

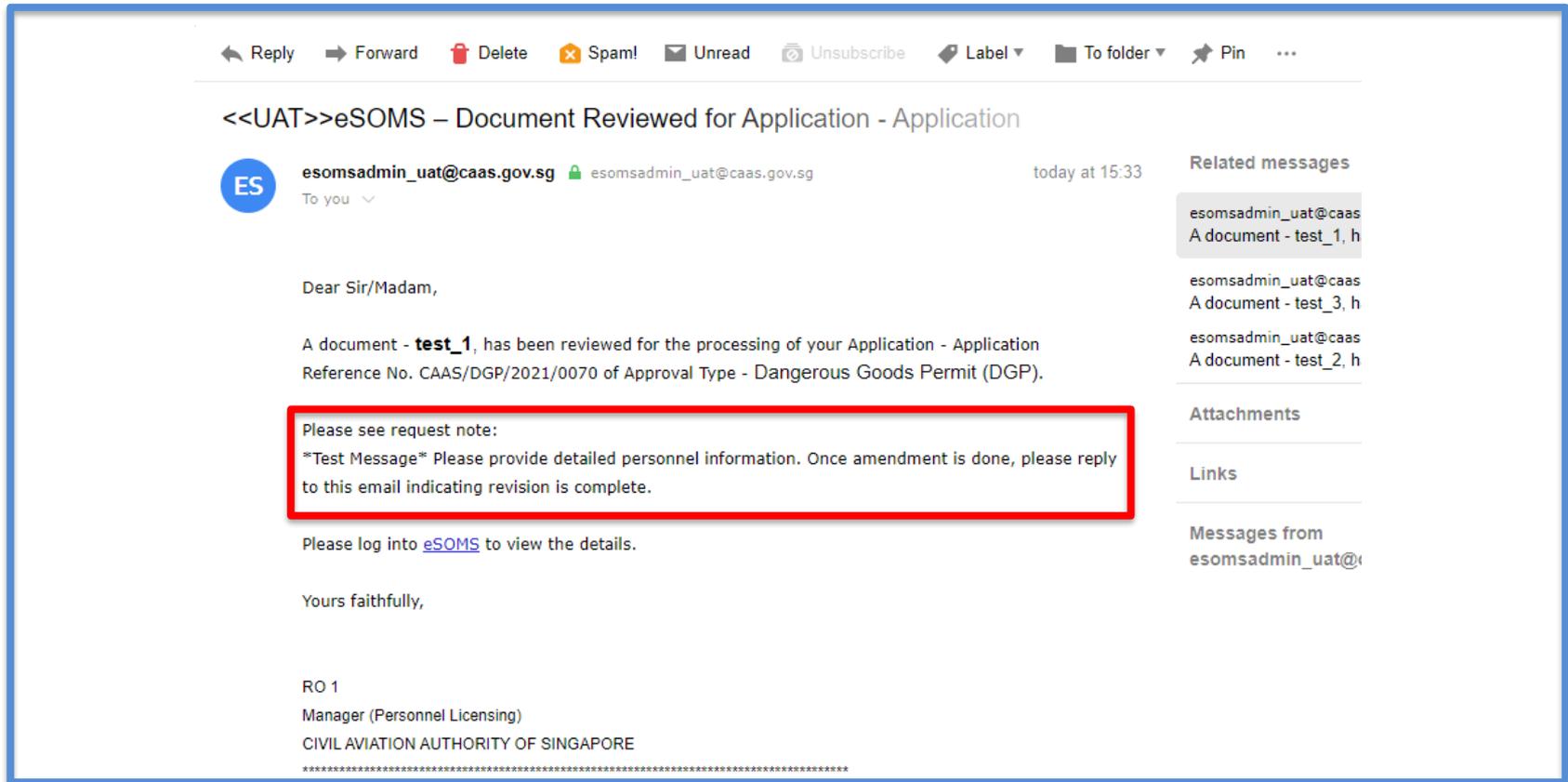


A guide for Document Amendment eSOMS Application

CAAS

Civil Aviation Authority of Singapore

You will receive the following email requesting for amendment of a specific document, along with the comments.



Step 1: Login on esoms.caas.gov.sg

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Singapore Government
Integrity · Service · Excellence

CONTACT US | SITEMAP | CAAS CORPORATE SITE

A⁻ | A | A⁺ Within CMS eSOMS

Home About eSOMS Help

Weekly Maintenance Hours (Singapore time) -
Wed & Fri 6:00pm - 9:00pm

New to eSOMS? I want to...

- Apply for Approval/Permit**
Ready to apply for an approval/permit?
Submit your application here.
- Submit Enquiry**
Not sure what approval/permit to apply for?
Submit your enquiry here.

Quick Links

- Make Payment**
Have an outstanding invoice or payment
advice? Click here to make payment.
- View Approval/Permit Holders**
Click here to view approval/permit holders.

Welcome to eSOMS

Enterprise Safety Oversight Management System

For existing account holders, please login using one of the following methods:

- SingPass Login
- CorpPass Login
- eSOMSPass Login

More information on login methods here.

Step 2: On your dashboard, look under 'My Involved Tasks' for the case number mentioned in the email. Once found, click on the case.

The screenshot shows a dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a section titled 'My Involved Tasks' with a 'Link' icon on the right. A table lists several tasks. The first row is highlighted, and its 'Case Reference Number' 'CAAS/DGP/2021/0070' is enclosed in a red box. A red arrow points from the text 'Click here' to this box. To the right of the table, an email preview is shown, also enclosed in a red box. The email subject is '<<UAT>>eSOMS – Document Reviewed for Application - Application Reference No. CAAS/DGP/2021/0070', with the reference number boxed in red. The email body includes a greeting 'Dear Sir/Madam,' and a message stating that a document named 'test_1' has been reviewed for the application. It also includes a request note: '*Test Message* Please provide detailed personnel information. Once amendment is done, please reply to this email indicating revision is complete.'

	Case Reference Number	Description	Application Type
1	CAAS/DGP/2021/0070	Application	Initial
2	CAAS/RDA/2020/0010	Application	Initial
3	CAAS/ATO/2020/0136	Application	Initial
4	CAAS/PM/2020/1090	Payment	Initial
5	CAAS/PM/2020/1089	Payment	Initial
6	CAAS/ATO/2020/0121	Application	Initial

Preview of email for CAAS/DGP/2021/0070:

<<UAT>>eSOMS – Document Reviewed for Application - Application Reference No. CAAS/DGP/2021/0070

To you

Dear Sir/Madam,

A document - test_1, has been reviewed for the processing of your Application - Application Reference No. CAAS/DGP/2021/0070 of Approval Type - Dangerous Goods Permit (DGP).

Please see request note:
Test Message Please provide detailed personnel information. Once amendment is done, please reply to this email indicating revision is complete.

Step 3: Scroll down under the 'Case Information' section.

The screenshot displays a web application interface for an approval application. At the top, there is a breadcrumb trail: Home > My Organization > CAAS/DGP/2021... The main header shows 'Approval Application (CAAS/DGP/2021/0070)' with an 'Actions' dropdown menu and a help icon. Below the header, there is a section titled 'Application Review' with a horizontal menu containing four items: 'Case Information' (highlighted with a red box), 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. Under 'Case Information', there is a table with the following data:

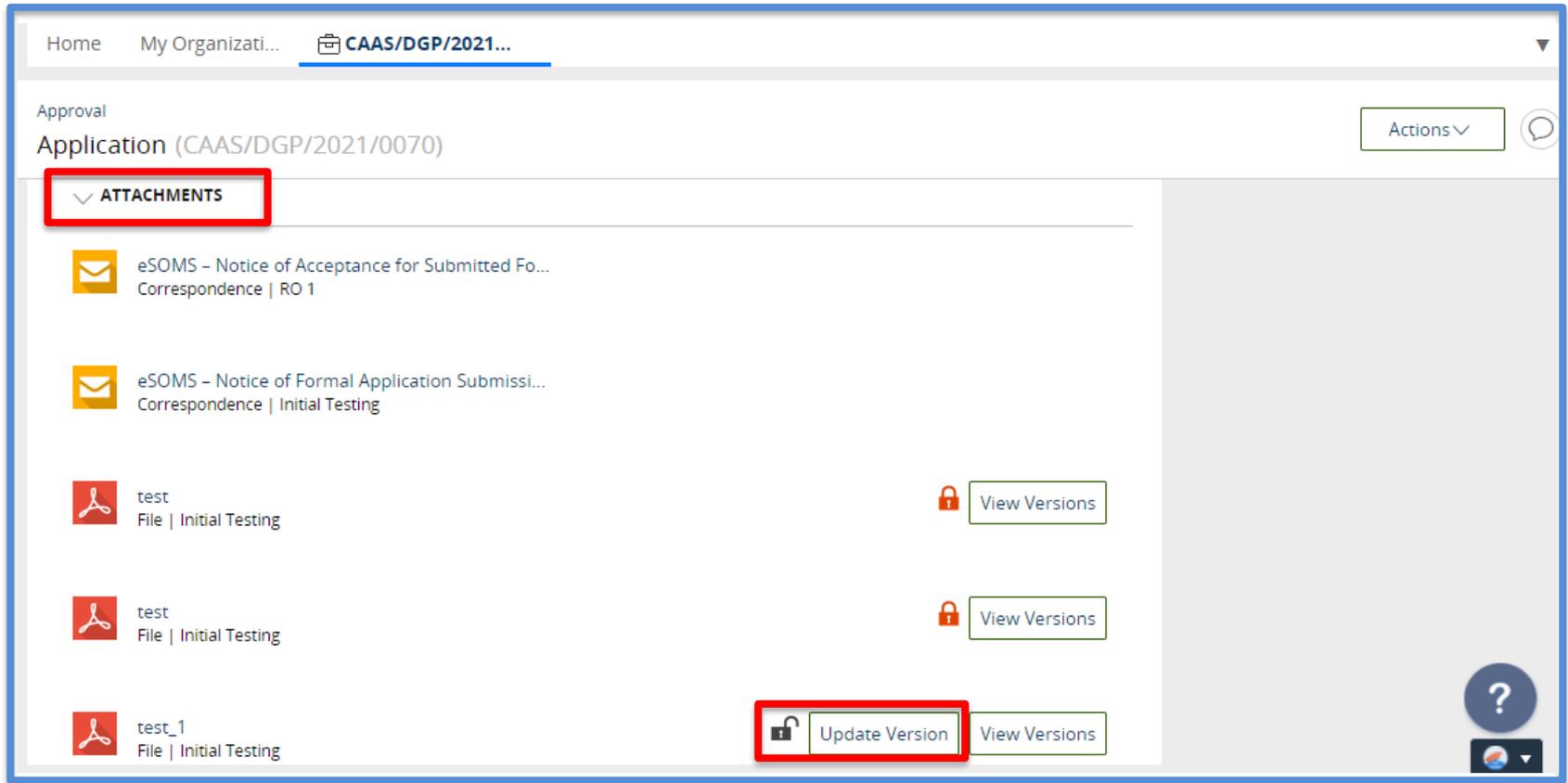
Case information		
Approval Type	Application Type	Applicant
Dangerous Goods Permit (DGP)	Initial	initial.testing@yandex.com
Organisation	Application Status	
Air New Zealand Limited	Evaluation In-Progress	

Below the table, there is a section for 'ATTACHMENTS' which is currently empty. On the right side of the interface, there is a 'CASE DETAILS' sidebar containing the following information:

- Last updated by RO 1 (23h ago)
- Created by Initial Testing (3d ago)

At the bottom right of the sidebar, there is a help icon (question mark) and a user profile icon.

Step 4: Under 'Attachments', look for the unlocked file.
Click on the 'Update Version' to upload the revised version.



Step 5: Select file to be uploaded.

Home My Organizati... CAAS/DGP/2021...

Approval
Application (CAAS/DGP/2021/0070)

ATTACHMENTS

- eSOMS – Notice of Acceptance for Submitted Correspondence | RO 1
- eSOMS – Notice of Formal Application Subm Correspondence | Initial Testing
- test File | Initial Testing
- test File | Initial Testing
- test_1 File | Initial Testine

Add New Version

Drag and drop file here
or
Select file

Note : You are allowed to upload only one file in this screen.

Select the file to be uploaded.

Cancel Submit

Update Version View Versions

Step 6: Check that the uploaded file is correct and click 'Submit'.

Home My Organizati... CAAS/DGP/2021...

Approval
Application (CAAS/DGP/2021/...

ATTACHMENTS

- eSOMS – Notice of Acceptance Correspondence | RO 1
- eSOMS – Notice of Formal Ap Correspondence | Initial Testing
- test File | Initial Testing
- test File | Initial Testing
- test_1 File | Initial Testing

Add New Version

Drag and drop file here
or
Select file

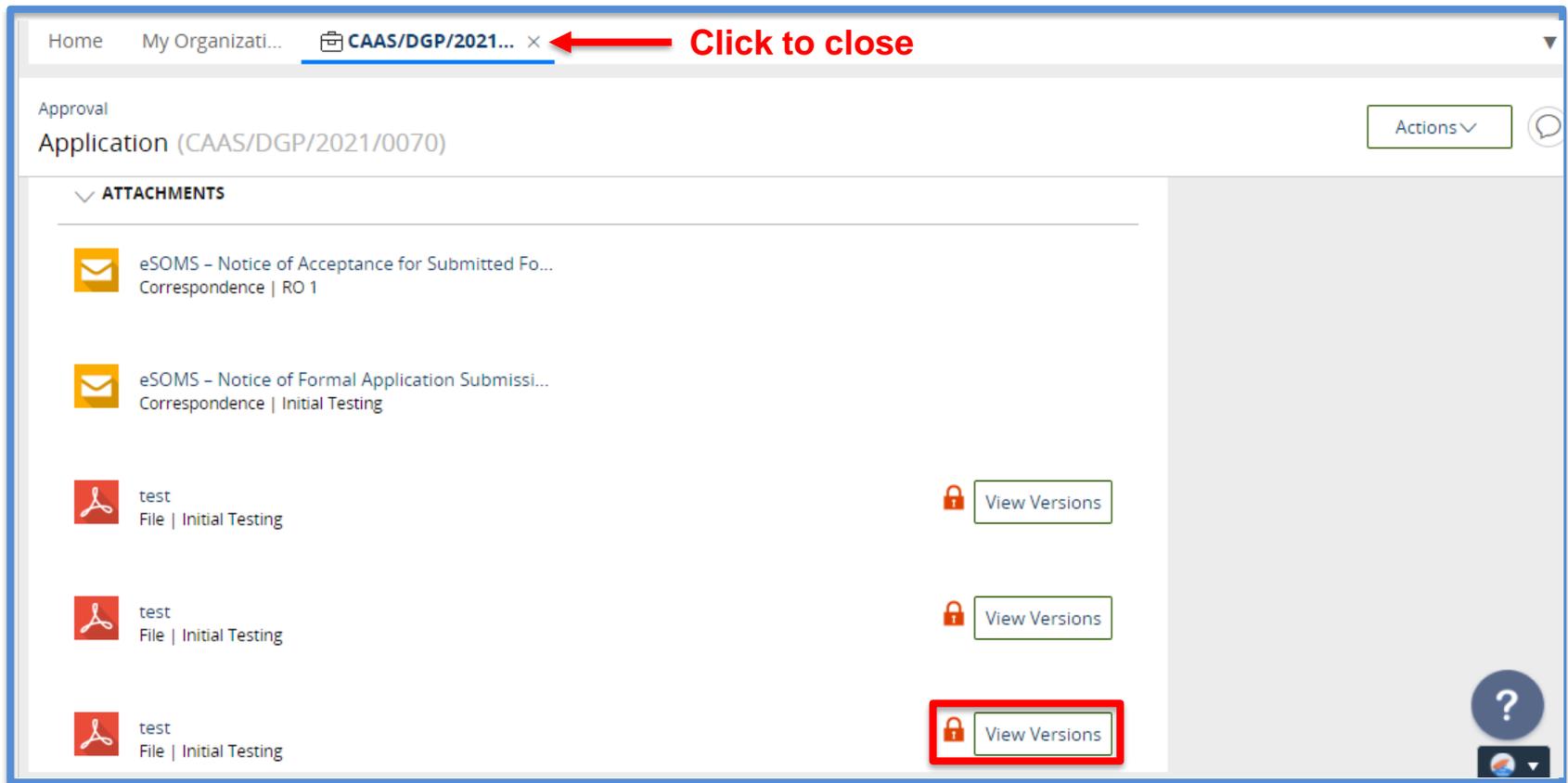
Note : You are allowed to upload only one file in this screen.

Name *	File	
test_updatedfile	test_updatedfile.pdf	

Cancel Submit

Ensure that the correct file is uploaded and attached before clicking 'Submit'

The file is now locked as shown in the image below. You may close the case.



Step 7: Reply to the email notifying that the revision is complete.

