

Update on continued compliance with SAR-145 Requirements

Instruction: This form must be endorsed by the CAAS-approved SAR-145 Quality Manager after verifying that the information furnished is accurate.

Part 1: General Information

SAR-145 Approved Maintenance Organisation (AMO)'s registered name:	
SAR-145 AMO's registered address:	
CAAS SAR-145 certificate number:	
CAAS SAR-145 certificate expiry date:	
CAAS SAR-145 approved rating(s):	

Part 2: SAR-145 Requirements

Application and continued need for SAR-145 approval.

1.	<p>Has your AMO issued CAAS(AW)95 Airworthiness Release Certificate (ARC) or Certificate of Release to Service (CRS) for <u>all</u> CAAS SAR-145 approved ratings and locations since the approval was issued or last renewed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. My AMO only issued ARC and/or CRS for some of the CAAS SAR-145 approved ratings and locations. Indicate the ratings and locations here: _____</p> <p><input type="checkbox"/> No. My AMO has not issued any ARC or CRS since the approval was last renewed. Indicate the date the last ARC or CRS was issued on here:</p> <p>Required attachments:</p> <p>a) List of ratings, approved SAR-145 locations.</p> <p>b) Dates of the last issued ARC and/or CRS for each rating and location listed.</p> <p>c) List of the ratings that were not issued with CAAS(AW)95.</p>
2.	<p>Does your AMO participate in (i) any CAAS technical arrangements on maintenance (TA-Ms), (ii) CAAS-FAA MIP or (iii) CAAS-CAAC TA-AM?</p> <p><input type="checkbox"/> Yes.</p> <p>Tick the boxes for those TA-Ms that your AMO is approved to participate in:</p> <p><input type="checkbox"/> TCCA <input type="checkbox"/> HKCAD <input type="checkbox"/> CASA <input type="checkbox"/> JCAB <input type="checkbox"/> UKCAA <input type="checkbox"/> CAANZ</p> <p><input type="checkbox"/> FAA-MIP <input type="checkbox"/> CAAC</p> <p>Note: A China based AMO participating in the CAAS-CAAC TA-AM or USA based AMO participating in the FAA-MIP should select "Yes" for this question.</p>

*These questions should be answered based on company-wide data, ie not restricted to SAR-145 work alone.

No.

Not Applicable. Select this option if your AMO is located outside Singapore and not participating in any TA-Ms.

Required attachments:

a) An Excel list of applicable ARCs and/or CRS that were issued, cancelled, corrected in the last 2 years identifying which technical arrangements they were released under.

Personnel

Manpower changes that may impact organisational stability.

3. What is the number and percentage of maintenance staff (involved in maintenance work, which includes but is not limited to certifying staff, technicians, planners etc) and quality system staff who left the AMO in the last 12 months?*

Specify start date and end date of the 12 months period: ____

Number of Maintenance staff who left: ____

Percentage of Maintenance staff who left: ____%

Number of Quality staff performing audits ("Quality system staff") who left: ____

Percentage of Quality system staff who left: ____%

4. Has your AMO replaced the vacancies for those maintenance and quality system staff who left?*

Yes.

No. Provide the reason(s): ____

Manhour plans

5. Was there a 25% shortfall in available man-hours during any of the months in the last 12 months for any of the SAR-145 approved maintenance locations and/or operational areas (eg, cleaning line)?*

Yes. State the affected SAR-145 approved maintenance locations and/or operational areas: ____

Provide the reason(s): ____

Required attachments:

a) Provide the monthly available, planned, actual consumed production manhours in the last 12 months based on the format shown below.

Month	Available hours	Planned hours	Actual hours, including overtime	% Deviation (Available – Actual)/Actual x 100%

*These questions should be answered based on company-wide data, ie not restricted to SAR-145 work alone.

	Month 1				
	Etc..				
	Month 12				
Maintenance and quality system personnel training.					
6.	<p>Are all SAR-145 maintenance personnel up to date on their required training?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments: a) Upload the due dates for continuation training specified in the SAR-145 MOE. b) Upload a list of SAR-145 maintenance personnel (including certifying staff and support staff). Details should include the personnel's names and approved scope of work.</p>				
7.	<p>Are all SAR-145 special process (e.g. NDT or welding) maintenance personnel performing up to date on their required training and qualification?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____ <input type="checkbox"/> Not Applicable. Select this option if your AMO does not perform any special processes.</p> <p>Required attachments: a) Upload the continuation training plan for the last 2 years. b) Upload a list of special process maintenance personnel. Details should include the personnel's name, qualified special process and validity period.</p>				
8.	<p>Are all SAR-145 auditors up to date on their required training?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments: a) Upload the due dates for continuation training specified in the SAR-145 MOE. b) Upload a list of SAR-145 auditors. Details should include the personnel's names and reporting department.</p>				

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Certifying staff authorisation.	
9.	<p>Are certification authorisations for all SAR-145 certifying staff valid?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments:</p> <p>a) Upload a list of SAR-145 certifying staff. Details should include the certifying staff's name, scope of authorisation, authorisation period, latest competency/proficiency assessment, dates of latest continuation training, date of latest visual acuity test (if applicable).</p> <p>b) Upload the certification authorisations of 5 certifying staff and the competency assessments conducted prior to issuance of the authorisations</p>
Control of tools, equipment, parts and materials	
10.	<p>Are tools and equipment used in SAR-145 work maintained, serviced and/or calibrated etc?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments:</p> <p>a) Upload a list of tools and equipment that includes details on the type of maintenance, servicing and/or calibration required and the time-limits (including next due date and servicing/ calibration interval).</p>
11.	<p>Does your AMO use any alternate tooling in its SAR-145 work?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Required attachments:</p> <p>a) Upload a list of alternate tooling.</p>
12.	<p>Are your SAR-145 maintenance personnel trained on acceptable ARCs for use in SAR-145 work?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p>
13.	<p>Has your AMO detected any Suspected Unapproved Parts in the last 2 years?*</p> <p><input type="checkbox"/> Yes. Provide the details in a separate attachment <input type="checkbox"/> No</p>

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14.	<p>Does your AMO maintain a list of scrapped parts?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments: b) Upload a list of scrapped parts that were assessed in the last 2 years. The list should include details of the part (eg part number and serial number), type of defect/ deficiency and the scrap certificates.</p>
Maintenance data	
15.	<p>Upload a list of maintenance data used in your AMO's SAR-145 work including the title and revision status.</p>
16.	<p>Does your AMO maintain a list of Airworthiness Directives (ADs) that are applicable to the products maintained?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments: a) Upload a list of applicable ADs reviewed by your AMO.</p>
17.	<p>Has your AMO identified any ambiguity or inaccuracies in the maintenance data in the last 12 months?</p> <p><input type="checkbox"/> Yes, my AMO had notified the OEM. <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments: a) Upload a list of maintenance data which were found to have ambiguity or inaccuracies, correspondence with the OEM and the AMO's final disposition.</p>
Maintenance records	
18.	<p>Does your AMO retain certified maintenance records for 2 years from the date the aircraft or aircraft component was released from your AMO?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments:</p>

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	<p>a) An Excel list of the number of ARC or CRS that were issued, cancelled, corrected for each rating in the last 2 years. For illustration, an AMO that holds an A (Base) and an A (Line) rating should submit the number of CRS issued for each rating separately.</p> <p>b) Last issued SAR-145 CRS or ARC for each approved rating.</p>
Management system	
<p>19.</p>	<p>Does your AMO's Safety Management System (SMS) meet the elements listed in the SAR-145 Section 2 Appendix 6? *</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments:</p> <p>a) Upload the latest SMS manual if it is not in eSOMS</p> <p>b) List the significant aviation safety risks that your AMO has identified and is currently managing.</p> <p>c) Upload the minutes for the latest Safety Committee meeting.</p> <p>d) Upload a list of voluntary reports received, involving aviation safety, in the present year.</p> <p>e) Upload the charts that monitor the safety performance.</p> <p>f) Upload the list of safety and quality investigations that were completed in the present year.</p>
<p>20.</p>	<p>Are all planned SAR-145 related audits completed on time?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Provide the reason(s): _____</p> <p>Required attachments:</p> <p>a) Upload the internal audit plans for the last 12 months in Excel format. Details should include the area of audit, planned audit dates and dates the audits were performed.</p> <p>b) Upload the sub-contractor audit plans for the last 12 months, if applicable.</p> <p>c) Upload the last audit report and audit checklist used for the Quality department and SMS audits.</p> <p>d) Upload the last audit report and audit checklist used for each of the approved product lines (ratings).</p> <p>e) For AMO holding A (Line) rating, upload a list of dates for the last done audit at each approved location.</p>
<p>21.</p>	<p>Is your AMO's compliance with SAR-145 adequately described in the CAAS MOE or CAAS Supplement?</p> <p><input type="checkbox"/> Yes</p>

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	<input type="checkbox"/> No. Provide the reason(s): _____ Required attachments: a) Completed Annex: Declaration of Compliance to SAR-145 Requirements to this form.	
Reporting to CAAS		
Reporting of Unairworthy Conditions		
22.	Has there been any condition of the aircraft or aircraft component identified by the SAR-145 AMO that could seriously hazard the aircraft? * <input type="checkbox"/> Yes. Provide the details: ____ <input type="checkbox"/> No Required attachments: a) Upload reports of such events	
Changes to the AMO		
23.	Check off any of the following items if there has been a change in the last year.	
	AMO changes:	Details:
a)	<input type="checkbox"/> AMO's registered name.	
b)	<input type="checkbox"/> AMO's registered address.	
c)	<input type="checkbox"/> AMO's approved locations, either additions or removals.	
d)	<input type="checkbox"/> Key personnel such as accountable manager, quality manager or maintenance manager.	
e)	<input type="checkbox"/> Changes that may affect your AMO's SAR-145 approval. These should include (i) facilities, (ii) equipment, tools, material (iii) procedures, including MOE and CAAS Supplement and (iv) certifying staff.	
f)	<input type="checkbox"/> Percentage of year-on-year change in SAR-145 capability list for B-rating, C-rating AMO. Eg, if your AMO had 100 part numbers on 1 Jan 2025 and there was a nett increase of 10 part numbers by 31 Dec 2025 (added 12 part numbers and removed 2), the year on year change is calculated as +10%.	Percentage: ____%

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Part 3: Additional information about the AMO*		
1.	Provide the date(s) of the last done audit(s) by the following entities, wherever applicable:	
	Type of Audit	Date of last done audit
a)	<input type="checkbox"/> Part-145 audit by your local Civil Aviation Authority.	
b)	<input type="checkbox"/> Part-145 audit by Civil Aviation Authorities from the following States/Agency.	TCCA: HKCAD: CASA: JCAB: UKCAA: CAANZ: FAA: CAAC :
c)	<input type="checkbox"/> Part-145 audit by Singapore Air Operators.	SIA: Scoot: STEDAS:
d)	<input type="checkbox"/> Part-145 audit by other SAR-145 approved maintenance organisations.	Organisation's name: ____ Date of audit:
e)	<input type="checkbox"/> Part-145 or special process audit by industry associations or accreditation bodies. Eg, Coordinating Agency for Supplier Evaluation (C.A.S.E), National Aerospace and Defense Contractors Accreditation Program (Nadcap), etc	Organisation's name: ____ Date of audit:

Part 4: Submission by	
Name of SAR-145 Quality Manager:	
Designation of SAR-145 Quality Manager:	
Signature of SAR-145 Quality Manager:	
Date:	

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Annex: Declaration of Compliance to SAR-145 Requirements

Instruction: Complete the table by referencing the relevant sections of your CAAS maintenance organisation exposition (MOE) to each SAR-145 requirement. You may also refer to the approved CAAS Supplement, together with NAA MOE, if it has been approved by CAAS.

Part 1: General Information

SAR-145 Requirements amendment status/ date:

CAAS MOE revision status/ date:

CAAS Supplement revision status/ date:

NAA MOE revision status/ date:

Part 2: Procedures demonstrating compliance to SAR-145 Requirements

SAR-145 Paragraphs	CAAS or NAA MOE		CAAS Supplement Section	Remarks
	Chapter	Paragraph		
SAR-145.20 Extent of Approval				
-				
SAR-145.21 Display of Certificate				
-				
SAR-145.25 Facility Requirements				
(a)				
(b)				
(c)				
(d)				
SAR-145.30 Personnel Requirements				
(a)				
(b)				
(c)				
(d)				
(e)				
(ea)				
(eb)				
(ec)				
(ed)				
(ee)				
(f)(1)				
(f)(2)				
(f)(3)				
(f)(4)				
(f)(5)				
(g)(1)				

(g)(2)				
(g)(3)				
SAR-145.35 Certifying Staff				
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				
(j)				
SAR-145.40 Equipment, Tools and Material				
(a)				
(b)				
SAR-145.45 Maintenance Data				
(a)				
(c)				
(d)				
(e)				
(e)(1)				
(f)				
(g)				
SAR-145.50 Certificate of Maintenance				
(a)				
(b)				
(d)				
(e)				
(f)				
SAR-145.55 Maintenance Records				
(a)				
(b)				
(c)				
SAR-145.60 Reporting of Un-airworthy Conditions				
(a)				
(b)				
(c)				
(d)				
SAR-145.64 Safety Management System				
(a)				
(b)				
SAR-145.65 Maintenance Procedures and Quality Systems				

(a)				
(b)				
(c)(1)				
(c)(2)				
SAR-145.70 Maintenance Organisation Exposition				
(a)(1)				Clauses SAR-145.70(a)(1) to SAR-145.70(a)(11) are required to be in the CAAS MOE or Supplement
(a)(2)				
(a)(3)				
(a)(4)				
(a)(5)				
(a)(6)				
(a)(7)				
(a)(8)				
(a)(9)				
(a)(10)				
(a)(11)				
(a)(12)				
(a)(13)				
(a)(14)				
(a)(15)				
(a)(16)				
(a)(17)				
(b)				
(c)				
(d)				
SAR-145.75 Privileges of the Approved Maintenance Organisation				
(a)				
(b)				
(c)				
(d)				
(e)				
SAR-145.80 Limitations of the Approved Maintenance Organisation				
(a)				
(b)				
SAR-145.85 Changes to the Approved Maintenance Organisation				
(a)(1)				
(a)(2)				
(a)(3)				
(a)(4)				
(a)(5)				
(a)(6)				