

## APPLICATION FORM

### SAR-145 Approval of Organisation

#### Notes to applicant

##### 1. General

- 1.1. This form may take you about 1 hour to fill in.
- 1.2. 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.
- 1.3. Completed form and supporting documents are to be submitted to Flight Standards Division, Civil Aviation Authority of Singapore
- 1.4. The Quality Manager and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars changes.

##### 2. Instructions for completing CAAS(AW)21 form

- 2.1. 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
    - a) Organisation Particulars;
    - b) Nominated Persons for Accountable Manager and Quality Manager, including their contact information; and/or
    - c) Ratings

**NOTE:** Applicant to declare and if necessary, provide a demonstration of need to support the application.
- 2.2. 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.
- 2.3. For **Block 3**, applicant to indicate the current contact information of the nominated Accountable Manager and Quality Manager.
- 2.4. 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.
- 2.5. For **Block 6**, applicant to indicate their accepted participation in CAAS' Technical Arrangement on Aviation Maintenance (TA-M) and/or their participation in the US-Singapore BASA MIP.
- 2.6. For **Block 7**, applicant to list the part 145 approvals (or equivalent) granted to them by Civil Aviation Authorities from other countries.
- 2.7. 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.
- 2.8. For **Block 9**, organisation's current Accountable Manager to ensure the authenticity of all information provided before signing off in this column.

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#### 3. Payment

- 3.1. The fees payable for this purpose are prescribed in paragraph 6B and 14 of the Twelfth Schedule of the Singapore Air Navigation Order.
- 3.2. Please note that all applicable fees are in **Singapore dollar (SGD)**.
- 3.3. Payment for this application can be made via telegraphic/wire transfer.
- 3.4. Payment via telegraphic/wire transfer must be made to the account as follows:  

Bank Name	: DBS Bank Ltd
Bank Code	: 7171
Branch Code	: 003
Account No	: 0039186673
Account Name	: Civil Aviation Authority of Singapore
Swift Code	: DBSSSGSG
Address of Bank	: 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982
- 3.5. 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.
- 3.6. 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.
- 3.7. 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.**

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<b>1. Application Type (Please check the applicable boxes)</b>		
Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Extension <input type="checkbox"/> Change of Particulars or Company <input type="checkbox"/>		
Is the application supported by a demonstration of need? Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
<b>2. Organisation Particulars</b>		
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) <b>AWI/</b>	Present Validity Date: (applicable for renewal only)	MOE / Supplement Document Reference:  Is in compliance with SAR Issue ____ Revision ____ and SAR Part 145 Issue ____ Amendment ____.
<b>3. Contact Information</b>		
Name of Quality Manager:		
Designation:		Email:
Tel: (O)	Fax No:	Mobile:
Mailing Address:		
Name of Accountable Manager:		
Designation:		Email:
Tel: (O)	Fax No:	Mobile:
<b>4. Aircraft Class "A" Rating Summary</b>		
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):		
<u>Rating:</u>	<u>Limitation:</u>	<u>Address of Location:</u>

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5. Other Classes 'B / C / MD / D' Rating Summary		
Rating(s) and location(s) of SAR-145 approval relevant to the application ( <i>see overleaf for possibilities and if insufficient space, please attach a separate list</i> ):		
Rating:	Limitation:	Location
6. Participation in maintenance agreement		
Technical Arrangement on Aviation Maintenance (TA-M) with: TCCA <input type="checkbox"/> HKCAD <input type="checkbox"/> CASA <input type="checkbox"/> JCAB <input type="checkbox"/> UKCAA <input type="checkbox"/> CAAC <input type="checkbox"/> CAANZ <input type="checkbox"/> Not applicable <input type="checkbox"/>		
(Only applicable to organisations located in Singapore and the United States of America) FAA-CAAS MIP: <input type="checkbox"/> Not applicable <input type="checkbox"/>		
7. List of other Part 145 Approval(s) held ( <i>if insufficient space, please attach a separate list</i> )		
8. Applicant Checklist (Please check the applicable boxes)		
<b>Supporting documents submitted</b>	<b>Yes</b>	<b>No</b>
Bank remittance advice attached for the application fee	<input type="checkbox"/>	<input type="checkbox"/>
Soft copy of the organisation manuals with internal procedures quoted in the MOE/Supplement supporting the compliances (for initial or renewal application)	<input type="checkbox"/>	<input type="checkbox"/>
9. Declaration by Accountable Manager ( <i>*Strikethrough where inapplicable</i> )		
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

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## SAR-145 Approval of Organisation

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

Class	Rating		Class	Rating		
Aircraft	A1	Aeroplanes above 5,700kg	Components other than complete engines or APUs	C9	Fuel - (28, 47)	
	A2	Aeroplanes 5,700kg and below		C10	Helicopter - rotors (62, 64, 66, 67)	
	A3	Helicopters		C11	Helicopter - transmission (63, 65)	
Engines	B1	Turbine		C12	Hydraulic Power - (29)	
	B2	Piston		C13	Indicating/Recording Systems - (31, 42, 46)	
	B3	Auxiliary Power Unit		C14	Landing Gear - (32)	
Components other than complete engines or APUs	C1	Air conditioning & Pressurisation - (21)		C15	Oxygen - (35)	
	C2	Auto Flight - (22)		C16	Propellers - (61)	
	C3	Communications & Navigation - (23, 34)		C17	Pneumatic & Vacuum - (36, 37)	
	C4	Door – hatches - (52)		C18	Protection Ice/Rain/Fire - (26, 30)	
	C5	Electrical Power & Lights - (24, 33, 85)		C19	Windows - (56)	
	C6	Equipment - (25, 38, 44, 45, 50)		C20	Structural - (53, 54, 57.10, 57.20, 57.30)	
	C7	Engine / APU - (49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83)		Distributor (Sub-part D)	MD1	General Aeronautical Parts
	C8	Flight Controls - (27, 55, 57.40, 57.50, 57.60, 57.70)		MD2	Special Aeronautical Parts	
		Specialised Services		D1	Non-destructive Inspection (to be specified in exposition manual)	
				D2	Other specialised services (to be specified in the exposition manual)	

### FOR OFFICIAL USE ONLY

Fee Payable:	Initial Issue: AWI/	Period of Validity:	
Receipt No:	Date:	Signature:	
TT No:			
This application is *approved / not approved for: <input type="checkbox"/> Initial Issue <input type="checkbox"/> Renewal <input type="checkbox"/> Extension <input type="checkbox"/> Others			
_____ Name of Approving Officer		_____ Initial & Date	