

## INFORMATION CIRCULAR

### REGISTRATION FOR WORKSHOP CERTIFYING STAFF EXAMINATIONS AND NON-DESTRUCTIVE TESTING APPROVAL EXAMINATIONS (JUL 2016 TO SEP 2016)

- 1 The SAR-7 paper examinations provided in the table below are only for the purpose of qualifying workshop certifying staff in accordance with AC 145-2. Examination credits obtained from these examinations will not be accepted as credits towards the grant of an aircraft maintenance licence. Those seeking to qualify for a SAR-66 aircraft maintenance licence are required to take the SAR-66 examinations.
- 2 The planned SAR-7 paper examination sessions and their respective registration periods are as follows: -

| Exam Session No. | Exam Date              | Exam start time 1000 hours                                    | Exam start time 1400 hours   | Exam Venue  | Registration Period          |
|------------------|------------------------|---|--|---|------------------------------|
| A-16-07-1        | 19-Jul-16<br>(Tuesday) | SAR-7 Papers L12, R12 and SAR-7 subjects with prefix code 'N' | SAR-7 Paper R11 and SAR-7 subjects with prefix codes 'A', 'B', 'C', 'E', 'F' and 'I' | <b>CAAS Examination Centre,<br/>Room M01-25,<br/>Singapore Aviation Academy,<br/>1 Aviation Drive,<br/>Singapore 499867</b> | 01-Jul-16<br>to<br>08 Jul-16 |
| A-16-08-1        | 16-Aug-16<br>(Tuesday) |   |  |   | 01-Aug-16<br>To<br>05-Aug-16 |
| A-16-09-1        | 20-Sep-16<br>(Tuesday) |   |  |   | 05-Sep-16<br>To<br>09-Sep-16 |

- 3 The SAR-7 subjects H11 (Human Factors & Error Management) and L11 (Air Legislation) examinations have been superseded by SAR-66 modules M09 and M10 respectively. Applicants for these SAR-66 examinations may register and book online via the CAAS website. As a guide to those applying for SAR-66 examinations, module numbers bearing suffix "B1" are for workshop certifying staff in the Mechanical category, and those bearing suffix "B2" are for workshop certifying staff in Avionics category.
- 4 Applicants for the SAR-7 paper examinations are to submit their applications, using Form CAAS SPL(AME)10 Rev 2 (November 2014), with payments to the CAAS Personnel Licensing office. This form can be obtained via this link:  
  
[http://www.caas.gov.sg/caas/en/eServices\\_Forms/Aircraft\\_Maintenance\\_Engineers\\_Licence\\_and\\_Examination.html](http://www.caas.gov.sg/caas/en/eServices_Forms/Aircraft_Maintenance_Engineers_Licence_and_Examination.html)
- 5 In submitting the applications, the applicants for SAR-7 paper examinations are deemed to have read, understood and agreed to the "Examination Instructions" in Annex A of this Information Circular.

6 The CAAS Personnel Licensing office is located at:

Singapore Changi Airport Terminal 2  
South Finger Pier Level 3  
Unit No. 038-039  
Singapore 819643  
(Refer IC 7/2014 dated 04 Nov 2014)

7 The Personnel Licensing office is open during the following timings: -

Monday - Thursday            0830 hrs to 1245 hrs  
   1400 hrs to 1700 hrs

Friday                            0830 hrs to 1245 hrs  
   1400 hrs to 1630 hrs

**(Closed on Saturdays, Sundays and Public Holidays)**

8 Applications will be accepted on a first-come-first-serve basis. Application will not be accepted once all available seats have been taken up.

9 The fee chargeable is \$80 per paper per sitting. (All examination fees quoted are accurate at the time of publication of this circular, and are subject to review and change without notice).

10 We accept payments for SAR-7 paper examinations by **Cheque, Money Order or Visa/MasterCard credit card**. (Please note that payment for the SAR-66 examinations can only be made online using Visa/MasterCard credit card).

11 If you have any enquiries, please contact:

Ms Norziha Omar  
Senior Assistant  
(65) 6541 2483  
norziha\_omar@caas.gov.sg

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

**EXAMINATION INSTRUCTIONS**Before you enter the examination centre:

- You must be properly attired to be allowed entry into the examination centre. Candidates who are not appropriately dressed will not be allowed admission to the examination centre (for example, collarless T-shirt, singlet, shorts, slippers, sandals or non-covered shoes). Similarly, entry will be denied to candidates adorning any earpiece, earphones or headphones. Unless worn for religious purposes, headgear is not allowed.
- Every workstation is equipped with an electronic calculator. The invigilator has the right to reject use of calculators that do not meet CAAS' requirements. For example, programmable calculators.
- You shall not bring your mobile phones or any gadget capable of audio and/or video recording to your workstation. Such items must be deposited in the shelves provided before proceeding to your workstation. The Invigilator is authorised to examine all suspicious items in the possession of the candidate at the workstation and confiscate these items if they are deemed to be items that threaten to breach the security of the examinations. CAAS takes a serious view of any such attempts, and those caught in the possession of such forbidden items at the workstation will be treated as having cheated or attempting to cheat.

When you are allowed into the examination centre:

- Please keep your bag and personal belongings in the shelves provided and ensure you have switched off all electrical/electronic devices that you have deposited in the shelf.
- Please place your NRIC, Military IC SAF 11B or Passport on the table for verification by the Invigilator.
- Once the examination has begun, you will not be allowed to leave the examination centre for toilet breaks. Once you have left the examination centre, you will not be allowed re-entry into the examination centre.
- You shall only use the papers provided by CAAS for all your rough workings/calculations. Candidates found to be in possession any materials other than those permitted will be deemed to be cheating.
- All the papers shall be returned to the Invigilator at the end of the examination. Do not tear or crush the paper(s) provided to you.
- You shall not leave your workstation even when you have completed your examination. Raise your hand and wait for the Invigilator to attend to you.

**The Invigilator reserves the right to deny entry or expel any candidate from the examination centre if he/she is deemed to be uncooperative or wilfully acting against the instructions of the Invigilator. Such candidates may be disqualified from the current examination, barred from further taking any CAAS licensing examinations, and have their past examination results voided.**