

# Renewal of 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/Work Permit		NRIC / FIN No.	Date of Birth	Gender (circle) Male / Female
Designation		Nationality	Mobile Number	Office Telephone
Singapore Driving License (please circle)	Foreign Driving License	Airside Internal License	PLB Class	CAT 1
3 / 3A / 3C / 3CA / 4 / 5 / F	Issued Country: Classification:	3T / 4T / 4D / 5S	A / B	YES / NO

Self-Check List for Applicant (please tick)	Remarks
NRIC/Work Permit (front & back)	
Airport Pass (front)	
State Driving License (front & back)	
Airfield Driving Permit (front & back)	
Refresher Course Cert	
Medical Cert (65 years old and above)	
Employment Letter (if applicable)	
CAT 1 Approval Letter (if applicable)	

I hereby declare that the information given by me is true and correct. I understood 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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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

Signature of Applicant Date of Application

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



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Signature of Applicant

Date of Application

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(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

Signature of Applicant Date of Application

\_\_\_\_\_



Sign off to declare all information provided is true and accurate

# Renewal of 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. (if applicable)	_____ Company Stamp & Date of Endorsement	_____ Email Address & Contact No.

Sign off by supervisor  
to support the need for  
renewal



Sign off by Airport  
Organisation who  
engaged your service



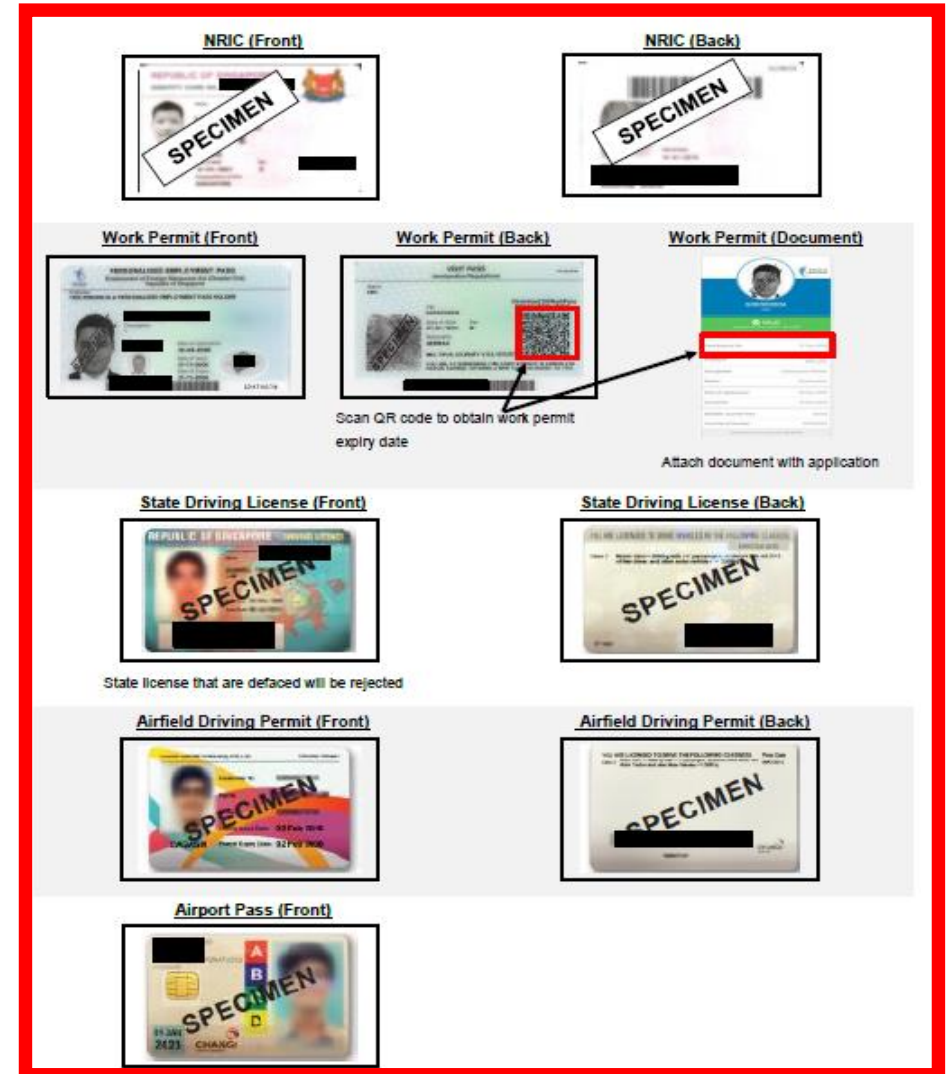
\*Airport organisation here refers to companies that are involved in supporting airfield operations, regulation, security, airlines and aircraft manufacturers. These companies include; government agencies (MHA, MINDEF, RSAF, etc.), Airport Operator- CAG, Airport Regulator- CAAS, ground handling agents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

# Renewal of 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. Airfield Driving Permit (front and back)
4. Airport Pass (front only)
5. Airfield Rules and Regulations Refresher Course / PLB Refresher Cert (valid for 3 months)
6. Medical Cert (65 years old and above, valid for 3 months, stating 'Fit to Drive')
7. Employment Letter (for change of company, original copy)
8. CAT 1 Approval Letter (for CAT 1 holders, original copy)

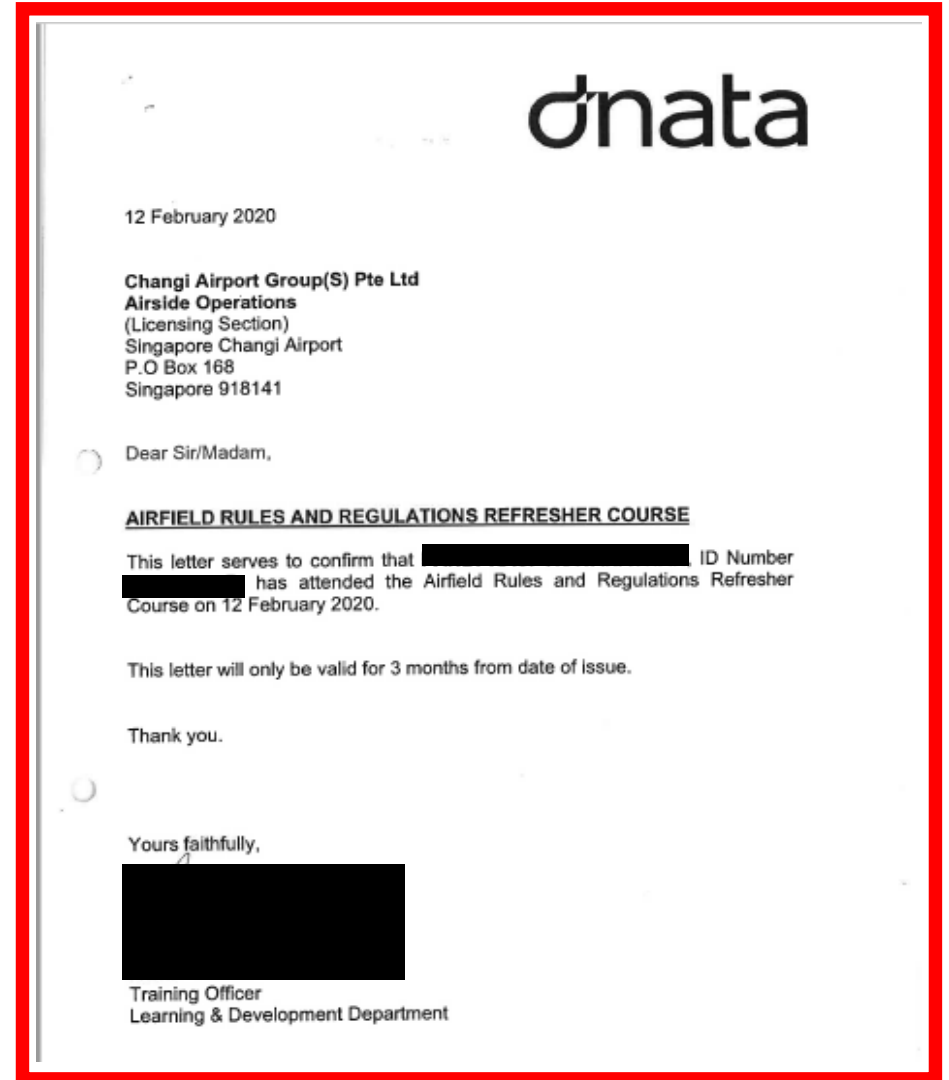


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2. The applicant is physically and mentally  
• ~~Fit / Unfit~~ for driving (in airport)  
(Job / Course / Activity)

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.

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221 BALESTIER ROAD #03-08  
SINGAPORE 329928  
TEL: (65) 6224 1101 FAX: (65) 6327 1101  
Email: contracts@empire-logs.com  
GST REG NO: 201310645E

**EMPIRE**  
CONTRACTS PTE LTD  
帝國工程私人有限公司

Date: 25/02/2020  
Airside Driving Centre  
Airside Management  
Changi Airport Terminal 2  
Bay F50  
Singapore 918146  
ATTN: Officer-in-Charge

Dear Sir,

**PROPOSED DEVELOPMENT OF CHANGI EAST TO EFFECT 3 RUNWAY OPERATIONS AT SINGAPORE  
CHANGI AIRPORT – PACKAGE TWO  
Airfield Driving Permit (ADP)**

We refer to the above captioned.

We confirm that the following application is the employee of Empire Contracts Pte Ltd. We would appreciate it very much that you can arrange the Airfield Driving Permit (ADP) for the following Staff:

No.	Name	NRIC / FIN	Employment Status	Date Joined
1			Lorry Driver	05/01/2018

Thank you.

Yours Faithfully,  
[Redacted Signature]  
Project Manager



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CHANGI  
airport group

Date: 12 February 2020

Airside Driving Centre (ADC)  
Airside Management  
Changi Airport Group (S) Pte Ltd  
Singapore Changi Airport

**APPLICATION FOR CATEGORY ONE (CAT 1) AIRFIELD DRIVING PERMIT (ADP)**

Dear Sir/Madam,

This letter is to inform you that the following staff attached to Airside Management Safety Inspection Team and would like to renew his Category One (CAT1) Airside Driving Permit (ADP) to enter the maneuvering areas for his daily deployment.

S/N	Name	NRIC no
1	[REDACTED]	[REDACTED]

[REDACTED]

# Renewal of Airfield Driving Permit (ADP)

## Collection of ADP:

1. Renew your ADP no later than two (2) weeks prior expiry
2. After submission, kindly book your appointment after three (3) working days for processing
3. Incomplete forms will be rejected, and resubmission shall require another three (3) working days
4. ADPs to be collected within 3 months of application. Forms will be destroyed after 3 months should ADP not collected
5. Applicants to produce SWEET App (logged in) during collection of ADP
6. Permits expires more than three (3) years would be required to retake ART and ADSCT
7. Payment by NETS/NETS Flashpay/Cash Card only

