DCA in any particular case, computer-generated signatures may be acceptable, if it can be demonstrated that an equivalent level of control, traceability and accountability exists.
- Block 16 State the full authorization reference given by the DCA to the Organisation/person releasing the new parts.
- Block 17 The name of the person signing Block 15, printed, typed, or written in a legible form.
- Block 18 The date on which Block 15 is signed, in the format day/month/year. The month should appear in letters e.g. Jan, Feb, Mar etc.
- Block 19 Not used for release of new parts.
- Block 20 Not used for release of new parts.
- Block 21 Not used for release of new parts.
- Block 22 Not used for release of new parts.
- Block 23 Not used for release of new parts.