

Advisory Circular

FOREIGN OPERATOR OPERATIONS PERMIT

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GENERAL

Pursuant to paragraph 88B of the Air Navigation Order (ANO), the Director-General of the Civil Aviation Authority of Singapore (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices, and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to foreign operators for the grant of, renewal of or to vary (amend) an Operations Permit pursuant to paragraph 87A of the Air Navigation Order.

APPLICABILITY

This AC applies to an air operator with an air operator certificate or an approval to conduct aerial work activities, as granted by a foreign State or territory and who intends to operate an aircraft into or out of Singapore for the purpose of public transport or aerial work.

RELATED REGULATIONS

Air Navigation Act 1966
Air Navigation Order
Air Navigation (91 – General Operating Rules) Regulations 2018

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

This AC supersedes AC FOS-1(3). This revision provides clarification on the operations for which an operations permit is required (paragraph 1.1).

EFFECTIVE DATE

This AC is effective from 1 September 2024.

OTHER REFERENCES

Nil

1 INTRODUCTION

- 1.1 Pursuant to paragraph 87A of the Air Navigation Order (ANO), a foreign operator¹ must hold an operations permit granted by CAAS when operating an aircraft into or out of Singapore for public transport or aerial work. This includes **technical stops** (e.g. for purposes of refuelling or crew change) as part of a public transport or aerial work operation.
- 1.2 A foreign operator holding an operations permit granted by CAAS (referred to in this AC as an operations permit holder) must:
- (a) comply with the applicable paragraphs in the Air Navigation Act 1966 (ANA), ANO and Air Navigation (91 – General Operating Rules) Regulations 2018;
 - (b) adhere to the conditions of the operations permit, including operating aircraft in the list of approved aircraft (Annex A of the operations permit).

2 OPERATIONS PERMIT

Application

- 2.1 An application for grant or renewal of, or to vary (amend)², an operations permit may be made online via flightSG³.
- 2.2 Every application for the **grant or renewal** of an operations permit must be accompanied by the following supporting documents:

Operator Documents

- (a) Air Operator Certificate;
- (b) Operations Specifications relevant for the aircraft or aircraft type and containing operational information such as capability for low visibility operations.

Aircraft Documents (for each aircraft that is to be used to operate into and out of Singapore)

- (c) Certificate of Registration;
 - (d) Certificate of Airworthiness and airworthiness review certificate (if applicable);
 - (e) Noise Certificate;
 - (f) Certificate of Insurance (by aircraft or by fleet);
 - (g) Maintenance release of the most recent major maintenance (equivalent to 'C' check certificate of release) (if applicable);
 - (h) State of Registry's approved aging aircraft programme (if applicable) which may be part of the maintenance programme;
 - (i) Lease arrangements, if applicable.
- 2.3 Every application to **vary** (i.e. amend) an operations permit for purpose of adding a new aircraft to the list of approved aircraft must be accompanied by the aircraft documents specified in paragraph 2.2 for each of the additional aircraft.

¹ "Foreign operator" means an operator whose principal place of business is not in Singapore.

² An operations permit holder may apply to vary (amend) an operations permit for purpose of addition or removal of aircraft from the list of approved aircraft.

³ Refer to <https://flightsg.caas.gov.sg/>

Evaluation

2.4 CAAS considers various factors when evaluating an application, such as:

(a) Operational capability of the applicant

The operational capability of an applicant is assessed based on information such as the outcome of safety oversight activities carried out on the applicant and its aircraft by States (for example ramp inspections), the applicant's safety record (including for example accidents and serious incidents), its registration with and performance under the IATA Operational Safety Audit (IOSA) and International Standards for Business Aircraft Operations (IS-BAO), sanctions or bans imposed on the applicant by other States, and the applicant's response, including timeliness of response, to any safety concerns or inspection findings raised by CAAS in the past.

(b) Safety record of the aircraft to be deployed for operations

Factors such as the age of the aircraft, and other information such as past incidents and operational capability of the aircraft's previous operator (if any), are considered. Information on the results of past ramp inspections carried out by CAAS and authorities of other States are also taken into account.

(c) Safety record of the aircraft type to be deployed for operations

Factors such as the accident and incident record of the aircraft type and whether operations of that aircraft type have been prohibited by CAAS or authorities of other States.

2.5 CAAS may visit the applicant's premises as part of our evaluation. Such visits typically take between one to five days.

Grant, renewal or variation (amendment) of Operations Permit

2.6 Based on the results of the evaluation, CAAS may:

(a) grant, renew or vary (amend) an operations permit in accordance with paragraph 87A (5) of the ANO.

(b) reject the application. The applicant will be informed of the outcome. As the evaluation outcome of each application is final, the details of the evaluation will not be shared.

NOTE: When an application was previously rejected or operations permit revoked, CAAS may not accept any subsequent application submitted by the applicant within 6 months from the date of rejection or revocation.

Validity period of Operations Permit

2.7 CAAS will determine the validity period of an operations permit based on the results of the evaluation.

2.8 For new applicants, CAAS may grant an operations permit with a validity period of between 3 and 6 months.

- 2.9 A variation (amendment) made to the operations permit is not considered as a new permit application and hence, the validity period will remain the same and will not be extended.
- 2.10 An operations permit holder must address any non-compliances and/or safety concerns identified by CAAS within the time limits as CAAS may specify. CAAS may suspend, impose conditions or revoke the operations permit if the operations permit holder fails to do so.

3 CONTINUING SURVEILLANCE

- 3.1 The operations permit holder will be subjected to continuing surveillance comprising of:
- (a) ramp inspections;
 - (b) document reviews; and
 - (c) investigations, if necessary.
- 3.2 Ramp inspections may cover the flight deck, cabin, aircraft condition and cargo compartment, including dangerous goods. CAAS inspectors will also brief the flight crew on the scope of inspections.
- 3.3 It is the responsibility of the operator to facilitate CAAS' inspectors in the conduct of ramp inspection. For identification and authorisation, every CAAS inspector will carry an Authority Card during the inspections.
- 3.4 CAAS may request the following documents for verification after an aircraft's flight into Singapore:
- (a) General Declaration (GD)
 - (b) Air Operator Certificate
 - (c) Aircraft Certificate of Airworthiness
 - (d) Flight crew's licences and medical certificates
 - (e) Flight Crews' recency checks and proficiency checks
 - (f) Technical log/Journey log/Maintenance log
 - (g) Outstanding aircraft deferred defects log/hold item list

The operations permit holder must provide required documents to CAAS within the timeframe stipulated by the CAAS inspector.

- 3.5 If there is a significant safety issue with the operations permit holder, CAAS will conduct an investigation to determine if there is any non-compliance with applicable regulations or the conditions of the operations permit. The operations permit holder must cooperate fully with the investigation, including but not limited to, ensuring the participation of involved or relevant persons for interviews and providing required information.
- 3.6 For any enquiries, please write in to CAAS_FS_FOS@caas.gov.sg.