

Background and Guidance for the use of MAA-NOR Form 1

1. Purpose and use

- 1.1. The primary purpose of the Certificate is to declare the airworthiness of new aviation products (excluding aircraft), parts and appliances or maintenance work undertaken on products (excluding aircraft), parts and appliances (hereafter referred to as 'item(s)').
- 1.2. Correlation shall be established between the Certificate and the item(s). The originator shall retain a Certificate in a form that allows verification of the original data.
- 1.3. For production purposes only:
 - The certification may be applicable to more than one NMAA (or Authority) depending on bilateral agreements of the relevant NMAs. The 'approved design data' mentioned in this certificate is approved by the NMAA of the country under whose approval the certificate was issued.
 - The Certificate is prepared and signed by the manufacturer. For production under EMAR 21 Section A Subpart F it is presented for validation by the Authority.
 - The Certificate shall be used for import purposes, as well as for domestic and intra-Community purposes, and serves as an official certificate for the delivery of items from the manufacturer to users. The Certificate is not a delivery or shipping note.
 - Under EMAR 21 Section A Subpart F the Certificate shall only be issued by the Authority.
 - A mixture of items released under EMAR 21 Section A Subpart G and under EMAR Section A Subpart F is not permitted on the same Certificate.
- 1.4. The Certificate is not a delivery or shipping note.
- 1.5. NOT USED.
- 1.6. The Certificate does not constitute approval to install the item(s) on a particular aircraft, engine, or propeller but helps the end user determine their 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

- 2.1. The Certificate shall 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 shall be in 'landscape' format but the overall size may be significantly increased or decreased as long as the Certificate remains recognisable and legible. If in doubt consult the NMAA.
- 2.3. The User/Installer responsibility statement can be placed on either side of the Certificate.
- 2.4. All printing must be clear and legible to permit easy reading.
- 2.5. The Certificate template may either be pre-printed or computer generated but in either case the printing of lines and characters shall be clear and legible and in accordance with the defined format. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.
- 2.6. The Certificate template shall be in English, and if appropriate, in the official language(s) of the NMAA.
- 2.7. The details to be entered on the Certificate may be either machine/computer printed or handwritten using block letters and must permit easy reading.
- 2.8. The use of abbreviations shall be kept 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 shall not include any certification statement. Any use of the reverse side of the Certificate shall be referenced in the appropriate Block on the front side of the Certificate.

Note: The original Certificate shall accompany the item(s) and correlation shall be established between the Certificate and the item(s). A copy of the Certificate shall be retained by the organisation that

manufactured or maintained the item(s). Where the Certificate format and data is entirely computer generated, subject to acceptance by the NMAA, it is permissible to retain the Certificate format and data on a secure database.

Where a single Certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original Certificate shall accompany such items and the original Certificate shall be retained by the organisation that received the batch of the items. Failure to retain the original Certificate could invalidate the release status of the items.

2.10. The Certificate that accompanies the item(s) may be attached to the item(s) by being placed in an envelope for durability.

3. Copies

3.1. There is no restriction in the number of copies of the Certificate sent to the customer(s) 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 shall 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.

4.2. The new Certificate shall 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 shall 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.

5. Completion of the Certificate by the originator

Except as otherwise stated, there shall be an entry in all Blocks to make the document a valid Certificate.

1. Block 1 **Approving NMAA**

State the name and country of the NMAA under whose approval the Certificate is issued.

Predefined as

**Military Airworthiness Authority – Norway
(MAA-NOR)**

2. Block 2 **AUTHORISED RELEASE CERTIFICATE MAA-NOR Form 1**

3. 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 alphanumeric characters.

4. Block 4 **Approved Organisation Name and Address**

Enter the full name and address of the approved organisation (refer to EMAR Form 55 for production organisations or EMAR Form 3 for maintenance organisations) releasing the item(s) covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the Block.

5. 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.

6. 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.

Note: This Block is used to accurately reference a number of parts which may be legitimised by a single MAA-NOR Form 1. For example a single MAA-NOR Form 1 has been generated to include 10 items with the same part number but different material batch numbers or serial numbers.

7. Block 7 **Description**

Enter the name or description of the item.

Preference shall be given to the term used in the Instructions for Continuing Airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

8. 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.

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.

9. Block 9 **Quantity**

State the quantity of items contained in each line item.

10. Block 10 **Serial Number**

If the item is required to be identified with a serial number, enter it here. If there is no serial number identified on the item, enter *NOT APPLICABLE*.

11. Block 11 **Status/Work**

The following describes the permissible entries for Block 11 for production or maintenance purposes.

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 item(s).

For production purposes, 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 shall 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 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 shall be entered in Block 12:

RE-CERTIFICATION OF ITEMS FROM "PROTOTYPE" TO "NEW": THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT MTC/MRTC/MSTC 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" shall be marked in Block 13a.

- (iv) the examination of a previously released new item prior to entry into service in accordance with a 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).

For maintenance purposes, enter either *OVERHAULED* or *REPAIRED* or *INSPECTED/TESTED* or *MODIFIED*:

- (i) *OVERHAULED*. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the MTC/MRTC/MSTC Holder's or equipment manufacturer's instructions for continuing airworthiness, or in the data which is approved or accepted by the NMAA. The item(s) 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 standard¹.
- (iii) *INSPECTED/TESTED*. Examination, measurement, etc. in accordance with an applicable standard¹ (e.g. visual inspection, functional testing, bench testing etc.).
- (iv) *MODIFIED*. Alteration of an item(s) to conform to an applicable standard¹.

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 MAA-NOR Form 1.

Each statement shall clearly identify which item(s) in Block 6 it relates to. If there is no statement, state *NONE*.

For production purposes, examples of conditions which would necessitate statements in Block 12 are:

- (i) the justification for release to non-approved design data (e.g. pending MTC/MRTC/MSTC, for test only, pending approved data, etc), if applicable.
- (ii) When the Certificate is used for prototype purposes the following statement shall be entered at the beginning of Block 12:
NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE MILITARY TYPE-CERTIFICATED AIRCRAFT.
- (iii) For a complete engine, a statement of compliance with the applicable emissions requirements current at the date of manufacture of the engine.
- (iv) For EMTSO articles, state the applicable EMTSO number.

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

- (v) Modification standard.
- (vi) Compliance or non-compliance with Airworthiness Directives or Service Bulletins (or national equivalent).
- (vii) Details of repair work carried out, or reference to a document where this is stated.
- (viii) Shelf life data, manufacture date, cure date, etc.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) References to aid traceability, such as batch number(s).

For maintenance purposes, examples of information to be entered in Block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with Airworthiness Directives or Service Bulletins (or national equivalent).
- (iii) Repair(s) carried out.
- (iv) Modification(s) carried out.
- (v) Replacement part(s) installed.
- (vi) Life limited part(s) status.
- (vii) Deviation(s) from the customer work order.
- (viii) NOT APPLICABLE.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) NOT APPLICABLE

Note: If printing the data from an electronic MAA-NOR Form 1, any appropriate data not fit for other Blocks should be entered in this Block.

13. **Blocks 13a – 13e**

Used for **production release** only:

- a) Block 13a. Mark only one of the two boxes:
 - (i) 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.
 - (ii) 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 MTC, for test only, pending approved data).

Mixtures of items released against approved and non-approved design data are not permitted on the same Certificate.

- b) Block 13b. Authorised signature:
This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the regulations of the NMAA are permitted to sign this Block. To aid recognition, a unique number identifying the authorised person may be added.
- c) Block 13c. MAA-NOR Approval Number:
The EMAR 145 Approved Maintenance Organisation Approval number given by the MAA-NOR.
- d) Block 13d. Name:
Enter the name of the person signing block 13b in a legible form.
- e) Block 13e. Date:
Enter the date on which Block 13b is signed, the date shall be in the format **dd-mm-yyyy** (dd = 2 digit day, mm = 2 digit month, yyyy = 4 digit year).

Blocks 13a – 13e are not used for maintenance release.

For maintenance purposes, Blocks 13a – 13e should be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorised use.

14. Blocks 14a – 14e

Used for **maintenance release** only:

a) Block 14a Certification statement

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 EMAR 145, the certification statement 'unless otherwise specified in Block 12' is intended to address the following cases:

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by EMAR 145.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in EMAR 145. In this case Block 12 shall specify the particular national regulation.

b) 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 NMAA are permitted to sign this Block. To aid recognition, a unique number identifying the authorised person may be added.

Note: This signature can be computer printed subject to the NMAA being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

c) Block 14c MAA-NOR Approval Number

The EMAR 145 Approved Maintenance Organisation Approval number given by the MAA-NOR.

d) Block 14d Name

Enter the name of the person signing Block 14b in a legible form.

e) Block 14e Date

Enter the date on which Block 14b is signed, the date shall be in the **dd-mm-yyyy** (dd = 2 digit day, mm = 2 digit month, yyyy = 4 digit year).

Blocks 14a – 14e are not used for production release.

For production purposes, Blocks 14a – 14e should be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorised use.

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(s) 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 NMAA DIFFERENT THAN THE NMAA SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER NMAA ACCEPTS ITEMS FROM THE NMAA 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 to MAA-NOR Form 1 - Authorised Release Certificate

Use of the MAA-NOR Form 1 for production or maintenance

1. The following formats of an issued MAA-NOR 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 MAA-NOR Form 1 or equivalent when complying with the following subparagraph 2.

2. Electronic signature and electronic exchange of the MAA-NOR Form 1

- a) Submission to the NMAA

Any organisation intending to implement an electronic signature procedure to issue MAA-NOR Form 1 and/or to exchange electronically such data contained on the MAA-NOR Form 1, should document it and submit it to the NMAA as part of the documents attached to its Production Organisation Exposition or Maintenance Organisation Exposition.

- b) Characteristics of the electronic system generating the MAA-NOR 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 MAA-NOR 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 MAA-NOR Form 1;
- not permit a blank form to be signed;
- provide a high degree of assurance that the data is not modified after signature. If a modification is necessary after issuance (e.g., re-certification of a part), a new form is issued with a new number and reference to the initial issuance;
- 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 his sole control.

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.

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 MAA-NOR Form 1 may contain additional data such as;

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

c) Characteristics of the MAA-NOR Form 1 generated from the electronic system

To facilitate understanding and acceptance of the MAA-NOR Form 1 released with an electronic signature, the following statement should be in Block 13b or 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.

When printing the electronic form, the MAA-NOR Form 1 should meet the general format as specified in paragraph 2 of the MAA-NOR Form 1. 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 MAA-NOR Form 1.

Additional information not required by the MAA-NOR Form 1 completion instructions may be added to the printed copies of MAA-NOR Form 1, as long as the additional data does not prevent a person from filling out, issuing, printing, or reading any portion of the MAA-NOR 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.

d) Electronic exchange of the electronic MAA-NOR Form 1

The electronic exchange of the electronic MAA-NOR Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the MAA-NOR Form 1.

For that purpose, the exchange should include:

- all data of the MAA-NOR Form 1, including referenced data required by the MAA-NOR Form 1 completion instructions;
- all data required for authentication of the MAA-NOR Form 1.

In addition, the exchange may include:

- data necessary for the electronic format;
- additional data not required by the MAA-NOR Form 1 completion instructions, such as manufacturer code, customer identification code.

The system used for the exchange of the electronic MAA-NOR Form 1 should provide:

- A high level of digital security: the data should be protected, not altered or not corrupted;
- Traceability of data back to its source.

Trading partners wishing to exchange MAA-NOR Form 1 electronically should do so in accordance with this Acceptable Means of Compliance. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Specification 2000 Chapter 16.

The organisations are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic MAA-NOR Form 1.

The receiver should be capable of regenerating the MAA-NOR 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 subparagraph c) here above.

GM to MAA-NOR Form 1 - Authorised Release Certificate

Use of the MAA-NOR Form 1 Block 12 'Remarks' for maintenance

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 Component Maintenance Manual' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with Airworthiness Directives or Service Bulletins (or national equivalent).
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the CAMO's work order.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.
- Etc

Electronic Signatures

Organisations are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems.