



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

Login

Step 1: Select the login method.

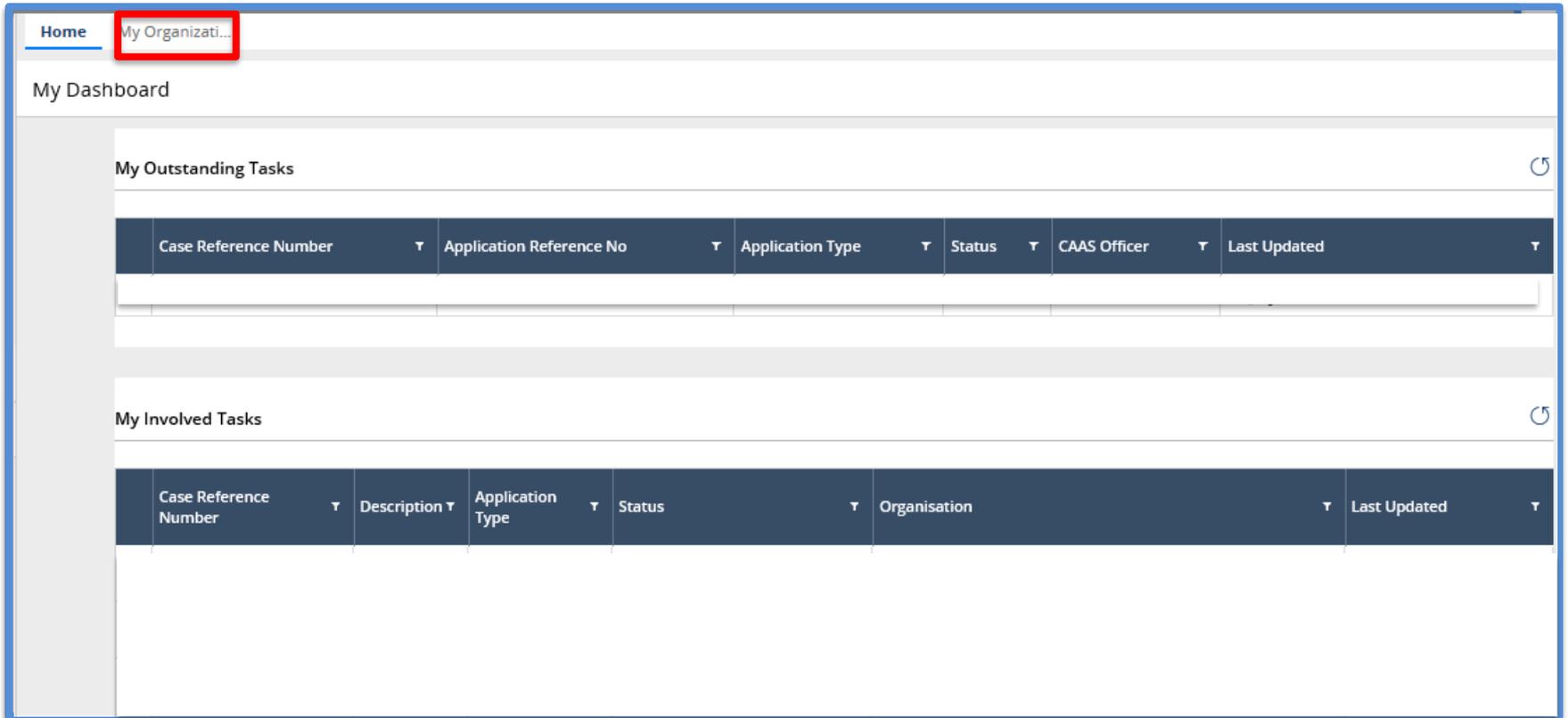
Use **CorpPass Login** if you are submitting an application on behalf of **your organisation**.

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'. Below the government logo are links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. A search bar contains the text 'Within CAAS eSOMS' and 'Enter keyword here'. 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...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS? I want to...' section has three buttons: 'Apply for Approval/Permit' (Ready to apply for an approval/permit? Submit your application here.), 'Submit Enquiry' (Not sure what approval/permit to apply for? Submit your enquiry here.), and 'Make Payment' (Have an outstanding invoice or payment advice? Click here to make payment.). The 'Quick Links' section has two buttons: 'View Approval/Permit Holders' (Click here to view approval/permit holders.) and 'Make Payment' (Have an outstanding invoice or payment advice? Click here to make payment.). The 'Welcome to eSOMS' section features the eSOMS logo and the text 'Enterprise Safety Oversight Management System'. Below this, it says 'For existing account holders, please login using one of the following methods:'. A list of login methods is shown, with 'CorpPass Login' and 'eSOMSPass Login' highlighted by a red box. The 'SingPass Login' option is also visible. A link for 'More information on login methods here.' is provided at the bottom.

Applying for COA renewal

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
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My Involved Tasks 

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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Step 2: Select the COA and click on Renewal.

Home [My Organization's Approvals](#)

My Organization's Approvals

Approval Type: Valid Till Date: Registration Number:

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

Note: Renewal button will be available 90 days before the expiry date of the approval

Formal Application

Step 1: Ensure that the Aircraft Manufacturing Serial Number and Aircraft Registration Mark details are correct

Home My Organizati... **Approval**

Approval

Capture Additional Approval Details

Approval Type
Certificate of Airworthiness (COA)

Application Type
Renewal

Additional Questions Related to Application

Aircraft Manufacturing Serial Number ★

Aircraft Registration Mark ★

Status of Aircraft's CoR Application
 Completed In-Progress

Note:
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.

Cancel Save Submit

Step 2: Verify Applicant/Organisation Details

The screenshot displays a web application interface for CAAS/COA/2020. The breadcrumb navigation includes Home, My Organization..., Approval, and CAAS/COA/2020... The main heading is "Approval Application (CAAS/COA/2020/0065)" with an "Actions" dropdown menu. A progress bar shows four steps: 1. Applicant/Organisation Details (active), 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. Below the progress bar, the "Instructions" section states: "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." The "Application Details" section shows "Approval Type: Certificate of Airworthiness (COA)" and "Application Type: Renewal". The "Additional Questions Related to Application" section lists "Aircraft Manufacturing Serial Number" and "Status of Aircraft's CoR Application".

Home My Organization... Approval CAAS/COA/2020...

Approval Application (CAAS/COA/2020/0065) 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: Renewal

Additional Questions Related to Application

Aircraft Manufacturing Serial Number Status of Aircraft's CoR Application

Step 3: Enter formal application details

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

Approval
Application (CAAS/COA/2020/0065) 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)

Name of Aircraft Operator

Address of Aircraft Operator

Country/Region	State	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street / Building		Postal Code
<input type="text"/>		<input type="text"/>
<input type="text"/>		

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

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

Approval
Application (CAAS/COA/2020/0065)

Mandatory Documents

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

No items

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
No items		

Note:
Please upload the following documents:

1. Airframe log book
2. Engine log book
3. Modification & mandatory inspection records
4. Flight Test Report / Aircraft & Engine Performance report
5. Log book certificates
6. Carried forward defects
7. AD compliance summary report
8. Applicable SB embodied (since last renewal)
9. Compass swing report
10. Weighing report
 - 2 years after manufacture
 - subsequent each 5 years (above 5700kg MTWA)
11. Copy of current CMR certificate

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

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

Approval

Application (CAAS/COA/2020/0065) Actions

1 2 3 4

Applicant/Organisation Details Formal Application Details Upload Documents Preview Application

Declaration

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 Renewal 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/2020/0403)

Review NonBillable Payments

Applicant Can Review Non Billable Payment

The Application will only be processed once payment is made.

Payment Invoice Number CAAS/PM/2020/0403

Date 09/04/2020 5:42 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	<input type="text"/>	<input type="text"/>

Step 1: Check that the amount is correct before paying.

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

Total Amount (SGD)

Net Payable Amount (SGD)

Cancel

Download

Pay Later

Pay Now

Step 2: 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/2020/0403)

Aircraft MCTOM

S No.	Item Descrip
1	A fee of \$19

Total Amount (SGD)
Net Payable Amount (SGD)

Cancel

Instructions:
Payment can be made by telegraphic transfer
Please quote eSOMS application no. and Pay eSOMS after your telegraphic transfer/wire tra

Make Payment

Application No. CAAS/COA/2020/0065
Payment Advice No. CAAS/PM/2020/0403
Payment Advice Date 09/04/2020

Payment Mode *
⚠ Value cannot be blank

Payer Details

Payer Name
Payer Organisation
Payer Contact Number
Payer Email Address

Cancel Submit

Step 2(a): 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/2020/0403)

Aircraft MCTOM

S No.	Item Descrip
1	A fee of \$19

Total Amount (SGD)
Net Payable Amount (SGD)

Cancel

Instructions:
Payment can be made by telegraphic transfer
Please quote eSOMS application no. and Pay
eSOMS after your telegraphic transfer/wire tra

Make Payment

Application No. CAAS/COA/2020/0065
Payment Advice No. CAAS/PM/2020/0403
Payment Advice Date 09/04/2020
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.

My Dashboard

My Outstanding Tasks [Link](#)

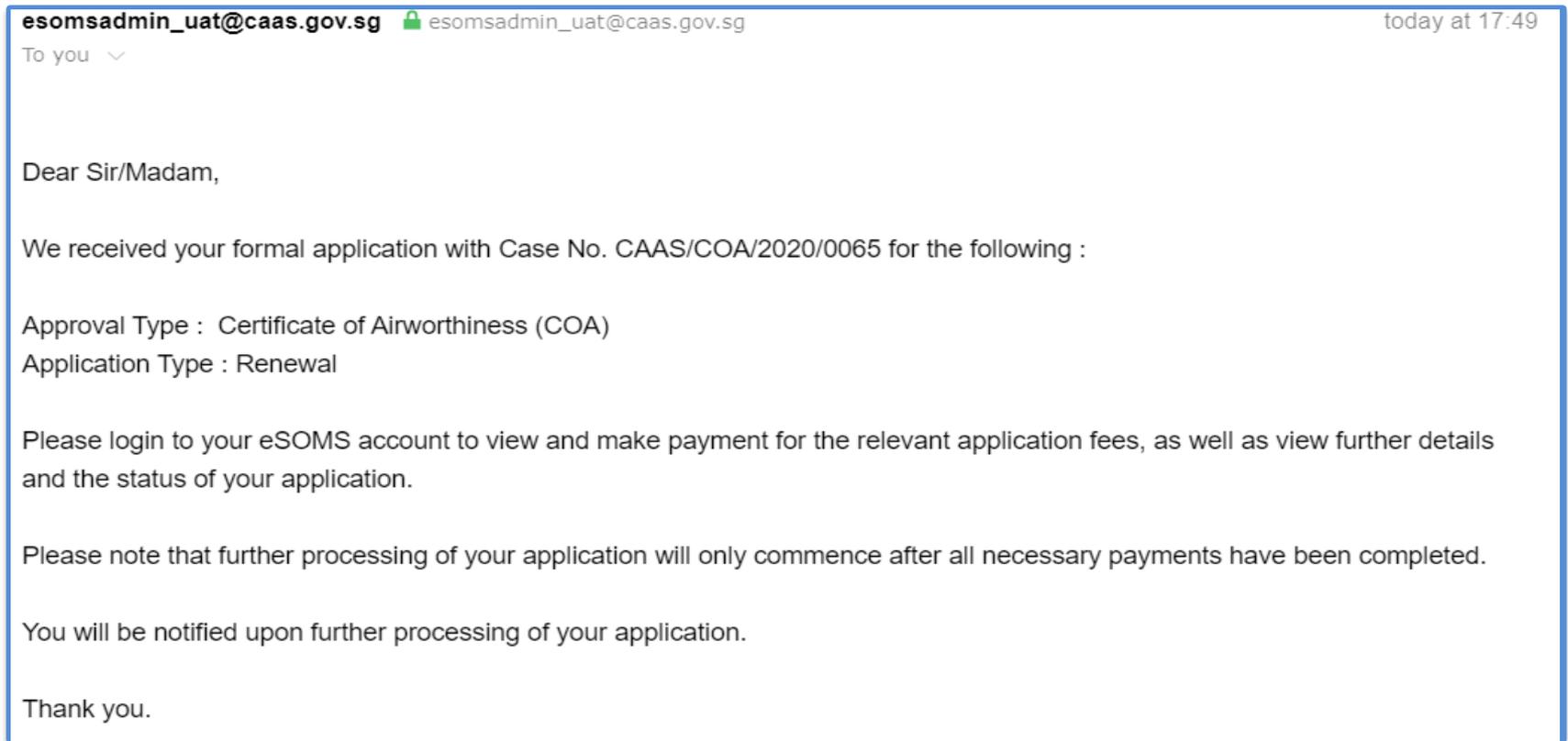
Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
No work assigned					

My Involved Tasks [Link](#)

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/COA/2020/0065	Application	Renewal	Payment-SuccessfulAppSubmitted		9 April, 2020 5:57:00 PM SGT

Status is updated

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



Case Validation and Evaluation by PMI

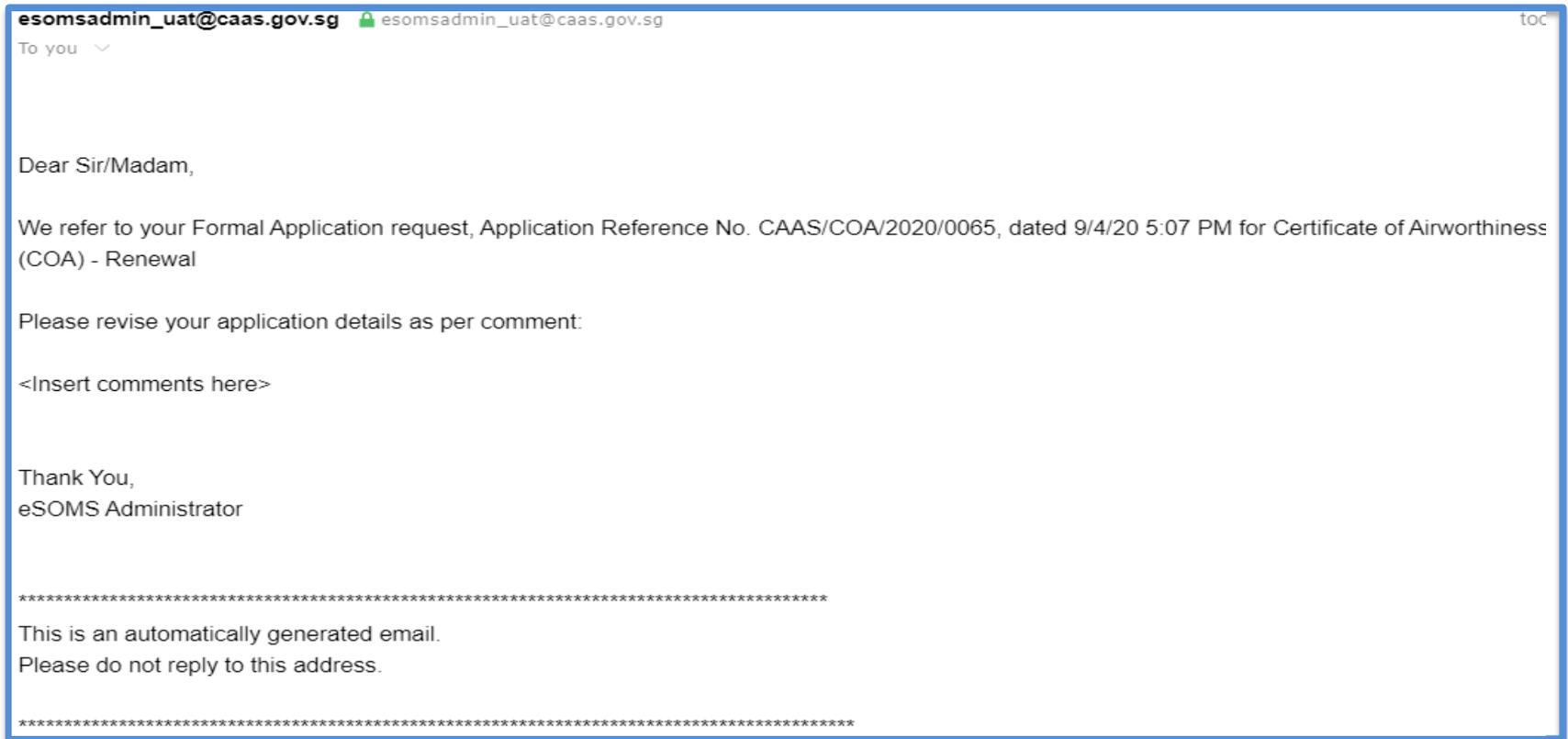
During this process, more information/documents may be requested by the PMI. In that case, the application will be routed back to your dashboard for follow-up.

My Dashboard

My Outstanding Tasks

	Case Reference Number ▾	Application Reference No ▾	Application Type ▾	Status
1	CAAS/COA/2020/0065	CAAS/COA/2020/0065	Renewal	Payment-SuccessfulAppSubmittec

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

My Dashboard

My Outstanding Tasks

	Case Reference Number ▾	Application Reference No ▾	Application Type ▾	Status ▾
1	CAAS/COA/2020/0065	CAAS/COA/2020/0065	Renewal	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'. The 'My Outstanding Tasks' section has a table header with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below this header, it says 'No work assigned'. The 'My Involved Tasks' section also has a table header with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. Below this header, there is one row of data. The first cell of this row, containing the number '1', is highlighted with a red box. The second cell of this row, containing the text 'CAAS/COA/2020/0065', is also highlighted with a red box. The other cells in the row are: 'Application', 'Renewal', 'FormalApplication-Submitted', an empty cell, and '9 April, 2020 6:13:47 PM SGT'. There are 'Link' icons in the top right of both task sections.

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/COA/2020/0065	Application	Renewal	FormalApplication-Submitted		9 April, 2020 6:13:47 PM SGT

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/2020/0065)

Application Review

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

Case information

ATTACHMENTS

- eSOMS – Notice of Acceptance for Submitted Fo...
Correspondence
- eSOMS – Request for Revision - Application Re...
Correspondence
- eSOMS – Notice of Formal Application Submissi...
Correspondence

+ Attach new

Documents to be submitted during CoA Renewal

- Summary of aircraft checks performed ...
- Summary of engine checks performed ...
- Summary of Airworthiness Directives accomplished ...
- Summary of modifications accomplished ...
- Weight and balance report and Basic weight schedule ...
- Compass swing report (if applicable)
- Summary of out-of-manual repairs
- Internal and/or External concession for maintenance checks ...
- Carry forward items...
- Copy of latest Certificate of Maintenance review
- Copy of latest CRS-SMI
- Etc

since the last CoA renewal/ issue

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

The screenshot shows a web application interface. On the left, there is a section titled "ATTACHMENTS" with a dropdown arrow. Below this, there are three items, each with a yellow envelope icon and the text "eSOMS - Notice c Correspondence |". The third item has a red box around the text "File from device". Below the items is a "URL" field and a "+ Attach new" button. On the right, a modal window titled "Attach file(s)" is open. It features a large dashed box with a paperclip icon and the text "Drag and drop file here". Below this is the word "or" and a "Select file" button. Underneath is a table with two columns: "Name" and "File". The table is currently empty, showing "No items". At the bottom of the modal are "Cancel" and "Attach" buttons.

ATTACHMENTS

eSOMS - Notice c Correspondence |

eSOMS - Request Correspondence |

eSOMS - Notice c Correspondence |

File from device

URL

+ Attach new

Attach file(s)

Drag and drop file here

or

Select file

Name	File
No items	

Cancel Attach

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

Home My Organizati...

My Dashboard

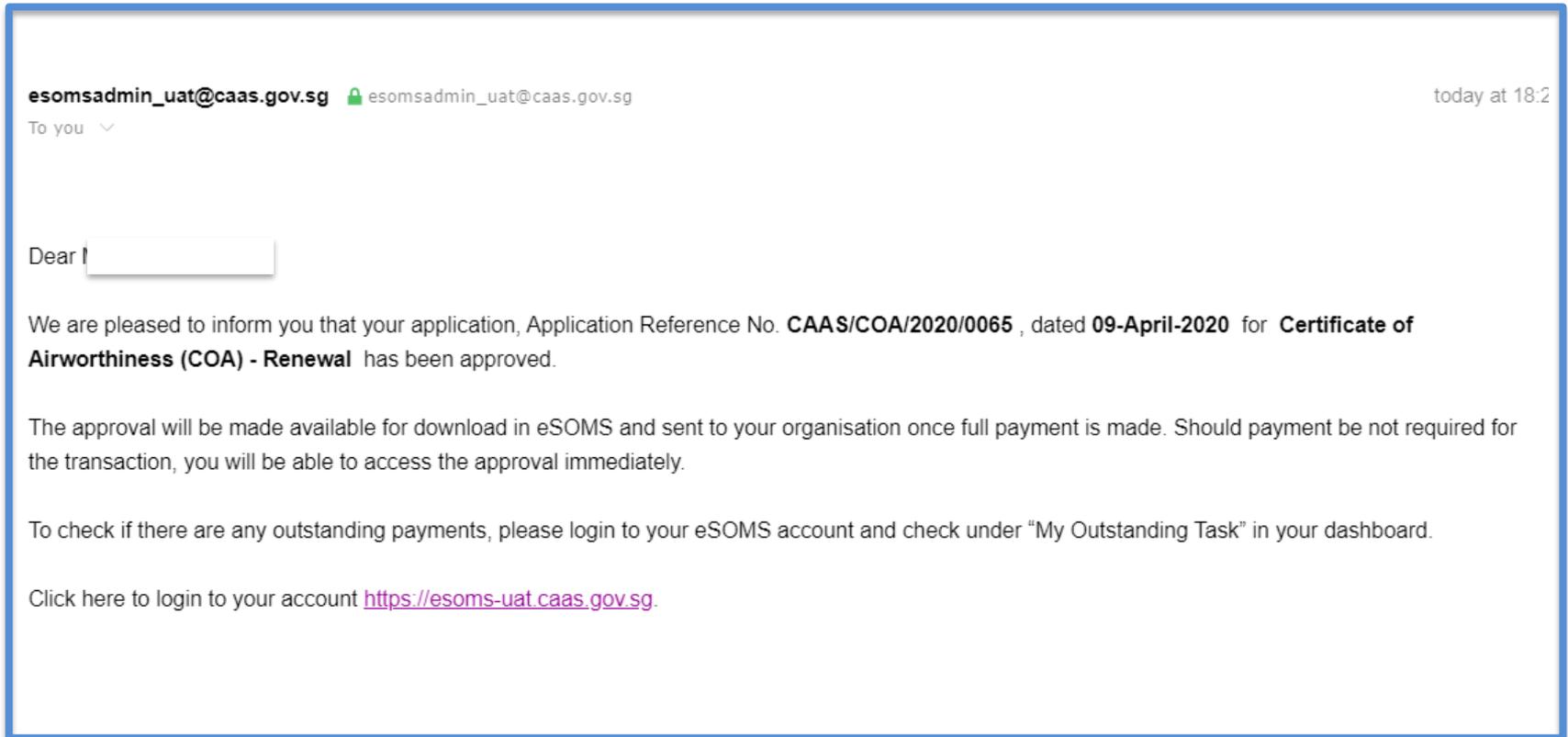
My Outstanding Tasks

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/COA/2020/0065	Application	Renewal	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 shows the eSOMS Enterprise Safety Oversight Management System interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'JT'. A dropdown menu is open, with 'My Organization' selected and highlighted by a red box. The main content area is titled 'My Dashboard' and contains two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Both sections feature a table with columns for task details and a 'Link' icon. The 'My Outstanding Tasks' table has columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated, and displays 'No work assigned'. The 'My Involved Tasks' table has columns for Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated, and displays 'No items'.

Step 2: Click on your Approval number

Home **My Organizati...**

My Organization's Approvals

Approval Type Valid Till Date Registration Number

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

Step 3: Click on the 'Applications' Header

The screenshot displays the CAAS web application interface. At the top, there is a navigation bar with three items: 'Home', 'My Organizati...', and 'Approval'. The 'Approval' item is underlined and has a briefcase icon to its left. Below the navigation bar, the page title 'Approval' is displayed. Underneath, the section 'Approval Review' is visible. A dark blue horizontal bar contains two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular border. Below this bar, the 'Case information' section is shown. It includes the following details: 'Approval Type' is 'Certificate of Airworthiness (COA)', 'Approval Holder' is represented by an empty text box, 'Effective Period' is shown with 'From' and 'To' labels, and the dates '09/04/2020' and '31/05/2020' are listed below.

Step 4: Look for the latest application.

Click twice on the 'Case Reference Number' to sort by the latest application.

Home My Organization... **Approval**

Approval

Approval Review

Case Information Applications

Applications under this approval

	Case Reference Number ▾	Type	Status
1	CAAS/COA/2020/0065	Renewal	Application Completed
2	CAAS/COA/2020/0064	Renewal	Application Withdrawn
3	CAAS/COA/2020/0063	Initial	Application Completed

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.

The screenshot displays a web application interface for CAAS/COA/2020... The breadcrumb trail includes Home, My Organization..., Approval, and CAAS/COA/2020... The main content area is titled 'Approval Application (CAAS/COA/2020/0065)' and features an 'Actions' dropdown menu. Below this is the 'Application Review' section, which includes a navigation bar with tabs: Case Information (highlighted with a red box), Normal Application Details, Previous Application Details, Evaluation Action(s), and Payment(s). The 'Case Information' section displays the following details:

Approval Type	Application Type
Certificate of Airworthiness (COA)	Renewal
	Application Status
	Application Completed

Below the case information is the 'ATTACHMENTS' section, which lists two files:

- COA Issue Control Page.pdf (SystemGenerated | [button])
- COA Approval Certificate.pdf (Certificate) (highlighted with a red box)

A red box highlights the 'COA Approval Certificate.pdf' attachment, and a larger red box contains the text: 'Click to download and print the certificate'.

Summary

6 Stages:

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

- END -