

# Application for Temporary Entry Permit (TEP)

Ensure all details filled up



Application For Temporary Entry Permit (TEP) For Vehicle				
Duration of TEP (Maximum 90 Calendar Days per Year)		Date of Exit (dd/mm/yyyy)		
Date of Entry (dd/mm/yyyy)				
Name of Company Applying for Permit (in block letters)		Address of Company (in block letters)		
Department / Section (applicable for airport organisation only)		Purpose of Vehicular Entry into Airside		
Vehicle Registration No.	Vehicle Type	Location of Work in Airside		
Ministry of Manpower Approved Lifting Machine / Lifting Platform Number (if applicable)		Escort Lead Driver NRIC/FIN No.	Escort Sticker Serial No.	Escort Lead Driver ADP Expiry Date (dd/mm/yyyy)
LM Certification No.	LM Certification Expiry Date (dd/mm/yyyy)			
<p>I hereby declare that the information given by me is true and correct. I understand and agree to abide by the conditions stated herein, 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 be responsible for any damages to CAG (S) Pte Ltd property caused by the vehicle and be liable for the costs for repairs plus administrative charges of 15% of the total cost of repairs. I am fully aware that -</p> <p>(a) No person shall use, or cause or permit to be used, any motor vehicle (other than a vehicle used for transport by a disabled person) within the airside unless there is in force in respect of the motor vehicle an airfield vehicle permit;</p> <p>(b) Exception is given for any motor vehicle in respect of which a temporary entry permit has been issued by CAG allowing the motor vehicle to enter the airfield; and</p> <p>(c) Vehicles with expired permits are to be removed from the airfield.</p> <p>(d) Non-airport organisations (for example, sub-contractors) must be endorsed by an airport organisation.</p>				
_____ Name, Designation, Contact No. & Signature of Applicant Company Stamp <b>(Non-Airport Organisation)</b>		_____ Date of Application		
_____ Name, Designation & Signature of Supporting Airport Organisation Company Stamp <b>(Airport Organisation)</b>		_____ Email Address & Contact No. of Supporting Airport Organisation		
<b>Self-Check List for Applicant (please tick)</b>				<b>Official Use</b>
Changi Airport Airside Insurance Coverage	<input type="checkbox"/>			
Vehicle Log Card/Equipment Specs	<input type="checkbox"/>			
Obstacle Light Specs	<input type="checkbox"/>			
Escort ADP (Front and Back)	<input type="checkbox"/>			
CAAS Height Restriction Approval Letter (crane)	<input type="checkbox"/>			
MOM LM Certification (scissorslift/boomlift/crane)	<input type="checkbox"/>			
Lifting Equipment Operator Certification (scissorslift/boomlift/crane)	<input type="checkbox"/>			
Exemption for Seat Belts	<input type="checkbox"/>			

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Exemption for Seat Belts				

Sign off to declare all information provided is true and accurate

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.

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Self-checklist to assist you to attach all the necessary documents



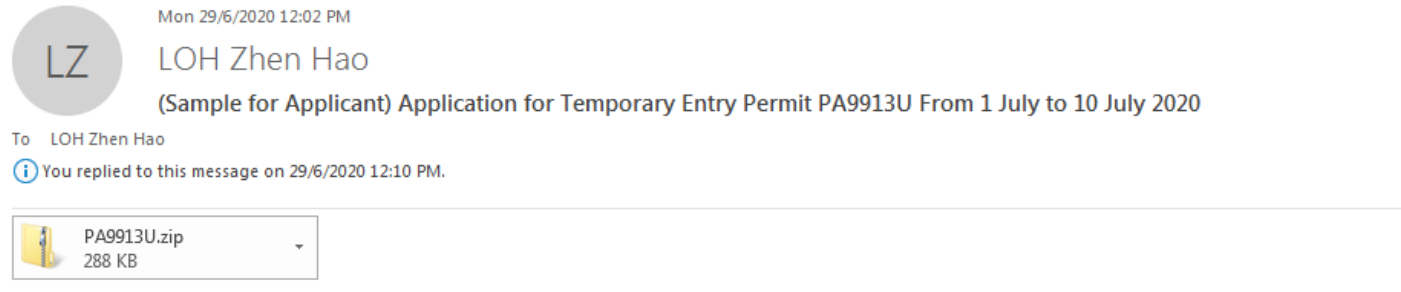
# Application for Temporary Entry Permit (TEP)

Attach the following

1. Vehicle log card
2. Insurance coverage – for Changi Airport Airside
3. Obstacle Light Specs
4. Escort ADP (Front and Back)
5. CAAS height restriction approval letter (crane)
6. MOM LM Certification (scissorlift, boomlift, crane)
7. Lifting Equipment Operator Certification (scissorlift, boomlift, crane)

# Application for Temporary Entry Permit (TEP)

Applicants to send in application as per template strictly, inclusive of subject title, email format and attachments titled. to tep.adc@changiairport.com



*(Kindly follow strictly, inclusive of subject title, email format and attachments titled. Attachments are to be zipped. Kindly delete this when sending out)*

Dear Sir,

I would like to apply for Temporary Entry Permit for vehicle PA9913U from 1 July to 10 July 2020

Kindly refer to the following documents.

Regards

## Files to be renamed accordingly

- Completed Application Form – Application for TEP – XXX1234X
- Vehicle log card – Vehicle Log Card – XXX1234X
- Changi Airport Airside Insurance Coverage – Airside Insurance – XXX1234X
- Obstacle Light Specs – Light Specs – XXX1234X
- CAAS Height Restriction Approval Letter – Height Restriction – XXX1234X
- Escort ADP (front and back) – Escort ADP – XXX1234X
- MOM LM Certification – LM Cert – XXX1234X
- Lifting Equipment Operator Certification – Operator Cert – XXX1234X