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## **INFORMATION CIRCULAR**

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### **RELAUNCH OF BETA VERSION OF THE CIVIL AVIATION PERSONNEL LICENSING SYSTEM (CAPELS)**

- 1 This Information Circular serves to inform that the CAPELS will be relaunched on 15 July 2019.
- 2 The CAPELS is a web-based personnel licensing system. Currently for licensing applications, applicants would need to make trips to the CAAS Licensing Office during office hours to submit their hardcopy application form. With CAPELS, applicants would be able to manage their licence applications online and at their own convenience. Besides being able to check their application status, applicants would also be able to view all their license and transactional records in CAPELS.
- 3 The CAPELS will be launched in three phases. The first phase launch on 15 July 2019 caters for flight crew to submit their licensing applications online. Other types of licensing applications will be launched in the subsequent phases.

### **Account Procedures for First-time Usage of CAPELS**

- 4 Users can access CAPELS via the website address <https://capels.caas.gov.sg>. Instructions and user guides on how to navigate around CAPELS are available within the website.
- 5 Two categories of account holders are available in CAPELS:
  - (a) SingPass account holders will need to register for an account by logging in using their SingPass via the CAPELS website.
  - (b) Non-SingPass account holders will need to register for an account using their email address via the CAPELS website. Upon registration, users will receive an email that contains a link for e-mail verification to complete their account set-up.

### **New Licence Template for Flight Crew**

- 6 Following the relaunch of CAPELS, a new licence template will be issued to the flight crew at the first grant of licence using CAPELS. For subsequent applications, the flight crew will only receive the relevant page(s) of change of the license.
- 7 The examiners will continue to sign on the Certificate of Test (C of T) after conducting the tests except for the initial Aircraft Rating tests that will be printed on the licence by CAPELS.

- 8 Flight crew licence holders are to keep their existing C of T as long as it contains valid test result even after being issued with the new licence template from CAPELS.

**Further Information on CAPELS**

- 9 Further information on CAPELS will be released progressively via circulars and emails.
- 10 For further clarification and assistance, please contact [CAAS\\_PEL\\_FCL@caas.gov.sg](mailto:CAAS_PEL_FCL@caas.gov.sg) or +65 6541 2482.