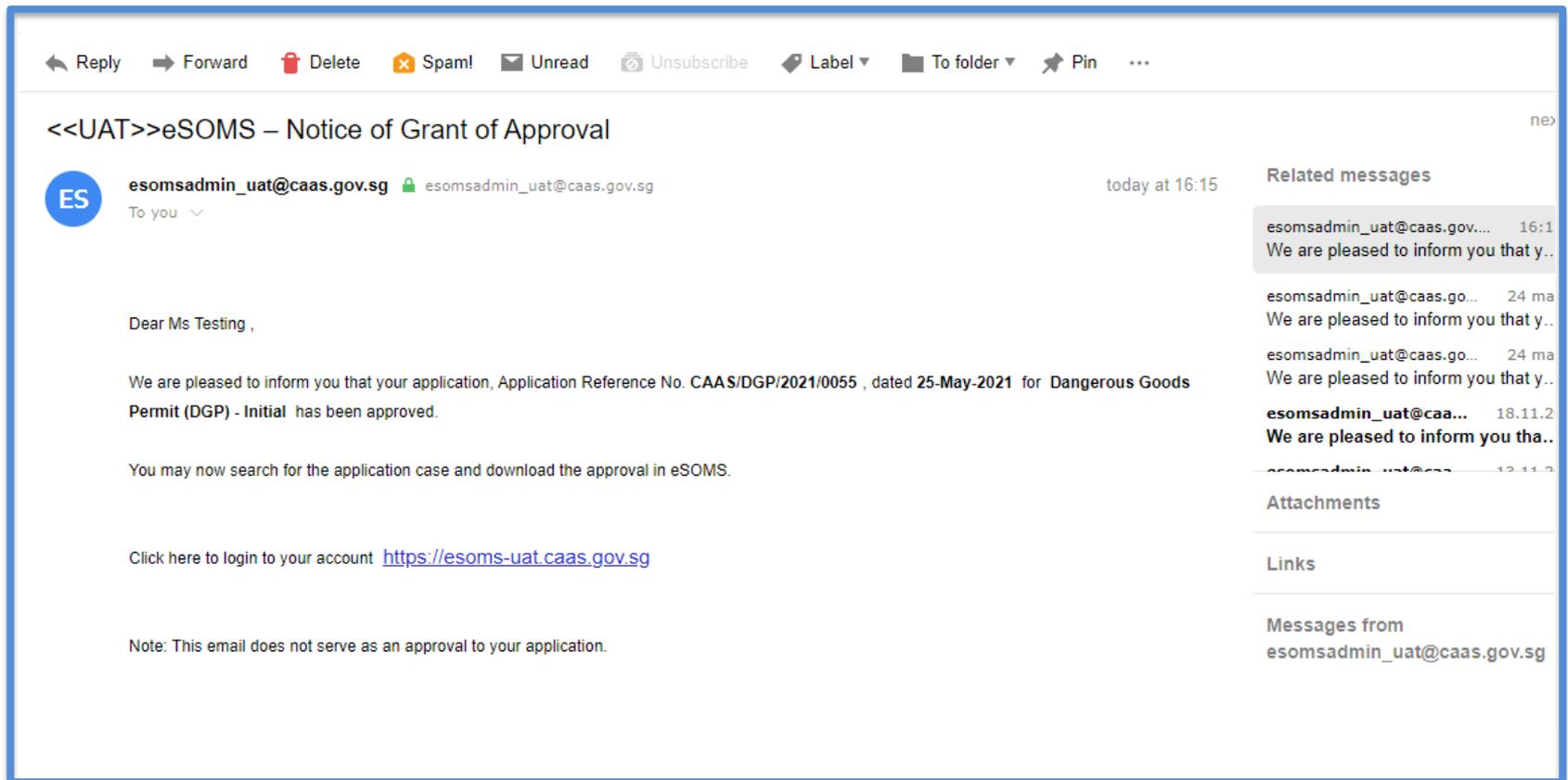




# eSOMS Guide

## How to download Approval/Permit

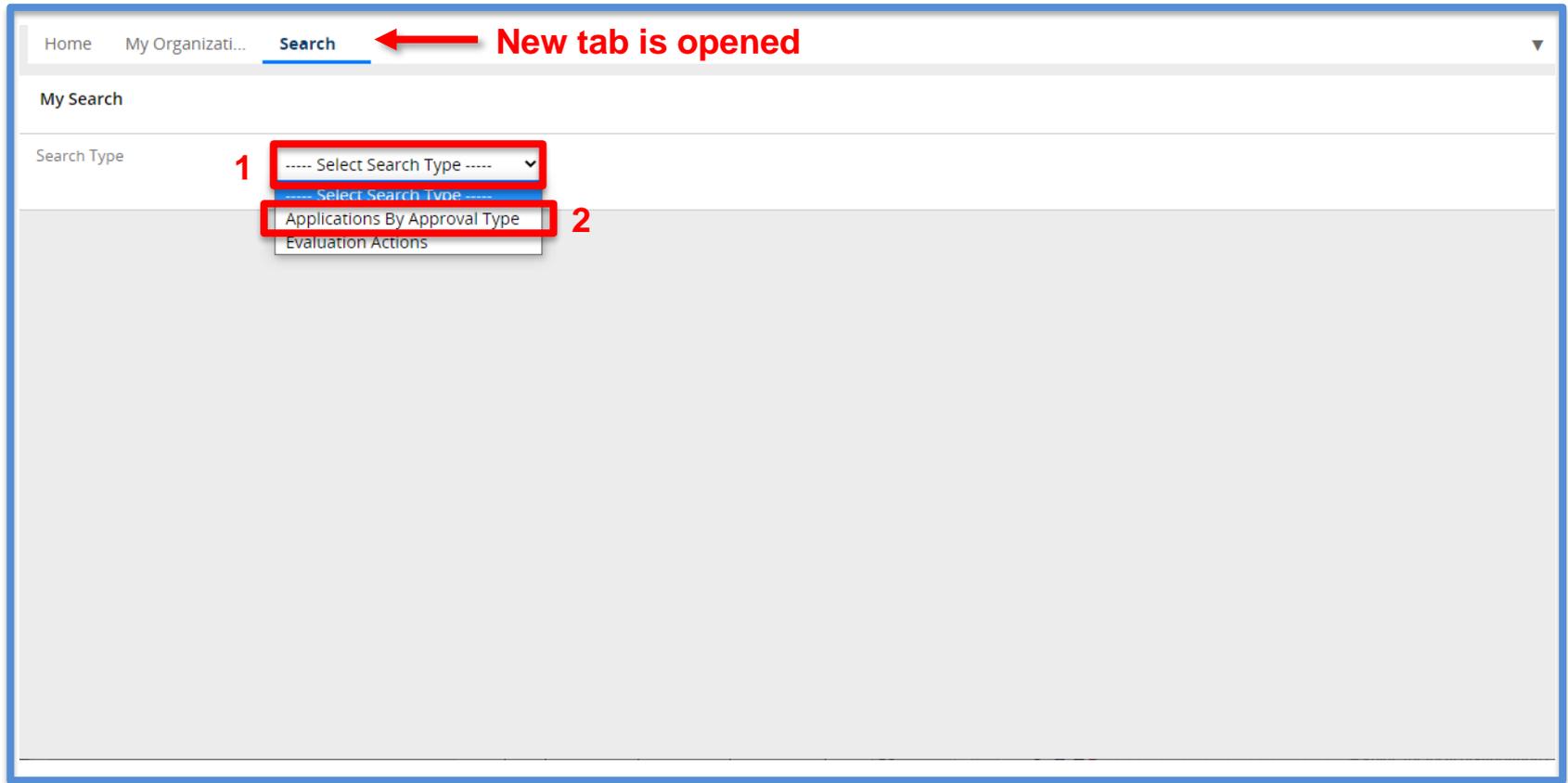
Upon approval of the application, an email will be sent to you.



**Step 1:** Click on the 'Search Portal' on the left column.

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Home, My Applications, Search Portal (highlighted with a red box), View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area has a breadcrumb trail: Home > My Organizati... Below this is a 'My Dashboard' section. The next section is 'My Outstanding Tasks', which includes a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below that is 'My Involved Tasks', which includes a table with the following columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated.

## Step 2: Select “Applications by Approval Type”.



### Step 3: Select the approval type from the dropdown list.

The screenshot shows a web application interface with a search bar and a dropdown menu. The search bar is labeled "Search Type" and has a dropdown menu set to "Applications By Approval Type". Below the search bar, there are two dropdown menus: "Approval Type\*" and "Application Type". The "Approval Type\*" dropdown menu is open, showing a list of approval types. The "Application Type" dropdown menu is also open, showing a list of application types. The "Approval Type\*" dropdown menu is highlighted with a red box. The "Application Type" dropdown menu is highlighted with a blue box. The "Approval Type\*" dropdown menu is currently set to "Select Approval Type.....". The "Application Type" dropdown menu is currently set to "Select Application Type.....".

Home My Organizati... Search

Search Type Applications By Approval Type

Approval Type\* Select Approval Type.....

Application Type Select Application Type.....

- Select Approval Type.....
- Activity Permit Class 1 (AP1)
- Activity Permit Class 2 (AP2)
- Air Operator Certificate (AOC)
- Air Traffic Control Training Organisation (ATCTO)
- Aircraft Emergency Training Apparatus Approval (AETA)
- Aircraft Emergency Training Apparatus Trainer Approval (AETAI)
- Alternate Means Of Compliance (AMOC)
- Approval Under ICAO Technical Instructions (DGAPP)
- Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)
- Certificate of Airworthiness (COA)
- Certificate of Registration (COR)
- Charter Flight (CF)
- Dangerous Goods Permit (DGP)**
- Dangerous Goods Training Program (DGTRG)
- Design Organisation Approval (DOA)
- Discharge Permit (DP)
- Exemptions Under ICAO Technical Instructions (DGEXE)
- FSTD Certificate of Qualification (SIM)
- FSTD User Approval (SIMUSR)

Reset Search

### Step 3: Input the Application Reference No. from the email sent and proceed to search.

The screenshot shows the CAAS eSOMS search interface. On the left, there are search filters: Search Type (Applications By Approval Type), Approval Type (Dangerous Goods Permit (DGP)), Status (Select Status.....), Application Number (highlighted with a red box and labeled '1'), Application Date From, Approval Issue Date From, and Approval Expiry Date From. On the right, there are fields for Application Type, Approval Number, Application Date, Approval Issue Date, and Approval Expiry Date. At the bottom, there are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a red box and labeled '2' with the text 'Click here'.

Overlaid on the right side is an email notification from esomsadmin\_uat@caas.gov.sg titled '<<UAT>>eSOMS – Notice of Grant of Approval'. The email content includes: 'Dear Ms Testing ,', 'We are pleased to inform you that your application Application Reference No. CAAS/DGP/2021/0055 , dated 25-May-2021 for Dangerous Goods Permit (DGP) - Initial has been approved.', and 'You may now search for the application case and download the approval in eSOMS.' The application reference number 'CAAS/DGP/2021/0055' is highlighted with a red box.

## Step 4: Click on the application to access the information.

Home My Organizati... **Search**

Application Date From  Approval Issue Date To

Approval Issue Date From  Approval Expiry Date To

Approval Expiry Date From

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date	Approval Expiry Date	Case Status	Organisation Name
CAAS/DGP/2021/0055	Dangerous Goods Permit (DGP)	Initial	25/5/21 9:31 AM	DGP/008/2021	25/5/21 02:36 PM	24/11/21	Application Completed	

**Step 5:** In 'Case information', under 'ATTACHMENTS', click to view/print/download generated certificate and any approved/accepted documents.

The screenshot displays a web application interface for a case. At the top, there is a navigation bar with 'Home', 'My Organizati...', 'Search', and a breadcrumb 'CAAS/DGP/2021...'. Below this, the page title is 'Approval Application (CAAS/DGP/2021/0055)' with an 'Actions' button. The main content area is divided into two sections: 'Application Review' and 'CASE DETAILS'. The 'Application Review' section has a tabbed interface with 'Case Information' selected and highlighted with a red box. Below the tabs, there is a table of case information:

Case information		
Approval Type	Application Type	Applicant
Dangerous Goods Permit (DGP)	Initial	
Organisation	Application Status	
	Application Completed	

Below the table, there is an 'ATTACHMENTS' section, also highlighted with a red box. It contains a single attachment: 'DGP Approval Letter.pdf SystemGenerated |', which is also highlighted with a red box. A red arrow points to this attachment with the text 'Click to view, print, download'. The 'CASE DETAILS' section on the right shows 'Last updated by' and 'Created by' fields.