

1 CIVIL AVIATION DEPARTMENT HONG KONG, CHINA		2 AUTHORISED RELEASE CERTIFICATE CAD FORM ONE			3 Form Tracking Number	
4 Organisation Name and Address					5 Work Order/Contract/Invoice	
6 Item	7 Description	8 Part Number	9 Quantity	10 Serial Number	11 Status/Work	
12 Remarks						
13a Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a <input type="checkbox"/> HKAR 145.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with HKAR-145 and in respect to that work the items are considered ready for release to service.			
13b Authorised Signature		13c Approval Reference Number		14b Authorised Signature		14c Approval Reference Number
13d Name		13e Date (dd mmm yyyy)		14d Name		14e Date (dd mmm yyyy)
USER/INSTALLER RESPONSIBILITIES						
<ol style="list-style-type: none"> 1. This certificate does not automatically constitute authority to install the item(s). 2. 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. 3. 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. 						

USE AND INSTRUCTIONS FOR THE COMPLETION OF THE AUTHORISED RELEASE CERTIFICATE (CAD FORM ONE)

1 Introduction

These instructions relate to the use of the Authorised Release Certificate ('CAD Form One', of form number DCA 1) (hereinafter referred as 'Certificate') for production and maintenance purposes. The Certificate can only be issued by an organisation, identified in block 4, appropriately approved by the Director-General of Civil Aviation (hereinafter referred as 'Director-General').

Note: The Certificate is not for making submission to the Civil Aviation Department.

2 Purpose and Use

- 2.1 The primary purpose of the Certificate is to declare the airworthiness of new aviation products, parts and appliances and maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 2.2 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.
- 2.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of cooperation arrangements and/or technical 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.
- 2.4 The Certificate may only be issued by Hong Kong Parts Manufacturer Approval (HPMA) holders, production organisations, maintenance organisations or persons approved by the Director-General within the scope of such an Approval.
- 2.5 Aircraft are not to be released using the Certificate.
- 2.6 The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user to determine the item's airworthiness approval status.
- 2.7 A mixture of production released and maintenance released item(s) is not permitted on the same Certificate.

- 2.8 A mixture of items certified in conformity with ‘approved data’ and to ‘non-approved data’ is not permitted on the same Certificate.

3 General Format

- 3.1 The Certificate must comply with the format attached 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.
- 3.2 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 Director-General.
- 3.3 The User/Installer responsibilities statement can be placed on either side of the Certificate.
- 3.4 All printing must be clear and legible to permit easy reading.
- 3.5 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.
- 3.6 The Certificate should be in English.
- 3.7 The details to be entered on the Certificate can be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 3.8 Limit the use of abbreviations to a minimum, to aid clarity.
- 3.9 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.
- 3.10 The Certificate must accompany the item, and correlation must be established between the Certificate and the item. A copy of the Certificate must be retained by the organisation that manufactured or maintained the item. Where the Certificate format and data are entirely computer generated, subject to acceptance by the Director-General, it is permissible to retain the Certificate format and data on a secure database.
- 3.11 Where a single Certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the Certificate must accompany such items and the Certificate must

be retained by the organisation that received the batch of items. Failure to retain the Certificate could invalidate the release status of the items.

- 3.12 There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.
- 3.13 The Certificate that accompanies the item(s) may be attached to the item(s) by being placed in an envelope for durability.

4 Error(s) on a Certificate

- 4.1 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 if they can verify and correct the error(s).
- 4.2 The new Certificate must have a new Form Tracking Number, signature and date.
- 4.3 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’

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

5 Completion of the Certificate by the Originator

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

Block 1 Pre-printed

‘CIVIL AVIATION DEPARTMENT
HONG KONG, CHINA’

Block 2 CAD Form One header

‘AUTHORISED RELEASE CERTIFICATE
CAD FORM ONE’

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 releasing the item(s) covered by this Certificate. Logos, etc., of the approved organisation are permitted if they can be contained within the block.

Block 5 Work Order/Contract/Invoice

To 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 in 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 regulation 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

For production of new item(s), 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 (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 (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).

For maintenance released item(s), 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:

(i) '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 instructions for continued airworthiness, 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 in accordance with the above specified data.

(ii) 'REPAIRED'

Rectification of defect(s) using an applicable standard (1).

(iii) 'INSPECTED/TESTED'

Examination, measurement, etc. in accordance with an applicable standard (1) (e.g. visual inspection, functional testing, bench testing etc.).

(iv) 'MODIFIED'

Alteration of an item to conform to an applicable standard (1).

Note (1): Applicable standard means a manufacturing / design / maintenance / quality standard, method, technique or practice approved by or acceptable to the Director-General. 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 item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the Certificate. Each statement must clearly identify which item(s) in block 6 it relates to. If there is no statement, state 'None'.

Examples of information to be entered for block 13 user:

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

Examples of information to be entered for block 14 user:

- 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.
- Information needed to support shipment with shortages or re-assembly after delivery.
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of a national/international maintenance agreement.

Note: The latter two statements allow the possibility of dual release against both HKAR-145 and a foreign maintenance requirement or the single release by a HKAR-145 approved maintenance organisation against a foreign maintenance requirement. However care should be exercised to mark the relevant box(es) in block 14a to validate the release. It should also be noted that the dual release requires the approved data to be approved/accepted by both the Director-General and the appropriate foreign State/Place and the single release requires the approved data to be approved/accepted only by the appropriate foreign State/Place.

If printing the data from an electronic Certificate, any appropriate data not fit for other blocks should be entered in this block.

Blocks 13a-13e: General requirements for blocks 13a-13e: Used for production item(s) release.

Note: Blocks 14a-14e should be shaded, darken, or otherwise marked to preclude inadvertent or unauthorised use.

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 for 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 authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added. Use of a stamp instead of a signature is not permitted, but the authorised person may add a stamp impression to his signature to aid recognition. This signature can be computer printed subject to the Director-General being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

Block 13c Approval Reference Number

Enter the approved organisation reference number given by the Director-General.

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.

Blocks 14a-14e: General requirements for blocks 14a-14e: Used for maintenance item(s) release.

Note: Blocks 13a-13e should be shaded, darkened, or otherwise marked 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.

For all maintenance carried out by maintenance organisations approved in accordance with HKAR-145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases:

- (i) Where maintenance could not be completed;
- (ii) Where maintenance deviated from the standard required by HKAR-145; or
- (iii) Where maintenance was carried out in accordance with a requirement other than that specified in HKAR-145; 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 authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added. Use of a stamp instead of a signature is not permitted, but the authorised person may add a stamp impression to his signature to aid recognition. This signature can be computer printed subject to the Director-General being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

Signature in this block constitutes a Release to Service pursuant to HKAR 145.50.

Block 14c Approval Reference Number

Enter the approved maintenance organisation reference number given by the Director-General.

Block 14d Name

Enter the name of the person signing block 14b in a legible form and personal authorisation reference.

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:

- ‘1. This certificate does not automatically constitute authority to install the item(s).
2. Where the user/installer performs work in accordance with the 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.
3. 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.’

6. Effectivity

CAD Form One, revision (05/2022), shall be used for the release of all items from 30 June 2022 but may be used if available prior to 30 June 2022. CAD Form One, revision (04/2011) may only be used for the period up to 30 September 2022.