



# NOTICE OF AMENDMENT

## Revision 3 to Singapore Airworthiness Requirements

### SUMMARY OF AMENDMENTS

The purpose of this revision is to correct a typographical error in the release statement (Blocks 15 and 19) of the Authorised Release Certificate CAAS(AW)95 in Chapter 6.1 of the SAR. Other statements have also been rephrased for clarity. The term "Document" used in this Chapter to refer to the ARC is also replaced by the term "Certificate" (not indicated by change bars).

### INSTRUCTIONS

Chapter	REMOVE			INSERT		
	Rev	Date	Pages	Rev	Date	Pages
LEP	2	1 Feb 02	LEP-1 to -4	3	1 Jun 02	LEP-1 to -4
6.1 Appendix 3	0	15 Jul 00	6.1-App3-1 to -5 and sample ARC	3	1 Jun 02	6.1-App3-1 to -6

Annotate Revision 3 on the Record of Revisions and indicate the date of insertion.

Please disseminate this information to all licensed engineers and relevant personnel in your organisation.

### EFFECTIVE DATE

Revision 3 to the Singapore Airworthiness Requirements becomes effective on 1 June 2002.

### MISCELLANEOUS INFORMATION

Effective immediately, CAAS will inform the industry of amendments to the regulations using a Notice of Amendment rather than Advisory Circulars. Notices of Amendment will be used for the sole purpose of informing the industry of amendments to the regulations.

ALAN FOO  
CIVIL AVIATION AUTHORITY OF SINGAPORE

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## CHAPTER 6.1 : GENERAL REQUIREMENTS

### APPENDIX 3

# AUTHORISED RELEASE CERTIFICATE – AIRWORTHINESS APPROVAL TAG, FORM CAAS(AW)95

EFFECTIVE DATE : 1 JUNE 2002

REVISION NO :3 (ISSUE 2)

#### 1 Purpose and Scope

- 1.1 The purpose of the Certificate is to identify airworthiness and eligibility status of parts/components/assemblies (hereafter referred to as “part(s)”) after manufacture and to release maintenance work carried out on parts under the approval of the Authority.
- 1.2 The Certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for the delivery of parts from the manufacturer/maintenance organisation to users.

#### 2 General

- 2.1 The Certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. If in doubt consult the Authority.
- 2.2 All printing shall be clear and legible to permit easy reading.
- 2.3 The Certificate shall 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 the attached model but no other certification statements are permitted.
- 2.4 Completion of the Certificate shall be in English.
- 2.5 The details to be entered on the Certificate can be either machine/ computer printed or handwritten using block letters and must permit easy reading.
- 2.6 Abbreviations must be restricted to a minimum.
- 2.7 The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but may not include any certification statement.

- 2.8 The top copy Certificate or a certified true copy shall accompany the parts and correlation shall be established between the Certificate and the part(s). A copy of the Certificate shall be retained by the organisation that manufactured or maintained the part. Where the Certificate format and data is entirely computer generated, subject to acceptance by the Authority it is permissible to retain the Certificate format and data on a secure data base.

Note: There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator. The Certificate that accompanies the part may be attached to the part by being placed in an envelope for durability.

### **3 Completion of the Release Certificate by the originator**

- 3.1 Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

- 3.2 Refer to the attached copy of the Certificate:

- |         |   |
|---------|---|
| Block 1 | The country of origin is Singapore. It must be pre-printed.   |
| Block 2 | The first line in this block shall be the Civil Aviation Authority of Singapore. It must be pre-printed.  |
| Block 3 | A serial 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 serial 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 covered by this certificate. This block must be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.   |
| Block 5 | The purpose of this block is to reference work order/contract/invoice or any other internal organisational 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.<br><br>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 shall be given. Preference should be given to use of the Illustrated Parts Catalogue (IPC) designation.   |
| Block 8 | There shall be a part number given. Preference shall be given to use of the IPC number designate.   |

Block 9 State the aircraft, propeller, or engine model on which the part is eligible for installation or reference to a readily available catalogue or manual which contains such information. For example: “A300”.

If eligible for installation on more than one model, enter “various” in block 9, unless the originator wishes to restrict usage to a particular model installation when it should so state. If eligibility is unknown, enter “unknown” in Block 9.

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

Block 10 State the number of parts being released.

Block 11 State the part Serial Number or Batch Number if applicable, if neither applicable state “N/A”.

Block 12 The following five words in quotation marks, with their definitions, indicate the status of the part being released. One or a combination of these five words shall be stated in this block.

1 “Manufactured”

The production of a new part/component/assembly in conformity with an approved standard (\*).

2 “Newly overhauled”/“Overhauled”

The restoration of a used part/component/ assembly by inspection and replacement in conformity with an approved standard (\*) to renew the operational life and which has not been operated or placed in service, except for functional testing.

3 “Inspected”

The examination by visual/test procedures of a part/component/assembly to establish conformity with an approved standard (\*).

4 “Modified”

The alteration of a part/component/assembly in a conformity with an approved standard (\*).

5 “Repaired”

The restoration of a part/component/assembly to a serviceable condition in conformity with an approved standard (\*).

- (\*) Approved Standard means a manufacturing/design/maintenance/ quality standard approved by the CAAS.

Approved by the Authority means approved by the Authority or in accordance with a procedure approved by the Authority.

The above statements must be supported by reference to the approved data/manual/specification. Such information shall be identified in either Block 12 or 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.

Each statement must be clearly identified as to which item it relates.

If there is no statement, state “None”.

Some examples of the information to be quoted are as follows:

- Usage restriction for repaired items
- Modification Standard
- Alternative approved parts supplied
- Concessions applicable
- Details of repair work carried out or reference to document where this is stated
- Compliance with, 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), Time Since Overhaul (TSO), etc
- Exceptions to the notified special requirements of the importing country

Block 14 & 15 The Certificate can be used for both new and used parts. The validity of the Certificate is however dependent upon Block 12 containing the necessary specified words defined for Block 12 indicating the status of the part released. Cancellation of the non-applicable block is mandatory.

Block 16 The Certificate must be signed by a person who has the written approval to perform this function on behalf of the Authority.

A rubber stamp signature is not allowed.

An impression of the authorised person's stamp may be made in addition to the signature.

Block 17 The name of the person signing the Certificate shall be typed or printed in a legible form.

Block 18 The date the Release Statement is signed shall be given.

Block 19 The authorisation reference given by the Authority to the Organisation released the part(s) shall be pre-printed.

Block 20 Self explanatory statement.

3.3 Please note the User Responsibility Statements at the bottom of the Certificate. These statements may be printed on the reverse of the Certificate.

1. Country <b>SINGAPORE</b>	2. CIVIL AVIATION AUTHORITY OF SINGAPORE AUTHORISED RELEASE CERTIFICATE - AIRWORTHINESS APPROVAL TAG		3. CERTIFICATE REF NO.	
4. ORGANISATION				
6. ITEM	7. DESCRIPTION	8. PART NO.	9. (*) ELIGIBILITY	10. QTY.
			11. SERIAL / BATCH NO.	12. STATUS / WORK
13. REMARKS				
14. <b>NEW PARTS</b> Certifies that the part(s) identified above except as otherwise specified in Block 13 was (were) manufactured/inspected in accordance with the airworthiness regulations of the stated country and/or in the case of parts to be exported with the approved design data and with the notified special requirements of the importing country.		15. <b>USED PARTS</b> Certifies that the work specified above except as otherwise specified in Block 13 was carried out in accordance with the airworthiness regulations of the stated country and the notified special requirements of the importing country and in respect of that work, the part(s) is (are) in condition for safe operation and considered ready for release to service.		
16. SIGNED	18. DATE		19. ISSUED BY AND ON BEHALF OF THE CIVIL AVIATION AUTHORITY OF SINGAPORE UNDER REFERENCE :	
17. NAME			<b>AWI</b>	

CAAS(AW)95

20. (\*) Cross-check eligibility for more details with parts catalogue

**USER/INSTALLER RESPONSIBILITIES**

- Note:
1. It is important to understand that the existence of the Certificate alone does not automatically constitute authority to install the part/component/assembly.
  2. Where the user/ installer works in accordance with the national regulations of an Airworthiness Authority different from the Airworthiness Authority specified in Block 2 it is essential that the user/ installer ensures that his/ her Airworthiness Authority accepts parts/ components/ assemblies from the Airworthiness Authority specified in Block 2. Contain an installation certification issued in accordance with the national regulation by the user/ installer before the aircraft may be flown.
  3. Statements 14 and 15 do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulation by the user/installer before the aircraft may be flown.