

WORKING ARRANGEMENT  
BETWEEN  
THE EUROPEAN AVIATION SAFETY  
AGENCY  
AND  
THE CIVIL AVIATION AUTHORITY OF  
SINGAPORE

on collection and exchange of information on  
the safety of aircraft using EU<sup>1</sup> airports, airports  
of non-EU States that participate in the EU  
SAFA<sup>2</sup> Programme and airports of Singapore

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<sup>1</sup> European Union

<sup>2</sup> Safety Assessment of Foreign Aircraft

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The European Aviation Safety Agency ("EASA") and the Civil Aviation Authority of Singapore ("CAAS"), hereinafter referred to as "the Parties" and individually as a "Party",

Considering the common interest of the Parties to achieve a high uniform level of civil aviation safety oversight, particularly in overseeing the operations of third-country aircraft,

Noting that, in accordance with Commission Regulation (EC) No 768/2006 of 19 May 2006, EASA may liaise with other third countries' authorities to facilitate, through working arrangements under Article 27(2) of Regulation (EC) 216/2008, the improvement of civil aviation safety in Europe through the collection and exchange of aviation safety data,

Considering that it is desirable to ensure close cooperation between the Parties with a view to strengthening the EU SAFA programme and enlarging its scope whilst maintaining a harmonised approach to the effective enforcement of international safety standards,

Considering that it is in the interest of the Parties to have the largest possible amount of information with the view of ensuring the effective enforcement of international safety standards with regard to third-country aircraft landing at any of their airports open to international air traffic,

Have agreed as follows:

## 1. Definitions

For the purposes of this Working Arrangement the following definitions shall apply:

"EU SAFA system" means the programme set up in Directive 2004/36/EC<sup>3</sup> and in Commission Regulation (EC) No 768/2006<sup>4</sup> for the collection, exchange and analysis of information on the air safety of aircraft and of air operators;

"Third country aircraft" means for EASA, an aircraft which is not used or operated under the control of a competent authority of an EU member State or of a State participating in EASA in accordance with article 66 of Regulation (EC) 216/2008<sup>5</sup> and, for CAAS, an aircraft which is not used or operated under an air operator certificate granted by CAAS in accordance with the Singapore Air Navigation Act and its subsidiary legislation;

"International Safety Standards" means the safety standards contained in the Chicago Convention and its Annexes, as well as, where applicable at the time of the inspection, those in ICAO Regional Supplementary Procedures;

"Standardisation visit" means any inspection conducted in Singapore in accordance with the applicable EASA standardisation regulation and procedures in order to verify the implementation of this Working Arrangement.

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<sup>3</sup> Directive 2004/36/CE of the European Parliament and of the Council of 21 April 2004 on the safety of third-country aircraft using Community airports (*OJ L 143, 30.4.2004, p. 76-86*)

<sup>4</sup> Commission Regulation (EC) 768/2006 of 19 May 2006 implementing Directive 2004/36/EC of the European Parliament and of the Council as regards the collection and exchange of information on the safety of aircraft using Community airports and the management of the information system (published in the *OJ L 143, 20.5.2006, p. 16-18*)

<sup>5</sup> Regulation (EC) 216/2008 of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670, Regulation (EC) No 1592/2002 and Directive 2004/36/EC (published in the *OJ L 79/1 dated 19.3.2008, p. 1-49*)



## 2. Scope and Objectives

- 2.1 With a view to establishing and maintaining a high uniform level of civil aviation safety within those states that participate in the EU SAFA programme<sup>6</sup> and in Singapore, this Working Arrangement introduces a harmonised approach to the enforcement of international safety standards within Singapore. In particular, this Working Arrangement establishes working procedures for carrying out ramp inspections of third country aircraft landing at airports in the territory of Singapore as well as for the collection and for the exchange of information on the safety of aircraft using airports located in the territories of the states that participate in the SAFA programme and in the territory of Singapore.
- 2.2 With the view of ensuring the participation of CAAS in the EU SAFA programme in a progressive manner, this Working Arrangement introduces a seamless transition procedure in two phases. In Phase I, CAAS shall be granted a provisional "SAFA candidate" status, with partial access to the information contained in the provisional database of the EU SAFA programme as provided for in paragraph 9 of this Working Arrangement. In Phase II, CAAS shall obtain the status of "SAFA participating State" as provided for in this Working Arrangement, following compliance with the rules and procedures laid down in this Working Arrangement, as assessed by EASA pursuant to the standardisation procedure foreseen in paragraph 8 of this Working Arrangement.

## 3. Harmonised Rules and Procedures for ramp inspections

- 3.1 For the purpose of achieving the scope and objectives of this Working Arrangement, CAAS shall effectively implement the EU SAFA Technical Requirements as laid down in Annex 1 and in accordance with the relevant paragraphs of this Working Arrangement. For the purpose of assessing compliance with these Requirements, CAAS shall receive standardisation visits as referred to in paragraph 8 of this Working Arrangement.
- 3.2 In particular, CAAS shall conduct ramp inspections of aircraft at Singapore airports used for the purpose of international air traffic in accordance with the CAAS Foreign Operator Surveillance Programme and with the EU SAFA Technical Requirements specified in Annex 1 to this Working Arrangement.

## 4. Collection of information by CAAS

- 4.1 CAAS shall put in place a mechanism to collect any information deemed useful for the fulfilment of the objectives stated in paragraph 2 of this Working Arrangement, including :
  - (a) Reports of ramp inspections conducted in accordance with paragraph 3 and Annex 1 of this Working Arrangement;

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<sup>6</sup> On the date of the signature of this Working Arrangement: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Morocco, Netherlands, Norway, Poland, Portugal, Republic of Georgia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The former Yugoslav Republic of Macedonia, Turkey, the United Arab Emirates, United Kingdom, Ukraine.

(b) Where relevant, other safety information such as:

- i. important safety information accessible, in particular, through:
  - pilot reports,
  - maintenance organisation reports,
  - incident reports,
  - other organisation reports,
  - complaints;
- ii. information on action taken subsequent to a ramp inspection, such as:
  - aircraft grounded,
  - aircraft or operator having limitations or restrictions on its operations,
  - corrective action required,
  - contacts with the operator's competent authority;
- iii. follow-up information concerning the operator, such as:
  - corrective action implemented,
  - recurrence of deficiencies found;

4.2 CAAS will participate actively in the EU SAFA programme by carrying out a minimum annual number of ramp inspections, to be agreed with EASA. The minimum annual number of ramp inspections shall be agreed between the Parties, taking into consideration the requirements of the CAAS Foreign Operator Surveillance Programme and the overall efficiency of the EU SAFA programme.

4.3. Whenever information concerning aircraft deficiencies is given voluntarily, the source of such information shall be de-identified.

## **5. Exchange of information and cooperation between the Parties to this Working Arrangement**

5.1 CAAS shall:

- (a) enter the information referred to in paragraph 4.1 of this Working Arrangement into a EASA SAFA centralised Database through a direct online secure access, or where applicable during the Phase I referred to in paragraph 2.2 of this Working Arrangement, into a provisional database that shall only be accessible to the European Commission, EASA and CAAS; such a provisional database shall be fully functional and based on the same software as the EASA SAFA centralised Database;
- (b) enter the above referred information without delay within a maximum of 15 working days as from the date of its collection;
- (c) on completion of Phase II referred to in paragraph 2.2, permit EASA to use the information received from CAAS for the purposes of conducting regular or *ad hoc* analyses or when preparing the EU SAFA programme yearly report as provided for in the EU SAFA Technical Requirements in Annex 1 of this Working Arrangement;
- (d) receive EASA SAFA standardisation visits in accordance with the provisions of paragraphs 8 and 9 of this Working Arrangement.

## 5.2 EASA shall:

- (a) store the safety information received from CAAS in the EASA SAFA centralised database (and where applicable into the provisional database referred to in paragraph 5.1 of this Working Arrangement);
- (b) upon completion of Phase II, provide CAAS with direct access to the EASA SAFA centralised database for third country aircraft;
- (c) provide CAAS with the necessary instructions including training for CAAS personnel, if necessary and subject to the availability of resources, for accessing the EASA SAFA centralised database and where applicable the provisional database referred to in paragraph 5.1;
- (d) make available to CAAS the results of EASA's analyses of the data on third country aircraft stored in the EASA SAFA centralised database;
- (e) provide CAAS with the manual of EU SAFA ramp inspection procedures, including updates thereof, as set out in the EU SAFA Technical Requirements;
- (f) include CAAS personnel responsible for the collection, processing and exchange of SAFA-related information in EASA's relevant training programmes, courses, seminars, working groups and other workshops developed to improve the understanding of the EU SAFA programme with the aim of reaching a common standard in the performance of ramp inspections;
- (g) facilitate the actual involvement of CAAS in the SAFA inspectors' exchange programme aimed at allowing inspectors of CAAS to obtain practical experience and to contribute to the harmonisation of procedures;
- (h) provide to identified CAAS staff, access to the SAFA electronic community in SINAPSE<sup>7</sup> (in accordance with the EU SAFA Technical Requirements set out in Annex 1);
- (i) take all necessary measures to guarantee the security and confidentiality of the information/data stored in the EASA SAFA centralised Database in accordance with paragraph 6 of this Working Arrangement.

## 6. Confidentiality and Conflict of Interest

- 6.1 CAAS shall, in accordance with its national legislation, take all necessary measures to ensure appropriate confidentiality of the information received under the present Working Arrangement. CAAS shall use this information solely for the exercise of its responsibilities related to the improvement of civil aviation safety.
- 6.2 The national legislation referred to in paragraph 6.1, as well as the internal rules and other procedures of the Parties implementing such legislation shall be notified to each Party ultimately upon signing of this Working Arrangement. Each Party will promptly inform the other of any changes to such legislation, rules or procedures.
- 6.3 Where CAAS receives a request, from a third party, for information in its possession that originates from EASA, especially information contained in the SAFA centralised database,

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<sup>7</sup> SINAPSE is a web-based software application hosted by the European Commission. It features tools to facilitate the effective communication amongst closed communities of experts. Nominated experts become group members.

CAAS shall consult with EASA in order to take a decision that does not jeopardise the fulfilment of the objectives of this Working Arrangement, notably those laid down under paragraph 2.1. If EASA advises against disclosure of the requested information, CAAS shall, within its powers, reject the request and if necessary take legal action to enforce such rejection.

- 6.4 EASA shall, in accordance with European Union legislation, take the necessary measures to ensure appropriate confidentiality of the information received under this present Working Arrangement. EASA shall use this information according to relevant European Union legislation.
- 6.5 The Parties agree to take all necessary measures either to prevent or to end (as soon as it becomes aware of such situation) any situation of conflict of interest that could compromise the impartial and objective performance of the personnel involved in ramp inspections or in the collection, processing or exchange of information. Such situation could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Furthermore, the Parties agree to inform each other of any such conflict of interests in writing without delay.
- 6.6 In particular, the Parties undertake to ensure without any reservation that, if inspectors are engaged in activities with undertakings or associations of undertakings, such situations shall not compromise the inspector's independence in a way that threatens the integrity of the SAFA programme or the confidentiality of associated data.

## **7. Regulatory co-operation**

- 7.1. The Parties agree to take any appropriate measures to cooperate with each other on any proposed significant changes to the applicable laws, regulations and administrative provisions regarding the collection and the exchange of information on the safety of aircraft using airports located in the territories of the EU Member States, in the territories of SAFA non-EU States who participate in the EU SAFA programme and in the territory of Singapore.
- 7.2. In particular the Parties agree to;
  - (a) inform and consult each other, as practicable and with sufficient notice, of any intended regulatory changes relevant for the cooperation between the Parties under this Working Arrangement;
  - (b) offer each other an opportunity to comment on the intended regulatory changes; and
  - (c) respond where necessary and appropriate to every comment made by the other party on the intended regulatory changes.

## **8. Initial and recurrent Standardisation visits**

- 8.1. EASA shall conduct standardisation visits to CAAS in order to review the implementation of the EU SAFA Technical Requirements as set out in Annex 1. The Standardisation visits will be conducted in accordance with the principles and rules referred to in Annex 2. Standardisation visits may include a review of the national legislation relevant to this Working Arrangement and notably of the national provisions referred to in paragraph 6 of this Working Arrangement.
- 8.2. CAAS agrees to consider and address the findings (if any) resulting from the standardisation visits and to act upon them to rectify the identified deficiency.



- 8.3. If the clarifications provided by CAAS are satisfactory or if acceptable remedial action is timely proposed or is duly implemented by the authority, EASA shall issue a statement of closure of findings. Such statement shall be addressed to CAAS. EASA shall inform thereof the Aviation Authorities of the States that participate in the SAFA programme as well as the European Commission. CAAS shall become full member of the SAFA programme in accordance with paragraph 2.2. of this Working Arrangement, upon formal notification from EASA of this statement.
- 8.4. If the clarifications provided are not accepted or where no satisfactory remedial action is timely proposed or is not duly implemented by CAAS, EASA shall address a supplementary report to CAAS as well as to the Aviation Authorities of the States that participate in the SAFA programme and to the European Commission. In that case, consultations would be held between the Parties. If, within 30 days after the notification by EASA of the supplementary report to CAAS, no agreement has been found through such consultations, the full membership status of CAAS will be suspended and additional bilateral exchanges may take place to resolve the issue.
- 8.5. Standardisation visits may include participation by the standardisation team, as observers, in actual ramp inspections performed by inspectors in CAAS.
- 8.6. During EASA's standardisation visits, CAAS will assist EASA in gaining access to its relevant premises or means of transport as well as to those of any undertakings or associations of undertakings under the oversight of CAAS. EASA standardisation team members will comply with the rules and requirements of the parties that occupy and/or have control over the premises being accessed, such as the airport operator and such security requirements as the Airport Police may impose.
- 8.7. Upon full membership of SAFA as provided for in this Working Arrangement, CAAS will receive periodic standardisation visits by EASA and, where appropriate, on an *ad-hoc* basis under similar conditions as those applicable to other SAFA participating EU and non-EU Aviation Authorities.
- 8.8. As part of the SAFA inspectors' exchange programme, EASA may invite and allow CAAS' inspectors to participate, as observers, in the standardisation inspections of other SAFA participating EU and non-EU Aviation Authorities.

## 9. Access to information during Phase I

- 9.1. During Phase I, referred to in Paragraph 2.2 of this Working Arrangement, CAAS shall have access to:
- (a) the technical documentation related to the SAFA programme,
  - (b) some technical cooperation activities on SAFA,
  - (c) the provisional database referred to in Paragraph 5.1;
  - (d) the SAFA digital community on SINAPSE, and
  - (e) the general coordination meetings of the EU SAFA programme, as observer.

## 10. Expenses

- 10.1. Each Party agrees to bear its own costs incurred for its implementation of this Working Arrangement, such as participation in meetings, seminars, workshops, working groups or standardisation visits related to the implementation of this Working Arrangement (except as provided in paragraphs 10.2 and 10.3).
- 10.2. Travel and subsistence costs incurred by all members of standardisation teams when performing standardisation visits in the Singapore under this Working Arrangement shall be borne by CAAS, as per EASA travel rules.
- 10.3. CAAS will bear all travel and subsistence costs incurred by CAAS officers when participating as observers in standardisation inspections of other SAFA participating EU and non-EU Aviation Authorities, as referred to in paragraph 8.8.
- 10.4. The Parties may agree to provide additional services to one another, such as training, at the cost of the requesting Party.

## **11. Communication and liaison activities**

- 11.1. CAAS shall appoint a National Coordinator who will act as the focal point for the implementation of this Working Arrangement.
- 11.2. Upon entry into force of this Working Arrangement, CAAS will be invited to take part in the coordination meetings of the SAFA programme involving all the stakeholders participating in the programme.
- 11.3. The Parties agree to conduct regular reviews and discuss the implementation of the EU SAFA Technical Requirements in Singapore with EASA at the EASA SAFA Steering Group meetings.
- 11.4. The designated points of contact between EASA and CAAS for routine technical issues, coordination and management of this Arrangement are indicated in Annex 3.

## **12. Entry into force, amendment, suspension and termination**

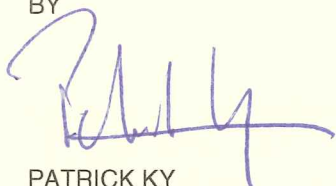
- 12.1. This Working Arrangement will enter into force at the date of signature by the Parties' duly authorised representatives. When the signature process is performed by exchange of letters, this Working Arrangement shall enter into force at the date of notification of the last signature of the Parties' duly authorised representatives.
- 12.2. This Working Arrangement may be amended in writing by mutual consent of the Parties.
- 12.3. This Working Arrangement may be suspended in case of persistent failure to comply with the clauses thereof. Each Party may notify the other Party of its intention to suspend this Working Arrangement and the grounds for this suspension. Such suspension shall take effect 30 days after the date of notification, unless, prior to the end of this period, the Party which initiated this suspension, notifies the other Party, in writing, that it withdraws its notification.
- 12.4. This Working Arrangement will continue to apply until terminated by either Party by written notice. Such termination will be effected upon a sixty calendar day's period following the date of receipt of the written notification, unless the notice of termination has been withdrawn by mutual agreement before the expiry of the aforesaid period.



Signed in duplicate in English language in Montreal on 23rd September 2013.

**EUROPEAN AVIATION SAFETY AGENCY**

BY



PATRICK KY  
EXECUTIVE DIRECTOR

DATE:

23/09/2013

**CIVIL AVIATION AUTHORITY OF  
SINGAPORE**

BY



YAP ONG HENG  
DIRECTOR-GENERAL OF CIVIL  
AVIATION

DATE:

23/09/13



**Annex 1  
(issue 1)  
EU SAFA Technical Requirements**

For the purposes of this Working Arrangement, "EU SAFA Technical Requirements" means the following EU legislation and other relevant material:

**Until 27 October 2014**

- Directive of the European Parliament and of the Council No 2004/36 as regards the collection and exchange of information on the safety of aircraft using Community airports and the management of the information system.
- Commission Regulation (EC) No 768/2006 of 19 May 2006 implementing Directive 2004/36/EC of the European Parliament and of the Council as regards the collection and exchange of information on the safety of aircraft using Community airports and the management of the information system.
- Commission Directive 2008/49/EC of 16 April 2008.
- Commission Regulation (EC) No 351/2008 as regards the prioritisation of ramp inspections.
- Commission Regulation (EC) No 736/2006 of 16 May 2006 on working methods of the European Aviation Safety Agency for conducting standardisation inspections, as amended by Commission Implementing Regulation (EU) No 90/2012.
- Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006 (as of 01/01/2014)
- EASA Guidance Material for the qualification of SAFA inspectors approved by EASA Executive Director Decision 2008/001/S.
- EASA Guidance Material for ramp inspections procedures, approved by EASA Executive Director Decision 2012/001/S.

**As of 28 October 2014**

- Annex II to the Commission Regulation (EU) 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, Subpart ARO.RAMP
- Acceptable Means of Compliance and Guidance Material to Part-ARO, approved by EASA Executive Director Decision 2012/016/R
- Acceptable Means of Compliance and Guidance Material to subpart ARO.RAMP, as last amended, as approved by EASA Executive Director Decision

### **CAAS Foreign Operator Surveillance Programme**

For the purposes of this Agreement, "Singapore Foreign Operator Surveillance Programme" means the programme established by CAAS for the conduct of safety assessments of third country aircraft as part of its safety oversight of foreign air operators in accordance with the Air Navigation Act and its subsidiary legislation. Singapore legislation and other relevant material:

- Air Navigation Order.
- Advisory Circular, AC FOS-1(0) on Foreign Operator Surveillance Programme – Operations Permit



**Annex 2  
(issue 1)**

**Standardisation principles and procedures**

1. EASA will inform all EU and non-EU Aviation Authorities that participate in the SAFA programme as well as the European Commission of the results of the standardisation visits carried out under this Working Arrangement.
2. CAAS agrees that the EASA shall carry standardisation visits as set out in the applicable EU legislation and in accordance with the SAFA Standardisation Inspection Procedure established by EASA.

**Reference procedures used for standardisation visits**

SAFA Standardisation Inspection Procedure including all related relevant Work Instructions and Standardisation Bulletins, as last amended and published on the SAFA electronic community of EASA in SINAPSE

**Annex 3  
(issue 1)  
Designated Points of Contact for this Working Arrangement**

For the EASA: Approvals and Standardisation Directorate  
Operators Department  
SAFA Coordination Section

Address: European Aviation Safety Agency  
Postfach 101253  
D-50452 Köln  
Germany

Facsimile: (49) 221 8999 06526

For CAAS: Director (Airworthiness & Flight Operations)

Address: Airworthiness and Flight Operations Division  
Civil Aviation Authority of Singapore  
P.O. Box 1  
Changi International Airport  
Singapore 918141

Facsimile: (65) 6545 6519