

Temporary Entry Permit (TEP) Application Form



APPLICATION FOR SELETAR AIRPORT TEMPORARY ENTRY PERMIT
Please refer to the back of this form for information pertaining to applications.

Part A (to be completed by applicant)

Company Applying for Entry: _____

Registered Owner of Vehicle: _____

Vehicle Registration No.: _____ Vehicle Type: _____

Purpose of Entry: _____ Area of Work: _____

Date of Entry (max 60 days/ calendar year): _____ to _____

Steersman: _____ Company: _____

NRIC/ FIN: _____ Steersman ADP Expiry Date: _____

Escort Vehicle Reg. No. & Callsign: _____ Is 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: _____

Signature/ date: _____ Company stamp: _____

Part B (to be completed by Airport Organisation supporting/ engaging the application in part A)

Supporting Airport Organisation: _____

Name of representative: _____ Contact no: _____

Signature/ date: _____ Company stamp: _____

For Official Use Only	Check/ NA	
1. General Insurance Certificate covering Seletar Airside		Permit Number: _____ Officer Processing: _____ Signature: _____ Date: _____
2. D.O and spec sheet for yellow flashing lights		
3. Chequered Flag		
4. Singapore Vehicle Registration		
5. LTA Vehicle Registration Details		
6. MOM LM/ LP Certificate		
7. MOM LM Operator Certificate		
8. 60 day check		
9. Date of submission within 3 working days		
10. Clear Coloured Photographs		

Temporary Entry Permit (TEP) Application Form



Terms and Conditions for Entry

1. The Temporary Entry Permit is issued solely to an Airport Organization to enable his/her contractor's vehicle to enter the Airside for the setting down of personnel/s, delivery of equipments or for other approved purposes.
2. CAG (s) Pte Ltd accepts no responsibility whatsoever for any damage, loss, deterioration or destruction caused to the vehicle or to any part, component, or accessory of the vehicle whilst it is in use in the Airside.
3. Application may take up to Three (3) working days for processing and confirmation.
4. Vehicle entry into airside is only permitted to a maximum of 60 days per calendar year. **(Extensions are strictly not allowed)**
5. Requirements for Application, Please attach a photocopy of a valid:
 - a. Vehicle General Insurance Certificate (except vehicle attending to emergencies)
 - b. Vehicle Seletar Airside Insurance Coverage Certificate (except for vehicle attending to emergencies)
 - c. Clear coloured photographs (Front, rear and sides that include obstacle light and vehicle registration number)
 - d. MOM LM certificate/ Operator's Certificate (Only applicable to lifting machine/ platform)
** Please refer to points no.10 and 11).*
6. Vehicles with a Temporary Entry Permit 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.
7. Vehicles with a Temporary Entry Permit shall not be used as an escort vehicle or for ADSCT/ Cat 1 ADSCT.
8. Vehicles entering the airside must painted white or display a regulation type chequered flag (Red & 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 on top of the vehicle that shall remain on at all times while being operated in the airside. Refer table below:

1	2	3	4	5	6	7	8	9	10	11	12
Light Type	Color	Signal Type/ (flash rate)	Peak intensity (cd) at given Background Luminance			Vertical Beam Spread (c)	Intensity (cd) at given Elevation Angles when the light unit is leveled (d)				
			Above 500cd/m ²	50-500cd/m ²	Below 50cd/m ²		-10° (e)	-1° (f)	±0° (f)	+6°	+10°
Low-intensity, Type C (mobile obstacle)	Yellow/Blue (a)	Flashing (60-90 fpm)	N/A	40 mm (b) 400 max	40 mm (b) 400 max	12° (h)	-	-	-	-	-

9. If the vehicle is required to enter the manoeuvring areas, e.g.: Runways and Taxiways, the escorting CAT 1 vehicle must obtain the necessary clearance from Seletar Air Traffic Control over RT.
10. 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) WSH Act. Attach a copy of the approval certificate from MOM.
11. The lifting machine/ platform operator must be certified by MOM approved trainers. Operator certification must be attached with the application form.
12. 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.
13. All debris must be removed from the airside after completion of work.
14. This permit does not constitute an authorization to commence work in the airside. A Copy of approval letter for airside work/ Permit to work may be required. Please check with Airfield Driving Center.
15. CAG reserves the right to suspend and/or Revoke Airfield Driving Permits for the purpose of:
 - a. Investigation due to occurrence of any Vehicle Incident and/or;
 - b. A Temporary Entry Permit Holder fails or suspected to have failed to abide Airfield Rules or Regulations or Civil Aviation Authority of Singapore (Seletar Airport) By-Laws 2009 and/or;
16. Information collected in this application will be used by CAG for the following purpose (When Required):
 - a. Investigation due to an incident or Issuance of Notice of Offence (NOO) and/or;
 - b. Credibility Checks (Validity of State Licenses)
17. All Conditions stated above are to be met unless approved by CAG Seletar Airside Operations.

Temporary Entry Permit (TEP) Application Form



18. I hereby agree that the contractor shall indemnify and hold harmless CAG (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 it or 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.

I hereby declare that I have read and understood the conditions stated in this application.

Signature of Employer

Signature of Supp. Org Rep

Signature of Applicant

Date