

Advisory Circular



REQUIREMENT FOR CAAS L12 BASIC PAPER FOR WORKSHOP CERTIFYING STAFF AND ITS SYLLABUS

General	1
Purpose.....	1
Applicability	1
Cancellation	1
Effective date	1
References.....	1
Introduction	1
L12 Requirements for Workshop Certifying Staff	1
L12 Syllabus.....	2
Appendix 1	3

1. **GENERAL.** Advisory Circulars (ACs) are issued by the Civil Aviation Authority of Singapore (CAAS) and contain information about standards, practices and procedures acceptable to the Authority. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
2. **PURPOSE.** This AC is issued to update the requirement of the CAAS L12 basic paper on Airworthiness Administration for workshop certifying staff and provide guidance and information on the examination syllabus to the CAAS L12 basic paper.
3. **APPLICABILITY.** This AC applies to all qualifying workshop certifying staff.
4. **CANCELLATION.** This Advisory Circular supersedes AW-AC-7/97 dated 15 May 1997.
5. **EFFECTIVE DATE.** This Advisory Circular is effective on 17 January 2005.
6. **REFERENCES.** AC-145-2.
7. **INTRODUCTION.** All certifying staff as defined in SAR-145 must pass CAAS Airworthiness Administration paper. For workshop certifying staff, passing the CAAS basic paper L12 would meet the requirement.
8. **L12 REQUIREMENT FOR WORKSHOP CERTIFYING STAFF.** Currently, a person who has successfully completed a CAAS approved course may be accepted as a workshop certifying staff.

After 1 July 2005, any person who has successfully completed a CAAS approved course will also be required to pass the CAAS L12 basic Airworthiness Administration paper before he can be qualified as a workshop certifying staff.

Persons who have successfully completed a CAAS approved workshop certifying course before 1 July 2005 will not be affected by this new requirement.

9. **L12 SYLLABUS.** The updated examination syllabus for CAAS basic paper L12 is provided in Appendix 1.

Issued by
AIRWORTHINESS/FLIGHT OPERATIONS DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE

APPENDIX 1

**EXAMINATION SYLLABUS FOR CAAS PAPER L12 – AIRWORTHINESS ADMINISTRATION
(WORKSHOPS)**

TOPIC	LEVEL
<u>Regulatory Framework</u> Role of International Civil Aviation Organisation (ICAO) Role of Civil Aviation Authority of Singapore (CAAS) Air Navigation Order SAR, SAR-39, SAR-66, SAR-145 Airworthiness Notices, Advisory Circulars Notices of Amendment, Information Circulars	1
<u>Air Navigation Order (ANO)</u> Detailed knowledge and understanding of the ANO related to workshop certifying staff	2
<u>Singapore Airworthiness Requirements (SAR)</u> Detailed knowledge and understanding of the SAR related to workshop certifying staff	2
<u>SAR-145 – Approved Maintenance Organisations</u> Detailed knowledge and understanding of SAR-145 requirements Requirements for approval of workshop certifying staff Role and responsibilities of certifying staff Use and completion of Form CAAS AW(95)/(96) Purpose and use of the Exposition Document	2
<u>Airworthiness Notices and Circulars (AN & AC)</u> Detailed knowledge and understanding of matters related to workshop certifying staff	2

The knowledge level indicators are defined as follows:

LEVEL 1 A familiarisation with the principal elements of the subject.

Objectives: The student should be familiar with the basic elements of the subject.

The student should be able to give a simple description of the whole subject, using common words and examples.

The student should be able to use typical terms.

LEVEL 2 A general knowledge of the theoretical and practical aspects of the subject.

An ability to apply that knowledge.

Objectives: The student should be able to understand the theoretical fundamentals of the subject.

The student should be able to give a general description of the subject using, as appropriate, typical examples.

The student should be able to use mathematical formulae in conjunction with physical laws describing the subject.

The student should be able to read and understand sketches, drawings and schematics describing the subject.

The student should be able to apply his knowledge in a practical manner using detailed procedures.