

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 30th 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 **1st May 2016** may contact CAG Air Cargo Ops team for alternate provisional arrangements.

NOTABLE DIFFERENCES / IMPACT

With effect from 1st 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 **1st 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

REGISTRATION PROCESS

Step 1:

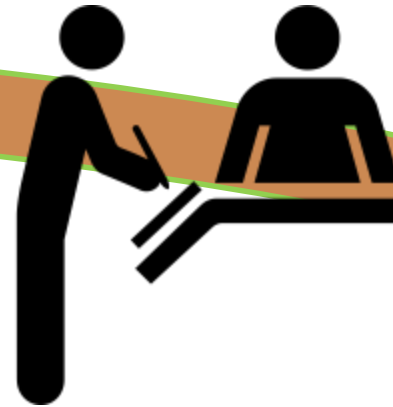
Obtain form from CAG Air Cargo Web-site or contact CAG ACO Team

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



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 : _____

Heavy Crane/Lifter (20 Tons) for general loading
 Heavy Crane/Lifter (20 Tons) for general unloading
 Auto Drive Excavator/Truck/Mobile
 Forklift
 Chemical Agent for cleaning and disinfecting wall
 Other (Type / Model)

If items are not provided, please explain why: _____

CAC 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