

A photograph of an air traffic control tower at night, illuminated with blue lights. The tower has a glass-enclosed upper section and a white cylindrical base. The background is a vibrant sunset or sunrise sky with streaks of orange, red, and purple. A large, semi-transparent white 'X' is overlaid on the left side of the image.

eSOMS User Guide: Certificate of Airworthiness (COA) Initial Application

CAAS

Civil Aviation Authority of Singapore

Login

Step 1: Select the login method.

Use **CorpPass Login** if you are submitting an application on behalf of **your organisation**.

Use **eSOMSPass Login** if you are submitting an application on behalf of **another organisation**, e.g., contractor applying for GA operator.

The screenshot displays the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline 'Enabling opportunities through aviation'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. A search bar is present with the text 'Within CAAS eSOMS' and 'Enter keyword here'. A dark blue navigation bar contains '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...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS? I want to...' section has three buttons: 'Apply for Approval/Permit' (dark blue), 'Submit Enquiry' (light blue), and 'Make Payment' (dark grey). The 'Quick Links' section has two buttons: 'View Approval/Permit Holders' (dark grey) and 'Make Payment' (dark grey). The 'Welcome to eSOMS' section features the eSOMS logo and a list of login methods: 'SingPass Login', 'CorpPass Login', and 'eSOMSPass Login'. The 'CorpPass Login' and 'eSOMSPass Login' options are highlighted with a red border. A link for 'More information on login methods here.' is provided at the bottom of the login section.

Applying for COA Initial

Step 1: Click on 'New', then 'Approval'.

eSOMS
Enterprise Safety Oversight Management System

Home My Organizati...

My Dashboard

My Outstanding Tasks

Case Reference Number	Application Reference No	Application
No work assigned		

My Involved Tasks

Case Reference Number	Description	Application Type
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Step 2: Select 'Certificate of Airworthiness' and 'Initial'.

Home My Organizati... CAAS/COR/2020... **Approval**

Approval

Select Approval Type

Approval Type* Certificate of Airworthiness (COA) Application Type* Initial

Additional Questions Related to Application

Aircraft Manufacturing Serial Number* Status of Aircraft's CoR Application
 Completed In-Progress

Indicate corresponding CoR Application
CAAS/COR/2020/0080

Do not submit COA application until COR has been submitted.

Cancel Submit

Step 3: Answer Additional Questions before proceeding

Home My Organizati... CAAS/COR/2020... **Approval**

Approval

Select Approval Type

Approval Type* Certificate of Airworthiness (COA) Application Type* Initial

Additional Questions Related to Application

Aircraft Manufacturing Serial Number* Status of Aircraft's CoR Application
 Completed In-Progress

Indicate corresponding CoR Application CAAS/COR/2020/0080 Proposed Aircraft Registration Mark* 9V-SCA

Cancel Submit

Formal Application

Step 1: Verify Applicant/Organisation Details

The screenshot displays a web application interface for a CAAS/COA/2020... application. The breadcrumb navigation shows 'Home', 'My Organizati...', and 'CAAS/COA/2020...'. The page title is 'Approval Application (CAAS/COA/2020/0066)'. A progress bar at the top indicates four steps: 1. Applicant/Organisation Details (active), 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The main content area includes an 'Instructions' section with a warning that the form may take up to 30 minutes to fill and that incomplete submissions will cause delays. Below this is an 'Application Details' section with two fields: 'Approval Type' (Certificate of Airworthiness (COA)) and 'Application Type' (Initial). At the bottom, there is an 'Additional Questions Related to Application' section with two fields: 'Aircraft Manufacturing Serial Number' and 'Status of Aircraft's CoR Application'. An 'Actions' dropdown menu and a help icon are visible in the top right corner.

Home My Organizati... CAAS/COA/2020...

Approval
Application (CAAS/COA/2020/0066) 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 Certificate of Airworthiness (COA)	Application Type Initial
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Additional Questions Related to Application

Aircraft Manufacturing Serial Number	Status of Aircraft's CoR Application
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Step 2: Enter formal application details

Home My Organizati... CAAS/COA/2020...

Approval
Application (CAAS/COA/2020/0066) Actions

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

Certificate of Airworthiness

Category of Aircraft Applying for ★

Transport (Passenger) Transport (Cargo) Aerial Work Private Special

Name of Aircraft Operator

Address of Aircraft Operator

Country/Region State City

Street / Building Postal Code

Step 3: Upload Mandatory Documents

Home My Organizati... CAAS/COA/2020...

Approval
Application (CAAS/COA/2020/0066) Actions

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

Mandatory Documents

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

Page 1 of 2

	Name	File	Category	Attach	N/A	Remark	
1	<input type="text"/>		AD compliance report	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
2	<input type="text"/>		Aircraft Flight Instrument Record	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
3	<input type="text"/>		Aircraft Radio Equipment Record	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>

Step 4: Click 'Add Row' to upload supporting documents

Home My Organizati... CAAS/COA/2020...

Approval
Application (CAAS/COA/2020/0066) Actions

8		IDA Aircraft Station Licence	Upload	<input type="checkbox"/>		
9		List of SBs incorporated on aircraft	Upload	<input type="checkbox"/>		
10		OEM aircraft inspection report documents (For new aircraft)	Upload	<input type="checkbox"/>		

Additional Documents

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

+ Add Row **Click to upload Documents**

Name	File	Category	Attach	Remark
No items				

Step 5: Preview all application details. Remember to declare at the bottom of the page before submitting.

Home My Organizati... **CAAS/COA/2020...**

Approval Actions

Application (CAAS/COA/2020/0066)

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

Declaration

I/We hereby declare that the information provided is complete, true and accurate and that furnishing any false particulars, information or documents to CAAS is an offense under Section 29C of the Air Navigation Act.

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.



Fee Payment

After submitting your Application, you will automatically be redirected to the fee payment page. The application fee will also be sent to your registered email.

Home My Organizati... CAAS/PM/2020/...

Approval > Application
Payment (CAAS/PM/2020/0414)

Review NonBillable Payments

Applicant Can Review Non Billable Payment

The Application will only be processed once payment is made.

Payment Invoice Number CAAS/PM/2020/0414

Date 10/04/2020 12:39 PM

Organisation Name

Organisation Address

Applicant Name

Aircraft MCTOM

S No.	Item Description	Amount (SGD)	Due Date
1	A fee of \$198 per 1,000kg of the aircraft's MCTOM or part thereof		

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

Aircraft MCTOM

S No.	Item Description	Amount (SGD)	Due Date
1	A fee of \$198 per 1,000kg of the aircraft's MCTOM or part thereof	<input type="text"/>	<input type="text"/>

Total Amount (SGD)

Net Payable Amount (SGD)

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

Home My Organizati... CAAS/PM/2020/...

Approval > Application
Payment (CAAS/PM/2020/0414)

Organisation Address edford
Applicant Name Tribbia
Aircraft MCTOM 252,651.00

S No.	Item Description
1	A fee of \$198 per 1,000kg c

Total Amount (SGD) 094.00
Net Payable Amount (\$) 094.00

Cancel

Instructions:

Make Payment

Application No. CAAS/COA/2020/0066
Payment Advice No. CAAS/PM/2020/0414
Payment Advice Date 13/01/2020

Payment Mode
⚠ Value cannot be blank

Payer Details

Payer Name
Payer Organisation
Payer Contact Number
Payer Email Address

Cancel Submit

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.

Home My Organizati... CAAS/PM/2020/...

Approval > Application
Payment (CAAS/PM/2020/0414)

Organisation Address
Applicant Name
Aircraft MCTOM

S No.	Item Description
1	A fee of \$198 per 1,000kg c

Total Amount (SGD) 00
Net Payable Amount (SGD) 00

Cancel

Instructions:

Make Payment

Application No. CAAS/COA/2020/0066
Payment Advice No. CAAS/PM/2020/0414
Payment Advice Date 10/04/2020
Payment Mode* TT/Wire TRF/GIRO
Amount
TT/Wire TRF/GIRO Number*
TT/Wire TRF/GIRO Date*
Remarks

Payer Details

Payer Name

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



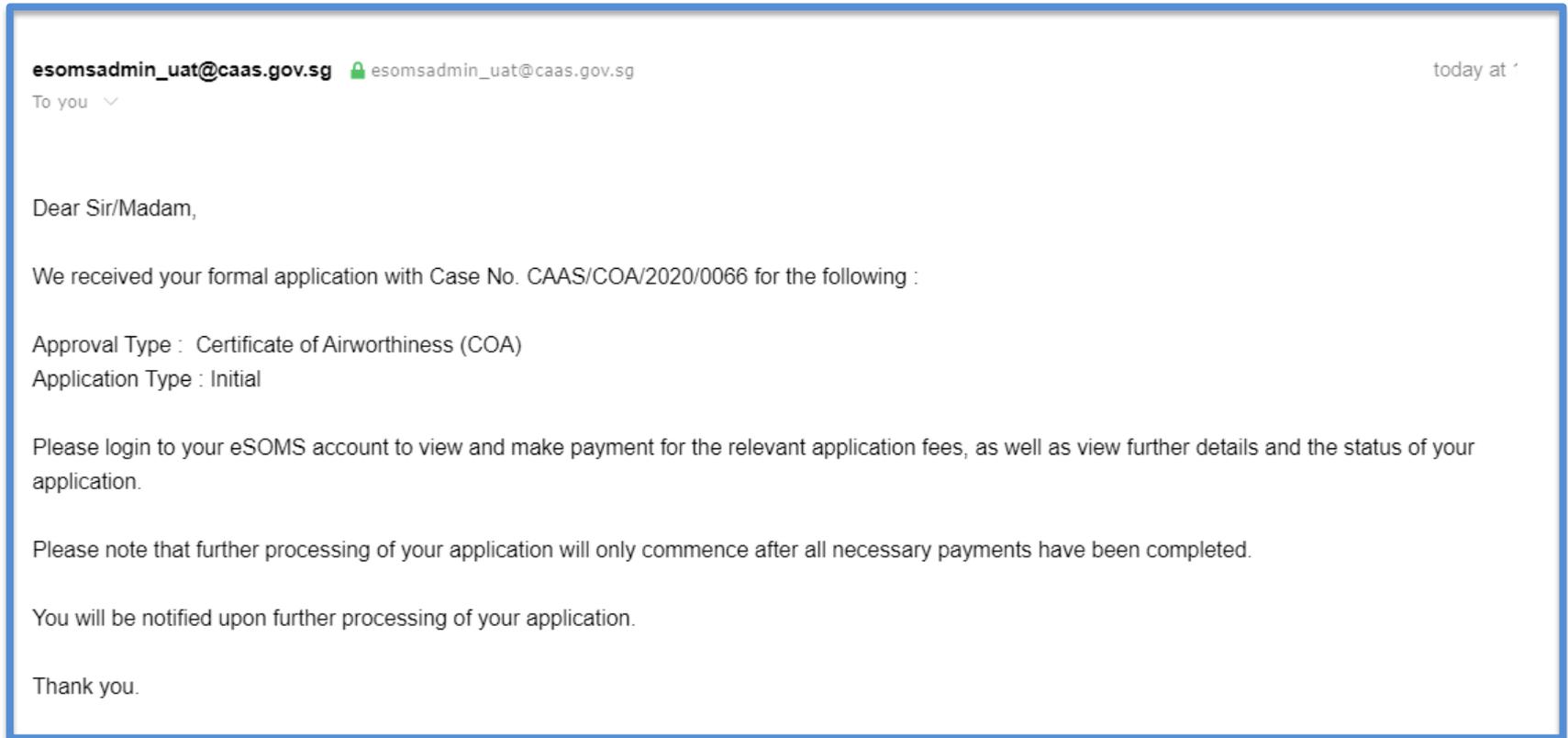
The status of the application will also be updated accordingly.

The screenshot shows a user dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is the 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a refresh icon and a 'Link' button. The 'My Involved Tasks' section contains a table with the following data:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/COA/2020/0066	Application	Initial	Payment-SuccessfulAppSubmitted		

A red box highlights the text 'Status is updated' above the table, and another red box highlights the 'Payment-SuccessfulAppSubmitted' status in the table row.

After a successful submission, you will be notified via e-mail.



Case Validation and Evaluation by CAAS officer

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

The screenshot shows a user interface with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below this is a section titled 'My Dashboard'. Underneath, there is a section titled 'My Outstanding Tasks' which contains a table with the following data:

	Case Reference Number ▼	Application Reference No ▼	Application Type ▼	Status ▼
1	CAAS/COA/2020/0066	CAAS/COA/2020/0066	Initial	Payment-SuccessfulAppSubmitted

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



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

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a section titled 'My Dashboard'. Underneath, there is a section titled 'My Outstanding Tasks' which contains a table with the following data:

	Case Reference Number ▼	Application Reference No ▼	Application Type ▼	Status ▼
1	CAAS/COA/2020/0066	CAAS/COA/2020/0066	Initial	Payment-SuccessfulAppSubmitted

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.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a 'Link' icon on the right. The 'My Involved Tasks' section contains a table with the following data:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/COA/2020/0066	Application	Initial	Payment-SuccessfulAppSubmitted		

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/COA/2020...

Approval
Application (CAAS/COA/2020/0066)

Application Review

Case Information Formal Application Details Evaluation Action(s) Payment(s)

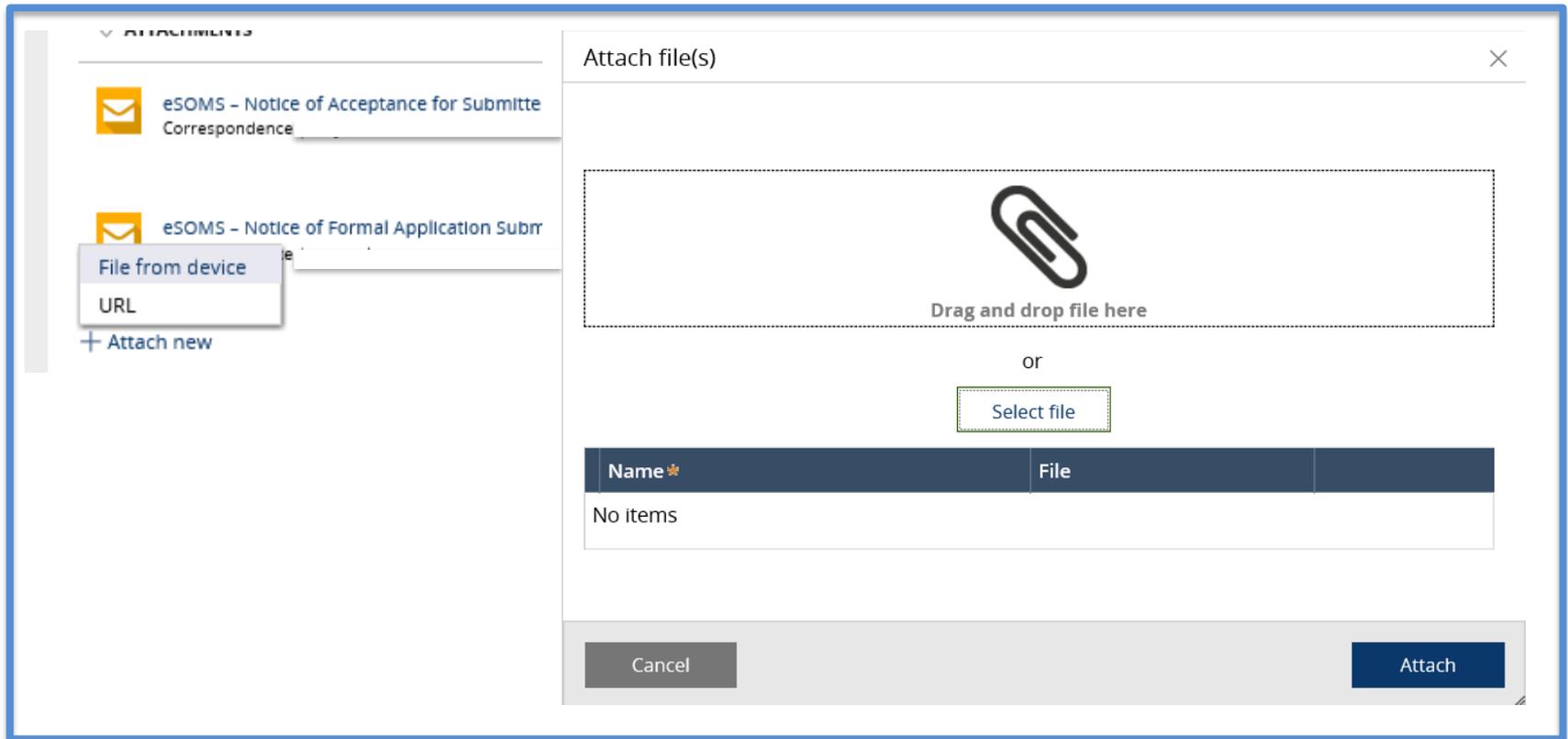
Case information

ATTACHMENTS

- eSOMS – Request for Revision - Application Re...
Corresponder
- eSOMS – Notice of Formal Application Submissi...
Corresponder

+ Attach new

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



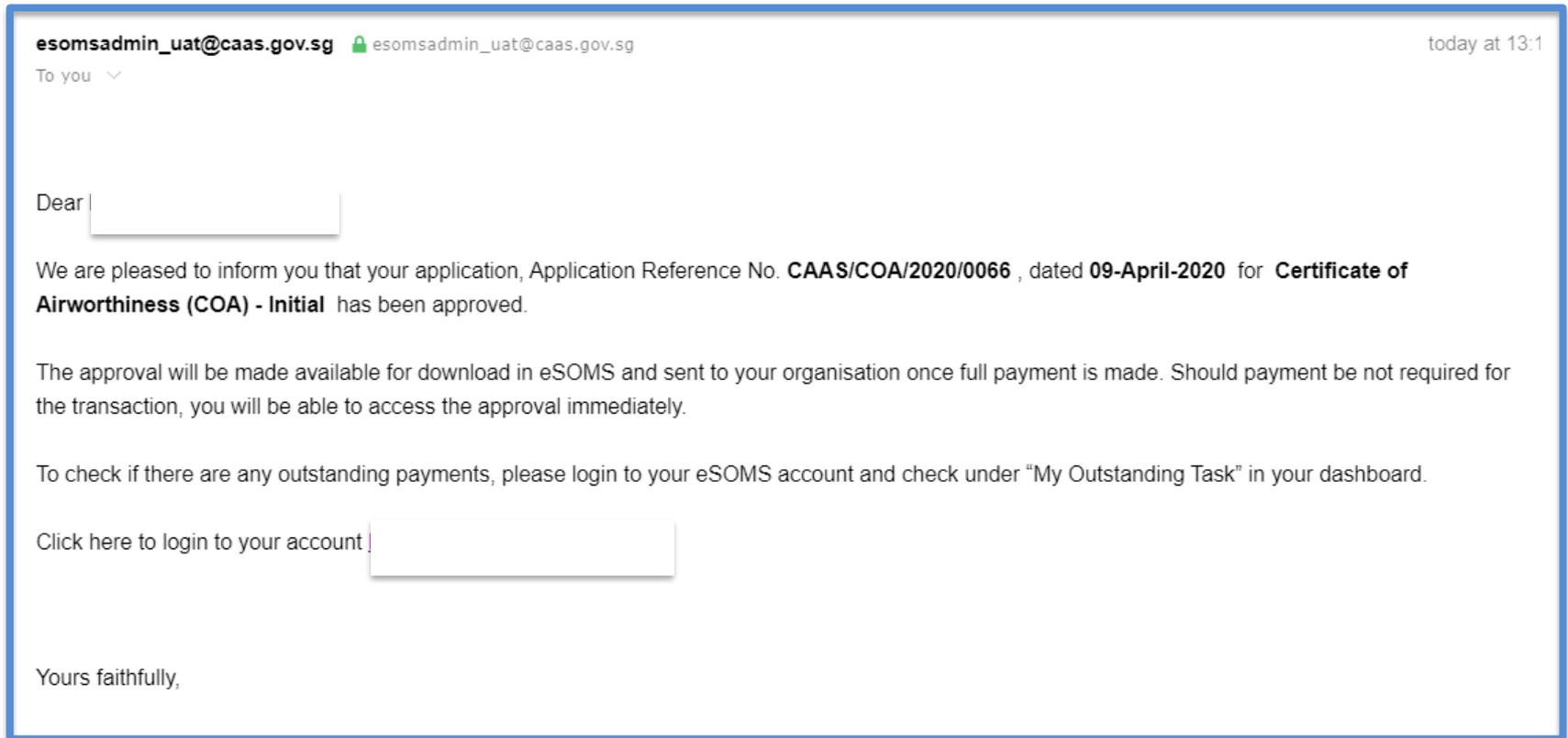
After successful evaluation, the status will be updated to “Certification-InProgress”

The screenshot shows a user interface with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below this, there are sections for 'My Dashboard' and 'My Outstanding Tasks'. The 'My Outstanding Tasks' section contains a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, and CAAS Office. Below this, there is a section for 'My Involved Tasks' which contains a table with columns: Case Reference Number, Description, Application Type, Status, and Organisation. The first row in the 'My Involved Tasks' table has the following data: 1, CAAS/COA/2020/0066, Application, Initial, and Certification-InProgress. The 'Certification-InProgress' status is highlighted with a red rectangular box.

Case Reference Number	Application Reference No	Application Type	Status	CAAS Office

Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/COA/2020/0066	Application	Initial	Certification-InProgress

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



Downloading of COA certificate

Step 1: On your homepage, click on the 'My Organization' tab at the top of the screen

The screenshot displays the eSOMS Enterprise Safety Oversight Management System interface. At the top left is the logo for eSOMS. In the top right corner, there is a notification bell icon with a red '11' and a user profile icon labeled 'JT'. Below the header is a navigation bar with two tabs: 'Home' and 'My Organization', with the latter highlighted by a red rectangular box. A left-hand sidebar contains menu items: 'Home', 'My Applications', 'Search Portal', '+ New', and '+ Profile Settings'. The main content area is titled 'My Dashboard' and contains two task sections. The first section, 'My Outstanding Tasks', includes a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below the table, it states 'No work assigned'. The second section, 'My Involved Tasks', includes a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. Below this table, it states 'No items'. Both sections have a 'Link' icon in the top right corner.

Step 2: Click on your Approval number

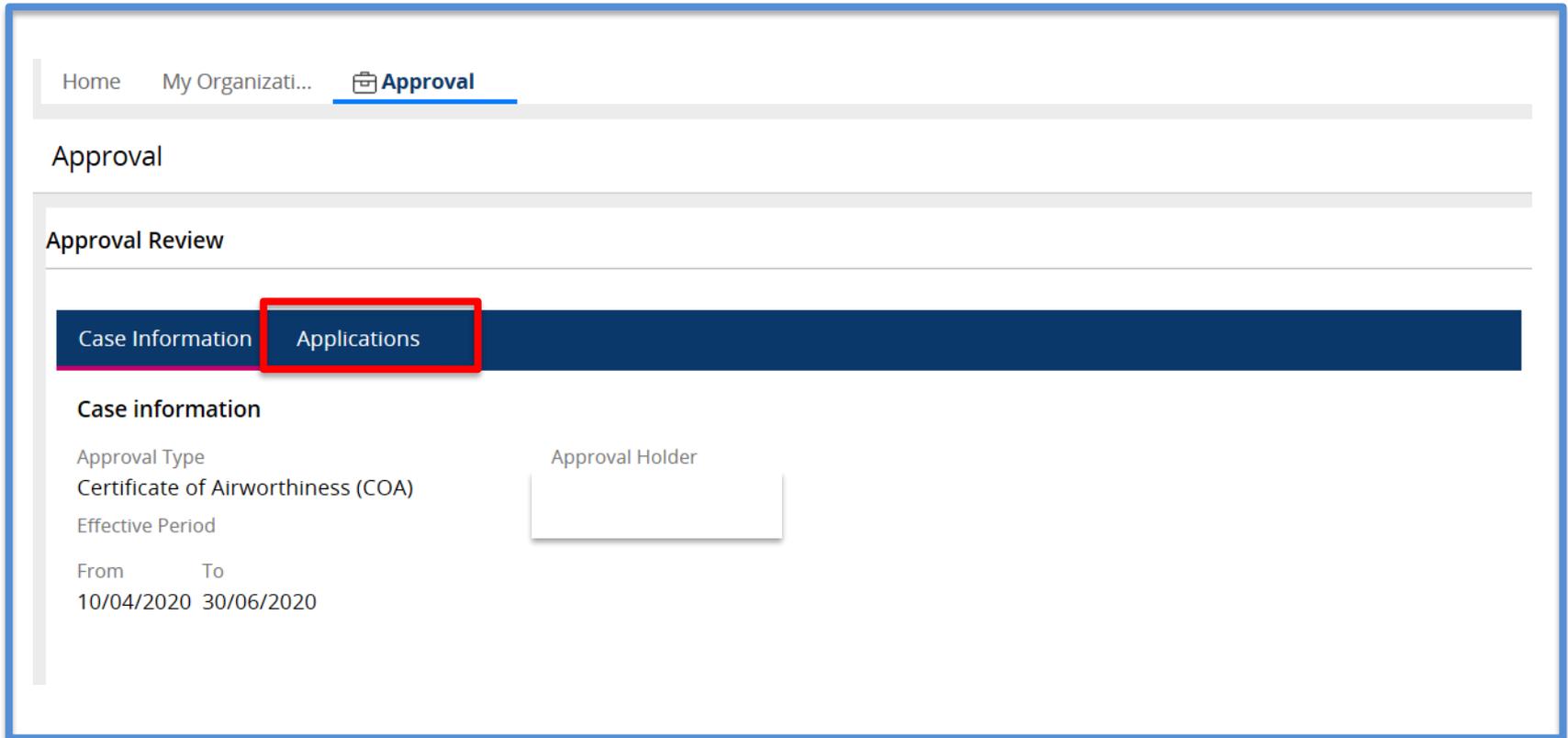
Home [My Organization's Approvals](#)

My Organization's Approvals

Approval Type: COA Valid Till Date: Registration Number:

Approval Details		Application Types		
Approval Type	COA	From Date	24/2/20	<input type="button" value="Renewal"/> <input type="button" value="Variation"/>
Approval Number	AWC.924	To Date	31/5/20	<input type="button" value="Replacement Certificate"/> <input type="button" value="Surrender Approval"/>
Registration Number	9V-OTF			
Approval Type	COA	From Date	9/4/20	<input type="button" value="Renewal"/> <input type="button" value="Variation"/>
Approval Number	AWC.928	To Date	31/5/20	<input type="button" value="Replacement Certificate"/> <input type="button" value="Surrender Approval"/>
Registration Number	9V-OTG			
Approval Type	COA	From Date	10/4/20	<input type="button" value="Renewal"/> <input type="button" value="Variation"/>
Approval Number	AWC.929	To Date	30/6/20	<input type="button" value="Replacement Certificate"/> <input type="button" value="Surrender Approval"/>
Registration Number	9V-SCA			

Step 3: Click on the 'Applications' Header



The screenshot displays the CAAS web interface for the 'Approval' section. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'Approval' (the latter being the active page). Below this, the main heading is 'Approval Review'. A dark blue horizontal bar contains two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular box. Underneath the tabs, the 'Case information' section is visible, showing 'Approval Type' as 'Certificate of Airworthiness (COA)' and 'Effective Period' as 'From 10/04/2020 To 30/06/2020'. To the right, there is a field for 'Approval Holder' which is currently empty.

Step 4: Look for the latest application.

Home My Organizati... **Approval**

Approval

Approval Review

Case Information Applications

Applications under this approval

	Case Reference Number	Type	Status
1	CAAS/COA/2020/0066	Initial	Application Completed

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

The screenshot displays a web application interface with a dark blue navigation bar at the top. The first tab, 'Case Information', is highlighted with a red box. Below the navigation bar, the 'Case information' section contains several fields: 'Approval Type' (Certificate of Airworthiness (COA)), 'Application Type' (Initial), 'Applicant' (text input), 'Organisation' (text input), and 'Application Status' (Application Completed). Below this section is an 'ATTACHMENTS' section with a dropdown arrow. The first attachment is 'eSOMS - Notice of Grant of Approval Correspondence | Phoebe Buffav', represented by an envelope icon. The second attachment is 'Dated COA Certificate File', represented by a PDF icon and highlighted with a red box. To the right of this attachment are two buttons: 'Update Version' and 'View Versions'. The third attachment is 'COA Issue Control Page.pdf SystemGenerated', represented by a PDF icon. A red-bordered box at the bottom of the attachments section contains the text 'Click to download and print the certificate'. The entire interface is enclosed in a blue border.

Summary

6 Stages:

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

- END -