

# Application for Airfield Driving Permit (ADP)

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# Application for Airfield Driving Permit (ADP)

Ensure all details filled up



Section A – Personal Particulars (all fields to be completed by applicant)			
Name (in block letters) as indicated in NRIC/Passport		NRIC / FIN No.	Gender (please circle)
			Male / Female
Company Name (in block letters)		Designation	Date of Birth
Singapore Driving Licence (please circle)	Foreign Driving License- Country Issued & Classification Obtained		Office Telephone
3 / 3A / 3C / 3CA / 4 / 5			

Self-Check List for Applicant (please tick)		For Official Use		Signature & Date						
NRIC/Work Permit (front & back)	<input type="checkbox"/>									
Airport Pass (front)	<input type="checkbox"/>									
State Driving License (front & back)	<input type="checkbox"/>	Country Issued:								
Course Certificate / Self-Study letter	<input type="checkbox"/>	SATS / dnata / Self-Study	Course Date:							
Medical Cert (if applicable)	<input type="checkbox"/>									
<p>I hereby declare that the information given by me is true and correct. I understand and agreed to abide by the conditions stated overleaf, in Civil Aviation Authority of Singapore (CAAS) By-Laws (2009), Airside Driving Theory Handbook and any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc.) from time to time. I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service. I am fully aware that -</p> <p>(a) no person shall drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless he is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside; and</p> <p>(b) shall contact the relevant agencies at the hotlines below, as and when required.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Airport Emergency Services: 6541 2525</td> <td>Medical Emergency: 6543 2223</td> </tr> <tr> <td>Airport Police Division: 6546 0000</td> <td>Fault Management Centre: 6541 2424</td> </tr> <tr> <td>Airport Management Centre: 6541 2273/75</td> <td></td> </tr> </table>					Airport Emergency Services: 6541 2525	Medical Emergency: 6543 2223	Airport Police Division: 6546 0000	Fault Management Centre: 6541 2424	Airport Management Centre: 6541 2273/75	
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Self-checklist to assist you to attach all the necessary documents



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Airport Pass (front)			
State Driving License (front & back)		Country Issued:	
Course Certificate / Self-Study letter		SATS / dnata / Self-Study	
Medical Cert (if applicable)		Course Date:	

I hereby declare that the information given by me is true and correct. I understand and agreed to abide by the conditions stated overleaf, in Civil Aviation Authority of Singapore (CAAS) By-Laws (2009), Airside Driving Theory Handbook and any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc.) from time to time. I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service. I am fully aware that -

(a) no person shall drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless he is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside; and

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\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date of Application

Sign off to declare all information provided is true and accurate



# Application for Airfield Driving Permit (ADP)

**Section B – Endorsement & Declaration by Employer and/or Airport Agency**

By signing on this Form, I, on behalf of my company, support this application, agreed to the Conditions of Application (as stated overleaf), verified that the details of the applicant, supporting documents given are true and correct. I undertake to comply with the provisions in the CAAS By-Laws (2009) and Airside Driving Theory Handbook, including any amendments issued (e.g. Airside Safety Notice, Airside Operations Notice, etc) from time to time. I shall ensure that the applicant understood the conditions stipulated in this form and surrender his/her ADP to CAG if he/she has resigned from service. I am fully aware that no person shall –

(a) employ or permit another person to drive a vehicle of any description (other than a vehicle used for transport by a disabled person) within the airside unless the person so employed or permitted to drive is the holder of a valid airfield driving permit authorising him to drive a vehicle of that description within the airside.

I hereby agree that the company shall indemnify and hold harmless CAG its officers and employees against any and all loss or damage to property or bodily injury or death sustained and legal fees and costs incurred by it or them or any third party whether or not by reason of any act omission neglect or default of the Applicant during the course of or consequent to the administering or conduct of the test.

_____ Name, Designation & Signature of Employer	_____ Company Stamp & Date of Endorsement	_____ Email Address & Contact No.
_____ Name, Designation & Signature of Airport Org. <i>(if applicable)</i>	_____ Company Stamp & Date of Endorsement	_____ Email Address & Contact No.

Sign off by supervisor  
to support the need for  
ADP



Sign off by Airport  
Organisation who  
engaged your service



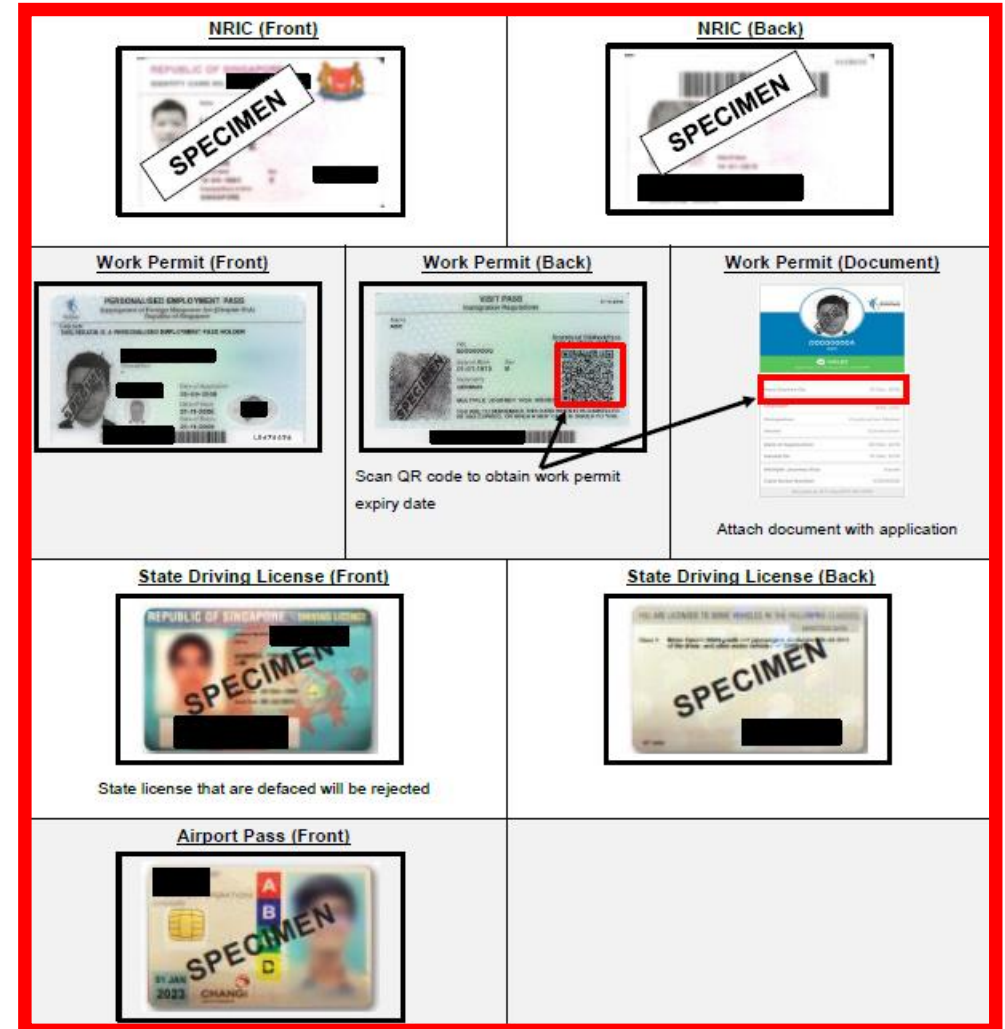
\*Airport organisation here refers to companies that are involved in supporting airfield operations, regulation, security, airlines and aircraft manufacturers. These companies include; government agencies (MHA, MINDEF, RSAF, etc.), Airport Operator- CAG, Airport Regulator- CAAS, ground handling agents (SATS & dnata), SIAEC, airlines, MROs, refueling companies, etc. Sub-contractors of the ground handling agents are not allowed to endorse the ADP application.

# Application for Airfield Driving Permit (ADP)

Ensure documents not defaced

Attached the following document

1. NRIC or Work Permit (scan QR code and print document) (front and back)
2. State Driving License (front and back)
3. Airport Pass (front only)
4. Airfield Rules and Regulations Course Cert (valid for 3 months) or self-study letter from company
5. Medical Cert (65 years old and above, valid for 3 months, stating 'Fit to Drive')

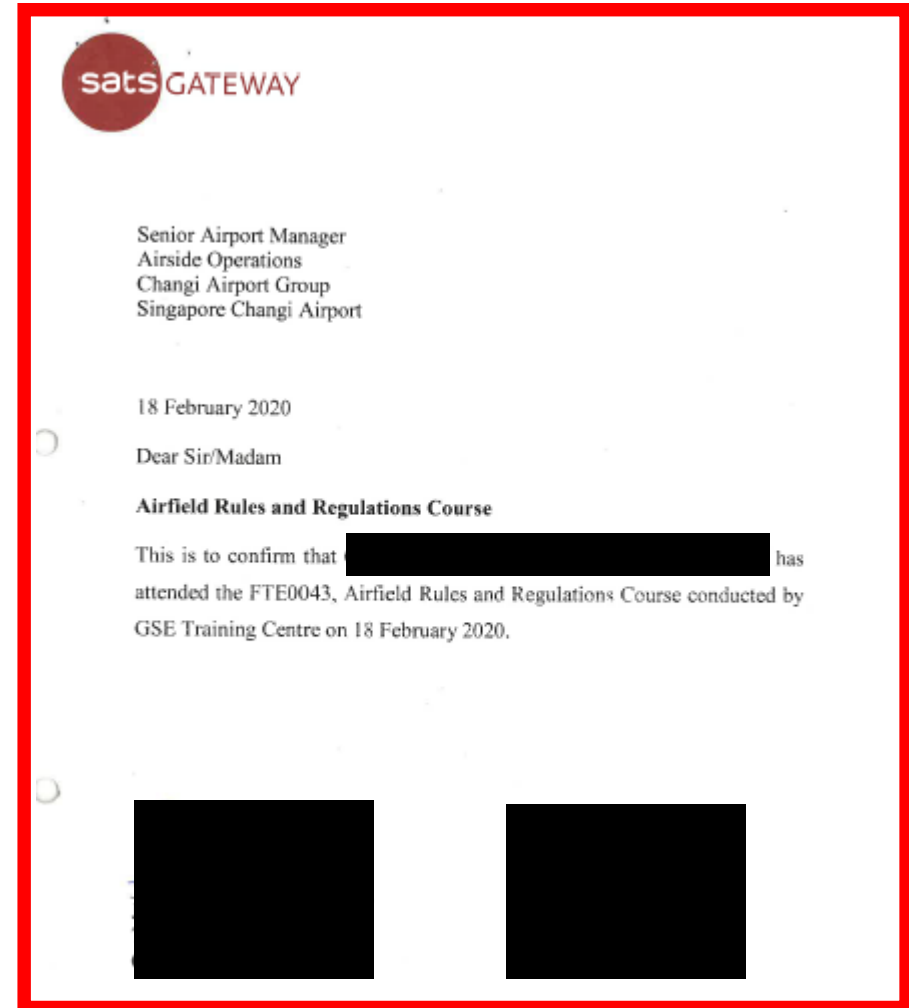


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2. The applicant is physically and mentally  
• ~~Fit / Unfit~~ for driving (in airport)  
(Job / Course / Activity)

Remarks: ~~no history of diabetes and high blood pressure.~~  
Fit / ~~Unfit~~ for Airfield Driving Permit

Remarks:  
I certify that I have this day examined and identified the patient who is the applicant named above. From the medical history given and the clinical examination done, I am of the opinion that the above patient is fit to work as a airfield driver, as at the time of consultation.



# Application for Airfield Driving Permit (ADP)

Airfield Rules Test (ART) & Airfield Driving/Safety-Compliance Test (ADSCT)

1. Applications to arrive 15 minutes prior to tests for documents verification
2. Applicants who arrive later than designated test slot will not be permitted to take test
3. Applicants to produce NRIC/Work permit, Seasonal airport pass, State Class 3 driving license
4. Applicants to pass ADSCT within 3 months after clearing ART
5. Test will be considered fail should the vehicle be not in good working condition



# Application for Airfield Driving Permit (ADP)

## Collection of ADP:

1. Applicants to produce NRIC/Work permit, Seasonal airport pass, State Class 3 driving license for collection of ADP
2. Applicants to produce SWEET App (logged in) during collection of ADP
3. Payment by NETS/NETS Flashpay/Cash Card only

