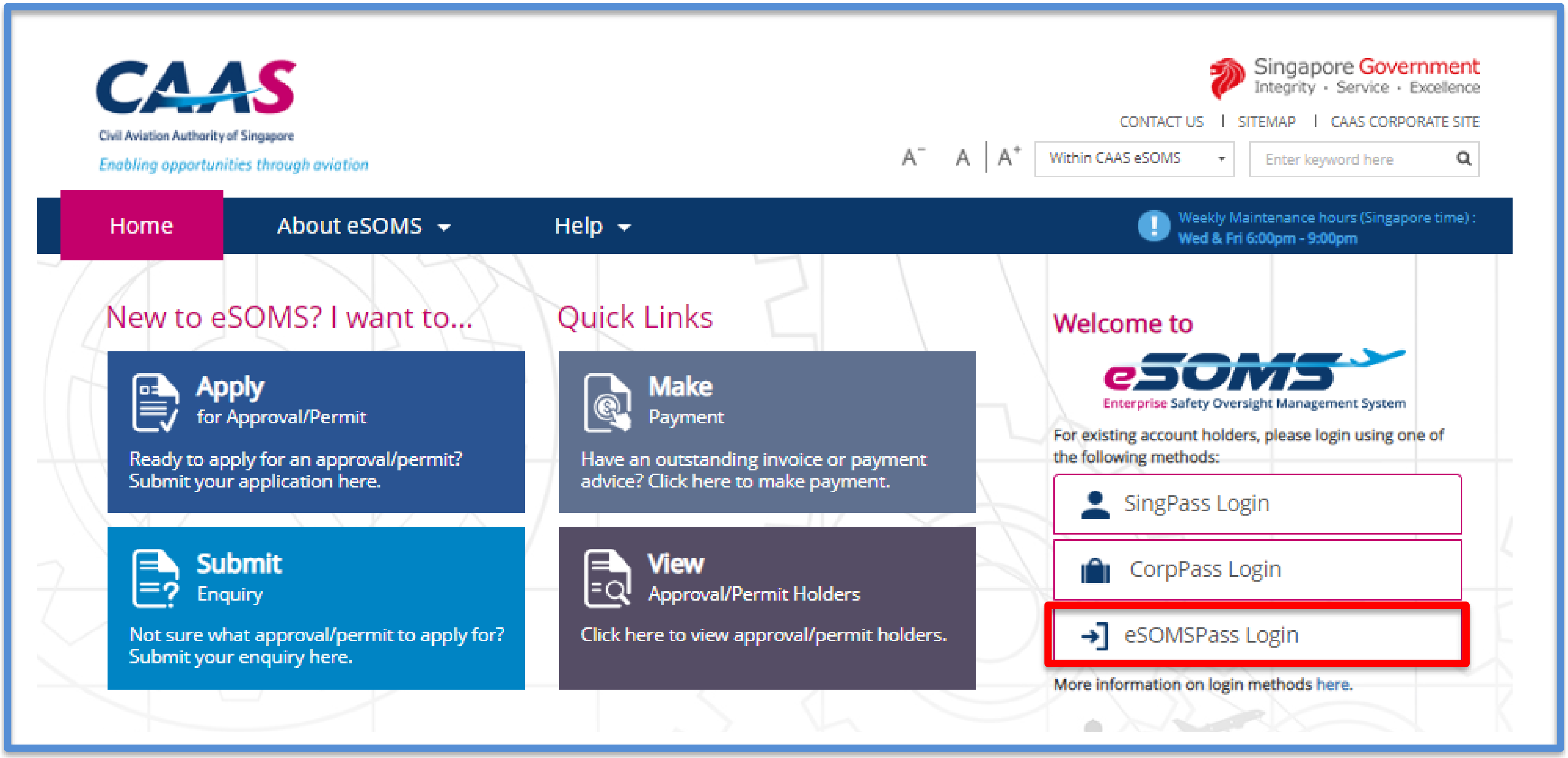
A guide for overseas organisations: MOA renewal

Civil Aviation Authority of Singapore

Login via eSOMSPass

Civil Aviation Authority of Singapore

Step 1: Select eSOMSPass Login


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 CAAS eSOMS
Enter keyword here
Home
About eSOMS
Help
Weekly Maintenance hours (Singapore time) :
Wed & Fri 6:00pm - 9:00pm
New to eSOMS? I want to...
Quick Links
Apply
for Approval/Permit
Make
Payment
Submit
Enquiry
View
Approval/Permit Holders
Welcome to
eSOMS
Enterprise Safety Oversight Management System
SingPass Login
CorpPass Login
eSOMSPass Login

Ready to apply for an approval/permit? Submit your application here.

Have an outstanding invoice or payment advice? Click here to make payment.

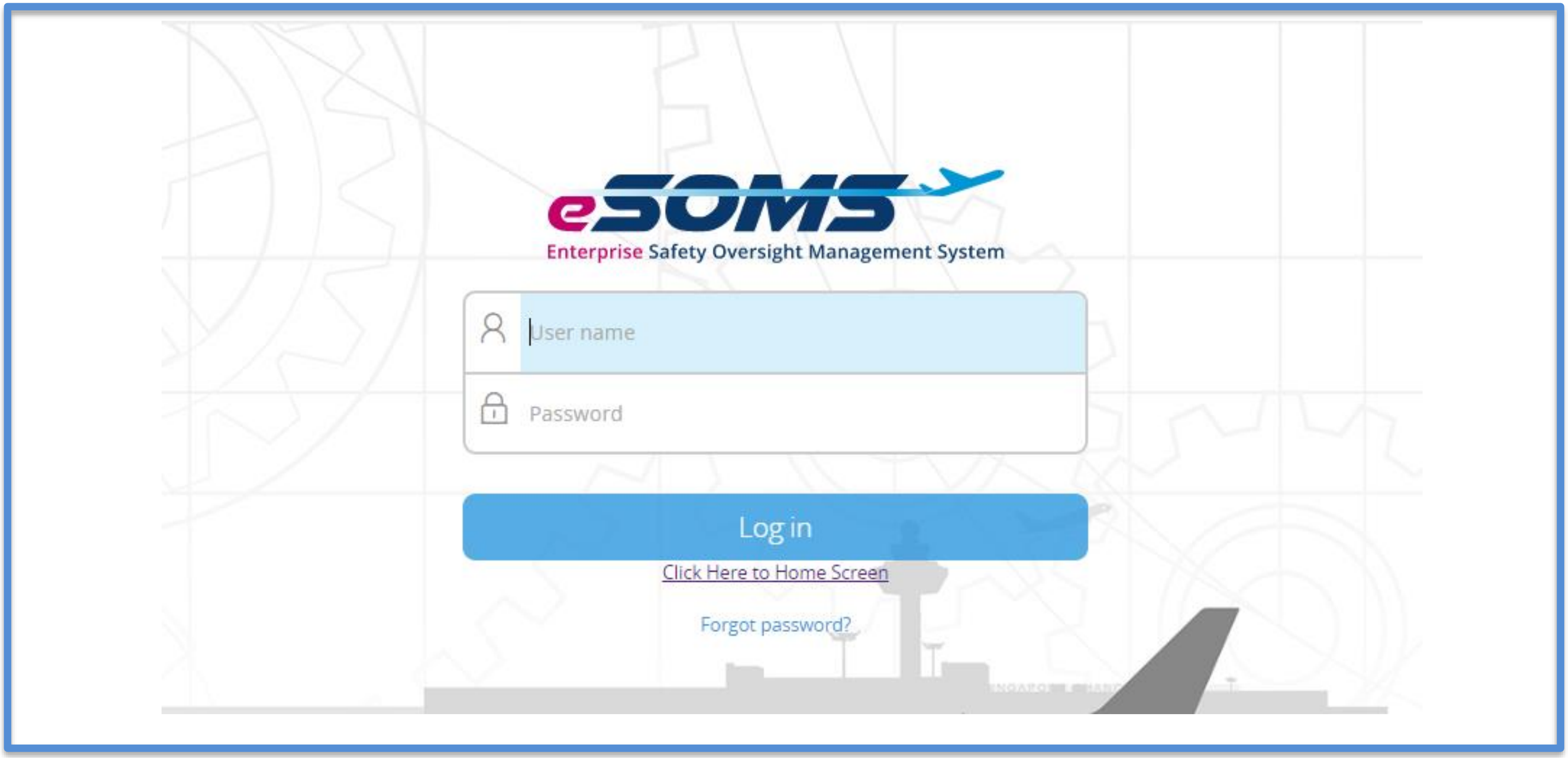
Not sure what approval/permit to apply for? Submit your enquiry here.

Click here to view approval/permit holders.

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

More information on login methods here.

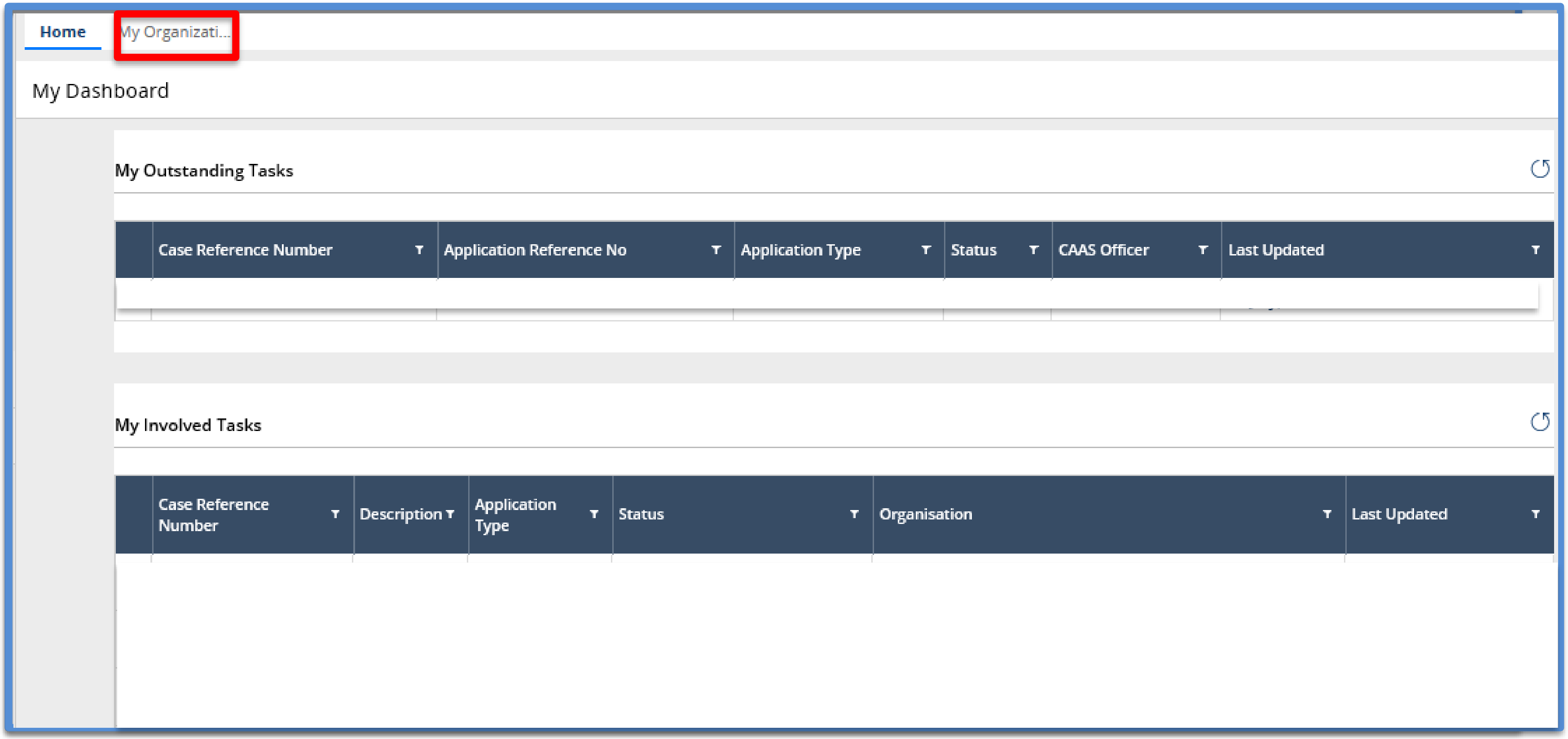
Step 2: Enter user name and password to login.


eSOMS
Enterprise Safety Oversight Management System
User name
Password
Log in
Click Here to Home Screen
Forgot password?

Applying for MOA renewal

Civil Aviation Authority of Singapore

Step 1: Click on My organisation



My Dashboard

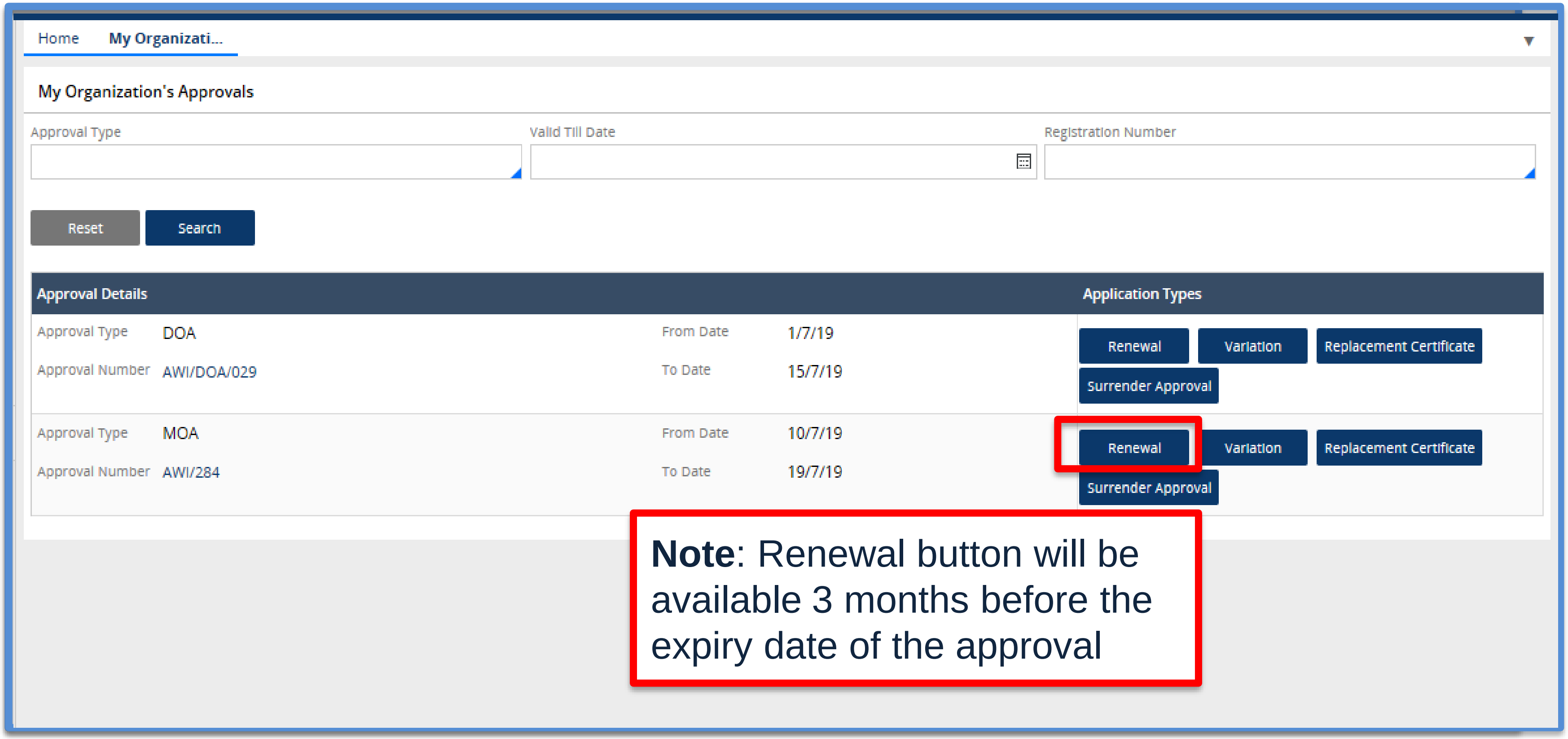
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated

My Involved Tasks

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated

Step 2: Select the MOA and click on Renewal.



Home
My Organizati...
Reset
Search
Renewal
Variation
Replacement Certificate
Surrender Approval
Renewal
Variation
Replacement Certificate
Surrender Approval

My Organization's Approvals

Approval Type

Valid Till Date

Registration Number

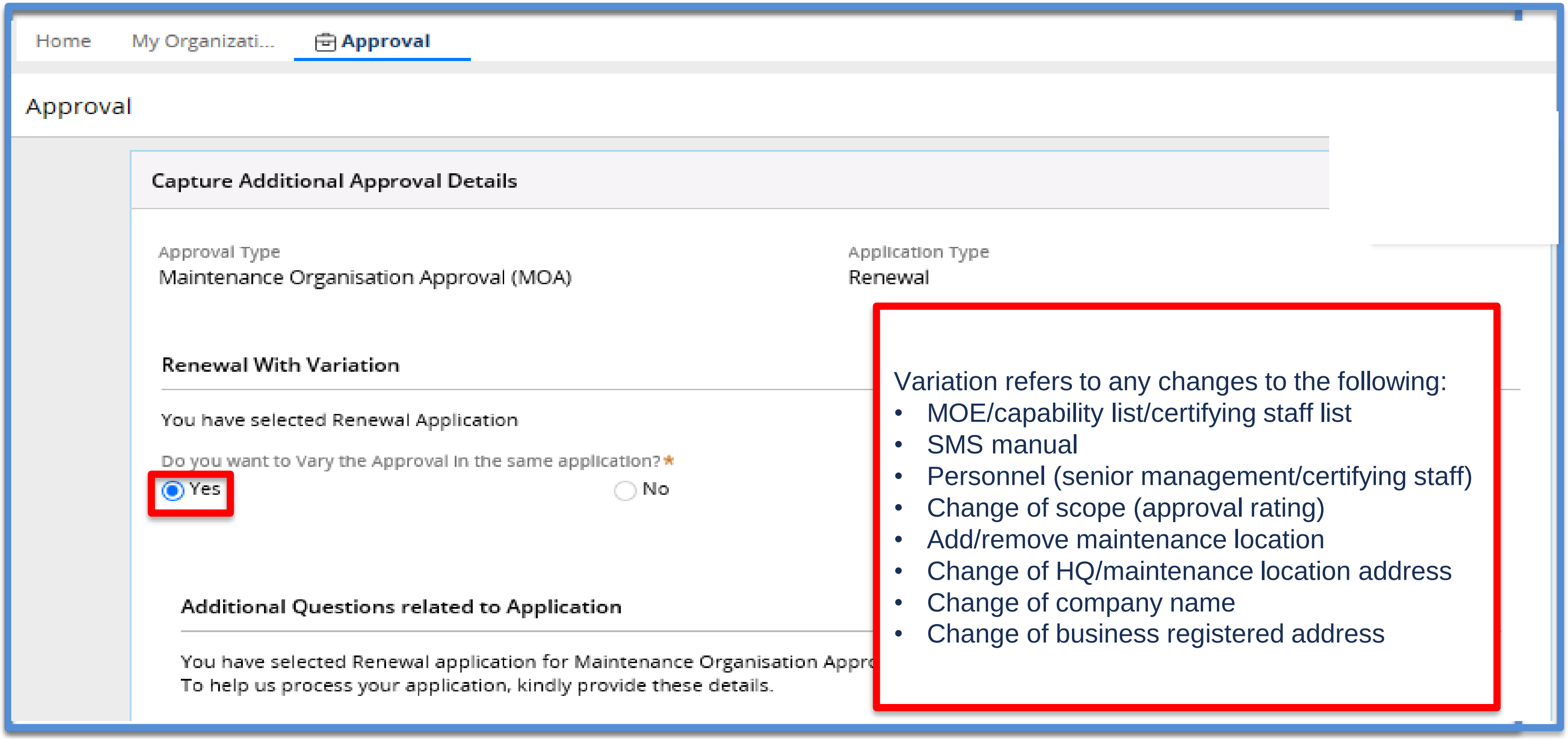
Approval Details				Application Types
Approval Type	DOA	From Date	1/7/19	
Approval Number	AWI/DOA/029	To Date	15/7/19	
Approval Type	MOA	From Date	10/7/19	
Approval Number	AWI/284	To Date	19/7/19	

Note: Renewal button will be available 3 months before the expiry date of the approval

Formal Application

Civil Aviation Authority of Singapore

Step 1: Please select “Yes” if you would like to apply for a variation during the renewal period.



Approval

Capture Additional Approval Details

Approval Type
Maintenance Organisation Approval (MOA)

Application Type
Renewal

Renewal With Variation

You have selected Renewal Application

Do you want to Vary the Approval in the same application?*

● Yes ○ No

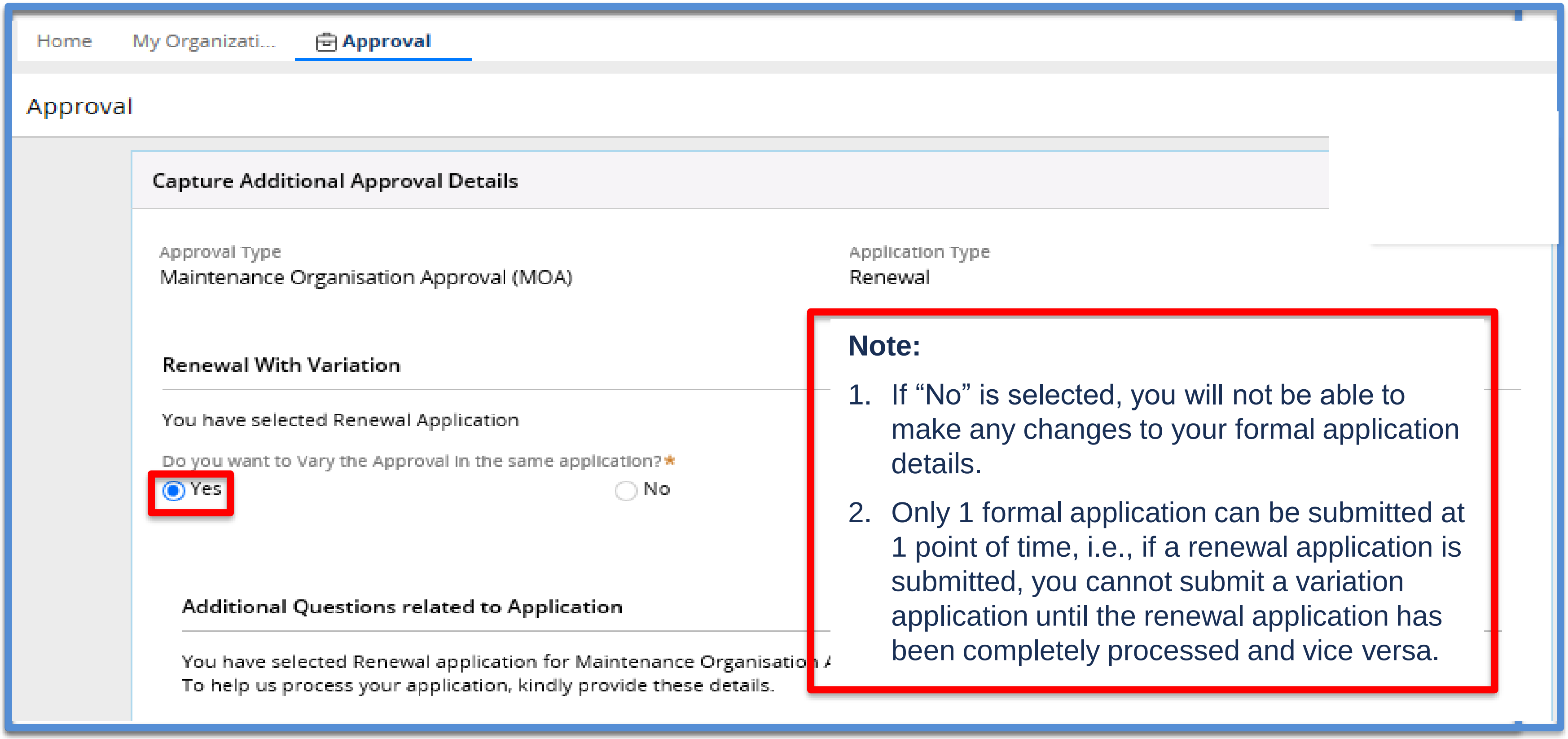
Additional Questions related to Application

You have selected Renewal application for Maintenance Organisation Appro
To help us process your application, kindly provide these details.

Variation refers to any changes to the following:

- MOE/capability list/certifying staff list
- SMS manual
- Personnel (senior management/certifying staff)
- Change of scope (approval rating)
- Add/remove maintenance location
- Change of HQ/maintenance location address
- Change of company name
- Change of business registered address

Step 1: Please select "Yes" if you would like to apply for a variation during the renewal period.



Approval

Capture Additional Approval Details

Approval Type
Maintenance Organisation Approval (MOA)

Application Type
Renewal

Renewal With Variation

You have selected Renewal Application

Do you want to Vary the Approval in the same application?*

● Yes ○ No

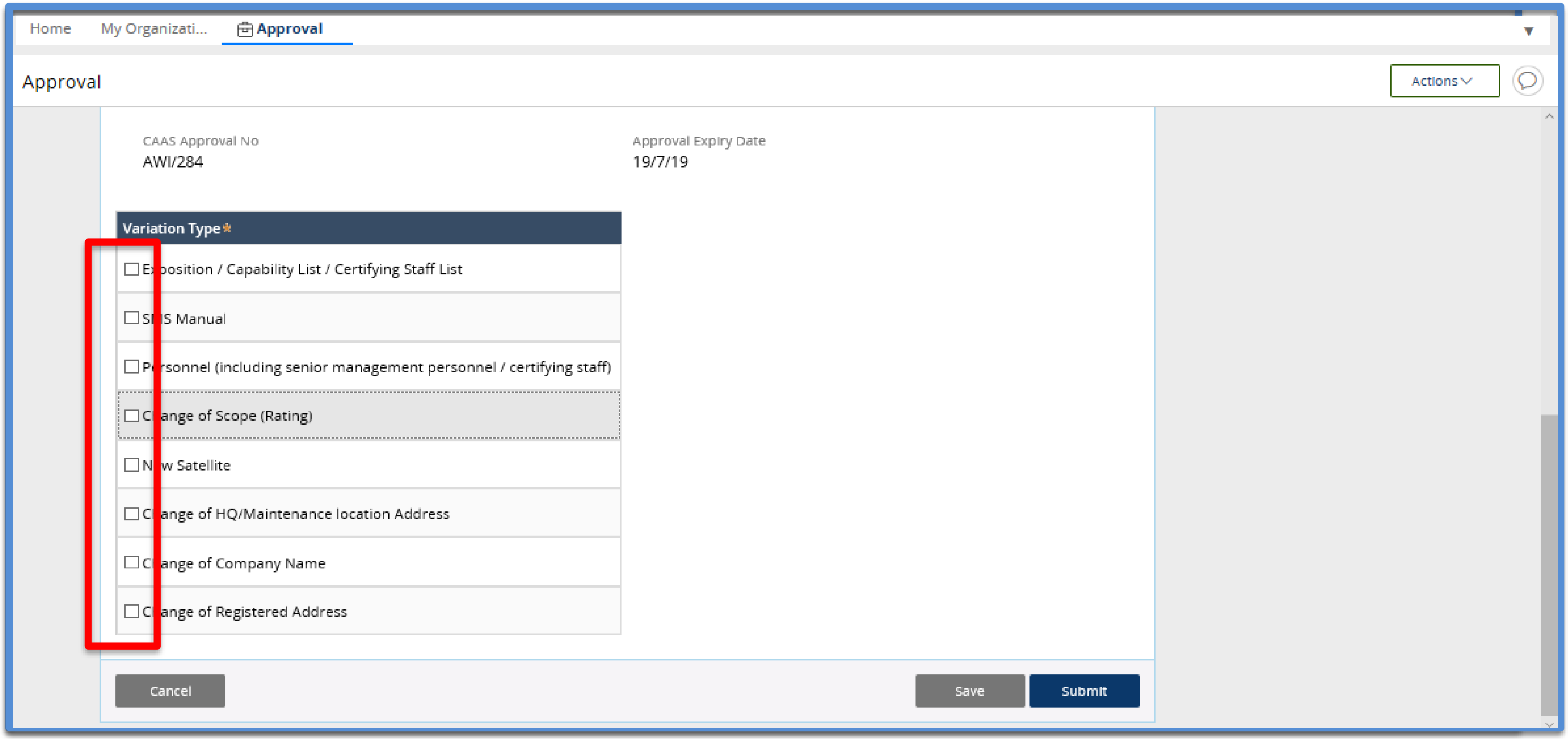
Additional Questions related to Application

You have selected Renewal application for Maintenance Organisatio
To help us process your application, kindly provide these details.

Note:

1. If "No" is selected, you will not be able to make any changes to your formal application details.
2. Only 1 formal application can be submitted at 1 point of time, i.e., if a renewal application is submitted, you cannot submit a variation application until the renewal application has been completely processed and vice versa.

Step 2: Specify the type of variation if ‘Yes’ is selected.



Home
My Organizati...
Approval
Actions
Cancel
Save
Submit

Approval

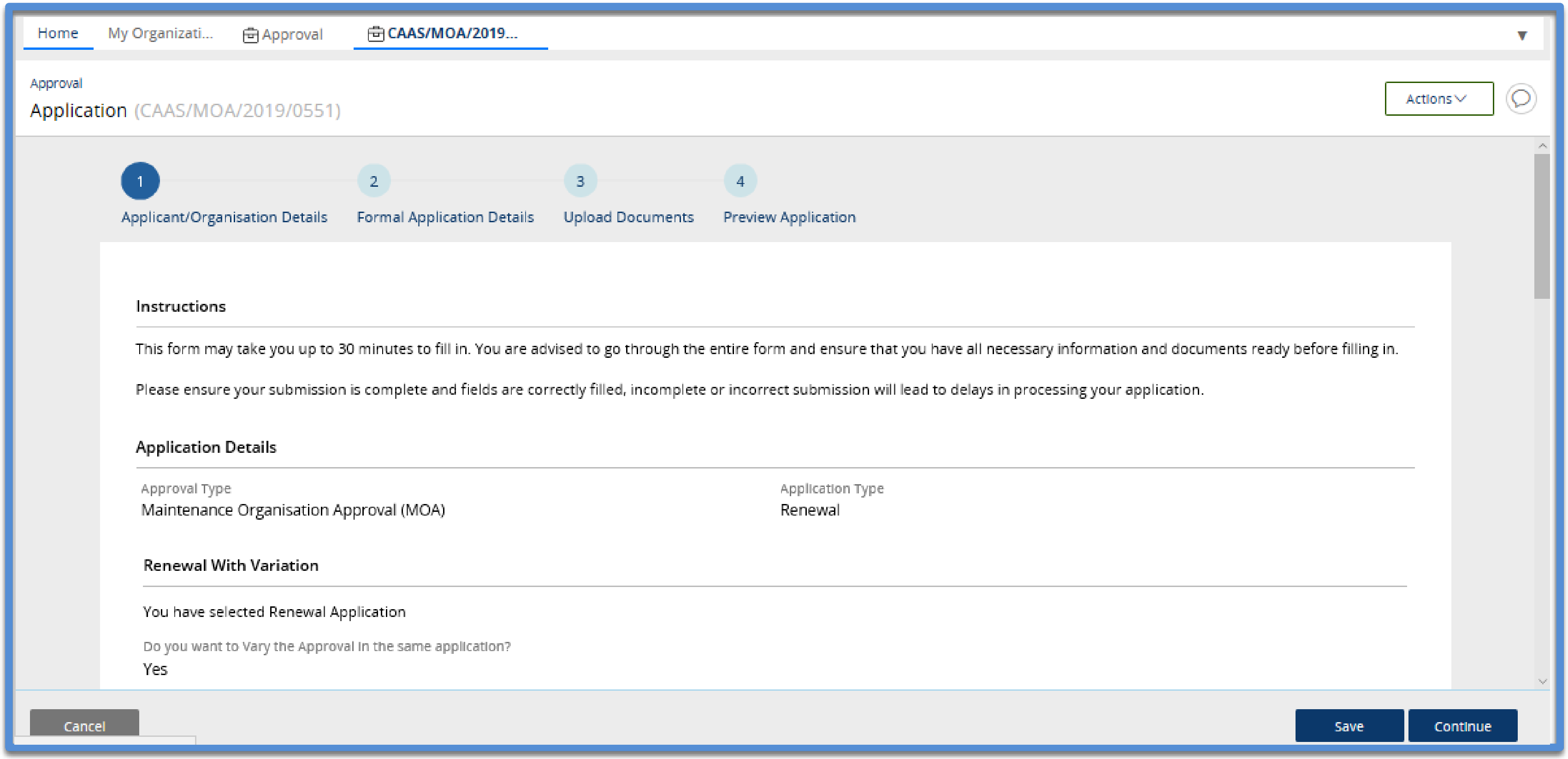
CAAS Approval No
AWI/284

Approval Expiry Date
19/7/19

Variation Type *

☐ E position / Capability List / Certifying Staff List
☐ S S Manual
☐ P rsonnel (including senior management personnel / certifying staff)
☐ C ange of Scope (Rating)
☐ N w Satellite
☐ C ange of HQ/Maintenance location Address
☐ C ange of Company Name
☐ C ange of Registered Address

Step 3: Verify Applicant/Organisation Details


Home
My Organizati...
Approval
CAAS/MOA/2019...
Actions
1
Applicant/Organisation Details
2
Formal Application Details
3
Upload Documents
4
Preview Application
Cancel
Save
Continue

Approval

Application (CAAS/MOA/2019/0551)

Instructions

This form may take you up to 30 minutes to fill in. You are advised to go through the entire form and ensure that you have all necessary information and documents ready before filling in.

Please ensure your submission is complete and fields are correctly filled, incomplete or incorrect submission will lead to delays in processing your application.

Application Details

Approval Type
Maintenance Organisation Approval (MOA)

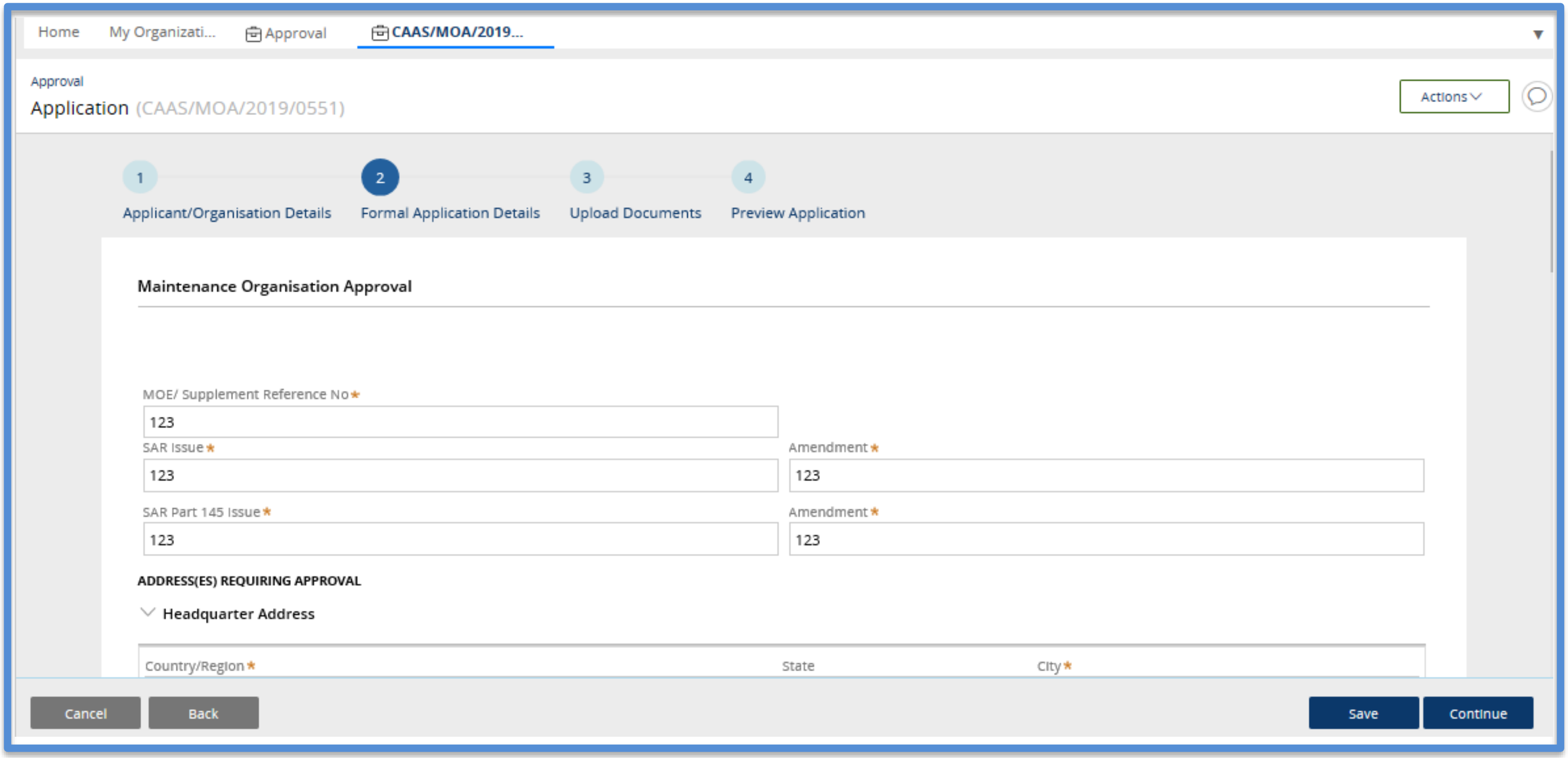
Application Type
Renewal

Renewal With Variation

You have selected Renewal Application

Do you want to Vary the Approval in the same application?
Yes

Step 4: Enter formal application details


Home
My Organizati...
Approval
CAAS/MOA/2019...
Approval

Application (CAAS/MOA/2019/0551)

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

Maintenance Organisation Approval

MOE/ Supplement Reference No* : 123

SAR Issue* : 123

Amendment* : 123

SAR Part 145 Issue* : 123

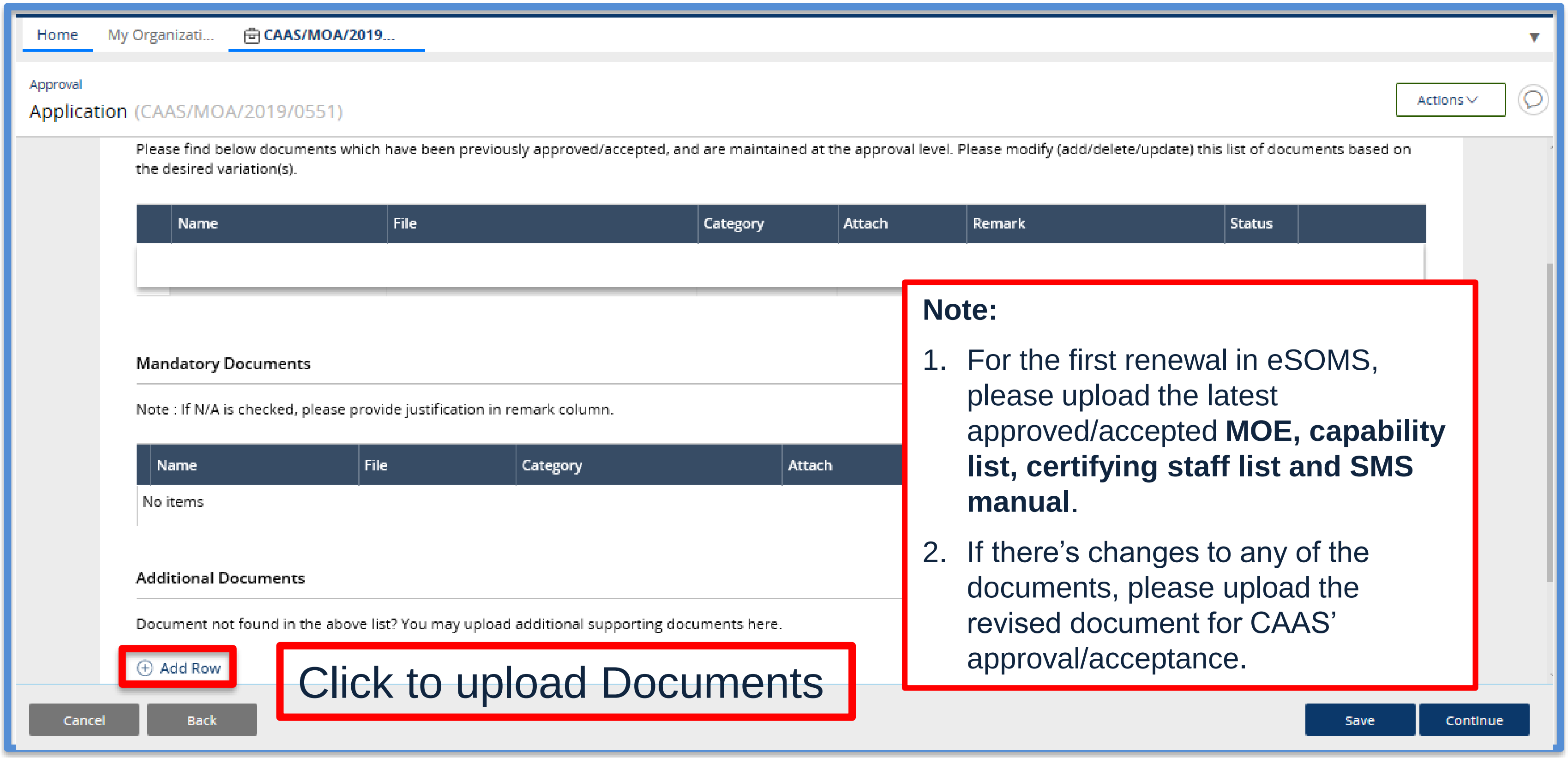
Amendment* : 123

ADDRESS(ES) REQUIRING APPROVAL

Headquarter Address

Country/Region*
State
City*
Cancel
Back
Save
Continue

Step 5: Click ‘Add Row’ to upload supporting documents



Approval

Application (CAAS/MOA/2019/0551)

Please find below documents which have been previously approved/accepted, and are maintained at the approval level. Please modify (add/delete/update) this list of documents based on the desired variation(s).

Name	File	Category	Attach	Remark	Status

Mandatory Documents

Note : If N/A is checked, please provide justification in remark column.

Name	File	Category	Attach
No items			

Additional Documents

Document not found in the above list? You may upload additional supporting documents here.

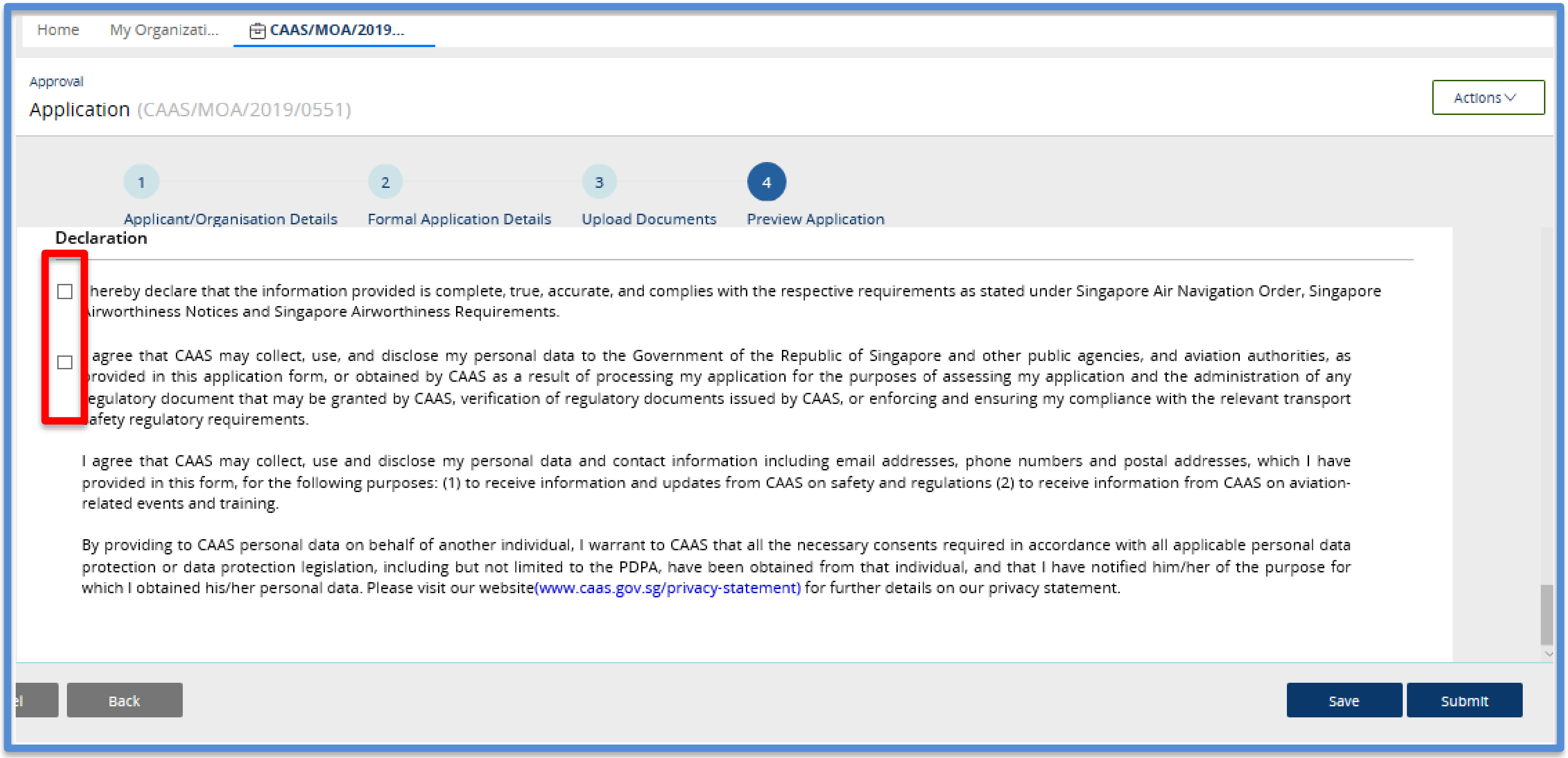
⊕ Add Row

Click to upload Documents

Note:

1. For the first renewal in eSOMS, please upload the latest approved/accepted **MOE, capability list, certifying staff list and SMS manual**.
2. If there’s changes to any of the documents, please upload the revised document for CAAS’ approval/acceptance.

Step 6: Preview all application details. Remember to declare at the bottom of the page before submitting.



Application (CAAS/MOA/2019/0551)

Declaration

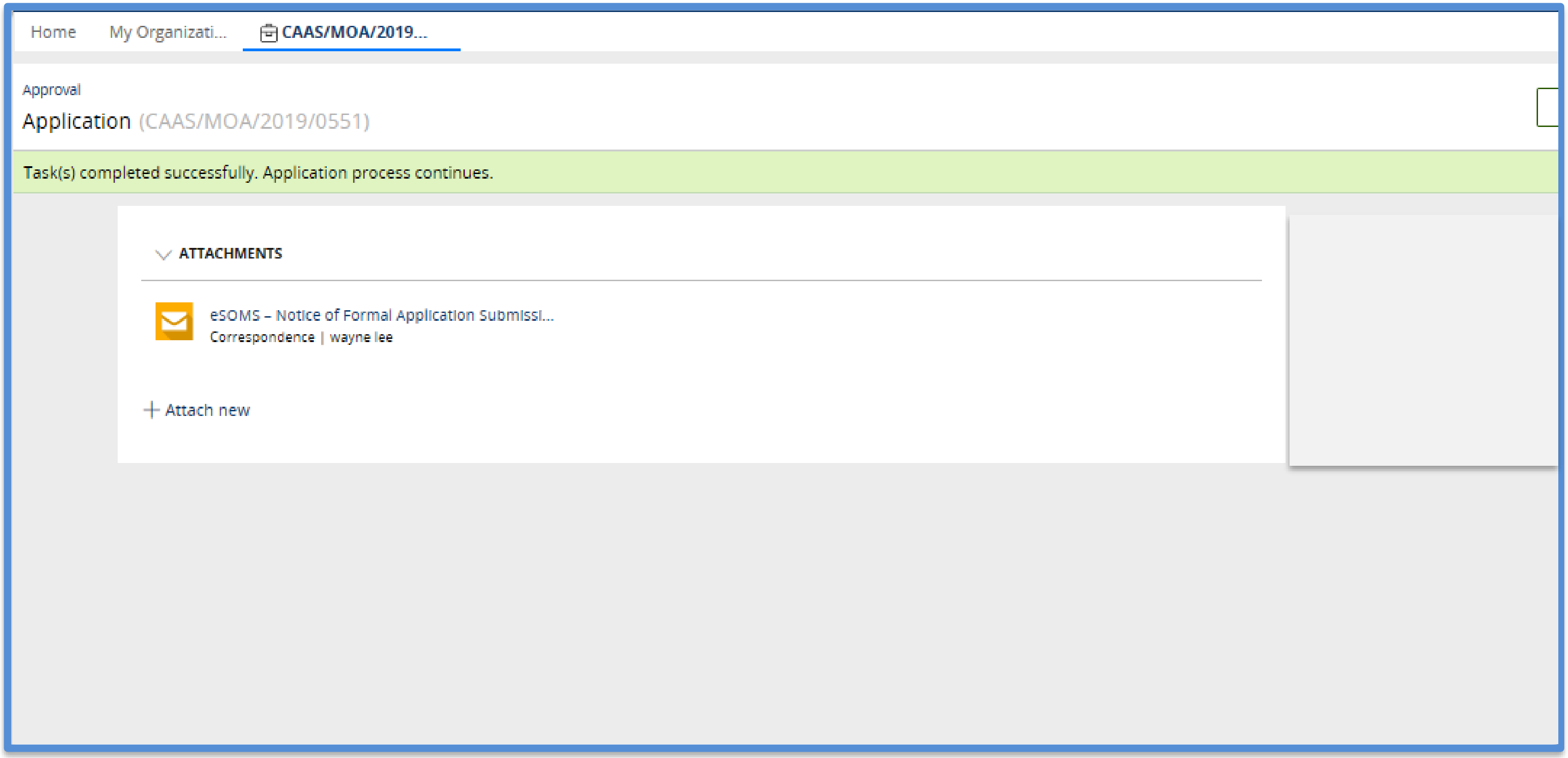
☐ hereby declare that the information provided is complete, true, accurate, and complies with the respective requirements as stated under Singapore Air Navigation Order, Singapore irworthiness Notices and Singapore Airworthiness Requirements.

☐ agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as rovided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any egulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport afety regulatory requirements.

I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive information from CAAS on aviation-related events and training.

By providing to CAAS personal data on behalf of another individual, I warrant to CAAS that all the necessary consents required in accordance with all applicable personal data protection or data protection legislation, including but not limited to the PDPA, have been obtained from that individual, and that I have notified him/her of the purpose for which I obtained his/her personal data. Please visit our website(www.caas.gov.sg/privacy-statement) for further details on our privacy statement.

After a successful submission, you will be notified as shown below as well as by email.



Home
My Organizati...
CAAS/MOA/2019...

Approval

Application (CAAS/MOA/2019/0551)

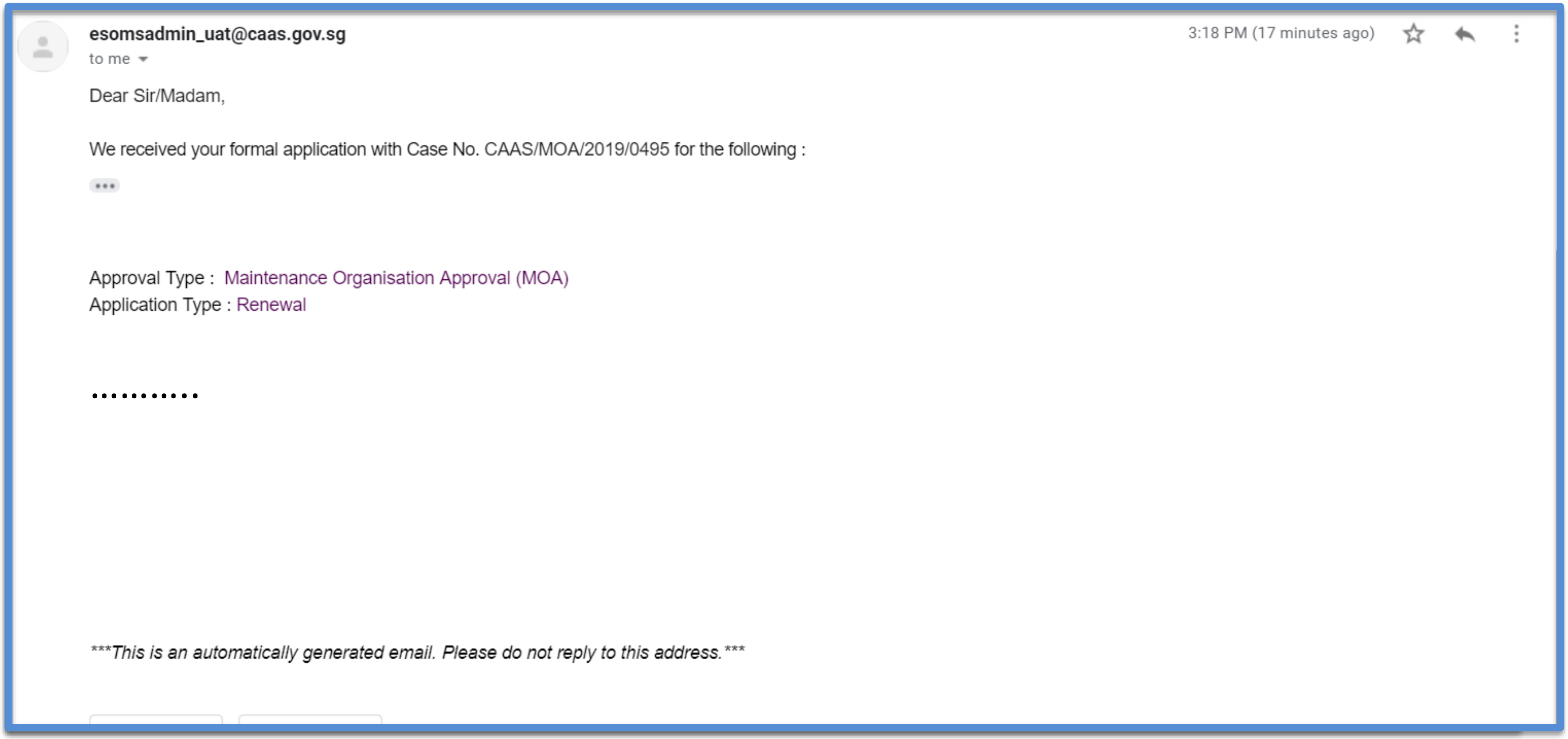
Task(s) completed successfully. Application process continues.

ATTACHMENTS

eSOMS – Notice of Formal Application Submissi...
Correspondence | wayne lee

Attach new

Notification by email



esomsadmin_uat@caas.gov.sg
to me

Dear Sir/Madam,

We received your formal application with Case No. CAAS/MOA/2019/0495 for the following :

Approval Type : Maintenance Organisation Approval (MOA)
Application Type : Renewal

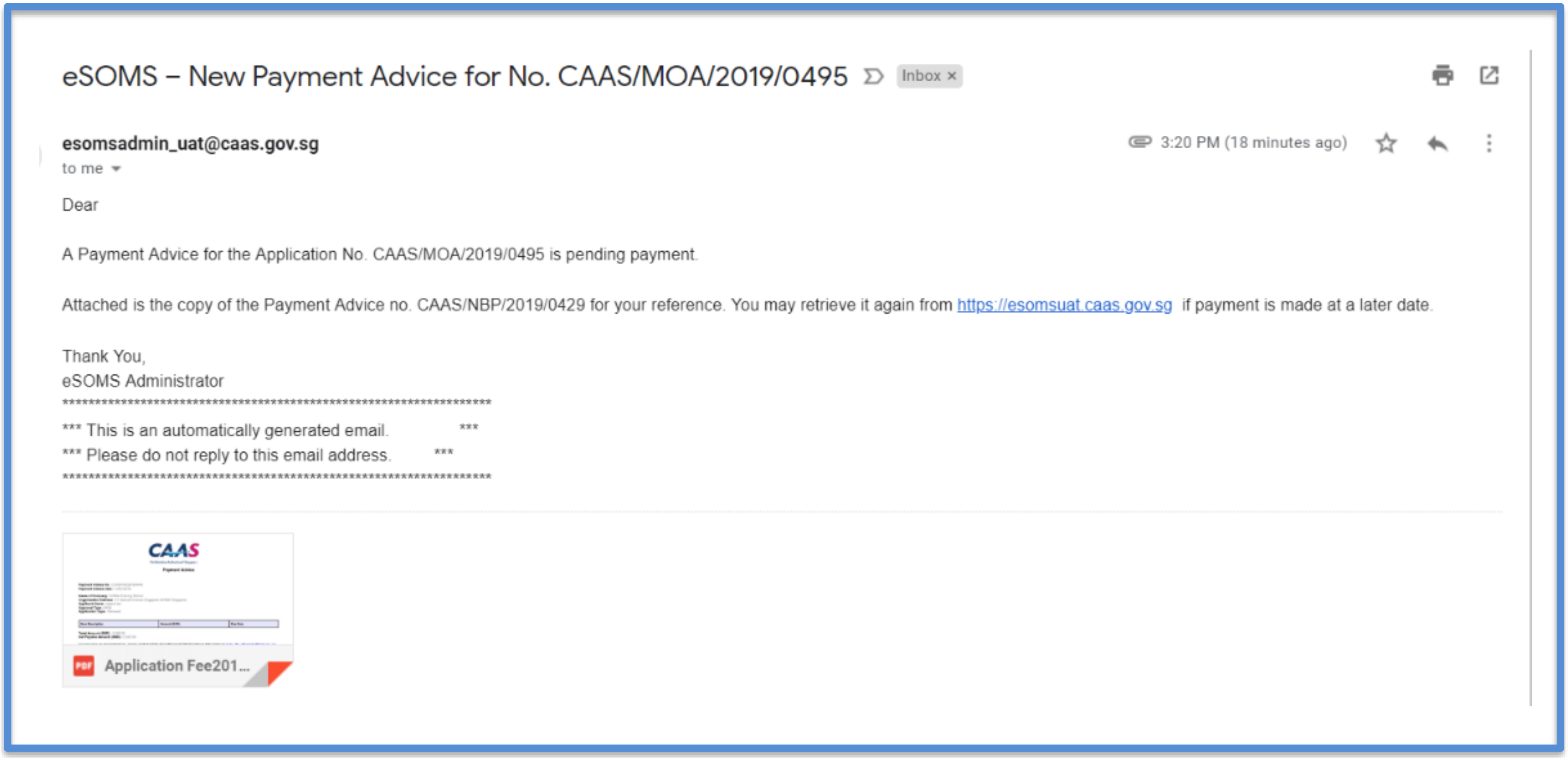
…………

****This is an automatically generated email. Please do not reply to this address.****

Fee Payment

Civil Aviation Authority of Singapore

The case will be routed to your PMI to generate the application fee. Once this has been done, you will be notified via email and a payment case will be created in your dashboard under “My Outstanding Tasks”.



eSOMS – New Payment Advice for No. CAAS/MOA/2019/0495

esomsadmin_uat@caas.gov.sg

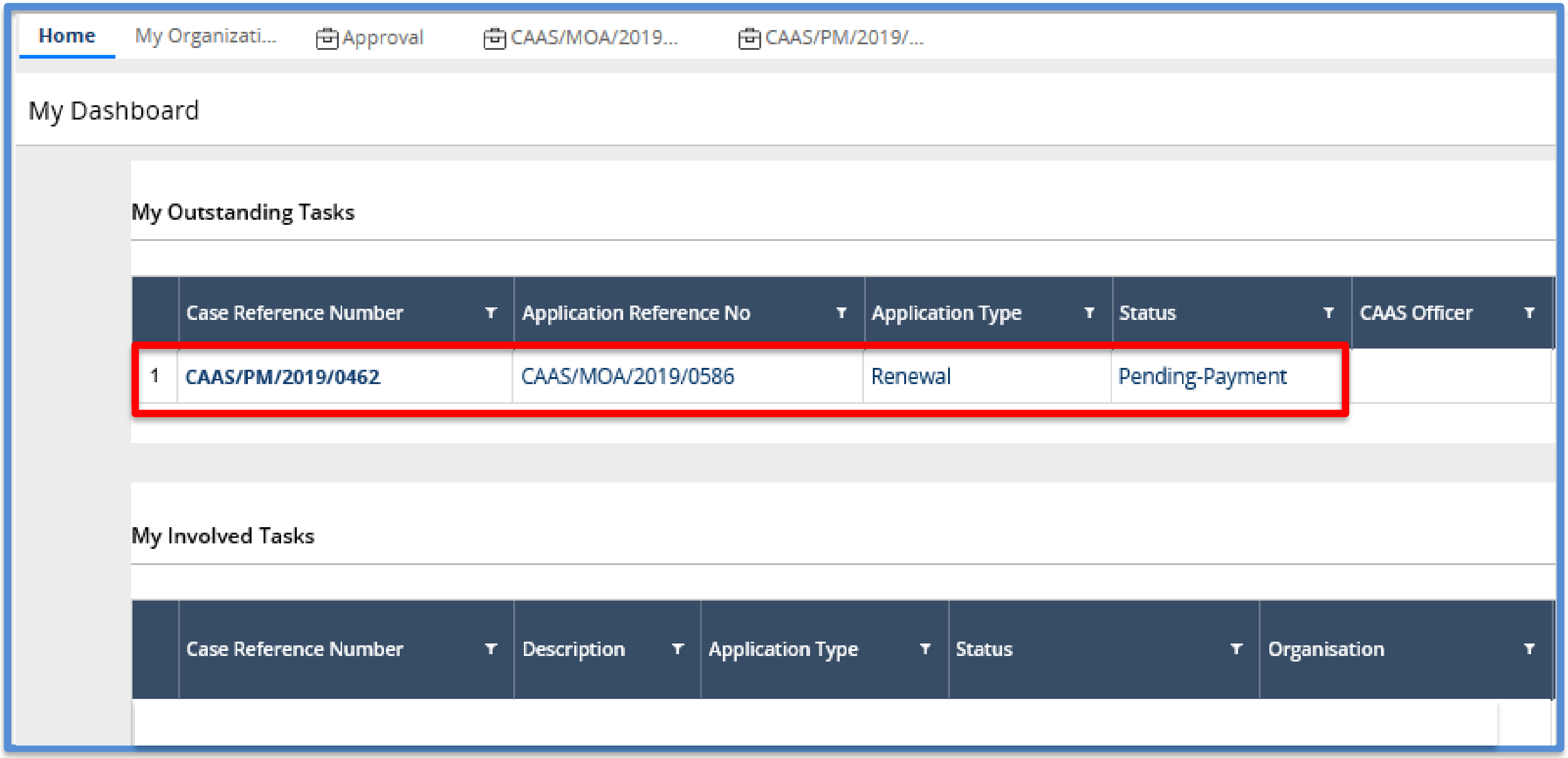
Dear

A Payment Advice for the Application No. CAAS/MOA/2019/0495 is pending payment.

Attached is the copy of the Payment Advice no. CAAS/NBP/2019/0429 for your reference. You may retrieve it again from https://esomsuat.caas.gov.sg if payment is made at a later date.

Thank You,
eSOMS Administrator
****
*** This is an automatically generated email. ***
*** Please do not reply to this email address. ***
****

Step 1: Login and click on the payment case


Home
My Organizati...
Approval
CAAS/MOA/2019...
CAAS/PM/2019/...

My Dashboard

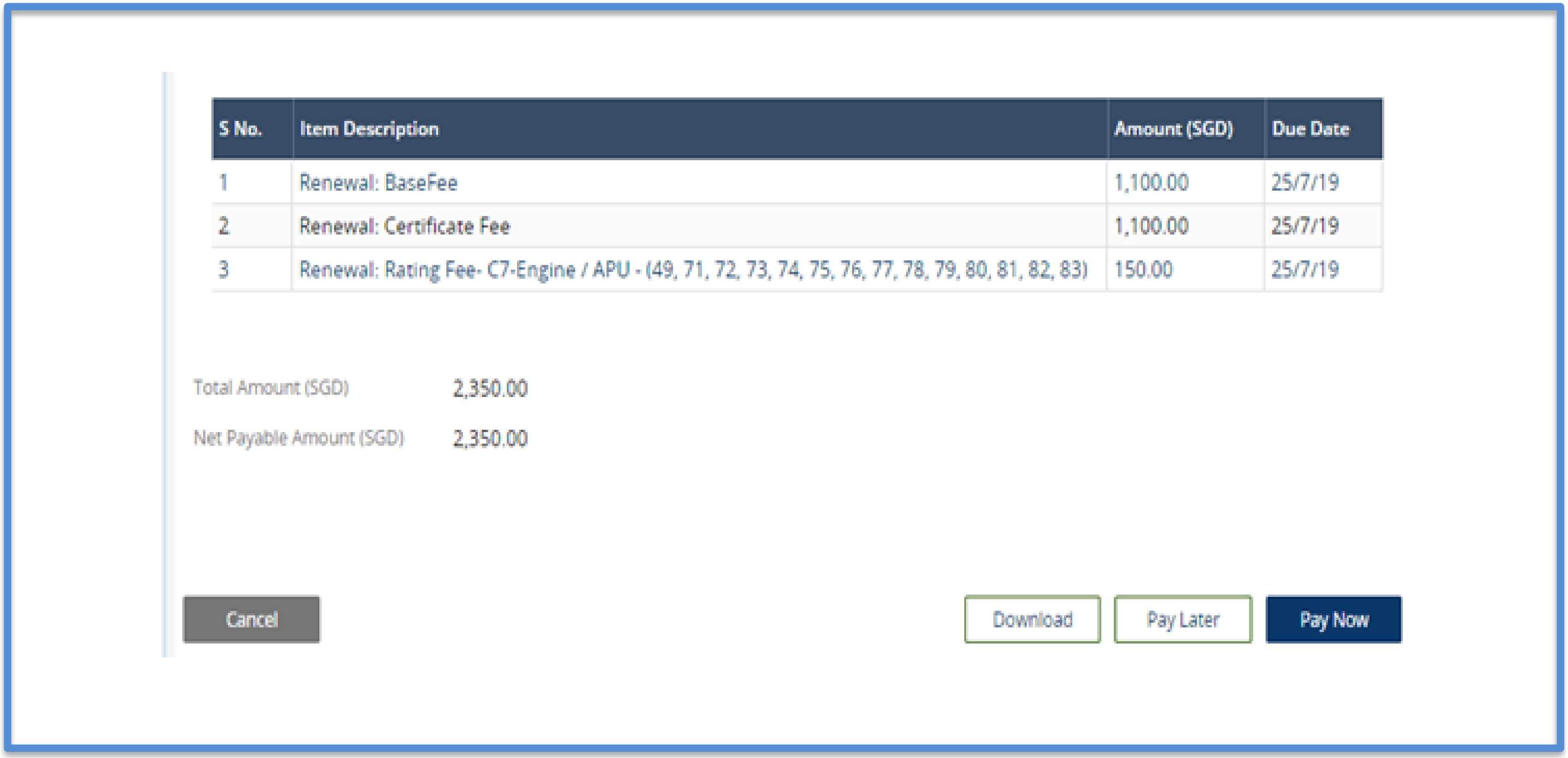
My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer
1	**CAAS/PM/2019/0462**	CAAS/MOA/2019/0586	Renewal	Pending-Payment	

My Involved Tasks

	Case Reference Number	Description	Application Type	Status	Organisation

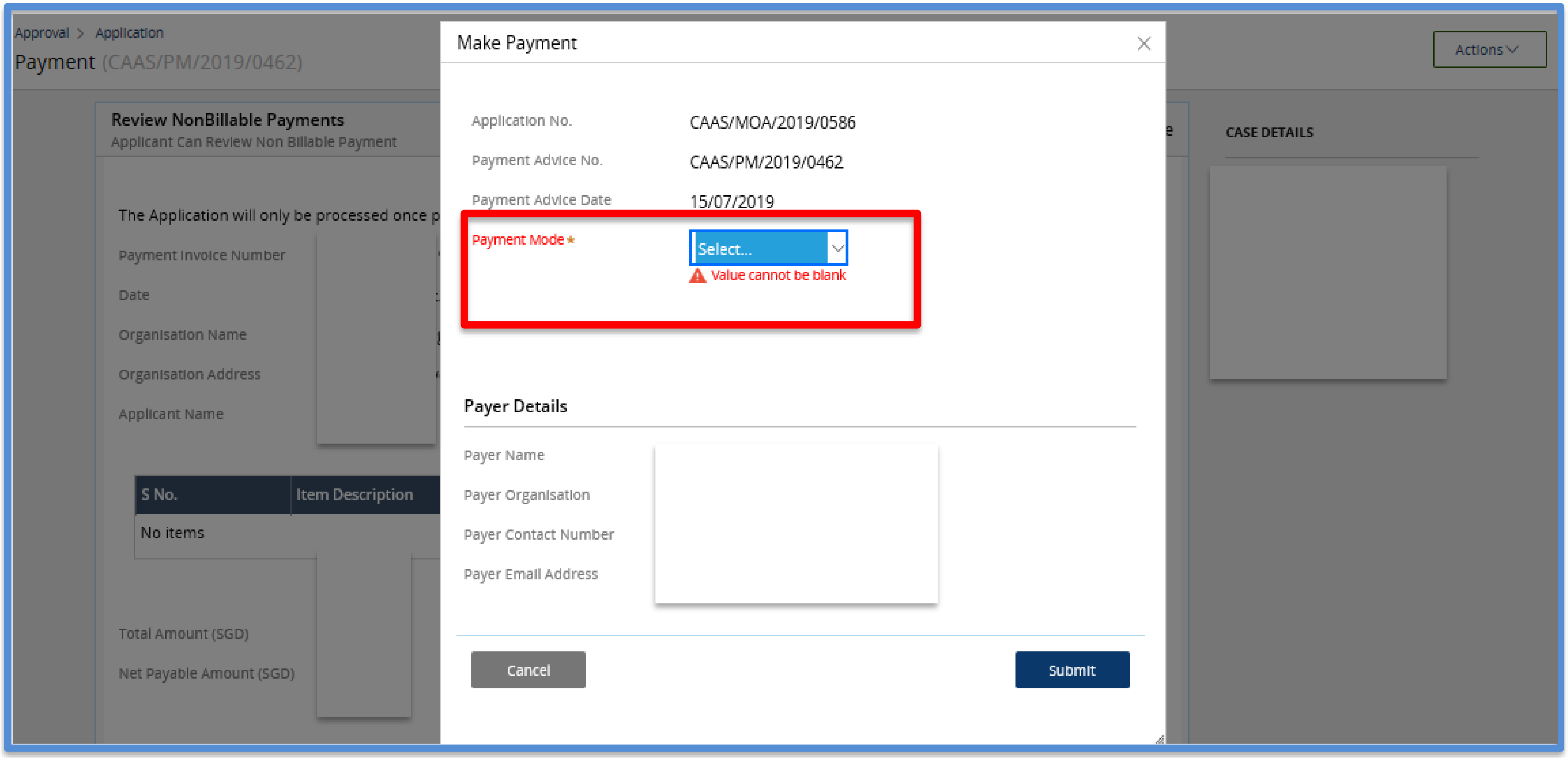
Step 2: Check that the amount is correct before paying.



S No.	Item Description	Amount (SGD)	Due Date
1	Renewal: BaseFee	1,100.00	25/7/19
2	Renewal: Certificate Fee	1,100.00	25/7/19
3	Renewal: Rating Fee- C7-Engine / APU - (49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83)	150.00	25/7/19

Total Amount (SGD)	2,350.00
Net Payable Amount (SGD)	2,350.00

Step 3: Select the payment mode: Credit Card (limited to SGD 5000) or Telegraphic Transfer (TT).



Approval > Application
Payment (CAAS/PM/2019/0462)
Actions
Review NonBillable Payments
Applicant Can Review Non Billable Payment
CASE DETAILS
Payment Invoice Number
Date
Organisation Name
Organisation Address
Applicant Name
S No.
Item Description
Total Amount (SGD)
Net Payable Amount (SGD)
Make Payment
Cancel
Submit

The Application will only be processed once p

No items

Application No. CAAS/MOA/2019/0586

Payment Advice No. CAAS/PM/2019/0462

Payment Advice Date 15/07/2019

Payment Mode * Select...

Value cannot be blank

Payer Details

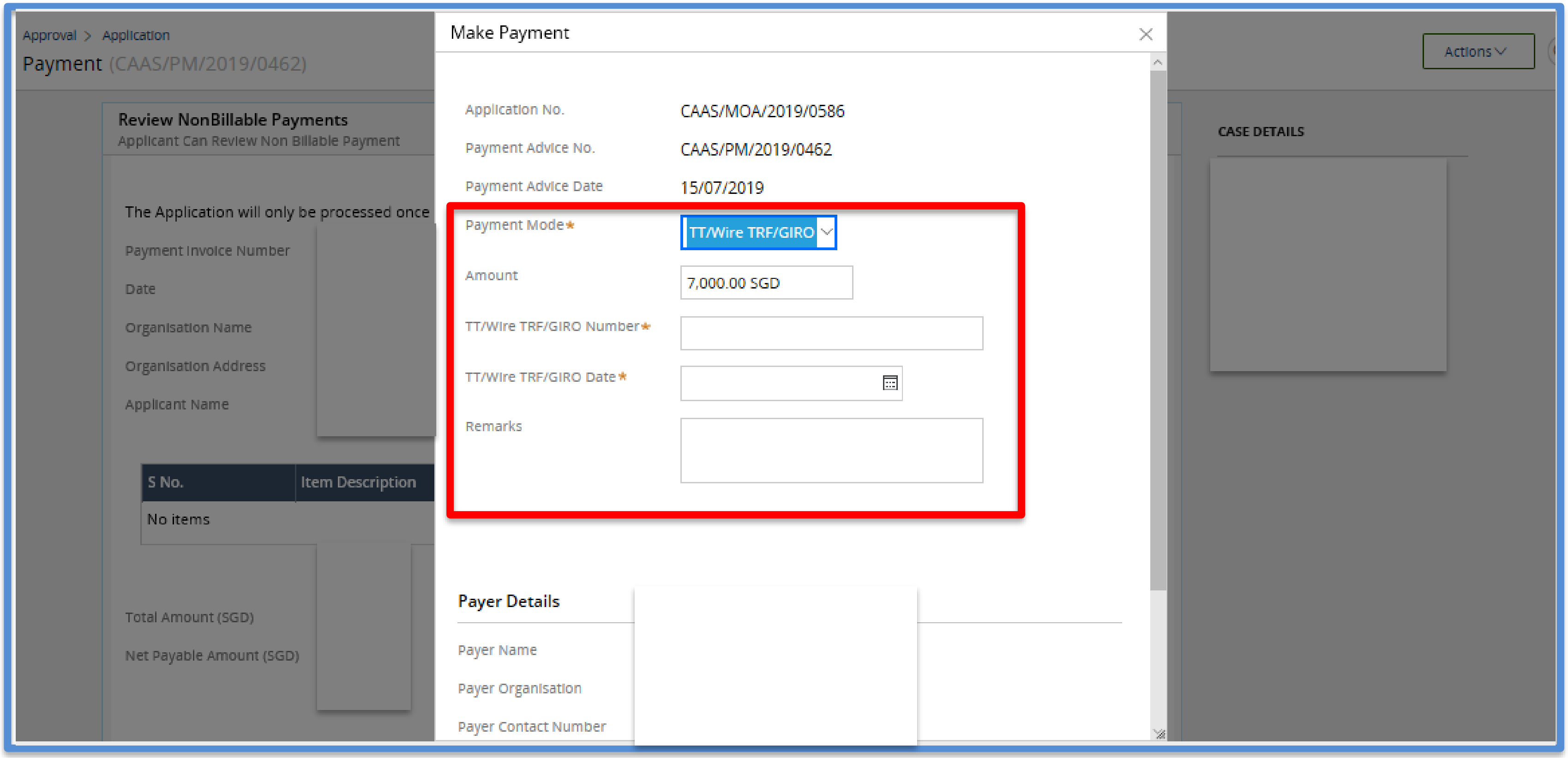
Payer Name

Payer Organisation

Payer Contact Number

Payer Email Address

Step 3: If payment is via TT, please arrange with your Finance to initiate the transaction separately. Upon successful transaction, please fill in the transaction reference number and date in the page as shown below.



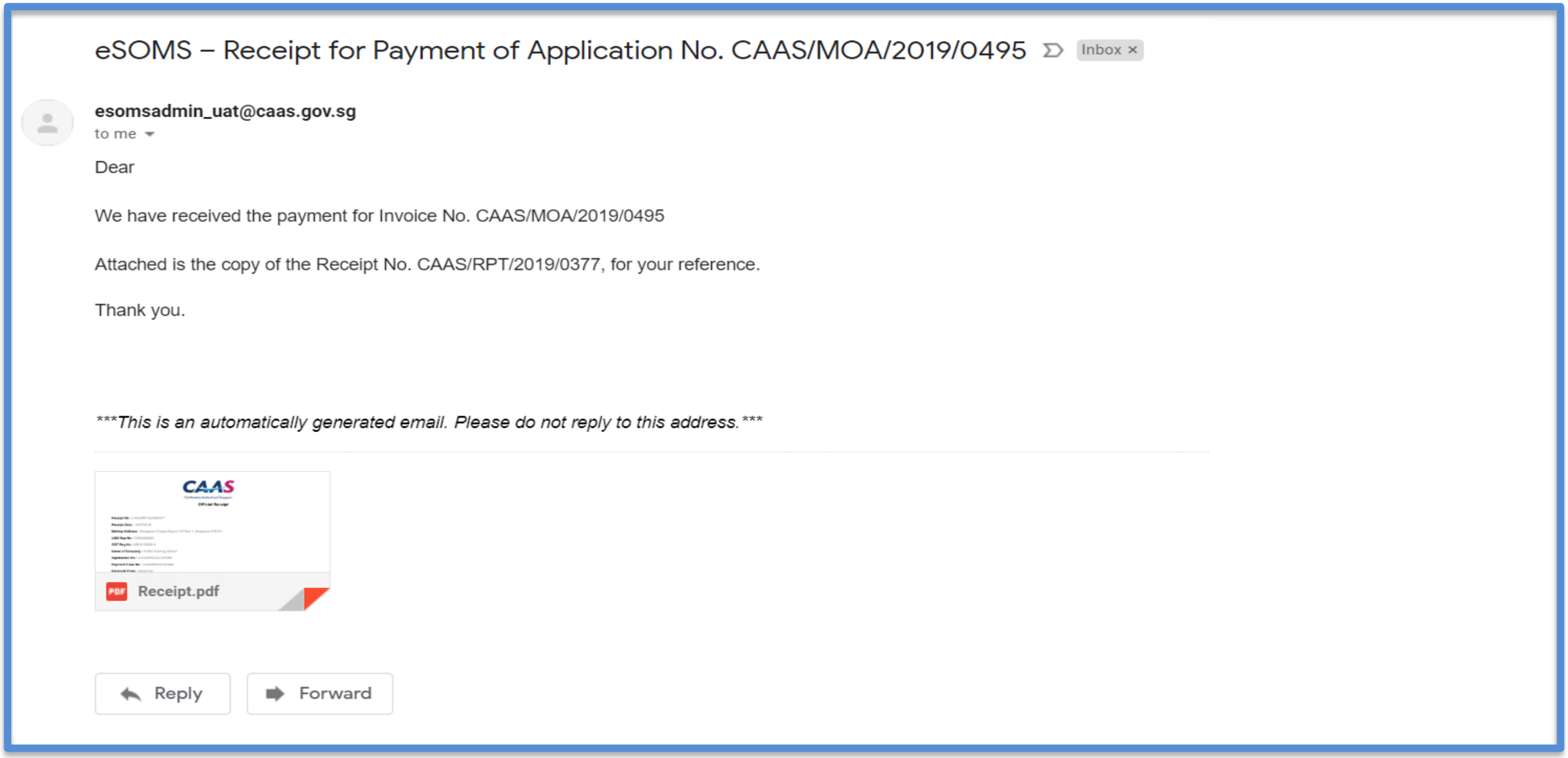
Approval > Application
Payment (CAAS/PM/2019/0462)
Actions
Review NonBillable Payments
Applicant Can Review Non Billable Payment
The Application will only be processed once
Payment Invoice Number
Date
Organisation Name
Organisation Address
Applicant Name
S No.
Item Description
No items
Total Amount (SGD)
Net Payable Amount (SGD)
CASE DETAILS

Make Payment

Application No. CAAS/MOA/2019/0586
Payment Advice No. CAAS/PM/2019/0462
Payment Advice Date 15/07/2019
Payment Mode* TT/Wire TRF/GIRO
Amount 7,000.00 SGD
TT/Wire TRF/GIRO Number*
TT/Wire TRF/GIRO Date*
Remarks

Payer Details
Payer Name
Payer Organisation
Payer Contact Number

Once we have verified your payment, you will be notified via email with an attached receipt.



eSOMS – Receipt for Payment of Application No. CAAS/MOA/2019/0495

esomsadmin_uat@caas.gov.sg
to me

Dear

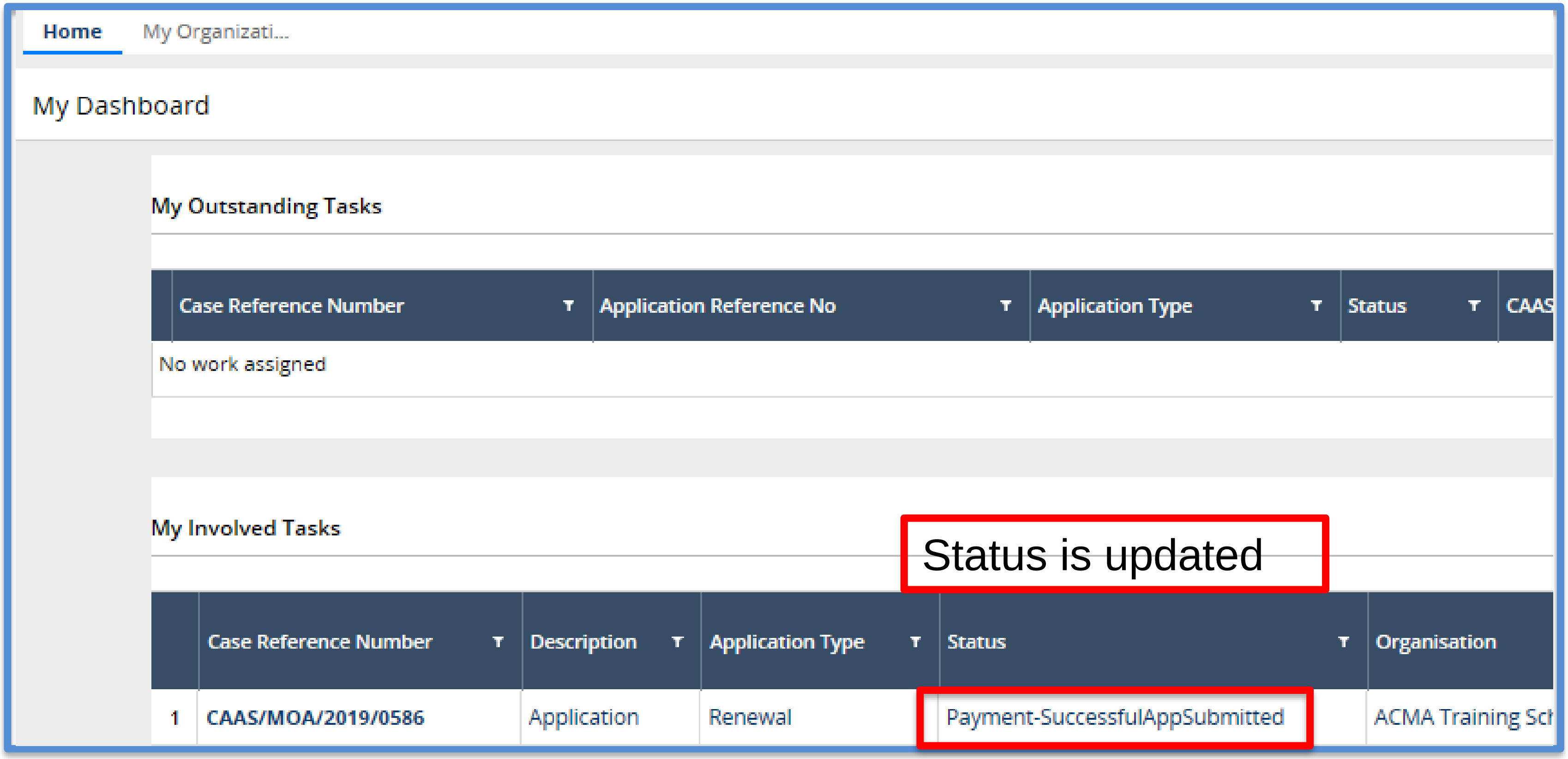
We have received the payment for Invoice No. CAAS/MOA/2019/0495

Attached is the copy of the Receipt No. CAAS/RPT/2019/0377, for your reference.

Thank you.

****This is an automatically generated email. Please do not reply to this address.****

The status of the application will also be updated accordingly.



My Dashboard

My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS
No work assigned				

My Involved Tasks

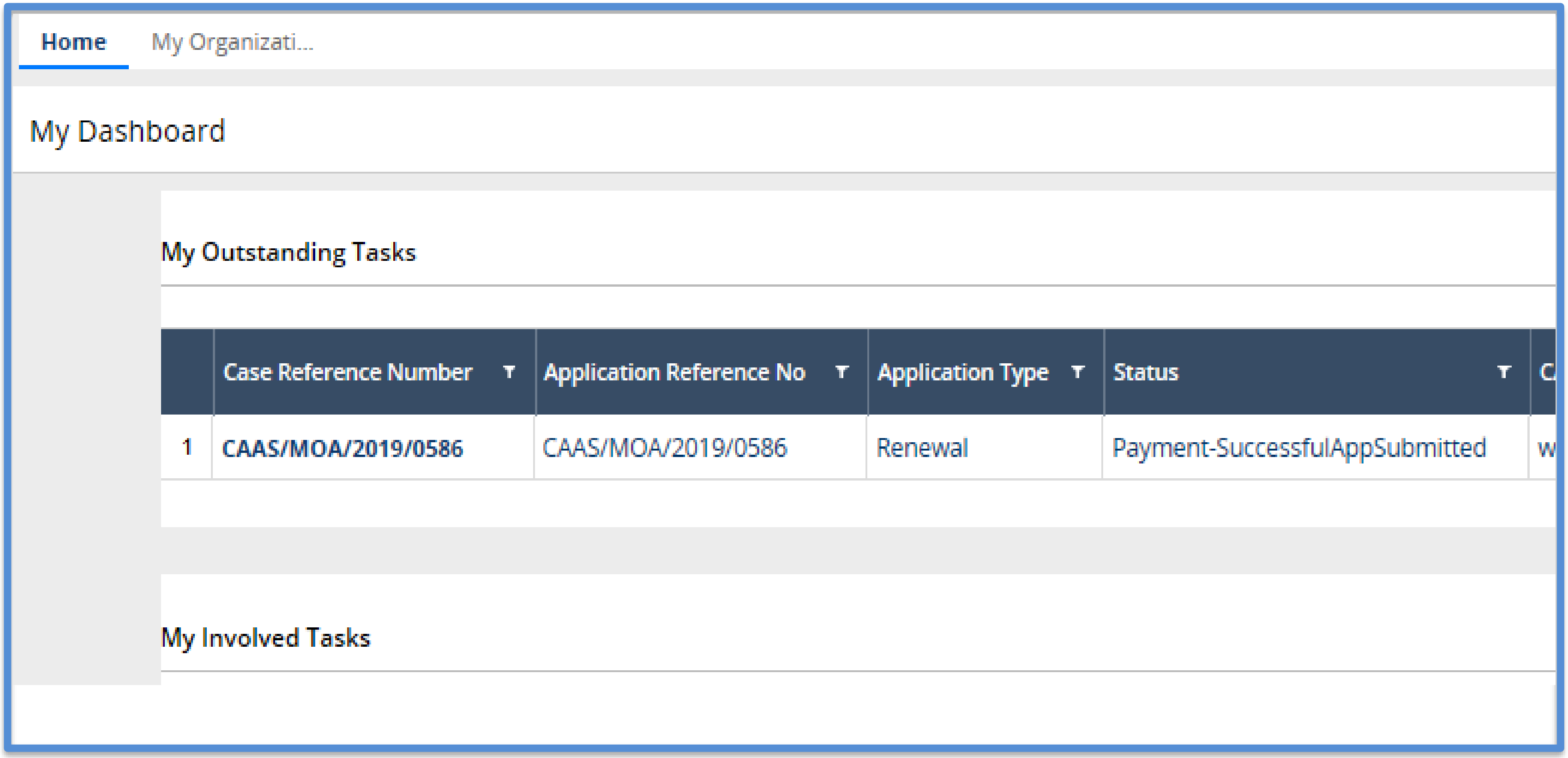
Status is updated

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/MOA/2019/0586	Application	Renewal	Payment-SuccessfulAppSubmitted	ACMA Training Sch

Case Validation and Evaluation by PMI

Civil Aviation Authority of Singapore

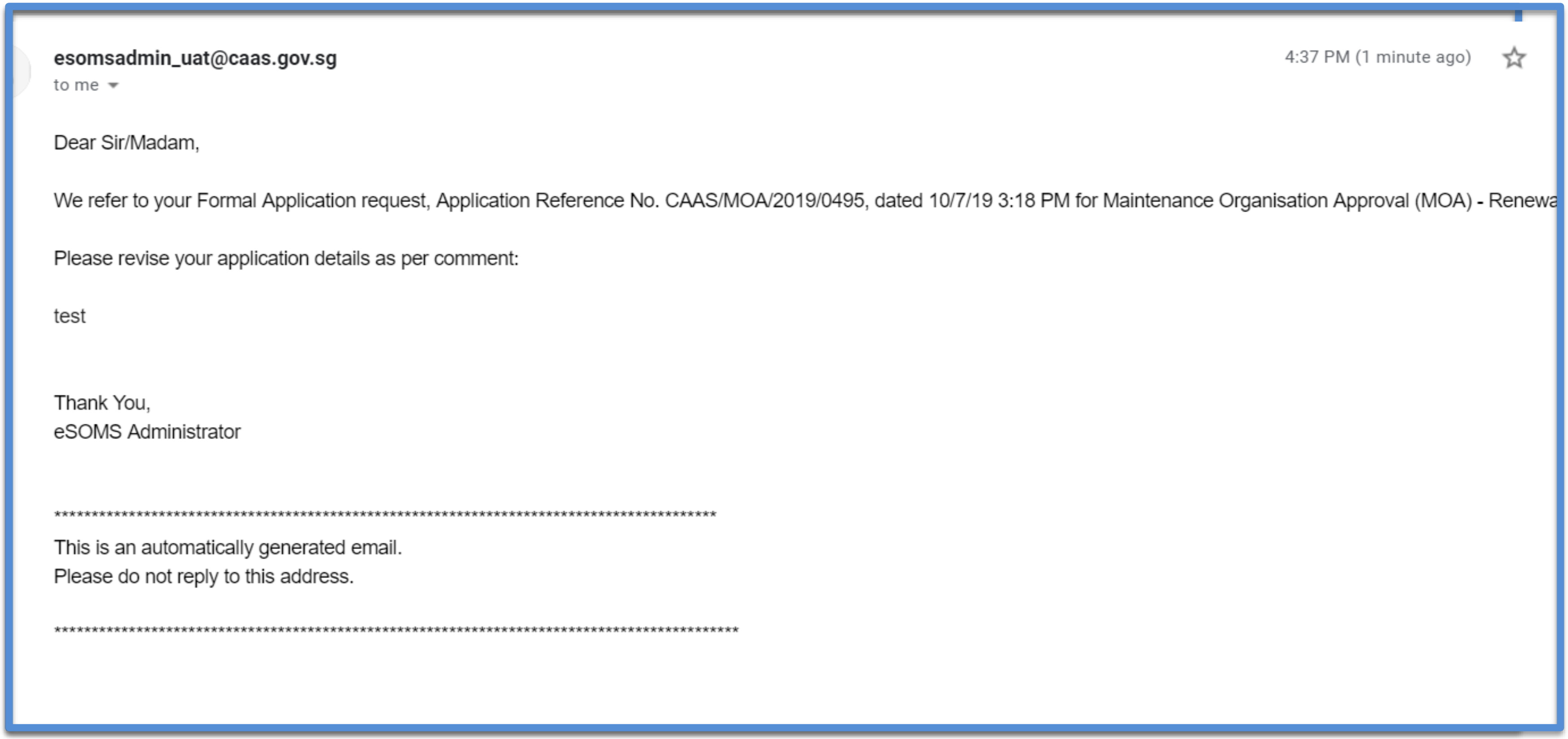
During this process, more information/documents may be requested by the PMI. In that case, the application will be routed back to your dashboard for follow-up.


Home
My Organizati...
My Dashboard
My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	C
1	**CAAS/MOA/2019/0586**	CAAS/MOA/2019/0586	Renewal	Payment-SuccessfulAppSubmitted	w

My Involved Tasks

An email notification will also be sent to inform you of the information required.



esomsadmin_uat@caas.gov.sg
to me

Dear Sir/Madam,

We refer to your Formal Application request, Application Reference No. CAAS/MOA/2019/0495, dated 10/7/19 3:18 PM for Maintenance Organisation Approval (MOA) - Renewa

Please revise your application details as per comment:

test

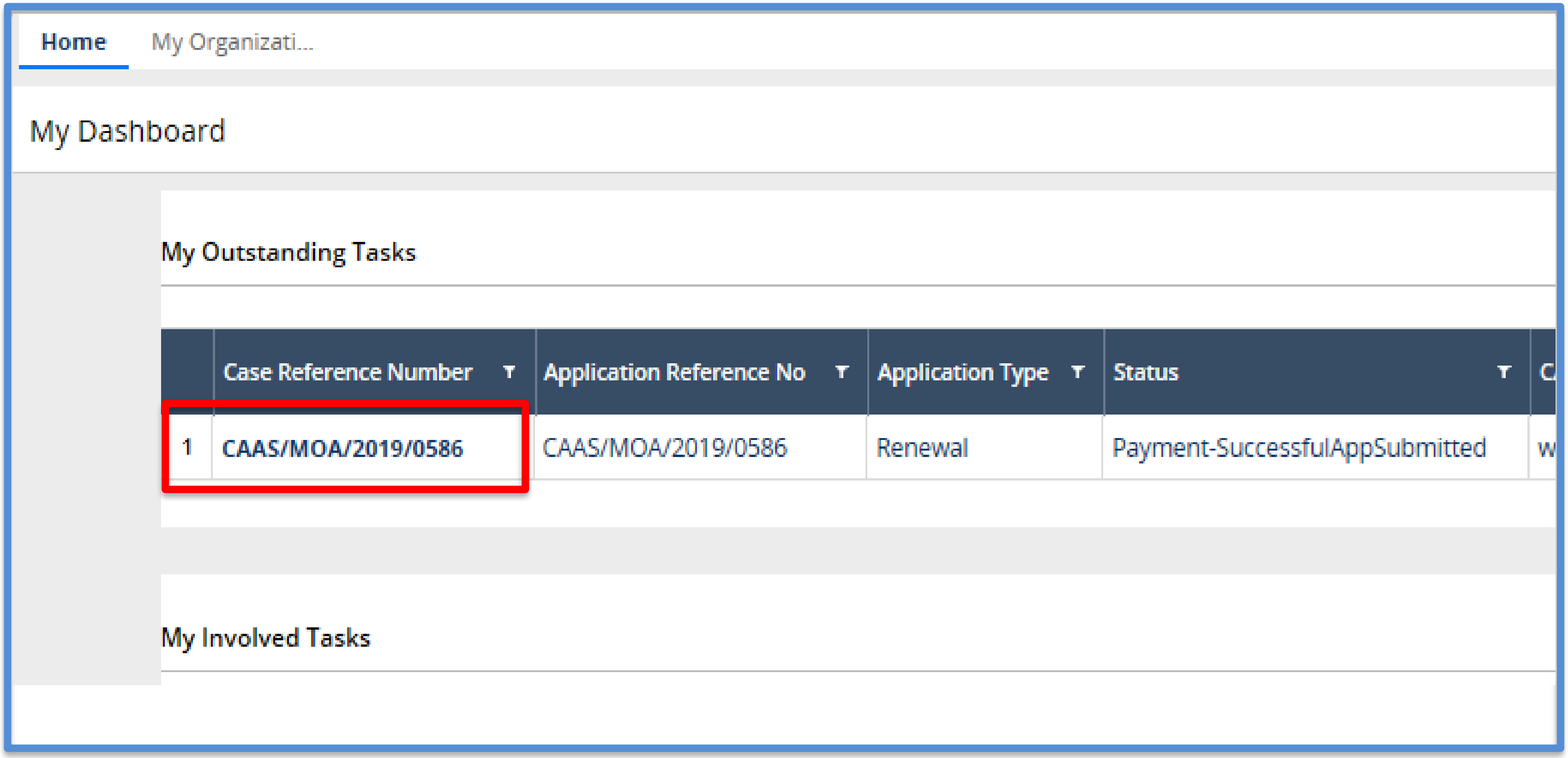
Thank You,
eSOMS Administrator

****

This is an automatically generated email.
Please do not reply to this address.

****

Step 1: Login and click on the case reference number to make the necessary changes to your formal application. Repeat steps from Formal Application



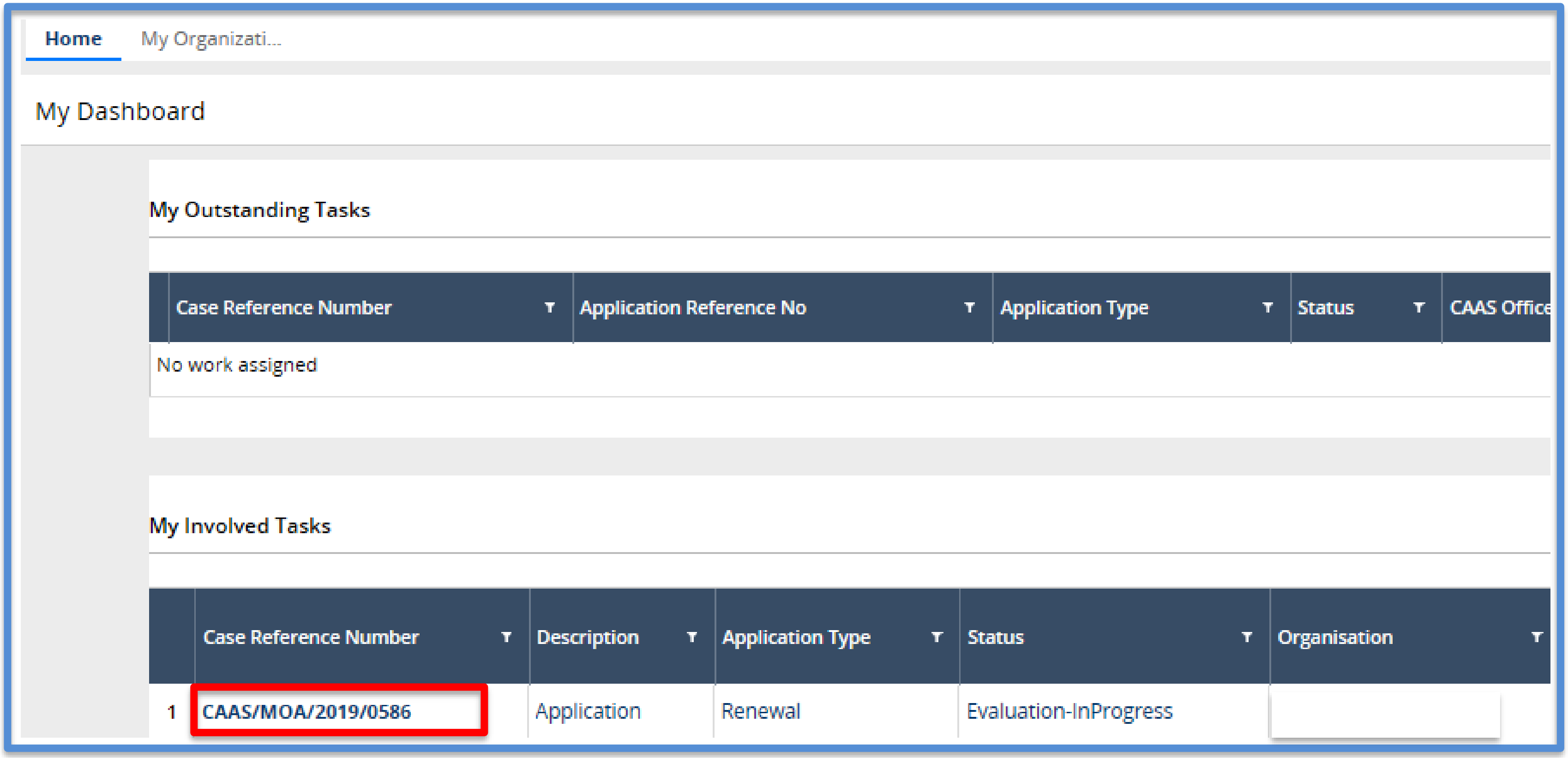
My Dashboard

My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	C
1	**CAAS/MOA/2019/0586**	CAAS/MOA/2019/0586	Renewal	Payment-SuccessfulAppSubmitted	w

My Involved Tasks

During PMI evaluation phase, applicant can also upload additional document. Step 1: Search for the submitted application in your home tab under “My Involved Tasks” and click on the case.



My Dashboard

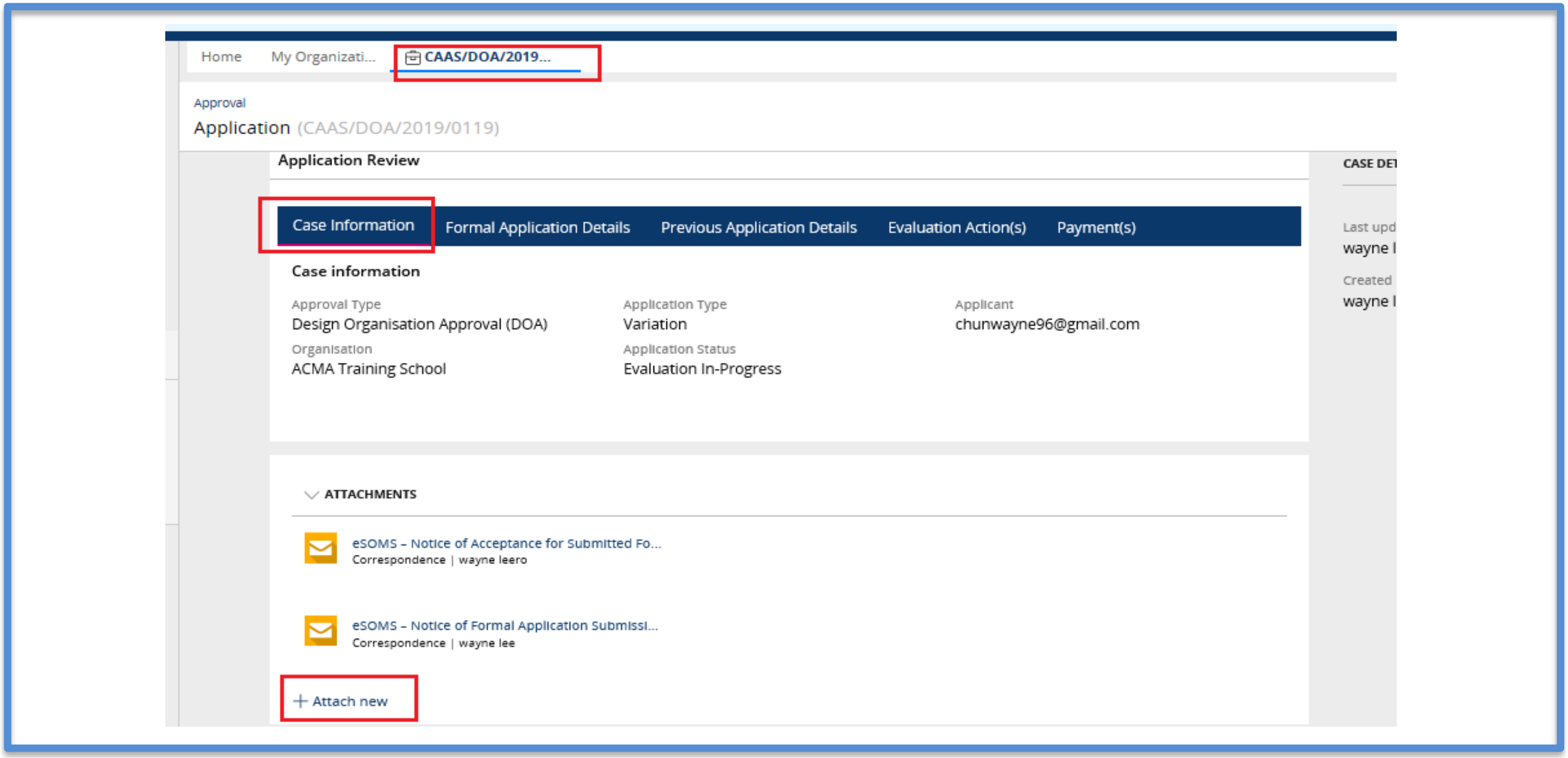
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Office
No work assigned				

My Involved Tasks

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/MOA/2019/0586	Application	Renewal	Evaluation-InProgress	

Step 2: In this screen, you will see the “Case Information”. Scroll down to the “Attachments” Section and click on “+ Attach new” to upload additional document.


Home
My Organizati...
CAAS/DOA/2019...
Case Information
Formal Application Details
Previous Application Details
Evaluation Action(s)
Payment(s)
CASE DET
+ Attach new

Approval

Application (CAAS/DOA/2019/0119)

Application Review

Case information

Approval Type
Design Organisation Approval (DOA)

Application Type
Variation

Applicant
chunwayne96@gmail.com

Organisation
ACMA Training School

Application Status
Evaluation In-Progress

Last upd
wayne l

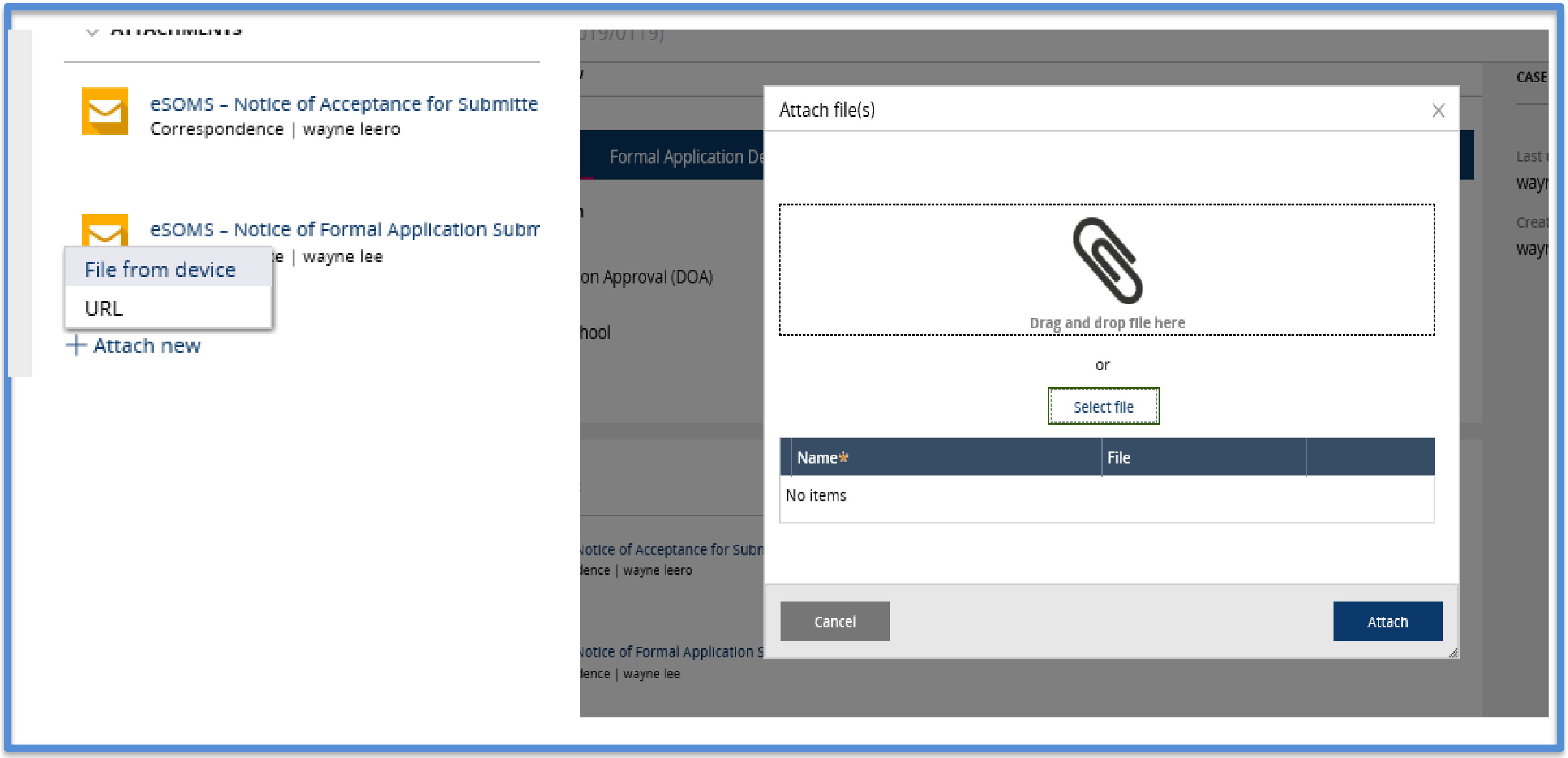
Created
wayne l

ATTACHMENTS

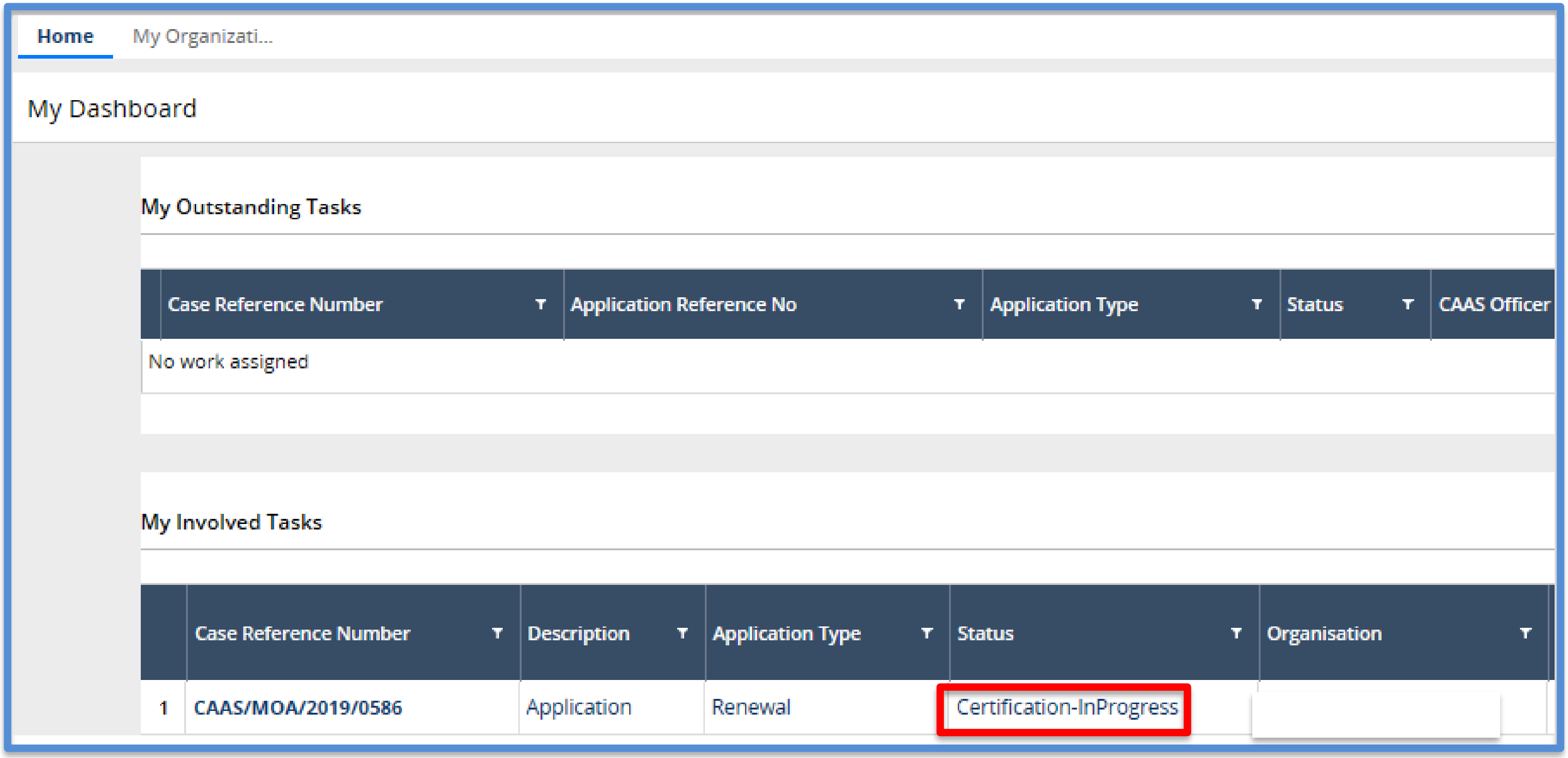
eSOMS – Notice of Acceptance for Submitted Fo...
Correspondence | wayne leero

eSOMS – Notice of Formal Application Submissi...
Correspondence | wayne lee

Step 3: Click on “File from device” and attach the document.


ATTACHMENTS
eSOMS – Notice of Acceptance for Submitte
Correspondence | wayne leero
eSOMS – Notice of Formal Application Subm
e | wayne lee
File from device
URL
+ Attach new
Formal Application De
on Approval (DOA)
hool
Notice of Acceptance for Subm
lence | wayne leero
Notice of Formal Application S
lence | wayne lee
Attach file(s)
Drag and drop file here
or
Select file
Name*
File
No items
Cancel
Attach
CASE
Last
wayn
Creat
wayn

After successful evaluation, the status will be updated to “Certification-InProgress”



My Dashboard

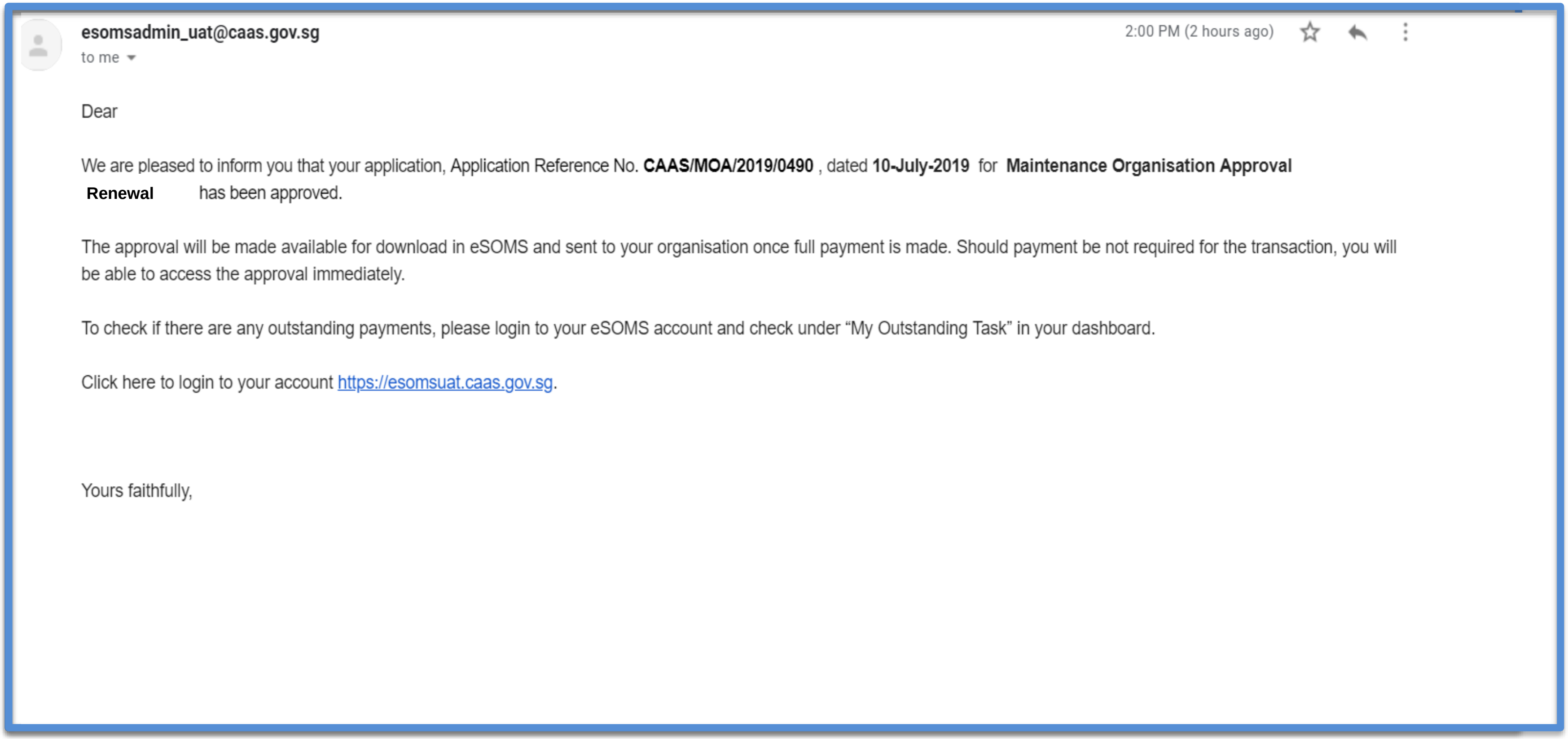
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer
No work assigned				

My Involved Tasks

	Case Reference Number	Description	Application Type	Status	Organisation
1	**CAAS/MOA/2019/0586**	Application	Renewal	Certification-InProgress	

Lastly, once certification has been completed, an email will be sent to you.



esomsadmin_uat@caas.gov.sg
to me

2:00 PM (2 hours ago)

Dear

We are pleased to inform you that your application, Application Reference No. **CAAS/MOA/2019/0490** , dated **10-July-2019** for **Maintenance Organisation Approval Renewal** has been approved.

The approval will be made available for download in eSOMS and sent to your organisation once full payment is made. Should payment be not required for the transaction, you will be able to access the approval immediately.

To check if there are any outstanding payments, please login to your eSOMS account and check under “My Outstanding Task” in your dashboard.

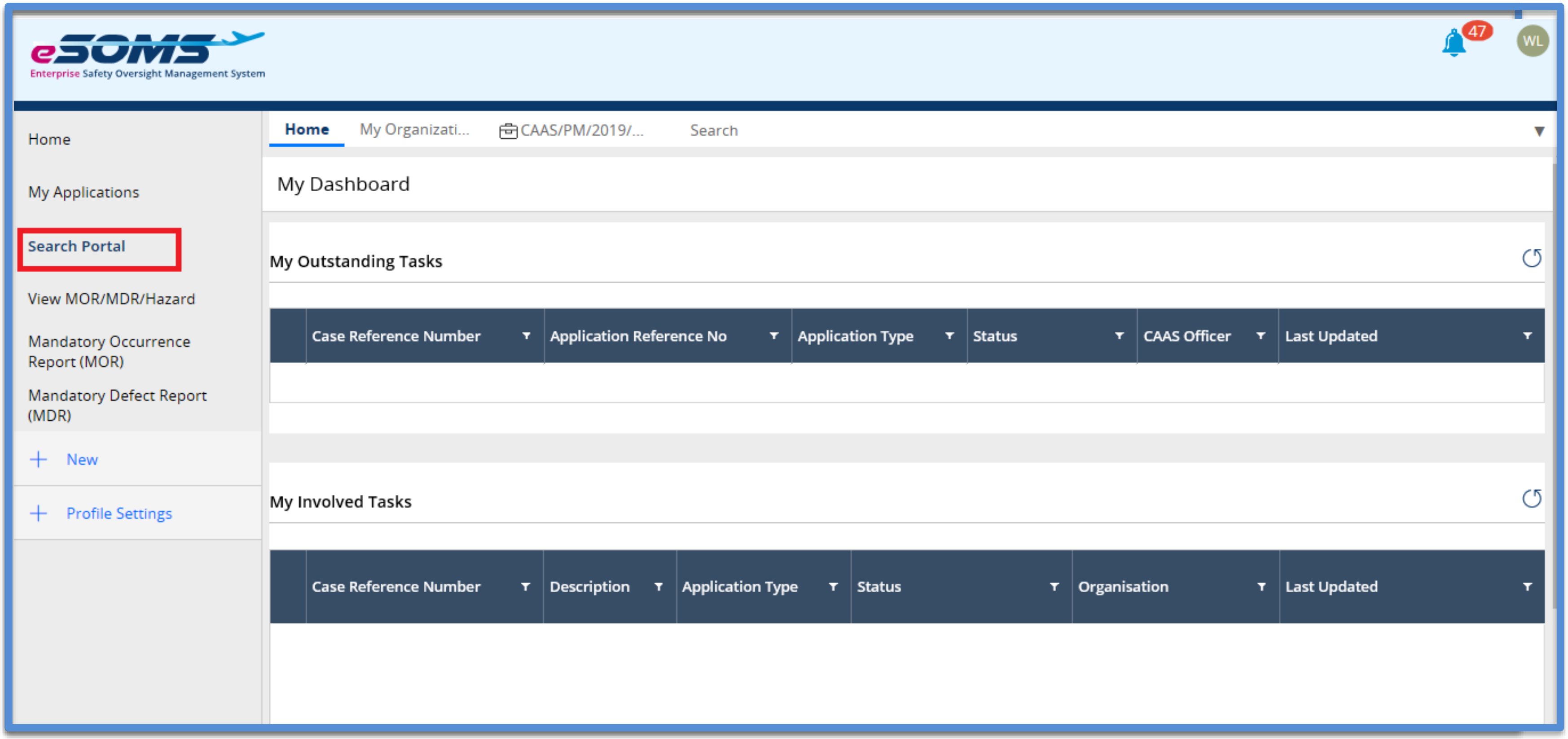
Click here to login to your account https://esomsuat.caas.gov.sg.

Yours faithfully,

Downloading of MOA certificate

Civil Aviation Authority of Singapore

Step 1: On your homepage, click on the Search Portal at the left column


eSOMS
Enterprise Safety Oversight Management System
47
WL
Home
My Organizati...
CAAS/PM/2019/...
Search
Home
My Applications
Search Portal
View MOR/MDR/Hazard
Mandatory Occurrence Report (MOR)
Mandatory Defect Report (MDR)
New
Profile Settings

My Dashboard

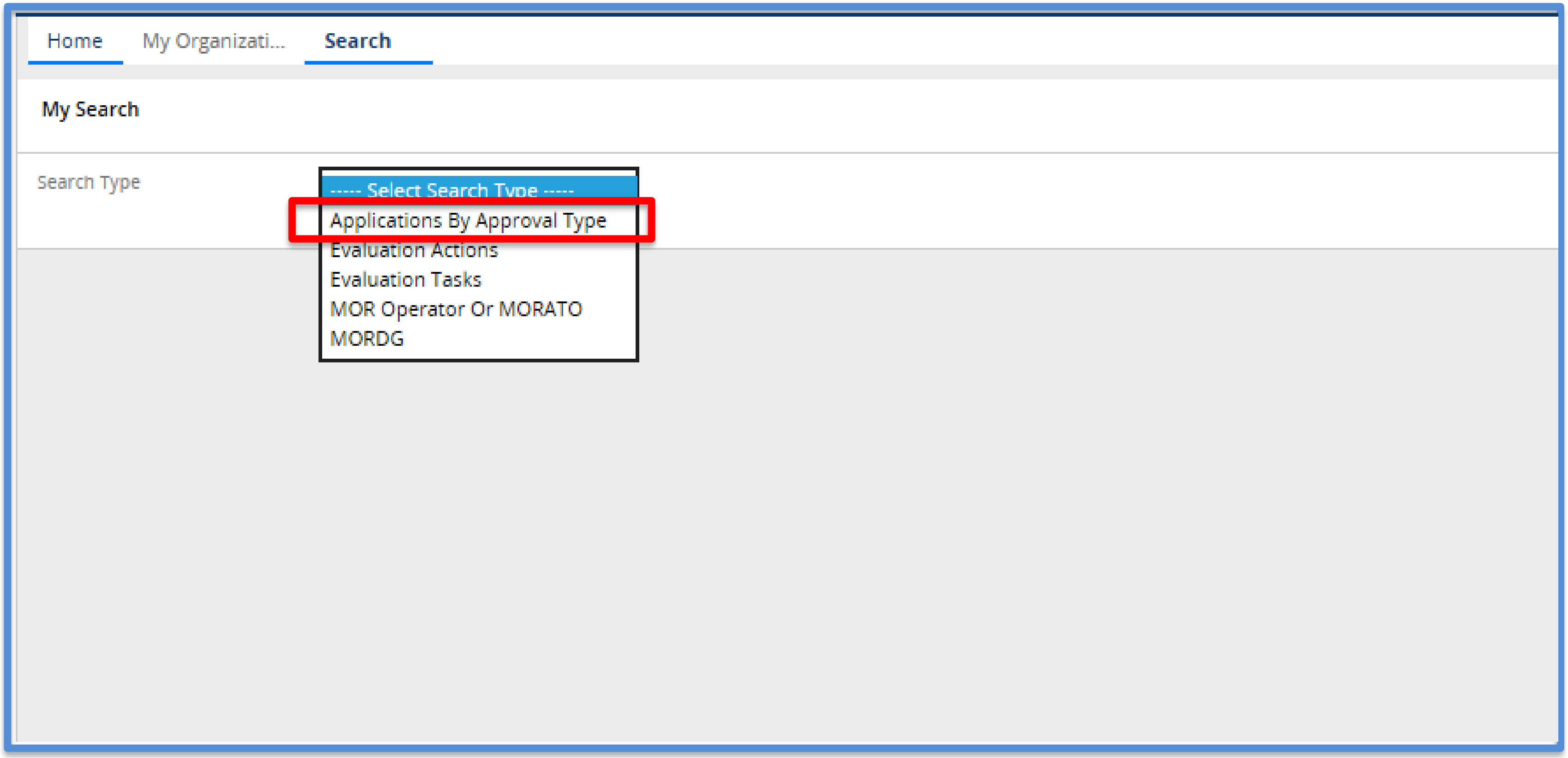
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated

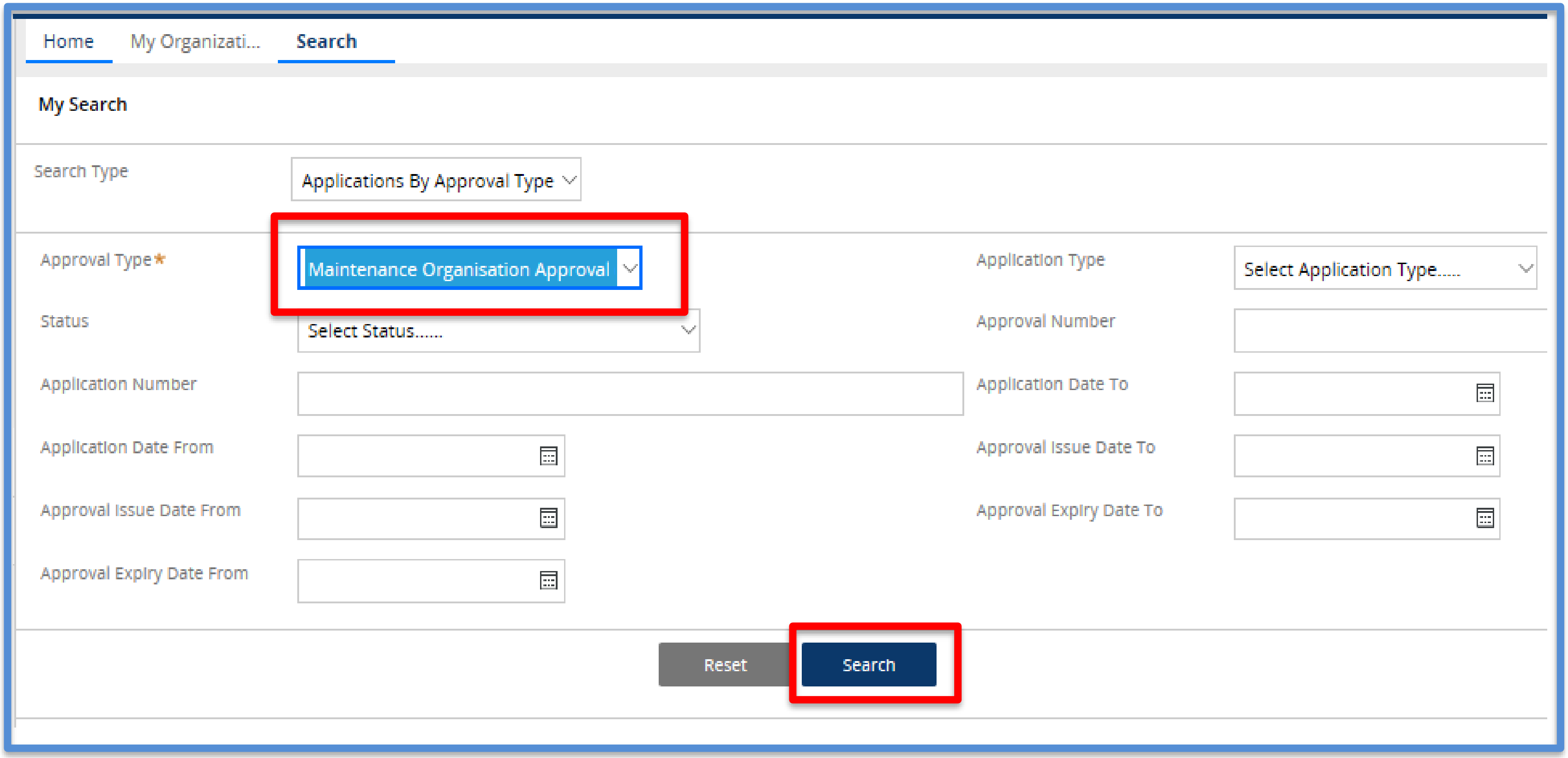
My Involved Tasks

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated

Step 2: Select "Applications by Approval Type"


Home
My Organizati...
Search
My Search
Search Type
----- Select Search Type -----
Applications By Approval Type
Evaluation Actions
Evaluation Tasks
MOR Operator Or MORATO
MORDG

Step 3: Select MOA under the mandatory field “Approval Type” and click Search



My Search

Search Type: Applications By Approval Type

Approval Type*: Maintenance Organisation Approval

Status: Select Status......

Application Number:

Application Date From:

Approval Issue Date From:

Approval Expiry Date From:

Application Type: Select Application Type.....

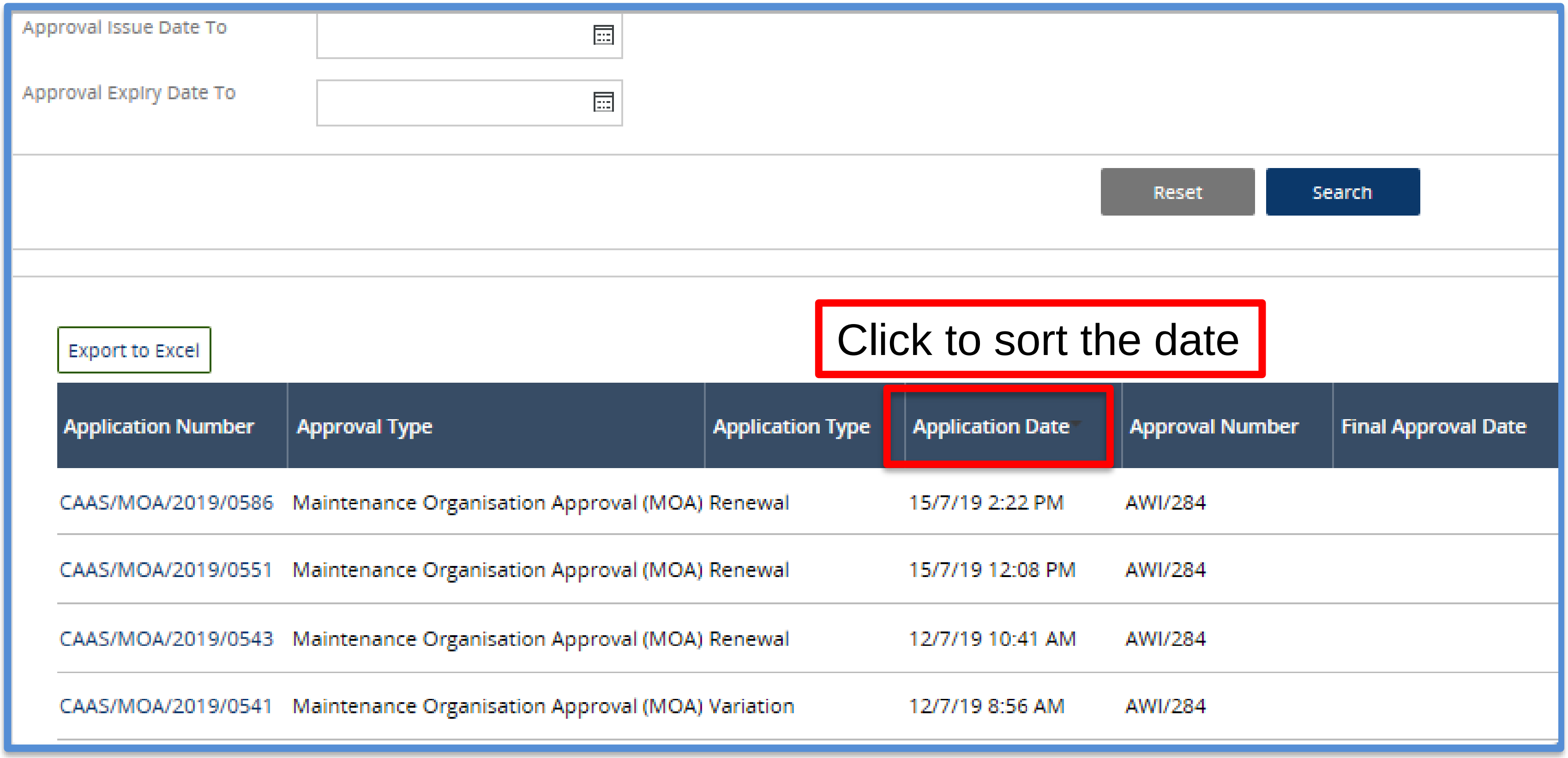
Approval Number:

Application Date To:

Approval Issue Date To:

Approval Expiry Date To:

Step 4: Look for the latest application by clicking on the date to sort and select it.

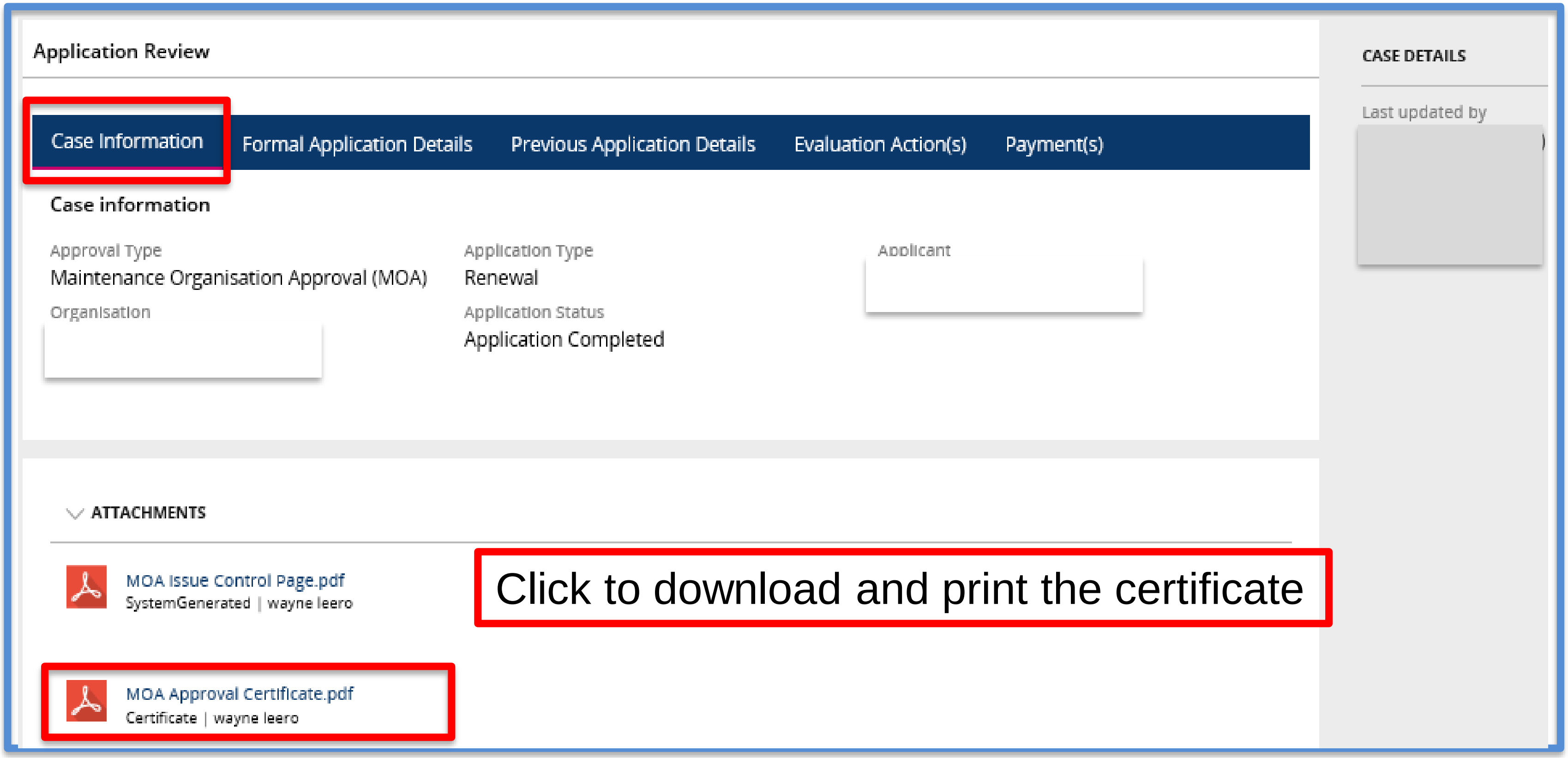


Approval Issue Date To
Approval Expiry Date To
Reset
Search
Export to Excel

Click to sort the date

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date
CAAS/MOA/2019/0586	Maintenance Organisation Approval (MOA) Renewal		15/7/19 2:22 PM	AWI/284	
CAAS/MOA/2019/0551	Maintenance Organisation Approval (MOA) Renewal		15/7/19 12:08 PM	AWI/284	
CAAS/MOA/2019/0543	Maintenance Organisation Approval (MOA) Renewal		12/7/19 10:41 AM	AWI/284	
CAAS/MOA/2019/0541	Maintenance Organisation Approval (MOA) Variation		12/7/19 8:56 AM	AWI/284	

Step 5: Under the case information, you will be able to see the generated certificate and any approved/accepted documents. Click on them to view or print.



Application Review

Case Information
Formal Application Details
Previous Application Details
Evaluation Action(s)
Payment(s)
CASE DETAILS
Last updated by

Case information

Approval Type
Maintenance Organisation Approval (MOA)

Application Type
Renewal

Applicant

Organisation

Application Status
Application Completed

ATTACHMENTS

MOA Issue Control Page.pdf
SystemGenerated | wayne leero

MOA Approval Certificate.pdf
Certificate | wayne leero

Click to download and print the certificate

Summary

6 Stages:

1. Login
2. Applying for MOA renewal
3. Formal Application
4. Fee payment
5. Validation and Evaluation
6. Downloading of MOA certificate

- END -