

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

### General

Civil Aviation Authority (CAA) advisory circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

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 AC.

### Purpose

This AC describes an acceptable means of compliance with standards for the maintenance of New Zealand-registered aircraft and components, and specifically instructions on completing the CAA Form Two.

### Related Rules

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

### Change Notice

Revision 7 makes changes to the following sections to clarify the role of Part 145-certificated aircraft maintenance organisations:

- **Purpose of the CAA Form Two**
  - Adds a further bullet to the list of situations where a CAA Form Two is not accepted and deletes the previous note.
- **Completion of the CAA Form Two:**
  - Block 3 – Organisation added
  - Certificated aircraft maintenance organisation added
  - Wording to allow logos or similar marks added
  - Block 19 – Authorisation added

Figure 1, *CAA Form Two*, has also been updated to include Organisation in section 3 and Authorisation in section 19.

### Version History

History log

Revision No.	Effective Date	Summary of Changes
AC43-1	14 July 1995	Initial issue.
AC43-1A	19 January 1996	Superseded information in AC43-1.
AC43-3, Rev 0	25 December 1997	Superseded information in AC43-1A.
AC43-3, Rev 1	19 February 2001	Minor formatting changes.
AC43-3, Rev 2	2 March 2007	Clarification added to Purpose of the CAA Form Two on Page 7. Change is highlighted. Update to Release to Service text on CAA Form Two (Page 10).
AC43-3, Rev 3	27 April 2007	Altered a number of references to a number of ACs to reflect new numbering in line with a project to standardise the numbering of all ACs.
AC43-3, Rev 4	3 September 2010	Updated the details for CAA Form Two.  Deleted reference to CAA Form One which is now included in AC00-5.
AC43-3, Rev 5	28 October 2022	Made minor changes throughout to align format and style with other ACs.  Added a Version History.
AC43-3, Rev 6	17 September 2024	Updated terminology and wording where needed to clarify guidance.
AC43-3 Rev 7	18 November 2024	Makes changes to clarify the role of Part 145 certificated aircraft maintenance organisations.  The following sections were updated: <ul style="list-style-type: none"> <li>• <b>Purpose of the CAA Form Two</b> <ul style="list-style-type: none"> <li>○ Adds a further bullet to the list of situations where a CAA Form Two is not accepted and deletes the previous note.</li> </ul> </li> <li>• <b>Completion of the CAA Form Two:</b> <ul style="list-style-type: none"> <li>○ Block 3 – Organisation added</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>○ Certificated aircraft maintenance organisation added</li><li>○ Wording to allow logos or similar marks added</li><li>○ Block 19 – Authorisation added</li></ul> <p>Figure 1, CAA Form Two, has also been updated to include Organisation in section 3 and Authorisation in Section 19.</p> <p><b>Note:</b> <i>On 5 April 2025, we made a minor change to Block 15 – Release to Service (RTS) to reflect the abbreviation.</i></p>
--	--	---

## Table of Contents

<b>Introduction .....</b>	<b>5</b>
<b>CAA Form Two .....</b>	<b>5</b>
Purpose of the CAA Form Two.....	5
Layout and format of CAA Form Two .....	6
Distribution of the CAA Form Two .....	6
<b>Completion of the CAA Form Two .....</b>	<b>6</b>
<b>Figure 1: CAA Form Two .....</b>	<b>10</b>
<b>Figure 2: CAA Form Two (Reverse) .....</b>	<b>11</b>

## Introduction

### General

This 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.

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.* (Part 1 - Definitions)

For the purposes of this AC an **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 the certification of maintenance carried out on the item.

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

- on or off aircraft, or
- into or out of stores.

The CAA Form Two may only be used within the New Zealand aviation system as it serves as a means of establishing the traceability of an item:

- used 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, and
- not requiring maintenance by an organisation certificated under Part 145 (with reference to rule 43.54, *Maintenance required under Part 145*).

**Note:** *Every aircraft coming onto the New Zealand register and issued with an airworthiness certificate is assessed for conformity to a type design established by the Director. If required, parts may be removed from an aircraft that has undergone conformity inspection and been issued a certificate or airworthiness, and fitted to another New Zealand-registered aircraft.*

The CAA Form Two is not accepted:

- 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 issue the CAA Form One)

- for transferring components that require maintenance to be performed in accordance with a certificate issued under Part 145, or
- for the release to service of components that require maintenance to be performed in accordance with a certificate issued under Part 145.

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

The CAA Form Two is to follow the format and layout of Figures 1 and 2 at the end of this AC. 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 can be either preprinted or computer-generated, but in either case the printing of lines and characters is to be clear and legible.

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 add a clear reference to attached work cards. 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.

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

Two copies of the CAA Form Two are to accompany the certified items and clearly identify which item(s) is listed in the CAA Form Two.

On installing the item to an aircraft, place one copy of the CAA Form Two in that aircraft's maintenance records and return the other copy 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 must clearly indicate the domestic nature of the label. This may be preprinted on the label.

#### ***Block 2 – Label Ref. No.***

Pre-print a unique number 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 – Issuer/Organisation***

Enter the full name of the person, or the certificated aircraft maintenance organisation, releasing the part covered by the CAA Form Two. This block may be preprinted. Logos or similar marks are permitted on the label if the logo does not detract from the readability of the label.

**Block 4 – Work Order / Contract**

Provide a reference to a work order, contract, invoice, or any other identifier such that traceability can be established.

If a work card is attached that lists the maintenance performed on the item associated with that CAA Form Two, enter the work card reference and total number of cards here. Each work card should contain the CAA Form Two reference number from block 2.

**Block 5 – Description**

Provide the name or description of the part, as detailed in the appropriate Illustrated Parts Catalogue (IPC) or equivalent document.

**Block 6 – IPC Ref.**

State the IPC or other document reference.

**Block 7 – Log card**

Indicate here if the part has a log card or not. If a part has a log card, then record further maintenance actions.

**Block 8 – Part No.**

Record the part number from the IPC or equivalent document.

**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 (e.g. 28/OCT/2022)

Date the part is removed.

**Note:** Blocks 11, 12 & 13 identify where the part was last fitted. This forms the removal information. As directed in section Distribution of the CAA Form Two, on page 6 of this AC, return the duplicate label to the source of the item for inclusion in the previous aircraft's records.

**Block 14 – Remarks**

Record the details of the maintenance carried out, including the data in accordance with which the maintenance was carried out.

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).

Statements which may be used to describe the status of the item being released 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 the appropriate Instructions for Continued Airworthiness (ICAs).

**Inhibited**

In order to state this, items are to be inhibited in accordance with manufacturer's recommendations.

**Repaired**

In order to state this, items are to be repaired in accordance with Acceptable Technical Data (ATD).  
(Refer to *Part 1 Definitions - Repair*)

**Modified**

In order to state this, items are to be modified in accordance with ATD.  
(Refer to *Part 1 Definitions - Modification*).

***Block 15 – Release to Service (RTS)***

Signing in this block constitutes an RTS for the item.

Similar to the CAA Form One, a signature in this block attests only to the work described in block 14. It does not constitute an authority to install. The installer must confirm the eligibility for installation on the applicable aircraft before fitting the item.

***Block 16 – Name***

Type or print legibly the name of the person signing the CAA Form Two.

***Block 17 – Signed***

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

***Block 18 – Date***      dd/mmm/yyyy

Date the RTS statement is signed.

***Block 19 – Licence Number / Authorisation***

Licence Number of the person certifying the CAA Form Two.

**Rear of label**

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

Include the completed label in the installed aircraft records.



Return the duplicate label 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**

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

**Block 24 – Remarks**

Enter any pertinent remarks that are relevant to the installation here.

**Figure 1: CAA Form Two**

<b>1. New Zealand Domestic Part Label</b>		<b>2. Label Ref. No.</b>	
<b>3. Issuer / Organisation</b>		<b>4. Work Order/Contract</b>	
<b>5. Description</b>		<b>6. IPC Ref.</b>	<b>7. Log Card Yes / No</b>
<b>8. Part No.</b>	<b>9. Serial No.</b>		<b>10. TSN / TSO</b>
<b>11. Removed from ZK –</b>	<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 component is released to service			
<b>16. Name</b>	<b>17. Signed</b>		<b>18. Date</b>
<b>19. Licence Number / Authorisation.</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