|  |
| --- |
| **Notes to applicant**1. **General**
	1. This form may take you about 1 hour to fill in.
	2. Please ensure form is correctly filled, the applicable fee is fully paid and that all required supporting documentation is provided. Incomplete/incorrect form or/and inadequate payment will lead to delays in processing your application. Applicant can refer to paragraph 2 for the instructions to complete the form.
	3. Completed form and supporting documents are to be submitted to Airworthiness / Flight Operations Division, Civil Aviation Authority of Singapore at:
* (Mailing address) Singapore Changi Airport P O Box 1, Singapore 918141; or
* (Office) 4th Storey North Finger Pier, Unit No. 047-029, Singapore Changi Airport Terminal 2.
	1. The Quality Manager and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars changes.
1. **Instructions for completing CAAS(AW)21 form**
	1. For **Block 1**, applicant to indicate the application type for the submission based on the following:
* Initial – Application for a new SAR-145 maintenance organisation approval;
* Renewal – Application to renew an existing valid SAR-145 maintenance organisation approval;
* Extension – Application to extend the scope of current approval to include other ratings and/or additional locations; and
* Change of Particulars – Application to make changes to the following
1. Organisation Particulars;
2. Nominated Persons for Accountable Manager and Quality Manager, including their contact information; and/or
3. Ratings

**NOTE**: Applicant to declare and if necessary, provide a demonstration of need to support the application.* 1. For **Block 2**, applicant to indicate the name and address of organisation which it is registered in the country, including the business registration number. If the management of the organisation is residing in a location other than the registered address, indicate this address as the HQ address.
	2. For **Block 3**, applicant to indicate the current contact information of the nominated Accountable Manager and Quality Manager.
	3. For **Block 4** (applicable to ‘A’ rating only) and **5** (applicable to ‘B’, ‘C’, ‘D’ or ‘MD’ rating), applicant to indicate the ratings and limitations for which the application is submitted for grant under the SAR-145 approval, and the address of the various approved maintenance locations.
	4. For **Block 6**, applicant to indicate their accepted participation in CAAS’ Technical Arrangement on Aviation Maintenance (TA-M) with TCCA, HKCAD or CASA and/or their participation in the US-Singapore BASA MIP.
	5. For **Block 7**, applicant to list the part 145 approvals (or equivalent) granted to them by Civil Aviation Authorities from other countries.
	6. For **Block 8**, applicant to indicate the submission of remittance advice for fee payment and associated reference documents which may be accompanying the application based on the following guidance:
* Applicable fees must be submitted prior to any application. In the case of an initial or renewal application, the applicable fees should be received two weeks before the scheduled audit; and
* Applicant must submit the latest documents which have been referenced to in the applicant’s maintenance organization exposition. If there are no amendments made to the documents, submission would not be necessary.
	1. For **Block 9**, organisation’s current Accountable Manager to ensure the authenticity of all information provided before signing off in this column.
1. **Payment**
	1. The fees payable for this purpose are prescribed in paragraph 6B and 14 of the Twelfth Schedule of the Singapore Air Navigation Order.
	2. Please note that all applicable fees are in **Singapore dollar (SGD).**
	3. Payment for this application can be made via cheque or telegraphic/wire transfer.
	4. Crossed cheque payment must be made payable to “Civil Aviation Authority of Singapore”.
	5. Payment via telegraphic/wire transfer must be made to the 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., Renewal of CAAS SAR-145 Maintenance Organisation Approval.)
 |

**You do not need to submit this page with your application form.**

|  |
| --- |
| 1. **Application Type (Please check the applicable boxes)**
 |
| Initial [ ]  Renewal [ ]  Extension [ ]  Change of Particulars or Company [ ]   |
| Is the application supported by a demonstration of need? Yes [ ]  No [ ]  Not applicable [ ]  |
| 1. **Organisation Particulars**
 |
| Registered name of Organisation :       |
| Accounting and Corporate Regulatory Authority (ACRA) :      or Local Business Registration Number |
| Registered Address :             |
| HQ Address *(Only if different from Registered Address)* :            |
| Certificate of Approval No: (*applicable for renewal only*)**AWI/** | Present Validity Date: (*applicable for renewal only*)  | MOE / Supplement Document Reference: Is in compliance with SAR Issue     Revision     and SAR Part 145 Issue     Amendment    . |
| 1. **Contact Information**
 |
| Name of Quality Manager :       |
| Designation :       | Email :       |
| Tel : (O)       | Fax No :       | Mobile :       |
| Mailing Address :              |
| Name of Accountable Manager :       |
| Designation :       | Email :       |
| Tel : (O)       | Fax No :       | Mobile :       |
| 1. **Aircraft Class “A” Rating Summary**
 |
| Rating(s) and maintenance location(s) of SAR-145 approval relevant to the application (*see overleaf for possibilities and if insufficient space, please attach a separate list*) : |
| Rating:                               | Limitation:                                  | Address of Location:                               |

|  |
| --- |
| 1. **Other Classes ‘B / C / MD / D’ Rating Summary**
 |
| Rating(s) and location(s) of SAR-145 approval relevant to the application (*see overleaf for possibilities and if insufficient space, please attach a separate list*) : |
| Rating:                                    | Limitation:                                     | Location                                    |
| 1. **Participation in maintenance agreement**

 **(Only applicable to organisations located in Singapore and the United States of America)** |
| Technical Arrangement on Aviation Maintenance (TA-M) with: TCCA [ ]  HKCAD [ ]  CASA [ ]  Not applicable [ ]   |
| FAA-CAAS MIP: [ ]  Not applicable [ ]   |
| 1. **List of other Part 145 Approval(s) held (*if insufficient space, please attach a separate list*)**
 |
|                                |
| 1. **Applicant Checklist (Please check the applicable boxes)**
 |
| **Supporting documents submitted**  | **Yes** | **No** |
| Cheque or bank remittance advice attached for the application fee | **[ ]**  | **[ ]**  |
| Soft copy of the organisation manuals with internal procedures quoted in the MOE/Supplement supporting the compliances (for initial or renewal application) | **[ ]**  | **[ ]**  |
| 1. **Declaration by Accountable Manager (\**Strikethrough where inapplicable*)**
 |
| I hereby declare that the particulars given on this form are true in every respect and based on these particulars, I apply for the \*grant / renewal / extension / change of particulars or company of our SAR-145 Maintenance Organisation Approval.  |
|       Name & Signature of Accountable Manager | Company Stamp |      Date  |

**Table 1: Scope of SAR-145 Approval**

|  |  |
| --- | --- |
| **Class**  | **Rating**  |
| Components other than complete engines or APUs | C9C10C11C12C13C14C15C16C17C18C19C20 | Fuel - (28, 47)Helicopter - rotors (62, 64, 66, 67)Helicopter - transmission (63, 65)Hydraulic Power - (29)Indicating/Recording Systems - (31, 42, 46)Landing Gear - (32)Oxygen - (35)Propellers - (61)Pneumatic & Vacuum - (36, 37)Protection Ice/Rain/Fire - (26, 30)Windows - (56)Structural - (53, 54, 57.10, 57.20, 57.30) |
| Distributor (Sub-part D) | MD1MD2 | General Aeronautical Parts Special Aeronautical Parts  |
| Specialised Services  | D1D2 | Non-destructive Inspection (to be specified in exposition manual)Other specialised services (to be specified in the exposition manual) |

|  |  |
| --- | --- |
| **Class**  | **Rating**  |
| Aircraft  | A1 | Aeroplanes above 5,700kg  |
|  | A2 | Aeroplanes 5,700kg and below  |
|  | A3 | Helicopters |
| Engines  | B1 | Turbine |
|  | B2 | Piston  |
|  | B3 | Auxiliary Power Unit  |
| Components other than complete engines or APUs | C1 | Air conditioning & Pressurisation - (21) |
| C2 | Auto Flight - (22)  |
| C3 | Communications & Navigation - (23, 34) |
| C4 | Door – hatches - (52) |
| C5 | Electrical Power & Lights - (24, 33, 85) |
| C6 | Equipment - (25, 38, 44, 45, 50) |
| C7 | Engine / APU - (49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83) |
| C8 | Flight Controls - (27, 55, 57.40, 57.50, 57.60, 57.70) |

**FOR OFFICIAL USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Fee Payable :  | Initial Issue : AWI/  | Period of Validity:  |  |
| Cheque No :  | Receipt No :  | Date : | Signature :  |
| TT No :  |
| This application is \*approved / not approved for : ❒ Initial Issue ❒ Renewal ❒ Extension ❒ Others   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Approving Officer Initial & Date |