*Brunei Department of Civil Aviation*

# Airworthiness Information Notice No: 002

## AUTHORISED RELEASE CERTIFICATE-DCA FORM 1, ISSUE 2 INSTRUCTIONS FOR L3

1. INTRODUCTION

1.1 The Brunei DCA has updated the format and completion instructions for the DCA Form 1 in order to bring the document in line with the format of the EASA Form 1, Issue 2.

1.2 EASA has amended the format of the Form 1, following consultation with other aviation authorities and the European industry. The consultation focused on the following matters,

- Clear distinction between an EASA Form 1 being used for new parts (production) and used parts (maintenance);
- Harmonisation of the completion instructions with other Aviation Authorities, whilst recognising that certain terms will only be used unilaterally;
- Use of electronic EASA Form 1
- Clarification of which categories of parts need to be released on an EASA Form 1;
- Control of copies of the EASA Form 1;
- Need for the "Eligibility" block 9.

The amended EASA Form 1, at issue 2, is the outcome of the consultation activities. The main changes introduced are,

1. Deletion of the "Eligibilty" block and the renumbering of the blocks from block 9 onwards.

2. Clear Identification of Form 1's used for new parts (production) and used parts (maintenance);

**2. PROCEDURE**

2.1 L3 must amend the format of their DCA Form 1 document template to reflect the format shown in Appendix 1.

2.2 The instructions for use and completion of the new Form 1, as shown in Appendices 2 and 3 and must used as described below,

Appendix 2 – Instructions for completion of a Form 1 for a **used** component released using L3's Brunei DCA Part 145 Approval.

Appendix 3 - Instructions for completion of a Form 1 for a **new** component released using L3's Brunei DCA Design Approval.

## 3. IMPLEMENTATION

3.1 A transition period of one year will be allowed from the date of this document to introduce the new format Form 1 and Completion Instructions.

3.2 During this period either the existing or the new version of the DCA Form 1 may be used. Any DCA Form 1 dated after this period must be to the new format. Either version of DCA Form1 dated before the end of this transition period continues to be acceptable.

| 1. Approving Competent Authority/ Country<br>**BRUNEI DEPARTMENT OF CIVIL AVIATION**<br>**NEGARA BRUNEI DARUSSALAM** | 2. **AUTHORISED RELEASE CERTIFICATE**<br>DCA FORM 1 | 3. Form Tracking Number |
|---|---|---|
| 4. Organisation Name and Address: | | 5. Work Order/Contract/Invoice |

| 6. Item | 7.Description | 8. Part No. | 9. Qty | 10. Serial No. | 11. Status/Work |
|---|---|---|---|---|---|
| | | | | | |

| 12. Remarks |
|---|

| 13a. Certifies that the items identified above were manufactured in conformity to:<br>☐ approved design data and are in a condition for safe operation<br>☐ non-approved design data specified in block 12 | | 14a. ☐ Part-145.A.50 Release to Service ☐ Other regulation specified in block 12<br>Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12 was accopmplished in accordance with Part 145 and in respect to that work the items are considered ready for release to service. | |
|---|---|---|---|
| 13b. Authorised Signature | 13c. Approval/Authorisation Number | 14b. Authorised Signature | 14c. Certificate/Approval Ref. No. |
| 13d. Name | 13e.Date (dd mmm yyyy) | 14d. Name | 14e.Date (dd mmm yyyy) |
| USER/INSTALLER RESPONSIBILITIES | | | |

**Appendix 1**

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."

DCA Form 1 Issue 2

# APPENDIX 2

## AUTHORISED RELEASE CERTIFICATE – DCA FORM 1 COMPLETION INSTRUCTIONS USED COMPONENTS

These instructions relate to the use of the DCA Form 1 for maintenance purposes **ONLY**.

### 1. PURPOSE AND USE

1.1 A primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').

1.2 Correlation must be established between the Certificate and the item(s). The Originator must retain a Certificate in the form that allows verification of the original data.

1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.

1.4 The Certificate is not a delivery or shipping note.

1.5 Aircraft are not to be released using the Certificate.

1.6 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.

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

### 2. GENERAL FORMAT

2.1 The Certificate must comply with the format in Appendix 1 including block numbers and the location 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.

2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the Brunei Department of Civil Aviation.

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

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

2.5 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.

2.6 The Certificate should be in English only.

2.7 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.

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

2.9 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 on the front side of the certificate.

## 3. COPIES

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

## 4. ERROR(S) ON A CERTIFICATE

4.1 If an end user finds an error(s) on a Certificate, they 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.

4.2 The new Certificate must have a new tracking number, signature and date.

4.3 The request for a new Certificate may be honoured without reverification 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 by 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”. Both Certificates should be retained according to the retention period associated with the first.

## 5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

**Block 1 Approving Competent Authority /Country**

Enter “Brunei Department of Civil Aviation” and “Negara Brunei Darussalam”

**Block 2 DCA Form 1 header**

“AUTHORISED RELEASE CERTIFICATE”

DCA FORM 1

**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 (as stated on the organisations approval certificate) 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 help 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 table 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 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 DCA. 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.* Alteration of an item to conform to an applicable standard.(*)

* Applicable standard means manufacturing/design/maintenance data, method, technique or practice approved by or acceptable to the DCA. The Applicable Standard shall be described in block 12.

**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 the item(s) in relation to the work being certified. If necessary a separate sheet may be used and referenced from the Form 1. Each statement must be clearly identified as to which item(s) in block 6 it relates.

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.

(viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.

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

If printing the data from an electronic DCA Form 1 any data not appropriate in other blocks should be entered in this block.

**Block 13a-13e**

General Requirements for blocks 13a-13e: **Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised 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 “unless otherwise specified in block 12” is intended to address the following cases:

(a) Where the maintenance could not be completed

(b) Where maintenance deviated from the standard required by Part 145

(c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part 145. In this case block 12 shall specify the particular national registration.

**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 DCA are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

**Block 14c Approval/Authorisation Number**

Enter the approval/authorisation number/reference. This number or reference is issued by the DCA.

**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 BLOCK(S) 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.”

# APPENDIX 3

## AUTHORISED RELEASE CERTIFICATE – DCA FORM 1 COMPLETION INSTRUCTIONS NEW COMPONENTS

These instructions relate to the use of the DCA Form 1 for production purposes **ONLY**.

### 1. PURPOSE AND USE

1.1 A primary purpose of the Certificate is to declare the airworthiness of new aviation products, parts and appliances (hereafter referred to as 'item(s)').

1.2 Correlation must be established between the Certificate and the item(s). The Originator must retain a Certificate in the form that allows verification of the original data.

1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on bilateral agreements and/or the policy of the airworthiness authority.

1.4 The Certificate is not a delivery or shipping note.

1.5 Aircraft are not to be released using the Certificate.

1.6 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.

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

1.8 A mixture of items certified in conformity with "approved data" and to "non-approved data" is not permitted on the same certificate.

### 2. GENERAL FORMAT

2.1 The Certificate must comply with the format in Appendix 1 including block numbers and the location 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.

2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the Brunei Department of Civil Aviation.

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

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

2.5 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.

2.6 The Certificate should be in English only.

2.7 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.

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

2.9 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 on the front side of the certificate.

## 3. COPIES

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

## 4. ERROR(S) ON A CERTIFICATE

4.1 If an end user finds an error(s) on a Certificate, they 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.

4.2 The new Certificate must have a new tracking number, signature and date.

4.3 The request for a new Certificate may be honoured without reverification 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 by 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”. Both Certificates should be retained according to the retention period associated with the first.

## 5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

**Block 1 Approving Competent Authority /Country**

Enter “Brunei Department of Civil Aviation” and “Negara Brunei Darussalam”

**Block 2 DCA Form 1 header**

“AUTHORISED RELEASE CERTIFICATE”

DCA FORM 1

**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 (as stated on the organisations approval certificate) 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 help 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**

Enter either ‘PROTOTYPE’ or ‘NEW’.

Enter ‘PROTOTYPE’ for:

(i) the production of a new item in conformity with non-approved design data;

(ii) re-certification by the organisation identified in block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service, (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in block 12.

Enter 'NEW' for:

(i) the production of a new item in conformity with the approved design data;

(ii) re-certification by the organisation identified in block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service, (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in block 12;

(iii) re-certification by the product manufacturer or the organisation identified in block 4 of the previous certificate of items from 'prototype' (conformity only to non-approved data) to 'new' (conformity to approved data and in a condition for safe operation), subsequent to approval of the applicable design data, provided that the design data has not changed. The following statement must be entered in block 12:

'RE-CERTIFICATION OF ITEMS FROM 'PROTOTYPE' TO 'NEW': THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT TC/STC NUMBER, REVISION LEVEL], DATED [INSERT DATE IF NECESSARY FOR IDENTIFICATION OF REVISION STATUS], TO WHICH THIS ITEM (THESE ITEMS) WAS (WERE) MANUFACTURED.'

The box 'approved design data and are in a condition for safe operation' should be marked in block 13a;

(iv) the examination of a previously released new item prior to entry into service in accordance with a customer-specified standard or specification (details of which and of the original release are to be entered in block 12) or to establish airworthiness (an explanation of the basis of release and details of the original release are to be entered in block 12).

**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 DCA Form 1. Each statement must clearly identify which item(s) in block 6 it relates to. If there is no statement, state 'None'.

Enter the justification for release to non-approved design data in block 12 (e.g. pending type- certificate, for test only, pending approved data).

If printing the data from an electronic DCA Form 1 any data not appropriate in other blocks should be entered in this block.

**Block 13a** Mark only one of the two boxes:

1. Mark the 'approved design data and are in a condition for safe operation' box if the item(s) was/were manufactured using approved design data and found to be in a condition for safe operation.

2. Mark the 'non-approved design data specified in block 12' box if the item(s) was/were manufactured using applicable non-approved design data. Identify

the data in block 12 (e.g. pending type-certificate, for test only, pending approved data).

Mixtures of items released against approved and non-approved design data are not permitted on the same certificate.

**Block 13b 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 DCA are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

**Block 13c Approval/Authorisation Number**

Enter the approval/authorisation number/reference. This number or reference is issued by the DCA.

**Block 13d Name**

Enter the name of the person signing block 13b in a legible form.

**Block 13e Date**

Enter the date on which block 13b is signed. The date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year).

**Block 14a-14e**

General Requirements for blocks 14a-14e: **Not used for used from production release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.**

**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 BLOCK(S) 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.”