

Advisory Circular

GUIDANCE ON THE APPLICATION FOR AN AERIAL WORK CERTIFICATE (AWC)

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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 3C of the Air Navigation Act (Cap. 6) (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 to demonstrate compliance with, and information related to, requirements regarding the application for an Aerial Work Certificate (AWC) under Air Navigation (137 – Aerial Work) Regulations (ANR-137).

APPLICABILITY

This AC is applicable for an operator seeking a AWC under ANR-137.

RELATED REGULATIONS

This AC relates specifically to Division 1 in Part 2 of ANR-137.

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 October 2018.

OTHER REFERENCES

Nil.

1 The application for the grant of an AWC is a rigorous process involving much effort and detailed work by both the applicant and CAAS. Hence, an applicant should contact CAAS (in this case CAAS Airworthiness/ Flight Operations Division (A/FO)) as far in advance as possible, in any case AT LEAST 4 MONTHS BEFORE the anticipated start of operations. The time taken to process an application will depend on the completeness and quality of the information submitted and the progress the applicant makes in demonstrating that its organization, method of control and supervision of flight operations, training programme and maintenance arrangements are consistent with the nature and extent of the operations specified, and is in accordance with the regulatory requirements.

2 The processing of an AWC application can be broken down into 5-phases described below:

2.1 Phase 1 - Pre-application phase

This phase commences when a prospective applicant makes his initial inquiries regarding application for an AWC. It is an opportunity for CAAS to provide basic information and general certification requirements and, for the applicant to explain the intended scope of operation so that appropriate advice may be provided. The applicant should also refer to the relevant guidance documents and forms from the CAAS website. It should be anticipated that there will be several discussions or meetings between the applicant and CAAS before a formal application may be submitted by the applicant. Through the discussions and meetings, CAAS may provide guidance on the preparation of the necessary supporting manuals, documents and required materials for the application, and indicate to the applicant, at an appropriate point, when they are deemed to be ready for the submission.

CAAS would also assess and determine at an early stage the financial resources and economic viability of the applicant for its intended operation. The applicant should provide evidence of its financial resources to support the start-up, and sustain the intended operation, when submitting the AWC application.

2.2 Phase 2 - Formal application phase

When the applicant is ready for the formal submission of the AWC application, CAAS will convene a meeting to receive the application together with the AWC application fee, and to meet with the applicant's nominated key appointment holders as required in ANR-137. The full complement of the applicant's nominated key appointment holders is expected to be present during this meeting when the AWC application is formally submitted.

Upon receipt of the applicant's submission of the AWC application, including completed CAAS-ANR137-1-01 form with ALL relevant supporting documents and manuals, and application fee, a CAAS team will carry out a preliminary assessment to ascertain the completeness and quality of the submission.

Note: As provided under the Interpretation Act, CAAS may not consider the application unless the applicable fees specified in Regulation 55, and the Second Schedule, of ANR-137 has been made.

The supporting documents and manuals submitted should be in accordance with the requirements of ANR-137.

The applicant should also include in its submission a project plan (including timeline) agreeable to CAAS to track the progress of the various phases of the AWC application process. This project plan should also cover provisions of information for CAAS officers, where applicable, on the applicant's expense. This provision of information can be in the form of technical training. Changes to the details in the project plan will only be allowed with the agreement of the applicant's CEO and the CAAS team lead.

Should the submission be determined to be acceptable for a meaningful evaluation, CAAS will inform the applicant in writing that its submission is considered acceptable and will specify an official date for the evaluation process to commence.

2.3 Phase 3 - Document evaluation phase

CAAS will evaluate all the manuals, documents and attachments etc that are required by regulations to be submitted to support an AWC application in this phase. This is to ensure that all documentation meets the required standards and requirements specified in ANR-137. Manuals and documents should be valid at the point of submission to CAAS and all contents will be frozen throughout the evaluation period. If there are updates midstream during the evaluation, these updates will only be effected after the AWC process has been completed, unless it is considered substantive and significant to the application. This is to prevent chasing moving targets during the evaluation.

The applicant's technical experts are to avail themselves to the CAAS team for verification of contents should the need arises in order that the evaluation phase may be expeditiously conducted.

It is anticipated during the evaluation phase that CAAS officers would require specialised information to support the continuous safety oversight of the intended AWC operation. Such information may be provided through technical and specialized training for the CAAS officers, and such training should commence at this stage. This is to ensure that the CAAS officers are specifically equipped in time to carry out acceptance, approval, certification and validation of those relevant manuals, documents, processes, equipment and personnel, as applicable.

2.4 Phase 4 - Applicant's demonstration phase

An applicant is required to demonstrate his ability to comply with regulations and safe operating practices as part of the evaluation. This is to ensure that the applicant has the adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangement that are consistent with the nature and scope of the operations specified. These may include one or more proving flights where actual performance of activities (maintenance and ground handling and the use of dummy loads where appropriate) and operations, are observed and evaluated by CAAS. All operations must be performed in accordance with the applicant's documents and manuals as reviewed in Phase 3. However, CAAS may require additional time or additional proving flights to validate the overall safe operations before concluding this phase.

All expenses incurred by CAAS for the preparation and evaluation of the proving flight(s) will be borne by the applicant on a full cost recovery basis.

2.5 Phase 5 - Formal award of AWC

In this phase, the CAAS team will review internally and will notify the applicant whether there are additional follow-up actions required to be fulfilled prior to the grant of the AWC, and whether any special restriction or condition would be specified.

When CAAS is satisfied that the applicant has complied with the applicable rules and regulations and the applicant is assessed to be competent to conduct commercial air operation in accordance with the relevant regulations, the AWC will be granted. The AWC will be issued with the corresponding operations specifications (containing authorisations, limitations and provisions specific to each applicant) to enable the applicant to commence operations.

- 3 If any significant deficiency is revealed at any stage of the evaluation process and the deficiency cannot be resolved despite the interaction between the CAAS team and the applicant, the CAAS will advise the applicant in writing of the nature of the deficiency and the actions required. If there are no responses from the applicant, the application will be considered unsuccessful and no further action will be taken by the CAAS to process the application.

4 FORM OF AERIAL WORK CERTIFICATE AND OPERATIONS SPECIFICATIONS

- 4.1 The type(s) of aircraft that may be flown and the associated operational approvals are specified in the operations specifications.
- 4.2 See **Appendix A** to this AC for a copy of the AWC, operations specifications and the associated attachments.

GUIDANCE 137REG7**GUIDANCE FOR REGULATION 7 OF ANR-137 – VALIDITY OF AERIAL WORK CERTIFICATE**

- 1 The AWC is normally valid for one year upon grant or renewal, but may be varied at the sole discretion of the Authority.
- 2 The application for the renewal of an AWC using form CAAS-ANR137-1-02, including any other forms or documents may be required, should be made to CAAS at least 30 days before the expiry date of the current AWC.
- 3 The audit and routine inspection results will be used to assess whether the operator can continue to hold an AWC.

GUIDANCE 137REG10**GUIDANCE FOR REGULATION 10 OF ANR-137 – VARIATION TO EXISTING AERIAL WORK CERTIFICATE**

- 1 Variation to the AWC includes changes to the following:
 - (a) Name of the organisation specified in the Certificate;
 - (b) Address of the organisation specified in the Certificate;
 - (c) The applicant's/operator's chief executive officer or persons nominated in accordance with Regulation 13 of ANR-137;

Note: Justification of the suitability of a person to become chief executive officer will be required.
 - (d) The approved facilities or capabilities;
 - (e) inclusion of an additional aircraft type; and
 - (f) inclusion of an additional aerial work operation or capability.
- 2 The application for a variation of its AWC should be made using form CAAS-ANR137-1-03, with full details of the requested amendments. The minimum notice required is 30 days, but the operator is advised to give as much notice as possible. No undertaking can be given that an application will be dealt with within any requested timeframe.
- 3 On receipt of form CAAS-ANR137-1-03, special inspection may be conducted which include the observation of a proving flight. After all documentation is complete and upon satisfactory completion of any special inspection, the relevant amended page of the AWC or the operations specifications will be sent to the operator as approval for the requested variation to the AWC.

 <i>Aerial Work Certificate</i>		
1. State of Operator: <p style="text-align: center;">Republic of Singapore</p>		
2. Issuing Authority: <p style="text-align: center;">Civil Aviation Authority of Singapore</p>		
3. AWC Number: _____ Expiry Date: _____	4. Operator Name: _____ Db a Trading Name: _____ Operator address: _____ _____ _____ Telephone: _____ Fax: _____ E-mail: _____	5. Operational Point of Contact: _____
6. Pursuant to Regulation 6 of the Air Navigation (137 – Aerial Work) Regulations (as amended) and as delegated by the Authority, the Director-General of Civil Aviation hereby certifies that the above named Operator is competent to secure the safe operation of the types of aircraft stipulated in the Operations Specifications and in accordance with the Operations Manual. This Certificate is granted subject to the conditions attached hereto.		
7. Date of issue: _____	8. Signature: _____ Authority Stamp: Name and Title: _____	

Refer to the attached copy of the Certificate:

- Block 1 Specify the name of the State of the Operator, i.e. Republic of Singapore
- Block 2 Specify the issuing Authority, i.e. Civil Aviation Authority of Singapore
- Block 3 Unique AWC number, as issued by the Authority.
Date after which the AWC ceases being valid (dd-mmm-yyyy, e.g. 01 Jan 2010).
- Block 4 The Operator registered name.
Operator trading name, if different. Dba means "Doing business as".
Operator principal place of business address.
Operator principal place of business telephone and fax details, including the country code.
E-mail to be provided if available.
- Block 5 The contact details include the telephone and fax numbers (including the country code) and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, crew competency, dangerous goods and other matters as appropriate.
- Block 6 Regulation which the Certificate is granted.
- Block 7 Issuance Date of the Certificate (dd-mmm-yyyy, e.g., 01 Jan 2010).
- Block 8 Title, name, signature of the Authority representative and the official stamp of the Authority.

CONDITIONS APPLYING TO THE OPERATION OF ANY AIRCRAFT

- 1 The holder of this Certificate shall give to the Director-General of Civil Aviation, Civil Aviation Authority of Singapore, not less than 30 days' notice in writing of any intended change to any appointment holder, or his duties, listed in the approved Operations Manual.
- 2 Any person authorised by the Director-General of Civil Aviation in that regard shall have access to any premises in the occupation or control of the holder of this Certificate for the purpose of examining the premises and any document, equipment, tools, materials or other thing of whatsoever nature, relating to the operation of aircraft there under kept or used or intended to be used in connection with the operation of the aircraft.
- 3 Any person appointed by the Director-General of Civil Aviation to be an Authorised Officer shall be permitted at any time to board and fly in any aircraft operated under this Certificate, and to enter and remain on the flight deck; provided that pilot-in-command of the aircraft may refuse to allow the Authorised Officer to enter or remain on the flight deck if, in his opinion, the safety of the aircraft would thereby be endangered.
- 4 Any person appointed by the Director-General of Civil Aviation to be an Authorised Officer shall be permitted to board and fly in any aircraft or FTD/simulator in which any person is given a periodical test by or on behalf of the holder of this Certificate in pursuance of Regulation 12 of the Air Navigation (137 – Aerial Work) Regulations (as amended), or any provision in substitution thereof. The Authorised Officer shall be permitted to witness the test and may for that purpose enter and remain on the flight deck; provided that the pilot-in-command of the aircraft may refuse to allow him to enter or remain on the flight deck if, in his opinion, the safety of the aircraft would thereby be endangered.
- 5 The holder of this Certificate shall furnish to the Director-General of Civil Aviation a copy of every operations manual and of all other written instructions to his operating staff, for the time being in effect concerning the operation of the aircraft under this Certificate.
- 6 Every flight under this Certificate shall be conducted in accordance with the relevant provisions of the aforesaid operations manual and instructions. The type of operations approved will be specified in the Operations Specifications.

7 Aerodrome and En route minima – The holder of this certificate is approved to use and operate the minima as specified in the aviation charts specified in the approved Operations Manuals.

8 The holder of this Certificate shall give to the Director-General of Civil Aviation not less than 30 days' notice in writing of any intended change in the employment or cessation of the employment of a Contractor to maintain any of the aircraft or any part of its equipment, including its radio station, or any intended change in the duties of the Contractor in that regard.

NOTE: This Certificate shall not be valid during the continuance of the breach of any condition thereof; provided that a breach of a condition which relates only to a particular type of aircraft shall not render this Certificate invalid in respect of any other type of aircraft.

Refer to the attached copy of the Operations Specifications:

Block 1 Telephone, fax contact details (including the country code) and E-mail of the Authority.

Block 2 Associated AWC number.

Operator registered name and the operator trading name, if different. DBA means "Doing business as".

Issuance date of the operations specifications (dd-mmm-yyyy, e.g. 01 Jan 2010) and signature of the Authority representative.

Block 3 Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).

The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.

Block 4 For other, specify the type(s) of operation(s). (E.g. emergency medical service).

Block 5 Listing of geographical area(s) of authorised operation according to the corresponding aircraft model (by geographical coordinates or specific routes, flight information region or national or regional boundaries).

Block 6 Listing of applicable special limitations (e.g. VFR only, Day only, etc.).

Block 7 List in the most permissive criteria for each approval or the approval type for Dangerous Goods if applicable (with appropriate criteria), in accordance ICAO Technical Instructions (TI) for the Safe Transport of Dangerous Goods by Air.

Block 8 Insertion of applicable precision approach category: CAT I, II, IIIA, IIIB or IIIC. Insertion of minimum RVR in meters and Decision Height in feet. One line is used per listed approach category.

Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.

List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operated operational credit(s) granted.

Block 9 Not Applicable box may be checked only if the aircraft maximum ceiling is below FL290.

Block 10 EDTO currently applies only to twin-engined aircraft. Therefore, the Not Applicable (N/A) box may be checked if the aircraft model has more than 2 engines. Should the concept be extended to 3 or 4-engine aircraft in the future, the Yes or No checkbox will be required to be checked.

Block 11 Performance-based Navigation (PBN): one line to be used for each PBN AR navigation specifications approval (e.g. RNP AR APCH), with appropriate limitations listed in the "Description" column.

Block 12 Insert the name of the person/organisation, responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation which requires the work.

Block 13 List the EFB functions with any applicable limitations,

Block 14 Other authorisations or data can be entered here, using one line (or one multi-line block) per authorisation (e.g. special approach authorisation, MNPS, approved navigation performance, etc.).

Attachment A: Aircraft Maintenance

OPERATOR NAME:

AWC NUMBER:

AIRCRAFT MAINTENANCE

1 General

Every aircraft operated under this Certificate shall be maintained in accordance with the relevant provisions of the holder's Maintenance Control Manual _____ (document number)

The holder of this Certificate shall provide a comprehensive maintenance programme in his currently effective Maintenance Control Manual to fulfil his responsibility to maintain the aircraft in an airworthy condition in accordance with the Air Navigation Regulations, the Air Navigation Order, the Singapore Airworthiness Requirements, Airworthiness Notices, Advisory Circulars, and other requirements prescribed by the Authority or Director-General of Civil Aviation.

Irrespective of the type of operation to be conducted by the holder of this Certificate, the continuous airworthiness and inspection programme limitations which are described and specified herein shall be applicable to all aircraft listed and authorised for use in this Certificate.

2 Check, Inspection and Overhaul Time Limits

Every aircraft and its component parts, accessories, and appliances shall be maintained in an airworthy condition in accordance with the maximum time limits set forth in the approved maintenance schedule for the accomplishment of the overhaul, periodic inspections, and routine checks of the aircraft and its component parts, accessories, and appliances.

Attachment A: Aircraft Maintenance

Approved Maintenance Schedules

Aircraft Make/Model/Series	Maintenance Schedule Ref No

3 Reliability Programme

Reliability control shall be accomplished in accordance with the approved reliability control programme manual. The holder of this Certificate is authorised to utilise the provisions of the approved reliability control programme which contains the standards for determining maintenance intervals and processes.

4 Short-Term Escalation Authorisation (if authorised)

The procedure for short-term escalation of maintenance intervals is contained in the Certificate holder's Maintenance Control Manual. Short-term escalation procedures do not apply to the following:

- (a) Intervals specified by Airworthiness Directives.
- (b) Life limits specified by Type Certificate Data Sheets, flight manuals, or manufacturer's publications.
- (c) Limitations specified by Minimum Equipment Lists.
- (d) Structural sampling periods imposed by maintenance review boards.

Attachment A: Aircraft Maintenance

5 Maintenance Contractual Arrangements Authorisation

The holder of this Certificate is authorised to utilise the provisions of a contractual agreement with _____ (name of airline/maintenance organisation), a copy of which is on file with the holder of this Certificate and with the Authority, for maintenance of aircraft operated under this Certificate in accordance with the approved schedule(s).

6 Parts Pool Authorisation (if authorised)

The holder of this Certificate is authorised, subject to the conditions and limitations specified below, to participate in a parts pool agreement.

- (a) Only those parts pool participants specified in the Maintenance Control Manual shall be eligible to provide parts to the holder.
- (b) The holder shall not utilise any part provided by any participant identified in the Maintenance Control Manual unless such part meets with the applicable provisions of the Air Navigation Regulations, the Air Navigation Order, CAAS airworthiness requirements and the Maintenance Control Manual.

7 Parts Borrowing Authorisation (if authorised)

The holder of this Certificate, when in need, may borrow a part from another operator (or from a parts pool if the operator is a participant of a parts pool agreement) provided such part meets with the applicable provisions of the Air Navigation Regulations, the Air Navigation Order, CAAS airworthiness requirements and the Maintenance Control Manual.

Attachment A: Aircraft Maintenance

8 Ferry Flight Authorisation (*if granted*)

This ferry flight authorisation authorises the holder of this Certificate to fly any aircraft operated under the Certificate that may not meet applicable airworthiness requirements but is capable of safe flight, to a base where the necessary maintenance or alterations can be performed.

- (a) A copy of this Certificate, or appropriate sections of the Maintenance Control Manual containing a restatement of this authorisation, shall be carried on board the aircraft when operating under a special flight authorisation.
- (b) Before operating an aircraft that does not meet applicable airworthiness requirements, the AWC holder shall make a determination that the aircraft can safely be flown to a station where maintenance or alterations can be performed. In addition, the AWC holder will have the aircraft inspected in accordance with procedures contained in the maintenance manual and have a certificated engineer certify in the aircraft technical log that the aircraft is in safe condition for the flight as specified in the maintenance manual.
- (c) Only flight crew members and persons essential to operations of the aircraft shall be carried aboard during such authorised flights where the aircraft flight characteristics may have been altered appreciably or the flight operations affected substantially.
- (d) Operating weight of the aircraft must be the minimum necessary for the flight with necessary reserve fuel load.
- (e) Flight shall be conducted in accordance with appropriate special conditions or limitations contained in the Maintenance Control Manual.
- (f) This authorisation does not permit operation of a product to which an Airworthiness Directive applies except in accordance with the requirements of that Airworthiness Directive.

Attachment A: Aircraft Maintenance

- (g) Aircraft involved in an accident or incident may not be flown in accordance with this authorisation prior to notifying the Authority.
- (h) The AWC holder shall impose any further conditions or limitations necessary for safe flight.
- (i) This ferry flight authorisation does not constitute an authorisation to operate in the airspace of other States. The operator has to seek clearances from the appropriate authorities of the respective States over which such flight will take place.

9 Maintenance Programme

The inspection, check and overhaul time limits for every aircraft and its engines, component parts, accessories, and appliances shall be as specified in the approved maintenance schedule.

10 Aircraft Weight and Balance Control

Weight and balance control of aircraft operated under this Certificate shall be accomplished in accordance with the approved weight and balance programme manual.

11 Minimum Equipment List

The holder of this Certificate is authorised to use an approved Minimum Equipment List (MEL) for the aircraft operated under this Certificate. The holder shall develop and maintain a comprehensive programme for managing the repair of items listed in the approved MEL. The holder shall include in a document or its Maintenance Control Manual a description of the MEL management programme. The MEL management programme must include at least the following provisions:

- (a) A method which provides for tracking the date and when appropriate, the time an item was deferred and subsequently repaired. The method must include a supervisory review of the number of each deferred item.

Attachment A: Aircraft Maintenance

- (b) A plan for bringing together parts, maintenance personnel, and aircraft at a specific time and place for repair.
- (c) A review of the items deferred because of the unavailability of parts to ensure that a valid back order exists with a firm delivery date.
- (d) A description of specific duties and responsibilities by job title of personnel who manage the MEL management programme.
- (e) Procedures for controlling the extensions to specified maximum repair intervals, to include the limit of the extensions, documentation of the reason for the extension, and the procedures to be used for authorizing the extensions.

The holder is authorised to use a continuing authorisation to approve extensions to the maximum repair interval for category B and C items as specified in the approved MEL provided the Authority is notified within two working days of any extension approval. The holder is not authorised to approve any extensions to the maximum repair interval for category A and D items as specified in the approved MEL.

Attachment B: Maintenance of Leased Aircraft

OPERATOR NAME:

AWOC NUMBER:

MAINTENANCE OF LEASED FOREIGN-REGISTERED AIRCRAFT OPERATED BY CERTIFICATE HOLDER

- 1 The holder of this Certificate is authorised to maintain the leased foreign registered aircraft listed in the table below, subject to the following conditions and limitations:

Foreign Air Carrier	Aircraft Make/ Model/ Series	Registration Marks	Lease Date	Maintenance Programme Rev No./Date

Table 1

- (a) The holder is authorised to adopt the foreign operator's approved maintenance programmes, for the aircraft listed above, as its own programme
- (b) Each aircraft listed shall be maintained in accordance with the maintenance programmes identified in (a) above.
- (c) Differences and/or exceptions to the maintenance identified above are listed in an appendix to the maintenance programmes identified in the Table 1.
- (d) All revisions to the maintenance programmes identified in Table 1 must be approved on an individual basis.
- (e) This aircraft lease agreement identified in Table 1 shall not be contrary to the provisions of this Certificate, the holder's maintenance programme, the Air Navigation Regulations, the Air Navigation Order and the Singapore Airworthiness Requirements.

Attachment B: Maintenance of Leased Aircraft

- (f) All maintenance shall be recorded in accordance with the holder's approved programme (supplemented as necessary to meet the foreign country's continuing airworthiness requirements)
- (g) Weight and balance control shall be accomplished in accordance with the holder's approved weight and balance programme.
- (h) In the event the aircraft lease agreement between the foreign air carrier and the holder is terminated by either party, this authorisation will terminate effective on the same day.

Attachment C: Aircraft Leasing Operations

OPERATOR NAME:

AWC NUMBER:

AIRCRAFT LEASING OPERATIONS

(Wet Lease)

- 1 The holder of this Certificate shall conduct all operations authorised under the terms of the lease agreement between _____ (airline) and _____ (airline) dated _____ in accordance with the provisions of the Air Navigation Regulations, the Air Navigation Order, and the conditions of this Certificate. Such operations are authorised over the routes and areas specified in Appendix 1 to this attachment and to and from the pertinent aerodromes listed in this Appendix, in accordance with the aerodrome operating minima specified. Such operations shall be conducted with _____ type aeroplanes and _____ (airline) flight crews. _____ (airline) shall be responsible for the operational control of such flights.

- 2 This authorisation remains in effect until _____ or until surrendered, suspended, revoked or otherwise terminated by the Director-General of Civil Aviation.

AERODROMES AUTHORISED

Aerodrome	Location