

Temporary Entry Permit (TEP) Application Form



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.

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| A) To be completed by Applicant | |
| Company Applying for Entry: | |
| Name of Registered Owner: | |
| Vehicle Registration No: | Vehicle Type: |
| Purpose of Entry: | |
| 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: |
| <p>1. I declare that:</p> <ul style="list-style-type: none"> 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. <p>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 t 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.</p> | |
| Name and Signature of Applicant, Date | Name and Signature of Airport Organisation, Date |

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 General Insurance Certificate (except vehicles attending to emergencies);
 - ii. Vehicle Seletar Airside Insurance Coverage Certificate (except vehicles attending to emergencies);
 - iii. Clear coloured photographs of vehicle (Front, Sides and Rear views) to show the obstacle light and vehicle registration number. Applications shall provide the photographs in the format provided in Annex A of this application form; and
 - iv. 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 on top of the vehicle that shall remain turned on at all times while being operated in the Seletar Airport Airside:

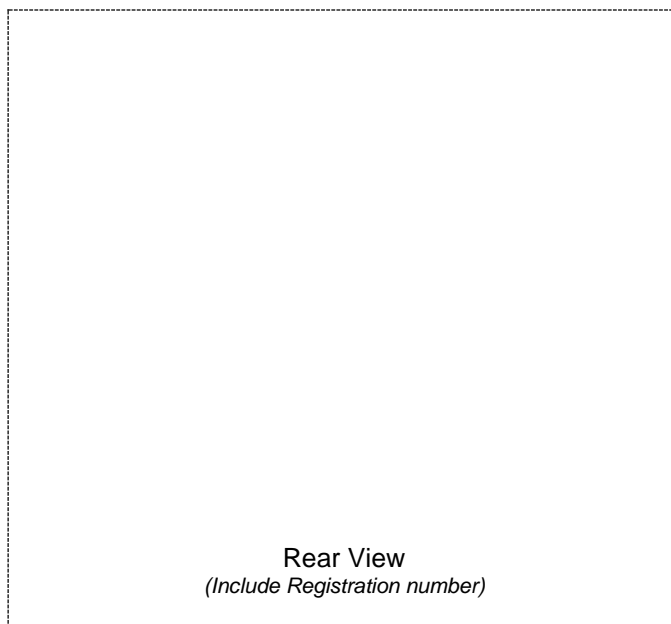
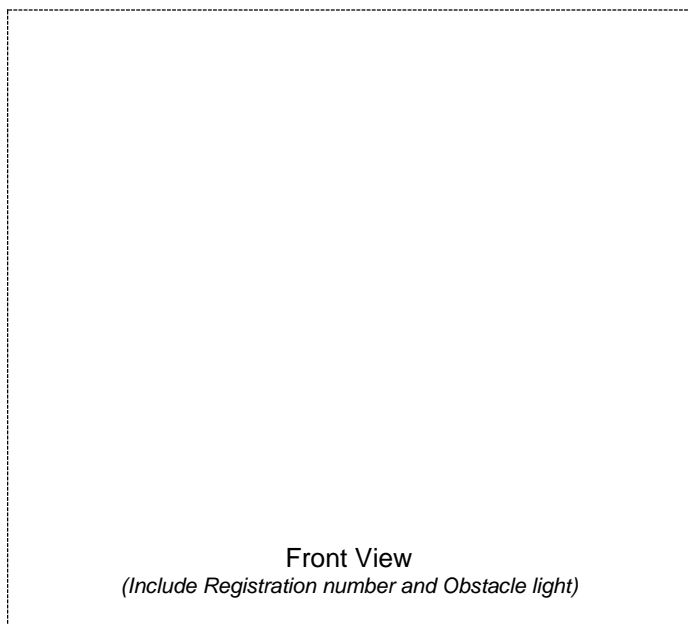
| 1 | 2 | 3 | 4 | | | 7 | 8 | | | | | |
|---|-----------------|---------------------------|---|-------------------------|---------------------------|---------|--------------------------|---|---------|---------|-----|------|
| | | | Peak Intensity (cd) at given Background Luminance | | | | Vertical Beam Spread (c) | Intensity (cd) at given Elevation Angles when the light unit is leveled (d) | | | | |
| Light Type | Color | Signal Type/ (flash rate) | 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) | | - | - | - | - | - |

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 AVP.
8. Applications may take 3 to 5 working days to be processed. Seletar Airport Airfield Driving Centre (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 are 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 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. A copy of the approval letter for Airside Works/Permit to Work may be required. If in doubt, please check with Seletar Airport Airfield Driving Centre (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.

Please use the format below to submit the coloured photographs of the vehicle:



| FOR OFFICIAL USE | | | | | |
|---|--|---|-----|---|---|
| Sno | Please indicate if documents were provided and acceptable. Indicate NA if the document is not applicable to this application | | | | |
| 1. | Vehicle General Insurance certificate covering Seletar Airport Airside | Verified / Not Provided / Not Acceptable / Not Applicable | 6. | MOM LM/LP Certificate | Verified / Not Provided / Not Acceptable / Not Applicable |
| 2. | Delivery Order and spec sheet for yellow flashing lights | Verified / Not Provided / Not Acceptable / Not Applicable | 7. | MOM LM Operator Certificate | Verified / Not Provided / Not Acceptable / Not Applicable |
| 3. | Chequered Flag (for vehicles that fall under CAG AOS Manual Section D only) | Verified / Not Provided / Not Acceptable / Not Applicable | 8. | 60 Days Check | Verified / Exceeded |
| 4. | Singapore Vehicle Registration (Road Tax) | Verified / Not Provided / Not Acceptable / Not Applicable | 9. | Application submitted 3 days in advance | Yes / No |
| 5. | LTA Vehicle Registration Details (Log Card) | Verified / Not Provided / Not Acceptable / Not Applicable | 10. | Clear coloured photographs | Verified / Not Provided / Not Acceptable / Not Applicable |
| Documents Checked and Verified By (Name & Signature of ADC Officer, Date) | | | | | |

| Physical Check of Vehicle | Verification | Printing | Approval |
|--|---|--|---|
| <input type="checkbox"/> Pass <input type="checkbox"/> Fail | <input type="checkbox"/> Approved for Printing <input type="checkbox"/> Rejected | TEP Number: | <input type="checkbox"/> Approved for Issuance <input type="checkbox"/> Rejected |
| ADC Officer (Name, Signature & Date) | Verifying Officer (Name, Signature, Date) | Printing Officer (Name, Signature, Date) | Approving Officer (Name, Signature, Date) |