

INSTRUCTION FOR APPLICATION FOR MOBILE BOWSER ACCESS INTO CHANGI AIRFREIGHT CENTRE (CAC)

1. This application is to be completed by the administrator of the mobile bowser firm in conjunction with the vehicle operator and a single residing within CAC sponsoring party.
2. The mobile fuel bowser transport vehicle operator applicant indicated in this application shall first hold a valid seasonal airport pass before proceeding with the paperwork. (See point “s” in table below.)
3. All application must be in soft-copy and shall be submitted to cacfeedback@changiairport.com.
4. All successful application shall be valid in accordance to supporting licences / paperwork expiry date. No ad-hoc extension is allowed.
5. All successful application will be informed by CAG Air Cargo Operations Team for the collection of relevant licences. Applicants shall collect relevant licences prior to accessing Changi Airfreight Centre in Mobile Bowser vehicle.
6. The following documents / information shall be furnished to the Changi Airport Group, Air Cargo Operations Office for verification and processing purposes:

Supporting Documents / Information by SCDF:	Application Attachment Checklist:	
a) Soft Copy of approved Hazmat Transport Driver Permit (HTDP)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) Soft Copy of approved Transportation Emergency Response Plan (TERP)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c) Soft Copy of Valid SCDF Transportation Licence	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d) Soft Copy of GHS / Storage / Transport Label Picture	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e) Copy of PE Endorsed Test Report i.e. Hydrostatic (5 years), Radiographic (10 years) or equivalent test report (according to usage duration), whichever applicable.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
f) Copy of Quantified Risk Assessment, where applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Supporting Documents by LTA:	Application Attachment Checklist:	
g) Soft Copy of Driving License (Current and updated to show proficiency in vehicle class type)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
h) Soft Copy of Road Worthiness Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
i) Soft Copy of Vehicle Log Card	<input type="checkbox"/> YES	<input type="checkbox"/> NO
j) Soft Copy of Fire Safety Inspection Test Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CAG – Air Cargo Operations (ACO) Requirements:	Application Attachment Checklist:	
k) Seasonal Airport Pass for Applicant (approved and valid from authorities)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
l) Soft copy of Recent Passport Size Photo	<input type="checkbox"/> YES	<input type="checkbox"/> NO
m) Soft copy of Vehicle with Prominent Company Marking	<input type="checkbox"/> YES	<input type="checkbox"/> NO
n) Copy of Work Permit / Employment Pass of Mobile Bowser Transport Operator (For non-singaporean only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
o) Letter of Indemnity undersigned by Mobile Bowser Operator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
p) Additional CAC Risk Assessment Docs, where necessary	<input type="checkbox"/> YES	<input type="checkbox"/> NO
q) Equipment Provision for following items on board vehicle (upon audit checks): <ul style="list-style-type: none"> a. Fire Extinguisher b. Spill Kit c. Jerry Can w/water (20 litres) for general cleaning d. Chemical Agent for cleaning and neutralising spill e. Anti-Drip Cap for Fuel Nozzle f. Drip Tray / Mat 	<input type="checkbox"/> YES	<input type="checkbox"/> NO

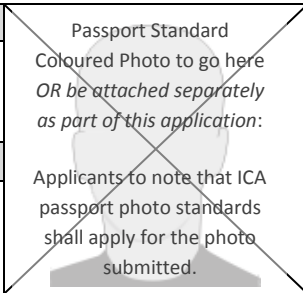
Sponsoring Firm / Business Requirements	Application Attachment Checklist:	
r) Endorsement from CAC firm, Business for bowser as part of application form submission	<input type="checkbox"/> YES	<input type="checkbox"/> NO
s) Support seasonal pass application for mobile bowser transport vehicle operator.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<<<< This page is not part of application submission >>>>

FORM A:

TRANSPORT VEHICLE DRIVER / OPERATOR APPLICANT DETAILS

Please note that if driver& operator of equipment are separate personnel; or more then 2 personnel will be assigned to vehicle, all personnel must fill up FORM A

Name	NRIC / FIN	FIN Expiry Date (DD/MM/YYYY)	Nationality	 <p>Passport Standard Coloured Photo to go here OR be attached separately as part of this application:</p> <p>Applicants to note that ICA passport photo standards shall apply for the photo submitted.</p>
Applicant Contact No. (HP)	Designation		Date of Birth (DD/MM/YYYY)	
Gender	Home Address:			
MALE / FEMALE				
S'pore Driving Licence ID No.:	S'pore Driving Licence Class: (Pls circle all applicable)		Foreign Driving Licence (if applicable)	
	3C / 3A / 3 / 4 / 5		Country : DL Class:	
Date of Application:	(DD/MM/YYYY)			
HTDP ID No:		HTDP Expiry Date:	(DD/MM/YYYY)	
Airport Pass ID No:		Airport Pass Expiry Date:	(DD/MM/YYYY)	
Airport Pass ID Zone Accessible (Pls Tick applicable options):	<input type="checkbox"/> "A" – Apron with Baggage Sorting Area <input type="checkbox"/> "½A" – Apron without Baggage Sorting Area <input type="checkbox"/> "B" – Baggage Claim Hall / Arrival Transit <input type="checkbox"/> "C" – Changi Airfreight Centre <input type="checkbox"/> "D" – Departure Transit			
Mobile Bowser Company Name:				
Mobile Bowser Company Address:				
Company Contact Number:				
Supervisor Name:				
Supervisor Designation:				
Supervisor Contact:				
<p>I hereby declare that the information given by me for "Form A" is true in all respects and I agree to abide by the conditions stated in the Civil Aviation Authority of Singapore (Changi Airport) By-Laws 2009 and any amendments issued from time to time.</p>				
Name of Applicant & Designation			Signature of Applicant & Date	

NOTE: The following documents (approved by authorities where applicable) must be provided in support of this application:

- Soft copy of approved Hazmat Transport Driver Permit (HTDP)
- Soft copy of Driving License (Current and updated to show proficiency in vehicle class type)
- Valid soft copy of Seasonal Airport Pass of Applicant
- Soft copy of Work Permit / Employment Pass of Mobile Bowser Transport Operator (For non-Singaporean only)
- Soft Copy of Applicant Photo

FORM C: OPERATOR BUSINESS INFORMATION (to be filled up by Requesting Company) PART 2

I confirm that I own a total number of _____ Mobile Browsers & only _____ number(s) of Mobile Browsers will be entering Changi Air freight Centre to support firms as aforementioned in Part 1 at any point in time.

Access Days, Timing and Location / Destination:

Note: Pls tick options - To only select up to 1 full day slot or 1 x half day slots per supporting company provided in overleaf.)

S/N	Day: (only tick once)	Time: (may tick both)	Location / Destination: (only tick once)	Supporting Firm (A/B/C/D) in overleaf: (may tick 1 or more)
1	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
2	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
3	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
4	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
5	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
6	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/> A.M. (Within 0800 – 1300 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"
		<input type="checkbox"/> P.M. (Within 1400 – 1900 hrs)	<input type="checkbox"/> CAB D, E <input type="checkbox"/> CAB C, Megaplex <input type="checkbox"/> Others: _____	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D"

I hereby declare that the information given by me for "Form C" is true in all respects. I also agree to abide by the conditions stated in the Civil Aviation Authority of Singapore (Changi Airport) By-Laws 2009 and any amendments issued from time to time. I understand and agree that non-compliance to the declared schedule or operating area shall result in the retraction of access privileges to my staff, mobile browsers and company into CAC immediately.

Name of Applicant & Designation	Signature of Applicant & Date

FORM D:

LETTER OF INDEMNITY

WHEREAS IN CONSIDERATION of the CHANGI AIRPORT GROUP (SINGAPORE) PTE LTD (hereinafter referred to as "CAG") granting their consent to _____ using or occupying the demised premises at _____ at the Changi Airfreight Centre, to carry out works at or on demised premises, I/We, for and on behalf of M/s _____, a Company registered in Singapore and having its registered address at _____ having its principal place of business at _____ hereby agree and undertake to indemnify the CAG from and against all claims, injuries, losses, demands, actions, suits, proceedings, costs, and expenses whatsoever which may be taken or made against the CAG, or incurred or become payable by the CAG in respect of any injury (whether fatal or otherwise) to any person or in respect of any damages or loss to any property of any person which may arise as a result of the Operator's act, omission or default at any time, in the employment or in the course of, or during the progress of works, or arising out of or by reason of the grant of the said consent for the carrying out of the said works at or on the demised premises for 1 year from _____ to _____.

Dated this _____ day of _____ 20_____.

Name of Operator: _____

Designation: _____

For and behalf of: _____

Signature of Operator

NRIC No: _____

Address: _____

In the presence of

(CAC Sponsor person): _____

Signature of Sponsor

Designation: _____

Sponsor Company: _____

Date: _____

NOTE:

The following terms of reference are as defined:

- "Operator" refers to the mobile bowser operator company.
- "CAC Sponsor" refers to a company residing within CAC as a tenant, ground handling agent or integrators.