

GUIDANCE TO COMPLETE SAR-66 LICENCE APPLICATION FORM

How to complete the SAR-66 licence application form

This document is aimed at providing guidance to the completion of the SAR-66 Licence Application Form, CAAS(AW)01A. You are advised to read and fully understand the information relevant to your option(s) of application before proceeding to fill up the form.

This document must be read in conjunction with:

- (a) The SAR-66 Licence Application Form, CAAS(AW)01A;
- (b) The Aircraft Maintenance Licensing requirements, SAR-66; and
- (c) Advisory Circulars AC 66-4 (Index of Licence Limitations), AC 66-7 (Conversion from SAR-7 Licence to SAR-66 Licence), and AC 66-8 (Protected and Grandfather Rights).

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Note 1: Where to apply for your SAR-66 Aircraft Maintenance Licence

By Post

Once your application is fully complete and the relevant sections of the form have been certified and countersigned (if necessary), your application should be posted to:

AME Licensing Section
Airworthiness / Flight Operations Division
Civil Aviation Authority of Singapore
Singapore Changi Airport Terminal 2
North Finger Pier
Level 4, Room 047-029
Singapore 819643

Public Counter

You may also deposit your application over the counter at the above address during office hours.

Note 2: How to contact us if you have a query

For general enquiries, you may contact the AME Licensing Section on (65)6541-2483, (65) 6541-2957 or (65)6541-2474 or direct your email to one of the following addresses:

Marinah_Ali@caas.gov.sg
Norziha_Omar@caas.gov.sg
Quek_Tong_Huat@caas.gov.sg
Kong_Cheong_Tuck@caas.gov.sg

You may also direct your queries to CAAS through the quality department of your company.

Note 3: Which sections of the application form to complete

Table 1 is intended to guide the applicant with regard to the sections of the form to be filled for the various applications that the form is designed for.

Table 1

| Application | Sections to be completed | | | | | | | | | | | |
|--|--------------------------|---|----|----|----|---|----|----|----|----|----|-------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Initial issue (Basic Licence) | X | X | X* | X | X | | | | | X | | FOR CAAS USE ONLY |
| Removal of Limitations (Basic Licence) | X | X | X | X* | X* | | | | | X | | |
| Inclusion of Another Category | X | X | | X | X | | | | | X | | |
| SAR-7 to SAR-66 Licence Conversion | X | X | X* | X* | X* | X | X* | X* | X* | X | X* | |
| Inclusion of Type Rating | X | X | | X | | | X* | X | | X | X* | |
| Removal of Limitations (Type Rating) | X | X | | X | | | | | X | X | | |
| | | | | | | | | | | | | |
| 1. Personal Particulars | | | | | | | | | | | | |
| 2. Application | | | | | | | | | | | | |
| 3. Removal of limitation from basic licence | | | | | | | | | | | | |
| 4. Summary of experience | | | | | | | | | | | | |
| 5. Exam modules completed | | | | | | | | | | | | |
| 6. Aircraft type ratings held on SAR-7 licence | | | | | | | | | | | | |
| 7. Radio and Radar systems type course passed | | | | | | | | | | | | |
| 8. Application for SAR-66 type rating | | | | | | | | | | | | |
| 9. Application for removal of type rating limitations. | | | | | | | | | | | | |
| 10. Applicant's declaration | | | | | | | | | | | | |
| 11. Referee's declaration | | | | | | | | | | | | |
| 12. Payment details | | | | | | | | | | | | |

* X's marked with asterisk (*) in the above table indicate that the respective sections need not be filled if the applicant is not seeking additional basic licence or type rating privileges.

Note 4: Supporting documents required with application

Table 2 is an application checklist which should be used as a final check once your application is ready to be submitted.

Table 2

| Application | SAR-7 AME licence | Copy of basic exam result slips | Copy of BCC cert. | Copy of SAR-147 cert. | SOE (SAR-66 or SAR-7 format) | Copy of type course cert. | Copy of type bridging course cert. | PTR | OJT record |
|---------------------------------------|-------------------|---------------------------------|-------------------|-----------------------|------------------------------|---------------------------|------------------------------------|-----|------------|
| Initial Issue (Basic Licence) | | X | X* | X* | X | | | | |
| Removal of Limitation (Basic Licence) | X | X* | X* | | X* | | | | |
| Inclusion of another Category | X | X | X* | X* | X | | | | |
| SAR-7 to SAR-66 Conversion | X | | | | | | | | |
| Inclusion of Type Rating | X | | | | | X | X* | X | X* |
| Removal of Limitation (Type Rating) | X | | | | | X | X* | X | X* |

* denotes documents to be submitted on a 'where applicable' basis.

Note:

In addition, a recent passport-sized coloured photograph should also be submitted when you are applying for the conversion of your SAR-7 licence to SAR-66.

You are also required to submit the following if you are applying for the issuance of an initial SAR-66 licence:

- 1 recent passport-sized coloured photograph
- Copy of NRIC or passport
- Personal Resume form, CAAS(AW)22A, and certified true copy of supporting documents
- Company letter from quality department – declaring that the applicant has met the necessary practical maintenance experience in accordance with SAR-66.30.

Completing the Application Form

Note 5: Section 2 - Application

Sub-section: 'I am applying for'

The options available in the 'I am applying for' sub-section are mostly self-explanatory. However, you are advised to familiarise yourself with the function(s) of each of them as some of their descriptors may not clearly explain their functions.

| Options | Tick this option when applying for |
|---------------------------------------|--|
| Initial Issue (Basic Licence) | SAR-66 licence Note: Do not tick this option when applying for SAR-7 to SAR-66 licence conversion |
| Removal of Limitation (Basic Licence) | (i) Removal of limitation from a SAR-66 basic licence (ii) An additional basic licence privileges as you apply for conversion of SAR-7 to SAR-66 licence |
| Inclusion of Another Category | Inclusion of another category or sub-category to a SAR-66 licence |
| SAR-7 to SAR-66 Licence Conversion | (i) Renewal of existing SAR-7 licence (if your SAR-7 licence is expiring in 3-month time) Note: There is no separate form for you to apply for the renewal of your existing SAR-7 licence (ii) Conversion of SAR-7 to SAR-66 licence |
| Inclusion of Type Rating | (i) Inclusion of a type rating as you apply for conversion of SAR-7 to SAR-66 licence (ii) Inclusion of another type rating to a SAR-66 licence |
| Removal of Limitation (Type Rating) | Applying for the removal of a type rating limitation from a SAR-66 licence. Note: You are not expected to tick this option as you apply for the SAR-7 to SAR-66 licence conversion application unless you have obtained all the necessary bridging examination and experience credits necessary to claim removal of limitations against a rating that already exists on your SAR-7 licence. |

Sub-section: 'In Category'

Category B1 Applicants

Whilst the appropriate Category A will be included automatically in any full Category B1 licence, you are still required to tick the Category A box to apply for this category.

Category B2 Applicants

Category B2 licence applicants who requires privileges equivalent to those of Category A, needs to qualify for them by passing the entire Category A modules or passing bridging examinations and fulfilling experience requirements.

Category C Applicants

Applicants holding a minimum of two categories under the SAR-7 licensing system for a minimum of 3 years and have held type ratings on a specific aircraft and engine pair may apply for a Category C licence and rating on that particular aircraft/engine type. Applications for Category C licence will be considered only if they are accompanied by a supporting letter from the quality department of the current SAR-145 employer.

SAR-7 Category E Licence Holders

Under SAR-66, the privileges to certify for work done on electro-mechanical systems (ATA 21, 25, 26, 27 (except Fly-by-wire), 28, 29, 30, 32, 35, 36, 38, 49, 52, 71, 73 74, 75, 76 (except FADEC), 78, 79 and 80) reside in the Category B1 licence. Therefore to claim the full privileges of the SAR-7 Category E licence, the licence holder must also apply for a Category B1 licence in addition to the Category B2 licence. This Category B1 licence will be issued with limitations against Airframe (Limitation No. 4) and Engine (Limitation No. 5).

Note 6: Section 3 – Application of Removal of Limitations from a Basic Licence

The index number corresponding to the limitations to be removed from the basic licence should be listed under the 'Limitation(s) to be removed' column. Where there are more than one limitation number, the individual numbers must be separated by commas. To qualify for removal of limitations against a basic licence, the relevant conversion examinations and assessments, if applicable, must be passed and any appropriate experience requirements met. Typically, a Schedule of Experience (SOE) of at least 6 months (90 days) is necessary to remove a limitation that is equivalent to a SAR-7 shortfall allied category. Refer Advisory Circular AC 66-7 Appendix 1 for limitation removal criteria for each limitation.

Note 7: Section 4 - Summary of Experience

In this section, it is only necessary to provide information on the experience relating to the basic licence and/or type rating, or removal of limitations you are applying for. Demonstration of recent practical maintenance experience where required under SAR-66.30, may be submitted in the form of a Schedule of Experience (SOE). An acceptable format of SOE can be found in Advisory Circular AC 66-2. Demonstration of structured practical training and structured OJT where required under SAR-66.45 must be separately submitted with the application. If you are claiming experience credit against experience acquired through means other than the SAR-147 path, you are required to state the scheme under which the credit was given (e.g. 2-year experience credit for former RSAF Qualified Senior Technician – Reference document: Airworthiness Notice, AN B11).

Note 8: Section 5 - Examination Modules Completed

In this section you are required to state in the '(Sub)Cat' column, the (sub)category under which the modules were passed, and tick in the appropriate box(es) to confirm your examination passes. If you are claiming credit for an examination module you must specify the module number and the basis of your claim on the space provided at the bottom of the section.

Note 9: Section 6 - Aircraft Type Ratings Held on SAR-7 Licence

You are required to list all the rating endorsements in your existing SAR-7 licence in this section. The ratings should be listed such that an aircraft and its matching engine are listed in the same row. If there is no appropriate combination of aircraft / engine pair, you should list them in different rows.

Note 10: Section 7 - Radio and Radar Systems Type Courses Passed

SAR-7 Radio licence holder should list all the Radio type courses passed under a SAR-147 approved organisation or an organisation acceptable to the Authority.

Note 11: Section 8 - Application for SAR-66 Type Ratings

This section should be filled if you are applying for an additional type rating. When filling the 'Aircraft type/series' and 'Engine' columns, you must list the aircraft type and the matching engine in the same row. If there is no appropriate combination of aircraft / engine pair, you should list them in different rows.

Note 12: Section 9 - Application for Removal of Type Rating Limitations

This section should be filled if you are applying for the removal of a type rating limitation against a SAR-66 licence. When filling the 'Aircraft type/series' and 'Engine' columns, you must list the aircraft type and the matching engine in the same row. If there is no appropriate combination of aircraft / engine pair, you should list them under different rows. In the 'Type limitation(s) to be removed' column,

you are expected to fill in the limitation index number(s) that you are applying removal for. If there is more than one limitation number to be filled, the numbers must be separated by commas.

Note: You are not normally expected to fill up this section when applying for conversion of SAR-7 to SAR-66 licence unless you have obtained all the necessary bridging examination and experience credits necessary to claim removal of limitations against a rating that already exists on your SAR-7 licence.

Note 13: Section 10 - Applicant's Declaration

This declaration must be signed and dated prior to being submitted to the countersigning referee.

Note 14: Section 11 - Referee's Declaration

If you are claiming protected right(s) in Section 8, this section (Section 11) of the form must be countersigned by the quality manager or a senior person within the quality department of your current SAR-145 employer.

Note 15: Section 12 - Payment Details

This section is for CAAS use only. The exact fees must be paid up together with your submission for the application. All fee payments may be paid using Master card or Visa card or by bank draft or crossed personal cheque made in favour of 'Civil Aviation Authority of Singapore'. You are advised to pay by bank draft or cheque if you are submitting the payment through your quality department together with your application. The fees payable are as follows:

- Initial licence issue with up to one type rating - \$132
- Subsequent inclusion of each type rating - \$66
- Renewal with no inclusion of additional type rating - \$132
- Removal of basic licence limitations – No charge
- Removal of type rating limitations – No charge
- Inclusion of basic licence categories or sub-categories – No Charge
- Conversion of SAR-7 to SAR-66 licence without inclusion of type rating – No Charge

All licence fees are subject to regular review and may be adjusted accordingly.