Renewal of Airfield Driving Permit (ADP)

Ensure all details filled up
Renewal of Airfield Driving Permit (ADP)

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

| 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) |
| Designation | Nationality | Mobile Number | Office Telephone |
| Singapore Driving License (please circle) | Foreign Driving License | Airside Internal License | PLB Class | CAT 1 |
| 3/3A/3G/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 (55 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 I shall surrender my Airfield Driving Permit (ADP) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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 authorizing him to drive a vehicle of that description within the airside.

Signature of Applicant | Date of Application
--- | ---
Renewal of Airfield Driving Permit (ADP)

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1. 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.

2/10/2020
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 overhead), 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 understands 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

Name, Designation & Signature of Airport Org. (if applicable)

Company Stamp & Date of Endorsement

Company Stamp & Date of Endorsement

Email Address & Contact No.

Email Address & Contact No.

*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)

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)

Ensure documents not defaced
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- 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 an airfield driver, as at the time of consultation.
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Renewal of Airfield Driving Permit (ADP)

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 Mr/Azaham,

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) Airfield Driving Permit (ADP) to enter the manoeuvring area for his daily deployment.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name</th>
<th>NRIC</th>
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2/10/2020
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