

INSTRUCTIONS FOR COMPLETION AND USE OF THE JCAA FORM FSAW 0045

Introduction

This instruction covers the use of the JCAA Form FSAW 0045 for maintenance purposes. Only under special circumstances where specific authorisation is given by the JCAA, can the JCAA Form FSAW 0045 be used for new manufacture.

Purpose and Scope

Form FSAW 0045 is issued to identify airworthiness and eligibility status of parts after manufacture and to release maintenance work carried out on parts under the approval of the Jamaican Civil Aviation Authority. This certificate complies with the requirements and format of the Authorised Release Certificates issued by other major airworthiness authorities around the world.

This certificate is primarily intended for use by Jamaican AMOs, or air carriers having a continuing Airworthiness program, where its use has been approved by the JCAA. It is not intended to certify the eligibility for installation on non-Jamaican registered aircraft, without authority being granted by the regulatory authority of the aircraft concerned.

Specific permission may be given to use the Form FSAW 0045 for the certification of newly manufactured or newly overhauled parts. This will require compliance with acceptable standards as approved by the FAA, JAA or any such other standard that is accepted by the JCAA.

NOTE: Under no circumstance may this certificate be issued for any part when it is known that the part is unserviceable, or contains a defect considered a hazard to flight safety.

General

The Form FSAW 0045 should be pre-printed or computer generated on **durable paper stock**. In either case, the printing of lines, blocks and characters must be clear and legible. All entries are to be made in the English Language. This must be in legible block script using black or dark blue permanent ink, or may be typed. Abbreviations must not be used unless absolutely necessary.

The certificate must comply with the format as attached in APPENDIX A. The size of the individual data blocks and the size of the certificate may be varied to suit the specific application of each user if the format remains recognisable and legible. Space remaining on the reverse side of the certificate may be used by the originator for any additional

information (including its use as a Rotable Tag), but must not include a certification statement. Each user must customise the Form FSAW 0045 their use, with the particular form being approved by the JCAA.

Where a single certificate has been used to release a number of parts and those parts are subsequently separated from each other (such as through sale), a certified copy of the original certificate should accompany such parts. The original certificate should be retained by the organisation that received the complete batch of parts. Failure to retain the original certificate could invalidate the parts release status.

The original certificate should accompany any repaired or manufactured part. A copy must be retained by the organisation issuing the certificate for a minimum of **10 years** from the date of issue or sale (**whichever is later**).

NOTE: AIRCRAFT MAY NOT BE RELEASED FOR SERVICE USING THIS CERTIFICATE.

Guidelines For Use

This section describes/states the information that should be entered in the various sections of the form, an example of which is attached in Appendix A.

- Block 1: Jamaica (pre-printed)
- Block 2: Form FSAW 0045 (pre-printed)
- Block 3: A unique number should be pre-printed in this block for traceability. In the case of computer generated certificates, the computer may be pre-programmed to produce this number.
- Block 4: The full name and address of the organisation issuing the Approved Release Certificate. This information must be pre-printed or computer generated. Logos are permitted *IF* able to hold inside block, or may be placed outside the border of the certificate.
- Block 5: Completion of this block is optional. Used to reference work order/contract/invoice or any other internal organisational trace process.
- Block 6: Completion of this block is optional. Used to permit easy cross-reference to the Remarks Block (Block #13) by the use of item numbers.
- Block 7: The name of the part to be stated. Preference must be given to the IPC designation.

- Block 8: Part number to be stated. Preference to be given to the IPC designation.
- Block 9: Used to indicate the “Type Approved” products for which the specific part is eligible for installation. Completion of this block is optional, but if used the following entries are permitted:
- ? The specific series aircraft, propeller, engine model .
 - ? “Various” if known to be eligible for installation on more than one model of type approved product, unless the originator wishes to restrict the usage to a particular model installation (which should be so stated).
 - ? “Unknown if eligibility is unknown, this category being primarily for use by maintenance organisations (AMOs)

NOTE: Information in Block 9 does not constitute authority to fit the part to a particular airframe, engine, propeller or appliance. The user should confirm via documents that such as the MM, IPC, Service Bulletins etc, that the part is indeed eligible for the particular installation.

- Block 10: State the number of parts being released.
- Block 11: State the rotatable part Serial Number, or expendable part Batch Number. If neither is applicable state - “N/A”
- Block 12: The following words in quotation marks, with their definitions indicate the status of the part being released. One, or a combination of the following words should be stated in this block..
- Manufactured:* The production of a new part/component/assembly in conformity with a JCAA approved standard .
- Overhauled/Newly Overhauled:* the restoration of a used part/component/assembly by inspection, test and replacement in conformity with a JCAA approved standard, so as to extend operational life.
- Inspection/Tested:* The examination of a part/component assembly to establish conformity with a JCAA approved standard .
- Modified:* The alteration of a part/component/assembly in conformity with a JCAA approved standard .
- Repaired:* The restoration of a part/component/assembly to a serviceable condition in conformity with a JCAA approved standard .
- Retreaded:* The restoration of a used tyre in conformity with a JCAA approved standard .

NOTE: The above status 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 enter any information or references to supporting documentation necessary for the user to make a final determination of airworthiness of the part being released. Information stated should be clear, complete and provided in a form adequate for the purpose of making such a determination. Examples of information to be entered is as follows:

- ? Usage restriction for repaired items
- ? Modification Standard
- ? Alternative approved parts supplied/used
- ? Concessions/Exemptions applicable
- ? Details of repairs carried out or reference to a document where this is stated.
- ? Manufacturing, cure or shelf-life data
- ? Compliance with, or non-compliance with applicable ADs or SBs
- ? Information on life limited parts
- ? Additional work, inspections or tests required before part can be considered to be airworthy
- ? Time Since New (TSN), Time Since Overhaul (TSO) etc.
- ? when used by an AMO or air carrier with a continuous airworthiness programme, this block must contain:
 - description of the work performed
 - date of completion of the work performed
 - name of the person completing the work

If there is no information to be entered in this block, “NONE” must be annotated.

NOTE: When using for the return to service of a component, Blocks 14 thru 18 must be left blank

Block 14: States if a part is new or newly overhauled. Must not be used for maintenance tasks by AMOs. Reserved for the acceptance of newly manufactured or overhauled parts.

Block 15: Certification of new or newly overhauled parts with original penned signature of person authorised by the JCAA. This block must not be used for maintenance tasks by AMOs. Reserved for the acceptance of newly manufactured parts.

Block 16: The JCAA authorisation number of the person signing Block 15. This block must not be used for maintenance tasks by AMOs. Reserved for the acceptance of newly manufactured parts.

Block 17: The typed or printed name of the person signing Block 15. This block must not be used for maintenance tasks by AMOs. Reserved for the acceptance of newly manufactured parts.

Block 18: The date the formed was signed and the airworthiness determination made. This block must not be used for maintenance tasks by AMOs. Reserved for the acceptance of newly manufactured parts.

- Block 19: Contains the “Release to Service” statement pertaining to used products as listed in Block 7. This does not constitute installation certification, nor give automatic authority for installation without confirmation of eligibility by the installer.
- Block 20: Original penned signature of a person authorised by the AMO or air carrier with a continuing airworthiness programme, approving the product for return to service in accordance with Block 19.
- Block 21: JCAA AMO or A.O.C. Certificate number.
- Block 22: The typed or printed name of the person signing Block 20.
- Block 23: The date the formed was signed and the airworthiness determination made.

NOTE: When using this form, Blocks 14 through 18 (for new or newly overhauled parts) OR Blocks 19 through 23 (for used parts) should be completed. IN NO CASE SHOULD BOTH SET OF BLOCKS BE COMPETED ON THE SAME FORM.

Replacement of a Lost Form FSAW 0045

A lost Form FSAW 0045 can be re-issued **only** under the following conditions:

1. A copy of the original form is provided.
2. Proof is provided that the item has not been used.
3. The part has been stored under acceptable conditions for aircraft parts.
4. Any special limitations/requirements as stated in Block 13 are still unchanged.
5. The replacement copy must have an original signature and the same data as the lost Form FSAW 0045
6. **“THIS IS A REPLACEMENT OF JCAA FORM FSAW 0045 ISSUED ON (date)”** must be typed in Block 13 and the current date entered in Block 18.