
INFORMATION CIRCULAR

INTRODUCTION OF ONLINE PERSONNEL LICENSING APPLICATION SYSTEMS

- 1 This Information Circular informs holders of a Singapore-issued Licence and new applicants of the two online personnel licensing application systems that CAAS will be rolling out in mid-2016 viz. the Civil Aviation Personnel Licensing System (CAPELS) and the Electronic Licensing Medical and Records System (ELMeRS). CAPELS¹ is designed for flight crew and aircraft maintenance engineers to submit their licensing applications online, whereas ELMERS will serve as the online portal for all licensing medical assessment matters for flight crew and air traffic controllers.

Civil Aviation Personnel Licensing System (CAPELS)

- 2 Currently for licensing applications, an applicant needs to make trips to the CAAS Licensing Office during office hours to submit his/her hardcopy application form, and to collect the licence when ready.
- 3 With the introduction of 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 past and present licence and transactional records. In addition, CAPELS possesses an automatic self-check feature that assesses whether an application meets the requirements during the application process.
- 4 Other examples of the features available in CAPELS are:
 - (a) Application for the initial issuance, renewal, variation and validation² of licence;
 - (b) Application for the conversion of foreign licence;
 - (c) Application for the addition of aircraft ratings;
 - (d) Application for the appointment as Flying Instructor, Authorised Flight Examiner, Senior Authorised Flight Examiner; and
 - (e) Application for the replacement of licence.
- 5 To facilitate the transition to CAPELS, users will need to complete a one-time account registration in CAPELS when the registration module is launched in May 2016, to link the current licence holder's information, if any, to the applicant's account.

¹ The module for air traffic controllers' licensing applications will be rolled out in the next phase.

² Applicable to flight crew licence applicants only.

Electronic Licensing Medical and Records System (ELMeRS)

- 6 ELMeRS is an online portal for flight crew and air traffic controllers to access services related to their Medical Assessment.
- 7 In order to access ELMeRS, users will need to complete a one-time registration³ on the system when it is launched in July 2016.
- 8 Examples of the services available to flight crew and ATCs on the ELMeRS are:
 - (a) Application for Medical Assessment, including filling in the medical declaration and payment of fee for medical evaluation;
 - (b) Submission of notification of decrease in medical fitness;
 - (c) Tracking and monitoring of application and review status;
 - (d) Checking details of medical provisos and additional requirements endorsed in their licences; and
 - (e) Viewing of historical Medical Assessment records.

Briefing on the Two Licensing Application Systems

- 9 To provide licence holders and new applicants with a better understanding of the features of the two systems and the implementation plan, CAAS will be organising a CAAS Safety Series seminar in May 2016. Applicants are encouraged to attend as this will be an informative and beneficial seminar for CAPELS and ELMeRS users. More details on this seminar will be circulated electronically in due course.
- 10 Further information on the implementation of CAPELS and ELMeRS will be released progressively via circulars and emails until the launch of the two systems.

Issued by
CIVIL AVIATION MEDICAL BOARD and SAFETY POLICY & LICENSING DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE

³ Please note that the account registration in CAPELS is different from the account registration in ELMeRS.