



# A guide for Renewal / Variation of UA Operator Permit

**CAAS**

Civil Aviation Authority of Singapore

# Step 1: Login via your respective login methods.

The screenshot displays the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline "Civil Aviation Authority of Singapore" and "Enabling opportunities through aviation". A navigation bar includes "Home", "About eSOMS", and "Help". A maintenance notice indicates "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

The main content area is divided into three sections:

- New to eSOMS? I want to...**: Contains two buttons: "Apply for Approval/Permit" (with a document icon) and "Submit Enquiry" (with a document and question mark icon).
- Quick Links**: Contains two buttons: "Make Payment" (with a document and payment icon) and "View Approval/Permit Holders" (with a document and magnifying glass icon).
- Welcome to eSOMS**: Features the eSOMS logo and the text "Enterprise Safety Oversight Management System". Below this, it states "For existing account holders, please login using one of the following methods:" and lists three options: "For Individuals - Singpass Login", "For Businesses - Singpass Login (previously known as Corpass Login)", and "eSOMSPass Login". This list is enclosed in a red rectangular box.

At the bottom right, there is a small globe icon with a dropdown arrow.

## Step 2: Locate the approved permit and start a **Renewal** or **Variation** application.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The left sidebar contains navigation options: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area shows the 'My Approvals' section with a search bar and a table of approval details.

**Callout 1:** Click on My Approvals or My Organisation to find the approved Operator Permit.

**Callout 2:** Click on Variation to include new changes to your Operator Permit.  
E.g. Change of UA/ type of operations/ pilot details.

Approval Details		Application Types	
Approval Type	UOP	From Date	10/9/19
Approval Number	UOP/0337	To Date	17/9/19

**Callout 3:** Click on Renewal to start an application for renewing validity.  
Note: Renewal is only available 30 days prior to the expiry date.

The 'Application Types' section includes buttons for Renewal, Variation, Replacement Certificate, and Surrender Approval.

## Step 3: Fill in the application as required.

**eSOMS**  
Enterprise Safety Oversight Management System

Home My Approvals **Approval**

Approval

You have selected Variation application for Operator Permit (UOP).  
To help us process your application, kindly provide these details.

CAAS Approval No: UOP/0337  
Approval Expiry Date: 17/09/2019

Is the applicant based in Singapore? \*  
 Yes  No

Any accidents / incidents occurred previously? \*  
 Yes  No

**Variation Type \***

- Change UA details
- Change type of operation details
- Change pilot details

More than one option may be selected, where applicable.

Click on Submit to proceed.

Cancel Save **Submit**

**Step 4: Make changes to the applicable section.**  
**ONLY make changes to the applicable field.**

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The main navigation menu on the left lists options such as 'Home', 'My Applications', 'Search Portal', 'View MOR/MDR/Hazard', 'Mandatory Occurrence Report (MOR)', and 'Mandatory Defect Report (MDR)'. The current page is titled 'Approval' and shows a breadcrumb trail: 'Home > My Approvals > Approval > CAAS/UOP/2019...'. The main content area features a progress indicator with four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. Steps 2 and 3 are highlighted with red boxes. A red callout box with the text 'Navigate to the appropriate section where revision is required.' has arrows pointing to these two steps. Below the progress indicator, the 'Instructions' section states: 'This form may take you up to 30 minutes to complete. Please ensure your submission is complete and correct. A correct submission will lead to delays in processing your application.' The 'Application Details' section shows 'Approval Type: Operator Permit (UOP)' and 'Application Type: Variation'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

## Step 4a: Add / Delete UA Types

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A<sup>-</sup> | A | A<sup>+</sup> Within CAAS eSOMS Enter keyword here

Home About eSOMS Help

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

1 Applicant/Organisation Details 2 Formal Application Details 3 Upload Documents 4 Preview Application

▼ Add Unmanned Aircraft

**+** Add Item **x** Delete

▼ Unmanned Aircraft 1

**To add a record**  
Click on **Add item** to include additional record.

**To remove a record**  
Click on any field of the unwanted record and click on **Delete** to remove the record.

Brand*	Model*	Power Source*	Length (m)*	Wingspan or width (m)*
DJI	Mavic Pro	LiPo 4S Battery, 15.2V 1200	0.27	0.27
Total take-off wt. (including payload)(kg)*	Maximum Flight Duration (min)*	Type of Payload*		
0.74	27.00	Stock gimbal and GoPro Hero 7		
Maximum flight speed (m/s)*	Maximum height capable (ft)*			
18.00	500.00			

## Step 4b: Add / Delete Frequency Details

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Home About eSOMS Help

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

Frequency Details

All frequencies (MHz) and corresponding output power

**+** Add Item **×** Delete

To add a record  
Click on **Add item** to include additional record.

To remove a record  
Click on any field of the unwanted record and click on **Delete** to remove the record.

Frequency Range*	Unit	Output Power (mW)*	Unit*	If 'others' selected, please input alternative radio frequencies range*
Others ▼	MHz	100.00	<input checked="" type="radio"/> mW EIRP <input type="radio"/> mW ERP	2.2 Ghz - 2.483 Ghz

## Step 4c: Add / Delete Type of Operations

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CAAS eSOMS | Enter keyword here

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

Home About

Type of Operations

+ Add Item × Delete

Operation *	Others, please specify *
Others	Site survey

Details Of Activity \*

Site survey of terrain at Bukit Timah Hill

## Step 4d: Add / Delete UA Pilots

The screenshot displays the CAAS eSOMS portal interface. At the top left is the CAAS logo (Civil Aviation Authority of Singapore) with the tagline "Enabling opportunities through aviation". At the top right is the Singapore Government logo (Integrity · Service · Excellence) and navigation links for CONTACT US, SITEMAP, and CAAS CORPORATE SITE. A search bar is also present. Below the header is a dark blue navigation bar with "Home", "About eSOMS", and "Help" links, along with a maintenance notice: "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

The main content area is titled "Remote Pilot". It features a table with a header row containing "+ Add Item" and "x Delete" buttons, both highlighted with red boxes. Below the header is a dropdown menu labeled "Add UA Pilot". The table contains several rows, each with input fields for "Licence Number (if applicable)", "NRIC/FIN/Passport Number\*" (with a placeholder "SXXXXXXXX"), and "Brand Model & Operation". The "Brand Model & Operation" section is expanded, showing "Brand" (DJI) and "Model" (Mavic Pro) dropdown menus.

Two red callout boxes provide instructions:

- To add a record**  
Click on **Add item** to include additional record.
- To remove a record**  
Click on any field of the unwanted record and click on **Delete** to remove the record.

## Step 5: Submit the application for evaluation.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The main content area shows the 'Approval Application (CAAS/UOP/2019/0069)' page. A progress indicator at the top of the main content area shows four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The 'Preview Application' step is highlighted with a red box. A callout box points to this step with the following instructions: 'Review the application once again. Read and agree to the declaration at the bottom of the webpage. Click on submit to send application for evaluation.' The 'Submit' button at the bottom right is also highlighted with a red box.

**Review the application once again.**  
**Read and agree to the declaration at the bottom of the webpage.**  
**Click on submit to send application for evaluation.**