

# **REGISTRATION INFORMATION FOR MOBILE BROWSER OPERATOR**

*Air Cargo Ops – Amended Sept 2016*

# NOTICE ON REGULATORY CHANGES

- The Air Cargo Operations (ACO) Office will be rolling out a registration framework from **after 30<sup>th</sup> of April 2016** to regulate mobile bower within CAC to meet safety, access and environmental requirements.
- All mobile petroleum & diesel bowsers shall henceforth be required to register with the ACO Office to obtain CAC access licences. All mobile bowsers (inc. Ground Handler & CAFHI units) **will NOT BE EXEMPTED** from this registration framework.
- Operator whom faces difficulty meeting the registration requirement by **1<sup>st</sup> May 2016** may contact CAG Air Cargo Ops team for alternate provisional arrangements.

# NOTABLE DIFFERENCES / IMPACT

With effect from 1<sup>st</sup> May 2016 onwards:

- All mobile bowser transport operator must be a **valid airport pass holder** and to be **duly endorsed by a CAC relevant company**.
- All mobile bowser transport operator must be able **to furnish access licenses for all necessary personnels and for vehicle at CAC** appointed entry-point for verification.
- Mobile bowser transport operator may be subjected to audit checks for required equipment. Failure to comply or meet requirement will result in immediate eviction from CAC and debarment from entry.
- All access licences and permits will be valid in accordance to other supporting documents by authorities. Renewal / reapplication is required for continued access.

# INFORMATION AT A GLANCE

## WHAT?

- Regulation of Mobile Bowser Service to improve safety and operating environment.

## WHERE?

- Entire Changi Airfreight Centre and access via CAC & ALPs entrance only.

## WHOM AFFECTED?

- All mobile bowser operators (inc. GHAs, External Firms etc.)
- Freight forwarding community whom rely on refueling services.

## HOW AFFECTED?

- Mobile bowser operators will be required to register with CAG ACO office & non-registered operators will be denied entry. **Registration is free.**

## WHEN AFFECTED?

- The new regulations shall be effected on **1<sup>st</sup> May 2016**. Operators are encouraged to start compliance process early to prevent disruption to access.

## WHY REGULATE?

- To ensure compliance with state regulations (SCDF & other authorities).
- To improve safety and exercise due responsibilities for all stakeholders in CAC.

# REGISTRATION FRAMEWORK IN A NUTSHELL

## CAC REGISTRATION REQUIREMENTS

Endorsement from CAC firm, Business for bowser & airport pass

Additional CAC Risk Assessment Docs, where necessary

Letter of Indemnity from Mobile Bowser Operator

- Fire Extinguisher, Spill Kit
- Jerry Can w/water (20 litres) for general cleaning
- Chemical Agent for cleaning and neutralising spill
- Anti-Drip Cap for Fuel Nozzle
- Drip Tray / Mat

## SCDF REQUIREMENTS

Transportation Emergency Response Plan (TERP)



Quantified Risk Assessment (if necessary)



Driver HazMat Transportation Driver Permit



Valid SCDF Transportation Licence

## Tank Test Report:

P.E endorsed test reports i.e. Hydrostatic (5 years), Radiographic (10 years) or equivalent test report (according to usage duration), where applicable.

## LTA REQUIREMENTS

Roadworthiness Certificate

Fire Safety Inspection Test Certificate

- Layered regulatory approach is adopted to enhance safety and compliance.
- The Green and Orange portion is already met by operators and CAG merely request document copies for compilation, validation and enforcement purposes.
- For cases where special waiver has been obtained from SCDF, please declare as such accordingly in application.

# 4 TYPES OF REGISTRATION FORMS

To be filled up for each and every mobile bowser and driver / operator accessing Chang Airfreight Centre

**FORM A:**  
*TRANSPORT  
VEHICLE OPERATOR  
APPLICANT DETAILS*

**FORM B:**  
*MOBILE BOWSER  
TRANSPORT  
VEHICLE DETAILS*

To be filled up only once for record purposes, once a year.

**FORM C:**  
*OPERATOR  
BUSINESS  
INFORMATION*

**FORM D:**  
*INDEMNITY NOTE*

# 4 TYPES OF REGISTRATION FORMS

## Instruction Sheet

**CHANGI**  
INSTRUCTION FOR APPLICATION FOR MOBILE BUSINESSES ACCESS INTO CHANGI AIRPORT CENTRE (CAC)

- This application to be completed by the administrator of the mobile business firm in conjunction with the vehicle operator and a holding valid CAC (sponsoring party).
- The mobile business transport vehicle operator indicated in this application must first hold a valid business airport pass before processing with the passwork. (See point 10 in these terms.)
- An application must be in self-help and shall be submitted to [application@changiairport.com](mailto:application@changiairport.com)
- All application shall be valid for 1 year from the date of application. No extension is allowed.
- All successful application will be informed by CAS Air Cargo Operations Team for the completion of relevant financial applications and other relevant matters prior to issuing Changi Airport Group Mobile Business vehicle.
- The following documents / information shall be furnished to the Changi Airport Group air cargo operations office for verification and processing purposes:
 

Document / Information to be Submitted	Application Advancement Checklist
1. Self Copy of approved Personal Transport Driver (No. of Self-Copy)	0/100 0/100
2. Self Copy of approved Transport Operator (Company Registration No. (SST))	0/100 0/100
3. Self Copy of approved Transport Operator (Company Registration No. (SST))	0/100 0/100
4. Self Copy of approved Transport Operator (Company Registration No. (SST))	0/100 0/100
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**CHANGI**  
FORM A: MOBILE BUSINESS TRANSPORT VEHICLE REGISTRATION FORM (FOR BUSINESSES OPERATING IN CHANGI AIRPORT CENTRE)

**Form A**

Mobile Business Transport Vehicle Company Name: \_\_\_\_\_

Mobile Business Transport Vehicle Company Address: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of Applicant & Date: \_\_\_\_\_

Notes: The following documents approved for submission to support this application: Self-Copy of approved Transport Operator (Company Registration No. (SST))

**CHANGI**  
FORM B: MOBILE BUSINESS TRANSPORT VEHICLE REGISTRATION FORM (FOR BUSINESSES OPERATING IN CHANGI AIRPORT CENTRE)

**Form B**

Mobile Business Transport Vehicle Company Name: \_\_\_\_\_

Mobile Business Transport Vehicle Company Address: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of Applicant & Date: \_\_\_\_\_

Notes: The following documents approved for submission to support this application: Self-Copy of approved Transport Operator (Company Registration No. (SST))

**CHANGI**  
FORM C: MOBILE BUSINESS TRANSPORT VEHICLE REGISTRATION FORM (FOR BUSINESSES OPERATING IN CHANGI AIRPORT CENTRE)

**Form C - Part 1**

Mobile Business Transport Vehicle Company Name: \_\_\_\_\_

Mobile Business Transport Vehicle Company Address: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of Applicant & Date: \_\_\_\_\_

Notes: The following documents approved for submission to support this application: Self-Copy of approved Transport Operator (Company Registration No. (SST))

**CHANGI**  
FORM C: MOBILE BUSINESS TRANSPORT VEHICLE REGISTRATION FORM (FOR BUSINESSES OPERATING IN CHANGI AIRPORT CENTRE)

**Form C - Part 2**

Year	Month	Location (Destination)	Registration Time (DD/MM/YY)
1	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
2	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
3	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
4	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
5	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
6	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
7	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
8	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
9	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore
10	Jan	CAS D.E	CAS C, Singapore
	Feb	CAS D.E	CAS C, Singapore

Notes: The following documents approved for submission to support this application: Self-Copy of approved Transport Operator (Company Registration No. (SST))

## Form D

**CHANGI**  
FORM D: LETTER OF INDENTMENT

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 Airport Centre, to carry out works at or on the demised premises, (S/S) 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 \_\_\_\_\_, heretofore agreed 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 damage 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 \_\_\_\_\_

Date: \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Name of Operator: \_\_\_\_\_  
Designation: \_\_\_\_\_  
For and behalf of: \_\_\_\_\_  
Signature of Operator: \_\_\_\_\_

M/s: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature of Operator: \_\_\_\_\_

In the presence of:  
(Name of CAS Operator): \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature of Operator: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: The following terms and conditions shall be binding: Operator shall 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 damage 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 \_\_\_\_\_

# REGISTRATION PROCESS

## **Step 1:**

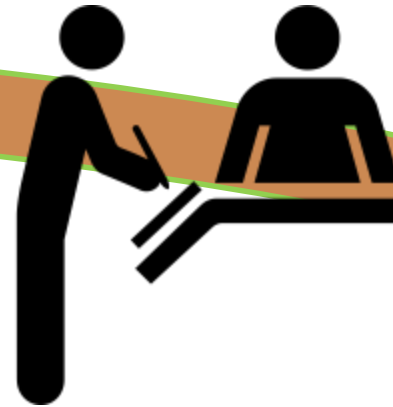
Obtain form from CAG Air Cargo Web-site or contact CAG ACO Team

## **Step 2:**

Fill up form, obtain necessary endorsement, prepare supporting document.

## **Step 3:**

Send in application duly completed for processing via email at: [cacfeedback@changiairport.com](mailto:cacfeedback@changiairport.com)



## **Step 4:**

Await email or telephone confirmation from CAG on application.

## **Step 6:**

Produce relevant vehicle and personnel licenses upon entry to security officers for verification

## **Step 7:**

Enter Changi Airfreight Centre



## **Step 5:**

Collect valid licenses from CAG representative office.



# OPERATOR LICENCES & BOWSER LICENCES

## Mobile Bowser Vehicle License

**CHANGI** airport singapore

**MOBILE BOWSER VEHICLE PERMIT**

Changi Airport Group (Pte) Ltd  
Changi Airfreight Centre  
Air Cargo Operations  
Email:  
Duty Hotline:

<<<< Please display permit on front of windscreen >>>>

Vehicle Registration Plate Number : \_\_\_\_\_

Equipment Carried On Board : \_\_\_\_\_

Permissible Entry Date / Time : \_\_\_\_\_

Permissible Operating Area : \_\_\_\_\_

Permit Expiry Date : \_\_\_\_\_

Permit Reference Number : \_\_\_\_\_

Issued By : \_\_\_\_\_

No Categorization  
 Heavy Duty (over 20 Wheel) for general loading  
 Auto Drive Capable Fuel Nozzle  
If items are not provided, please explain why: \_\_\_\_\_

Staff ID  
 Chemical Agent for cleaning and maintaining wall  
 Trip Pass / Mat

Passport Photograph

CAG OFFICIAL SEAL

Please note that any non-compliance to the permissible entry date / time or permissible operating area shall result in the retraction of access privileges into CAC immediately.

## Mobile Bowser Operator Permit

**CHANGI AIRFREIGHT CENTRE BOWSER OPERATOR PASS**

Permit Issue Date: 1 Mar 2016  
Permit Expiry Date: 1 Mar 2017

Supporting Application S/N:  
• AAAAAAAA  
• BBBBBBBB  
• CCCCCCCC

STRICTLY NO ENTRY FROM PASS-OFFICE ENTRANCE!

NAME: Tan Wee Beng  
NRIC / WORK-PERMIT: S1234567A  
COMPANY: ABC Pte Ltd

- Take **up to 5 working days** to process if everything is in order.
- To be furnished for inspection on entry upon issuance by CAG.
- Applicants will be informed when paper work is ready for self collection