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| 1. Approving Competent Authority / Country  **Federal Office of Civil Aviation / Switzerland** | | | 2. | **AUTHORISED RELEASE CERTIFICATE**  **FOCA FORM 1** | | | | | | 3. Form Tracking Number |
| 4. Organisation Name and Address: | | | | | | | | | | 5. Work Order/Contract/Invoice |
| 6. Item | 7. Description | | | 8. Part No. | | 9. Quantity | 10. Serial No. | | 11. Status/Work | |
|  |  | | |  | |  |  | |  | |
| 12. Remarks: | | | | | | | | | | |
| 13a. Certifies that the items identified above were manufactured in conformity to: | | | | | 14a.  VLL 748.215.1 Release to Service  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 VLL 748.215.1 and in respect to that work the items are considered ready for release to service. | | | | | |
| approved design data and are in condition for safe operation  non-approved design data specified in block 12 | | | | |
| 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 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. | | | | | | | | | | |

**COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR**

Block 1 Approving Competent Authority/Country  
Federal Office of Civil Aviation / Switzerland must be stated.

Block 2 FOCA Form 1 header  
‘AUTHORISED RELEASE CERTIFICATE FOCA 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 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 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 regulations 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  
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.

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| (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). |
| (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. | | |

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 main FOCA 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:

1. Maintenance data used, including the revision status and reference.
2. Compliance with airworthiness directives or service bulletins.
3. Repairs carried out.
4. Modifications carried out.
5. Replacement parts installed.
6. Life limited parts status.
7. Deviations from the customer work order.
8. Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
9. Information needed to support shipment with shortages or re-assembly after delivery.

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

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.

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.

“Other regulation specified in block 12” shall be ticked and the CRS statement be entered in block 12 is intended to address the following cases:

1. where maintenance could not be completed;
2. where maintenance deviated from the standard required by VLL 748.215.1;
3. where maintenance was carried out in accordance with a requirement other than that specified in VLL 748.215.1; in this case, block 12 shall specify the particular 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.

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