

## Application For Temporary Entry Permit (TEP) For Vehicle

Duration of TEP (Maximum 60 Calendar Days per Year)			
Date of Entry (dd/mm/yyyy)		Date of Exit (dd/mm/yyyy)	
Name of Company Applying for Permit (in block letters)		Address of Company (in block letters)	
Department / Section		Purpose of Vehicular Entry into Airside	
Vehicle Registration No.		Location of Work in Airside	
Vehicle Type.			
Ministry of Manpower Approved Lifting Machine / Lifting Platform Number (if applicable)			
LM Certification No.		LM Certification Expiry Date (dd/mm/yyyy):	
Details of Escort Lead Driver			
Escort Lead Driver NRIC/FIN No.		Escort Lead Driver ADP Expiry Date (dd/mm/yyyy)	
Name of Employer		Escort Sticker Serial No	
Details of TEP Driver (please completed Annex A if no. of TEP driver is more than one)			
TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. (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 in **page 3**, 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 –

- (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.
- (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
- (c) Vehicles with expired permits are to be removed from the airfield.
- (d) Non-airport organisations (for example, sub-contractors) must be endorsed by an airport organisation.

Signature of Applicant/ Company Stamp & Date

Signature of Sponsor (Airport Org)/ Company Stamp & Date

\_\_\_\_\_

\_\_\_\_\_

Name : \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Self-Check- List (For Applicant) *please tick	Official Use (CAG)	
Changi Airport Airside Insurance Coverage		
Vehicle Log Card/Equipment Specs		
Obstacle Light Specs		
Escort Driver ADP (Front and Back)		
TEP Driver State Driving Licence		
CAAS Height Restriction Approval Letter (crane)		
MOM LM Certification (scissorslift/boomlift/crane)		
Lifting Equipment Operator Certification (scissorslift/boomlift/crane)		
Exemption for Seat Belts		

**Annex A**

Details of TEP Driver (please completed Annex A if no. of TEP driver is more than one)			
(ii) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	
(iii) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	
(iv) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	
(v) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	
(vi) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	
(vii) TEP Driver NRIC/FIN No.		Mobile No.	
Singapore Driving Licence (please circle)	3 / 3A / 3C / 3CA / 4 / 5	Lifting Equipment Operator Certification (scissorslift/boomlift/crane) No. applicable)	

**Conditions of Application**

**(A) New Company Registration**

1. Companies that does not have an account with Airside Driving Centre (ADC) will be required to register a new account.
2. Companies must submit the Registration for New Company Form to [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com).

**(B) Application for Temporary Entry Permit**

1. The Temporary Entry Permit (TEP) is issued solely to an airport organisation to enable his/her contractor's vehicle to enter the airside for the setting down of personnel, delivery of equipment, or for other approved short-term purpose.
2. Please attach a photocopy of the following documents with the application:
  - Vehicle Airside Insurance Coverage Certificate
  - LTA vehicle log card/Equipment specifications
  - Obstacle light specifications (refer to part C)
  - Escort Lead Driver ADP (front and back)
  - TEP Driver State Driving Licence (front and back)
  - CAAS Height Restriction Approval letter for lifting cranes (refer to part D)
  - MOM LM certificate/operator's certificate (refer to part D)
  - Lifting Equipment Operator Certification (front and back)
3. A driver of a vehicle with a TEP must be escorted by a vehicle with a valid Airside Vehicle Permit (AVP), driven by a valid Airfield Driving Permit (ADP) holder who has successfully attended an Escort Briefing and obtained an escort sticker on his/her ADP.
4. Vehicles entering the manoeuvring areas (i.e., runways and taxiways), must be escorted by a vehicle with a valid CAT 1 Airside Vehicle Permit (AVP), driven by a valid CAT 1 Airfield Driving Permit (ADP) escort. Before entering the manoeuvring areas, clearance must have been obtained from Changi Tower.
5. Send in TEP application to [tep.adc@changiairport.com](mailto:tep.adc@changiairport.com)
6. Application for TEP take three (3) working days for processing

**(C) Vehicle Lightings & Markings**

1. All TEP vehicles are required to display a regulation type (red and white) checkered flag, and install a low-intensity, Type C obstacle light, and on the highest point of the vehicle. Kindly refer to the table for the obstacle light specifications

1	2	3	4	5	6	7	8	9	10
Light Type	Colour	Signal type (flash rate)	Peak intensity (cd) at given Background Luminance			Light Distribution Table			
			Day (above 500 cd/m)	Twilight (50-500 cd/m <sup>2</sup> )	Night (below 50 cd/m <sup>2</sup> )	Minimum Intensity (a)	Maximum Intensity (a)	Vertical Beam Spread (d)	
								Minimum Beam Spread	Intensity
Low-intensity Type C (mobile obstacle)	Yellow/ *Blue (for emergency or security vehicle)	Flashing (60-90 fpm)	N/A	40	40	40cd (b)	400cd	12° (c)	20cd

- (a) 360° horizontal. For flashing lights, the intensity is read into effective intensity, as determined in accordance with Aerodrome Design Manual (Doc 9156), Part 4.
- (b) Between 2 and 10° vertical. Elevation vertical angles are referenced to the horizontal when the light is leveled.
- (c) Peak intensity should be located at approximately 2.5° vertical.
- (d) Beam spread is defined as the angle between the horizontal plane and the directions for which the intensity exceeds that mentioned in the "intensity" column.  
*(Extracted from Manual of Aerodrome Standards)*

The obstacle light shall be **switched ON** at all times when it is in operations.

**(D) Lifting Equipment**

1. For lifting machines/platforms approved in accordance with the Factories Act, applicant shall indicate the approval number on this form and attach a copy of the approval from Ministry of Manpower (MOM).
2. Lifting machine/platform operators must be certified by trainers approved by MOM. Operator certification shall be attached with this application, if applicable.
3. For cranes, to seek approval letter from Balakrishnan([Balakrishnan\\_raman@caas.gov.sg](mailto:Balakrishnan_raman@caas.gov.sg)) stating purpose of entry, duration, location of works, and highest height the crane will raise.

**(E) Other Information**

1. Vehicles with specific permission to enter aircraft stands shall maintain a safe distance of 15 meters from any refueling point and/or aircraft fuel vent and comply with a speed limit of 5km/h within an aircraft stand.
2. All debris must be removed from the airside after completion of work.
3. The issuance of a TEP does not constitute an authorisation to commence work in the airside
4. The applicant agrees that the contractor shall indemnify and hold harmless CAG (S) Pte Ltd, its officers and employees against any and all loss or damage to property or bodily injury or death sustained and legal fees, costs incurred by it or them or any third party whether or not by reason of any act, omission, neglect or default of the driver/owner during the validity of the permit or consequent to the issuance of the permit.