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| **Notes to applicant**1. **General**
	1. This form may take you about 30 minutes to fill in.
	2. The Applicant is advised to inform CAAS early on the extent of damage, repair assessment and progress of the repair. This may be through providing periodic and timely progress updates and discussions with CAAS.
	3. CAAS may carry out a compliance check before approving the repair design.
	4. Please ensure form is correctly filled and the applicable fee is fully paid. Incomplete/incorrect form or/and inadequate payment will lead to delays in processing your application. In case of insufficient space, the applicant may attach additional loose sheets to this application form.
	5. Completed form and supporting documents are to be submitted to one of the following addresses:

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| **Mailing address** | **Office address (for hand delivery)** |
| Civil Aviation Authority of Singapore,Airworthiness / Flight Operations Division,Singapore Changi Airport P O Box 1,Singapore 918141. | Civil Aviation Authority of Singapore,Airworthiness / Flight Operations Division,4th Storey North Finger Pier, Unit No. 047-029, Singapore Changi Airport Terminal 2. |

* 1. The applicant and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars updates.
1. **Fees**
	1. The fees payable for this purpose are prescribed in Paragraph 4, AMC 21.505(a) of the Singapore Airworthiness Requirements Part 21 (SAR-21).
	2. Please note that all applicable fees are in **Singapore dollar (SGD)**.
2. **Payment**
	1. Cheque or money order shall be made payable to “Civil Aviation Authority of Singapore”. All bank charges are to be borne by the payer.
	2. Payment by bank draft or telegraphic/wire transfer should be made to our account as follows:

Bank Name:                 DBS Bank LtdBank code:                   7171Branch code:                003Account no:                  0039186673Account name:             Civil Aviation Authority of SingaporeSwift code:                   DBSSSGSGAddress of Bank:         12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3,  Singapore 018982* 1. All bank charges and correspondent bank/agent fees, i.e., the remittance amount, your bank charges, as well as all the other banks' (Intermediary and Beneficiary banks, etc.) shall be borne by the applicant and the Beneficiary receives full payment.
	2. Please arrange with your bank to debit your account for payment of all charges to prevent deduction of any bank charges from the remittance amount.
	3. Please provide the necessary payment details, including your organisation name and purpose of payment (e.g., For RDA App <Description of Repair>.)
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**You do not need to submit this page with your application form.**

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| **Part I – Particulars of Applicant** |
| Name of Applicant : Click here to enter text. | Designation : Click here to enter text. |
| Email : Click here to enter text. | Tel : Click here to enter text. |
| **Part II – Particulars of Organisation** |
| Name of Organisation : Click here to enter text. |
| Address : Click here to enter text. |
| Mailing Address (if differ from above) : Click here to enter text. |
| CAAS Design Organisation Approval No. *(if applicable)* : AWI/DOA/Click here to enter text. |
| EASA Design Organisation Approval (DOA) reference or alternative procedures to DOA (ADOA). (*if applicable*) : Click here to enter text. |
| **Part III – Details of Aircraft Operator** |
| Owner of Aircraft : Click here to enter text. |
| Aircraft Registration Marks : Click here to enter text. |
| **Part IV – Details of Repair** |
| Type (Aircraft, engine, article, etc) : Click here to enter text. |
| Manufacturer, Model and Part number : Click here to enter text.  |
| CAAS STC approval reference : Click here to enter text. |
| Brief Description of Damage (to include photographs or diagrams on separate sheets) : Click here to enter text. |
| Brief Description of Repair (to attach details and substantiation) : Choose an item.Click here to enter text. |
| Applicable Airworthiness Requirements :Click here to enter text.  | Is the repair : [ ]  Major [ ]  MinorPlease attach minor/major classification checklist. |

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| **Part IV – Details of Repair** *[continued]* |
| Repair Area Reference Numbers (in accordance with guidelines of manufacturer and attach relevant SRM/IPC chapters) : Click here to enter text. |
| Organisation’s Repair Reference No. *(if applicable)* : Click here to enter text. |
| Description of Follow-up Action After Repair (e.g. inspections, replacement of parts, other permanent repairs) : Click here to enter text. |
| Documents Affected. (SRM, Flight Manual, Maintenance Schedule, etc. *Particulars of changes to be attached.)* :Click here to enter text. |
| **Weight &** **Balance** **Change** | [ ]  No  |  [ ]  Yes | Original | New | % Change |
| Weight : | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Moment : | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Part V – Others (please fill in where applicable)** |
| **For this Repair Design Approval (RDA) application, do you at the same time hold other Authorities’ repair approval(s)?** Choose an item. |
| If yes, please check the relevant boxes of the type of approval received and submit a copy of this approval together with this application : [ ]  FAA repair approval e.g. 8130-3,etc [ ]  EASA Repair Design Approval  [ ]  Others: Please describe in more details: Click here to enter text. |
| If no, please kindly indicate, along with this RDA application, will you be also :Applying for EASA repair design approval: Choose an item. |
| For the application of EASA major repair design approval, it is necessary to provide the following information:1. Certification Programme;
2. EASA Form FO.CERT.00031;
3. Declaration of compliance with applicable type certificate basis and compliance documents in which the justifications of compliance have been recorded;
4. Declaration that no feature or characteristic has been identified that may make the product unsafe for the uses for which certification is requested;
5. Declaration that necessary changes to the operational suitability data meet the applicable operational suitability data certification basis if the change affects;
6. Where under 21.A.433b of the Part 21 EU No 748/2012, an arrangement with the STC or APU ETSO authorisation holder, as applicable, in place
 |
| For the application of EASA minor repair design approval, it is necessary to provide the following information:1. CAAS DOA, CAAS STC or EASA STC as available;
2. EASA Form FO.CERT.00032;
3. Associated change/repair instructions and compliance documents in which the justifications of compliance have been recorded;
4. Declaration that necessary changes to the operational suitability data meet the applicable operational suitability data certification basis if the change affects
 |
| **Part VI – Applicant Submission Checklist (Please check the applicable boxes)** |
| **Other Supporting documents to be submitted together with this application form** | **Yes** | **\*No** |
| Payment advice/instructions for telegraphic/wire transfer attached OR cheque attached |[ ] [ ]
| Cover Letter |[ ] [ ]
| Separate sheet attached to describe damage |[ ] [ ]
| Substantiation of repair including details |[ ] [ ]
| SRM/ IPC chapters on repair areas |[ ] [ ]
| Organisation’s Repair Reference |[ ] [ ]
| Document Affected (as per earlier indicated for example: ICA, SRM, Flight manual, etc) |[ ] [ ]
| EASA DOA or EASA ADOA certificate, if applicable |[ ] [ ]
| **Part VI – Applicant Submission Checklist (Please check the applicable boxes)** *[continued]* |
| **The items below are necessary, otherwise stated, if you are also applying for EASA major or minor repair design approval.** | **Yes** | **\*No** |
| Definition of airworthiness and environmental protection standards upon which repair design was approved. |[ ] [ ]
| Identification of the applicable EASA type-certification basis or environmental protection requirements that the repair is designed to comply with |[ ] [ ]
| Statement of compliance against the airworthiness standards identified above |[ ] [ ]
| All substantiation data needed to demonstrate repaired product or article will continue to comply with its certification basis |[ ] [ ]
| All necessary instructions and limitations |[ ] [ ]
| CAAS STC or EASA STC, if applicable |[ ] [ ]
| Instructions for Continued Airworthiness, if applicable |[ ] [ ]
| Updates to required manuals if applicable |[ ] [ ]
| **\*For all items indicated with a “No”, please kindly state the reason(s) :**Click here to enter text. |
| **Part VII – Applicant Declaration**  |
| I hereby declare that the particulars given on this form are true in every respect and based on these particulars, I hereby apply for a Repair Design Approval. I have reviewed all the substantiation documents submitted herewith and found them to be complete and in order. I have checked that all repair assessments necessary to ensure compliance with the aircraft’s certification basis and for the continued airworthiness of the aircraft have been carried out, and I fully concur with the recommendations/results from the repair assessment. I am satisfied that no aspect of the repair will compromise the airworthiness of the aircraft.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant & Company Stamp Date (Day / Month / Year) |

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| **For Official Use** |
| Fee Payable :  | Cheque No. : | Receipt No. : |
| Received by :Authorised Collection Officer(Name Stamp & Signature) |  Date (Day / Month / Year) |
| Performance Flight Test : [ ]  Required (Date : Click here to enter a date.) [ ]  Not RequiredConformity Check :  [ ]  Required (Date : Click here to enter a date.) [ ]  Not Required | Remarks : |
| CAAS Approval Reference : | Classification of Modification :Major / Minor (Delete accordingly) |
| Please check the box of the period of validity granted:❑ Not applicable❑ Indicates a period :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The approval of this Major/Minor application is \*recommended / not recommended. |
| Airworthiness Engineering Officer(Name Stamp & Signature) |  Date (Day / Month / Year) |
| Approved by : |  |
| for and on behalf of the Director-General of Civil Aviation | Date (Day / Month / Year) |