

|  |                |   |   |                                   |                         |
|--|----------------|---|---|-----------------------------------|-------------------------|
| 1. Civil Aviation Organisation<br>of Islamic Republic of IRAN  |                | <b>2.AUTHORISED RELEASE CERTIFICATE</b><br><b>CAOIRI FORM 1</b> |   |                                   | 3. Form Tracking Number |
| 4. Approved Organisation Name and Address:   |                |   |   | 5. Work Order/Contract/Invoice    |                         |
| 6. Item  | 7. Description | 8. Part No  | 9. Quantity   | 10. Serial/Batch No               | 11. Status/Work         |
|  |                |   |   |                                   |                         |
| 12. Remarks  |                |   |   |                                   |                         |
| 13a. Certifies that the items identified above were manufactured in conformity to:<br><br><input type="checkbox"/> approved design data and are in condition for safe operation<br><br><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<br><br>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         |                         |
| 13d. Name  |                | 13e. Date (d/m/y)   |   | 14c. Certificate/Approval Ref. No |                         |
|  |                |   |   | 14d. Name                         |                         |
|  |                |   |   | 14e. Date (d/m/y)                 |                         |

**USER/INSTALLER RESPOSIBILITIES**

This certificate does not automatically constitute authority to install the item(s).

Where the user/installer works in accordance with the national regulation of an airworthiness authority specified in block1 it is essential that the user/installer that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority specified in block 1.

Statement in blocks 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance record shall contain an installer before the aircraft may be flown.

**AUTHORISED RELEASE CERTIFICATE - CAOIRI FORM 1(reverse side)**  
**USER/INSTALLER RESPONSIBILITIES**

**NOTE:**

1. It is important to understand that the existence of the document alone does not automatically constitute authority to install the part/component/assembly.
2. Where the user/installer works in accordance with the national regulation of an airworthiness authority specified in block 1 it is essential that the user/installer that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority specified in block 1.
3. Statement 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance record shall contain an installer before the aircraft may be flown.

**INSTRUCTIONS FOR THE USE OF CAOIRI FORM 1**

These instructions relate only to the use of the CAOIRI Form 1 for production purposes. Attention is drawn to CAOIRI Form 15a of Regulation Part M which covers the use of the CAOIRI 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)').
- 1.2. 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.
- 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.
- 1.4. The certificate is not a delivery or shipping note.
- 1.5. Aircraft are not to be released using the certificate.
- 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.
- 1.7. A mixture of production released and maintenance released items is not permitted on the same certificate.
- 1.8. A mixture of items certified in conformity with 'approved data' and to 'non-approved data' is not permitted on the same certificate.

**2. GENERAL FORMAT**

- 1.4. 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.
- 1.5. 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 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

- 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.

### COMPLETION OF THE RELEASE 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 'CAOIRI' must be entry. These names may be pre-printed.

Block 2 Pre-printed 'Authorized Release Certificate/CAOIRI Form 1.

Block 3 A unique number must be pre-printed in this Block for Certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce

Block 4 The information in this Block needs to *satisfy* two objectives:

- 1- to relate the Certificate to an organisation approval, for the purposes of verifying authenticity and authority of the Certificate;
2. to provide a ready means of rapidly identifying the place of manufacture and release, to facilitate traceability and communication in the event of problems or queries.

Therefore, the name entered in the box is that of the organisation approval holder who is responsible for making the final determination of conformity or airworthiness, and whose Approval Reference Number is quoted in Block 16. The name must be entered in exactly the same form as appears in the Approval Certificate held by the organisation.

The address(es) entered in Block 4 will assist in the identification of the approval holder AND in identifying the place of release.

If the place of manufacture and release is one of the organisation addresses listed on the Approval Certificate, then that is the only address needed in this Block.

If the place of manufacture and release is a location which is NOT listed in the Approval Certificate then two addresses are required. The first addresses will be the address of the approval holder (as listed in the Approval Certificate) and a second address entered to identify the place of manufacture and release.

This Block may be pre-printed. Logo of the POA holder, etc., is permitted if it can be contained within the Block.

Block 5 The purpose is to reference work order/ contract/invoice or any other internal organisational process such that a fast traceability system can be established. The use of the Block for such traceability' is strongly recommended

in the absence of item Serial Numbers or batch numbers. When not used, state N/A.

Block 6 The 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 line item numbers. Block 6 must be completed where there is more than one line item.

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 item must be given. Preference must be given to use of the Illustrated Parts Catalogue (IPC) designation. The description is to include reference to any applicable ITSO authorisations or IPA marking.

Block 8 States the Part Number. Preference must be given to use of the IPC number designation.

Block 9 Used to indicate the type-approved applications for which the released items are eligible for installation, based on the information provided by the design approval holder by virtue of the arrangement described in 21.A.4 and 21.A.133(b) and (c). The following entries are permitted:

(a) At least one specific or series aircraft, propeller, or engine model as identified by the design approval holder. In case of engine or propeller release, state the aircraft approved applications, or, if application is not specific, state 'type-certificated engine/propeller'. In case of ITSO article state either the type-approved applications or 'ITSO article'. In case of items to be installed in an ITSO article, state the ITSO article part number.

(h) None', to be used only when it is known that the items do not yet have a type-approved application, for example: pending type-certificate, for test only, pending approved data. If this category is used, then appropriate explanatory information must be provided in Block 13 and new items may only be released for Conformity purposes.

(c) 'Various' if known by virtue of the arrangements under 21 A. 1 33(b) and (c) to be eligible for installation on multiple type approved products, according to a procedure approved by the CAOIRI in charge of the POA surveillance.

In the case of multiple type-approved applications it is acceptable for this Block to contain cross reference to an attached document which lists such applications.

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

Any information in Block 9 does not necessarily mean that the product, parts or appliances are only eligible for installation on the listed model(s). Nor does it guarantee that the product, parts or appliances are eligible for installation on all entries in Block 9. Eligibility may be affected by modification or configuration changes. Where a part is identified by the design holder in accordance with officially recognized Standards, then the part is considered a Standard Part and release with a CAOIRI Form 1 is not necessary. However where a POA holder releases a standard part with a CAOIRI Form 1 then it must be able to demonstrate that it is in control of the manufacture of that part.

Block 9 State the quantity of items being released.

Block 10 State the items Serial Number or Batch Number if applicable. If neither is applicable, state 'N/A'

Block 11 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:

- (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 It is necessary to state any information in this Block, either directly or by reference to supporting documentation, that identifies particular data or limitations relating to the item being released that are necessary for the User/Installer to make the final airworthiness determination of the item. The information must be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.

Each statement must be clearly identified as to which item it relates.  
If there is no statement, state 'None'.

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

— when the certificate is used for conformity purposes the following statement must be entered at the beginning of Block 12:

**'ONLY FOR CONFORMITY, NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT/ENGINE/PROPELLER';**

when the design data is not approved by the CAOIRI and approved by other ICAO contracting state, then the authority of the ICAO contracting state responsible for the approval of the design data must be identified and the following statement must be entered together with a reference identifying the approval:

*Design data approved by*

*<Identify the responsible authority of the country and the approval reference>*

— re-certification of new items from conformity purpose to airworthiness purpose at the time of approval of the applicable design data, provided that the items conform to the approved design data.

Provided that no change in design has occurred during the design data approval process, the manufacturer may state that the design data has been approved and that provided the specific component is still in the condition it was when it was shipped to the user/installer, the component is now eligible to be installed.

The manufacturer must make this statement on a second CAOIRI Form 1 where in addition to any other necessary remarks, appropriate explanatory information must be provided. The following wording must be used:

**‘RE-CERTIFICATION OF NEW PARTS FROM CONFORMITY TO AIRWORTHINESS: THIS DOCUMENT ONLY CERTIFIES THE APPROVAL OF THE DESIGN DATA TO WHICH THIS ITEM (THESE ITEMS) WERE MANUFACTURED, BUT DOES NOT COVER CONFORMITY/CONDITION AFTER RELEASE OF THE INITIAL CAOIRI FORM 1 REF.....**

CAOIRI Form I (both for ‘Conformity purposes’ and for ‘Airworthiness purposes’) must be generated by the same organisation, i.e., the original manufacturer or prime manufacturer, whichever raised the original CAOIRI Form I for Conformity purposes.

When the certificate is not issued under Part 21, the following statement must be used:

**‘This certificate has been issued under... [applicable rules other than Part 21]’.**

For complete engines and propellers the applicable type-certificate must be referenced.

— For complete engines and propellers, any additional export statement required by the importing country, as normally defined in the type-certificate data sheet.

For complete engines, a statement of compliance with the applicable emissions requirements current at the date of manufacture of the engine.

- For ITSO articles, state the applicable ITSO authorisation number.
- Usage restriction for repaired items.
- Modification standard.
- Alternative approved items supplied.
- Concessions applicable.
- Non-compliance with certification specifications.
- Details of repair work carried out or reference to a document where this is stated.
- Compliance with, or non-compliance with airworthiness directives or Service Bulletins.
- Information on life limited items.
- Condition of items 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.
- Specially configured to meet the notified special requirements of the importing country.
- Re-certification of previously released ‘new’ items.

Block 13a This Block may only be used to indicate the status of new items.

The main purpose of the Certificate is to release items for airworthiness purposes, which means conformity with approved design data and in condition for safe operation.

This airworthiness certification is considered by the CAOIRI to be valid world-wide unless there are specific notified import conditions.

When using an CAOIRI Form 1 issued for airworthiness purposes to satisfy such notified import conditions, compliance with these import conditions is certified according to bilateral agreement or other working arrangement. As the P/N is stated in Block 8 and compliance with any specific import conditions is entered in Block 13, 'approved' then means approved by the authority of the importing country.

The certificate may also be used as a Conformity Certificate when items conform to applicable design data which are not approved for a reason which is stated in Block 13 (e.g., pending type-certificate, for test only, pending approved data).

In this case the following additional statement must be entered at the beginning of Block 13 itself and not in a separate document:

**'ONLY FOR CONFORMITY, NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE- CERTIFICATED AIRCRAFT/ENGINE/Propeller'.**

Mixtures of items released for Airworthiness and for Conformity purposes are not permitted in the same certificate. Also refer to the notes for completion of Block 9.

Block 13b The hand-written normal signature of a person who has written authority from an approved production organisation to make Certifications in respect of new items. Use of a stamp instead of a signature is not permitted, but the authorised person may add a stamp impression to his or her signature to aid recognition. In any particular case, computer-generated signatures are permitted if it can be demonstrated that an equivalent level of control, traceability and accountability exists. (See AMC 21.A.163(c) for computer generated signature).

Block 13c State the full authorisation reference given by the CAOIRI to the organisation releasing the new items.

Block 13d The name of the person signing Block 15, printed, typed, or written in a legible form.

Block 13e The date on which Block 15 is signed, in the format day/month/year. The month must be stated in letters (sufficient letters must be used so there can be no ambiguity as to the month intended).

Block 14a Not used and strike out for release of new items.

Block 14b Not used and strike out for release of new items.

Block 14c Not used and strike out for release of new items.

Block 14d Not used and strike out for release of new items.

Block 14e Not used and strike out for release of new item