

APPLICATION FORM

SAR-21 Repair Design Approval

Notes to applicant

1. General

- 1.1. This form may take you about 30 minutes to fill in.
- 1.2. 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.
- 1.3. CAAS may carry out a compliance check before approving the repair design.
- 1.4. 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.
- 1.5. Submit the completed application form to CAAS Flight Standards Division via email at esoms@caas.gov.sg.
- 1.6. The applicant and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars updates.

2. Fees

- 2.1. The fees payable for this purpose are prescribed in Paragraph 4, AMC 21.505(a) of the Singapore Airworthiness Requirements Part 21 (SAR-21).
- 2.2. Please note that all applicable fees are in **Singapore dollar (SGD)**.

3. Payment

- 3.1. Cheque or money order shall be made payable to "Civil Aviation Authority of Singapore". All bank charges are to be borne by the payer.
- 3.2. Payment by bank draft or telegraphic/wire transfer should be made to our 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
- 3.3. 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.
- 3.4. 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.
- 3.5. Please provide the necessary payment details, including your organisation name and purpose of payment (e.g., For RDA App <Description of Repair>.)

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

APPLICATION FORM SAR-21 Repair Design Approval

Part I – Particulars of Applicant	
Name of Applicant :	Designation :
Email :	Tel :
Part II – Particulars of Organisation	
Name of Organisation :	
Address :	
Mailing Address (if differ from above) :	
CAAS Design Organisation Approval No. <i>(if applicable)</i> : AWI/DOA/	
EASA Design Organisation Approval (DOA) reference or alternative procedures to DOA (ADOA). <i>(if applicable)</i> :	
Part III – Details of Aircraft Operator	
Owner of Aircraft :	
Aircraft Registration Marks :	
Part IV – Details of Repair	
Type (Aircraft, engine, article, etc) :	
Manufacturer, Model and Part number :	
CAAS STC approval reference :	
Brief Description of Damage (to include photographs or diagrams on separate sheets) :	
Brief Description of Repair (to attach details and substantiation) : Major / Minor	
Applicable Airworthiness Requirements :	Is the repair : <input type="checkbox"/> Major <input type="checkbox"/> Minor Please attach minor/major classification checklist.

APPLICATION FORM

SAR-21 Repair Design Approval

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

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SAR-21 Repair Design Approval

Part V – Others (please fill in where applicable)		
<p>For this Repair Design Approval (RDA) application, do you at the same time hold other Authorities' repair approval(s)? Yes / No</p>		
<p>If yes, please check the relevant boxes of the type of approval received and submit a copy of this approval together with this application :</p> <p> <input type="checkbox"/> FAA repair approval e.g. 8130-3,etc <input type="checkbox"/> EASA Repair Design Approval </p> <p><input type="checkbox"/> Others: Please describe in more details:</p>		
<p>If no, please kindly indicate, along with this RDA application, will you be also :</p> <p>Applying for EASA repair design approval: Yes / No</p> <p>For the application of <u>EASA major repair design approval</u>, it is necessary to provide the following information:</p> <ol style="list-style-type: none"> Certification Programme; EASA Form FO.CERT.00031; Declaration of compliance with applicable type certificate basis and compliance documents in which the justifications of compliance have been recorded; Declaration that no feature or characteristic has been identified that may make the product unsafe for the uses for which certification is requested; Declaration that necessary changes to the operational suitability data meet the applicable operational suitability data certification basis if the change affects; 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 <p>For the application of <u>EASA minor repair design approval</u>, it is necessary to provide the following information:</p> <ol style="list-style-type: none"> CAAS DOA, CAAS STC or EASA STC as available; EASA Form FO.CERT.00032; Associated change/repair instructions and compliance documents in which the justifications of compliance have been recorded; 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	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
Separate sheet attached to describe damage	<input type="checkbox"/>	<input type="checkbox"/>
Substantiation of repair including details	<input type="checkbox"/>	<input type="checkbox"/>
SRM/ IPC chapters on repair areas	<input type="checkbox"/>	<input type="checkbox"/>
Organisation's Repair Reference	<input type="checkbox"/>	<input type="checkbox"/>
Document Affected (as per earlier indicated for example: ICA, SRM, Flight manual, etc)	<input type="checkbox"/>	<input type="checkbox"/>
EASA DOA or EASA ADOA certificate, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

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SAR-21 Repair Design Approval

For Official Use		
Fee Payable :	Cheque No. :	Receipt No. :
Received by :		
_____ Authorised Collection Officer (Name Stamp & Signature)		_____ Date (Day / Month / Year)
Performance Flight Test : <input type="checkbox"/> Required (Date : _____) <input type="checkbox"/> Not Required Conformity Check : <input type="checkbox"/> Required (Date : _____) <input type="checkbox"/> Not Required		Remarks :
CAAS Approval Reference :		Classification of Modification :
Please check the box of the period of validity granted: <input type="checkbox"/> Not applicable <input type="checkbox"/> Indicates a period : _____ to _____		Major / Minor (Delete accordingly)
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)