



EASA Form 1 - Completion Instruction

Production (EASA Form 1-21 Issue 2) versus Maintenance (EASA Form 1-MF/CAO/145 Issue 3)

EASA FORM 1-21 ISSUE 2 - INSTRUCTIONS FOR THE USE FOR PRODUCTION

EASA FORM 1-MF/CAO/145 ISSUE 3 - INSTRUCTIONS FOR THE USE FOR MAINTENANCE

1. Approving Competent Authority / Country		2. AUTHORISED RELEASE CERTIFICATE EASA 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: <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"/> Part 145 A.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 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 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 block 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 1-21 Issue 2						

These instructions relate only to the use of the EASA Form 1 for production purposes. Attention is drawn to Appendix II to Annex I (Part M) of Regulation (EC) No 2042/2003 which covers the use of the EASA Form 1 for maintenance purposes.

1. PURPOSE AND USE

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

1. Approving Competent Authority / Country		2. AUTHORISED RELEASE CERTIFICATE EASA 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: <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"/> Part 145 A.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 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 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 block 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						

These instructions relate only to the use of the EASA Form 1 for maintenance purposes. Attention is drawn to Appendix I to Annex I (Part-21) of Regulation (EU) No 748/2012 which covers the use of the EASA Form 1 for production purposes.

1.1. 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)").



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|--|--|
| <p>1.2. 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.</p> <p>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.</p> <p>1.4. The certificate is not a delivery or shipping note.</p> <p>1.5. Aircraft are not to be released using the certificate.</p> <p>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.</p> <p>1.7. A mixture of production released and maintenance released items is not permitted on the same certificate.</p> <p>1.8. A mixture of items certified in conformity with 'approved data' and to 'non-approved data' is not permitted on the same certificate.</p> | <p>1.3. 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.</p> |
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2. GENERAL FORMAT

- 2.1. 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.
- 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 competent authority.
- 2.3. The User/Installer responsibility statement 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



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defined format.

- 2.6. The certificate should be in English, and if appropriate, in one or more other languages.
- 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

- | | |
|---|---|
| <ol style="list-style-type: none">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 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. | <ol style="list-style-type: none">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 only if the error(s) can be verified and corrected. |
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5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Block 1 Approving competent authority/Country

State the name and country of the competent authority under whose jurisdiction this certificate is issued. When the competent authority is the Agency, only 'EASA' must be stated.

Block 2 EASA Form 1 header

'AUTHORISED RELEASE CERTIFICATE EASA 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 production organisation (refer to EASA Form 55 Sheet A) releasing the item(s) covered by this certificate. Logos etc. of the organisation are permitted if they can be contained within the block.

Enter the full name and address of the approved organisation (refer to EASA form 3) 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 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).



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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.

➔ *see AMC No. 2 to 21.A.163(c)*

The part number as it appears on the item, is usually defined in the design data; however in the case of a kit of parts, media containing software or any other specific condition of supply may be defined in production data developed from 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.

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

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:

The following 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.

(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
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- (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 EASA 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

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			accordance with the above specified data.
(ii)	<i>Repaired</i>	.	Rectification of defect(s) using an applicable standard ⁽¹⁾ .
(iii)	<i>Inspected/Tested</i>	.	Examination, measurement, etc. in accordance with an applicable standard ⁽¹⁾ (e.g. visual inspection, functional testing, bench testing etc.).
(iv)	<i>Modified</i>	.	Alteration of an item to conform to an applicable standard ⁽¹⁾ .

⁽¹⁾ Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the Competent Authority. The applicable standard shall be described in block 12.

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 in block 12 are:



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type- certificate, for test only, pending approved data).

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

➔ *see AMC No. 2 to 21.A.163(c)*

Examples of conditions which would necessitate statements in block 12 are:

- When the certificate is used for prototype purposes the following statement must be entered at the beginning of block 12:

‘NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT’.

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- (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.
- (x) For maintenance organisations approved in accordance with Subpart F of Annex I (Part-M) or Annex Vd (Part-CAO), the component CRS statement referred to in point M.A.613 and CAO.A.070, as applicable:

“Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance with the requirements of Section A, Subpart F of Annex I (Part-M) or Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014, and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER ANNEX II (PART-145) TO REGULATION (EU) No 1321/2014.”

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

➔ *see GM to Appendix II to Part-M*

EASA FORM 1 BLOCK 12 ‘REMARKS’

The EASA Form 1 identifies the airworthiness status of an aircraft component in relation to the work being certified. Block 12 ‘Remarks’ of the EASA Form 1 in some cases contains vital airworthiness-related information (see also Appendix II to Part-M) which may need



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- Re-certification of items from 'prototype' (conformity only to non-approved data) to 'new' (conformity to approved data and in a condition for safe operation) once the applicable design data is approved.

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.

- When a new certificate is issued to correct error(s) the following statement must be entered in block 12:

'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'.

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

- For complete engines, a statement of compliance with the applicable emissions requirements current on the date of manufacture of the engine.
- For ETSO articles, state the applicable ETSO number.
- Modification standard.
- Compliance or non-compliance with airworthiness directives or Service Bulletins.
- Details of repair work carried out, or reference to a document where this is stated.
- Shelf life data, manufacture date, cure date, etc.
- Information needed to support shipment with shortages or re-assembly after delivery.

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appropriate and necessary actions.

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 11.
- 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.

➔ see GM 145.A.50(d)

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 11.
- A statement such as 'in accordance with the CMM' is not acceptable.



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- References to aid traceability, such as batch numbers.
- In case of an engine, if the Competent Authority has granted an emissions production cut-off exemption the record: '["NEW OR SPARE"] ENGINE EXEMPTED FROM NOx EMISSIONS PRODUCTION CUT-OFF REQUIREMENT'.

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.

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- 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.

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.



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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 competent authority 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 competent authority.

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 production release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

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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 Section A, Subpart F of Annex I (Part M) or Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014, the box "other regulation specified in block 12" shall be ticked and the CRS statement be entered in block 12. In that case, the certification statement "unless otherwise specified in this block" is intended to address the following cases:

(a) where maintenance could not be completed;



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- (b) where maintenance deviated from the standard required by Annex I (Part-M) or Annex Vd (Part-CAO);
- (c) where maintenance was carried out in accordance with a requirement other than that specified in Annex I (Part-M) or Annex Vd (Part-CAO); in this case, block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance organisations approved in accordance with Section A of Annex II (Part-145) to Regulation (EU) No 1321/2014, the certification statement “unless otherwise specified in block 12” is intended to address the following cases:

- (a) where maintenance could not be completed;
- (b) where maintenance deviated from the standard required by Annex II (Part-145);
- (c) where maintenance was carried out in accordance with a requirement other than that specified in Annex II (Part-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 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.



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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 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.’

AMC No. 1 to 21.A.163(c)

Computer generated signature and electronic exchange of the EASA Form 1

- 1 Submission to the competent authority
 Any POA holder/applicant intending to implement an electronic signature procedure

AMC to Appendix II to Part-M Use of the EASA Form 1 for maintenance

1. **The following formats of an issued EASA Form 1 or equivalent certificate are acceptable:**
 - A paper certificate bearing a signature (both originals and copies are accepted);
 - A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
 - An electronic EASA Form 1 or equivalent when complying with the following subparagraph 2.
2. **Electronic signature and electronic exchange of the EASA Form 1**
 - a) Submission to the competent authority
 Any organisation intending to implement an electronic signature procedure to



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to issue EASA Form 1 and/or to exchange electronically such data contained on the EASA Form 1, should document it and submit it to the competent authority as part of the documents attached with its exposition.

2 Characteristics of the electronic system generating the EASA Form 1

The electronic system should:

- guarantee secure access for each certifying staff;
- ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the EASA Form 1 (recording and record keeping) with suitable security, safeguards and backups;
- be active only at the location where the part is being released with an EASA Form 1;
- not permit to sign a blank form;
- provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e., re-certification of a part, a new form with a new number and reference to the initial issuance should be made).
- provide for a 'personal' electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

- it is uniquely linked to the signatory;
- it is capable of identifying the signatory;
- it is created using means that the signatory can maintain under their sole control.

The electronic signature is defined as an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data's source and integrity.

POA holders/applicants are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems. 'Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures', as last amended may constitute a

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issue EASA Form 1 and/or to exchange electronically such data contained on the EASA Form 1, should document it and submit it to the competent authority as part of the documents attached to its exposition.

b) Characteristics of the electronic system generating the EASA Form 1

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data's source and integrity.

Organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems. 'Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures', as last



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Production (EASA Form 1-21 Issue 2) versus Maintenance (EASA Form 1-MF/CAO/145 Issue 3)

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reference.

amended, may constitute a reference.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

- Administrators, signatories;
- Scope of authorisation, rights;
- Password and secure access, authentication, protections, confidentiality;
- Track changes;
- Minimum blocks to be completed, completeness of information;
- Archives;
- etc.

The electronic system generating the EASA Form 1 may contain additional data such as;

- Manufacturer code;
- Customer identification code;
- Workshop report;
- Inspection results;
- etc.

3 Characteristics of the computer generated signature

To facilitate understanding and acceptance of the EASA Form 1 released with an electronic signature, the following statement should be in Block 13b: 'Electronic Signature on File'.

In addition to this statement, it is accepted to print or display a signature in any form such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or their name.

c) Characteristics of the EASA Form 1 generated from the electronic system

To facilitate understanding and acceptance of the EASA Form 1 released with an electronic signature, the following statement should be in Block 14b: 'Electronic Signature on File'.

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.



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When printing the electronic form, the EASA Form 1 should meet the general format as specified in Appendix I to Part 21. A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the EASA Form 1.

Additional information not required by the EASA Form 1 completion instructions may be added to the printed copies of EASA Form 1, as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the EASA Form 1. This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block.

4. Electronic exchange of the electronic EASA Form 1

The electronic exchange of the electronic EASA Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the EASA Form 1.

For that purpose, the exchange needs to include:

- all data of the EASA Form 1, including data referenced from the EASA Form 1;
- all data required for authentication of the EASA Form 1.

In addition, the exchange may include:

- data necessary for the electronic format;
- additional data not required by the EASA Form 1 completion instructions, such as manufacturer code, customer identification code.

The system used for the exchange of the electronic EASA Form 1 should provide:

- A high level of digital security; the data should be protected, not altered or not corrupted;

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When printing the electronic form, the EASA Form 1 should meet the general format as specified in Appendix II to Part-M. A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

d) Electronic exchange of the electronic EASA Form 1

- all data of the EASA Form 1, including referenced data required by the EASA Form 1 completion instructions;



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- traceability of data back to its source should be possible.

Trading partners wishing to exchange EASA Form 1 electronically should do so in accordance with the means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The applicant(s) is/are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EASA Form 1.

The receiver should be capable of regenerating the EASA Form 1 from the received data without alteration; if not the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to the subparagraph 3 above.

Regulations: Regulation (EU) No 748/2012 of 8 August 2012; Regulation (EU) No 7/2013 of 8 January 2013; Regulation (EU) No 69/2014 of 27 January 2014; Regulation (EU) No 2015/1039 of 30 June 2015; Regulation (EU) 2016/5 of 5 January 2016

Decisions: Decision No 2012/020/R of 30 October 2012; Decision No 2013/001/R of 23 January 2013; Decision No 2014/007/R of 31 January 2014; Decision No 2015/016/R of 8 July 2015; Decision No 2015/026/R of 10 November 2015; Decision No 2016/003/R of 12 January 2016; Decision No 2016/007/R of 25 April 2016; Decision No 2017/024/R of 14 December 2017; Decision No 2019/003/R of 12 February 2019

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- Traceability of data back to its source.

The organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EASA Form 1.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

Regulations: Regulation (EU) No 1321/2014 of 26 November 2014; Regulation (EU) 2015/1088 of 3 July 2015; Regulation (EU) 2015/1536 of 16 September 2015; Regulation (EU) 2017/334 of 27 February 2017; Regulation (EU) 2018/750 of 22 May 2018; Regulation (EU) 2018/1142 of 14 August 2018; Regulation (EU) 2019/1383 of 8 July 2019

Decisions: Decision No 2016/011/R of 11 July 2016; Decision No 2017/016/R of 1 June 2017; Decision No 2019/009/R of 28 March 2019