

Revision 4

### Parts Documentation—CAA Form Two- New Zealand Domestic Part Label

03 September 2010

#### General

Civil Aviation Authority Advisory Circulars contain information about standards, practices, and procedures that the Director has found to be an **Acceptable Means of Compliance (AMC)** with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate Advisory Circular.

An Advisory Circular may also include **guidance material (GM)** to facilitate compliance with the rule requirements. Guidance material must not be regarded as an acceptable means of compliance.

#### Purpose

This material is intended for persons responsible for maintenance of New Zealand-registered aircraft and components. This Advisory Circular provides guidance material in relation to completing the CAA Form Two.

#### Related Rules

This Advisory Circular relates specifically to **Part 43 - General Maintenance Rules**.

#### Change Notice

Revision 4 updates the details for CAA Form Two, and deletes reference to CAA Form One which is now included in AC00-5.

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## Introduction

### General

This Advisory Circular (AC) is intended as a general guide on the use of the document required by rule 43.105(b)(2) namely *CAA Form Two-New Zealand domestic part label*, and includes instructions for the completion of the CAA Form Two.

CAA Form Two is intended for persons to Release-to-Service *components* for use within New Zealand. The CAA Form Two does not replace the CAA Form One for certificated organisations.

A **component** means – *any instrument, mechanism, equipment, part, or accessory, including an airframe, aircraft engine or propeller, that is used, or is intended to be used, in operating or controlling an aircraft in flight, or is installed in or attached to the aircraft, that has a part number or a serial number allocated by the manufacturer, unless the manufacturer has designated such an item as a standard part (CAR Part 1).*

For the purposes of this Advisory Circular, the term:

‘item’ refers to a part, appliance, component, aircraft engine, propeller, or material (excluding an aircraft).

## CAA Form Two

### Purpose of the CAA Form Two

The purpose of the CAA Form Two is to identify the origin of items being transferred between aircraft or aircraft maintenance providers and certification of the item’s airworthiness.

The CAA Form Two is to be used to track serviceable items:

- on or off aircraft
- into or out of stores

The CAA Form Two is only to be used for domestic purposes and serves as a means of establishing the traceability of an item:

- used in New Zealand on a New Zealand registered aircraft that has had conformity to type design established by the inspection and issue of an airworthiness certificate by the Director. Every aircraft coming onto the New Zealand register and issued with an airworthiness certificate has had conformity to a type design established by the Director. If required, parts may be removed from an aircraft that has had conformity to a type design established, and fitted to another New Zealand registered aircraft with a current airworthiness certificate. Both donor and recipient aircraft are considered to have conformity established by the issue of a New Zealand airworthiness certificate.
- not requiring the services of an organisation certificated under Part 145.

The CAA Form Two is not to be used:

- as a Release Note; only supply organisations approved in accordance with Part 19 Subpart F may use Release Notes, and then only in specific circumstances
- as a CAA Form One; only certificated maintenance and manufacturing organisations may use the CAA Form One

- for transferring components that require maintenance to be performed in accordance with a certificate issued under Part 145
- by certificated maintenance or manufacturing organisations in lieu of the CAA Form One.

### **Layout and format of CAA Form Two**

The CAA Form Two is to follow the format and layout of Figures 1 and 2. The block size may be varied to suit individual applications, but not to the extent that would make the label unrecognisable.

All printing is to be clear and legible to permit easy reading.

The CAA Form Two is to be either preprinted or computer-generated but in either case the printing of lines and characters are to be clear and legible. Release-to-service certification may be entered and signed electronically provided that a system exists meeting the requirements detailed in advisory circular AC43-1.

The details to be entered on the CAA Form Two can be computer generated, typed, or hand-written. Abbreviations are to be kept to a minimum. If the details are too comprehensive for the label then reference to attached work cards is to be made. The reference is to include the number of work cards attached. Each additional work card is to include the CAA Form Two reference number and be secured firmly to the label.

Completion of the CAA Form Two is to be in English.

### **Distribution of CAA Form Two**

Two copies of the CAA Form Two are to accompany the certified items and correlation be established between the CAA Form Two and the item(s). On installing the item to an aircraft, one copy is to be placed in that aircraft's maintenance records and the other copy returned to the source of the item for inclusion in the previous aircraft's maintenance records.

## Completion of the CAA Form Two

### **Front of label**

#### ***Block 1 – Title***

The title of the form is to be stated clearly to indicate the domestic nature of the label. This may be preprinted on the label.

#### ***Block 2 – Label Ref. No.***

A unique number is to be preprinted in this block for certificate control and traceability purposes. In the case of a computer-generated CAA Form Two, the unique number need not be preprinted where the computer is programmed to produce the number.

#### ***Block 3 – Organisation***

Enter the full name and address of the organisation or person releasing the part covered by the CAA Form Two. This block may be preprinted. Logos, and suchlike, are permitted on the label if the logo does not detract from the readability of the label. If the organisation is certificated, the CAA approval number is to be included

#### ***Block 4 – Work Order / Contract***

This block provides a reference to a work order, contract, invoice, or any other internal organisation process such that traceability can be established.

If a work card is attached that lists the maintenance performed on the item associated to the CAA Form Two, then the work card reference and total number of cards should be entered here.

Each work card should contain the CAA Form Two reference number from Block 2.

#### ***Block 5 – Description***

The name or description of the part must be given. Preference is to be given to use of the Illustrated Parts Catalogue (IPC) designation.

#### ***Block 6 –IPC Ref.***

State the IPC or other manual reference.

#### ***Block 7 – Log card***

Indicate here if the part has a log card or not. If a part has a log card then further maintenance recording action will be required.

#### ***Block 8 – Part No.***

There must be a part number given. Preference shall be given to use of the IPC number designate.

#### ***Block 9 – Serial No.***

State the part Serial Number if applicable.

#### ***Block 10 – TSN / TSO***

Enter in this block the applicable life status of the part.

**Block 11 – Removed from:** ZK – xxx

**Block 12 – Hours / cycles**

**Block 13 – Date** dd/mmm/yyyy

Date the part is removed.

#### **Note**

*Blocks 11, 12 & 13 identify where the part was last fitted. This forms the removal data and also indicates where the returned copy of the CAA Form Two is to be recorded.*

#### **Block 14 – Remarks**

If there is any limitation regarding the use of an item being released-to-service, describe what the limitation is in this block and attach any supporting documents (if any)

Enter in this block the status of the item being released and any applicable information to assist the installer of the item.

The remarks should be supported by reference to the approved data, manual, or specification.

Statements may include, but are not limited to the following.

#### **Removed serviceable**

In order to state this, items are to be tested for serviceability before removal, in accordance with the applicable manufacturer's requirements.

#### **Inspected serviceable**

In order to state this, items are to be examined by visual or other test procedures to establish conformity with an approved standard, eg: Instructions for Continued Airworthiness (ICA's).

#### **Inhibited**

In order to state this, items are to be inhibited in accordance with manufacturer's recommendations. AC43-15 contains more information about stores procedures.

#### **Repaired**

In order to state this, items are to be repaired in accordance with a design change that is intended to return the item to its original, or properly modified condition.

(Refer: *Part 1 Definition - Repair*)

#### **Modified**

In order to state this, items are to be modified in accordance with a design change that generally results in a change to the configuration of a product, component or appliance.

(Refer: *Part 1 Definition - Modification*).

#### **Block 15 – Release to Service**

Signing in this block constitutes a release-to-service for the item.

Similar to the CAA Form One, a signature in this block does not constitute an authority to install. The installer should confirm the eligibility for installation on the applicable aircraft before fitting the item.

**Block 16 – Name**

The name of the person signing the CAA Form Two is to be typed or printed in a legible form.

**Block 17 – Signed**

The CAA Form Two is to be signed by a person meeting the requirements of rule 43.101 to certify the release-to-service of the item.

**Block 18 – Date**      dd/mmm/yyyy

Date the release to service statement is signed.

**Block 19 – Licence or Authorisation Number**

The LAME number or individual's authorisation number issued by a certificate holder; of the person releasing the item is to be quoted.

**Rear of label**

The rear of the label forms the installation data and is to be filled in on both copies of the CAA Form Two received with the item.

The completed label is to be included in the installed aircraft records.

The duplicate label is to be returned to the source of the item for inclusion in the previous aircraft's records.

**Block 20 – Installed on:**    ZK – xxx**Block 21 – Hours / cycles****Block 22 – Date**      dd/mmm/yyyy

Date the part is installed

**Block 23 – Work Order / Contract**

This block provides a reference to a work order, contract, invoice, or any other internal organisation process such that traceability can be established.

**Block 24 – Remarks**

Any pertinent remarks are to be entered here relevant to the installation.

**Figure 1: CAA Form Two**

<b>1. New Zealand Domestic Part Label</b>		<b>2. Label Ref. No.</b>	
<b>3. Organisation</b> CAA Approval Number (if applicable)		<b>4. Work Order/Contract</b>	
<b>5. Description</b>		<b>6. IPC Ref.</b>	<b>7. Log Card</b> Yes / No
<b>8. Part No.</b>	<b>9. Serial No.</b>		<b>10. TSN / TSO</b>
<b>11. Removed from</b> ZK –	<b>12. Hours / cycles</b>		<b>13. Date</b>
<b>14. Remarks</b>			
<b>15. Release to service</b> The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Rule Part 43 and in respect of that maintenance the (aircraft)* (component)* is released to service * delete as applicable			
<b>16. Name</b>	<b>17. Signed</b>		<b>18. Date</b>
<b>19. Licence or Authorisation Number.</b>			

CAA Form Two

**Figure 2: CAA Form Two (Reverse)**

<b>20. Installed on</b> ZK –	<b>21. Hours / cycles</b>	<b>22. Date</b>
<b>23. Work Order / Contract</b>		
<b>24. Remarks</b>		

CAA Form Two