

A guide for MOA Variation: Add Certifying Staff

Applying for MOA Variation

Add Certifying Staff

Step 1: Click on My organisation

The screenshot shows a web dashboard with a navigation bar at the top. The 'Home' tab is active, and the 'My Organization' tab is highlighted with a red box. Below the navigation bar, the page title is 'My Dashboard'. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a refresh icon in the top right corner. The 'My Outstanding Tasks' section contains a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' section contains a table with the following columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated.

Home My Organization

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 Variation.

Home **My Organizati...** Approval

My Organization's Approvals

Approval Type Valid Till Date Registration Number

Reset Search

Approval Details		Application Types	
Approval Type	MOA	From Date	5/4/19
Approval Number	AWI/394	To Date	31/3/20
		Variation Replacement Certificate	
		Surrender Approval	

Formal Application

Step 1: Answer a short questionnaire.

Approval Type Maintenance Organisation Approval	Application Type Variation
--	-------------------------------

Note: Please submit a renewal application for FAA Approval when issued with a new SAR-145 certificate (validity) and all CANs have been closed.

Additional Questions related to Application

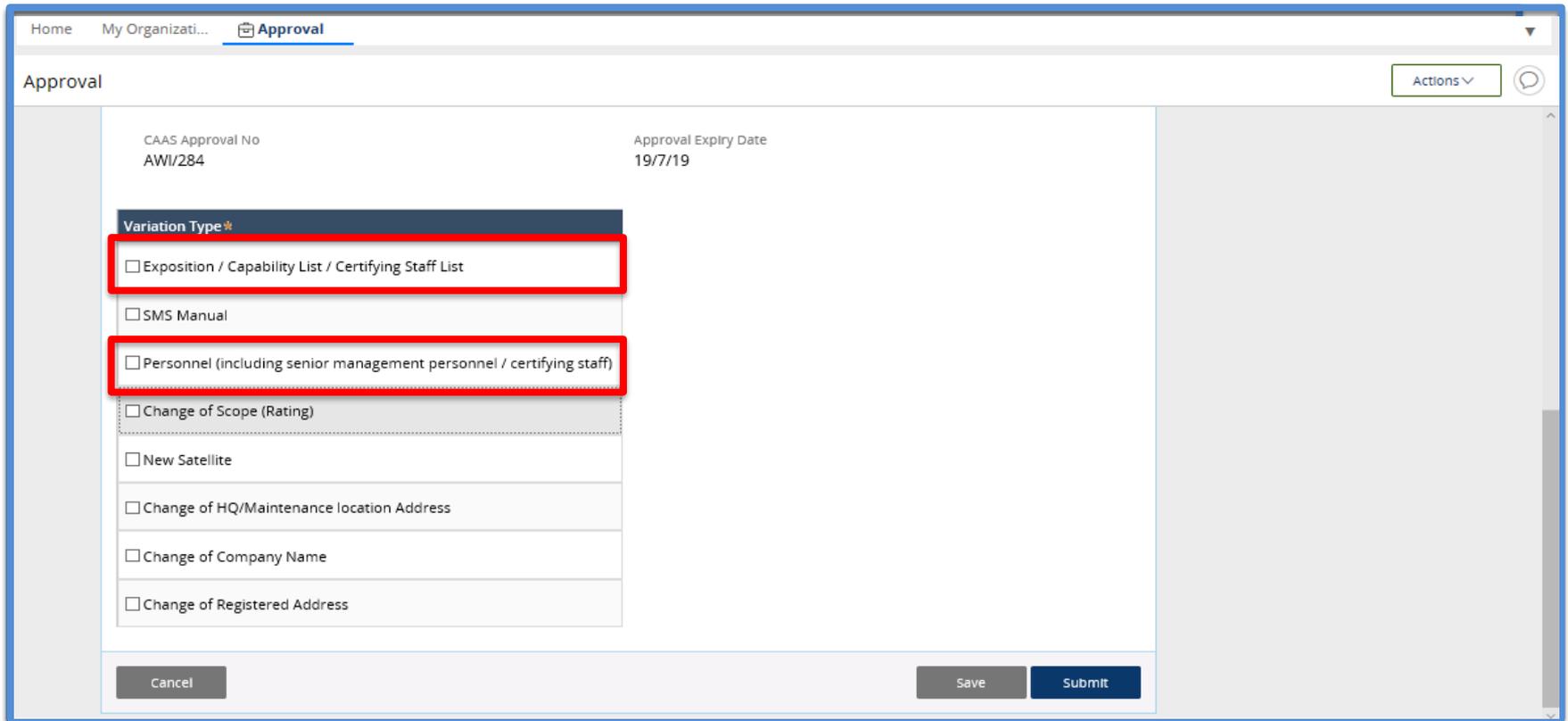
You have selected Variation application for Maintenance Organisation Approval.
To help us process your application, kindly provide these details.

CAAS Approval No AWI/394	Approval Expiry Date 31 March 2020
-----------------------------	---------------------------------------

Are there any AW95 issued in the preceding year? Yes No

Are all AW95 issued in Question 1 released under the TA-M? Yes No NA

Step 2: Select 'Exposition' and 'Personnel'



The screenshot shows a web application interface for an approval process. At the top, there are navigation links for 'Home', 'My Organizati...', and 'Approval'. The main header area contains the title 'Approval' and an 'Actions' dropdown menu. Below the header, the form displays the following information:

- CAAS Approval No: AWI/284
- Approval Expiry Date: 19/7/19

The 'Variation Type' section is highlighted with a red box and contains the following options:

- Exposition / Capability List / Certifying Staff List
- SMS Manual
- Personnel (including senior management personnel / certifying staff)
- Change of Scope (Rating)
- New Satellite
- Change of HQ/Maintenance location Address
- Change of Company Name
- Change of Registered Address

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'.

Step 3: Verify Applicant/Organisation 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

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

Cancel Save Continue

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

SAR Part 145 Issue*
123

Amendment*
123

Amendment*
123

ADDRESS(ES) REQUIRING APPROVAL

Headquarter Address

Country/Region* State City*

Cancel Back Save Continue

Step 5: Scroll down to 'Certifying staff'

Certifying staff for Certificate of Release to Service with Signature, Stamp, aircraft type and location

▼ Add Personnel

⊕ Add Row

	First Name / Given Name *	Last Name / Surname *	Designation *	Email	Contact Number *	Resume / Nomination *	
1	Nicola	Swanson	Certifying Staff	nicolaswanson@yandex.com	Singapore (+65) 12345678	Resume Nomination	
2	asd	asdf	Certifying Staff	certi@fyng.com	Singapore (+65) 12345678	Resume Nomination	
3	casd	casda	Certifying Staff	asd@ghj.com	Singapore (+65) 12345678	Resume Nomination	

Step 6: Select 'Add Row'

Certifying staff for Certificate of Release to Service with Signature, Stamp, aircraft type and location

▼ Add Personnel

+ Add Row

	First Name / Given Name *	Last Name / Surname *	Designation *	Email	Contact Number *	Resume / Nomination *	
1	Nicola	Swanson	Certifying Staff	nicolaswanson@yandex.com	Singapore (+65) 12345678	<button>Resume</button> <button>Nomination</button>	
2	asd	asdf	Certifying Staff	certi@fying.com	Singapore (+65) 12345678	<button>Resume</button> <button>Nomination</button>	
3	casd	casda	Certifying Staff	asd@ghj.com	Singapore (+65) 12345678	<button>Resume</button> <button>Nomination</button>	

Step 7: Fill in Certifying Staff Details

	First Name / Given Name *	Last Name / Surname *	Designation *	Email	Contact Number *	Resume / Nomination *	
1	Nicola	Swanson	Certifying Staff	nicolaswanson@yandex.com	Singapore (+65) — 12345678	<button>Resume</button> <button>Nomination</button>	
2	asd	asdf	Certifying Staff	certi@fying.com	Singapore (+65) — 12345678	<button>Resume</button> <button>Nomination</button>	
3	casd	casda	Certifying Staff	asd@ghj.com	Singapore (+65) — 12345678	<button>Resume</button> <button>Nomination</button>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... <input type="text"/> <input type="text"/>	<button>Resume</button> <button>Nomination</button>	

Step 8a: Click on 'Resume'

4	Test	Surname	Certifying Staff	asd@hotmail.com	Singapore (+65)	12345678	Resume	Nomination	
---	------	---------	------------------	-----------------	-----------------	----------	------------------------	----------------------------	--

Note:

1. 'Resume' and 'Nomination' buttons will only be available **after** the certifying staff's primary contact details are filled in.

Step 8a(i): Fill In Resume Details (Part 1)

Resume Details ✕

Personnel Particulars of Nominee

Salutation*

First Name/Given Name
Test

Last Name/Surname
Surname

Designation
Certifying Staff

Enter either NRIC or Passport Number*

NRIC/FIN

Passport Number

Mailing Address

Email
asd@hotmail.com

Contact Number
+6512345678

Date of Birth*

Place of Birth*

Step 8a(ii): Fill In Resume Details (Part 2)

Resume Details ✕

Qualification

+ Add Row

Description of Qualification *	Institution *	Date Award *
No items		

Training

+ Add Row

Brief Description of Training *	Country *	Organisation *	From *	To *
No items				

Experience

+ Add Row

Brief Description of Experience *	Country *	Organisation *	From *	To *
No items				

Note:

1. Click on 'Add Row' for all three (3) sections.
2. Fill in resume details.
3. Click on 'Submit' located below 'Experience' tab.

Step 8b: Click on 'Nomination'

4	Test	Surname	Certifying Staff	asd@hotmail.com	Singapore (+65)	12345678	Resume	Nomination	
---	------	---------	------------------	-----------------	-----------------	----------	------------------------	----------------------------	--

Note:

1. 'Resume' and 'Nomination' buttons will only be available **after** the certifying staff's primary contact details are filled in.

Step 8b(i): Fill in Nomination Details (Part 1)

Nomination Details

Personnel Particulars of Nominee

Salutation*
Select... ▾

First Name/Given Name: Test
Last Name/Surname: Surname

Designation: Certifying Staff
Email: asd@hotmail.com

Contact Number: +6512345678

Enter either NRIC or Passport Number*

NRIC/FIN:
Passport Number:

Ratings And Scope of Work

+ Add Item - Delete

Rating*	Scope of Work*
No items	

Cancel Submit

Step 8b(ii): Click on 'Add Item' to select Ratings. (Part 2)

Nomination Details

Personnel Particulars of Nominee

Salutation*
Select... ▾

First Name/Given Name: Test
Last Name/Surname: Surname

Designation: Certifying Staff
Email: asd@hotmail.com

Contact Number: +6512345678

Enter either NRIC or Passport Number*

NRIC/FIN:
Passport Number:

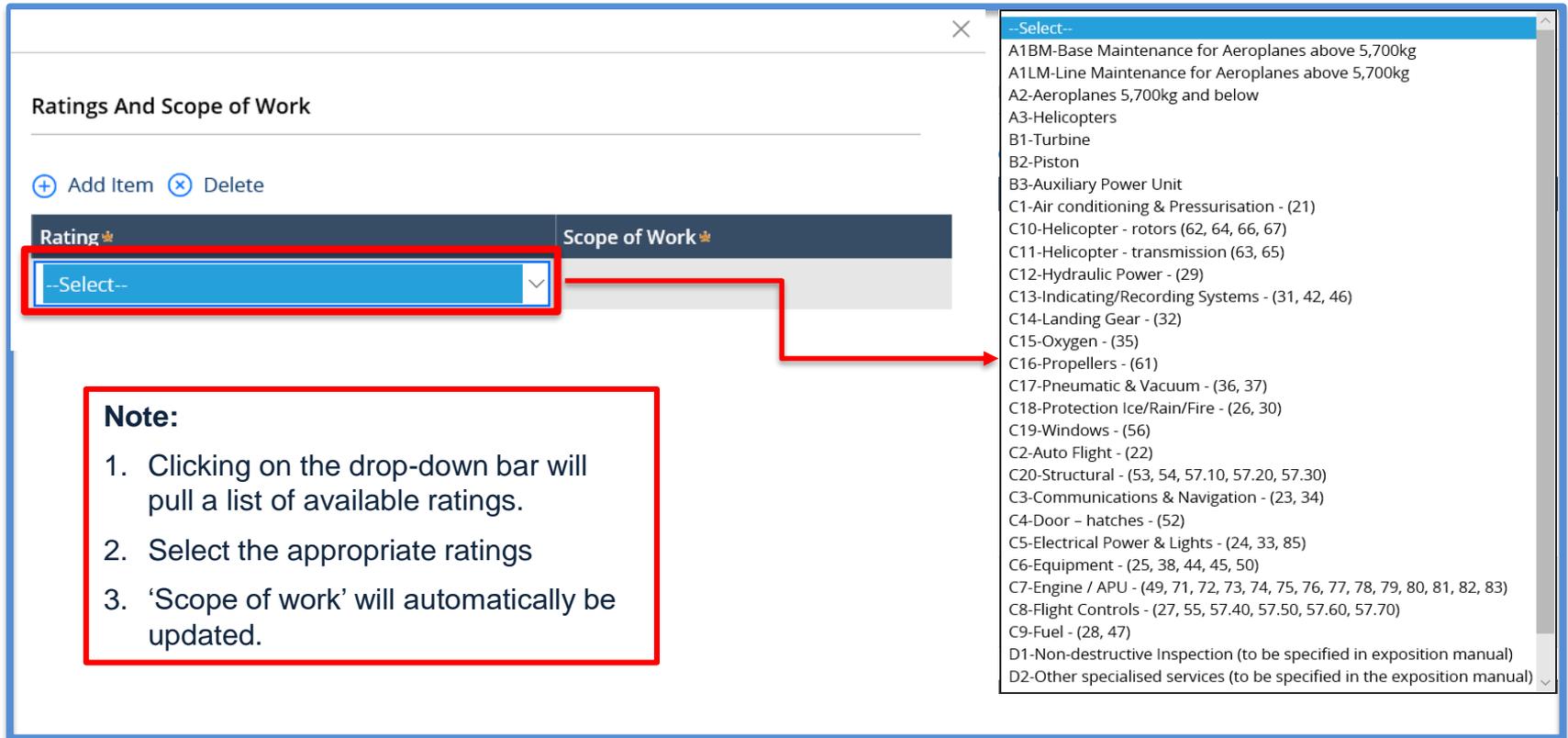
Ratings And Scope of Work

[+ Add Item](#) [Delete](#)

Rating*	Scope of Work*
No items	

Cancel Submit

Step 8b(iii): Click on 'Add Item' to select Ratings. (Part 3)



Ratings And Scope of Work

+ Add Item × Delete

Rating * Scope of Work *

--Select--

Note:

1. Clicking on the drop-down bar will pull a list of available ratings.
2. Select the appropriate ratings
3. 'Scope of work' will automatically be updated.

--Select--
A1BM-Base Maintenance for Aeroplanes above 5,700kg
A1LM-Line Maintenance for Aeroplanes above 5,700kg
A2-Aeroplanes 5,700kg and below
A3-Helicopters
B1-Turbine
B2-Piston
B3-Auxiliary Power Unit
C1-Air conditioning & Pressurisation - (21)
C10-Helicopter - rotors (62, 64, 66, 67)
C11-Helicopter - transmission (63, 65)
C12-Hydraulic Power - (29)
C13-Indicating/Recording Systems - (31, 42, 46)
C14-Landing Gear - (32)
C15-Oxygen - (35)
C16-Propellers - (61)
C17-Pneumatic & Vacuum - (36, 37)
C18-Protection Ice/Rain/Fire - (26, 30)
C19-Windows - (56)
C2-Auto Flight - (22)
C20-Structural - (53, 54, 57.10, 57.20, 57.30)
C3-Communications & Navigation - (23, 34)
C4-Door - hatches - (52)
C5-Electrical Power & Lights - (24, 33, 85)
C6-Equipment - (25, 38, 44, 45, 50)
C7-Engine / APU - (49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83)
C8-Flight Controls - (27, 55, 57.40, 57.50, 57.60, 57.70)
C9-Fuel - (28, 47)
D1-Non-destructive Inspection (to be specified in exposition manual)
D2-Other specialised services (to be specified in the exposition manual)

Step 8b(iv): Click on 'Submit' to go back to Formal Application. (Part 4)

Nomination Details ✕

Personnel Particulars of Nominee

Salutation*

First Name/Given Name: Test
Last Name/Surname: Surname

Designation: Certifying Staff
Email: asd@hotmail.com

Contact Number: +6512345678

Enter either NRIC or Passport Number*

NRIC/FIN:
Passport Number:

Ratings And Scope of Work

Rating*	Scope of Work*
No items	

Step 9: Click 'Add Row' to upload supporting documents

The screenshot shows a web application interface for CAAS/MOA/2019. The breadcrumb trail is Home > My Organization > CAAS/MOA/2019... The page title is 'Approval Application (CAAS/MOA/2019/0551)'. There is an 'Actions' dropdown menu in the top right. The main content area contains a table with columns: Name, File, Category, Attach, Remark, and Status. Below this table is a section for 'Mandatory Documents' with a note: 'Note : If N/A is checked, please provide justification in remark column.' This section has a table with columns: Name, File, Category, and Attach, and it currently shows 'No items'. Below that is a section for 'Additional Documents' with a note: 'Document not found in the above list? You may upload additional supporting documents here.' At the bottom left, there is a red-bordered button labeled '+ Add Row' and a red-bordered box containing the text 'Click to upload Documents'. At the bottom right, there are 'Cancel', 'Back', 'Save', and 'Continue' buttons.

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.

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.

Click to upload Documents

Step 10: Preview all application details. Remember to declare at the bottom of the page before submitting.

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

Approval
Application (CAAS/MOA/2019/0551) Actions

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

Declaration

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

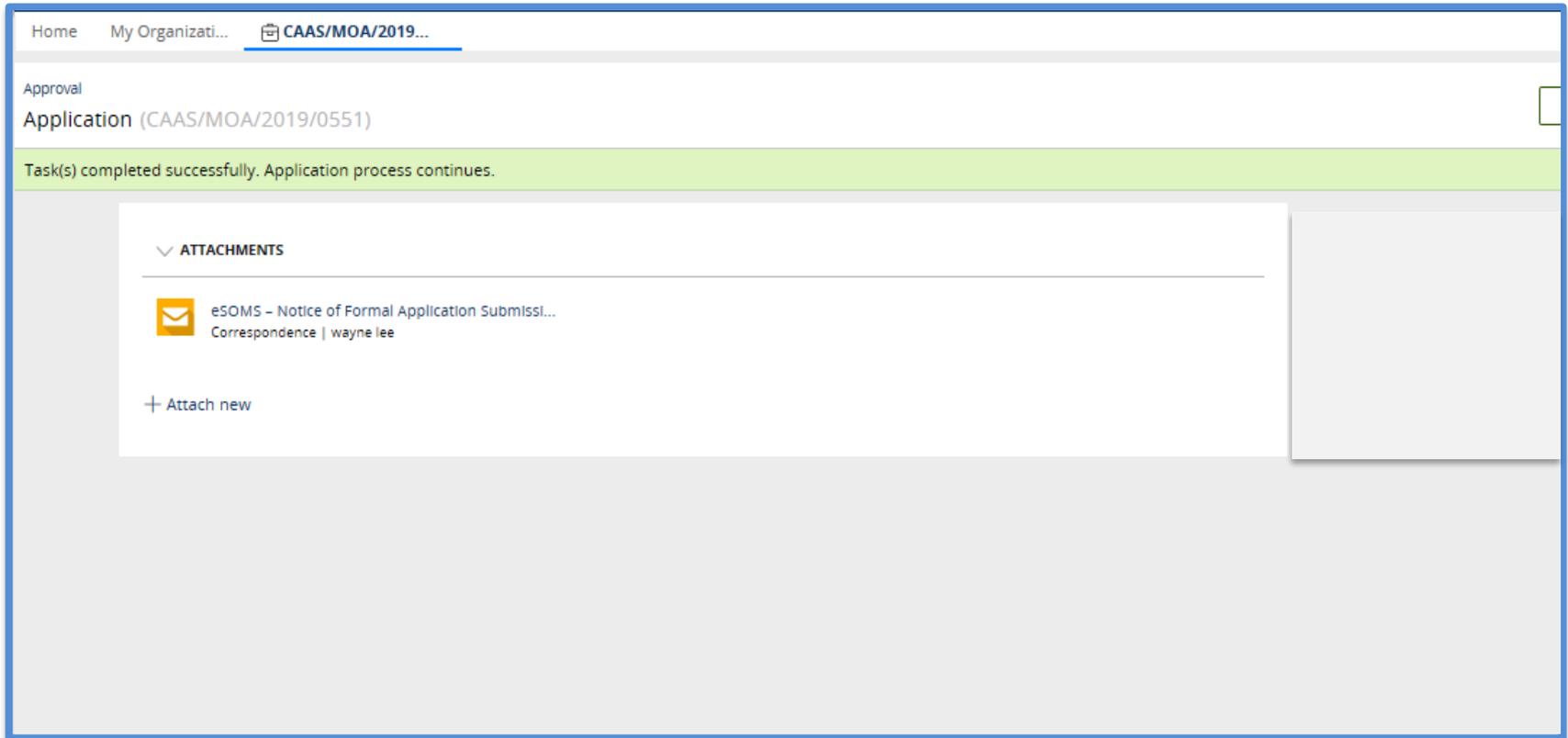
I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application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

el Back Save Submit

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



Notification by email

