

# Advisory Circular

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## RESPONSIBILITIES OF SUPPLEMENTAL TYPE CERTIFICATE (STC) HOLDERS

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- 1. GENERAL.** Advisory Circulars (ACs) are issued by the Civil Aviation Authority of Singapore (CAAS) and contain information about standards, practices and procedures acceptable to the Authority. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
- 2. PURPOSE.** This AC is issued to provide additional guidance and explanation to the industry to comply with the Singapore Airworthiness Requirements Part 21 (SAR-21), pertaining to:
  - the responsibilities of supplemental type certificate holders; and
  - the cancellation or surrender of supplemental type certificate, situation at which supplemental type certificate holder cannot be located and the transfer of supplemental type certificate.
- 3. APPLICABILITY.** This AC applies to the holders of CAAS' supplemental type certificate.
- 4. CANCELLATION.** This is the first Advisory Circular issued on this subject.
- 5. EFFECTIVE DATE.** This AC is effective from 16 May 2011.
- 6. REFERENCES.** Singapore Air Navigation Order and SAR-21.
- 7. INTRODUCTION.** The SAR-21 states that a supplemental type certificate signifies a design approval for a major change to the type design of a product in accordance with the airworthiness design standards specified in SAR-21.755.

The SAR-21 states the following in relation to supplemental type certificate;

- 21.300 Applicability
- 21.305 Application
- 21.310 Design configuration control
- 21.315 Designation of applicable airworthiness design standards,
- 21.320 Showing of compliance,
- 21.325 Manuals,
- 21.330 Instructions for continued airworthiness
- 21.335 Grant of a supplemental type certificate

- 21.340 Record keeping
- 21.345 Changes to that part of a product covered by a supplemental type certificate
- 21.350 Transferability
- 21.355 Privileges of a holder of a supplemental type certificate.

## **8. RESPONSIBILITIES OF SUPPLEMENTAL TYPE CERTIFICATE HOLDERS.**

The responsibility of a supplemental type certificate holder to provide instructions for continued airworthiness is stated under SAR-21.330 and other responsibilities to be comply with by the holder of an approval granted under SAR-21 is stated under SAR-21.1505.

For a supplemental type certificate holder to fulfill these responsibilities, the holder is required to put in place a system to collect and analyse defects pertaining to the design.

Such a system will include procedures to;

- (a) collect defect information from users of the supplemental type certificate,
- (b) notify users of the supplemental type certificate of any airworthiness issues relating to the modification,
- (c) provide service information to users of supplemental type certificate (usually in the form of Service Information Letter),
- (d) provide modification instructions to users of the supplemental type certificate (usually in the form of Service Bulletin),
- (e) track the product (i.e. aircraft serial number and its owner) which have incorporated the modification associated with the supplemental type certificate.

In addition, the supplemental type certificate holder should maintain the capability, or access to the capability, to provide appropriate technical solutions to address service difficulties or when CAAS requires mandatory corrective actions to be implemented.

## **9. CANCELLATION OR SURRENDER OF SUPPLEMENTAL TYPE CERTIFICATE, SITUATION AT WHICH SUPPLEMENTAL TYPE CERTIFICATE HOLDER CANNOT BE LOCATED AND TRANSFER OF SUPPLEMENTAL TYPE CERTIFICATE.**

SAR-21.1515 states that an Approval granted under SAR-21 remains valid until surrendered, superseded, suspended or revoked. The validity of such an Approval is subject to CAAS' determination of the holder's continued compliance with SAR-21.

### 9.1. Cancellation and Suspension of supplemental type certificate

CAAS may cancel/suspend a supplemental type certificate under the following conditions;

- (a) CAAS determines that continued usage of the supplemental type certificate may result in unsafe operation.
- (b) CAAS determines that the supplemental type certificate holder is unable to fulfil its responsibilities as a supplemental type certificate holder.

CAAS will publish a notice to inform on the cancellation of the supplemental type certificate. The modification associated with the cancelled supplemental type certificate is to be removed from the product and the product to be restored to an airworthy condition.

In the event of a suspension, CAAS will publish the period of suspension and any restrictions to be imposed on products that are incorporated with the modification associated with the suspended supplemental type certificate.

## 9.2. Surrendering a supplemental type certificate

Supplemental type certificate holders may apply to CAAS to surrender a supplemental type certificate. The surrendering of a supplemental type certificate implies that the holder of the surrendered supplemental type certificate agrees to relinquish all privileges associated with the supplemental type certificate, including his responsibilities.

The supplemental type certificate holder will need to write to CAAS to request to surrender the supplemental type certificate and its proprietary rights to data and documents. CAAS may assign a potential successor to assume continued airworthiness responsibilities for existing products that have incorporated the supplemental type certificate. If a suitable successor cannot be identified, the supplemental type certificate will be cancelled.

CAAS will publish a notice on the surrendering of the supplemental type certificate and the appointment of a successor (if any).

## 9.3. Situation at which supplemental type certificate holder cannot be located

Supplemental type certificate holders may go out of business or cannot be located. When this happens, CAAS will explore various options such as transferring or cancelling the supplemental type certificate.

CAAS will publish a notice on the decision made together with any relevant instructions.

## 9.4. Transfer of supplemental type certificate.

SAR-21.350 states the conditions for transfer of a supplemental type certificate. Transfer of supplemental type certificate are categorised as follows;

- (a) Transfers within Singapore
- (b) Transfer from a foreign holder to a Singapore applicant
- (c) Transfer from a Singapore holder to a foreign applicant.

Details of the above can be found under AMC 21.350.

CAAS will publish a notice on the transfer of the supplemental type certificate once the transfer is completed and approved.