Temporary Entry Permit (TEP) Application Form

SELETAR AIRPORT

Seletar Airport Operations
Changi Airport Group (S) Pte Ltd
21 Seletar Aerospace Road 1
Singapore 797405

This form will take you approximately 5 minutes to complete.

A) To be completed by Applicant	
Company Applying for Entry:	
Company Address:	
Vehicle Registration No:	**Vehicle Type:**
Intended Purpose:	
Area of Work:	**Date of Entry (max 60 days per calendar year):**
Steersman & Escorting Vehicle	
Steersman:	**Steersman ADP Expiry Date:**
Company:	
Escort Vehicle Reg. No & Callsign:	**Escort Vehicle Radio Equipped?:** Yes / No
Ministry of Manpower Approved Lifting Machine/ Lifting Platform – *if applicable*	
Certification No:	**Expiry Date:**
Name of Representative:	**Contact No:**
B) To be completed by Airport Organisation Supporting/Engaging the Applicant in (A)	
Supporting Airport Organisation:	
Name of Representative:	**Contact no:**

1. I declare that:
   a) The information provided in this application are correct;
   b) I agree to the Terms and Conditions of Temporary Entry Permit Application (as stated overleaf);
   c) I will comply with the provisions in the Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and any amendments issued to the above from time to time; and
   d) I shall be responsible for any damage to CAG (S) Pte Ltd property caused by the vehicle and be liable for the costs of repair, plus an administrative charge of 15% of the repair costs.

2. I hereby agree that the Applicant and/or Airport Organisation Supporting/Engaging the Applicant shall indemnify and hold harmless Changi Airport Group (S) Pte Ltd its officers and employees against any and all loss or damage to property or bodily injury or death sustained and legal fees, costs incurred by them or any third party whether or not by reason of any act, omission, neglect or default of the driver/owner during the validity of the permit or consequent to the issuance of the Permit.

Applicant **(Name, Signature, Date)**	**Supporting Organisation** **(Name, Signature, Date)** **(if applicable)**

TERMS AND CONDITIONS OF TEMPORARY ENTRY PERMIT APPLICATION

A) Application

1. All applications must be supported by the Airport Organisation Supporting/Engaging the Applicant ("Supporting Airport Organisation") indicating the proposed use of the vehicle.
2. The following supporting documents shall be submitted with the Temporary Entry Permit ("TEP") application:
   i. Vehicle Seletar Airside Insurance Coverage Certificate (except vehicles attending to emergencies);
   ii. Clear coloured photographs of vehicle (Front, Sides and Rear views) to show the obstacle light and vehicle registration number. Please refer to **SAO-0003-FORM-012 Rev 0** to attach coloured photographs of the vehicle and submit them together with the AVP/ TEP Application Form in PDF format. and
   iii. MOM Lifting Machine (LM) Certificate / Operator's Certificate (applicable to lifting machine/platform only)
3. The LM Certification approval number must be indicated on the application form for lifting machine/platform approved in accordance with the latest Ministry of Manpower ("MOM") Workplace Safety and Health ("WSH") Act. A copy of the approval certificate from MOM must be attached with the TEP application form.
4. The lifting machine/platform operator must be certified by MOM approved trainers. The Operator's certification must be attached with the TEP application form.
5. Vehicles entering the airside must be painted white or display a regulation type chequered flag (red and white, 0.9m each side with each square having sides not less than 0.3m) by day, and a fixed or portable approved flashing yellow light (specifications to comply are as below) on top of the vehicle that shall remain turned on at all times while being operated in the Seletar Airport Airside:

AS 5 - Aerodromes

Table 9-1 – Characteristics of obstacle lights

1	2	3	4	5	6	7
Light type	Colour	Signal type/ (flash rate)	Peak intensity (cd) at given Background Luminance (b)			Light Distribution Table
			Day (Above 500 cd/m²)	Twilight (50-500 cd/m²)	Night (Below 50 cd/m²)	
Low-intensity, Type A (fixed obstacle)	Red	Fixed	N/A	N/A	10	Table 9-2
Low-intensity, Type B (fixed obstacle)	Red	Fixed	N/A	N/A	32	Table 9-2
Low-intensity, Type C (mobile obstacle)	Yellow/ Blue (a)	Flashing (60-90 fpm)	N/A	40	40	Table 9-2
Low-intensity, Type D (follow-me Vehicle)	Yellow	Flashing (60-90 fpm)	N/A	200	200	Table 9-2

AS 5 - Aerodromes

Table 9-2– Light distribution for low-intensity obstacle lights

	Minimum intensity (a)	Maximum intensity (a)	Vertical beam spread (f)	
			Minimum beam spread	Intensity
Type A	10 cd (b)	N/A	10°	5 cd
Type B	32 cd (b)	N/A	10°	16 cd
Type C	40 cd (b)	400 cd	12° (d)	20 cd
Type D	200 cd (c)	400 cd	N/A (e)	N/A

6. CAG reserves the right to deny, suspend and/or revoke TEPs for the following reasons:
   a. Insufficient purpose to hold a Seletar Airport TEP;
   b. Investigation due to occurrence of any vehicle incident;
   c. Failing to or is suspected to have failed to abide to the Airfield Rules or Regulations or Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009;
   d. Providing escort services and/or driving in the Airside unescorted by a steersman or escorting vehicle and/or driving in the Airside for purposes other than approved purposes; and/or
   e. Failing to comply with any reasonable instructions by any CAG personnel or an Authorised Officer as appointed by CAG.
7. Information collected in this application may be used by CAG for the following purpose (when required):
   a. Investigation due to an incident or issuance of Notice of Offences (NOO); and/or
   b. Credibility and/or validity checks of TEP.
8. Applications may take 3 to 5 working days to be processed. Seletar Airport Airfield Driving Control (ADC) shall inform the Supporting Airport Organisation if the application has been accepted and to make an appointment to collect the TEP.

B) Temporary Entry Permit and Driving in Seletar Airport Airside

9. The TEP is issued solely to a Supporting Airport Organisation to enable its contractor's vehicle to enter the Airside for the purpose of Temporary Entry as approved in the application, or for other purposes as approved by CAG.
10. The validity period of the approved TEP shall be indicated on the TEP.
11. Vehicle with TEP is only permitted entry into Seletar Airport Airside for a maximum of 60 days per calendar year. No extensions shall be entertained.
12. Vehicles with TEP must be accompanied by a steersman holding a valid Seletar Airport Airfield Driving Permit ("ADP") or operated by a holder of a valid Seletar Airport ADP.
13. Vehicles with TEP shall not be used as an escort vehicle or for ADSCT/ Cat1/R ADSCT.
14. If the vehicle with TEP is required to enter the maneuvering areas e.g. runway and taxiway, the escorting Cat1 vehicle must obtain the necessary clearance from Seletar Air Traffic Control over Radio Telephony (RT).
15. Vehicles with specific permission to enter the aircraft parking stands shall maintain a safe distance of 15 meters from the aircraft and any refueling point.
16. All debris must be removed from the Seletar Airport Airside upon completion of work.
17. The TEP does not constitute an authorization to commence works in the Airside. Refer to the Airside Work Permit issued for your project. If in doubt, please check with Seletar Airport ADC.
18. Vehicles with expired TEPs are not permitted to remain in Seletar Airport Airside. Changi Airport Group (Singapore) Pte Ltd ("CAG") may take the necessary means to have overstaying vehicles removed, and the Supporting Airport Organisation of the vehicle shall bear the costs of such removal, plus an administrative charge of 15% of the removal costs.
19. Drivers shall abide by the Airside Rules or Regulations, and take the necessary care and precaution while driving in the Seletar Airport Airside. Supporting Airport Organisation shall be held responsible for any damages to CAG's property caused by the vehicle, and shall be liable for the costs of repair, plus an administrative charge of 15% of the repair costs.
20. The driver shall ensure that the flashing yellow light on top of the vehicle always remains turned on while operating in the airside.
21. All vehicles operating in Seletar Airport Airside shall be equipped with either body-restraining seat belts or lap seat belts. Persons in the vehicles shall have their seat belts fastened at all times while the vehicle is in motion.

FOR OFFICIAL USE					
Sno	**Please indicate if documents were provided and acceptable. Indicate NA if the document is not applicable to this application**				
1.	Insurance certificate covering Seletar Airport Airside	Verified / Not Provided / Not Acceptable / Not Applicable	5.	MOM LM/LP Certificate	Verified / Not Provided / Not Acceptable / Not Applicable
2.	Spec sheet for yellow flashing lights	Verified / Not Provided / Not Acceptable / Not Applicable	6.	MOM LM Operator Certificate	Verified / Not Provided / Not Acceptable / Not Applicable
3.	Chequered Flag (for vehicles that fall under ANR-139 and Aviation Specifications 5.)	Verified / Not Provided / Not Acceptable / Not Applicable	7.	60 Days Check	Verified / Exceeded
4.	LTA Vehicle Registration Details (Log Card)	Verified / Not Provided / Not Acceptable / Not Applicable	8.	Clear coloured photographs	Verified / Not Provided / Not Acceptable / Not Applicable
Documents Checked and Verified By		**ADC Officer (Name, Signature, Date)**			

Printing	**Approval**
TEP Number:	☐ **Approved for Issuance** ☐ **Rejected**
Printing Officer (Name, Signature, Date)	**Approving Officer (Name, Signature, Date)**