0 INTRODUCTION

0.1 Content

0	0 INTRODUCTION	1
C	0.1 Content	1
C	0.2 Purpose	1
C	0.3 Applicability	1
0	0.4 References	1
0	0.5 Abbreviations and definitions	1
1	1 GENERAL	2
1	1.1 Responsibility	2
1	1.2 Process	2
2	2 INSTRUCTION – COMPLETION AND ISSUE	3
2	2.1 General	3
2	2.2 Purpose and Use	3
2	2.3 General format	3
2	2.4 Copies	4
2	2.5 Error(s) on a Certificate	4
2	2.6 Instruction	4
-	3 APPENDIX - Component release certificate	6
Э	3.1 Component removed serviceable - SIGNED by B1 or B2 Certifying staff	6
3	3.2 Component issued from Workshop - SIGNED by COMPONENT certifying staff	6

This edition completely replaces all previous editions.

The term **"Dassault Aviation Business Services SA"** will be use during any EASA Part 145 activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures. The term **"DABS"** will be use in this PROCEDURE.

0.2 Purpose

This Procedure describes the process for compliance of a maintenance work in DABS part 145 AMO workshop.

The purpose of this procedure is to define how components are released to service from the component workshops.

0.3 Applicability

This procedure starts at the point where the workshop is required to sign an Authorised Release Certificate for a component and ends at the point where the Authorised Release Certificate is signed. It is also concerning when a component is removed serviceable from an aircraft.

This procedure describes how the certificate should be completed by the component certifying staff.

0.4 References

- > MOE (DA-0100)
- Capability list (DA-0105)
- Authorised staff (DA-0103)
- Shop report (DA-0113)

0.5 Abbreviations and definitions

- > **AMO** Approved Part 145 Maintenance Organisation
- Quantum (QTM) Software used in maintenance to record, issue and track all maintenance works performed in DABS AMO

1 **GENERAL**

1.1 Responsibility

- > The Director of Maintenance has overall responsibility for this procedure.
- > It is the responsibility of the Workshop staff to ensure that all components released to service are accompanied by the correct paperwork which shall include an EASA Form 1 and the shop Report.

1.2 Process

An EASA Form 1 shall be issued by appropriately authorised component certifying staff on behalf of DABS when it has been verified that all the work requested in the PO has been properly carried out by DABS in accordance with the MOE, taking into account the availability and use of the maintenance data specified and that there are no non-compliances which are known that may seriously hazard flight safety.

Note: It is acceptable to issue an EASA Form 1 for components that have not been maintained to Part 145 standards providing Part 145.A.50 has been complied with (ref AMC No 2 to 145.A.50 (d) para 2.8). Under no circumstances may an EASA Form 1 be issued if it is suspected that the component has been subjected to extremes of stress, temperatures or immersion, which could affect its operation.

The Work Order completed paperwork shall include test reports where the component has been subject to acceptance testing after maintenance.

An EASA Form 1 may be issued subject to the component having been inspected for:-

- Compliance with the manufacturer's instructions and limitations for storage condition.
- Any requirement for limited storage life.
- Controlled climate/special storage conditions.
- Damage, corrosion and leakage and general condition.
- Compliance with any additional manufacturer's maintenance instructions.

Where applicable, the flight hours/cycles/landings should be established and recorded, including time since overhaul/maintenance and life limitations.

2 INSTRUCTION – COMPLETION AND ISSUE

2.1 General

The EASA Form 1 shall be raised as described below. Only appropriately authorised component certifying staff will issue an EASA Form 1 using their name, signature, authorisation number and the DABS Part 145 Approval Number and will check that the EASA Form 1 is fully completed.

The EASA Form 1 contains the following statement:-

'Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.'

Signatories to EASA Form 1 are listed within the List of Certifying Staff DA-0103.

The completed EASA Form 1 shall be attached to the paperwork for the component to which it relates. The original Form 1 will be placed with the completed Work Order The completed Work Order shall be passed to technical services for review purpose.

A Component shop Report shall be completed for each component released by Workshop. This form (DA-0113) shall include details of any ADs/SBs embodied during the workshop input as requested by the owner/operator/CAMO.

These instructions relate only to the use of the EASA Form 1 or equivalent for maintenance purposes.

2.2 Purpose and Use

- The 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)').
- Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of 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.
- The Certificate is not a delivery or shipping note.
- Aircraft are not to be released using the Certificate.
- The Certificate does not constitute approval to install the item on a particular aircraft, engine but helps the end user determine its airworthiness approval status.
- A mixture of production released and maintenance released items is not permitted on the same Certificate.

2.3 General format

- The Certificate must comply with the format attached including block numbers and the location of each block.
- 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.
- The User/Installer responsibility statement can be placed on either side of the form.
- All printing must be clear and legible to permit easy reading.
- The Certificate is computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- The Certificate should be in English.
- The details to be entered on the Certificate is computer printed.
- Limit the use of abbreviations to a minimum, to aid clarity.
- 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 or additional page must be referenced in the appropriate block on the front side of the Certificate

2.4 Copies

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

2.5 Error(s) on a Certificate

- If an end-user finds an error(s) on a Certificate, he 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.
- The new Certificate must have a same tracking number with a -1, signature and date.
- The request for a new Certificate may be honoured without re-verification 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".

or

"This Certificate supersedes the Certificate [enter original tracking number] dated [enter original issuance date].

Both Certificates should be retained according to the retention period associated with the first.

2.6 Instruction

Block 3 Form Tracking Number

Unique number shall be filled in this block for certificate control and traceability purposes

Block 4 Organization name and address

Name, address and certificate number shall be filled in this block

Block 5 Work Order/Contract/Invoice

To facilitate traceability of the item(s), enter the DABS WO number and customer number

Block 6 Item

Enter line item numbers when there is more than one line item. This block permits cross-referencing to the 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. IPC, AMM, SB, CMM).

Block 8 Part Number

Enter the part number as it appears on the item or tag/packaging.

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 may also be entered. *If there is no serial number identified on the item, enter "N/A"*.

Block 11 Status/Work Enter only one of these terms

- **Overhauled**. Means a 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 ICA, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested i.a.w 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 (*).

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 main EASA Form 1.

Each statement must clearly identify which item(s) in Block 6 it relates to. Examples of information to be entered are:

- Maintenance data used, including the revision status and reference.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life limited parts status.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.

Examples of data to be entered in this block as appropriate:-

Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 12. A statement such as 'in accordance with the CMM' is not acceptable.

- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- • Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers."

*Applicable standard means a manufacturing/design/maintenance/quality norm, method, technique or practice approved by or acceptable to the Competent Authority. The Applicable Standard shall be described in block 12.

Block 13 – Part 21 - Should be completed for NEW Part

N/A

Block 14 – Part 145 - Should be completed for Part Overhauled, Repaired, Inspected/Tested or Modified

Block 14a – Description - Part Overhauled, Repaired, Inspected/Tested or Modified

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 <u>one box must be marked</u>, or both boxes may be marked, as appropriate. (*i.e only "other regulations" in case of robbery part on non EASA aircraft*).

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 the maintenance deviated from the standard required.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in block 14b. In this case block 12 shall specify the particular national regulation.

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

Block 14c Certificate/Approval Number

Enter the Certificate/Approval number/reference. This number or reference is issued by the Competent Authority.

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

DABS

3 APPENDIX - COMPONENT RELEASE CERTIFICATE

3.1 Component removed serviceable - SIGNED by B1 or B2 Certifying staff

1. Approving Competent Authority / Country 2. AUTHORISED RELEASE CERTIFICATE 3. Form Tracking Number									
FO Sw	CA - Feo itzerlano	deral Office of Civil Aviation		E	EASA FORM 1		Т	ECH_2022-XXX	
4. Organisation Name and Address:			Dassault Aviation	n Business Services SA	Location: DABS Geneva		5. Work Order/Contract/Invoice Nb:		
DASSAULT AVIATION			20 Chemin des Papillons, P.O. BOX 36 CH-1215 GENEVA 15 AIRPORT, SWITZERLA			Geneva Airport Switzerland		xxxx/xxxx	
6.	ITEM	7. DESCRIPTION		8. PART NUMBER	9. QUANTITY	10. SERIAL NUMBER	11. STA	11. STATUS / WORK	
	1							ERHAULED	
								SPECTED / TESTED	
								DIFIED	
							REF	PAIRED	
13a.	REMOVED IN SERVICEABLE CONDITIONS FROM A/C TYPE xxx S/N xxx registered xxx A/C HOURS: xxx - A/C LDGS: xxx PART: TSN= xxx CSN= xxx PERFORMED REMOVAL LA.W AMM (ref. A/C TYPE) REV xx PROCEDURE yyy INSPECTED AND SATISFACTORY TESTED I.A.W AMM (ref. A/C TYPE) REV xx PROCEDURE yyy VISUALLY INSPECTED AND FOUND SATISFACTORY Note: No airworthiness directives or service bulletins are known to be incorporated. Last Maintenance is Recorded in WO XXX - Release Certificate XXXXX by EASA 145 organisation or No particular maintenance recorded in History. Component was installed before delivery. 113a. Certifies that the items identified above were manufactured in conformity to: 14a. Part-145.A.50 Release to Service Other regulation specified in block 12 Certifies that the items identified above were manufactured in conformity to: 14a. Part-145.A.50 Release to Service Other regulation specified in block 12 Certifies that unless otherwise specified in block 12 14a. Part-145.A.50 Release to Service Other regulation specified in block 11 and described in block 12 14a. Part-145.A.50 Release to Service Other regulation specified in block 11								
13b.	3b. Authonsed Signature		horisation Number 1	4b. Authorised Signatu	rre / Stamp	14c. Certificate	e/Approval Ref. No. CH.145.0248		
13d.	Name	me (Typed or Printed): 13e. Date (dd/mmm/yyyy): 14d. Name (Typed or Printed): 14d		14e. Date (dd/r	e. Date (dd/mmm/yyyy):				
			N	Name dd		dd mmm 2022	d mmm 2022		
	USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). 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.								

EASA Form 1 - MF/CAO/145 - Issue 3

3.2 **Component issued from Workshop** - SIGNED by COMPONENT certifying staff

1. Approving Competent Authority / Country FOCA - Federal Office of Civil Aviation Switzerland EASA FORM 1					RTIFICATE	3. Form Tracking Number ELEC_2022-XXX		
4. Organisation Name and Address:			Dassault Aviation Business Services SA 20 Chemin des Papillons, P.O. BOX 36 CH-1215 GENEVA 15 AIRPORT, SWITZERLA	Location:	DABS Geneva Geneva Airport Switzerland	5. Work Order/Contract/Invoice Nb: xxx/xxxx		
6.	ITEM	7. DESCRIPTION	8. PART NUMBER	9. QUANTITY	10. SERIAL NUMBER	11. STATUS / WORK		
	1	BATTERY			(1)	OVERHAULED		
						☑ INSPECTED / TESTED		
						MODIFIED		
						REPAIRED		
13a.	LA.W. SAFT CMM 24-xx-xx (AMM 24-xx-xx) - REV y, dated dd.mm.yyyy. FOUND SERVICEABLE. WORK PERFORMED IS DETAILED IN SHOP REPORT YYY - CELLS REPLACED DURING THIS MAINTENANCE : x Note: No Airworthiness Directives or Service Bulletins are known to be incorporated. IF BATTERY IN STANDBY STORAGE, NEXT INSPECTION TO BE PERFORMED BEFORE dd.mm.yyyy (<i>REFRESH CHARGE #1</i>) IF BATTERY INSTALLED ON AIRCRAFT, NEXT INSPECTION TO BE PERFORMED LA.W. AIRCRAFT MAINTENANCE PROGRAM / AC Type If AMM used TSO: x MONTHS - OPERATING TSO: x MONTHS TIME SINCE REBLOCKING: x MONTHS TSN: x for lead acid without reblocking CELLS REPLACED SINCE NEW: x BATTERY TO BE INSTALLED ON FOLLOWING AC Type If AMM used The work described above has been accomplished La.W. Title 14 CFR Part-43 and in respect to that work, the items are approved for return to service under certificate T0VY392Y. 13a. Certifies that the items identified above were manufactured in conformity to: approved design data and are in a condition for safe operation non-approved design data specified in block 12 APPROVED AND AND AND AND AND AND AND AND AND AN							
13b.	Author	rised Signature	12. Approval/ Authorisation Number	14b. Authorised Signate	ure / Stamp	14c. Certificate/Approval Ref. No. CH.145.0248		
13d.	Name	(Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Prin	nted):	14e. Date (dd/mmm/yyyy) :		
			Name		dd mmm 2022			
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an ainworthiness authority different than the ainworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her ainworthiness authority accepts items from the ainworthiness 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.								

EASA Form 1 - MF/CAO/145 - Issue 3