



eSOMS User Guide: Noise Certificate (NOI) Initial 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, the CAAS logo is on the left, and the Singapore Government logo with the tagline 'Integrity · Service · Excellence' is on the right. Below the government logo are links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. A search bar with the placeholder 'Enter keyword here' and a magnifying glass icon is also present. A navigation bar below the header contains 'Home', 'About eSOMS', and 'Help'. A maintenance notice on the right of the navigation bar states: 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. The main content area is divided into three columns. The first column, titled 'New to eSOMS? I want to...', contains two buttons: 'Apply for Approval/Permit' (with a document icon) and 'Submit Enquiry' (with a document and question mark icon). The second column, titled 'Quick Links', contains two buttons: 'Make Payment' (with a document and dollar sign icon) and 'View Approval/Permit Holders' (with a document and magnifying glass icon). The third column, titled 'Welcome to eSOMS', features the 'eSOMS Enterprise Safety Oversight Management System' logo and a message: 'For existing account holders, please login using one of the following methods:'. Below this message are three login options: 'SingPass Login' (with a person icon), 'CorpPass Login' (with a briefcase icon), and 'eSOMSPass Login' (with a right-pointing arrow icon). The 'CorpPass Login' and 'eSOMSPass Login' options are highlighted with a red rectangular border. At the bottom of this column is a link: 'More information on login methods here.'

Applying for NOI 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 'Noise Certificate' and 'Initial'.

The screenshot displays a web application interface for the 'Approval' process. The top navigation bar includes links for 'Home', 'My Organizati...', 'CAAS/COR/2020...', and 'Approval'. The 'Approval' tab is currently selected. Below the navigation bar, the page title 'Approval' is shown. A user profile for 'JT Joey Tribbiani' is visible in the top right corner. The main content area is titled 'Select Approval Type'. It contains two dropdown menus, both highlighted with red rectangles. The first dropdown, labeled 'Approval Type *', has 'Noise Certificate (NOI)' selected. The second dropdown, labeled 'Application Type *', has 'Initial' selected. A small checkmark is visible between the two dropdowns, indicating that both selections are valid.

Step 3: Answer Additional Questions

Additional Questions related to Application

You have selected Initial application for Noise Certificate (NOI).
To help us process your application, kindly provide these details.

First of type aircraft★

☐ Yes ☒ No

Changes to Noise Characteristics?★

☐ Yes ☒ No

Select corresponding Aircraft to inherit Noise Characteristics★

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★

**Do not submit NOI application
until COR has been submitted.**

Formal Application

Step 1: Verify Applicant/Organisation Details

[Home](#) [My Organizati...](#) [CAAS/NOI/2020...](#)

Approval

Application (CAAS/NOI/2020/0026) Actions ▾

1

2

3

4

Applicant/Organisation Details

Formal Application Details

Upload Documents

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	Application Type
Noise Certificate (NOI)	Initial

Additional Questions related to Application

Step 2: Fill up formal application details

[Home](#) [My Organization...](#) [CAAS/NOI/2020...](#)

Approval

Application (CAAS/NOI/2020/0026) Actions

1

2

3

4

Applicant/Organization Details

Formal Application Details

Upload Documents

Preview Application

Noise Certificate

Name of the Aircraft Owner

Address of Aircraft Owner

Name of the Aircraft Manufacturer*

Aircraft Type*

Engine Manufacturer*

Step 3: Upload Mandatory Documents

[Home](#) [My Organization...](#) [CAAS/NOI/2020...](#)

Approval
Application (CAAS/NOI/2020/0026) Actions

1

2

3

4

Applicant/Organization Details Formal Application Details Upload Documents Preview Application

Mandatory Documents

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

	Name	File	Category	Attach	N/A	Remark	
1	<input type="text"/>		Noise Cert issued for First of Type	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	

Additional Documents

Step 3(a): Click 'Add Row' to upload supporting documents

[Home](#) [My Organization...](#) [CAAS/NOI/2020...](#)

Approval

Application (CAAS/NOI/2020/0026) Actions

Mandatory Documents

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

	Name	File	Category	Attach	N/A	Remark	
1	<input type="text"/>		Noise Cert issued for First of Type	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	

Additional Documents

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

Click to upload Documents

Name	File	Category	Attach	Remark	
No items					

Step 4: Preview all application details. Remember to declare at the bottom of the page before submitting.

The screenshot shows the 'CAAS/NOI/2020...' application page. The breadcrumb trail includes 'Home', 'My Organizati...', and 'CAAS/NOI/2020...'. The page title is 'Approval Application (CAAS/NOI/2020/0026)' with an 'Actions' dropdown. A progress bar shows four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application (highlighted with a blue circle). Below the progress bar is the 'Declaration' section, which contains two checkboxes, each with a red square highlight. The first checkbox is for a declaration of truthfulness, and the second is for data consent. Below these are two paragraphs of text regarding data collection and consent.

Home My Organizati... CAAS/NOI/2020...

Approval
Application (CAAS/NOI/2020/0026) Actions

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

Declaration

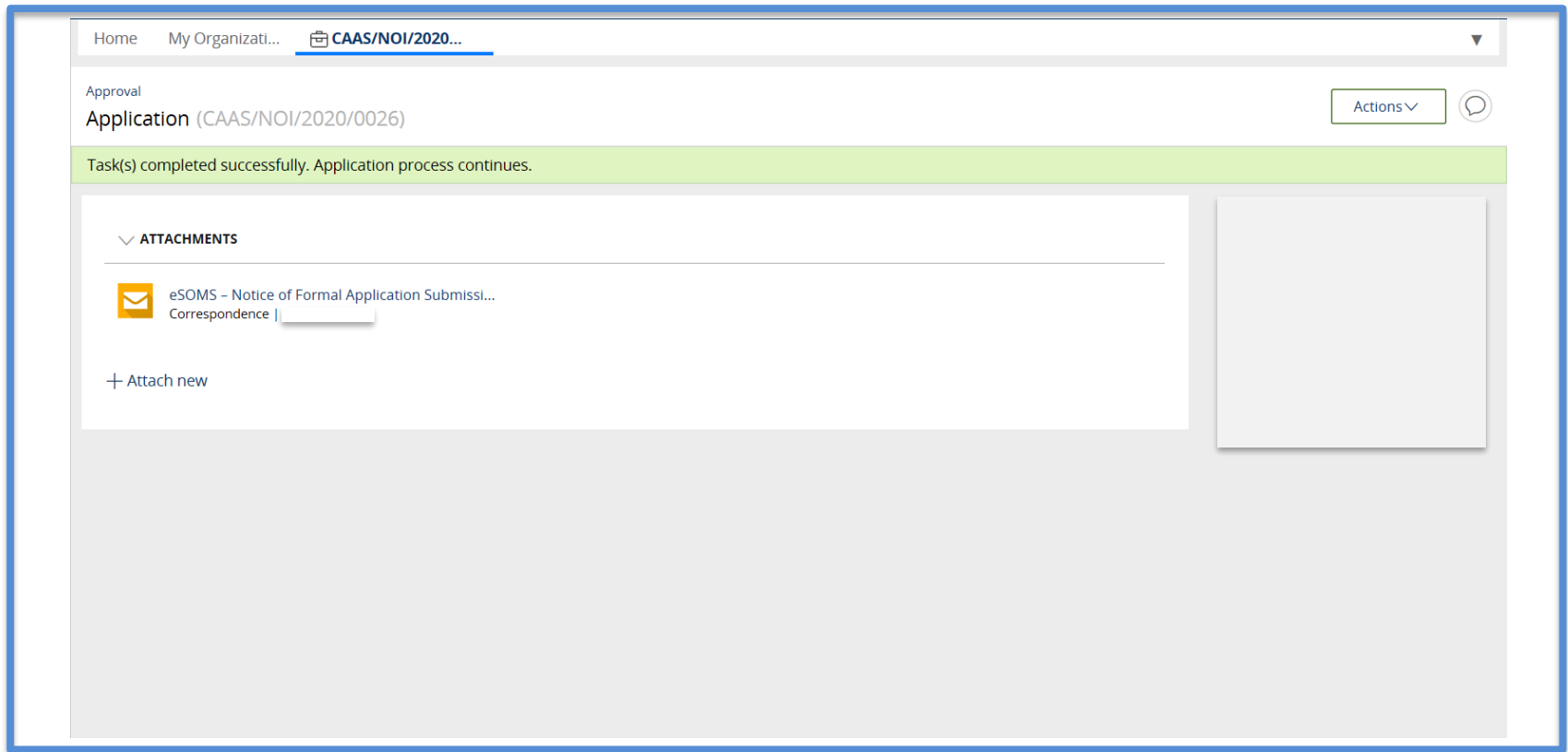
☐ We hereby declare that the information provided is complete, true and accurate and that furnishing any false particulars, information or documents to CAAS is an offense under Section 29C of the Air Navigation Act.

☐ 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.

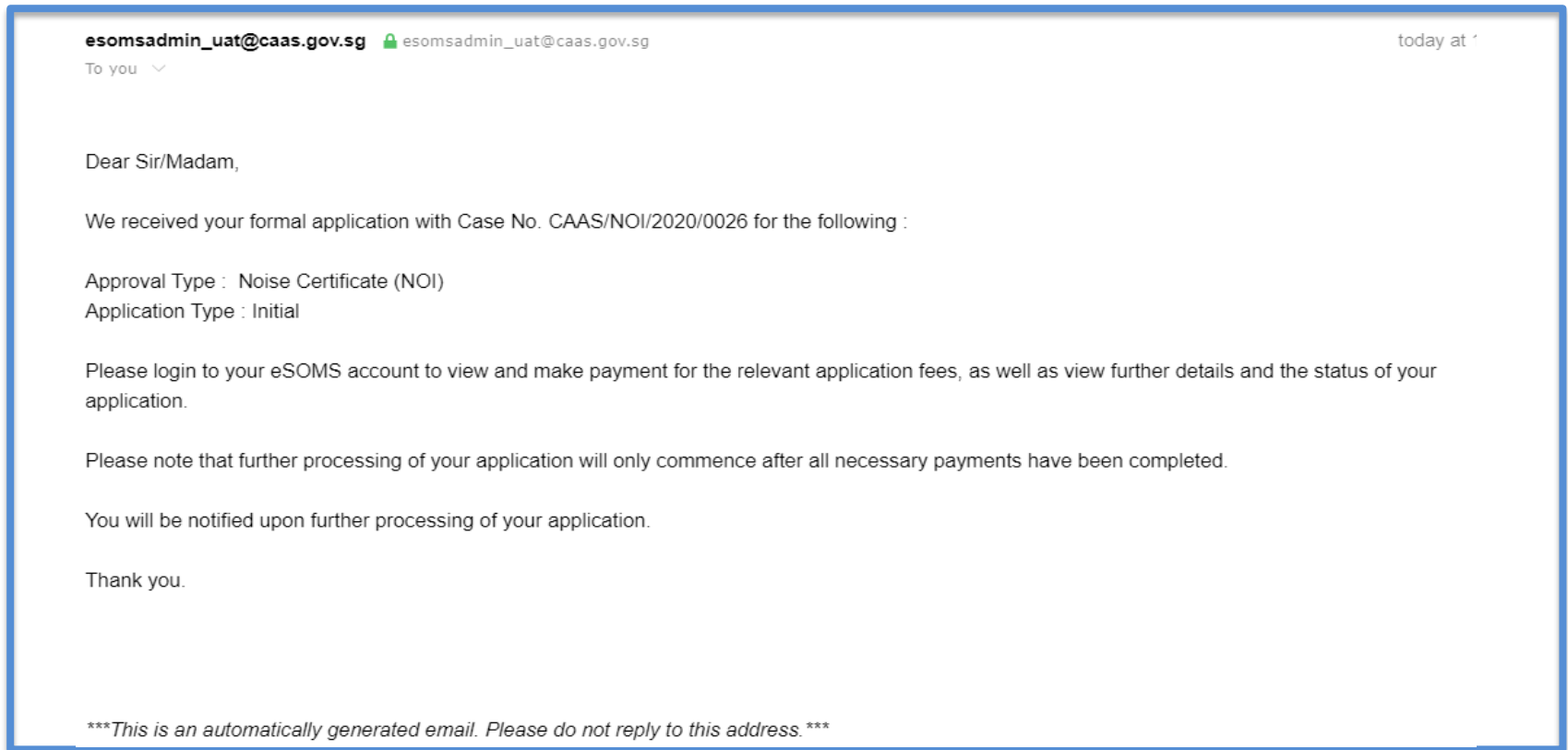
I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive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

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



Notification by email



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.

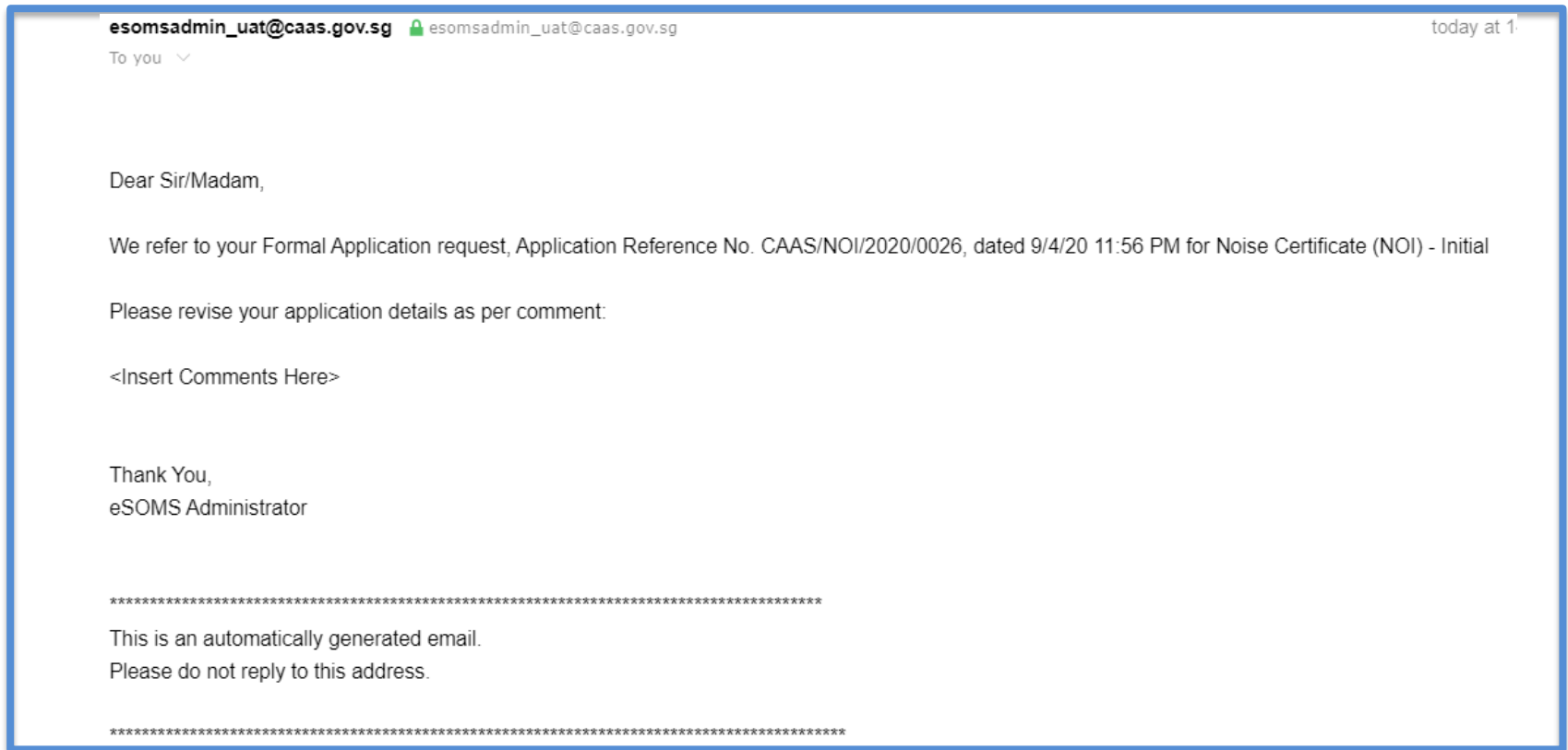
[Home](#) [My Organization](#)

My Dashboard

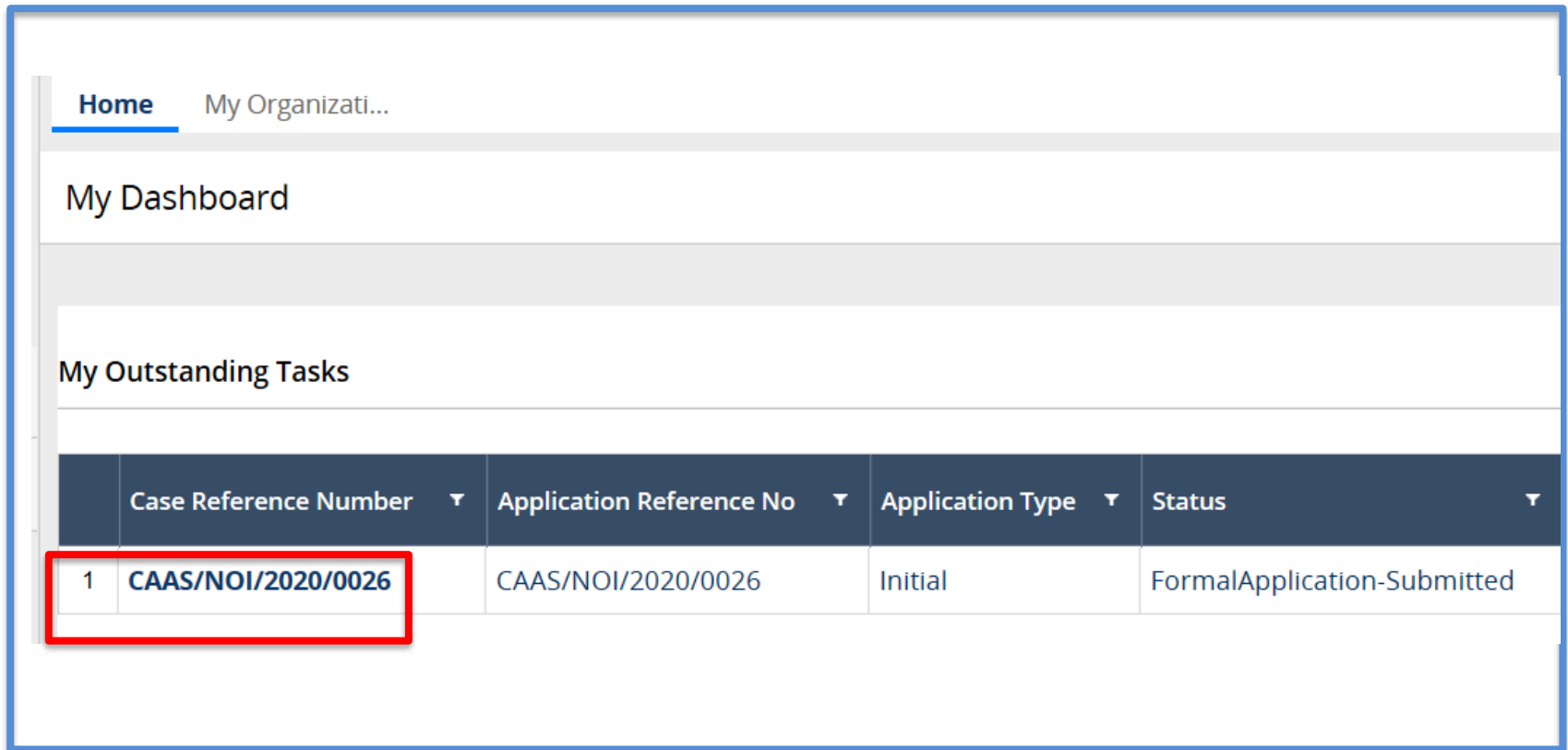
My Outstanding Tasks

	Case Reference Number ▼	Application Reference No ▼	Application Type ▼	Status ▼
1	CAAS/NOI/2020/0026	CAAS/NOI/2020/0026	Initial	FormalApplication-Submitted

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 this is a section titled 'My Outstanding Tasks' which contains a table. The table has five columns: 'Case Reference Number', 'Application Reference No', 'Application Type', and 'Status'. The first row of the table is highlighted with a red box. The data in the first row is: '1' in the first column, 'CAAS/NOI/2020/0026' in the second column, 'CAAS/NOI/2020/0026' in the third column, 'Initial' in the fourth column, and 'FormalApplication-Submitted' in the fifth column.

	Case Reference Number	Application Reference No	Application Type	Status
1	CAAS/NOI/2020/0026	CAAS/NOI/2020/0026	Initial	FormalApplication-Submitted

During the 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 displays the CAAS user interface. At the top, there are tabs for 'Home' and 'My Organization...'. Below this 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 shows a table with columns: Case Reference Number, Application Reference No, Application Type, Status, and CAAS Officer. Below this table, it states 'No work assigned'. The 'My Involved Tasks' section shows a table with columns: Case Reference Number, Description, Application Type, Status, and Organisation. The first row in this table is highlighted with a red box, showing the case reference number 'CAAS/NOI/2020/0026'.

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/NOI/2020/0026	Application	Initial	FormalApplication-Submitted	

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/NOI/2020...**

Approval
Application (CAAS/NOI/2020/0026)

Application Review

Case Information Formal 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

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

The screenshot displays the 'ATTACHMENTS' section on the left and a modal dialog titled 'Attach file(s)' on the right.

ATTACHMENTS

- eSOMS – Notice c
Correspondence |
- eSOMS – Request
Correspondence |
- eSOMS – Notice c
e |

A dropdown menu is open for the third item, showing options: 'File from device' (highlighted), 'URL', and '+ 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”

The screenshot displays a user interface for a CAAS dashboard. At the top, there are navigation links for 'Home' and 'My Organization...'. Below this is a 'My Dashboard' section. The main content area is divided into two parts: 'My Outstanding Tasks' and 'My Involved Tasks'.

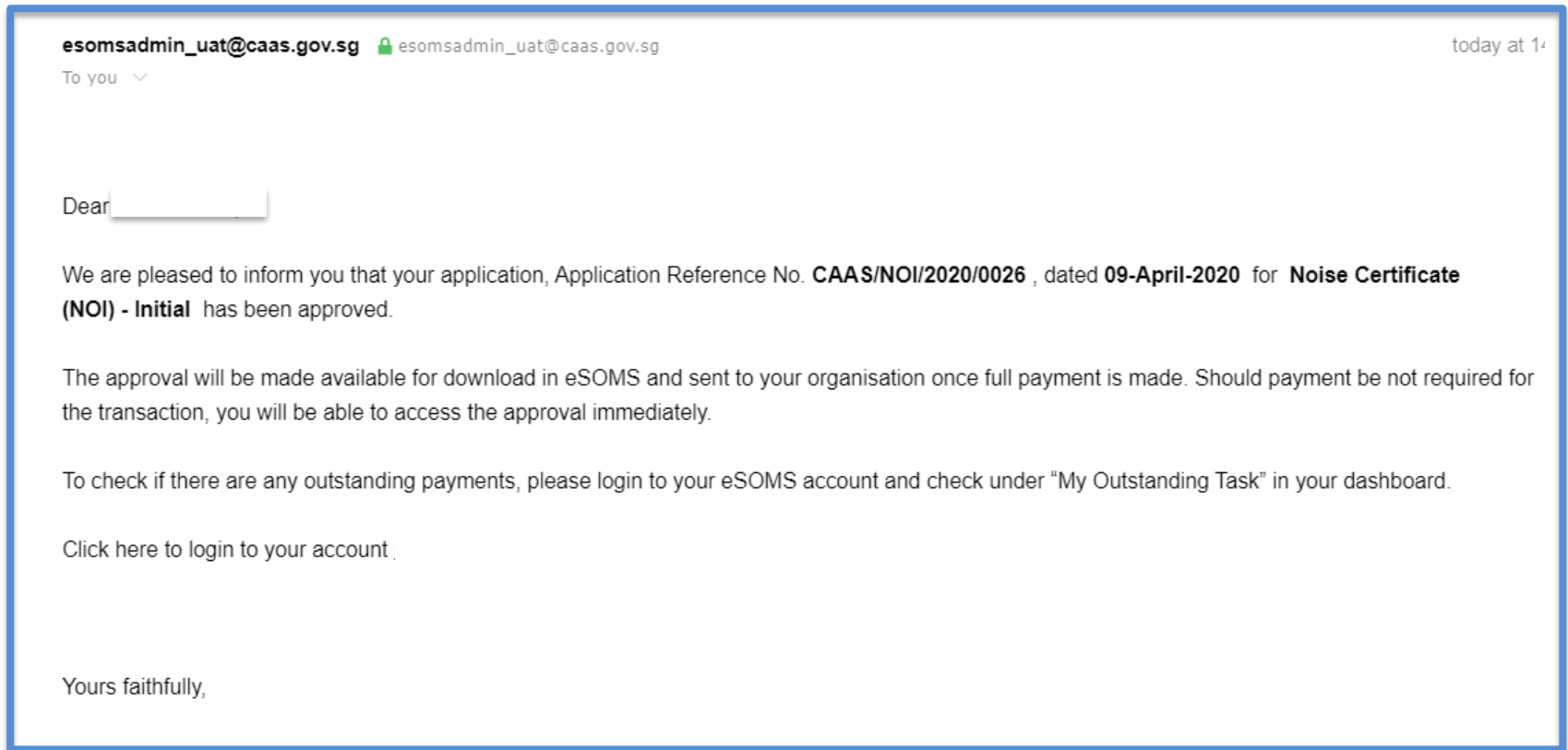
My Outstanding Tasks

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/NOI/2020/0026	Application	Initial	Certification-InProgress		10

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



Downloading of NOI 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. The top navigation bar includes the eSOMS logo, a notification bell with '11', and a user profile icon 'JT'. The left sidebar contains links for 'Home', 'My Applications', 'Search Portal', '+ New', and '+ Profile Settings'. The main content area shows the 'My Dashboard' with two task sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Both sections are currently empty, displaying 'No work assigned' and 'No items' respectively. The 'My Outstanding Tasks' table has columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' table has columns for Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated.

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

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
No items					

Step 2: Click on your Approval number

[Home](#) [My Organization's Approvals](#)

My Organization's Approvals

Approval Type

NOI

Valid Till Date

Registration Number

Reset

Search

Approval Details		Application Type	
Approval Type	NOI	From Date	10/4/20
Approval Number	AWN.449	To Date	---
Registration Number	9V-SCA		

Variation

Surrender App

Step 3: Click on the 'Applications' Header

The screenshot displays the 'Approval' section of the CAAS system. At the top, there is a navigation bar with 'Home', 'My Organization...', and 'Approval' (the latter being the active tab). Below this, the 'Approval Review' section is visible. A dark blue horizontal bar contains two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular box, indicating it is the target for the next step. Below the tabs, the 'Case information' section is partially visible, showing fields for 'Approval Type' (Noise Certificate (NOI)), 'Effective Period' (From 10/04/2020 To —), and 'Approval Holder' (with an empty input box).

Step 4: Look for the latest application.

[Home](#) [My Organization...](#) [Approval](#)

Approval

Approval Review

[Case Information](#) [Applications](#)

Applications under this approval

	Case Reference Number	Type	Status
1	CAAS/NOI/2020/0026	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.

Approval
Application (CAAS/NOI/2020/0026)

Application Review

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

Case information

Approval Type
Noise Certificate (NOI)

Application Type
Initial

Applicant

Organisation

Application Status
Application Completed

ATTACHMENTS

eSOMS – Notice of Grant of Approval
Correspondence

Dated Noise Certificate
File

Noise Certificate Issue Control Page.pdf
Certificate

Click to download and print the certificate

Update Version View Versions

Summary

5 Stages:

1. Login
2. Applying for NOI Initial
3. Formal Application
4. Validation and Evaluation
5. Downloading of NOI certificate

- END -