



**AUTHORIZED RELEASE CERTIFICATE**

**UK MAA FORM 1**

**INSTRUCTIONS FOR USE**

Block	Title	Completion Notes
1	Approving Competent Authority / Country.	State the competent authority under whose approval the certificate was issued.
2	AUTHORIZED RELEASE CERTIFICATE MAA FORM 1	Form header.
3	Form Tracking Number.	Enter the unique number established by the numbering system/procedure of the organization identified in block 4; this may include alphanumeric characters.
4	Approved Organization Name and Address.	Enter the full name and address of the approved organization releasing the item(s) covered by this certificate. Logos, etc are permitted if the logo can be contained within the block.
5	Work Order / Contract / Invoice Reference.	To facilitate Operating Organization/Military Continuing Airworthiness Management Organization traceability of the item(s), enter the work order number, contract tasking number, invoice number, or similar reference number.
6	Item.	Serialize the item(s) by entering line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.
7	Description.	Enter the name or description of the item(s). Preference should be given to the term used in the instructions for continuing airworthiness or maintenance data (eg Illustrated Parts Catalogue, Air System Maintenance Manual, Service Bulletin, Component Maintenance Manual).
8	Part Number.	Enter the part number as it appears on the item(s) or tag/packaging. In case of an engine or propeller the type designation may be used. The part number as it appears on the item(s) is usually defined in the design data. Information about the contents of the kit or media may be given in block 12 or in a separate document cross-referenced from block 12.  This block can also be used to record the NATO Stock Number (NSN). If an NSN is to be recorded it must be clearly identified, eg NSN: 1234 99 1234567.
9	Quantity.	State the quantity of each line item(s).
10	Serial / Batch Number.	If the item(s) is (are) required to be identified with a serial number, enter it here. If there is no serial number identified on the item(s) enter "N/A". For item(s) without serial numbers the batch number must be entered.

Block	Title	Completion Notes
11	Status.	<p>Enter only one of the following terms; where more than one may be applicable, use the one that most accurately describes the majority of the work performed or the status of the item(s).</p> <p>For maintenance purposes, enter either "OVERHAULED", "REPAIRED", "INSPECTED/TESTED" or "MODIFIED".</p> <p>"OVERHAULED":</p> <p>a. A process that ensures the item(s) is (are) in complete conformity with all the applicable standards(*). The item must be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.</p> <p>"REPAIRED":</p> <p>a. The item(s) has (have) undergone rectification of defect(s) using an applicable standard(*).</p> <p>"INSPECTED/TESTED":</p> <p>a. Airworthiness has been established by examination, measurement, etc in accordance with an applicable standard(*) (eg visual inspection, functional testing, bench testing etc).</p> <p>"MODIFIED":</p> <p>a. The alteration of the item(s) to conform to an applicable standard(*).</p> <p>(* ) Applicable standard means "to the service tolerances specified in the equipment manufacturer's approved Continuing Airworthiness instructions or a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the TAA." The applicable standard must be described in block 12.</p>

Block	Title	Completion Notes
12	Remarks.	<p>Describe the work identified in block 11, either directly or by reference to supporting documentation, necessary for the user 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 UK MAA Form 1. Each statement must clearly identify which item(s) in block 6 it relates to. If there is no statement, state "none".</p> <p>Examples of such remarks are, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Maintenance data including revision status and references;</li> <li>b. Compliance with Airworthiness Directives or Service Bulletins (including SI(T));</li> <li>c. Repair(s) undertaken;</li> <li>d. Modification(s) undertaken and final modification state;</li> <li>e. Life limited part(s) status;</li> <li>f. Deviations, deficiencies or concessions;</li> <li>g. Data pertinent to an end user such that they understand any hazard(s) or non-approved part(s) that are fitted for packaging/transport purposes only (such as blanks, bungs, inhibiting oil etc).</li> </ul>
13a-e		<p><b>NOTE:</b> Whilst the MAA Form 1 has blocks to detail the release of new item(s) (as would be permitted under an EASA Part 21 production release) there is currently no equivalent MAA Regulation to underpin this certification. Therefore the UK MAA Form 1 is not to be used to certify new products at this time.</p> <p><b>NOTE:</b> These blocks are not used for Maintenance certification. For Maintenance purposes, blocks 13a-e must be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorized use.</p>

Block	Title	Completion Notes
14a	Maintenance Release Statement.	<p>Used for Maintenance Release purposes ONLY</p> <p>The box marked 'MRP Part 145.A.50 (RA 4812)' should be checked when the part is released under the scope of an approval granted by the UK MAA.</p> <p>The Box marked 'Other regulation specified in block 12' should be checked when the organization is releasing the part under the regulatory control of another NMAA. If checked the NMAA and regulatory release should be quoted, along with the other regulator's approval number, in block 12. (eg FR DSAE FR EMAR.145.A.50 approval number 123456.)</p> <p>Both check boxes must be marked if releasing under 'dual release' when the UK MAA and another EDA participating Member State agree to permit such activity.</p> <p>For all maintenance carried out by Maintenance organizations approved in accordance with MRP Part 145, the certification statement "unless otherwise specified in block 12" is intended to address the following cases:</p> <ol style="list-style-type: none"> <li>Where the Maintenance could not be completed.</li> <li>Where the Maintenance deviated from the standard required by MRP Part 145.</li> <li>Where the Maintenance was carried out in accordance with a requirement other than that specified in MRP Part 145. In this case block 12 should specify the particular standard to which the Maintenance was undertaken.</li> </ol>
14b	Authorized Signature.	<p>This space must be completed with the signature of the authorized person. Only persons specifically authorized in accordance with RA 4807 – Certifying Staff and Support Staff (MRP 145.A.35) to meet the requirements of RA 4806(9) are permitted to sign this block. To aid recognition, a unique number identifying the authorized person may be added.</p> <p><b>NOTE:</b> The signature can be computer printed subject to the MAA being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer-generated form.</p>
14c	Approval / Authorization Number.	<p>Enter the Approved Maintenance Organization's (AMO's) approval number or certifying individual's MAM-P authorization code. The approval number is issued by the MAA to the AMO. The authorization code is issued by the MMO's Authority Level K in accordance with MAM-P Chap 2.1.</p>
14d	Name.	<p>Enter the name of the person signing in block 14b.</p>
14e	Date (dd/mm/yyyy).	<p>Enter the date on which block 14b was signed in the given format; dd = 2 digit day, mm = 2 digit month, yyyy = 4 digit year.</p>
14a-e		<p><b>NOTE:</b> These blocks are not used for production release. For production purposes, blocks 14a-e should be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorized use.</p>