

EASA FORM

User guidance

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1. EASA FORM 1 creation

The screenshot displays the ALASKAR Store Management software interface. The top window shows a menu with various options, and the 'EASA Form' button is highlighted with a blue circle and the number 1. The bottom window shows the 'EASA FORM ONE' form with several fields and buttons. The form is titled 'EASA FORM 1 -MF/145 Issue 2:'. The fields are numbered 1 through 8, corresponding to the steps in the instructions. The form includes sections for '1. Approving Competent Authority / Country', '2. AUTHORISED RELEASE CERTIFICATE EASA FORM 1', '3. Form Tracking Number', '4. Organization Name and Address', '6. Item', '7. Description', '8. Part No.', '9. Qty.', '10. Serial No.', '11. Status/Work', '12. Remarks', '13a. Certifies that the items identified above were manufactured in conformity to:', '14a. 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 in service.', '13b. Authorised Signature', '13c. Approval/Authorisation Number', '14b. Authorised Signature', '14c. Certificate/Approval Ref. No.', '13d. Name', '13e. Date (dd mmm yyyy)', '14d. Name', and '14e. Date (dd mmm yyyy)'. The form also includes a section for 'USER/INSTALLER RESPONSIBILITIES'.

1. Click on the “EASA Form” button.
2. To create a new EASA Form, push “New”.
3. To enter data in the item #1 “Approving Competent Authority/Country” and in the item # 4 “Organization Name and Address”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Release Certificate” tab.
4. Enter part number of component and its description.
5. Enter quantity and serial number.

The screenshot shows the 'EASA FORM ONE' application window. The title bar includes 'Expired Items'. The interface is divided into several sections:

- Toolbar:** Contains buttons for 'Add' (1), 'New' (2), 'Del' (3), 'Print Form 1', and 'Refresh'.
- Form Header:** 'EASA FORM 1 -MF/145 Issue 2:'. Below it, '1. Approving Competent Authority / Country:' is set to 'test 3' with a 'Select' button (3).
- Section 2:** '2. AUTHORISED RELEASE CERTIFICATE EASA FORM 1'. '3. Form Tracking Number:' is '2007003'. '5. Work Order/Contract/Invoice:' is empty with a 'Select' button (6).
- Item List:** A table with columns: '6. Item:' (1), '7. Description:' (empty), '8. Part No.:' (empty with 'Select' button 4), '9. Qty.:' (1), '10. Serial No.:' (empty), and '11. Status/Work:' (empty).
- Section 12:** '12. Remarks:' with a 'Select' button (7). The text reads: 'Removed in serviceable condition from A/C Reg.XX-XXX, Tail XXXXXX at MMM DD, YYYY. Seq. XXXXXX'. Below this are fields for 'TSO: HRS, CSO, CYC' and 'TOTAL TIME: HRS; CYC; MOS'.
- Section 13a:** '13a. Certifies that the items identified above were manufactured in conformity to:'. Includes checkboxes for 'approved design data and are in a condition of safe operation' and 'non-approved design data specified in block 12'.
- Section 14a:** '14a. 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'. Includes a checked checkbox for 'Part-145.A.50 Release to Service' and an unchecked checkbox for 'Other regulation specified in block 12'.
- Section 13b-13e:** Fields for '13b. Authorised Signature:', '13c. Approval/Authorisation Number:', '13d. Name:', and '13e. Date (dd mmm yyyy):'.
- Section 14b-14e:** Fields for '14b. Authorised Signature:', '14c. Certificate/Approval Ref. No.:' (test 3), '14d. Name:', and '14e. Date (dd mmm yyyy):' (28 Jul 2020).
- Section 8:** A blue box highlights the '14d. Name:' and '14e. Date (dd mmm yyyy):' fields, with a callout '8'.
- Footer:** 'USER/INSTALLER RESPONSIBILITIES' section with explanatory text and a 'Rec: NEW' button.

6. Also, you must fill out the fields such as “Work Order/Contract/Invoice” and “Status/Work”.

7. To enter data in the item #12 “Remarks”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Certificate Remarks” tab.

8. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.

9. Push “Add” button on the upper toolbar.

The screenshot shows the EASA FORM ONE application interface. At the top, there is a menu bar with buttons for 'Close', 'Add', 'New', 'Update', 'Delete', 'Print Form 1', and 'Refresh'. Below this is the main form area, titled 'EASA FORM 1 - MF145 Issue 2:'. The form is divided into several sections:

- 1. Approving Competent Authority / Country:** A dropdown menu with 'test' selected. Callout 10 points to this dropdown.
- 2. AUTHORISED RELEASE CERTIFICATE EASA FORM 1:** A section header.
- 3. Form Tracking Number:** A text field containing '2007001'. Callout 11 points to the 'Update' button above this field.
- 4. Organization Name and Address:** A text field containing 'test'.
- 5. Work Order/Contract/Invoice:** A text field containing '12'. Callout 12 points to the 'Print Form 1' button above this field.
- 6. Item:** A dropdown menu with '1' selected.
- 7. Description:** A text field containing '12'.
- 8. Part No.:** A dropdown menu with '12' selected.
- 9. Qty.:** A text field containing '1'.
- 10. Serial No.:** A text field containing '12'.
- 11. Status/Work:** A dropdown menu with 'REPAIRED' selected. Callout 13 points to the 'Refresh' button above this field.
- 12. Remarks:** A text area containing 'Removed in serviceable condition from A/C Reg.XX-XXX, Tail XXXXXX at MMM DD, YYYY. Seq. XXXXXX'. Below this are fields for 'TSO: HRS, CSO, CYC' and 'TOTAL TIME: HRS, CYC, MOS'.
- 13a. Certifies that the items identified above were manufactured in conformity to:** A section with checkboxes for 'approved design data and are in a condition of safe operation' and 'non-approved design data specified in block 12'.
- 14a. Part-145, A.50 Release to Service:** A section with a checked checkbox and a text area for 'Other regulation specified in block 12'.
- 13b. Authorised Signature:** A text field.
- 13c. Approval/Authorisation Number:** A text field.
- 14b. Authorised Signature:** A text field containing 'VADIM MICHKASOV'.
- 14c. Certificate/Approval Ref. No.:** A text field containing 'test'.
- 13d. Name:** A text field.
- 13e. Date (dd mmm yyyy):** A text field.
- 14d. Name:** A text field.
- 14e. Date (dd mmm yyyy):** A text field containing '28 Jul 2020'. Callout 14 points to the date field.

At the bottom of the form, there is a section titled 'USER/INSTALLER RESPONSIBILITIES' with a warning: '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 can be flown.'

At the very bottom, there is a navigation bar with 'Rec: 1 of 2', 'Down', 'Up', 'Filter:', and 'Permission of User ID: DUN Full Control'.

10. If you make a change in the EASA, click on the “Update”.

11. To remove the EASA, push “Delete” button.

12. To print EASA, click on the “Print Form1”.

13. To clear all fields in the EASA, click on the “Refresh”.

14. Use “Down” or “Up” buttons to find a created EASA FORM 1.