SELETAR AIRPORT

AIRFIELD DRIVING THEORY HANDBOOK



Current as of October 2026

FOREWORD

This Airfield Driving Theory Handbook contains relevant aspects of the apron operational and safety procedures are extracts from the Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009. The contents are structured in a simplified format to serve as an easy guide for airside personnel on the rules and regulations governing the airside of Seletar Airport. The objective of this handbook is to safeguard the safety of aircraft, personnel, drivers, vehicles, and mobile equipment operating in the movement areas. All airside operators shall abide by the rules and regulations stipulated in this handbook.
This handbook should also be read in conjunction with the CAG Airside Notices, Airport Information Circulars, latest copy of the CAAS (Seletar Airport) By-Laws and CAAS (Composition of Offences) Regulations which is issued from time to time. These notices consist of information requiring airside personnel compliance to safety rules or regulations arising from changes to infrastructures, procedures, operations, or existing rules.

Any recommendation towards the improvement to the handbook should be forwarded to:

ADC e-mail address: seletar.airside.driving@changiairport.com

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Singapore 797405

DEFINITION OF TERMS
(In alphabetical order)

In these By-laws, unless the context otherwise requires:

“aircraft stand’’ means an area on an apron for parking an aircraft

“airfield driving permit’’ means an airfield driving permit issued by the airport licensee under by-law 54

“airfield vehicle permit’’ means an airfield vehicle permit issued by the airport licensee under by-law 51

“airport’’ means Seletar Airport

“airport licensee’’ means the airport licensee for Seletar Airport

“airside’’ means the movement area of the airport and the adjacent terrain and buildings or parts thereof, access to which is controlled

“apron’’ means that part of the airport, other than the manoeuvring area, to be used for accommodating aircraft for the purposes of embarkation or disembarkation of passengers, loading, or unloading of mail or cargo, or fueling, parking or maintenance of aircraft

“authorized person’’ means:

any officer or employee of the airport licensee; or
any person duly authorized by the airport licensee to act on its behalf.

“driver’’ means:

in relation to a trailer, includes a driver of a vehicle by which the trailer is drawn.
where a separate person acts as a steersman of a vehicle, includes that person as well as any other person engaged in the driving of the vehicle.

“manoeuvring area’’ means that part of the airport to be used for the taking off, landing and taxiing of aircraft, but does not include areas set aside to accommodate aircraft, for embarkation or disembarkation of passengers, for loading and unloading of mail or cargo, or for fueling, parking or maintenance of aircraft

“motor vehicle’’ means a mechanically propelled vehicle intended or adapted for use on roads.

“movement area’’ means that part of the airport to be used for the taking off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron.

“owner’’, in relation to a vehicle which is the subject of a hiring agreement or hire purchase agreement, means the person in possession of the vehicle under that agreement.

“park’’ means to bring a vehicle to a stationary position and cause it to wait for any purpose other than that of immediately taking up or setting down passengers, goods or luggage.

“permit’’ includes any permit issued under the former Civil Aviation Authority of Singapore (Aerodrome) Regulations (Cap. 41, Regulation 2) which, by the operation of regulation 3 of the Civil Aviation Authority of Singapore (Savings and Transitional Provisions) Regulations 2009 (G.N. No. S 300/2009), is deemed to have been issued under the corresponding provisions of these By-laws

“Seletar Airport’’ means the airport declared under the Civil Aviation Authority of Singapore (Seletar Airport) Notification 2009 (G.N. No. S 294/2009).

“traffic sign’’ includes all signals, warning and other signs, directional and other posts, lines, lamps and any other devices for the guidance or direction of persons using the airport.

“vehicle’’ means any vehicle whether mechanically propelled or otherwise, and includes a buggy, trailer, forklift, tractor, and any movable equipment, and “vehicular traffic’’ shall be construed accordingly.

CHAPTER 1 INTRODUCTION

1.1 Citation

The following rules and regulations govern all users of traffic-ways in the non-public operational areas of Seletar Airport.

Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009

The Civil Aviation Authority of Singapore (Composition of Offences) Regulations 2009

Protected Areas and Protected Places Act (Chapter 256)
(Note: In addition, the Penal Code is applicable in certain traffic accidents determined by the State Police).

Workplace Safety and Health Act (WSHA)

1.2 Jurisdiction

The control of the airside regarding operational activities and discipline is the responsibility of the CAG Seletar Airside Operations (SAO).

The control of aircraft taxiing from runway to aircraft stands and vice versa comes under the Seletar Control Tower (ATC).

The security of the airside comes under the charge of the Airport Police Division (APD).

1.3 Traffic Control at Entrance / Exit gates

The Airport Police is responsible for the control of passenger and vehicle traffic entering and exiting the airside of Seletar Airport.

All drivers entering the airside shall present their valid Airfield Driving Permit (ADP) and Airfield Vehicle Permit (AVP) to the Auxiliary Police Officer at the guard post without request.

Where in force, a temporary entry permit is issued to a vehicle, the driver without an Airfield Driving Permit (ADP), shall be escorted by a holder of the Airfield Driving Permit (ADP) who shall act as a steersman

1.4 Suspension or Cancellation of Permits

CAG may suspend or cancel an ADP if: There has been a contravention of any condition of the permit.

The person to whom the permit has been issued is not competent to drive the relevant vehicle.

It would not be in the interest of public safety for him to hold a driving permit.

The airport licensee may at any time in its discretion cancel any AVP or ADP without assigning any reason therefore under By-Law 60 and 61 of the CAAS (Seletar Airport) By-Laws 2009.

1.5 Surrender of ADP

The ADP holder must return the ADP to the CAG Seletar Airside Driving Control within 72 hours of the cessation of employment with his employer.

The vehicle operator must also ensure that the ADP holder complies with this clause.

Failure to do so may at the discretion of the airport licensee to suspend the ADP application or reject reapplication of ADP.

1.6 Action against Violators

Any person who contravenes a by-law shall be guilty of an offence and shall be liable on conviction to a fine which may extend to $2000, and a police officer may use such force as is reasonable and necessary to arrest and detain the person for the purpose of removing the person from or preventing his entry or re-entry to the airport, or to remove the person from the airport.

1.7 Notice of Offence (NOO)

1.8 The CAAS (Seletar Airport) By-Laws 2009

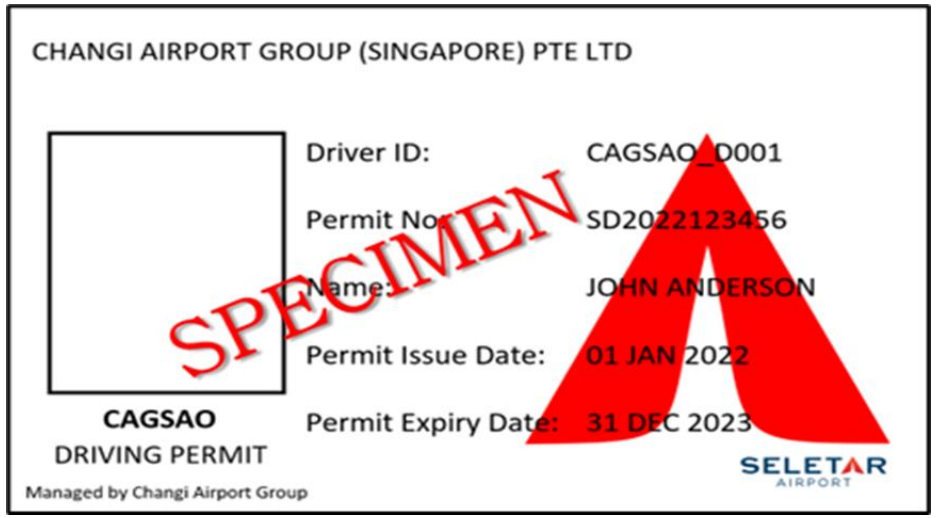
Any person who contravenes the CAAS (Seletar Airport) By-Laws 2009 or fails to comply with the conditions of any permit or pass issued under the CAAS (Seletar Airport) By-Laws 2009 will be issued a Notice of Offence. See Annex A. The regulations do not restrict the CAG from suspending an ADP when it is deemed necessary.

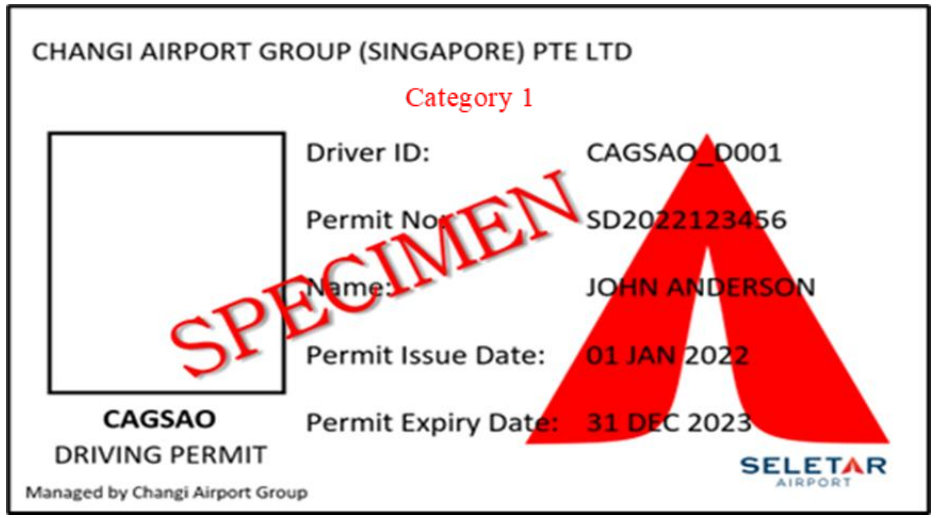
A copy of the CAAS (Seletar Airport) By-Laws is available on the CAAS website.

2.1 Airside Driving Permit (ADP) requirements

A valid driving license issued by the Singapore Traffic Police (TP) or an international driving license

The ADP is valid for 12 months only.
The ADP will be issued based on the applicant class of license.
All ADP holders shall produce their ADP upon request by an authorized officer.
All ADP holders are required to replace their ADP if it is faded or torn due to wear and tear.





2.2 Airside Driver Training

Interested candidates applying for an ADP are required to:

Attend the Airfield Rules and Regulation Course (ARRC), pass the theoretical Airfield Rules Test and practical Airfield Driving/Safety Compliance Test (ADSCT) conducted by Seletar Airfield Driving Control

Be knowledgeable of the contents stated in this ADTH.

2.3 Airfield Rules Tests (ART)

Applicants for an ADP are required to pass the theoretical Airfield Rules Test (ART). This is to ensure that all drivers operating vehicles and/or ground support equipment in the airside understand the safety procedures and regulations.

The ART consists of 25 multiple-choice questions to be completed within an hour.

The passing mark is 23 upon 25.

2.4 Airfield Driving/Safety-Compliance Test (ADSCT)

ADSCT is a practical driving test conducted on a test route in the airside. Each test may take approximately 20 minutes.

Applicant must pass the ADSCT within 3 months from the date of passing the ARRC. Otherwise, the applicant is required to retake the ARRC.



2.6 Rules Governing Vehicle Operations in the Airside

2.6.1 License/Permits Required

Drivers who are required to operate a vehicle or ground support motorized equipment in the airside must:

Possess an Airfield Driving Permit (ADP) which allows them to operate vehicles in the airside.

Possess a Cat1 ADP for driving on Taxiways and Cat1R ADP for driving on Runway.

Drivers who are required for towing operation:

Possess a valid Class 4/4P driving license issued by the Traffic Police (TP)

Possess a Cat1 or a CAT1R Airfield Driving Permit (ADP)



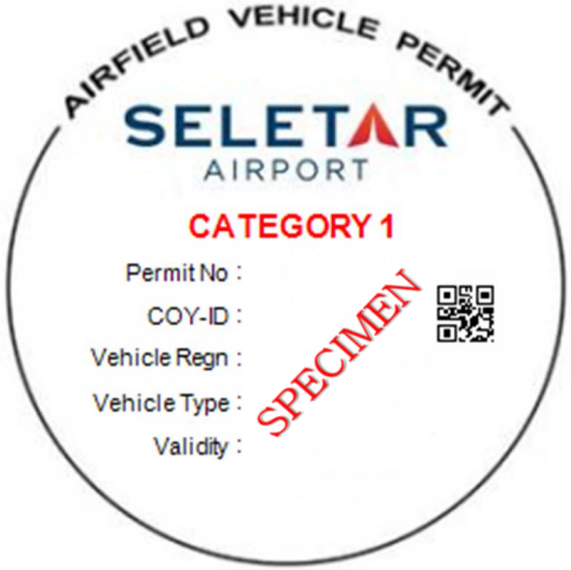
2.6.2 Airfield Vehicle Permit (AVP)

All vehicles or ground support equipment are required to attain an AVP to operate in the airside.
The AVP must be displayed on the windshield or prominently on airside vehicles.
Vehicle specifications for an AVP are reflected on the application form.





AVP


AIRFIELD VEHICLE PERMIT
SELETAR
AIRPORT
CATEGORY 1
Permit No :
COY-ID :
Vehicle Regn :
Vehicle Type :
Validity :
SPECIMEN

CAT1 AVP


SELETAR
Mobile 2

2.6.3 Temporary Entry Permit (TEP)

Temporary Entry Permit (TEP) is another type of AVP which allows vehicles to operate in the airside for a limited numbers of days as indicated on the TEP for purposes such as emergency maintenance.

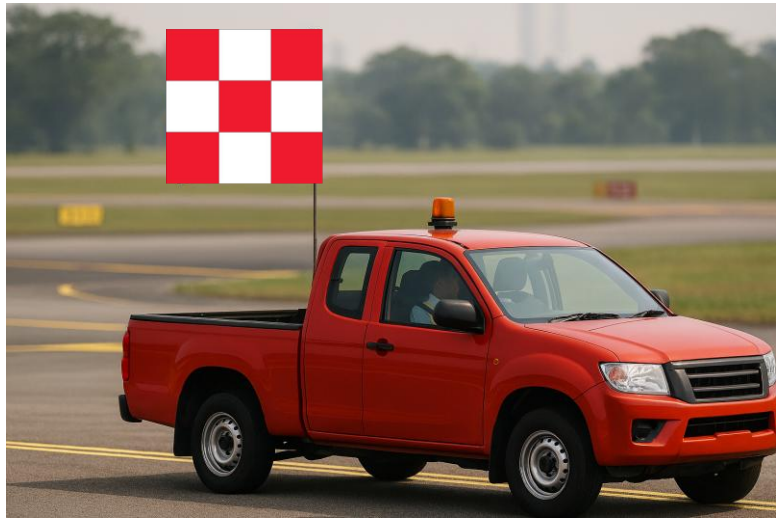
The driver of an TEP vehicle need not be a holder of an ADP.

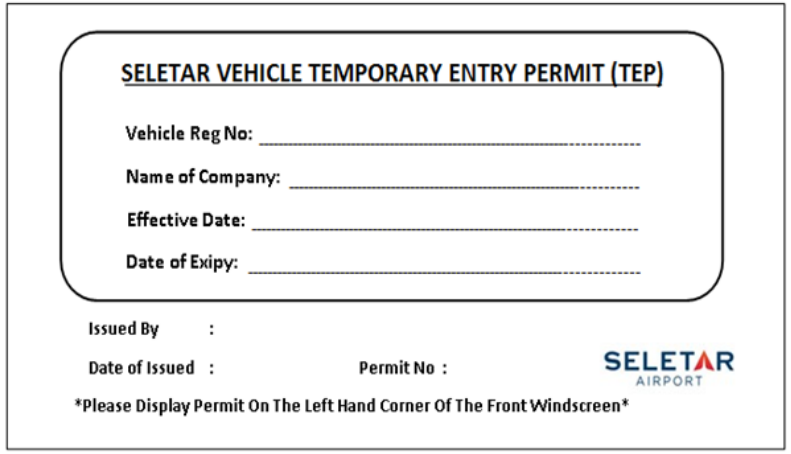
The TEP vehicle needs to be escorted by an ADP holder.

The steersman or escort must check if the TEP vehicle is not White in colour, a regulation chequered flag must be placed prominently on the vehicle when in the airside.

Be present in the vehicle, seated on the front passenger seat; or

Be escorted by an AVP vehicle driven by an ADP holder.





SELETAR VEHICLE TEMPORARY ENTRY PERMIT (TEP)

Vehicle Reg No: _____

Name of Company: _____

Effective Date: _____

Date of Exipy: _____

Issued By :

Date of Issued : Permit No :

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Please Display Permit On The Left Hand Corner Of The Front Windscreen

Escort Framework: Purpose, Roles & Responsibilities

Drivers without a valid ADP shall be escorted at all times while operating a vehicle within the airside.

PURPOSE FOR VEHICLE ESCORT

Vehicle escort provides supervision and guidance for drivers who do not hold a valid ADP. As ADP holders are trained and certified to meet the airport's airside driving standards, they escort non-ADP drivers to support safe and compliant vehicle operations within the airside.

ROLES OF AN ESCORT DRIVER OR STEERSMAN

- ADP holders (including CAT 1 / CAT 1R) may serve as Escort Driver or Steersman
- An Escort Driver operating a vehicle with a valid AVP may lead a convoy of up to two escorted vehicles
- A Steersman providing direct guidance to a non-ADP driver shall only operate on airside roadways
- Brief escorted driver(s) on key airfield rules and regulations, such as mandatory use of high-visibility vest, compliance with stop lines and speed limits, FOD prevention, vigilance for aircraft taxing and on tow, and vehicle breakdown procedures
- Coordinate the route and destination using the latest aerodrome map, and establish a suitable communication method
- Ensure escorted vehicles has valid vehicle permits (AVP, CAT 1 AVP, TEP), unless exempted under CAG's procedures

RESPONSIBILITY OF AN ESCORT

- Ensure escorted driver(s) remain compliant and appropriately escorted while operating within the airside
- Maintain continuous visual contact and prevent escorted vehicles from straying or separating from the convoy

Exempted List of Vehicles (TEP Exempt)

1. Civil Defense Vehicles (Ambulance, Fire Vehicles)
2. Police Force Vehicles (SOC, SSC, SPF)
3. Private Ambulances, Hospital/Patient Transport
4. Auxiliary Police Vehicles (Certis, SATS Police, Aetos)
5. Military Vehicles (EOD, CBRE, People Defense Force)
6. Ministerial Vehicles
7. Tow Trucks
8. Undertaker / Hearse
9. Mobile Crane for Disabled Aircraft Recovery (DAR)
10. Others (2-Key Approval by SAO Senior Manager & ADC AM/SA)

*All Vehicles will be Escorted by an ADP holder unless otherwise arranged. (Cat 1**/ 1R** ADP holder is required if access in Manoeuvring Area**/ Runway** is required.)

Vehicle Escorts

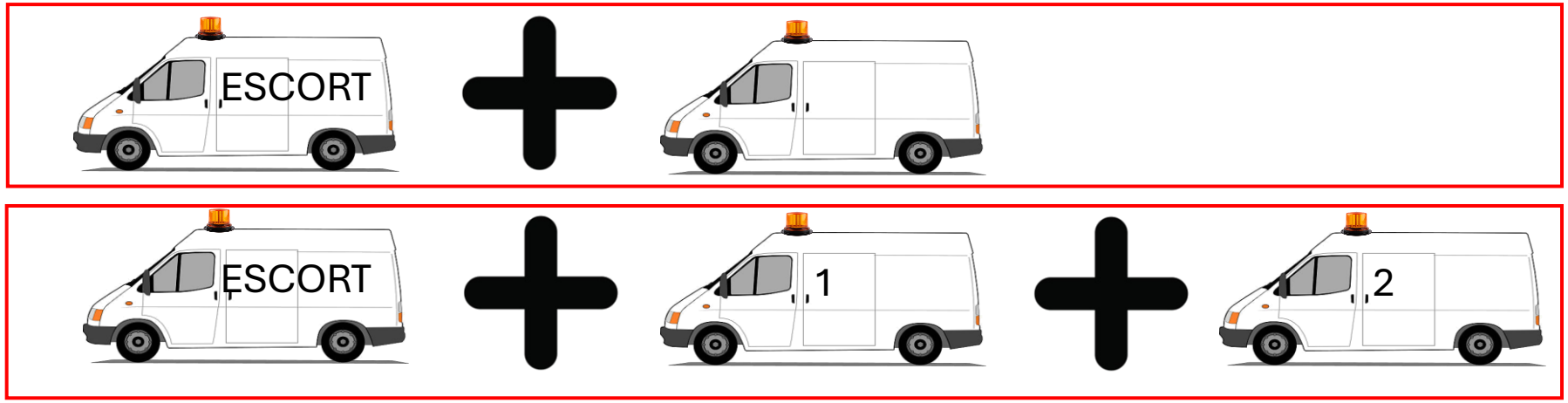
What is allowed?

1. 01 ADP driver driving AVP vehicle escort 01
   Non- ADP driver with vehicle.
2. 01 ADP driver driving AVP vehicle escort 02
   Non- ADP driver with vehicle

ADP HOLDER ESCORT on Roadways ONlY

NO TAXIWAY or RUNWAY entry allowed

NON-ADP DRIVERS



Up to 2 Vehicles can be escorted

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Steersman

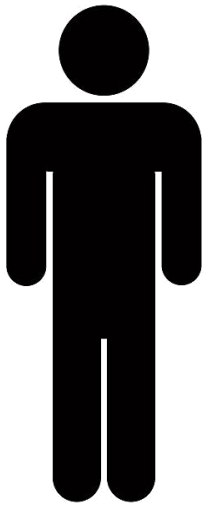
on Roadways ONlY

NO TAXIWAY or RUNWAY entry allowed

NON-ADP DRIVERS

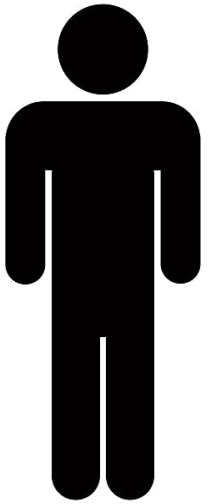


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ADP/CAT1 /CAT1R ADP HOLDER STEERSMAN



1 Steersman to 1 Vehicle

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Convoy Movement

Escort drivers shall ensure

- Continuous visual contact is maintained with all escorted vehicles
- Adequate clearance is available when the convoy crosses junctions or taxiways
- The convoy gives way to aircraft and other vehicles with right of way
- Traffic wardens or appropriate measures are deployed when the convoy requires right of way

What to Brief to Drivers under your Escort

All drivers being escorted shall be briefed prior to any vehicle movement on the following:

- Planned route to destination being taken by the convoy using latest Aerodrome Map

- Procedures in the event of any vehicle breaking away from convoy
  - Remain on-site
  - Move to the side to avoid obstruction to other traffic
  - Switch on Hazard Light
  - Contact Escort Driver to inform of situation

- Contact Information of Escort Drivers to communicate exigencies

- It is an offence under CAAS Seletar Airport By-laws 2009, S41, for an unqualified driver to operate a vehicle within the airside.

CHAPTER 3
SAFETY RULES WITHIN THE AIRSIDE

When operating a vehicle in the airside, the driver of the vehicle must hold a valid Airfield Driving Permit (ADP) which authorizes him/her to drive a vehicle of that description.

The driver is required to adhere to the conditions stipulated in this handbook and to follow the code of conduct when driving in the airside.

3.1 General Driving Conduct

For safety purpose, all drivers in the airside shall adhere to the following driving conducts:

No person under the influence of alcohol, medicine or drugs is to operate a vehicle in the airside.





No consuming of food and/or drinks, in any form, within the airside



Smoking is strictly prohibited in the airside.



Use of mobile devices while operating the vehicle is strictly prohibited.



Drivers are to drive with care and vigilance when always driving/operating a vehicle in the airside.

No vehicle is to be left unattended with its engine running.

3.2 Classification of Vehicles as per Traffic Police (TP).

Issuances of ADP class will be based on applicant driving license.

Class F	Forklift or Fork Truck
Class 3A	Motor Cars and Motor Tractors with auto-transmission (unladen weight less than 2500 kg)
Class 3	Motor Cars and Motor Tractors (unladen weight less than 2500 kg)
Class 3C	Motor Cars and Motor Tractors except light good vehicles, mini vans, and small buses.
Class 3CA	Motor Cars and Motor Tractors only automatic vehicles covered under the Class 3C licence.
Class 4	Heavy Motor Cars and Motor Tractors (unladen weight more than 2500 kg)
Class 5	Motor Vehicles which are not constructed to carry any load and the unladen weight is more than 7250 kg.
Class 4P	For driving automatic transmission Class 4 vehicles that exceed 2,500kg.
Class 5P	For driving automatic transmission Class 5 vehicles which exceed 7,250kg

3.3 Speed Limit

Drivers shall be familiar with the speed limits of the airfield and to obey all regulatory signs and adhere to the speed limits. Speed limits are painted on the roadway.

5 km per hour within 10m of an aircraft in the aircraft stands.

30 km per hour on roadways within 15 meters of an aircraft stand.

50 km per hour on roadways situated more than 15 meters away from any aircraft stand.

Adapted from CAAS (Seletar Airport) By-Laws No. 4(1)









3.4 Speed Limit Exemption

Emergency vehicles such as Follow Me vehicle, fire vehicles, ambulance, and police vehicles on call are exempted from speed limit.

These vehicles must be given priority to move ahead quickly and safely.

Any indication of their movement is sirens or flashing lights which should prompt the drivers to give way by moving to the left, slowing down, or stopping if necessary.

All vehicles operating on the Apron are required to give way to an emergency vehicle.

Adapted from ICAO Document Annex 14 Volume I



3.5 Reversing of vehicles

Drivers are not to reverse the vehicle unless necessary on the apron. If need to reverse the vehicles, a **marshaller or guide must be present for safe operation**. Refer to Illustration 1 for Hand Signals to Guide Vehicle)

Attention!

Raise arm with palm of hand facing forward.



Stop!

Hands together over the head, palms towards the vehicle.



Turn right (left)!

Bend right (left) arm with hand closed and thumb pointing out to the right (left).



Indicate distance!

Indicate the distance with both hands at shoulder height.



Away from me!

Wave away with arms bent and palms of hands turn towards the vehicle.



Advance!

Wave on with arms bent and palms of hands turn twoards the body.



Raise!

(Forklifts, raise etc.) Both arms stretched towards the vehicle palms upwards, upward movement of the hands.



Lower!

(Forklifts, lower etc.) Both arms stretched towards the vehicle palms dowwards, downward movement of the hands.



Drive off!



3.6 Safety in the Vicinity of Aircraft

3.6.1 When Aircraft is Stationary with Engines Running

Drivers and airside personnel must be aware of the dangerous effects of jet blast or propeller slipstream.

Personnel are not to be present behind the engine running in operation of an aircraft as to avoid injuries that could be caused by propellers and jet/ turbofan engines.

There is also potential for engine ingestion when near aircraft engine when in operation.

They shall not cross in front or behind a taxiing aircraft that would subject oneself and/or the aircraft in danger.

No driver shall drive a vehicle towards an aircraft with its engine in operation.

An aircraft with its engine running will have its **red anti-collision** light switched on.

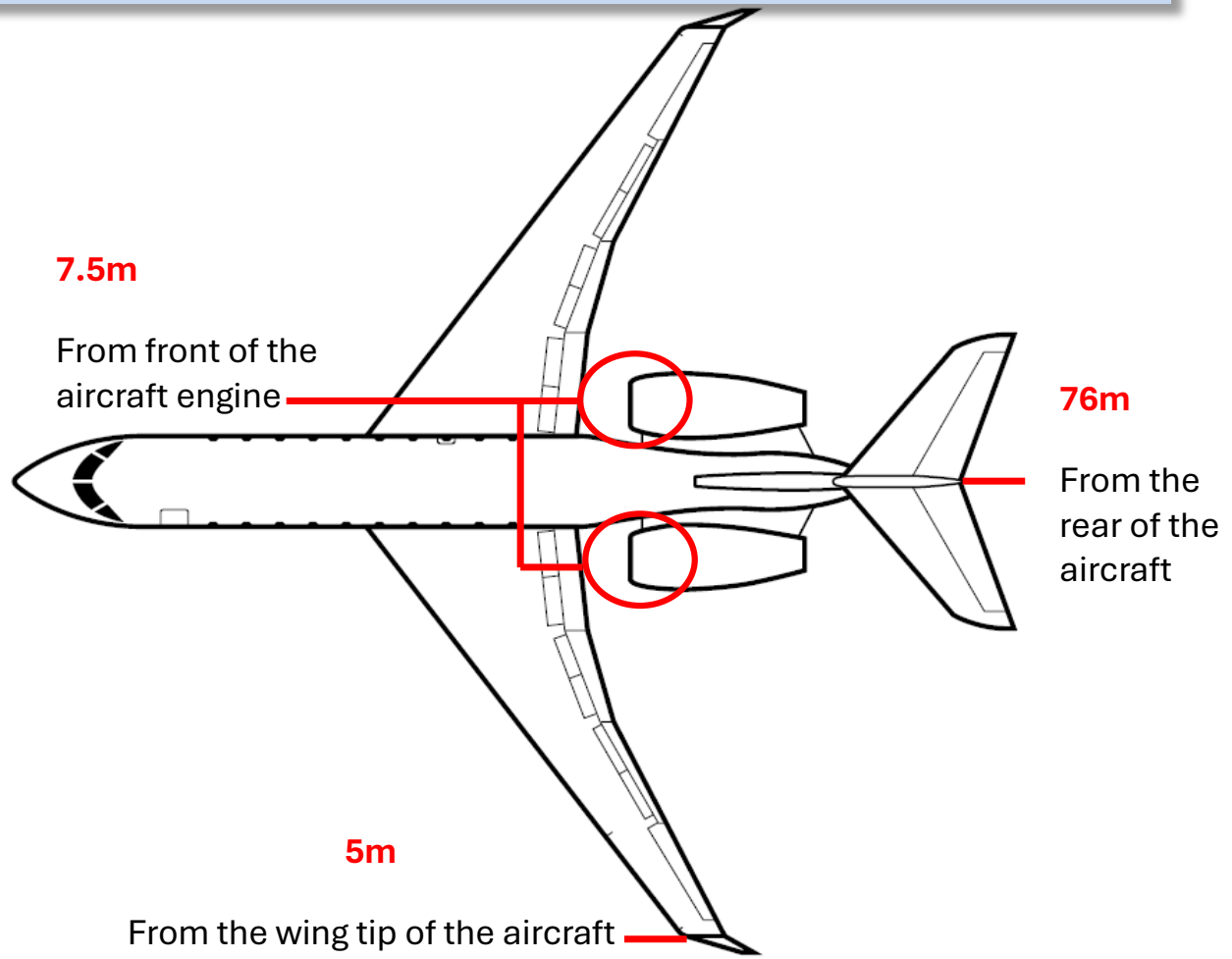
Any person except maintenance staff working on a stationary aircraft with its engine in operation.

Shall not pass within 7.5 meters from the intake of the aircraft engine.

Shall not pass within 76 meters from the rear of an aircraft.

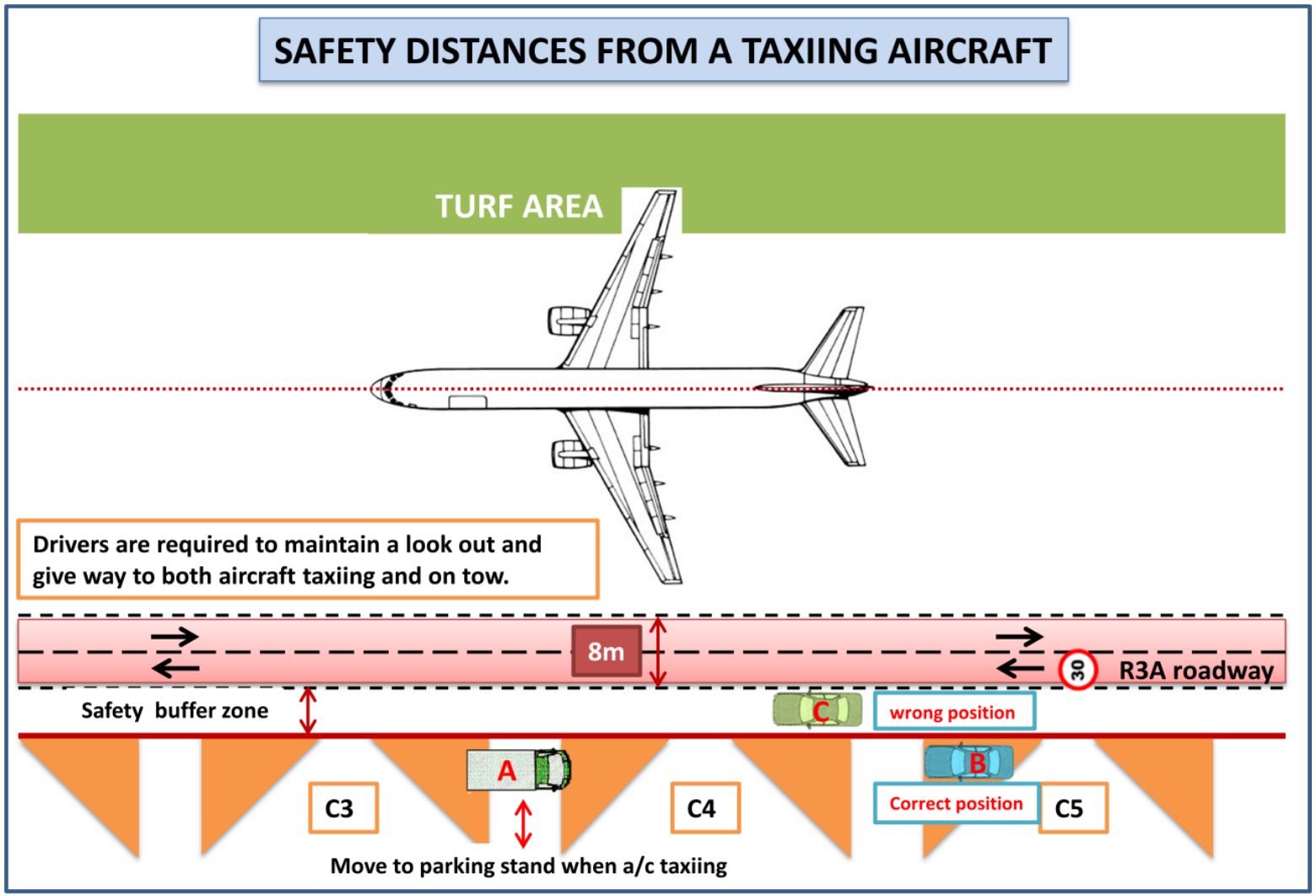
Must be at least 5 meters clear from the wing tip of a parked aircraft.

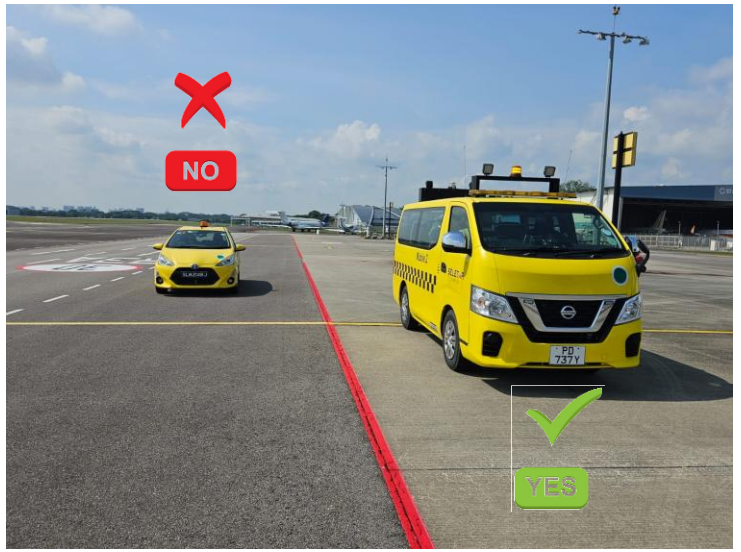
SAFETY DISTANCE FROM A STATIONARY AIRCRAFT WITH ENGINES



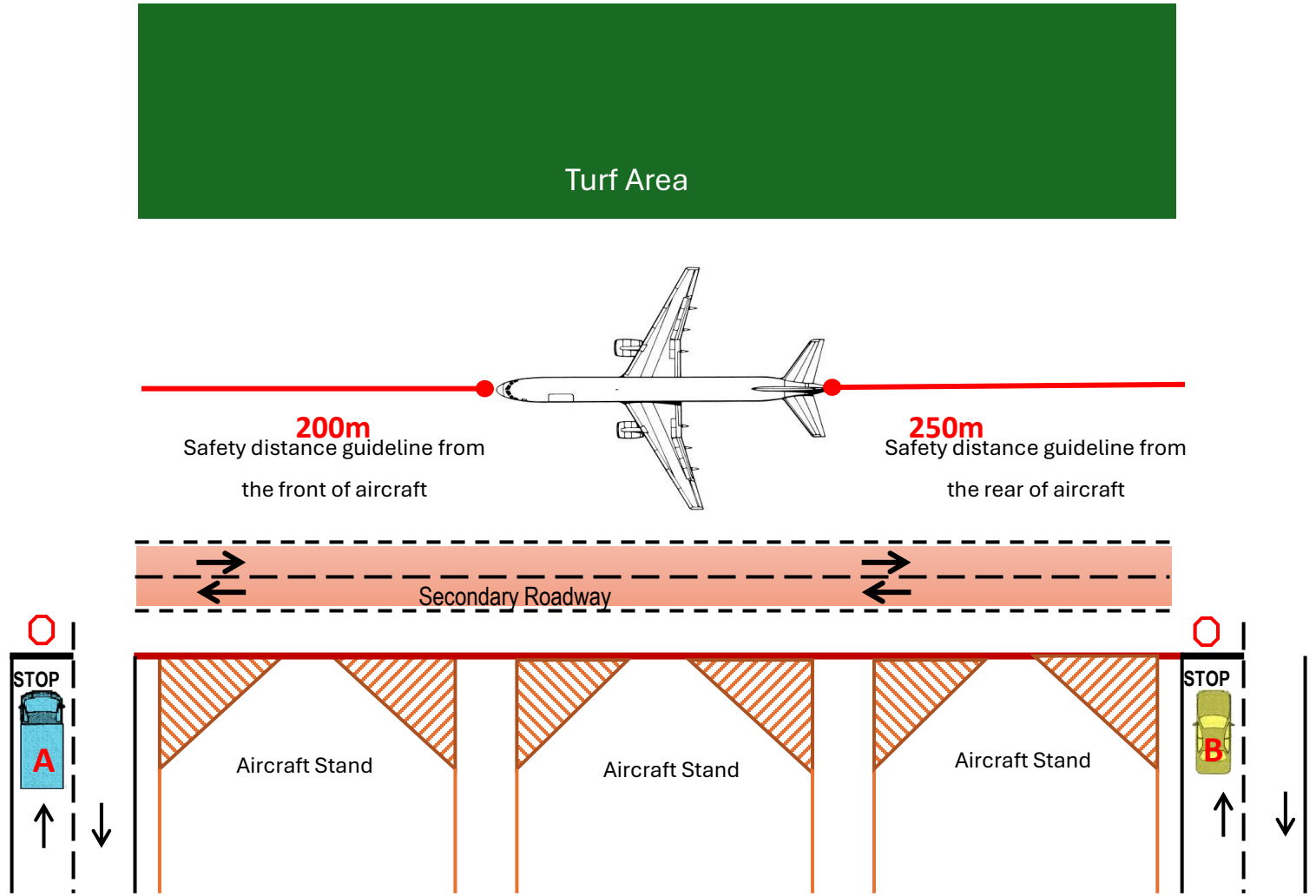
3.6.2 Give way to Aircraft.

Vehicles shall always give way to aircraft irrespective of whether the aircraft is taxiing or being towed.
The picture below provides a guide to the safety distances which vehicles shall maintain from a taxiing aircraft or on tow.





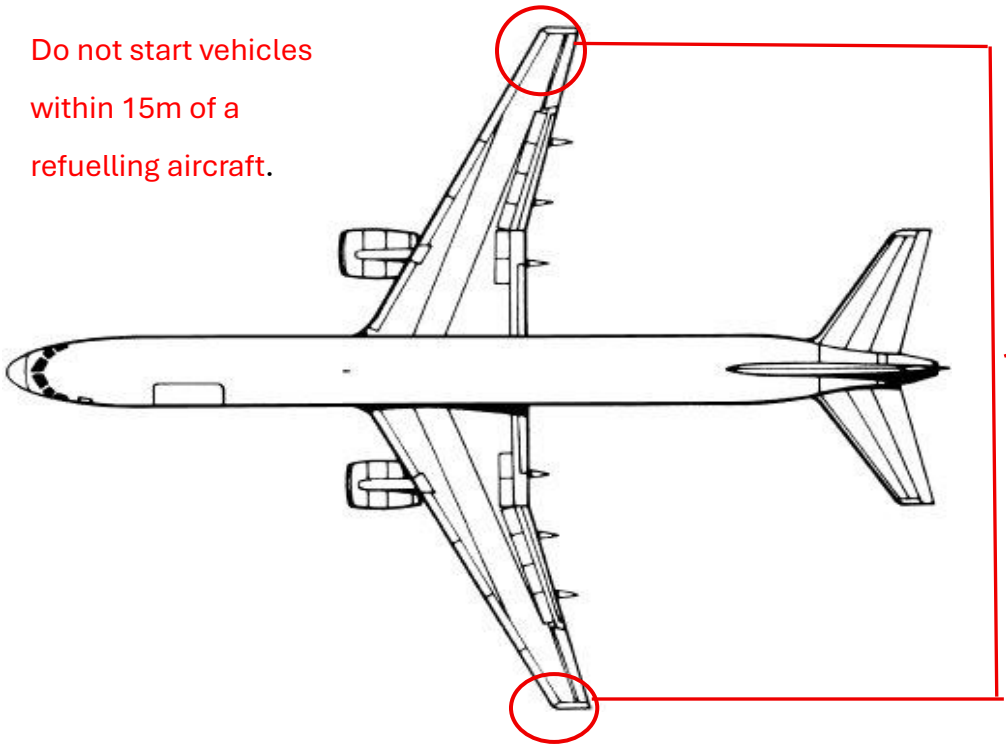
SAFETY DISTANCES FROM A TAXIING AIRCRAFT



3.6.3 Aircraft Refuelling

Drivers shall not start their vehicles when within **15 meters of a refueling aircraft.**
Drivers of vehicles shall keep clear of the aircraft engines and shall not pass within **2.5 meters radius around the aircraft fuel tank vents.**
Drivers of vehicles shall not drive over any hose or bonding cable which is laid across the surface during aircraft refueling.

SAFETY DISTANCES FROM A STATIONARY AIRCRAFT BEING REFUELLED





3.7 Seat Belts

All drivers and passengers must fasten seat belts on vehicles which are fitted with one.

Drivers shall ensure that all passengers have fastened their seat belts before operating the vehicle.

Driving Safely

Seat Belt

Seat belts are the single most effective safety device in minimising injuries during a bad collision.



- Wearing your seat belt properly will seriously **increase** your chance of surviving a vehicle **collision**.
- All drivers and passengers must fasten seat belts on vehicles which are fitted with one.
- Drivers shall ensure that all passengers have fastened their seat belt before operating the vehicle and /or equipment.

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3.8 Safety Vest

All personnel entering/performing work at the airside, including all aircraft stands and the compass swing area are required to always wear the high visibility (hi-vis) safety vest.

The specifications for the high visibility (hi-vis) safety vest to be used at Seletar Airport are as follows

The basic colour of the background material of the high visibility (hi-vis) safety vest shall be yellow or lime green or orange vest.

The airport pass should be visible when wearing the high visibility (hi-vis) safety vest.

The high visibility (hi-vis) safety vest shall be imprinted with the respective organizations' logo for easy identification.







V Shape Vest are NOT allowed

3.8.1 High Visibility Raincoat / Rain Suit

When raincoats/ rain suits are used during inclement weather, the following guide should be observed:

The basic colour of the background material of the high visibility (hi-vis) raincoat / rain suit shall be yellow or lime green.

It is also acceptable if the high visibility (hi-vis) safety vest is worn over a non-high visibility (hi-vis) raincoat / rain suit.



3.9 Right of Way for Passengers

The driver of a vehicle within the airside shall allow free and uninterrupted passage to all aircraft passenger embarking or disembarking an aircraft and such passengers shall have precedence over all vehicular traffic. However, all passenger embarkation and disembarkation must be escorted by an employee or agent of an airline.



3.10 Safety around Aircraft Parked at the Stand

Vehicles should not enter or park in an aircraft stand unless they are required for ground operations of the aircraft.

Vehicles must not enter an aircraft stand when an aircraft is entering the stand or performing pushback operations.

Vehicles moving in the aircraft stand must keep a safe distance from the aircraft and other equipment.

Vehicles operating on a secondary roadway may enter a parking stand to give way to aircraft taxiing or being towed.

Do not drive behind an aircraft when its engines are in operation or when the **Red** anti-collision light is **ON**

Do not approach an aircraft until the ground engineer gives the ‘thumbs up’ signal when the aircraft has come to a complete stop, the wheels have been chocked and the engines shut down.

3.10 Safety around Aircraft Parked at the Stand

Do not walk or drive in front of an aircraft when its engines are running. Maintain at least 7.5 meters clearance of the front of its engine. Beware of engine ingestion and to keep clear of propellers.
Do not drive or park under aircraft or aircraft wings unless the vehicles are used for servicing the aircraft.
Do not obstruct the path of an aircraft waiting for push back.
Overtaking is strictly prohibited on aircraft stands.
Use a marshal or guide when reversing towards an aircraft.
Vehicles and ground support equipment not involved in docking must approach the aircraft at an angle so that the vehicle can be steered away from the aircraft to prevent collision with the aircraft in the event a vehicle brake failure.
Do not leave vehicle unattended with the engine in operation.
Remove all Foreign Object Debris (FOD) before and after handling each flight.
Report all fuel, hydraulic fluid, oil and other chemical spillages.
Always Wear high visibility safety vest.
Always engage the vehicle parking brake or handbrake whenever the vehicle is stationary

3.11 Driving Areas

3.11.1 Airside Secondary Roadways



The airside secondary roadway are painted in front of the aircraft parking stands. It is meant for the movement of vehicles and ground support equipment. The speed limit is on secondary roadway is 30 km/h.

Drivers shall,

not cut across aircraft parking stands to get to their intended destination.

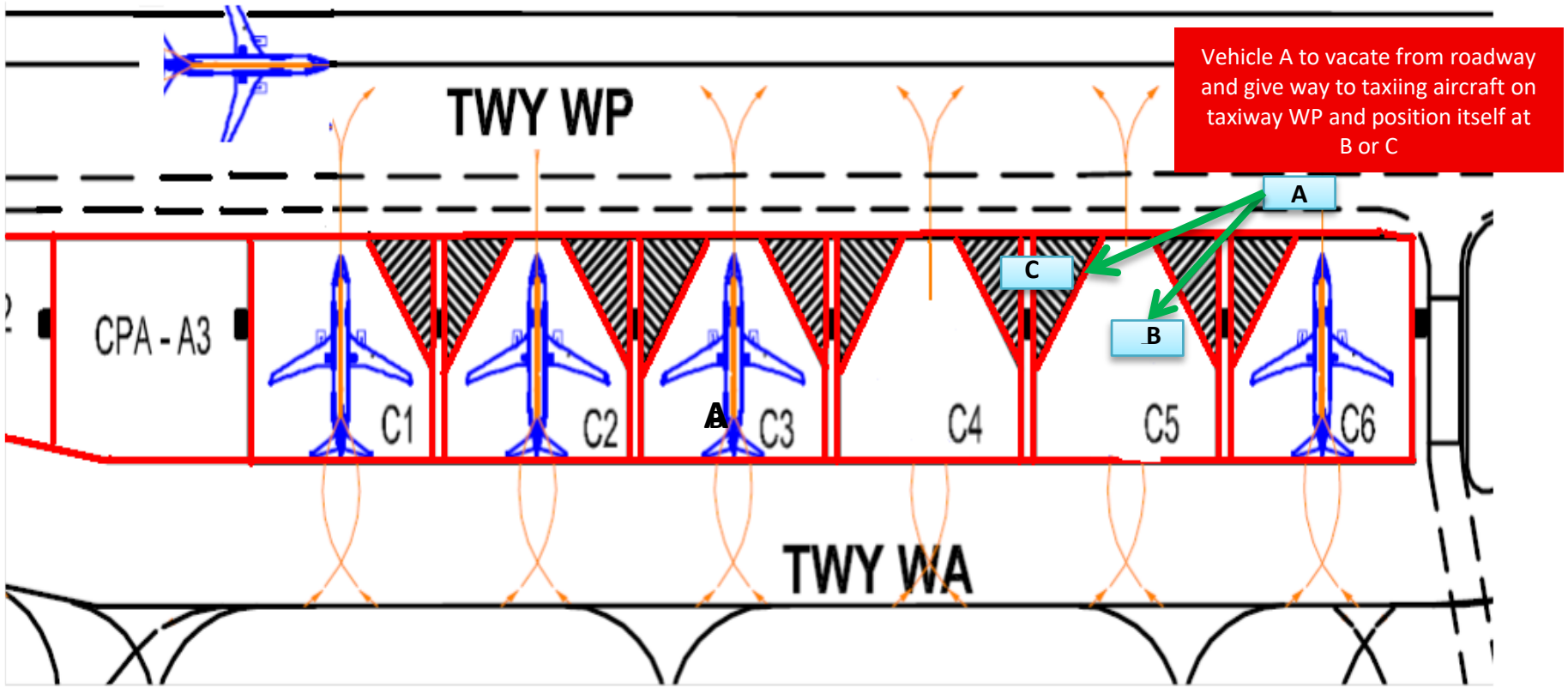
not enter the aircraft stand when aircraft is taxiing into or out of the parking stand.

Drivers are to look out and give way to aircraft powering out from the aircraft stands whilst travelling along the apron secondary roadway.

All drivers operating on the airside secondary roadway are to vacate and turn into the nearest aircraft parking stand if an aircraft is taxiing or being towed on the taxiway parallel to the secondary roadway.

Drivers shall wait at the edge of the aircraft stands behind the red Apron Boundary Line till the aircraft clears pass of your position and the safety distances.

3.11.1 Airside Secondary Roadways



3.12 Manoeuvring Area (Runway and Taxiway)

Drivers who are required to enter the manoeuvring area for official duties must possess a **Seletar Airport Cat1 or CAT1R ADP.**

Drivers who is required to proceed to any part of the manoeuvring area shall obtain prior approval from the Duty Tower Controller over the radio telephony set on VHF 122.9Mhz or 118.45Mhz before proceeding to his destination.

Walking across taxiways and the runway is strictly prohibited.

Vehicles entering the **manoeuvring area** must have a **CAT 1 AVP.**

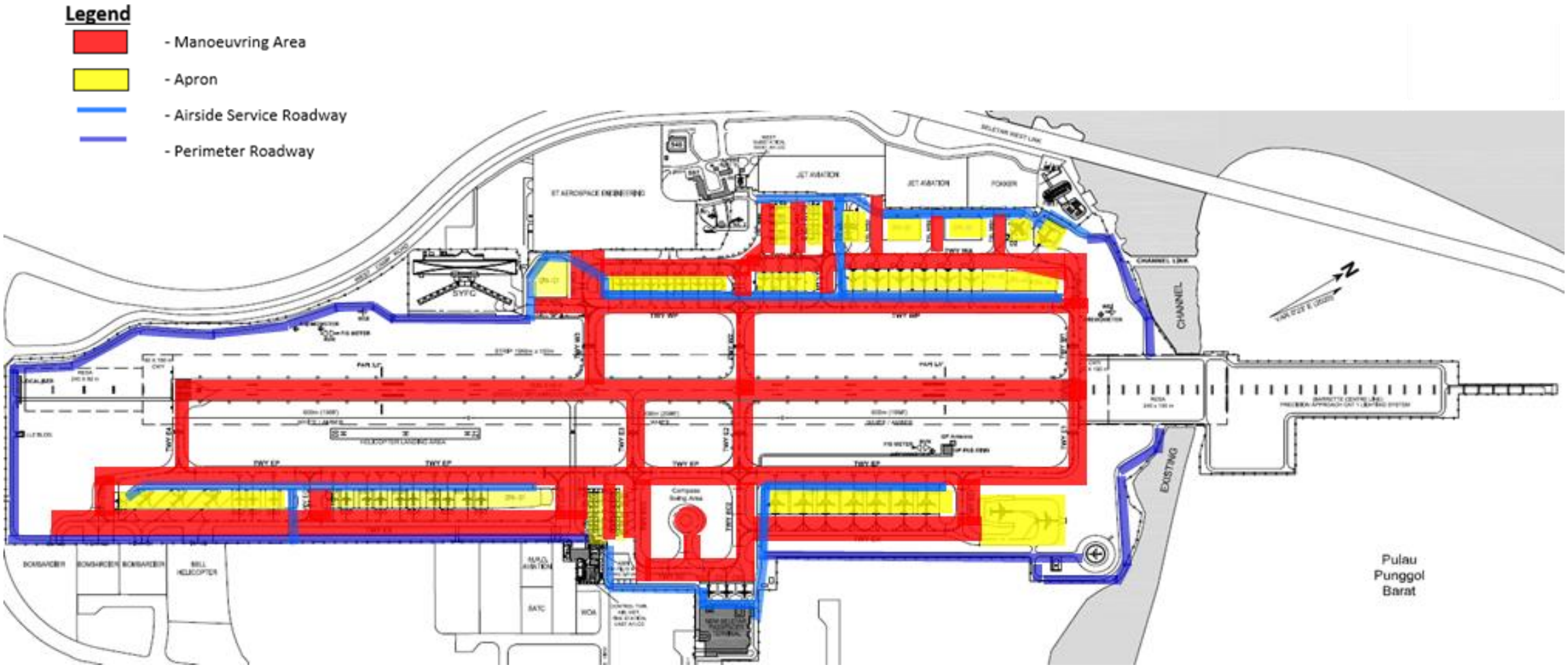
They must be equipped with a fixed two-way radio communication

The system that is powered by the vehicles own power source and a

Runway Incursion Pre-Warning Prevention Location Equipment (RIPPLE).

Correct RT telephony must always be used to communicate with ATC. During a communication failure / emergency, the driver should vacate the manoeuvring area immediately and contact ATC via telephone accordingly.




Legend
- Manoeuvring Area
- Apron
- Airside Service Roadway
- Perimeter Roadway
JET AVIATION
JET AVIATION
SYFC
CHANNEL
EXISTING
Pulau
Punggol
Barat

3.13 Parking of Vehicles

Vehicles and equipment should be parked only at designated areas approved by CAG or driven out of the airfield

3.15 Vehicle Lighting

Vehicle yellow flashing lights shall be turned on when operating in the airside.
During hours of darkness or low visibility, all vehicles must ensure that headlights including taillights are switched on and head lights are at dipped position.
Vehicles operating on the runway must always switched on their headlights

Light Type	Colour	Signal Type/ Flash Rate	Peak Intensity (CD) at Given Background Luminance			Light Distribution Table			
			Day (>500cd/ m^2)	Twilight (50 to 500cd/ m^2)	Night (<50cd/ m^2)	Minimum Intensity	Maximum Intensity	Vertical Beam Spread	
								Minimum Beam Spread	Intensity
Low-Intensity, Type C (Mobile Obstacle)	Yellow	Flashing 60-90 flashes per minute	N/A	40 400 max	40 400 max	40cd	400cd	12°	20cd

3.16 Passenger Transportation

Passengers may be transported only in vehicles that are licensed for that purpose.
Vehicles can carry only the approved number of passengers as stated in the Vehicle Registration log card details.

3.17 Vehicle Roadworthiness

The driver must ensure that his vehicle is in a roadworthy condition to prevent breakdowns in the airside that could result in obstruction to operations.
Vehicles intending to operate in the airfield under an Airfield Vehicle Permit must have a structured maintenance regime carried out by the vehicle owners or the vehicle lessee.

3.18 Forklift

The fork should be kept at the lowest practical position (approximately 10cm above ground) when it is not engaged in lifting operations. Forks must be lowered completely when parked. Forklifts can only be operated by trained personnel holding a Seletar Airport ADP. Forklifts are not permitted to enter the manoeuvring areas in normal operations. In the event a forklift is required in the manoeuvring area for recovery purposes, the operation must be coordinated with Seletar Airside Operations.



3.19 Freight / Cargo Transportation

The driver should ensure that the freight / cargo loaded on dollies/ trailers/ trolleys/ open decked vehicles are secured to prevent them from falling/slipping or toppling.
Unsecured loads during carriage poses danger to personnel and vehicles.

3.20 Towing Rules for ground support equipment

No vehicle shall be towed by another vehicle unless a suitable tow bar is used for that purpose.
Drivers are to ensure that the towing connections are secured to prevent runaways' incidents.
It is important that they are not overloaded and if defects are spotted before or during towing, drivers are to stop to rectify the defect at the nearest suitable area.
If the defects cannot be rectified immediately, the unserviceable equipment shall be deemed unserviceable.

3.21 Alcohol and Drugs

No person under the influence of alcohol, medicine or drugs should operate a vehicle in the airside



3.22 No Smoking

Smoking is strictly prohibited in the airside.



3.23 Safe Distance

Vehicles must not tailgate and should maintain a safe distance by applying the 2 second rule.



3.24 Right-Of-Way

The following priorities shall apply:

Aircraft taxing on own power or being towed, including their towing and guiding vehicles.

Vehicles proceeding with a blue or red rotating lights and their sirens on.

Emergency or CAG Airside Operations, Fire vehicles, Police and ambulances) on call.

CAG SAO Follow Me Vehicle Yellow Flashing Light Bar on, and vehicles it is escorting.

Drivers travelling on a secondary roadway must position within the Red Boundary Lines whenever there is an aircraft on the parallel taxiway.

At road intersections or junctions, the right-before-left principle shall apply, unless prescribed otherwise by traffic signs; and

To vehicular traffic in all other areas, the right-left principle shall apply.

Note: **Emergency vehicles must always give way to aircraft.**



3.25 Pedestrians

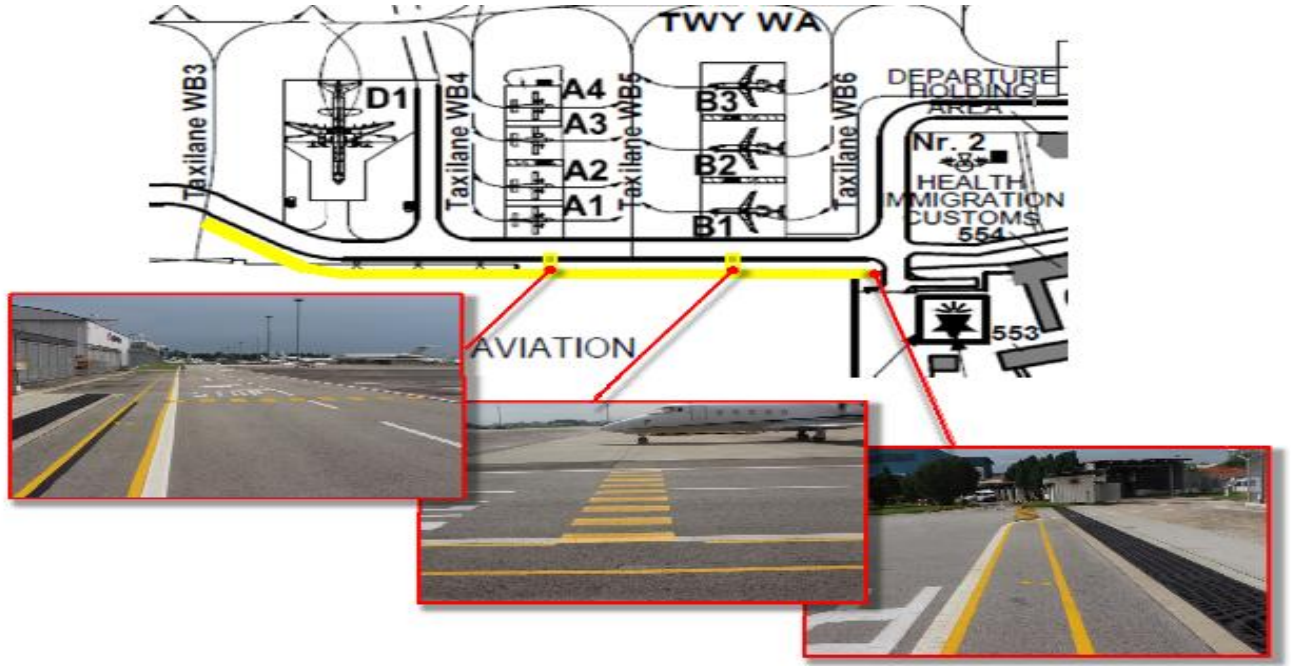


Personnel are allowed to walk on areas marked by personnel walking paths, crossings and in aircraft stand areas.

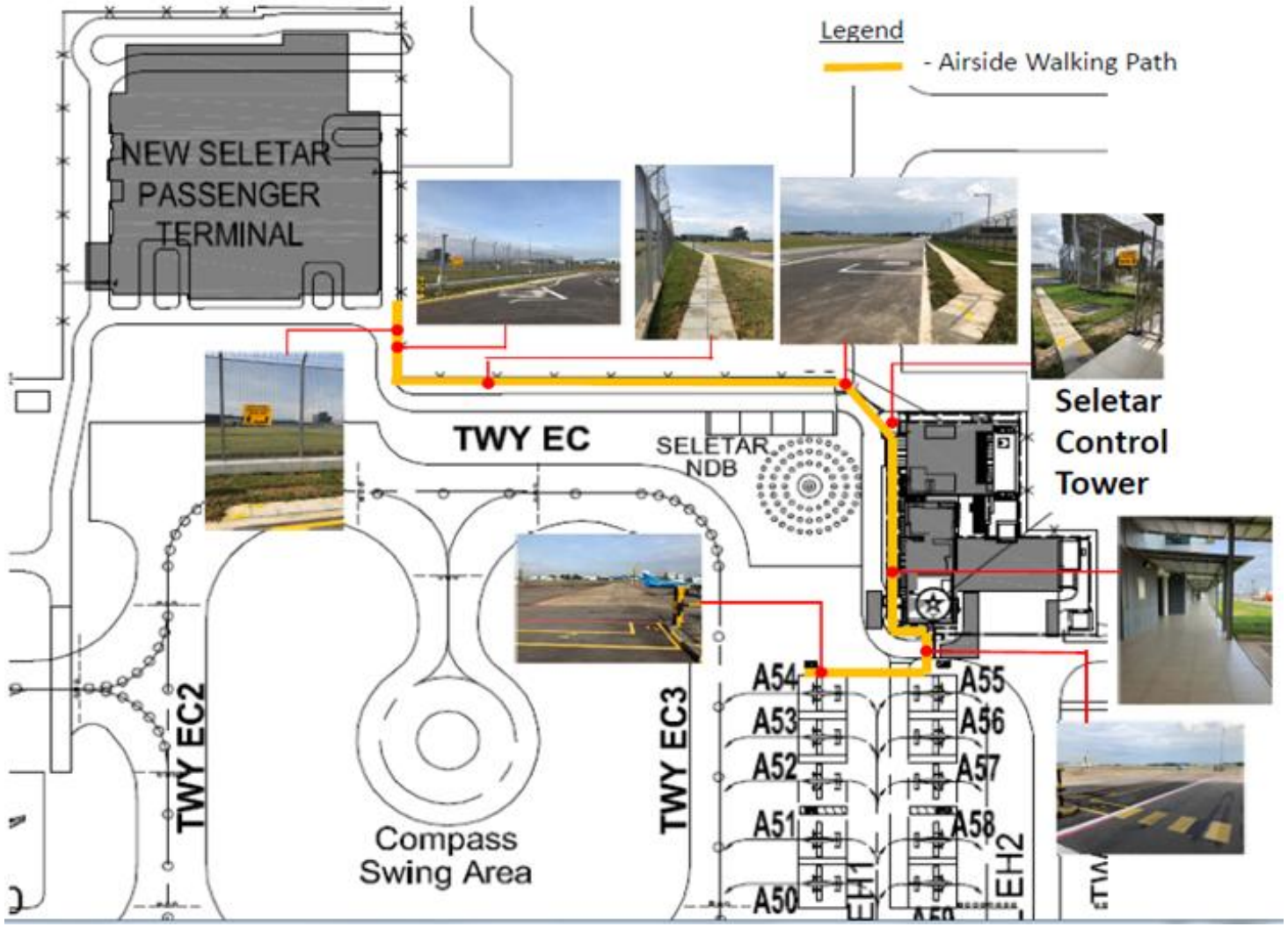
Personnel are to always wear the high visibility vest. Drivers must watch out for all personnel, crew, and passengers.

All vehicles and support equipment shall reduce speed on approaching pedestrian crossings and stop to give way to anyone using such crossings.

Location of walking path at West Apron (between VG4 gate and Stand D1)



Location of walking path at East Apron (between Seletar PTB and Seletar Control Tower)



3.26 Littering

No person shall place, discharge or deposit any refuse or litter on the apron except in the bins provided, if any, the litters are to be removed or discharged at an appropriate place.

All ground handling agents engaged in the servicing or handling of aircraft shall inspect the aircraft stands to ensure that foreign objects debris (FOD) and other litters arising from their handling are to be clear from the aircraft stand.

FOD bins are located at the lightning shelters.





FOD Preventive Measures

Aircraft

- Conduct **FOD checks** on aircraft stand prior to handling of arrivals and departures
- Secure all loose items during servicing of aircraft to reduce chance of materials flying away
- Check that all covers on layover aircraft are properly secured

Vehicle/Equipment

- **Inspect** vehicle before move off
- Ensure that anything carried in or on the vehicle are secured
- Ensure that all doors and side boards are securely shut, and no part of the vehicle is loose and likely to become detached

Person

- **Monitor your personal items**
- Keep an account for all your tools, hardware, equipment
- Dispose of trash properly

Report to Seletar Airside Operations as soon as possible for suspected FOD left on manoeuvrings areas

SELETAR AIRPORT

3.27 Instruction of Authorized Officer

Drivers must comply with the instructions given by an authorized officer.

Authorized officers are from the following organizations:

1. Changi Airport Group, Seletar Airport Operations
2. Airport Emergency Services
3. State Police / Auxiliary police



3.28 Reporting of Airside Incident / Accident



1. Report immediately to Seletar Airport Operations (Tel: 64815077) with details of the accident/incident. Failing to report an accident is an offence under the CAAS (Seletar Airport) By-Laws (42).

2. If the accident involved injuries, arrange for transport for any medical services available prior to the arrival of the ambulance. The Airport Police must be informed.

3. All persons involved in an accident and witnesses thereof shall remain at the scene of the accident until an officer from Seletar Airport Operations arrives. If witnesses cannot remain at the scene of accident for reasons of other urgent duties, they shall report to Seletar Airport Operations office immediately upon accomplishing these duties.

4. Drivers involved in an accident shall not remove the vehicle/ equipment until permission has been granted by Seletar Airport Operations except in situations where it endangers surrounding aircraft.

5. The details of a person alleged to have been driving or in charge of any vehicle at the time of occurrence of an accident shall provide relevant information and details to Seletar Airport Operations immediately.

3.29 Procedure for Entry of Ambulance in the Airside during emergency

In the event an ambulance is required the following apply,

Inform Seletar Airport Operations (Tel: 64815077) giving the same information and advise them that an ambulance will be entering the airside.

The ambulance needs to be escorted to and back from the aircraft stand.



3.30 Vehicle Breakdown

In the event of a vehicle breakdown at the airside area, the driver concerned shall:

a) Inform Seletar Airport Operations at Tel 64815077 immediately to report location of vehicle breakdown in the Airside and the planned recovery procedures.
b) If possible, push the vehicle to where it does not cause obstruction to aircraft and other vehicular operations.
c) In the case of Cat1 AVP vehicle, the driver shall report the location to ATC over RT on 122.9Mhz
d) Ensure aircraft operations are not obstructed by the breakdown.
e) Provide a marshal to direct traffic.
f) Inform the respective company maintenance section to recover the vehicle
g) Do not leave the vehicle unattended.



3.31 Procedures in Event of Spillage

This procedure applies to all spillages including aviation fuel, hydraulic oil, chemical and sewerage.

3.31.1 Aviation Fuel

1) Do not drive through the fuel spillage. Report to Seletar Airport Operations (Tel. 64815077) to provide location and area of spillage.

2) Engines of motorized equipment within spillage areas should not be started before the spillage is cleaned up. However, if the engine is already running and the hazard to personnel is diminished gradually, the vehicle may be driven out of the area.

3) No ground equipment / vehicle or ground support equipment shall be permitted to come within 15m of the spillage area.

4) Remain at the scene of spillage

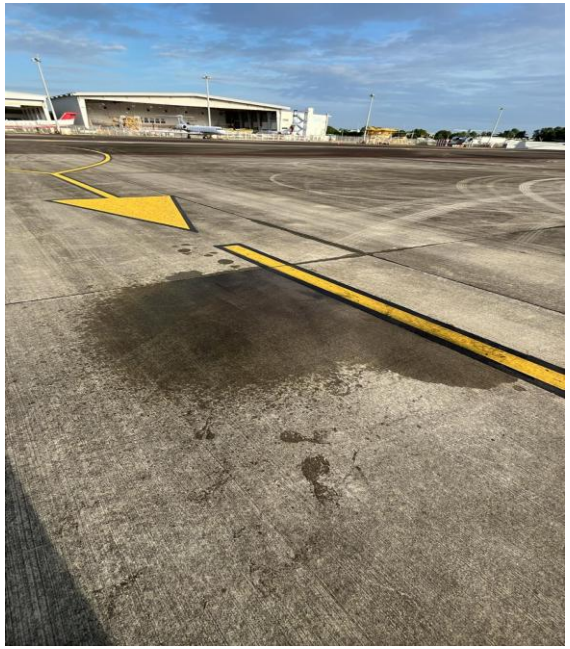
5) No vehicle or ground support equipment should be started until the spillage has been cleaned up.

6) Personnel involved in the spillage should cordon off the area and assist to control vehicular traffic.





3.31.2 Hydraulic Fluid Spillage



In event of Hydraulic Fluid spillage, it is necessary to scrub the affected area.

Contact Seletar Airport Operations (Tel: 64815077) with the following information:

Caller should identity yourself and leave your contact number in case confirmation is required

Caller should provide location and extent of the spillage and whether it affects aircraft or vehicle traffic.

In case of oil spillage less than 0.5 meters, the driver is required to immediately cleaned up the area with an approved absorbent material (except sawdust).

3.32 Refueling of Vehicle

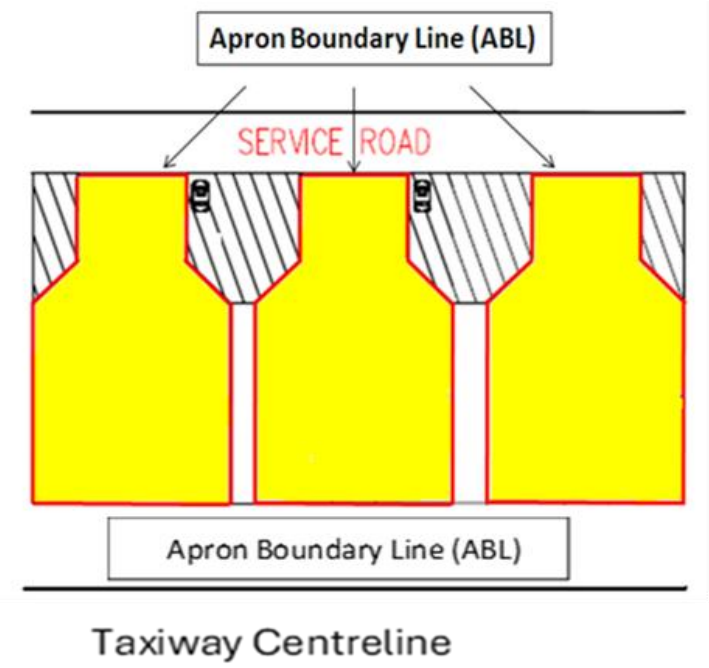


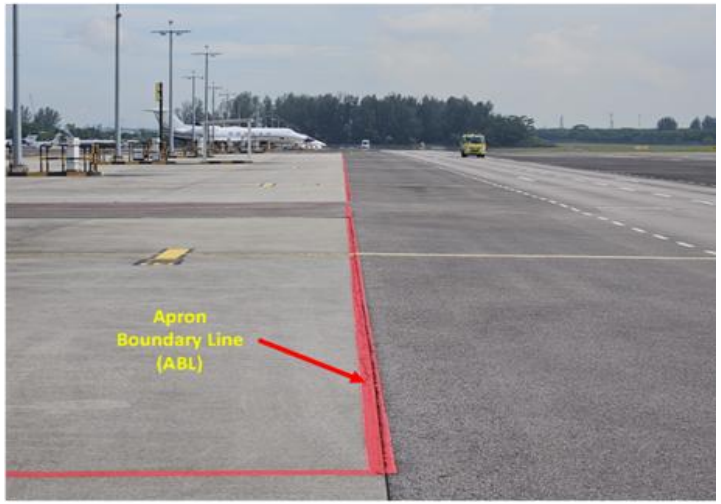
Refueling of vehicles should not be conduct in the airside. In the event of refueling is necessary for a vehicle that has stalled due to low fuel, the ground handling agent must arrange for the said vehicle to be tow out of the airside for refueling.

Chapter 4: AIRSIDE MARKINGS AND SAFETY SIGNS

4.1 Apron Boundary Line (ABL)

Demarcated by a continuous red line marking the boundary between aircraft stand and taxiways

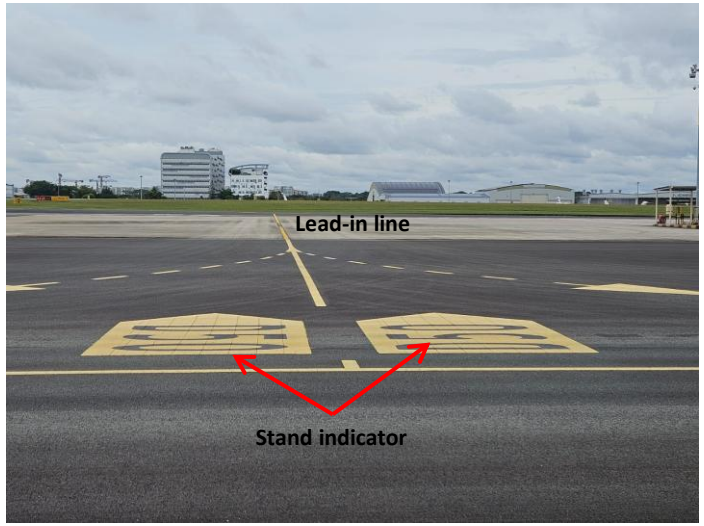




Note:
Failure to comply with this limit lines can result in an accident when aircraft enters the aircraft stand.

4.2 Lead-In Line & Stand Indicators

Aircraft lead-in line is painted in yellow with the corresponding stand indicators.

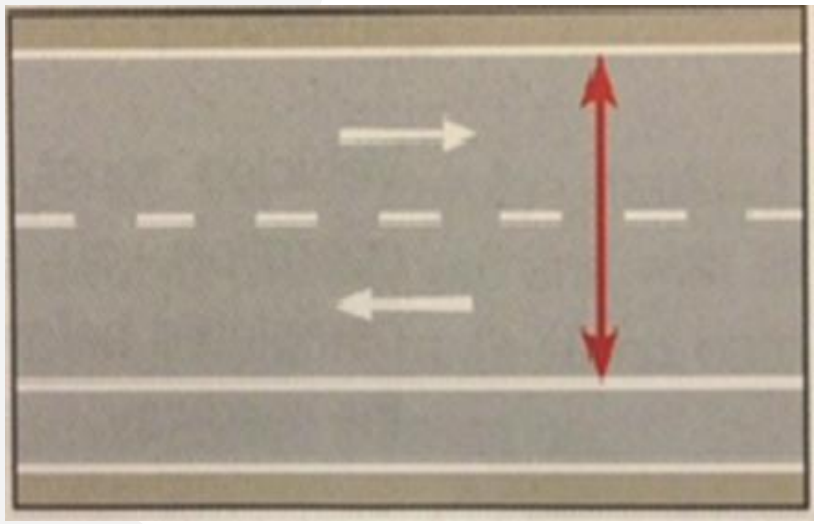




4.3 Service Roadway

These are roads marking with white lines on the apron areas to allow the movement of vehicles and ground support equipment clear of parked aircraft.



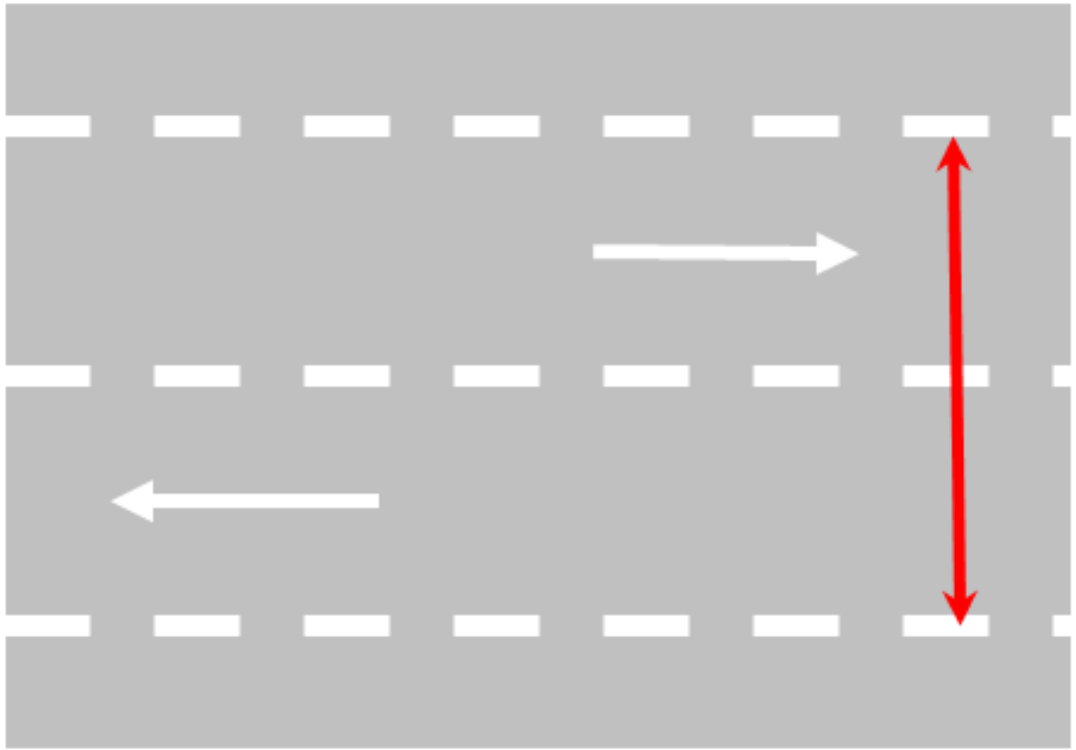


SERVICE ROADWAY

4.4 Secondary Roadway

Roadway painted in broken white line located in front of the aircraft parking stands





SECONDARY ROADWAY

4.5 Perimeter Roadway

Located near the fences surrounding the airside boundary

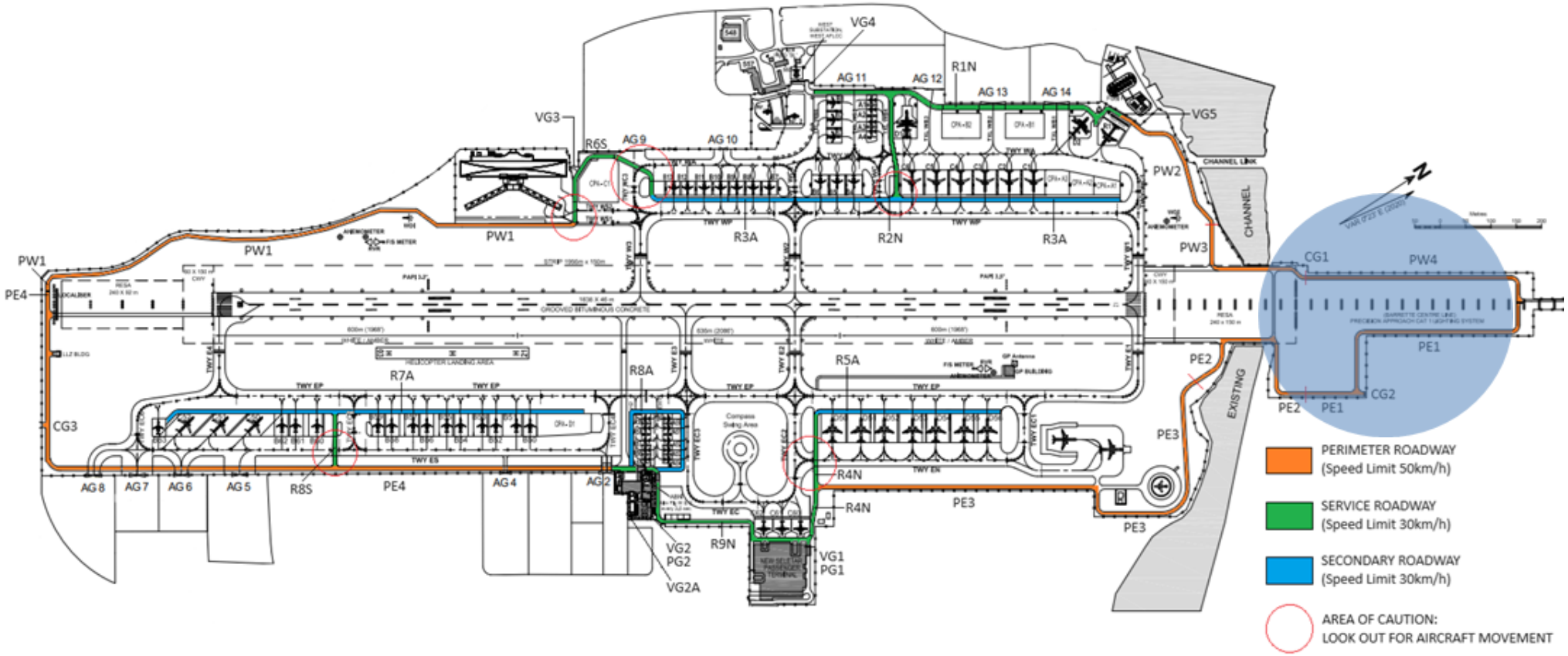


WEST PERIMETER ROADWAY

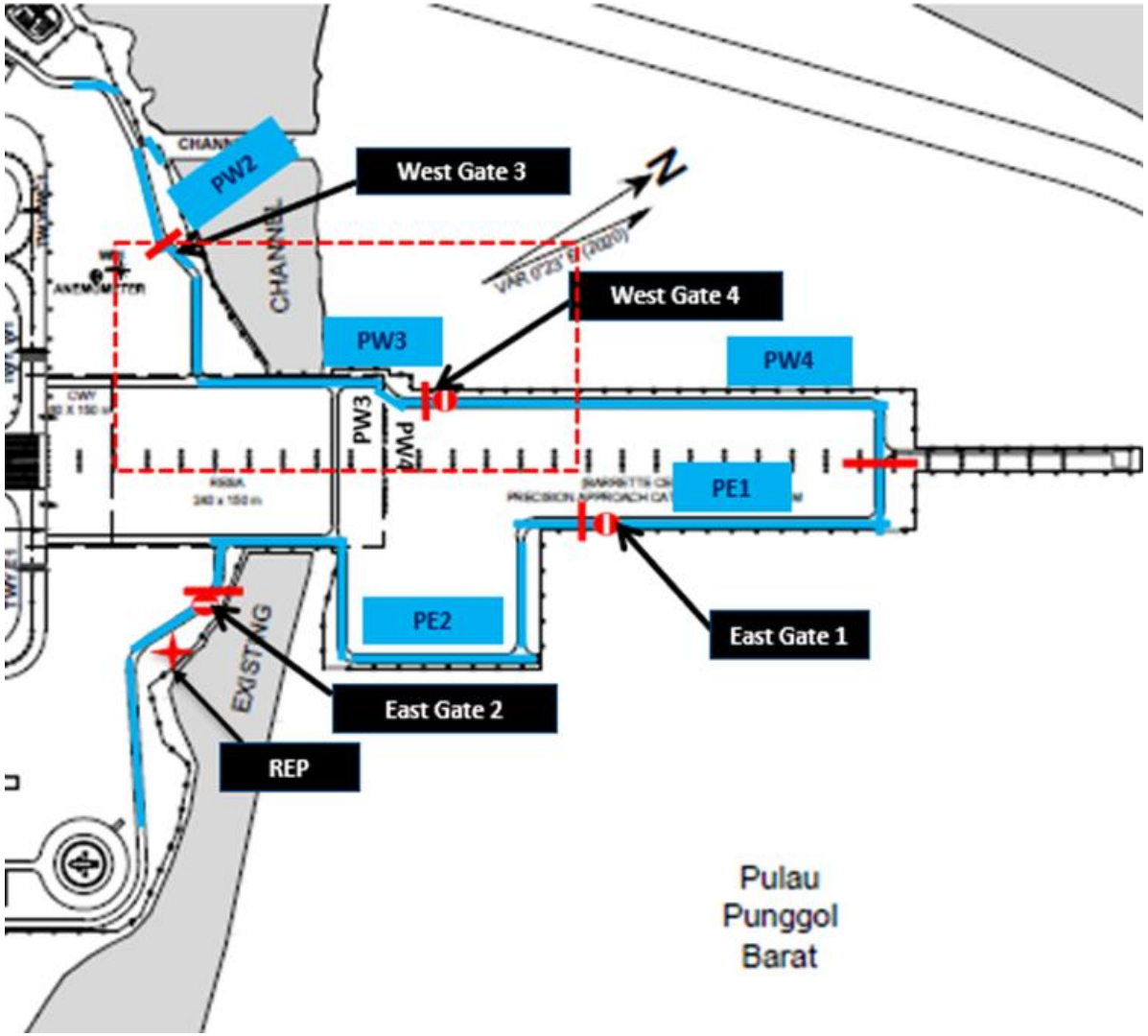


EAST PERIMETER ROADWAY

4.6 Layout of Seletar Airport Roadway



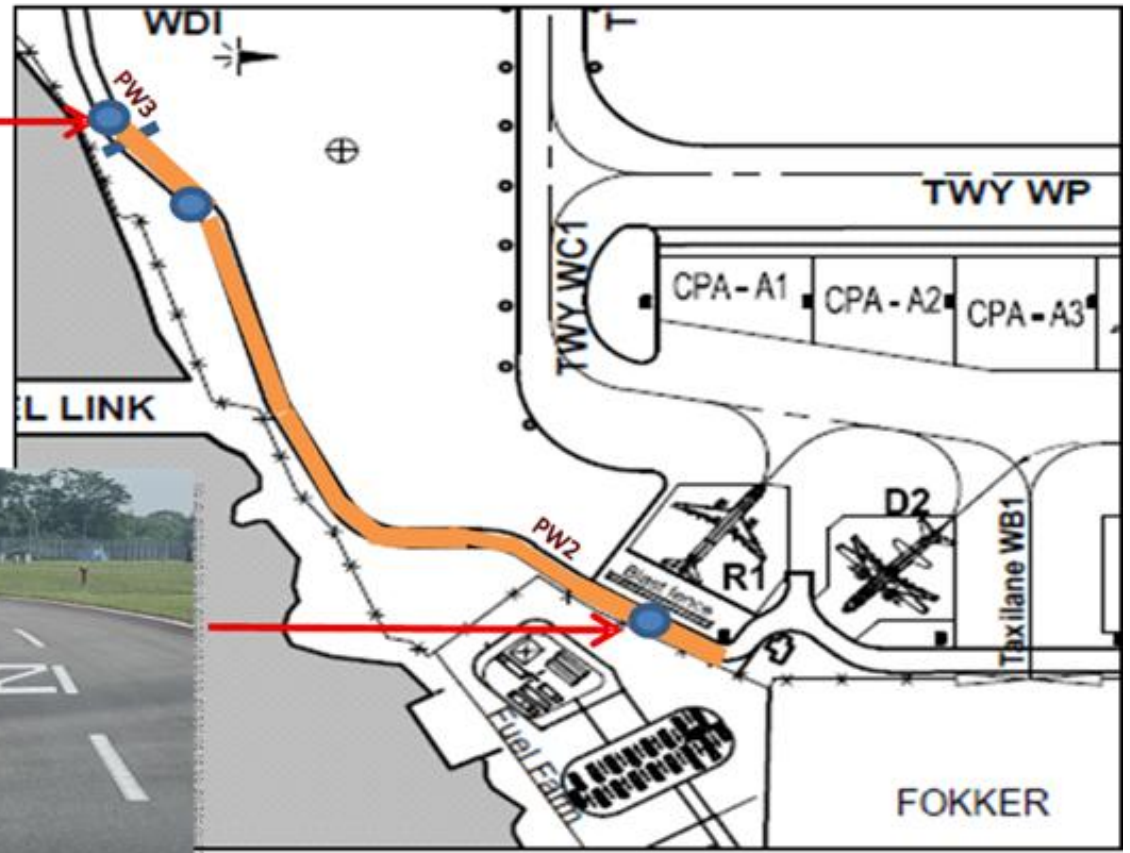
Northern Extension [Only for authorized vehicles and personnel]



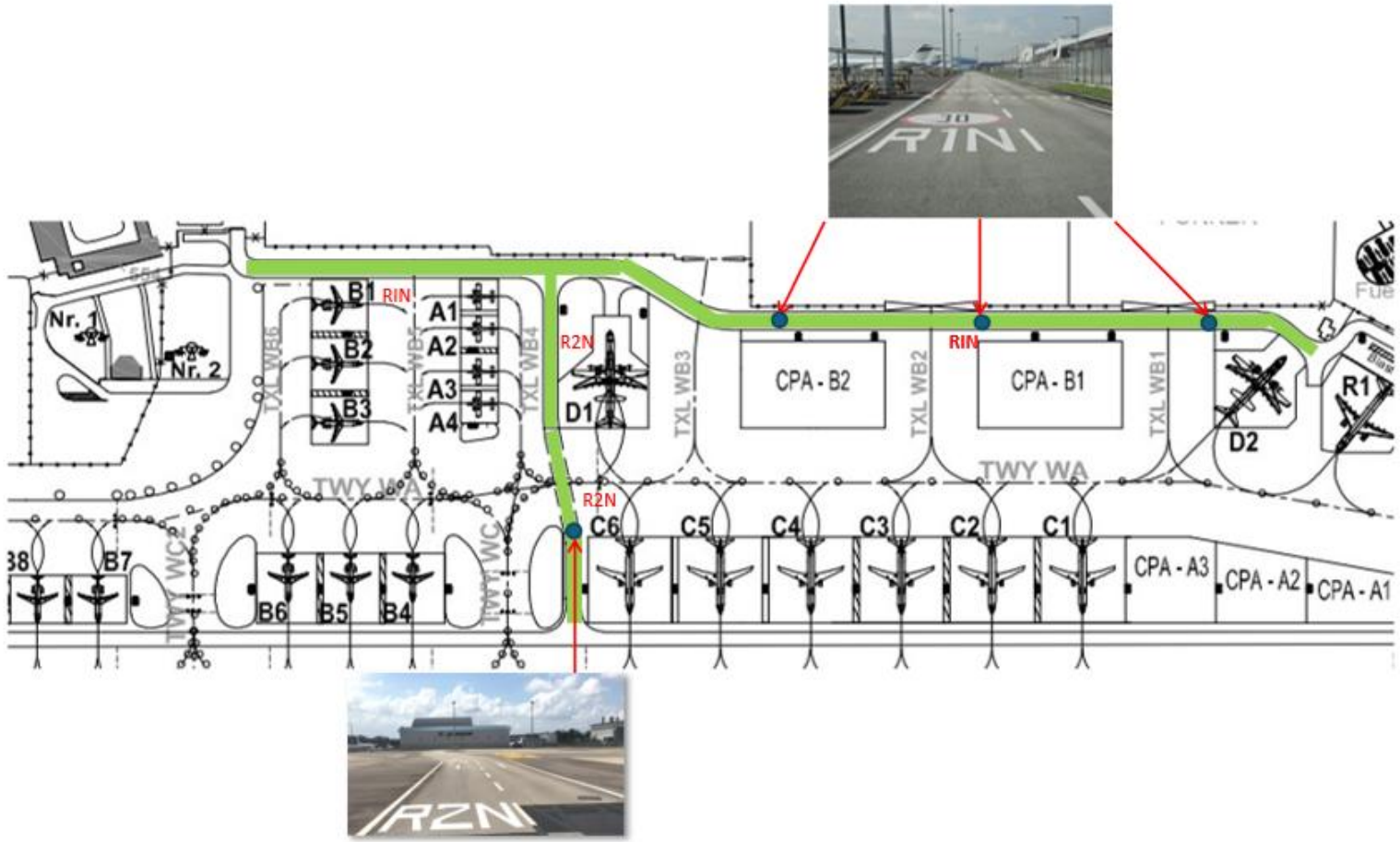
4.6.1 PW2 (Perimeter West 2) Roadway Signs



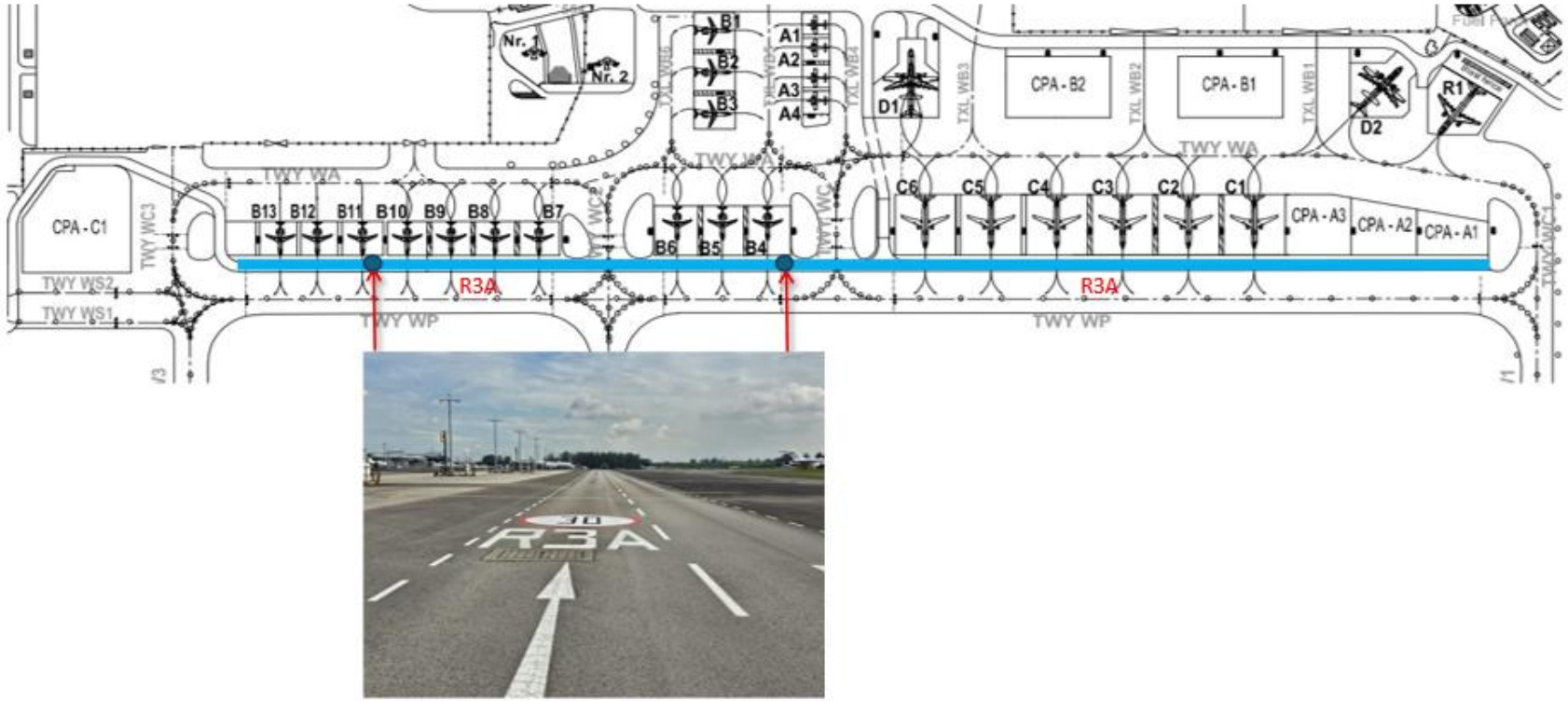




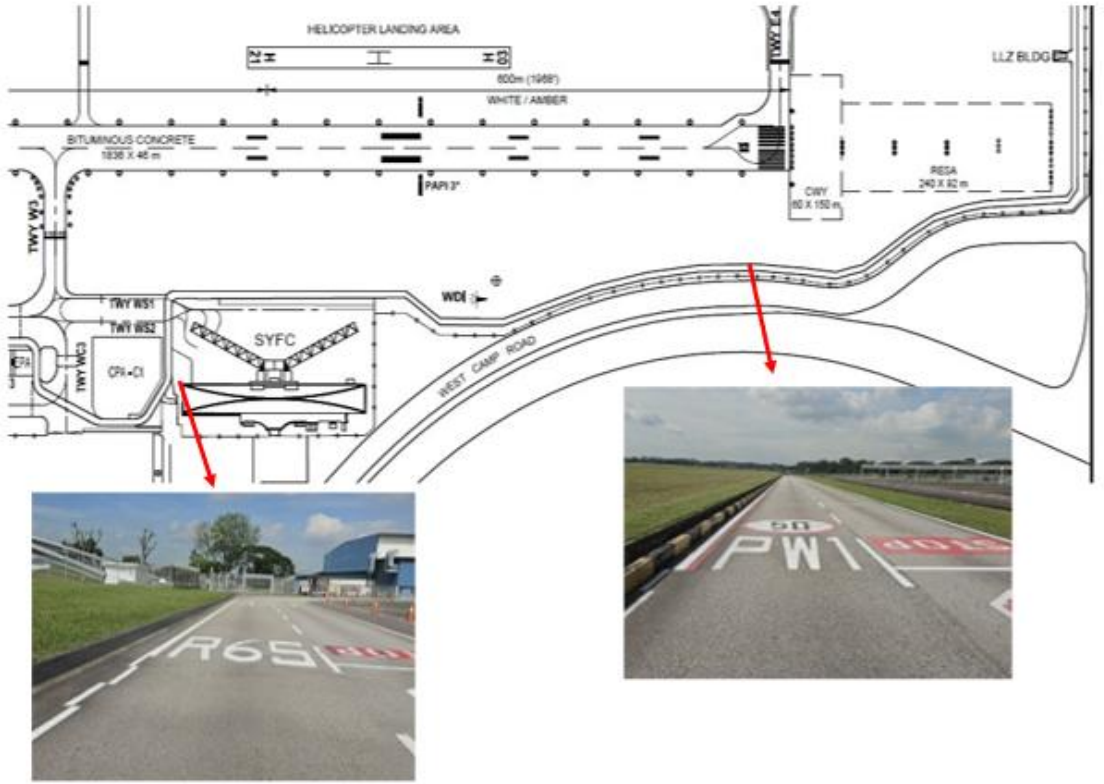
4.6.2 R1N & R2N Roadway Signs



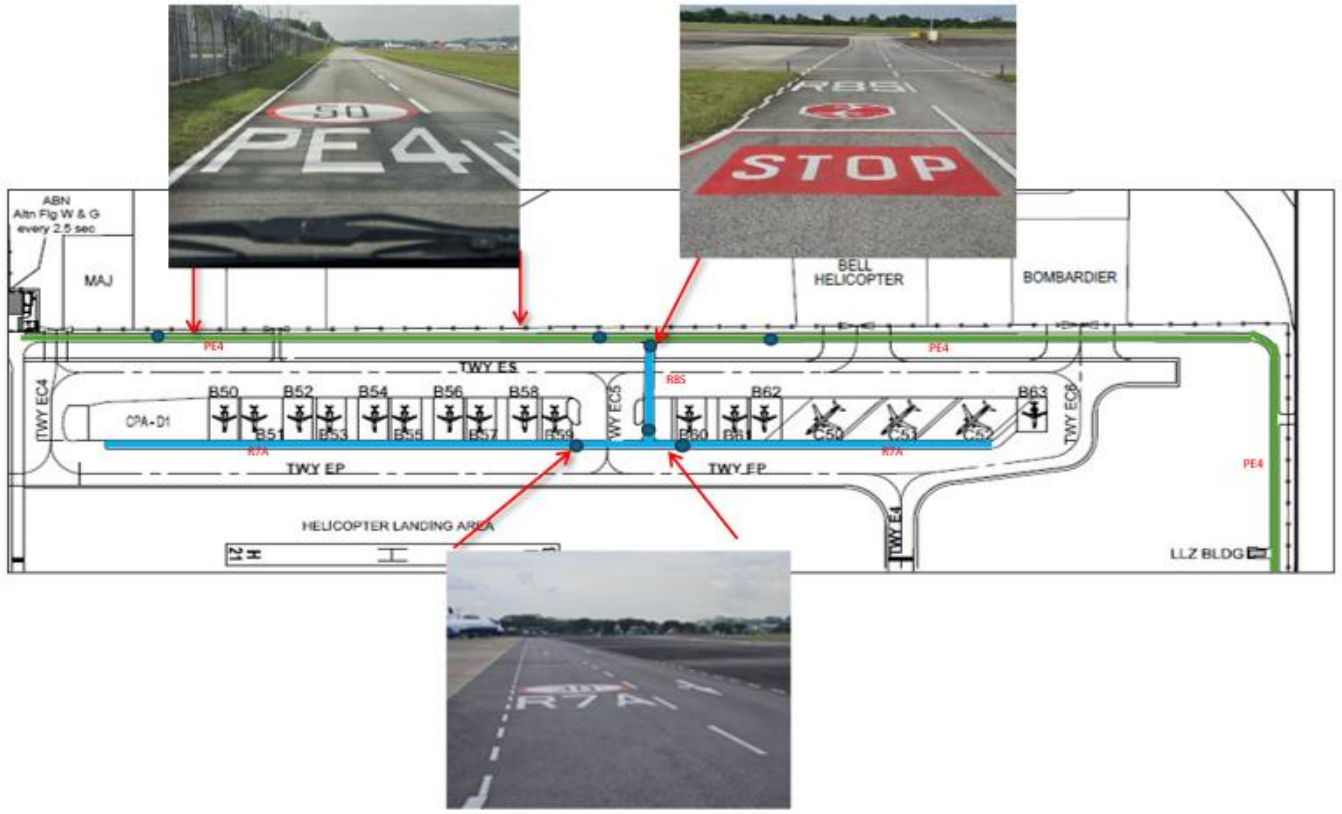
4.6.3 R3A Roadway Signs



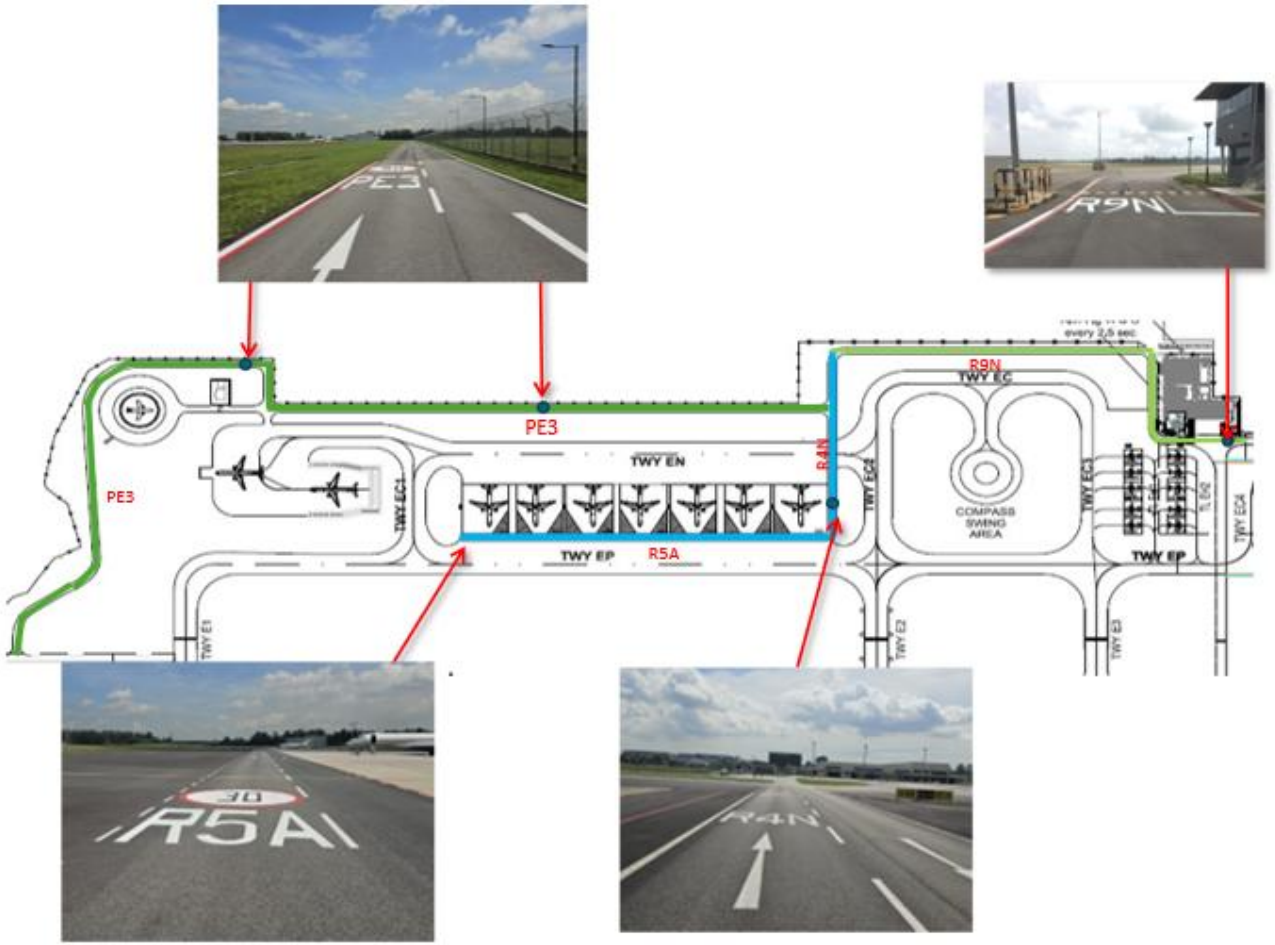
4.6.4 R6S, PW1 Roadway Signs



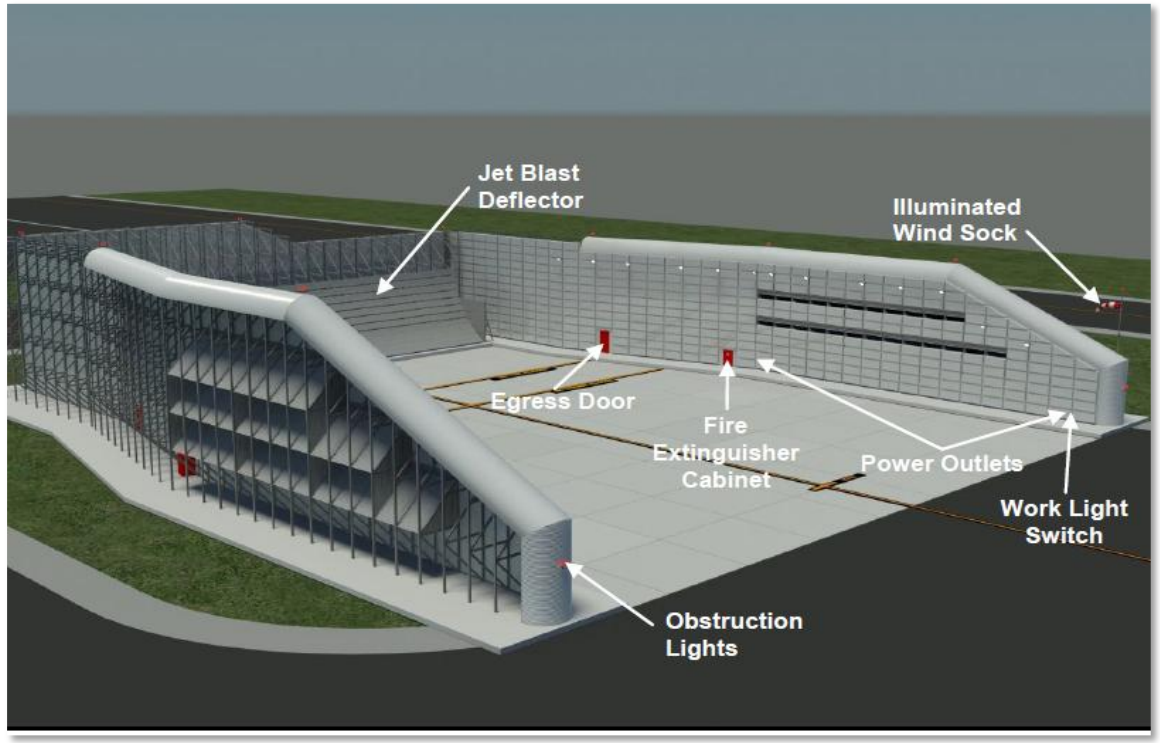
4.6.5 PE4, R7A and R8S Roadway Signs

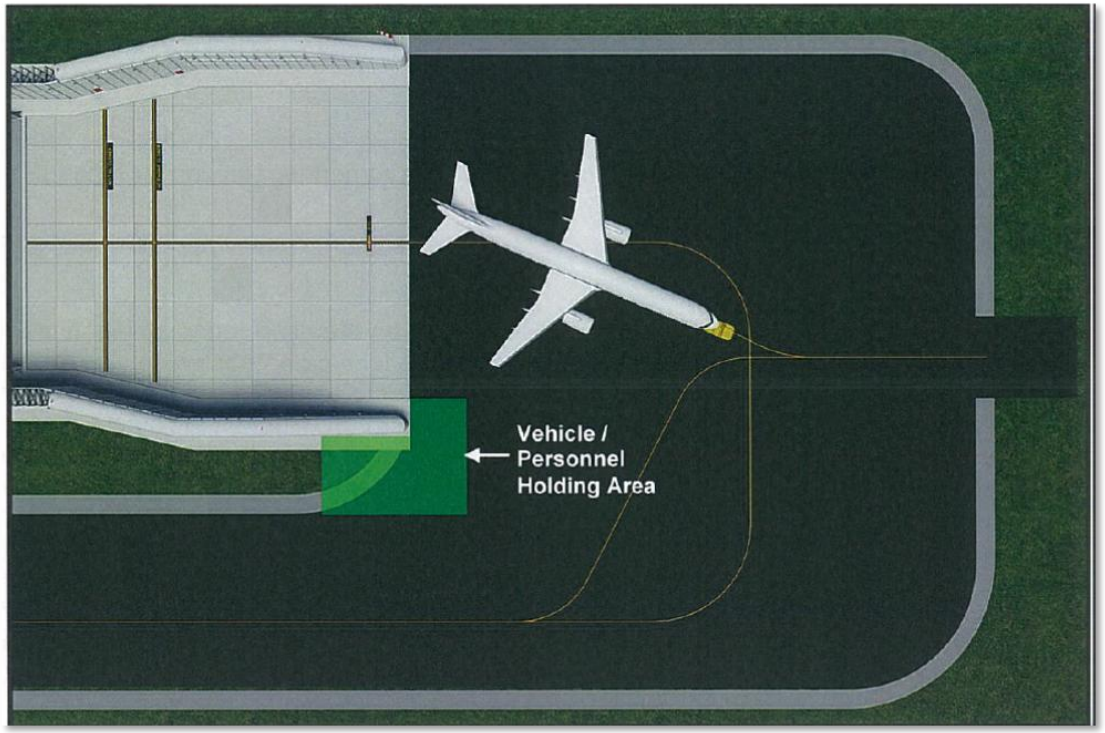


4.6.6 R9N, R4N, R5A and PE3 Roadway Signs



4.6.7 Ground Run Enclosure Operations for GHAs and MROs





4.7 Give Way to Aircraft warning sign (Surface Roadways)

Vehicles must give way to aircraft, even if it is being towed or taxiing. Look out for “Give way to Aircraft” signs which are painted on the ground to caution drivers of aircraft movements on the roadway.





4.8 Safety Rules for Vehicles Crossing Taxiways

All drivers must comply with all traffic signs and markings, including traffic light signals provided, at the roadway crossing with taxiways. Drivers are to stop the vehicle before the stop-line and to look out for aircraft movements on the taxiway and ensure that there is no aircraft movement before crossing the taxiway.





No vehicle is allowed to stop in any part of the roadway crossing that is within the taxiway (with white zipper pattern marking). In the event of a vehicle breakdown within the taxiway, the driver must report to Seletar Airport Operations Unit. The vehicle shall not be left unattended.

All airside organisations are to ensure that their drivers are familiar with the rules and regulations governing the use of all roadways that cross the taxiways.

4.8.1 Taxiway marking

Taxiway center line marking is painted in a continuous yellow lines and **taxiway edge are painted in double yellow lines.**



Taxiway centre line





Taxiway edge line

4.8.2 Traffic Signs in airside



No Left Turn



No Right Turn



Traffic Light Signal



No entry except authorized vehicles (AES center position)



No entry without ATC clearance



No walking
beyond this point





Slow Down as Right Bend Ahead



Roadway holding position light.



Roadway holding position light.



Jet Blast Caution



No Parking Sign



East Gate 2



Caution sign
“Give way to aircraft”



Ziz zag marking within pedestrian crossing



Stop and Give Way to Aircraft



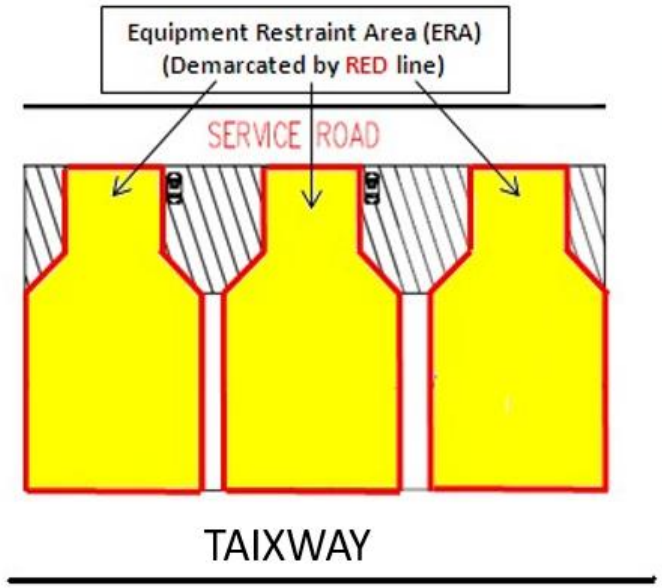
Roadway with white zipper pattern marking (conditional roadway)



Do not Stop within Red zone

4.8.3 Equipment Restraint Area (ERA)

Demarcated by continuous red line outlining the area where aircraft is parked. All Ground handling equipment, vehicles and personnel must stay clear of the ERA when an aircraft is taxiing into the parking stand.
All equipment or vehicles shall not park within the ERA when unattended.

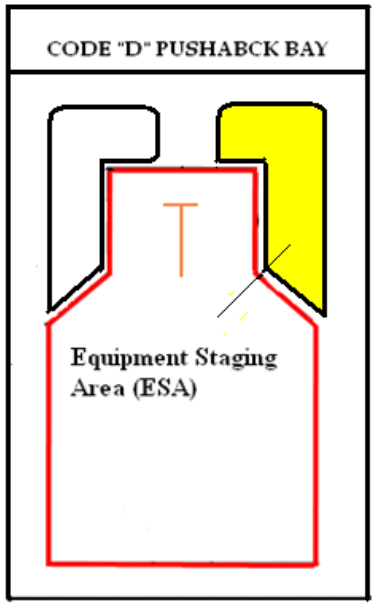




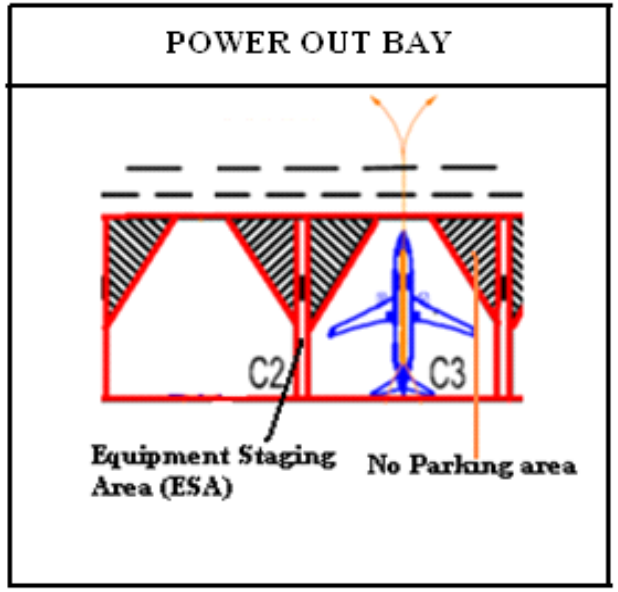


4.8.4 Equipment Staging Area (ESA)

Demarcated by continuous white line outlining the area where ground support equipment or passenger vehicles for the serving the aircraft. All Equipment and Vehicles shall be parked only at their authorized parking area.
All ground support equipment and Vehicles shall be removed from the ESA once serving the aircraft has been completed.









4.8.5 Designated Runway Holding Position for Aircraft/ Vehicles/ Equipment Entering Runway

No vehicle or aircraft shall not cross the holding position stops bar lights when its showing RED.



Operational & Emergency Contact Numbers

64815077
Seletar Airside Operations (SAO)
For all vehicular incidents, vehicle breakdown, injury to personnel, aircraft incidents, FOD

64813377
Airport Emergency Services (AES)

64824870
Auxiliary Police (Certis CISCO)

995 (Emergency)
1777 (Non-Emergency)
Medical Emergency (SCDF)

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SELETAR AIRPORT