

Airworthiness Approval Procedure

1. General

1.1 Background

Airworthiness documentation is needed to approve the aviation product, appliances and parts showing that they conform to approved or non-approved design data and are in a condition for safe operation. In order to enhance the credibility of product/parts produced domestically and improve the maintenance quality, the CAA has referred to FAA and EASA Authorized Release Certificate (ARC) to create our own “Authorized Release Certificate (CAA Form 1)”. This procedure prescribes how “CAA Form 1” is used for airworthiness approval of product/parts and return-to-service purpose as well as the process for issuance of this form.

1.2 Scope

This procedure prescribes the application, issuance and management of the CAA Form 1, Authorized Release Certificate:

- (1) Airworthiness approval of aircraft engines, propellers, parts and appliances for domestic shipments only.
- (2) Export airworthiness approvals of parts and appliances.
- (3) Conformity determinations of the prototype engines, propellers, parts and appliances.
- (4) Approval for return to service after maintenance, alteration, or fabrication by the operator or repair station.

The item (4) above is not mandatory. Therefore, the operator or repair station can still use the tags referred in the approved manuals as the equivalent airworthiness approval document.

1.3 Definition.

- (1) Product: In Part I, Airworthiness Approval and Export Approval, for the domestic airworthiness approval, “product” refers to the engines, propellers, parts and appliances; for export approval, “product” refers to parts and appliances. In Part II, Conformity Determinations, “product” refers to aircraft, engines, propellers, parts and appliances.
- (2) Newly-Overhauled: means that the product has not been operated or placed in service, except for functional testing, since having been overhauled, inspected and approved for return to service.

Part I: Domestic Airworthiness Approval and Export Approval

2. Application

When the Production Approval Holder (hereafter referred as PAH) is intended to apply for the domestic airworthiness approval and export approval, he should submit the application form (CAA Form 8130-01) to the CAA. The guidance of the completion of the application form is prescribed in the paragraph 15 of this procedure.

3. Application Disposition

3.1 After receiving the application, the CAA will review the correctness and completeness of the application form and data package.

3.2 If the application package is not correct or complete. The CAA will notify the applicant to submit the supplemental data.

4. Airworthiness Inspection

4.1 After receiving the application, the CAA will assign ASI(s) to perform the airworthiness inspection.

4.2 The ASI(s) will visit the PAH's facility (and the suppliers, if necessary) to perform the airworthiness inspection. The inspection will consist of the following to ensure the product is:

- (1) In conformity to the approved the design data,
- (2) In a condition for safe operation,
- (3) In compliance with the CAR 21 marking requirements and
- (4) For the export approval, in compliance with requirements (if any) of the importing country.

Please refer to related Job Function for the detailed inspection items.

4.3 The nonconformities will be recorded in the "Record of Observation (CAA Form 8100-06)" and the CAA will request the applicant for the corrective actions. The inspection results or nonconformities may be alternatively recorded in relevant forms of Flight Safety Management Information System (FSMIS). The CAA will re-check the effectiveness of the corrective actions and keep the "Record of Observation" and the "Conformity Inspection Record" for a period of at least 5 years.

5. Approval

5.1 After the review, the CAA will issue the Authorized Release Certificate for the

domestic airworthiness approval or export approval.

- 5.2 The original Authorized Release Certificate will be kept for the applicant. The CAA will keep the copy of the signed Authorized Release Certificate with the inspection records. If the airworthiness approval is rejected, the reason will be specified in the inspection records.

6. Management of the Authorized Release Certificate Holder

- 6.1 The applicant should retain the copy of the Authorized Release Certificate for the period of at least 5 years for products and appliances and 10 years for critical parts.
- 6.2 Issuance of Authorized Release Certificate for domestic shipments of engines, propellers, parts and appliances to identify domestic airworthiness approval does not constitute an export approval and is not a prerequisite or substitute for issuance of Export Certificate of Airworthiness or export Authorized Release Certificate.

7. Domestic Airworthiness Approval and Export Approval of the Newly-Overhauled or Used Product

- 7.1 An export approval for a newly overhauled or used product may not be issued unless the country of import has provided a written confirmation indicating that it will accept the product.
- 7.2 If the applicant applies for the export airworthiness approval of the used product, a written statement from the importing country's CAA, submitted by the applicant, is required to acknowledge the status of the products being exported and that such an export approval is acceptable.
- 7.3 The newly-overhaul work as described in the paragraph 7.1 may be performed by the PAH, aircraft owner, or the repair station, which is certified under "Regulations for Repair Station Certification and Management". After the product is newly-overhauled, the domestic airworthiness approval and export approval process are as prescribed from Section 1 to Section 6 of this procedure.
- 7.4 The applicant must show that the products conform to the approved design data. In the case of products that are newly overhauled, approved design data shall refer to maintenance data supplied by the holder of the design approval for the product.

Part II: Conformity Determination

8. Prototype Product Conformity Determination

- 8.1 After the CAA has conducted the conformity inspection on the prototype engine, propeller, parts or appliances, an Authorized Release Certificate may be issued to record the conformity to specified data.
- 8.2 The conformity inspection reports also consist of the "Statement of Conformity," which is presented by the applicant, and the "Conformity Inspection Record," which is prepared by the CAA.
- 8.3 Any nonconformities/deviations relative to part conformity must be approved by the CAA before the "CAA Form 1" is issued. Any nonconformities/ deviations that have been approved by the CAA must be annotated in Block 13.
- 8.4 The "Conformity Inspection Record" is kept in the related certification project files.

Part III: Completion of the Authorized Release Certificate

9. Completion of Authorized Release Certificate

- 9.1 According to CAR 06-01A, Article 8, "When the Powerplant, propeller, component or part has undergone maintenance, preventive maintenance or rebuilding, an Authorized Release Certificate or a form accepted by CAA shall be filed out by authorized person as an evidence of airworthiness approval for return to service." The Authorized Release Certificate may be used for approval for return to service after completion of maintenance or alteration by the certified operator or repair station.

10. Authorized Personnel

- 10.1 Only the CAA-licensed mechanic, who is also authorized in the company, can sign the Authorized Release Certificate for approval for return to service.

11. Retention of Sign-Off Records

All the records generated under this Part must be retained according to the recordkeeping requirements.

Part IV: General Usage of "CAA Form 1"

12. General

12.1 "CAA Form 1" may be folded and put in an envelope attached to or included with the shipment.

12.2 When the "CAA Form 1" is used for approval for return to service, the form that accompanied each shipment must be well protected to maintain its originally issued format.

12.3 Establishment of a numbering system for the information in Block 3 is required.

12.4 CAA Form 1 may be computer-generated for local reproduction but must duplicate the format of the form. The overall form as designed must not be changed, nor may any words be added or deleted. It is permissible to preprint the text on CAA Form 1 that is required by this procedure. The size of blocks, in relationship to each other, may vary slightly, but all blocks must remain in their original location. CAA Form 1 may also be reduced in overall size to reduce paper consumption, but not to the extent that it is no longer easily readable and readily recognizable.

12.5 All attachments should cross reference each other to ensure complete traceability of all work accomplished and actions taken.

12.6 All entries must be correct and made in permanent ink.

12.7 Blocks 14 through 18 are used for conformity determinations, airworthiness approval of products/parts, export airworthiness approvals, and splitting bulk shipments of parts. Blocks 19 through 23 are used for approval for return to service. When Blocks 14 through 18 are used, Blocks 19 through 23 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. Likewise, when Blocks 19 through 23 are used, Blocks 14 through 18 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. In no case will Blocks 14 through 18 and Blocks 19 through 23 be completed on the same form.

13. Enforcement and Equivalent Document

CAA Form 1 is the airworthiness document that approves the domestically produced product (engine and propeller), appliances and parts to be installed on the domestically registered aircraft. When the product (engine and propeller), appliances and parts are installed without the airworthiness approval of the CAA Form 1 or its equivalent document, or the CAA Form 1 is signed without authorization, the CAA will fine the installer or person who signs the form without permission according to applicable Civil Aviation Laws.

The CAA views the followings as the equivalent airworthiness approval documents:

- (1) Airworthiness approval document issued by the aviation authority of the original aircraft manufacturer.
- (2) The Certificate of Conformity issued to the parts and materials by the production approval holder, who is certified by the aviation authority of the original aircraft manufacturer.
- (3) The Serviceable Tag, which is granted by the CAA for its use in certified operator or repair station.
- (4) Other document granted by the CAA.

14. Loss of Authorized Release Certificate

14.1 Only after re-verification that the product's/part's status is the same as the original issuance, the forms issued as domestic airworthiness approval or export airworthiness approvals may be reissued by the CAA.

14.2 For export, the applicant must provide a written statement from the importer that Authorized Release Certificate has been lost and provide evidence of the previous export.

14.3 Once these actions are taken, a file copy of the original form should be provided, if available. Otherwise, a new form will be issued with the words "THIS IS A REPLACEMENT CAA FORM 1, ISSUED ON (the date of original issuance)" typed in Block 13 in capital letters, and the current date applied in Block 18 for Airworthiness. The replacement form must have an original signature and the same data as the lost "CAA Form 1".

15. The guidance for completion of the "Application Form for Authorized Release Certificate"

Part I of this form is for application for domestic airworthiness approval and export airworthiness approval. Part II is for CAA approval use only. The processed application form will be retained with the copy of Authorized Release Certificate. If applied for the domestic airworthiness approval, the "Airworthiness Approval" box will be checked. If applied for the export airworthiness approval, the "Export Airworthiness Approval" box will then be checked. The guidance for complete other blocks are described as follows:

15.1 Block 1 to Block 4: as the block's name, further exposition is not needed.

15.2 Block 5: It is not necessary to describe model eligibility of the engine,

propeller, parts and appliances.

15.3 Block 6: as the block's name, further exposition is not needed.

15.4 Block 7: fill in the model, serial number and quantity of engine or propeller applied for domestic airworthiness approval, or fill in the product name, part number, serial number (if applicable) and quantity of domestic airworthiness approval and export airworthiness approval. If the quantity of the product is too many to identify in this block, the invoice or shipping document number can be referred to and attached with the application form for CAA approval.

15.5 Block 8~9: if "NO" is checked, specify the reason in the Block 11, "Remarks".

15.6 Block 10: Preservation and packaging methods used to protect parts against corrosion and damage.

15.7 Block 11: if "NO" is checked in the block 8~9, for domestic airworthiness approval, specify any deviation of the product, list the reference number of evidence and attach related document with the application form for CAA approval. For export airworthiness approval, specify written document number, which the country of import has provided that it will accept the product and attach the document with the application form for CAA approval.

15.8 Block 12: signature by the applicant, the title and date of application.

15.9 Part II: for CAA approval use only.

15.10 Block 13: Quantity of Authorized Release Certificates, CAA Form 1, issued for the product(s)/part(s) described in this form. Note that the signed CAA Form 1 should be retained with the application form for traceability.

15.11 Block 14: signature by the CAA inspector, the authorization number and approval date.

16. Reference: FAA Order 8130.21H "Procedures for completion and use of the Authorized Release Certificate, FAA Form 8130-