

# Advisory Circular

## APPLICATION REQUIREMENTS FOR SAR-145 APPROVAL

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### GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices, and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

### PURPOSE

This AC provides guidance and information relating to the application requirements for an SAR-145 approval, renewal or variation.

### APPLICABILITY

This AC applies to applicants and holders of SAR-145 approval.

### CANCELLATION

This is the first AC issued on this subject.

### EFFECTIVE DATE

This Advisory Circular is effective on 5 February 2026.

### RELATED ADVISORY CIRCULARS

- AC 145-12 Non-Destructive Testing – Training, Qualification and Certification of Personnel
- AC 145-19 Aircraft Types in SAR-145 Approved Maintenance Organisation Scope of Work
- AC 1-3 Safety Management System

## 1 APPLICATION REQUIREMENTS

### Initial grant of SAR-145 approval

1.1 An applicant for the initial grant of SAR-145 approval must submit an application online<sup>1</sup> and include the following documents:

- a. Letter of Intent (LOI) from a Singapore air operator or an Approved Maintenance Organisation (AMO) to demonstrate the need for the applicant to hold an SAR-145 AMO approval and to specify the required scope of maintenance work for purpose of SAR-145.10(c). Refer to **Appendix 1** for guidance on LOI.
- b. Draft SAR-145 Maintenance Organisation Exposition (MOE) with the AMO ratings that the applicant is applying for.
- c. For an applicant intending to exercise internal NDT capabilities, or who is applying for D1 rating: Proposed Non-Destructive Testing (NDT) Written Practice (refer to AC 145-12 on *Non-Destructive Testing – Training, Qualification and Certification of Personnel*).
- d. Completed Form CAAS(AW)155<sup>2</sup> on *CAAS MOE and supplement cross reference against SAR-145 requirements checklist* and the applicant's internal evaluation to demonstrate that the applicant's MOE complies with the applicable SAR-145 requirements.
- e. Draft Safety Management System (SMS) Manual in accordance with SAR-145.64 and AC 1-3 on *Safety Management System*.
- f. Completed SMS Assessment Form to demonstrate that the SMS Manual complies with the applicable SAR-145.64 and AC 1-3 (please contact assigned officer for a copy of the form).
- g. Documentation that the applicant has and can obtain the use of appropriate facilities e.g., lease agreement.
- h. Organisation's registration record (e.g. a Singapore organisation's ACRA or its equivalent).
- i. Personnel training programmes.
- j. Personnel training records for the following personnel:
  - i. Management personnel, including the accountable manager, quality manager and maintenance manager;
  - ii. Certifying staff and base maintenance support staff;

<sup>1</sup> Refer to <https://esoms.caas.gov.sg/esoms/landingpage.html>

<sup>2</sup> Refer to <https://www.caas.gov.sg/e-services-forms/forms/aircraft>

- \* For an applicant who is applying for base maintenance capability, provide the training records for the base maintenance support staff as well.
- \* For an applicant with internal NDT capabilities, or who is applying for D1 rating, provide the training records for the NDT Level 3, and Level 2 personnel.

k. A proposed schedule of events and certification timeline that the applicant commits to adhering to (refer to <https://www.caas.gov.sg/operations-safety/aircraft/maintenance-repair-overhaul> for an overview of the application process and certification timeline).

l. Any other information, document and evidence as CAAS may require.

1.2 An applicant for the initial grant of SAR-145 approval is encouraged to arrange for a pre-application meeting with CAAS before submitting an application. The pre-application meeting should be attended by the entity's management team, including the Accountable Manager and Quality Manager. The meeting aims to provide guidance and clarification (as necessary) to the applicant on the following:

- a. application requirements and process;
- b. requirements for maintenance organisation exposition and use of Form CAAS(AW)155; and
- c. certification timeline.

#### Renewal of SAR-145 approval

1.3 An applicant for renewal of SAR-145 approval must submit an application online and include the following documents:

- a. a completed CAAS(AW)17A<sup>3</sup> on *Update on Continued Compliance with SAR-145 requirements*; and
- b. evidence<sup>4</sup> of continued need to hold a SAR-145 approval.

#### Variation of SAR-145 approval to attach additional rating

1.4 An application for variation of SAR-145 approval to attach an additional rating to the AMO approval must submit the following documents to support the application:

- a. LOI from a Singapore air operator or an AMO (to demonstrate the need for the required scope of maintenance work);
- b. Draft SAR-145 MOE with the AMO ratings that the applicant is applying for;

<sup>3</sup> Refer to <https://www.caas.gov.sg/e-services-forms/forms/aircraft>

<sup>4</sup> Evidence may include maintenance done under the SAR-145 approval within the preceding 3 years.

- c. Proposed capability list with the new part numbers and scope of work;
- d. Personnel training records for certifying staff or maintenance support staff; and
- e. Completed Form CAAS(AW)155 and the applicant's internal evaluation to demonstrate that the applicant's MOE complies with the applicable SAR-145 requirements.

#### Variation of SAR-145 MOE

- 1.5 An application for variation of the SAR-145 MOE must submit the following documents to support the application:
  - a. Proposed MOE with the necessary amendments e.g. new facilities, key personnel, or certifying or maintenance support staff;
  - b. Personnel training records for new key personnel, or certifying or maintenance support staff; and
  - c. Completed Form CAAS(AW)155 and the applicant's internal evaluation to demonstrate that the applicant's MOE complies with the applicable SAR-145 requirements.

## **2 APPLICATION EVALUATION**

- 2.1 Upon receipt of an application with the fee payment and all supporting information, documents and evidence, CAAS may request the applicant to provide clarifications, attend meetings or undergo audits as necessary for purpose of evaluating the application.
- 2.2 The applicant for a renewal of a SAR-145 approval must address every finding issued for non-compliances observed during the audits. A Level 1 finding represents a serious non-compliance with immediate safety impact or significant regulatory breach that must be rectified immediately or within a very short timeframe. Such findings must be addressed immediately.
- 2.3 The evaluation timeline for applications for initial grant of SAR-145 approval is 3 months upon receipt of fee payment and all supporting information, documents and evidence.

## **3 GRANT OF AMO APPROVAL / REJECTION OF APPLICATION**

- 3.1 CAAS may, after evaluating the application:
  - a. reject the application; or

- b. approve the application to grant, renew or vary (as applicable) a SAR-145 approval and the AMO ratings attached to the SAR-145 approval, and state any limitations applying to the SAR-145 approval or rating.
- 3.2 In addition to granting a SAR-145 approval, CAAS also approves the entity's MOE, including the capability list and list of certifying staff, and accepts the documents submitted as part of the application.

#### **4 SUSPENSION OF SAR-145 APPROVAL**

- 4.1 If the SAR-145 approval is suspended by CAAS, the AMO must not exercise any of its privileges to provide aircraft maintenance services in relation to an aircraft or an aircraft component, which includes performing any maintenance work or issuing maintenance certification of any maintenance work.
- 4.2 The AMO must resolve the issues leading to the suspension of its SAR-145 approval as soon as possible.

## APPENDIX 1 LETTER OF INTENT (LOI)

1.1 For purposes of SAR-145.10(c), an applicant for SAR-145 approval should submit a LOI from either a Singapore air operator or a SAR-145 approved maintenance organisation (referred to as the issuing entity) as demonstration of a need for SAR-145 approval to maintain aircraft/aircraft components. The LOI should:

- a. Include the following details:
  - i. Name of the applicant
  - ii. Rating of the maintenance service to be provided by the applicant to the issuing entity. Refer to SAR-145 Section 2 Appendix 1 Table 1 for the ratings.
    - A. A rating. Specify the aircraft model.  
**Note:** Only aircraft listed in AC 145-19 on *Aircraft types in SAR-145 Approved Maintenance Organisation Scope of Work* should be specified.
    - B. B and C ratings. Specify the part number of the aircraft component, and aircraft type that the component is to be installed on.
    - C. D rating. Specify the specialised service required.
  - iii. Address of the applicant's maintenance facility where the issuing entity's aircraft or aircraft component will be maintained.
- b. be signed off by a person from the issuing entity who is responsible for quality, engineering or maintenance<sup>5</sup>.
- c. be issued with the issuing entity's Quality Manager in copy.

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<sup>5</sup> For a General Aviation (GA) operator: A person appointed by a Singapore GA operator for the purpose of regulation 100(2) of ANR-91 to be responsible for ensuring that appropriate arrangements are in place for continuing airworthiness management.

For a holder of a Singapore air operator certificate (AOC): A person who is formally appointed by a AOC holder for the purpose of regulation 12(5)(c) or (e) of ANR-119 and listed in the AOC holder's approved Maintenance Control Manual.

For a holder of a Singapore complex general aviation certificate (CGAC): A person who is formally appointed by a CGAC holder for the purpose of regulation 113(3)(b) of ANR-125 and listed in the CGAC holder's approved Maintenance Control Manual.

For a holder of a Singapore aerial work certificate (AWC): A person who is formally appointed by a AWC holder to be responsible for quality, engineering or maintenance for the purpose of regulation 13(3) of ANR-137 and listed in the AWC holder's approved Maintenance Control Manual.

For a SAR-145 AMO: A person who is formally appointed by a SAR-145 AMO for the purpose of SAR-145.30(a) or (b) and listed in the AMO's approved Maintenance Organisation Exposition.

d. be dated within six months prior to the date of application.

1.2 **Appendix 2** provides a sample of a LOI which may be accepted by CAAS.

## APPENDIX 2 SAMPLE OF LETTER OF INTENT (LOI)

Date of issue

Name and address of Applicant

### Letter of Intent

This letter is to inform you that *(Name of Issuing Entity)* intends to engage *(Name of the Applicant)* to provide *(the type of Service(s) and location(s) where the Service(s) are carried out as applicable)*.

The Quality Department at *(Name of Issuing Entity)* supports the use of services from *(Name of the Applicant)*, subject to *(Name of the Applicant)* successfully being granted the SAR-145 maintenance organization approval and meeting all the requirements from the Civil Aviation Authority of Singapore.

Thank you.

Yours sincerely,

Name and title of the person who issued the LOI

Address of the Issuing Entity