



A guide for Training Approval Variation

CAAS

Civil Aviation Authority of Singapore

Step 1: Select Variation for ATO under “My Organization” tab

Home **My Organization...** Approval

My Organization's Approvals

Approval Type: Valid Till Date: Registration Number:

Reset Search

Approval Details		Application Types	
Approval Type	ATO	From Date	21/9/20
Approval Number		To Date	20/11/20
		Renewal	Variation
		Replacement Certificate	Surrender Approval
Approval Type		From Date	
Approval Number		To Date	
		Renewal	Variation
		Replacement Certificate	Surrender Approval
Approval Type		From Date	
Approval Number		To Date	
		Variation	Replacement Certificate
		Surrender Approval	

Step 2: Select “Yes” / “No” if renewal is/is not needed

Home My Organizati... **Approval**

Approval

Capture Additional Approval Details AT ato testing

Approval Type
Aviation Training Organisation - Flying Training Organisation / Type
Rating Training Organisation (ATO-FTO-TRTO)

Application Type
Variation

Variation With Renewal

You have selected Variation Application

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

Yes No

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

Step 2: Select the following variation type

closed.

Additional Questions related to Application

You have selected Variation application for Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO).
To help us process your application, kindly provide these details.

CAAS Approval No
ATO/013

Approval Expiry Date
30 December 2020

Variation Type
<input type="checkbox"/> Additional / Change of Training Location
<input checked="" type="checkbox"/> Variation to Training Approval
<input checked="" type="checkbox"/> Changes to Aircraft Type (Single Pilot Training) and/or FSTD (Depending on type of changes to training approval)
<input checked="" type="checkbox"/> Revision to Manuals
<input type="checkbox"/> Changes to Instructional Staff
<input checked="" type="checkbox"/> Changes to Organisation Key Personnel (Depending on type of changes to training approval)
<input type="checkbox"/> Change of Company Name and/or Registered Address
<input type="checkbox"/> Others

Step 3: Under Tab 2 'Formal Application Details', scroll down

Approval Application Actions ▾ 

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

Maintenance Organisation Approval

MOE/ Supplement Reference No *

ADDRESS(ES) REQUIRING APPROVAL

▾ **Headquarter Address**

Country/Region * State City *

Step 4: To add/remove License Training

Step 4a: Go under 'Training Towards a License'

The screenshot shows a web application interface for license training approval. The breadcrumb trail at the top includes 'Home', 'My Organizati...', 'Approval', and 'CAAS/ATO/2020...'. The main heading is 'Approval Application (CAAS/ATO/2020/0236)'. Below this, the section 'Training Approval Sought' contains a red-bordered button labeled 'Training Towards a Licence'. Underneath is an 'Add Row' button. A table with the following structure is displayed:

	Licence Type		Aircraft Type(s) used for this training/phase	
1	PPL	<input checked="" type="checkbox"/> With Instrument Rating		

At the bottom of the interface are buttons for 'Cancel', 'Back', 'Save', and 'Continue'.

Step 4b: Select “Add Row” to add license type or Select bin icon to delete license type

Home My Organizati... Approval CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0236) Actions

Training Approval Sought

Training Towards a Licence

+ Add Row **← Click here to add**

	Licence Type		Aircraft Type(s) used for this training/phase
1	PPL	<input checked="" type="checkbox"/> With Instrument Rating	

Click here to delete →

Cancel Back Save Continue

Step 4c: Select License Type

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

Training Towards a Licence

+ Add Row

	Licence Type		Aircraft Type(s) used for this training/phase	
1	PPL	<input checked="" type="checkbox"/> With Instrument Rating		
2	<div style="border: 1px solid red; padding: 2px;">PPL MPL CPL FI</div>	<input type="checkbox"/> With Instrument Rating		

Cancel Back Save Continue

Select License Type

Step 5: To add/remove Rating Training

Step 5a: Go under 'Training Towards a Rating'

The screenshot shows a web application interface for CAAS/ATO/2020... The breadcrumb trail includes Home, My Organizati..., Approval, and CAAS/ATO/2020... The main heading is 'Approval Application (CAAS/ATO/2020/0236)' with an 'Actions' dropdown menu. The 'Training Towards a Rating' section is highlighted with a red box. Below this, the 'Aircraft Types Used for the course' section is visible, featuring a checked checkbox for 'Instrument Rating Training' and an 'Add Row' button. A table with one row is shown, containing fields for 'Engine Type' (radio buttons for 'Single Engine' and 'Multi Engine'), 'Aircraft Type' (a dropdown menu with 'Boeing 787' selected), and 'Number Of Aircrafts' (a text input field with '0'). Another 'Add Row' button is located below the table. At the bottom of the interface are 'Cancel', 'Back', 'Save', and 'Continue' buttons.

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

Training Towards a Rating

Aircraft Types Used for the course

Instrument Rating Training

+ Add Row

Engine Type*	Aircraft Type*
<input type="radio"/> Single Engine <input checked="" type="radio"/> Multi Engine	Boeing 787
Aircraft Registration	Number Of Aircrafts*
+ Add Row	0

Cancel Back Save Continue

Step 5b: Select “Add Row” to add rating or Select bin icon to delete rating

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

Training Towards a Rating

Aircraft Types Used for the course

Instrument Rating Training

+ Add Row ← **Click here to add**

Engine Type* Single Engine Multi Engine

Aircraft Type* Boeing 787

Aircraft Registration

Number Of Aircrafts* 0

+ Add Row

Click here to delete →

Cancel Back Save Continue

Step 5c: Select and input rating details

Home My Organizati... Approval CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0236) Actions

Engine Type *
 Single Engine Multi Engine

Aircraft Type *
Airbus A380

Aircraft Registration

Number Of Aircrafts *
2

+ Add Row ← Select to add aircraft

	Aircraft Registration *	
1	9V-ADF	<input type="checkbox"/>
2	9V-QWE	<input type="checkbox"/>

Cancel Back Save Continue

Step 5d: If no physical aircraft and only FSTD is used for training, enter following values

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

+ Add Row

Engine Type *
 Single Engine Multi Engine

Aircraft Type *
Boeing 787

Aircraft Registration **Enter 0** → 0

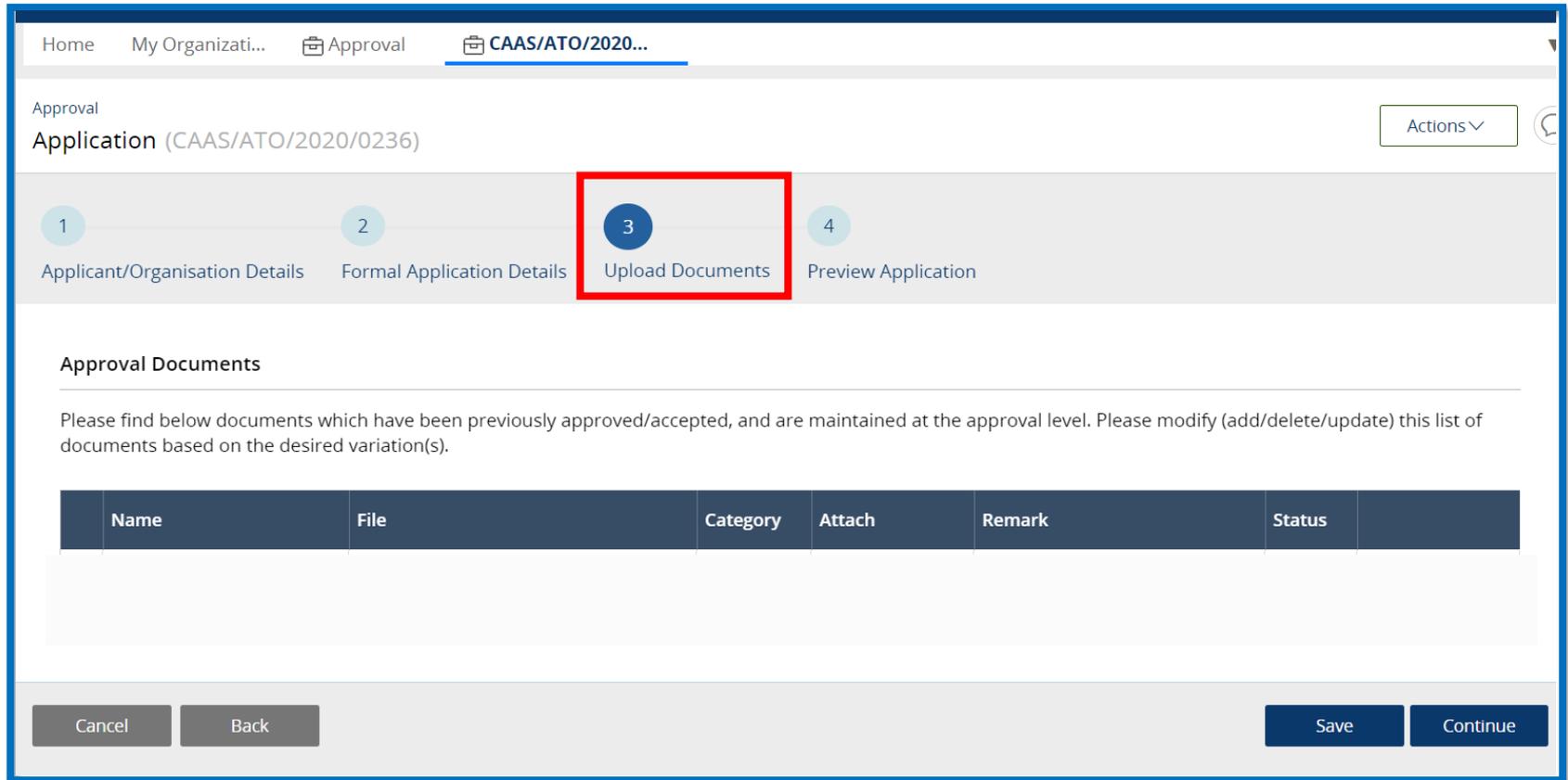
Number Of Aircrafts *
0

+ Add Row

Aircraft Registration *
1 NA **← Enter N/A**

Cancel Back Save Continue

Step 6: Upload relevant documents in Tab 3, “Upload Documents”



The screenshot displays a web application interface for an approval process. The breadcrumb trail at the top includes 'Home', 'My Organizati...', 'Approval', and 'CAAS/ATO/2020...'. The main heading is 'Approval Application (CAAS/ATO/2020/0236)'. A progress bar below the heading shows four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents (highlighted with a red box), and 4. Preview Application. Below the progress bar, the section is titled 'Approval Documents'. A text block instructs the user to find previously approved documents and modify the list. Below this is a table with columns: Name, File, Category, Attach, Remark, and Status. The table is currently empty. At the bottom, there are buttons for 'Cancel', 'Back', 'Save', and 'Continue'.

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

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

Approval Documents

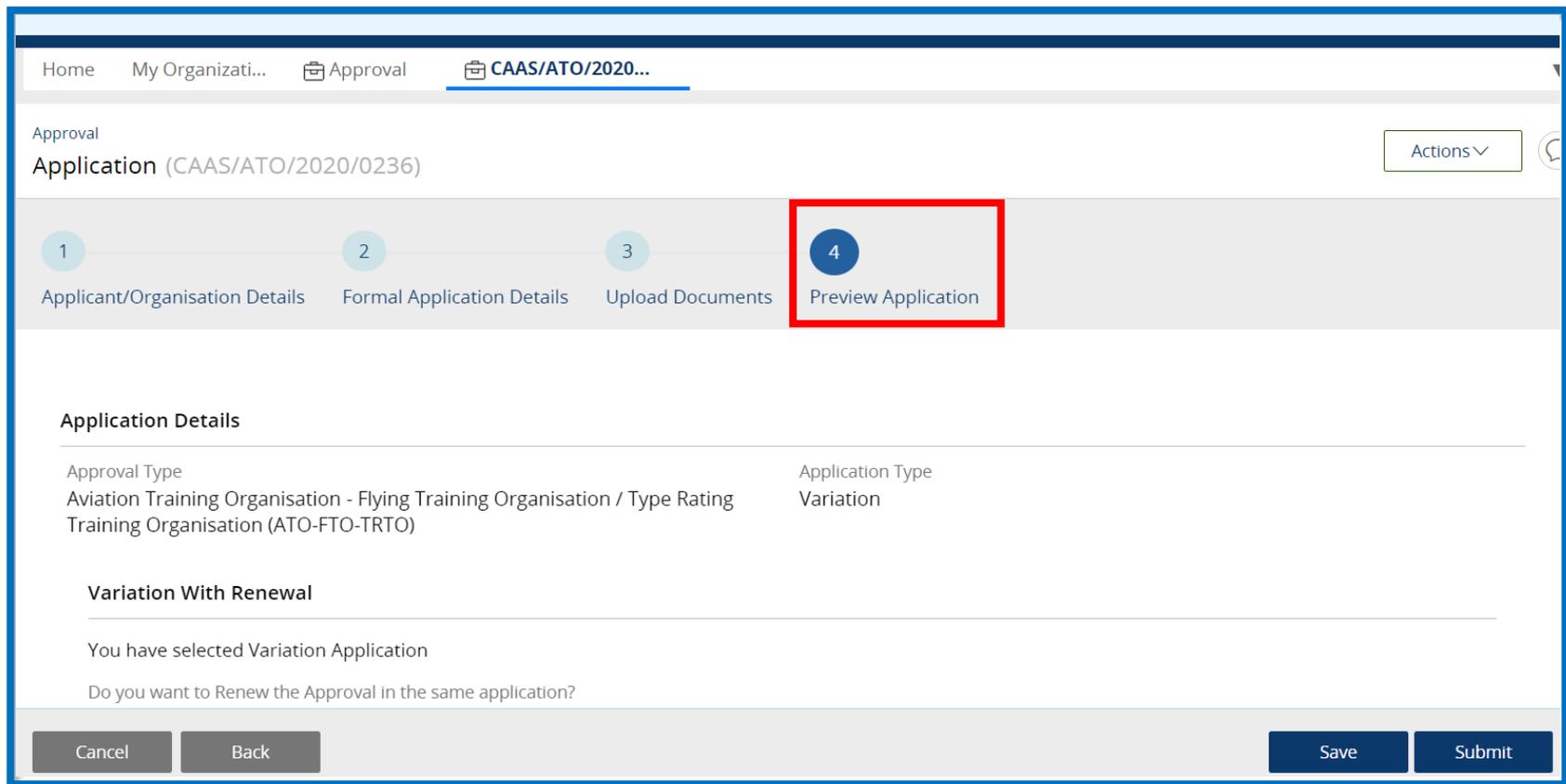
Please find below documents which have been previously approved/accepted, and are maintained at the approval level. Please modify (add/delete/update) this list of documents based on the desired variation(s).

Name	File	Category	Attach	Remark	Status
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Cancel Back Save Continue

Step 7: Review application in Tab 4, “Preview Application”

*Note: No edits can be made on Tab 4. To make edits, go back to Tab 2



The screenshot shows a web application interface for reviewing an application. The breadcrumb trail at the top includes 'Home', 'My Organizati...', 'Approval', and 'CAAS/ATO/2020...'. The main heading is 'Approval Application (CAAS/ATO/2020/0236)' with an 'Actions' dropdown menu. Below this is a progress bar with 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. The main content area is titled 'Application Details' and contains two sections: 'Application Type' with the value 'Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)' and 'Application Type Variation'. Below this is a section titled 'Variation With Renewal' with the text 'You have selected Variation Application' and a question 'Do you want to Renew the Approval in the same application?'. At the bottom, there are buttons for 'Cancel', 'Back', 'Save', and 'Submit'.

Step 8: Complete declaration and select “Submit”

The screenshot shows a web application interface for CAAS/ATO/2020... The breadcrumb navigation includes Home, My Organizati..., Approval, and CAAS/ATO/2020... The page title is "Approval Application (CAAS/ATO/2020/0236)" with an "Actions" dropdown menu. The main content area contains two checkboxes, both of which are checked and highlighted with a red box. The first checkbox is followed by the text: "I hereby declare that the particulars on this form are true in every respect and based on these particulars, I apply for the Variation of Aviation Training Organisation (ATO)." The second checkbox is followed by the text: "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." Below this, there is a paragraph: "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." Another paragraph follows: "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." At the bottom of the form, there are four buttons: "Cancel", "Back", "Save", and "Submit". The "Submit" button is highlighted with a red box.

Home My Organizati... Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0236) Actions

I hereby declare that the particulars on this form are true in every respect and based on these particulars, I apply for the Variation of Aviation Training Organisation (ATO) .

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.

Cancel Back Save Submit