



AIRSIDE WORKS PROCEDURE MANUAL

FOR CHANGI AIRPORT

Compiled by

Standards and Health Unit
Engineering & Development Cluster

Version 26/2022

31 October 2022

CONTENTS

PROCEDURE

1	CLOSURE OF RUNWAY FOR TWO (2) HOURS OR LESS TO CARRY OUT WORK	AWP/5
2	CLOSING OF RUNWAY FOR MORE THAN TWO (2) HOURS TO CARRY OUT WORK	AWP/7
3	PROCEDURE FOR DRIVERS ACCESSING VICINITY OF RUNWAY 3	AWP/11
4	CLOSING OF TAXIWAY/TAXILANE FOR THREE (3) DAYS OR LESS	AWP/12
5	CLOSING OF TAXIWAY/TAXILANE FOR MORE THAN THREE (3) DAYS	AWP/14
6	CLOSING OF AIRCRAFT STAND TO CARRY OUT APRON PAVEMENT MAINTENANCE/PROJECT WORK	AWP/16
7	CONDUCTING RUNWAY SCHEDULED INSPECTION	AWP/18
8	CONDUCTING TAXIWAY/TAXILANE DAILY INSPECTION AND GENERAL MAINTENANCE CHECK	AWP/21
9	CONDUCTING AIRCRAFT STAND DAILY INSPECTION AND GENERAL MAINTENANCE CHECK	AWP/22
10	NORMAL OPENING OF RUNWAY/TAXIWAY/TAXILANE CLOSURE	AWP/23
11	EMERGENCY OPENING OF RUNWAY/TAXIWAY/TAXILANE CLOSURE	AWP/24
12	NORMAL OPENING OF AIRCRAFT STAND CLOSURE	AWP/25
13	EMERGENCY OPENING OF AIRCRAFT STAND CLOSURE	AWP/26
14	RESPONSE TO WILDLIFE STRIKE REPORT AND WILDLIFE CARCASS FOD FOUND IN THE AIRCRAFT MANOEUVRING AREA	AWP/27
15	RESPONSE TO HANDLE FOD FOUND IN THE AIRCRAFT MANOEUVRING AREA	AWP/29

16	RESPONSE TO LOCAL ACTION	AWP/33
17	RESPONSE TO CATEGORY II ILS OPERATION	AWP/36
18	RESPONSE TO LEAKAGE INCIDENT ON RUNWAY /TAXIWAY /TAXILANE /AIRCRAFT STAND	AWP/38
19	APPLYING RUNWAY /TAXIWAY /TAXILANE /AIRCRAFT STAND CLOSURE TO CARRY OUT MAINTENANCE/PROJECT WORK	AWP/40
20	APPLYING EMERGENCY RUNWAY/TAXIWAY/TAXILANE CLOSURE TO CARRY OUT REPAIR WORK	AWP/45
21	PREPARING AND DISSEMINATING AIP AMENDMENT/AIP SUPPLEMENT	AWP/49
22	RESPONSE BY PROJECT CONTRACTOR TO UNDERGROUND SERVICE DAMAGE BY PROJECT CONTRACTOR DURING EXCAVATION WORK	AWP/50
23	PROCEDURE FOR CANCELLING RUNWAY/TAXIWAY/TAXILANE/AIRCRAFT STAND CLOSURE OUTSIDE CAG NORMAL WORKING HOURS	AWP/51
24	PROCESS FLOW ON UPDATING OF AERODROME MANUAL, AIRPORT OPERATIONAL AND SAFETY(AOS), AIRSIDE WORKS PROCEDURE (AWP)	AWP/52
25	RESPONSE TO CRASH ON LAND WITHIN CHANGI AIRPORT WITHIN AES TURN-OUT AREA (RUNWAY 1, 2 or 3)	AWP/55
26	RESPONSE TO DISABLED AIRCRAFT RECOVERY AT RUNWAY 3 AND ASSOCIATED TAXIWAYS	AWP/56
27	PROCESS FLOW ON COMMISSIONING AND HANDING OVER UPON COMPLETION OF PROJECT AT MOVEMENT AREA	AWP/57
28	PROCESS FLOW ON DESIGN CHECK TO ENSURE COMPLIANCE TO CAAS MANUAL OF AERODROME STANDARDS	AWP/65
29	SAFETY BRIEFING WORKFLOW FOR AIRSIDE SAFETY INDUCTION BRIEFING (ASIB) & AIRPORT OPERATIONAL SAFETY REQUIREMENTS(AOS)	AWP/68

30	SAFETY INSPECTION FRAMEWORK (DEVELOPMENT / PROJECT)	AWP/69
----	-----------------------------------------------------	--------

PROCEDURE 1: CLOSURE OF RUNWAY FOR TWO (2) HOURS OR LESS TO CARRY OUT WORK

For any ad-hoc closure of runway for two (2) hours or less, Airside Safety Inspection Teams/Airfield Lighting Shift Team to inform CAG REP Officer for co-ordination. (For closure of runway for two (2) hours or more, refer to Procedure 2)

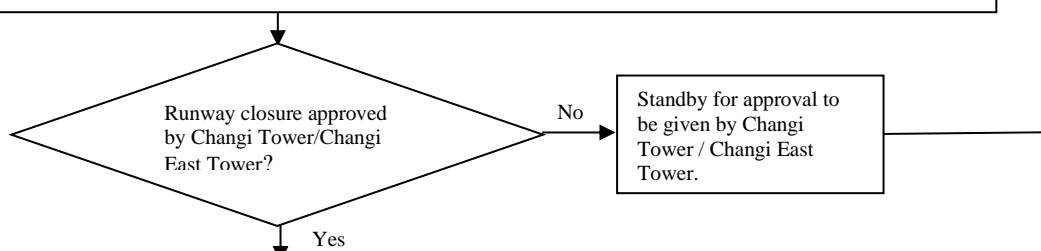
CAG REP Officer to call Changi Tower (at 6541-2416) or Changi East Tower (at 6592-2295) prior to closure to arrange for closure window.

CAG REP Officer shall:

- Inform Airside Safety Inspection Teams/Airfield Lighting Shift Team, sweeper or external contractors (if any) on the closure time and time to RV at REP Hut
- Issue number tags to all vehicles & machinery and record all entry using Form A & C
- Obtain permission from Changi Tower through 121.9MHz (Runway 1) or Changi East Tower through 119.675MHz (Runway 3) to close runway.

Airside Safety Inspection Teams/Airfield Lighting Shift Team shall:

- Conduct REP safety briefing to work parties if there are external contractors



CAG REP Officer shall:

- Perform readback of permission received to Changi Tower/Changi East Tower. Ensure traffic lights have been turned from red to green (to remind ATC if needed) before lifting drop arm barrier
- Ensure that all vehicles & machinery entering the runway display number tags, have yellow flashing lights switched on & have the latest aerodrome chart.
- To lower the arm barrier after all vehicles and work parties have entered the closed runway.

Airside Safety Inspection Teams/Airfield Lighting Shift Team shall:

- Request FMC to switch off all the runway lights and to allow only maximum two (2) types of lighting circuits to be switched on at

All work parties shall commence inspection and maintenance works. At no time shall unmanned machinery be parked on the runway.

FMC shall ensure that only maximum two (2) types of lighting circuits are allowed to be switched on at any one time for maintenance check throughout the runway closure.

CAG REP Officer are required to liaise closely with all work parties working within the runway to monitor their entry and exit movements. CAG REP Officer shall also be on radio alert and respond to Changi Tower/Changi East Tower's instructions throughout the runway closure (e.g. for emergency opening of the runway).

END

Additional Note:

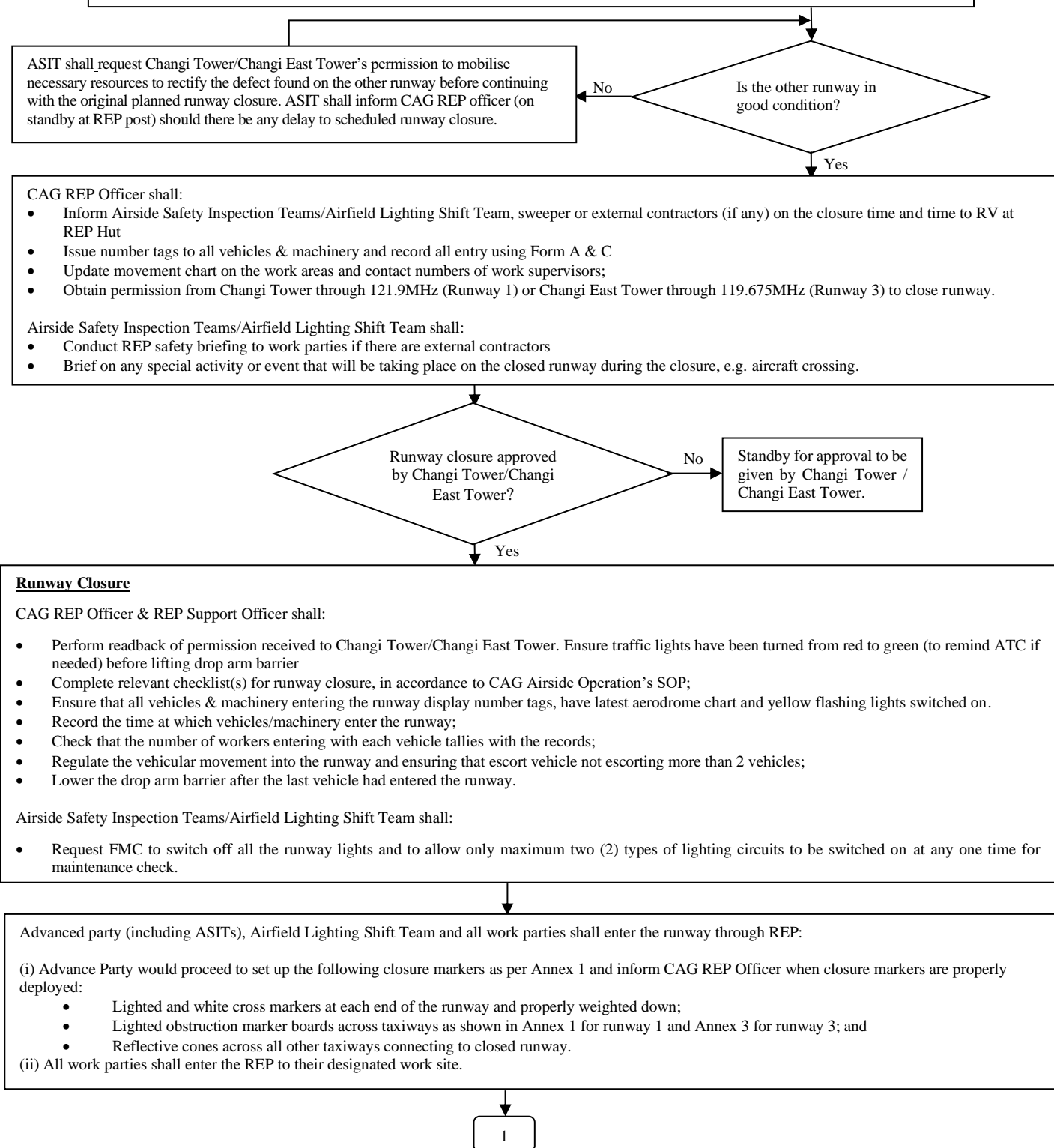
- (a) CAG REP Officer, Airside Safety Inspection Teams/Airfield Lighting Shift Team shall:
- Check the two (2) yellow flashing lights on their rovers are serviceable before the start of runway closure.
 - Check the serviceability of the radio set by establishing a comms check with Changi Apron at least once a day at the start of the shift.
 - Check the serviceability of the transponder by observing that the green LED is blinking (2 times per sec).
 - Refer to “CAT1 Airside Driving Theory Handbook” for further details.
- (b) In the event that Changi Tower/Changi East Tower needs to re-open the closed runway, CAG REP Officer shall ensure that all personnel, vehicles and machinery, etc. are evacuated from the runway within the time specified below upon notification by Changi Tower/Changi East Tower. All workers need to sign out and vehicle/machinery tags need to be accounted for. If the runway cannot be re-opened within the stipulated period, CAG REP Officer shall inform Changi Tower/Changi East Tower in advance. Airside Safety Inspection Teams/Airfield Lighting Shift Team shall inform FMC who will in turn inform the CAG Team Leader in-charge of aircraft pavement and AFL. REP Officer shall jointly with ASIT/ASLT carry out the FINAL inspection to ensure all workers, vehicles, machines and equipment have vacated the runway.

Closure time	Estimated lead time for evacuation
Less than or equal to 30 minutes (i.e. time-limited works)	5 minutes
More than 30 minutes	30 minutes

- (c) Ad-hoc closure refers to closures which are not part of the scheduled daily inspections that are reflected in the AIP/AIP Sup.

PROCEDURE 2: CLOSING OF RUNWAY FOR MORE THAN TWO (2) HOURS TO CARRY OUT WORK

Before the start of the planned runway closure period, the Airside Safety Inspection Teams (ASITs)/Airfield Lighting Shift Team shall contact Changi Tower/Changi East Tower through radio set (121.9 MHz/119.675 MHz) to get approval to carry out inspection of the other runway, i.e. runway not intended to be closed for more than 2 hours. This is to ensure that the other runway is in fully serviceable condition before the planned runway closure of more than 2 hours is carried out. Please also refer to Procedure 7 when inspecting the other runway.



1

Runway Opening

CAG REP Officer & REP Support Officer shall:

- Alert all work parties to start packing up 1 hour before scheduled runway opening time
- Check records of movements into/out of closed runway on Form A & C are accounted for after all work parties vacated runway
- Ensure all vehicles & machinery tags returned and tallied.
- Lift the drop arm barrier for vehicles & machinery to vacate

Airside Safety Inspection Teams/Airfield Lighting Shift Team shall:

- Carry out inspection on work sites.

CAG REP officer shall request work parties at the Holding Area to carry out remedial works to ensure that runway is fit for operations.

No

Has ASIT reported that all the work sites have been properly reinstated?

Yes

Advanced party (including ASITs) shall

- Retrieve all obstruction markers and cones placed across connecting taxiways, lighted and white cross markers at the runway.
- Account for all obstruction markers and cones retrieved.

. CAG REP Officer shall jointly with ASIT/ASLT carry out the FINAL inspection to ensure all workers, vehicles, machines and equipment have vacated the runway.

CAG REP officer shall:

- Inform Changi Tower through 121.9MHz (Runway 1) or Changi East Tower through 119.675MHz (Runway 3) that closed runway is safe for aircraft operations.
- Ensure traffic lights have been turned from green to red (to remind ATC if needed) and drop arm barrier lowered

Runway opens for operations.

END

Additional Notes:

- (a) Where runway closure period is more than three (3) days or where a section of the runway is closed for more than 3 days, closed runway markings (white cross complying with CAAS Manual of Aerodrome Standards) shall be placed at not more than 300 m intervals along the runway or closed runway section.
- (b) In the event that Changi Tower / Changi East Tower needs to reopen the closed runway, the CAG REP Officer, Airside Safety Inspection Teams(ASIT)/Airfield Lighting Shift Team(ALST) shall ensure that all personnel, vehicles and machinery, etc. be evacuated from the runway within 30 minutes upon notification by Changi Tower / Changi East Tower.
- (c) NOTAM shall be issued for cancellation of the inspection and maintenance closures of the other runway when one runway is closed for maintenance or project works for more than 2 hours or where there are conflicts in closure timings resulting in closing of both runways at the same time.
- (d) All forms need to be filled in and submitted to CAG REP officer before being allowed to enter runway. These forms can be obtained from CAG REP officer.
- (e) All personnel involved in the runway maintenance closure shall refer to any risk assessments conducted and/or proposals for any interim deviation from this procedure.

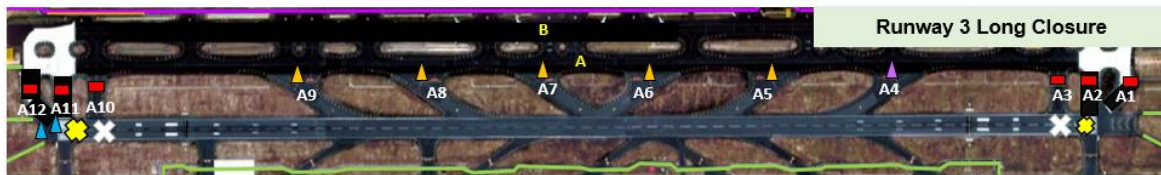
Annex 1

CLOSING OF RUNWAY 1 FOR MORE THAN TWO (2) HOURS TO CARRY OUT MAINTENANCE WORK



Inventory	Qty		
Marker boards	5		
Lighted cross	2		
White cross markers (+ weights)	2 (+48)		
		Cones	Total: 47
		x6 each: W3, W4, W5, W6 & W7	30
		x5 each: M4, M5 & SASCO Crossing	15
		x2 each: REP access road	2

CLOSING OF RUNWAY 3 FOR MORE THAN TWO (2) HOURS TO CARRY OUT MAINTENANCE WORK

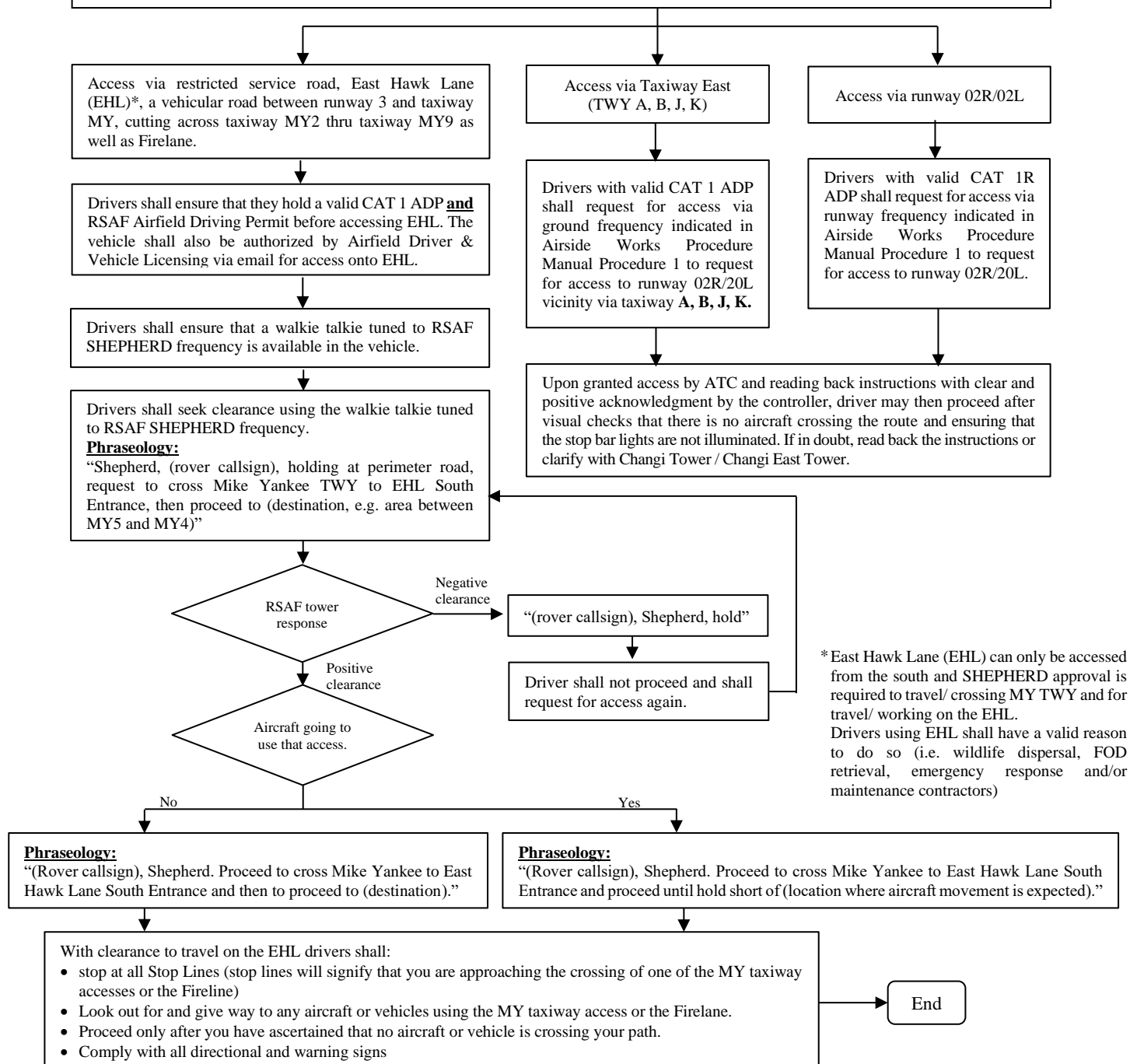


Inventory	Qty		
Marker boards	6		
Lighted cross	2		
White cross markers (+ weights)	2 (+48)		
		Cones	Total: 43
		x9 each: A4	9
		x6 each: A5, A6, A7, A8, A9	30
		x2 each: REP access road & 2 Edge lights near A12	4

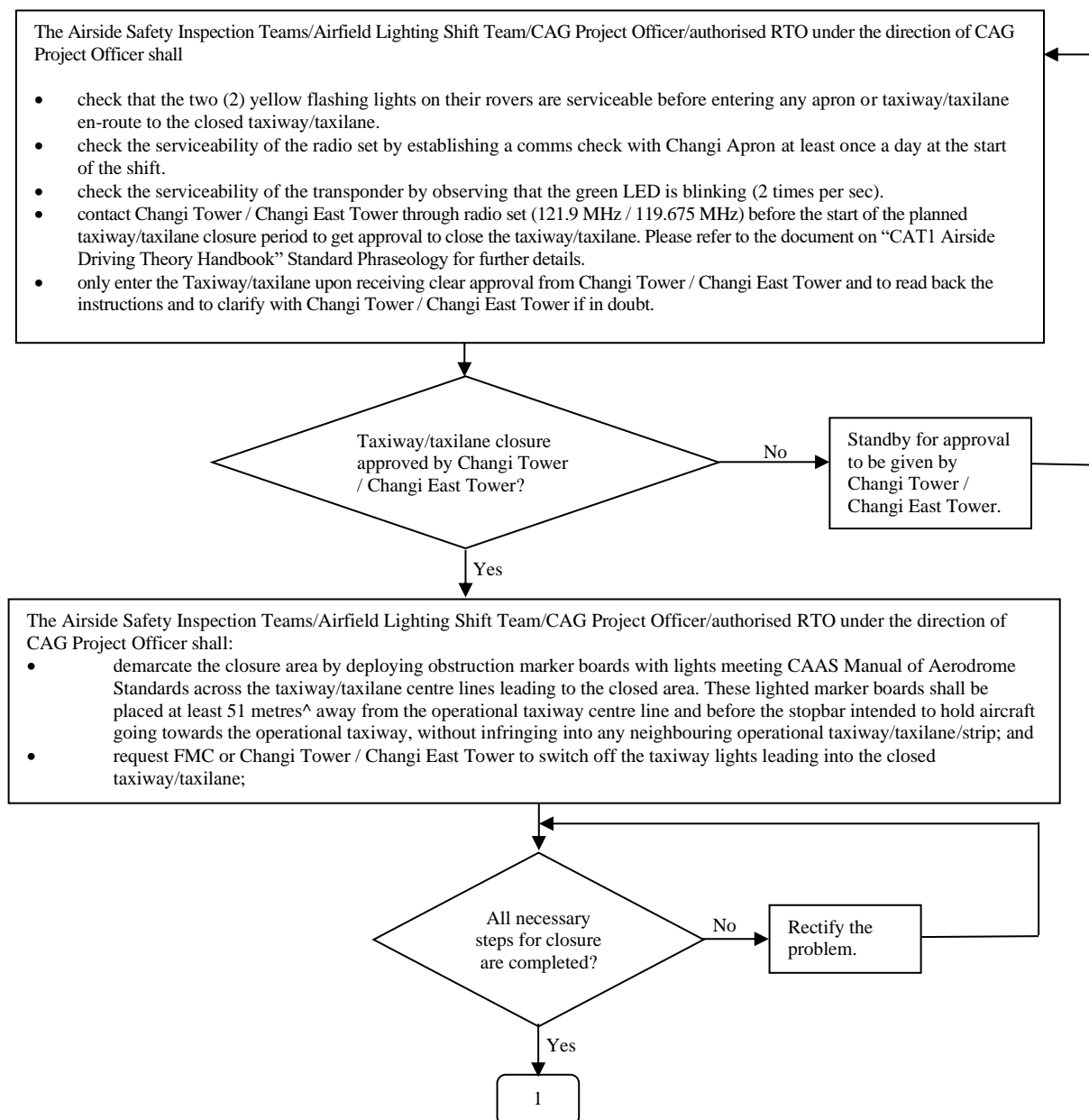
PROCEDURE 3: PROCEDURE FOR DRIVERS ACCESSING VICINITY OF RUNWAY 3

The CAT 1 / CAT 1(R) drivers accessing runway 3 vicinity shall:

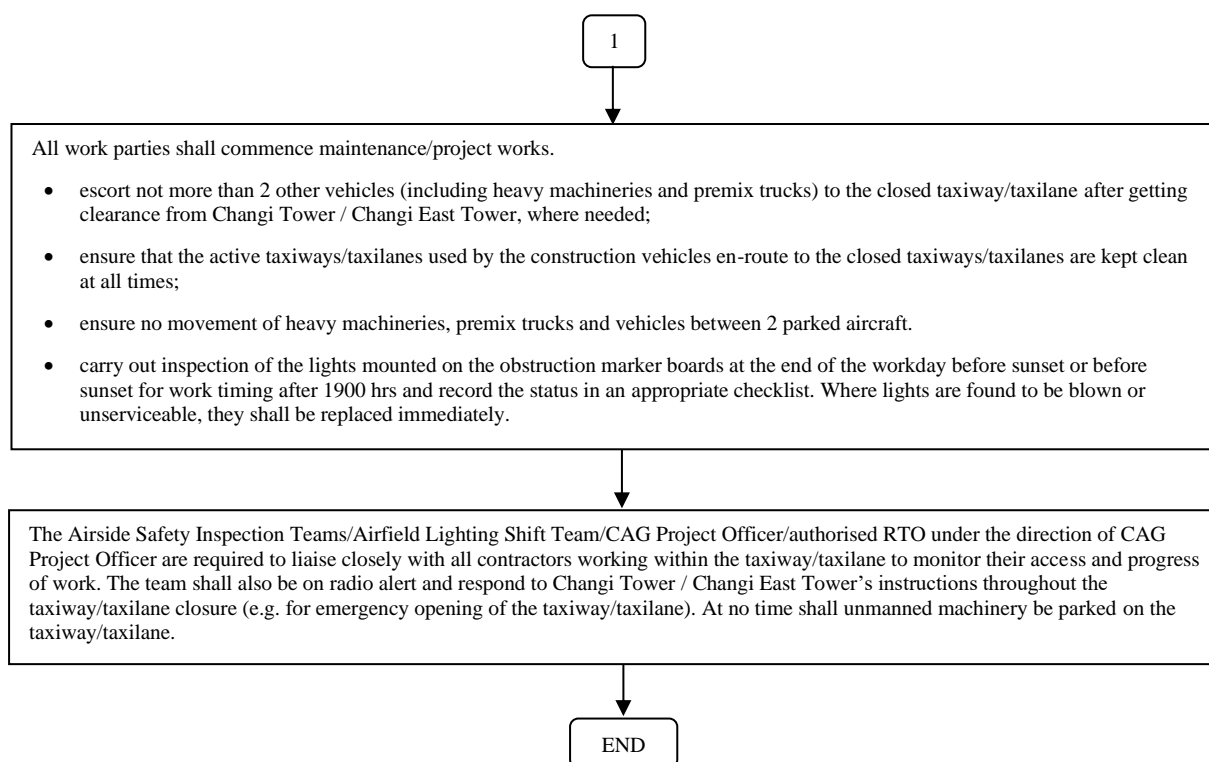
- check that the two (2) yellow flashing lights on their rovers are serviceable before entering the runway 3 vicinity.
- check the serviceability of the radio set by establishing a comms check with Changi Apron at least once a day at the start of the shift.
- check the serviceability of the transponder by observing that the green LED is blinking (2 times per sec).
- contact Changi Tower/Changi East Tower through radio set on the frequency listed in Airside Works Procedure Manual Procedure 1, before the planned runway access. Please refer to the document on “CAT1 Airside Driving Theory Handbook” Standard Phraseology for further details.
- shall ensure that RT set had been tuned and RT set shall be clearly labelled to indicate Ground Frequency and Runway Frequency.
- only enter the runway upon receiving clear approval from Changi Tower/Changi East Tower and the stop bar lights are not illuminated. If in doubt, read back the instructions or clarify with Changi Tower.



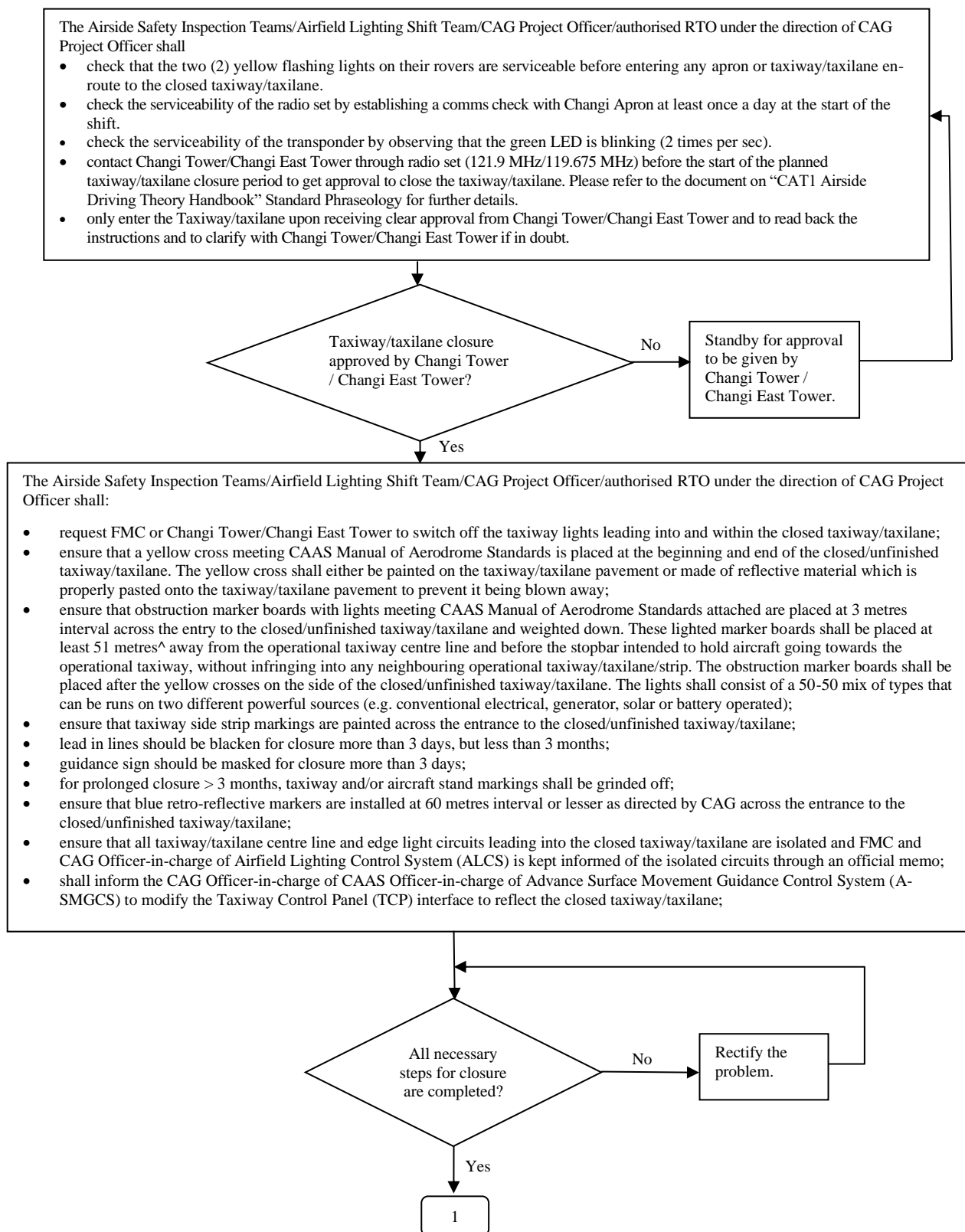
PROCEDURE 4: CLOSING OF TAXIWAY/TAXILANE FOR THREE (3) DAYS OR LESS

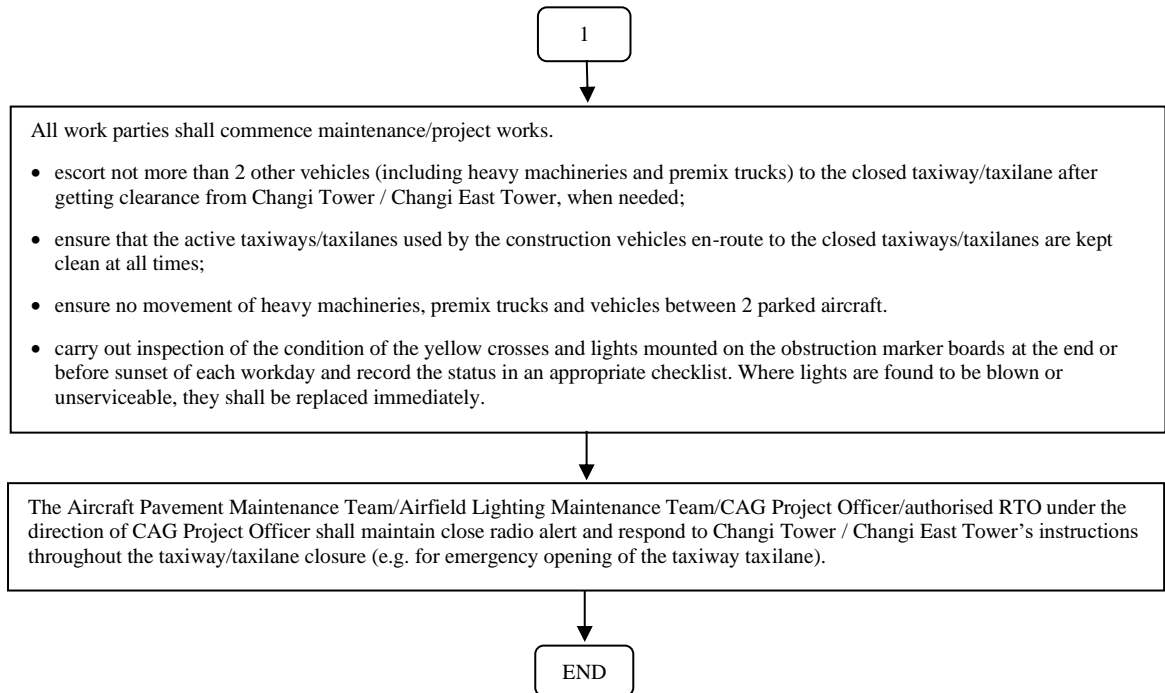


[^] The minimum clearance from taxiway may be less than 51 metres based on the separation distances stated in paragraph 1.2 of Section C of CAG AOS requirements.



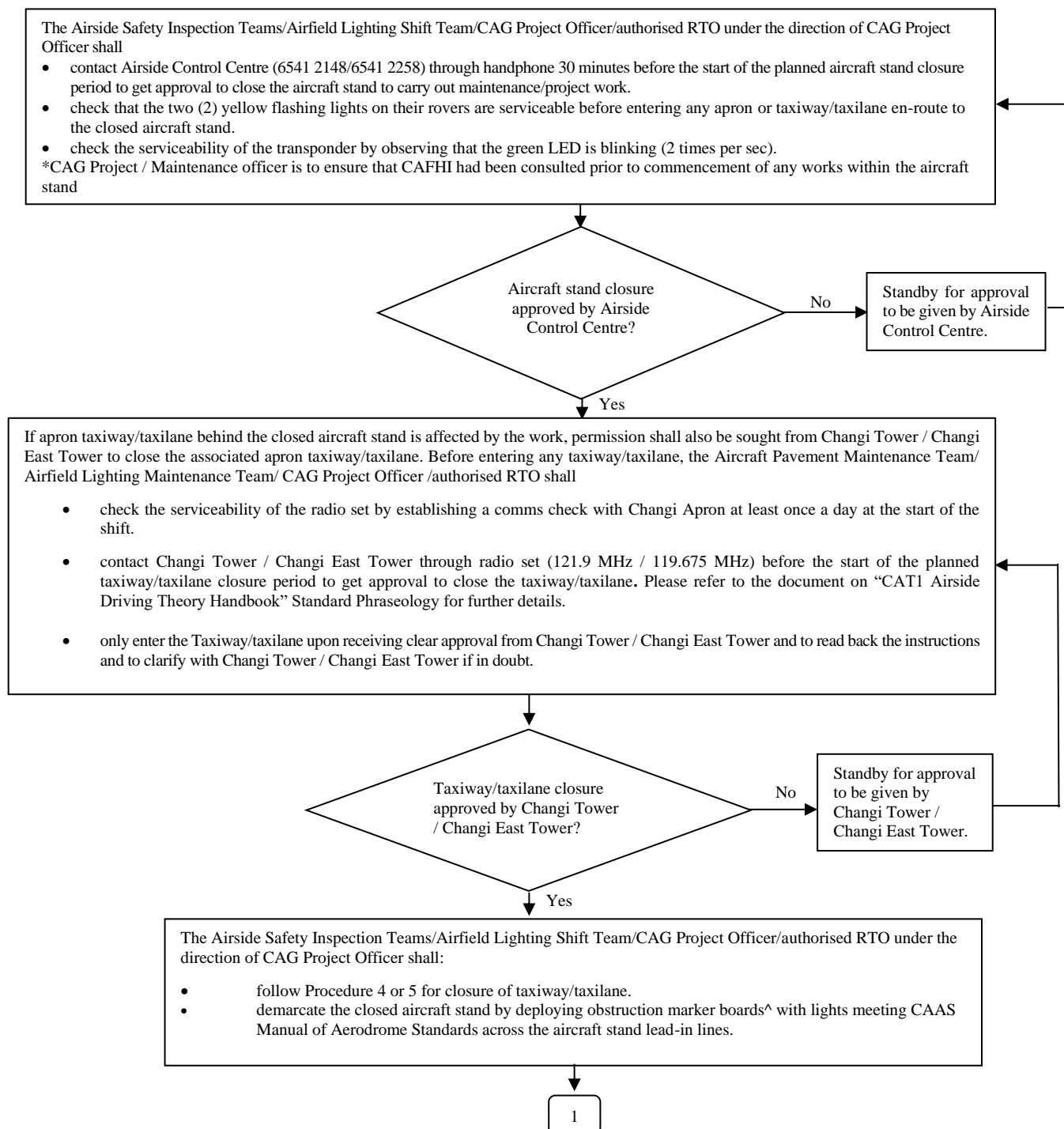
PROCEDURE 5: CLOSING OF TAXIWAY/TAXILANE FOR MORE THAN THREE (3) DAYS

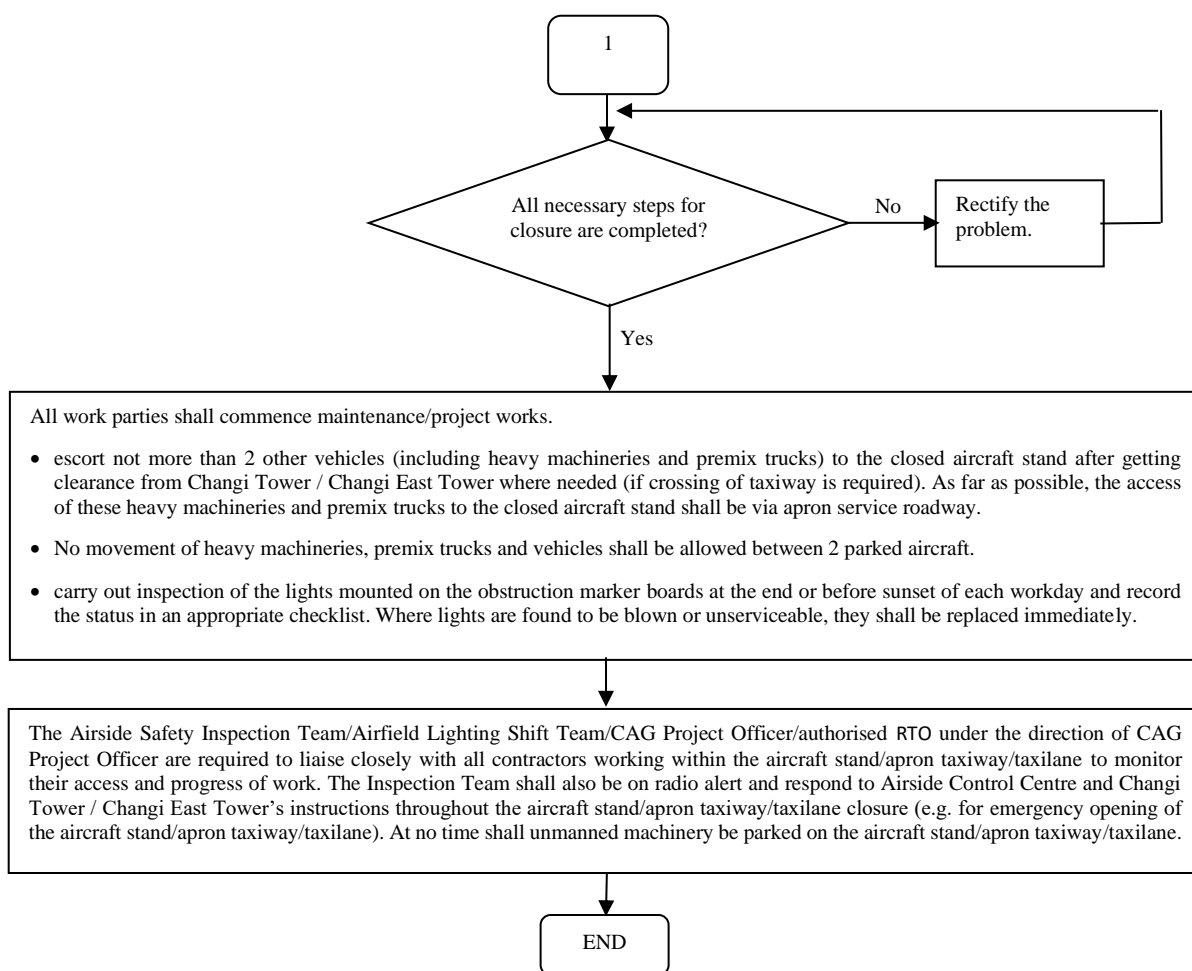




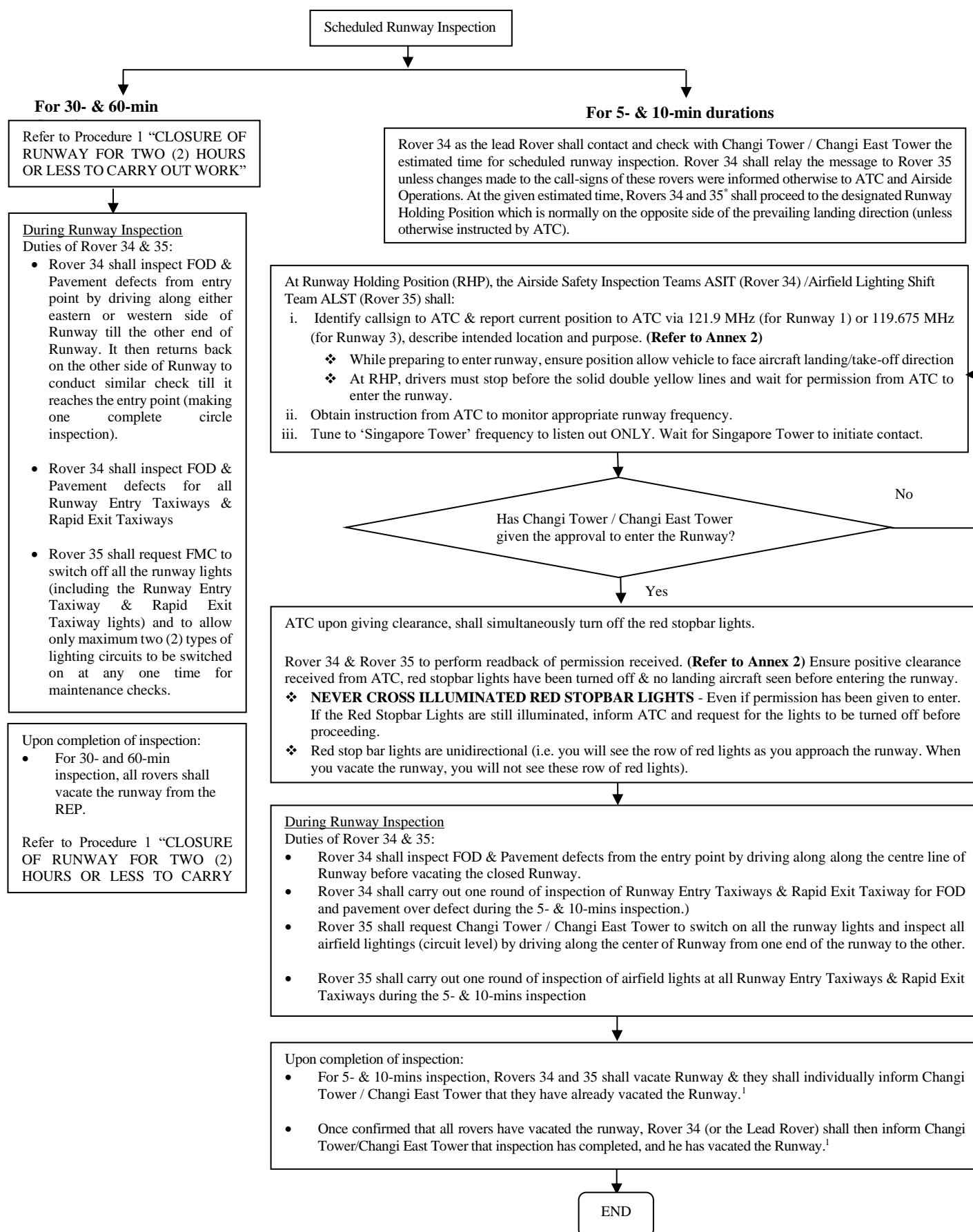
^ The minimum clearance from taxiway may be less than 51 metres based on the separation distances stated in paragraph 1.2 of Section C of CAG AOS requirements.

PROCEDURE 6: CLOSING OF AIRCRAFT STAND TO CARRY OUT APRON PAVEMENT MAINTENANCE/PROJECT WORK





^ Aircraft stand closure for 3 days or less, a single marker board with red obstacle lights on each end shall be placed at the aircraft stand centre line during works to denote stand closed for works (e.g. maintenance works).

PROCEDURE 7: CONDUCTING RUNWAY SCHEDULED INSPECTIONS

ANNEX 2:

RT script for vehicles entering via runway holding position (RHP) for runway inspection:

ENTERING RUNWAY FOR RUNWAY INSPECTION		
Frequency		RT Script
121.9 MHz (CHANGI TOWER GROUND UTILITY FREQUENCY)	ROVER	CHANGI TOWER / CHANGI EAST TOWER, <ROVER CALLSIGN>
	ATC	<ROVER CALLSIGN>, CHANGI TOWER / CHANGI EAST TOWER
	ROVER	CHANGI TOWER / CHANGI EAST TOWER, <ROVER CALLSIGN> AT <RUNWAY HOLDING POINT>, STANDING BY FOR RUNWAY <DESIGNATOR> INSPECTION
	ATC	<ROVER CALLSIGN>, MONITOR SINGAPORE TOWER ON <RUNWAY FREQUENCY>
119.675 MHz (CHANGI EAST TOWER GROUND UTILITY FREQUENCY)	ROVER	CHANGI TOWER / CHANGI EAST TOWER, <ROVER CALLSIGN>, MONITOR SINGAPORE TOWER ON <RUNWAY FREQUENCY>
	ATC	<ROVER CALLSIGN>, MONITOR SINGAPORE TOWER ON <RUNWAY FREQUENCY>
	ROVER	CHANGI TOWER / CHANGI EAST TOWER, <ROVER CALLSIGN>, MONITOR SINGAPORE TOWER ON <RUNWAY FREQUENCY>
	ATC	<ROVER CALLSIGN>, MONITOR SINGAPORE TOWER ON <RUNWAY FREQUENCY>
118.6 MHz (RUNWAY 1) 118.25MHz (RUNWAY 2) 131.4MHz (RUNWAY 3)	ENTERING RUNWAY	
	ATC	<ROVER CALLSIGN>, SINGAPORE TOWER ENTER RUNWAY <DESIGNATOR> via <RUNWAY HOLDING POINT>
	ROVER	<ROVER CALLSIGN>, ENTER RUNWAY <DESIGNATOR> via <RUNWAY HOLDING POINT> [In vehicle: - Driver & buddy eyeball red stop bar turned off. Buddy verbalise to driver “Red stop bar turned off” - Driver to cross check & verbalise “Red stop bar turned off”]
	VACATING RUNWAY	
	ROVER	SINGAPORE TOWER, <ROVER CALLSIGN>
	ATC	<ROVER CALLSIGN>, SINGAPORE
	ROVER	SINGAPORE TOWER, <ROVER CALLSIGN>, VACATED RUNWAY <DESIGNATOR> via <*RUNWAY HOLDING POINT> *Rover to inform ATC which RET was taken to exit from the runway.
	ATC	<ROVER CALLSIGN>, ROGER

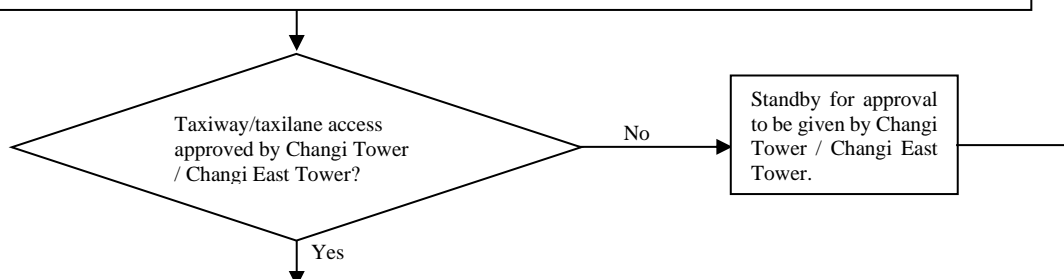
Additional Note:

1. All rovers entering maneuvering shall:
 - check that the two (2) yellow flashing lights on their rovers are serviceable before entering the runway. For night inspection, the spotlights and headlights shall also be switched on before commencing the inspection.
 - check the serviceability of the radio set by establishing a comms check with Changi Apron at least once a day at the start of the shift.
 - check the serviceability of the transponder by observing that the green LED is blinking (2 times per sec).
 - contact Changi Tower / Changi East Tower through radio set on the frequency listed in Airside Works Procedure Manual Procedure 1, individually before the scheduled runway inspection timeslot to get approval to enter the runway for inspection. Please refer to the document on “CAT1 Airside Driving Theory Handbook” Standard Phraseology for further details.
 - only enter the Runway upon receiving clear approval from Changi Tower / Changi East Tower and the stop bar lights are not illuminated. If in doubt, read back the instructions or clarify with Changi Tower / Changi East Tower.
2. Rover 34 shall:
 - (a) keep records of FOD, pavement defect(s) and any abnormalities found, all rovers entering the runway including details such as rover call signs, nature and location of work, person-in-charge, handphone number, manpower strength, estimated time of completion of work etc; runway closing and opening times for inspection; weather condition, surface condition and landing direction in the Runway Daily Inspection Report.
 - (b) arrange with pavement repair team to repair any pothole(s) found during runway inspection.
 - (c) activate CAG Airside Ops through FMC for carrying out friction test if fuel or hydraulic leakage is detected on the runway.
 - Depending on the extent of the leakage, the ASIT shall make an assessment on the risk to re-open the runway without first conducting a friction test. An example of risk which can be mitigated without first conducting a friction test is when a spillage is localized in an area and has been thoroughly cleaned up. If in doubt, the ASIT shall still take the safer approach to activate CAG Airside Ops to conduct a friction test before re-opening the runway. For aircraft accident, a friction test shall be carried out. If after conducting the friction test and the result shows that the friction level along any 100m section is measured to be 0.34 or less at test speed of 95km/h or to be at 0.50 or less at test speed of 65km/h, the ASIT shall notify the Airside Duty Manager and inform Team Leader of E&D Airfield Systems, Pavement Section to take immediate action to arrange for the removal of rubber deposits.
3. Rover 34 shall report any FOD or pavement defect(s) found, and record in the Runway Daily Inspection Report.
4. Rover 35 shall record unserviceable airfield lightings and arrange to replace those unserviceable lightings during the 6-hour maintenance closure.
5. Inform CAG of any rovers who have requested to enter the runway without giving notification to Rover 34 in advance.
6. For the 5- and 10-mins inspections, apart from Rovers 34 and 35, no other rovers/vehicles are allowed to enter the runway.
7. For the 30- and 60-mins inspection, all vehicles entering closed runway shall inform CAG REP Officer of the works that they intend to carry out and the location of the work.
8. Please refer to AIP Singapore / AIP Sup, WSSS Section AD 2.12 and/or NOTAMs for details on the runway inspection timing.
9. ATC shall be consulted for interim arrangements that may deviate from the AIP, AIP Sup and NOTAMs or this procedure.

PROCEDURE 8: CONDUCTING TAXIWAY/TAXILANE DAILY INSPECTION AND GENERAL MAINTENANCE CHECK

The Airside Safety Inspection Teams and Airfield Lighting Shift Team shall

- check that the two (2) yellow flashing lights on their rovers are serviceable before entering the Taxiway/taxilane. For night inspection, the spotlights and headlights shall also be switched on before commencing the inspection.
- check the serviceability of the radio set by establishing a comms check with Changi Apron at least once a day at the start of the shift.
- check the serviceability of the transponder by observing that the green LED is blinking (2 times per sec).
- contact Changi Tower / Changi East Tower through radio set (121.9 MHz / 119.675 MHz) to get approval to enter the taxiway/taxilane for inspection. Please refer to the document on “CAT1 Airside Driving Theory Handbook” Standard Phraseology for further details.
- only enter the Taxiway/taxilane upon receiving clear approval from Changi Tower / Changi East Tower and to read back the instructions and to clarify with Changi Tower / Changi East Tower if in doubt.



The Airside Safety Inspection Teams shall:

- check the taxiway/taxilane for FOD and conduct taxiway/taxilane pavement inspection.

Safety: The Inspection Team shall look out and give way to aircraft (by keeping at least 51m away from the taxiing centre line) when carrying out the inspection.

The Airfield Lighting Shift Team shall:

- request FMC or Changi Tower / Changi East Tower to switch on all the taxiway lights for inspection (applicable only in the day). Stop bar lights shall only be switched on when the inspection team is in the immediate vicinity of these lights and shall be switched off immediately after checking so that it will not interfere with live taxiing operations;
- conduct taxiway lighting inspection; and
- conduct taxiway guidance sign inspection (applicable only for night inspection).

Safety: The Shift Team shall always look out and give way to aircraft when carrying out the inspection.

Inform Changi Tower / Changi East Tower when the inspection is completed and after having cleared from all operational taxiways/taxilanes.

END

Additional Note:

- (a) All blown taxiway guidance sign tubes shall be replaced immediately when spotted.
- (b) All FOD, fuel/hydraulic spillage, unserviceable obstruction lights, pavement/markings defects, obstructions infringing the taxiway strip shall be recorded in the Taxiway Daily Inspection Report.

PROCEDURE 9: CONDUCTING AIRCRAFT STAND DAILY INSPECTION AND GENERAL MAINTENANCE CHECK

The Airside Safety Inspection Teams shall:

- check that the two (2) yellow flashing lights on their rovers are serviceable before entering any aircraft stand.
- check the serviceability of the transponder by observing that the green LED is blinking. (2 times per sec)
- check the serviceability of the radio set by establishing a comms check with Changi Apron if access to aircraft stand via taxiway/taxilane is needed
- contact Changi Tower / Changi East Tower through radio set (121.9 MHz / 119.675 MHz) to seek approval if access to aircraft stand via taxiway/taxilane is needed. Please refer to the document on “CAT1 Airside Driving Theory Handbook” Standard Phraseology for further details.
- only enter the taxiway/taxilane upon receiving clear approval from Changi Tower / Changi East Tower and to read back the instructions and to clarify with Changi Tower / Changi East Tower if in doubt.
- check the aircraft stand for FOD; and
- conduct rigid pavement inspection, including the condition of non roc drain gratings.

Safety: 1) The Inspection Team shall always look out and give way to aircraft taxiing and pushing back when carrying out the inspection.
2) The inspection team shall not travel in between two aircrafts all times.
3) Wherever possible, the inspection team shall avoid the use of secondary road.

END

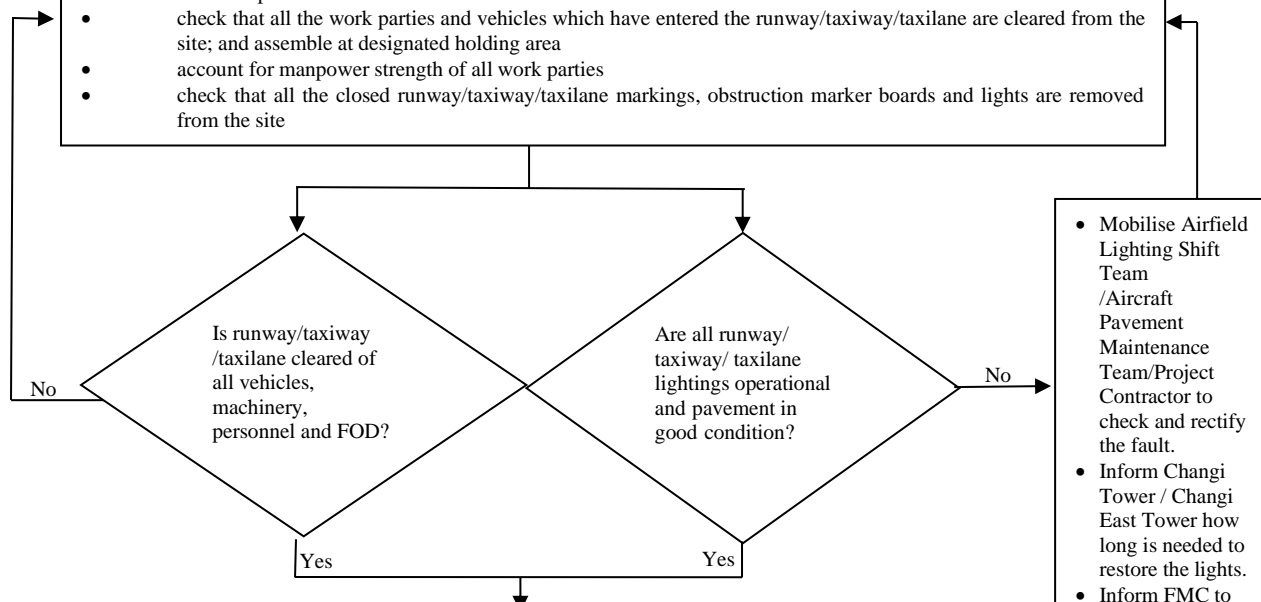
PROCEDURE 10: NORMAL OPENING OF RUNWAY/TAXIWAY/TAXILANE CLOSURE

The Airside Safety Inspection Teams/Airfield Lighting Shift Team/authorised RTO under the direction of CAG Project Officer/CAG REP Officer shall ensure that all the work parties target to finish their work and clear from the runway/taxiway/taxilane at least 30min before the end of the planned runway/taxiway/taxilane closure period.

The Airfield Lighting Shift Team/authorised RTO under the direction of CAG Project Officer/CAG REP Officer shall carry out inspection of runway lighting (including rapid exit taxiway and exit taxiway lights)/taxiway lightings 30 minutes before the end of the planned runway/taxiway/taxilane closure period.

At the end of the published runway/taxiway/taxilane closure period, the Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Project Officer/authorised RTO under the direction of CAG Project Officer/CAG REP Officer shall:

- conduct a thorough FOD, pavement and runway/taxiway/taxilane lighting inspection to ensure that the runway is safe for operations.
- check that all the work parties and vehicles which have entered the runway/taxiway/taxilane are cleared from the site; and assemble at designated holding area
- account for manpower strength of all work parties
- check that all the closed runway/taxiway/taxilane markings, obstruction marker boards and lights are removed from the site



For Runway/Taxiway/Taxilane:

Contact Changi Tower (121.9MHz) or Changi East Tower (119.675MHz) through radio set. The phraseology to be used shall be **"Changi Tower / Changi East Tower, I have checked that all work parties, machines and equipment have vacated from the runway/taxiway/taxilane and the area is free of FOD and the pavement and airfield lightings are in good and serviceable condition."**.

For Runway:

Work parties to report to CAG REP Officer to sign-out from REP & return all vehicles/machinery tags. Refer to Procedure 2 for procedure on Runway re-opening.

END

PROCEDURE 11: EMERGENCY OPENING OF RUNWAY/TAXIWAY/TAXILANE CLOSURE

Changi Tower contacts the CAG REP Officer, the Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Project Officer /authorised RTO under the direction of CAG Project Officer to request for emergency opening of the closed runway/taxiway/taxilane.

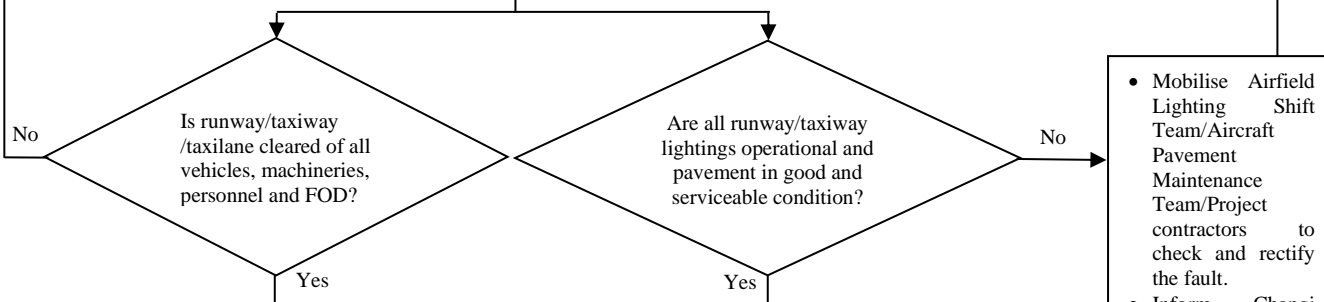
The CAG REP Officer, Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Project Officer /authorised RTO under the direction of CAG Project Officer shall immediately inform all parties on the runway/taxiway/taxilane to prepare the runway/taxiway/taxilane for emergency opening within the time stipulated below as informed by Changi Tower / Changi East Tower. If the runway/taxiway/taxilane cannot be re-opened within the stipulated period, the Airside Safety Inspection Teams/Airfield Lighting Shift Team shall inform Changi Tower / Changi East Tower, CAG REP Officer in advance and the CAG Team Leader in-charge of aircraft pavement and AFL.

Closure time	Evacuation time
Less than or Equal to 30 minutes (i.e. time-limited works)	5 minutes
More than 30 minutes	30 minutes

The Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Project Officer/authorised RTO under the direction of CAG Project Officer/CAG REP Officer shall:

- notify CAG REP Officer (for runway only).
- check that all openings on pavement and trenches are covered up;
- check that all the work parties and vehicles which have entered the runway/taxiway/taxilane are cleared from the site; and assemble at designated holding area
- check that all loose excavation on turf areas within the runway/taxiway strip is properly compacted;
- check that all the closed runway/taxiway/taxilane markings obstruction marker boards and lights, are removed from the site;
- conduct a thorough FOD, pavement and runway/taxiway/taxilane lightings inspection to ensure that the runway/taxiway/taxilane is safe for operations.
- account for manpower strength of all parties.

All work parties' supervisors shall wait at the holding area until clearance is given by the Airside Safety Inspection Teams which are applicable for runway closure.



For Runway/Taxiway/Taxilane:

Contact Changi Tower (121.9MHz) or Changi East Tower (119.675MHz) through radio set. The phraseology to be used shall be **“Changi Tower / Changi East Tower, I have checked that all work parties, machines and equipment have vacated from the runway/taxiway/taxilane and the area is free of FOD and the pavement and airfield lightings are in good and serviceable condition.”**.

For Runway:

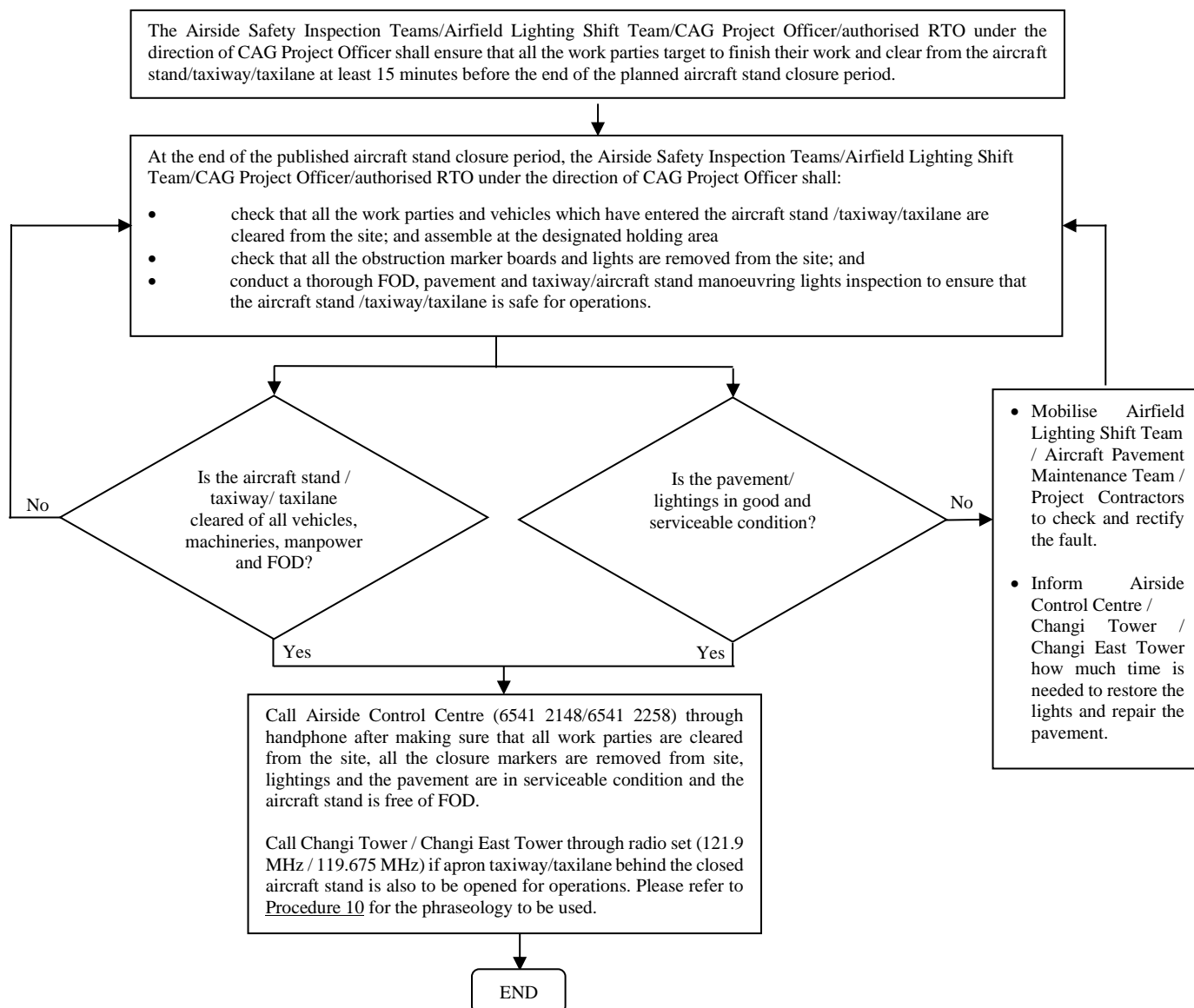
Work parties to report to CAG REP Officer to sign-out from REP & return all vehicles/machinery tags. Refer to Procedure 2 for procedure on Runway re-opening.

- Mobilise Airfield Lighting Shift Team/Aircraft Pavement Maintenance Team/Project contractors to check and rectify the fault.
- Inform Changi Tower how much time is needed to restore the lights and repair the pavement.
- Inform FMC to contact CAG Officer-in-charge.

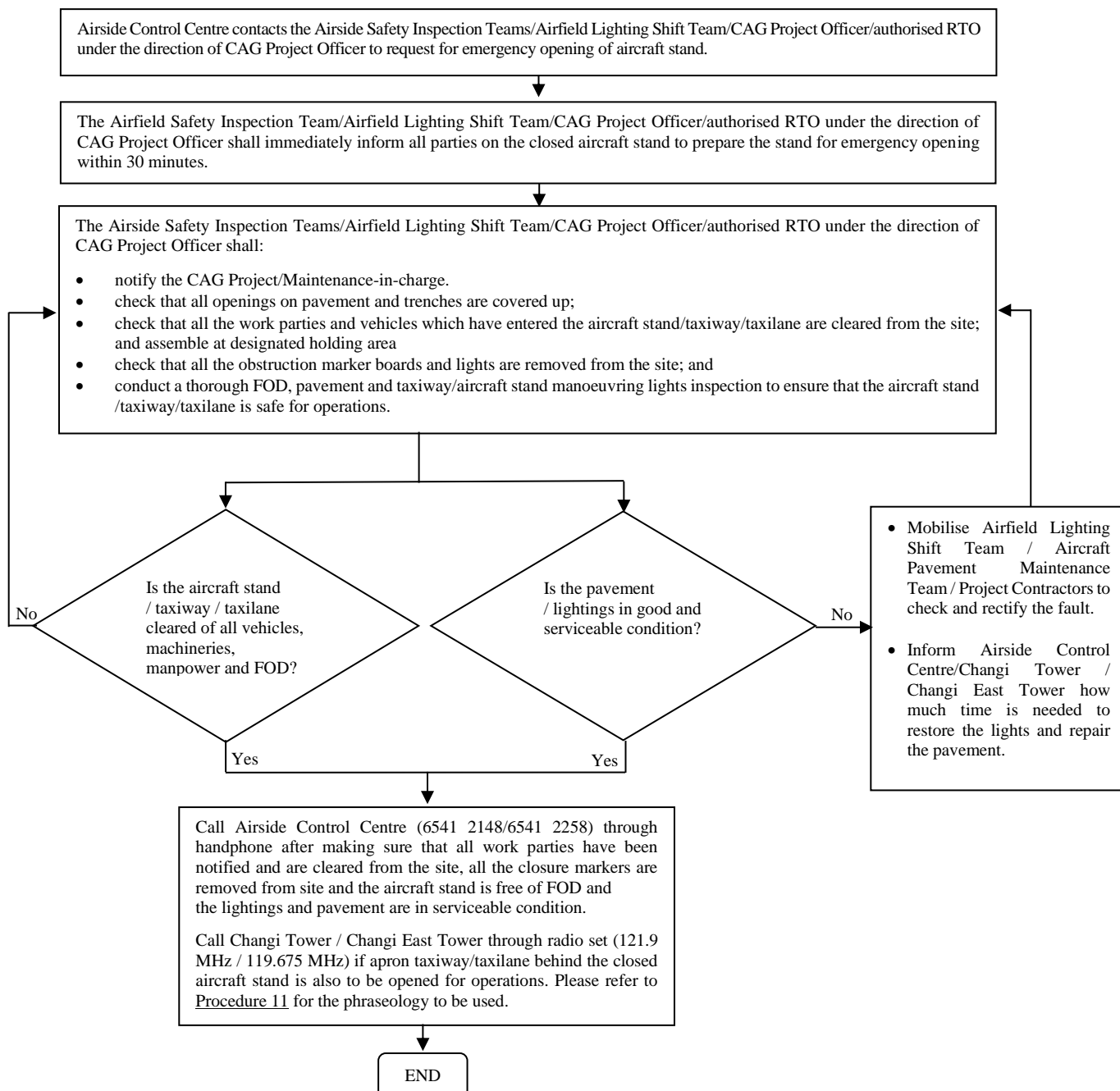
Additional Note:

Unless approved by Changi Tower / Changi East Tower, all communications between the Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Project Officer/authorised RTO under the direction of CAG Project Officer/CAG REP Officer and all work parties shall continue to be via handphones. To facilitate the opening of runway within the specified evacuation time, CAG REP Officer may seek the approval from Changi Tower / Changi East Tower to use radio set (121.9 MHz / 119.675 MHz) in addition to using handphones for communications. This procedure shall be read in tandem with Airside Operations SOP for emergency opening of runway. This procedure shall be read in tandem with Airside Operations SOP for emergency opening of runway.

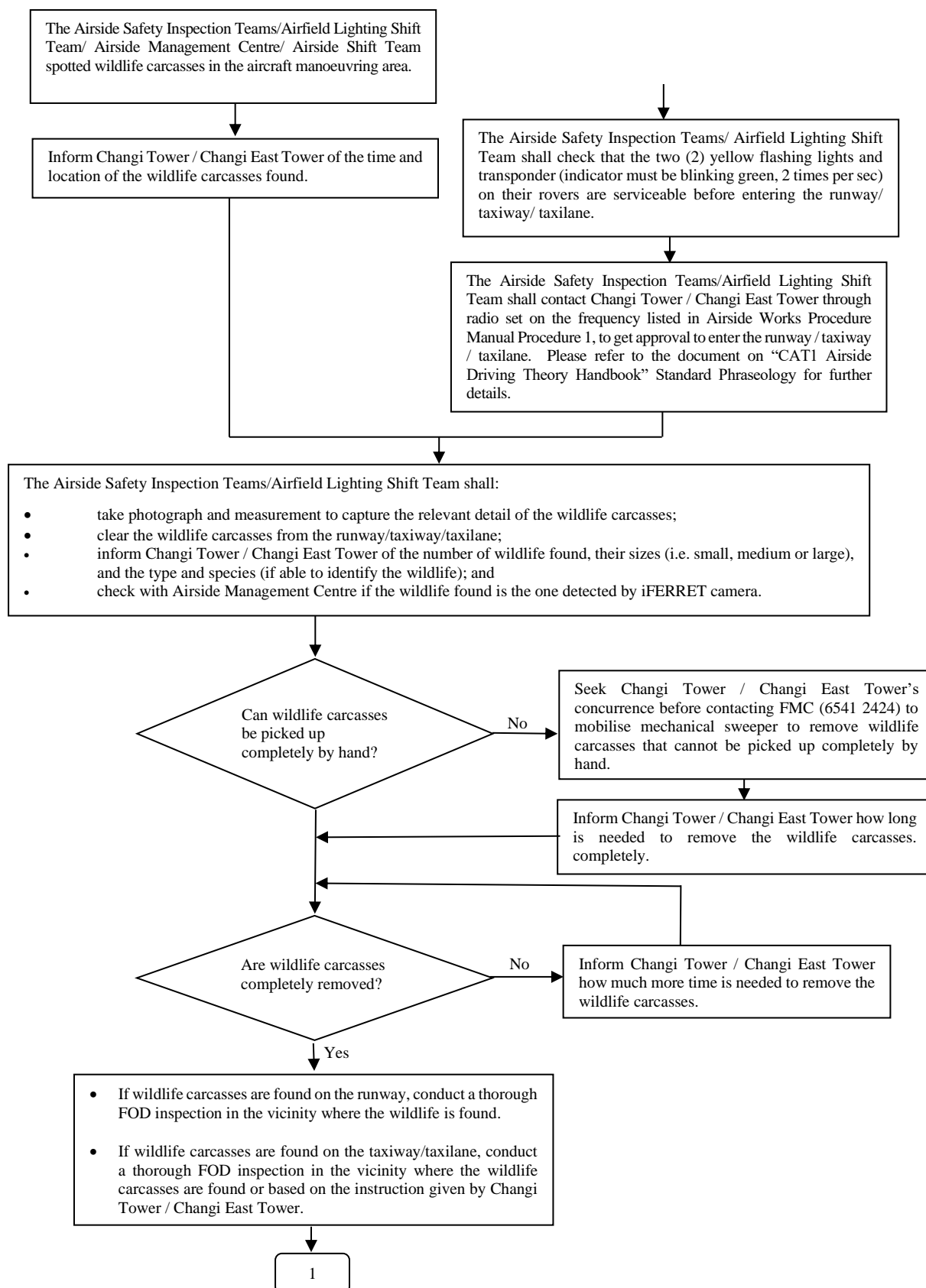
PROCEDURE 12: NORMAL OPENING OF AIRCRAFT STAND CLOSURE

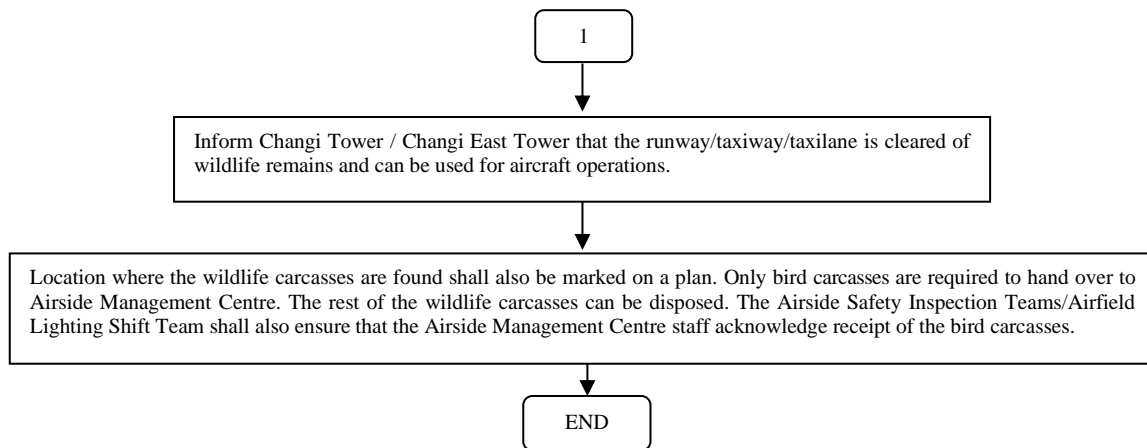


PROCEDURE 13: EMERGENCY OPENING OF AIRCRAFT STAND CLOSURE



PROCEDURE 14: RESPONSE TO WILDLIFE STRIKE REPORT AND WILDLIFE CARCASS FOD FOUND IN THE AIRCRAFT MANOEUVRING AREA

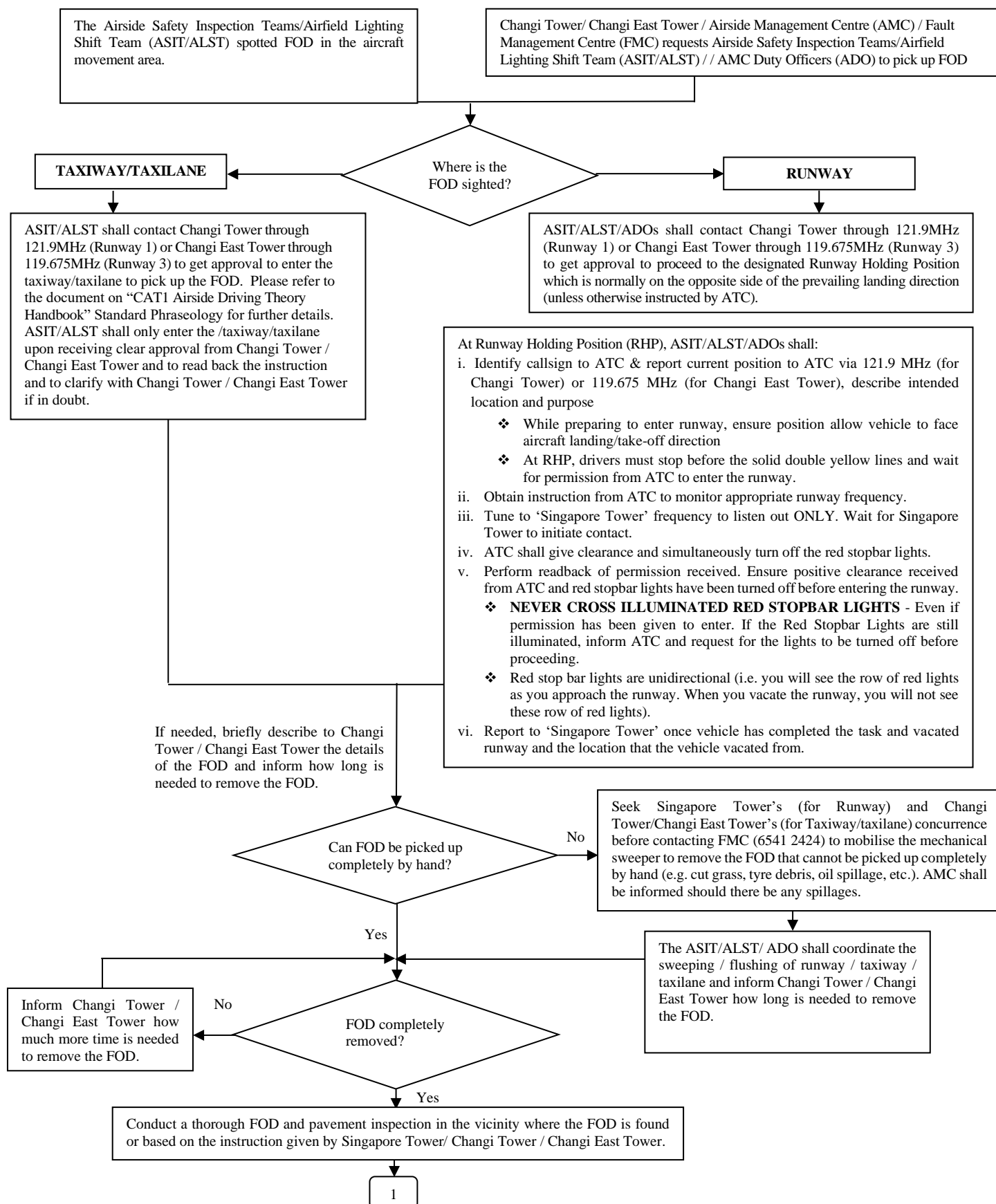


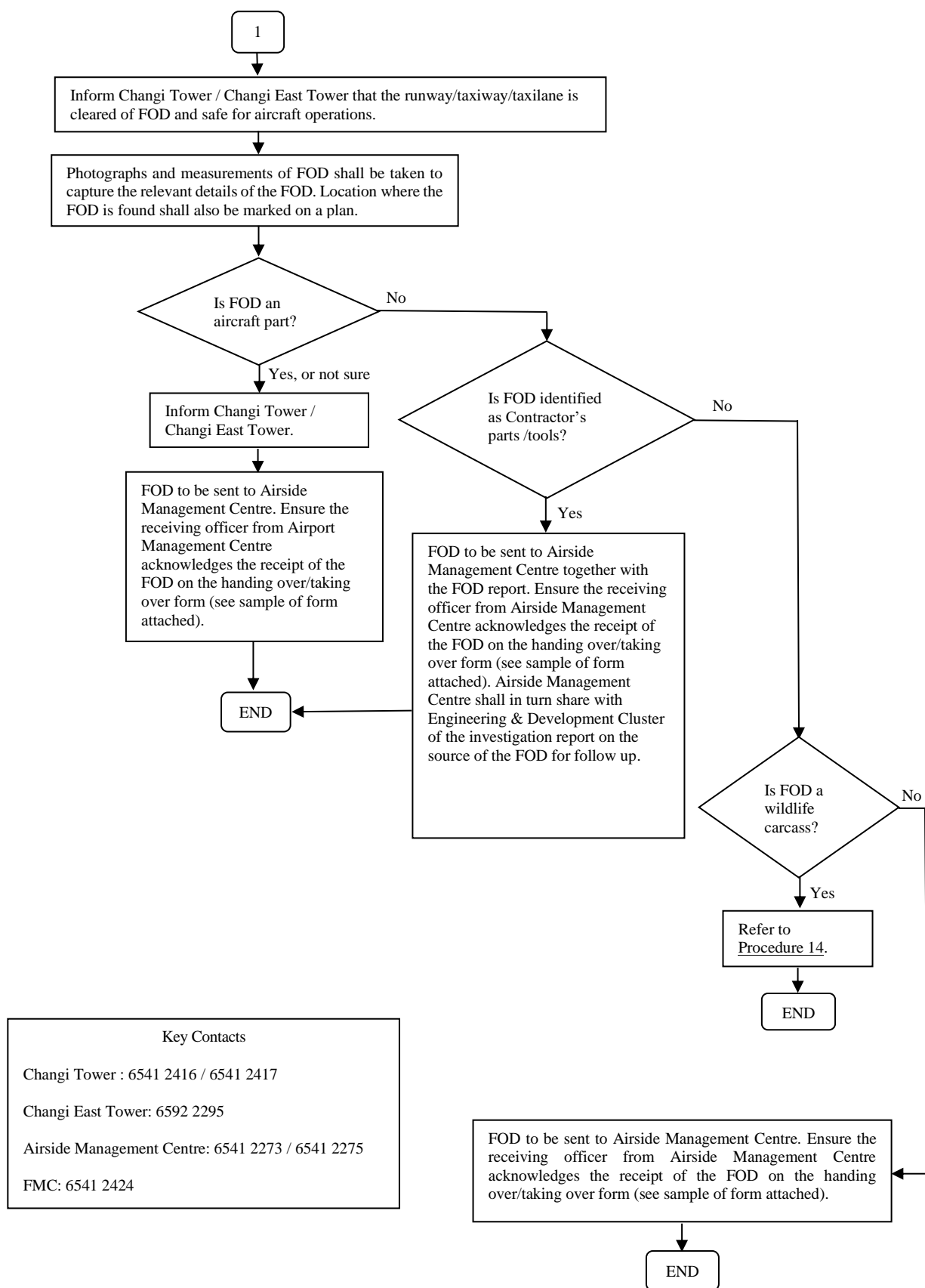


Additional Note:

- (a) All Personnel shall also be equipped with proper tools/PPE in handling and storing carcasses.
- (b) The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall stop and look in both directions to make sure that there is no approaching aircraft in flight when at the junction of a taxiway/roadway leading to a runway. If need to, the vehicle shall be positioned at an angle that allows maximum visibility of both ends.
- (c) The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall park the vehicle facing the landing end of the runway when picking up wildlife carcasses.

PROCEDURE 15: RESPONSE TO HANDLE FOD FOUND IN THE AIRCRAFT MANOEUVRING AREA

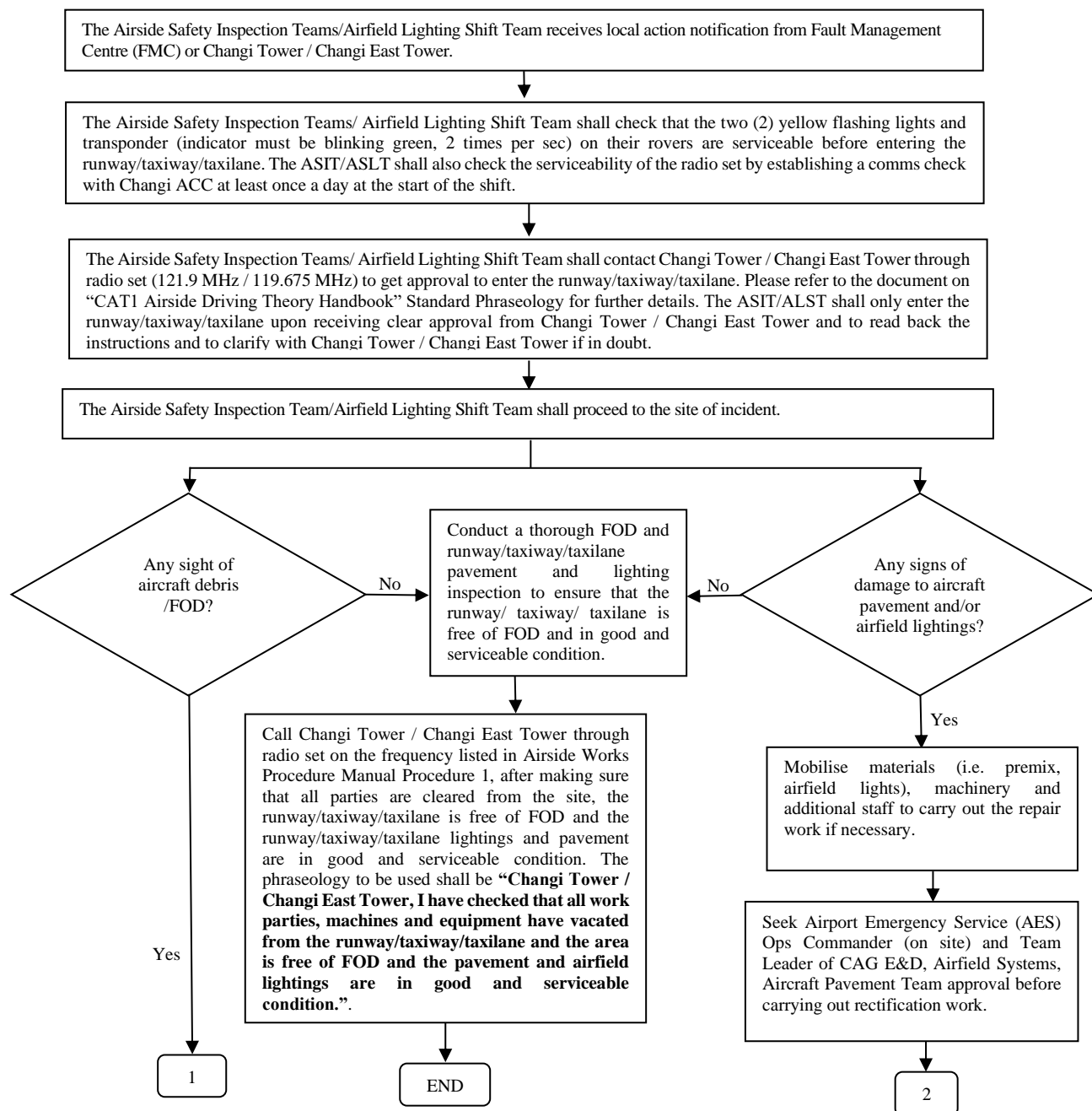


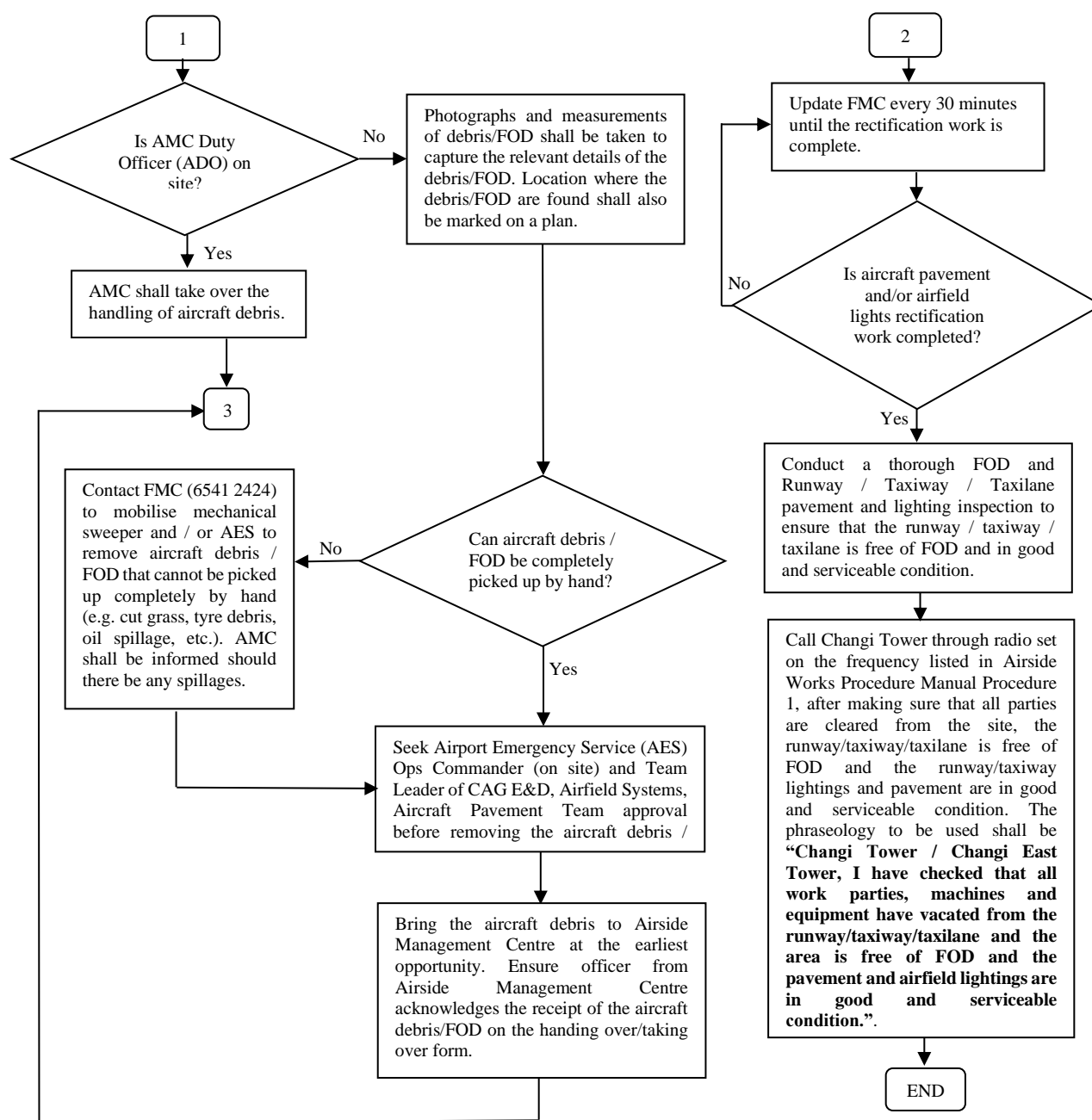


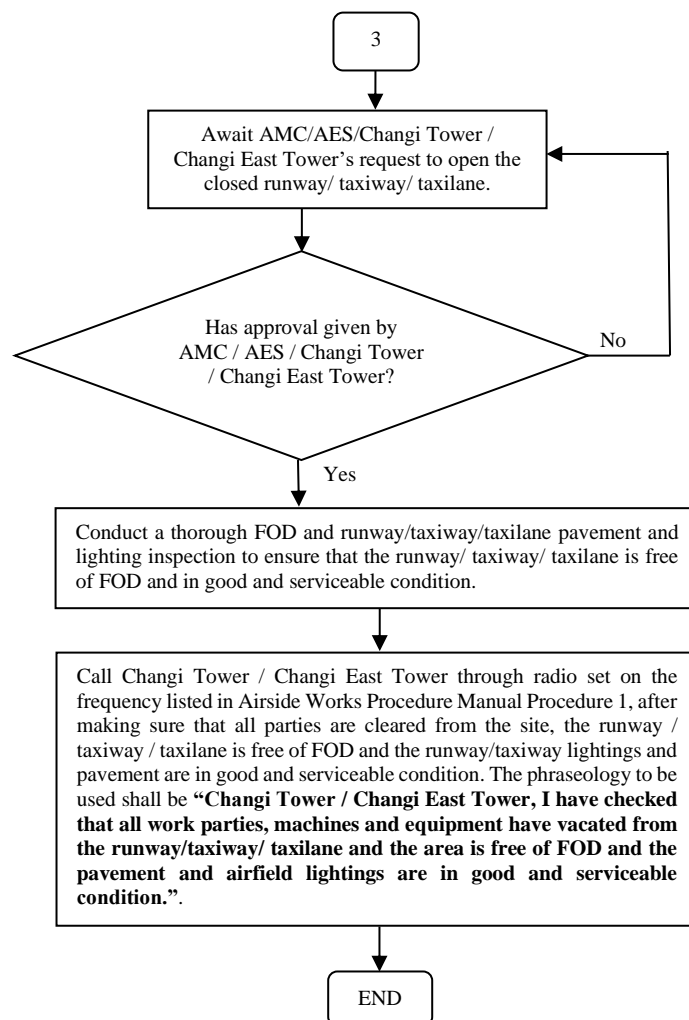
Additional Note:

- (a) The ASIT / ALST / ADO shall stop and look in both directions to make sure that there is no approaching aircraft in flight when at the junction of a taxiway/roadway leading to a runway. If need to, the vehicle shall be positioned at an angle that allows maximum visibility of both ends."
- (b) The ASIT / ALST / ADO shall park the vehicle facing the landing end of the runway when picking up FOD.
- (c) All rovers entering maneuvering area shall:
 - check that the two (2) yellow flashing lights on their rovers are serviceable before entering the runway. For night inspection, the spotlights and headlights shall also be switched on before commencing the inspection.
 - check the serviceability of the radio set by establishing a comms check with Changi Apron at least once a day at the start of the shift.
 - check the serviceability of the transponder by observing that the green LED is blinking (2 times per sec).
 - contact Changi Tower / Changi East Tower through radio set on the frequency listed in Airside Works Procedure Manual Procedure 1, individually before the scheduled runway inspection timeslot to get approval to enter the runway for inspection. Please refer to the document on "CAT1 Airside Driving Theory Handbook" Standard Phraseology for further details.
 - only enter the Runway upon receiving clear approval from Changi Tower / Changi East Tower and the stop bar lights are not illuminated. If in doubt, read back the instructions or clarify with Changi Tower / Changi East Tower.

PROCEDURE 16: RESPONSE TO LOCAL ACTION







Additional Note:

The Airside Safety Inspection Teams shall activate the CAG Airside Ops to conduct friction test under the following scenarios:

- i) Aircraft veered off /overshot the runway,
- ii) Fuel or hydraulic leakage is detected on the runway,
- iii) Aircraft skidding on the runway.

Depending on the extent of the leakage, the ASIT shall make an assessment on the risk to re-open the runway without first conducting a friction test. An example of risk which can be mitigated without conducting a friction test is when a spillage is localized in an area and has been thoroughly cleaned up. If in doubt, the ASIT shall still take the safer approach to activate CAG Airside Ops to conduct a friction test before re-opening of the runway. For aircraft accident a friction shall be carried out. If after conducting the friction test and the result shows that the friction level along any 100m section is measured to be 0.34 or less at test speed of 95km/h or to be at 0.50 or less at test speed of 65km/h, the ASIT shall notify the Airside Duty Manager and inform the Team Leader of CAG E&D, Airfield Systems, Aircraft Pavement Team to take immediate action to arrange for the removal of rubber deposits.

PROCEDURE 17: RESPONSE TO CATEGORY II ILS OPERATION

The Airside Safety Inspection Teams/Airfield Lighting Shift Team receives CAT II ILS operation notification from Fault Management Centre (FMC) or Changi Tower / Changi East Tower.



The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall check that the two (2) yellow flashing lights and transponder (indicator must be blinking green, 2 times per sec) on their rovers are serviceable before entering the runway/taxiway/taxilane.



The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall contact Changi Tower / Changi East Tower through radio set on the frequency listed in Airside Works Procedure Manual Procedure 1, to check which is the landing runway and get approval to enter that runway to carry out the inspection first, followed by the take-off runway. Please refer to the document on “CAT1 Airside Driving Theory Handbook” Standard Phraseology for further details. The ASIT/ALST shall only enter the runway upon receiving clear approval from Changi Tower / Changi East Tower and the stop bar lights are not illuminated. If in doubt, read back the instructions or clarify with Changi Tower / Changi East Tower.



The Airside Safety Inspection Teams and/or Airfield Lighting Shift Team shall proceed to check the pavement, approach and runway lights for the landing runway first before carrying out the same for the take-off runway. The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall be given 20 to 30 minutes to complete inspection on one runway. The pavement and lighting inspections for all runways shall be completed within 1 hour upon FMC/Changi Tower notification. The following approach and runway lights shall be checked for its serviceability (as explained in Annex 1 attached) and the status recorded in the Airfield Lighting Inspection Checklist (see Annex 2):

- approach lights;
- threshold lights;
- touchdown zone lights;
- runway centre line lights;
- runway end lights;
- runway edge lights; and
- Precision Approach Path Indicator (PAPI) lights.

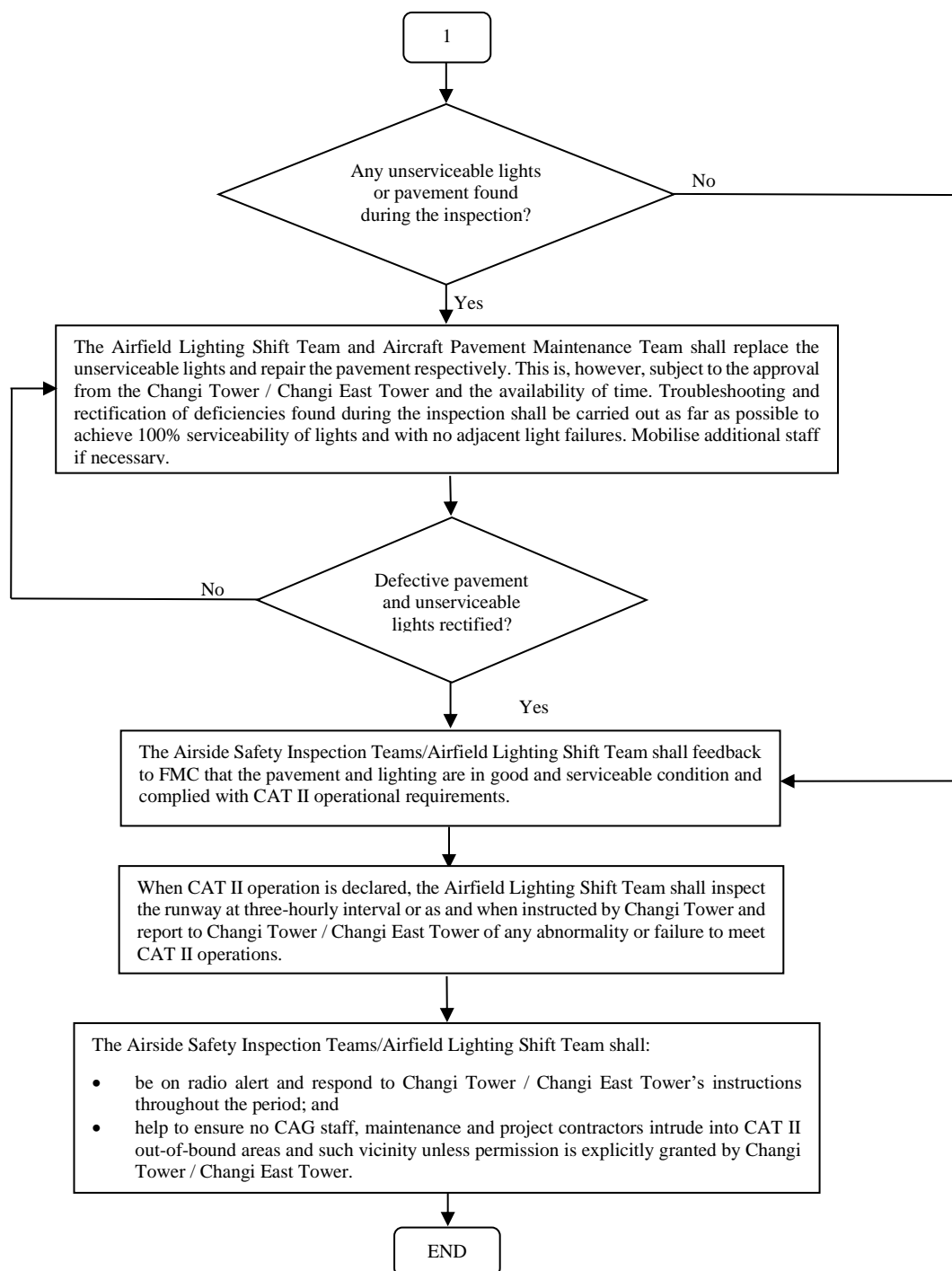
Following which, the Airside Safety Inspection Teams and/or Airfield Lighting Shift Team shall check for the serviceability of all the standby generator sets by asking Changi Tower Watch Manager to switch on from Changi Tower.



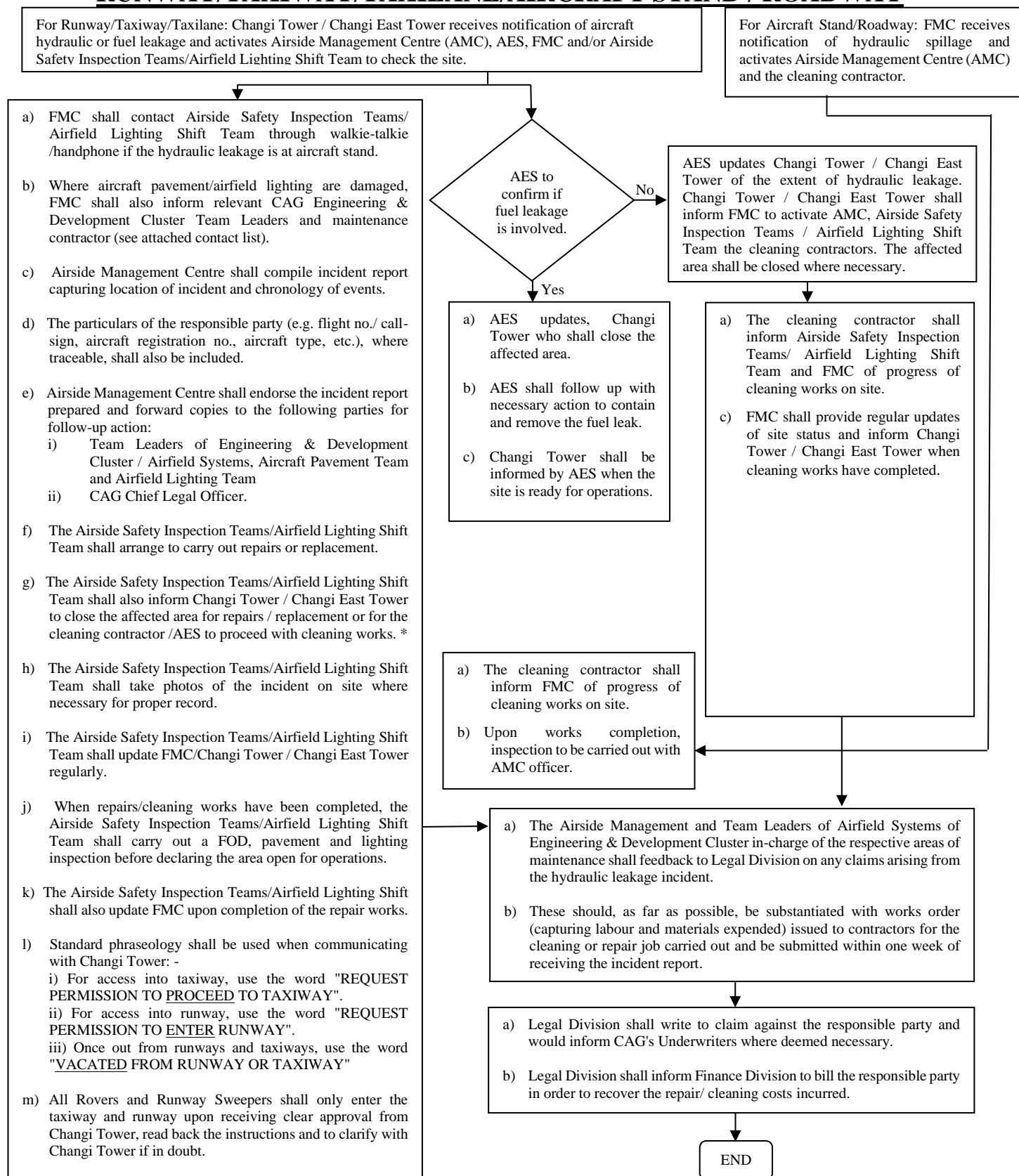
The Airside Safety Inspection Teams/Airfield Lighting Shift Team shall feedback to FMC on the condition of pavement, the standby generator sets, and the number of unserviceable lights based on the list above.



1



PROCEDURE 18: RESPONSE TO LEAKAGE INCIDENT ON RUNWAY/TAXIWAY/TAXILANE/AIRCRAFT STAND / ROADWAY



- * For temporary closure purposes, the Airside Safety Inspection Teams/Airfield Lighting Shift Team shall carry a minimum of 4 sets of heavy-duty, rubber type cones, chequered flags and red fixed lights to demarcate the closed area.

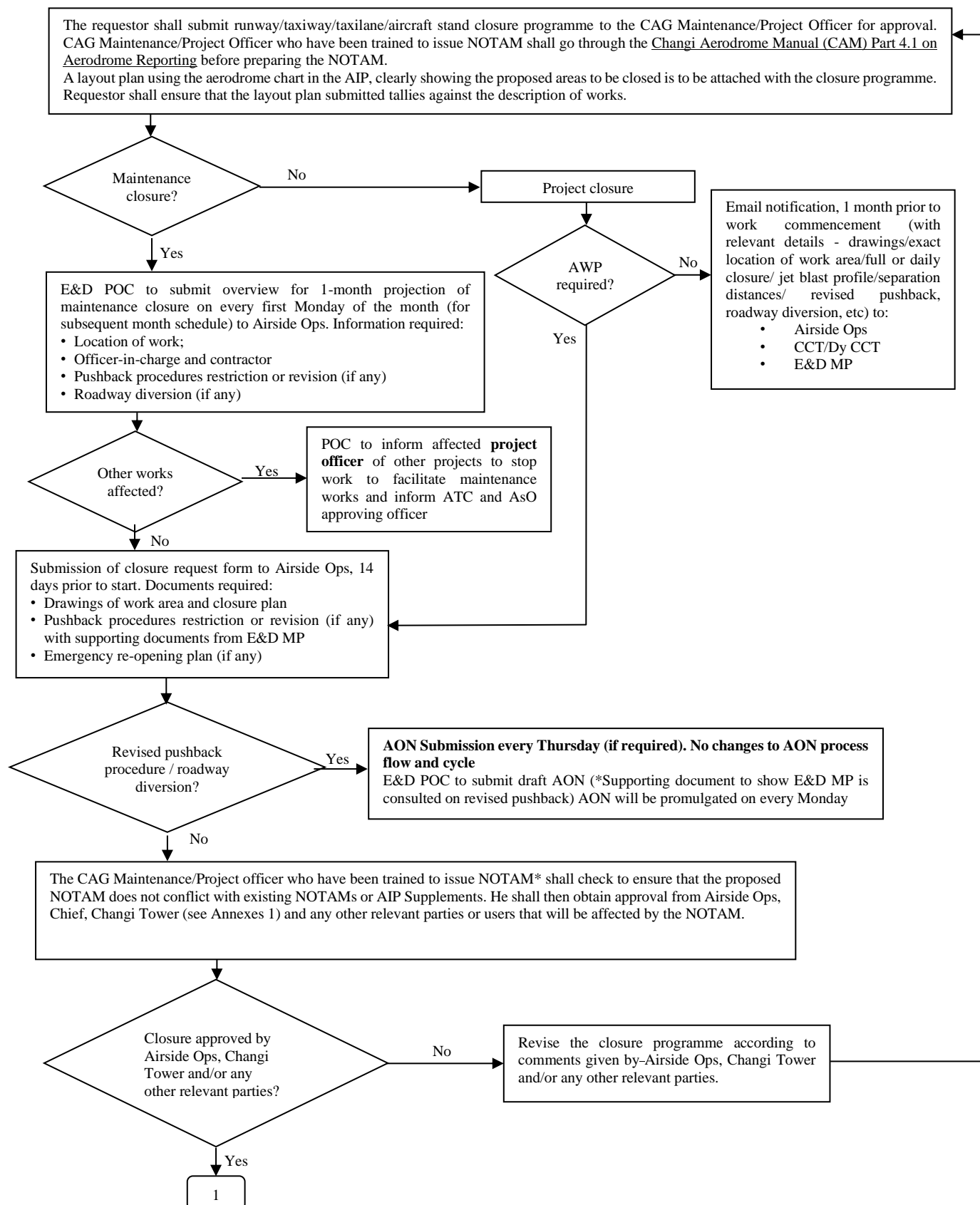
Additional Note: If there is hydraulic fluid leakage on the runway, friction test is required to be carried out.

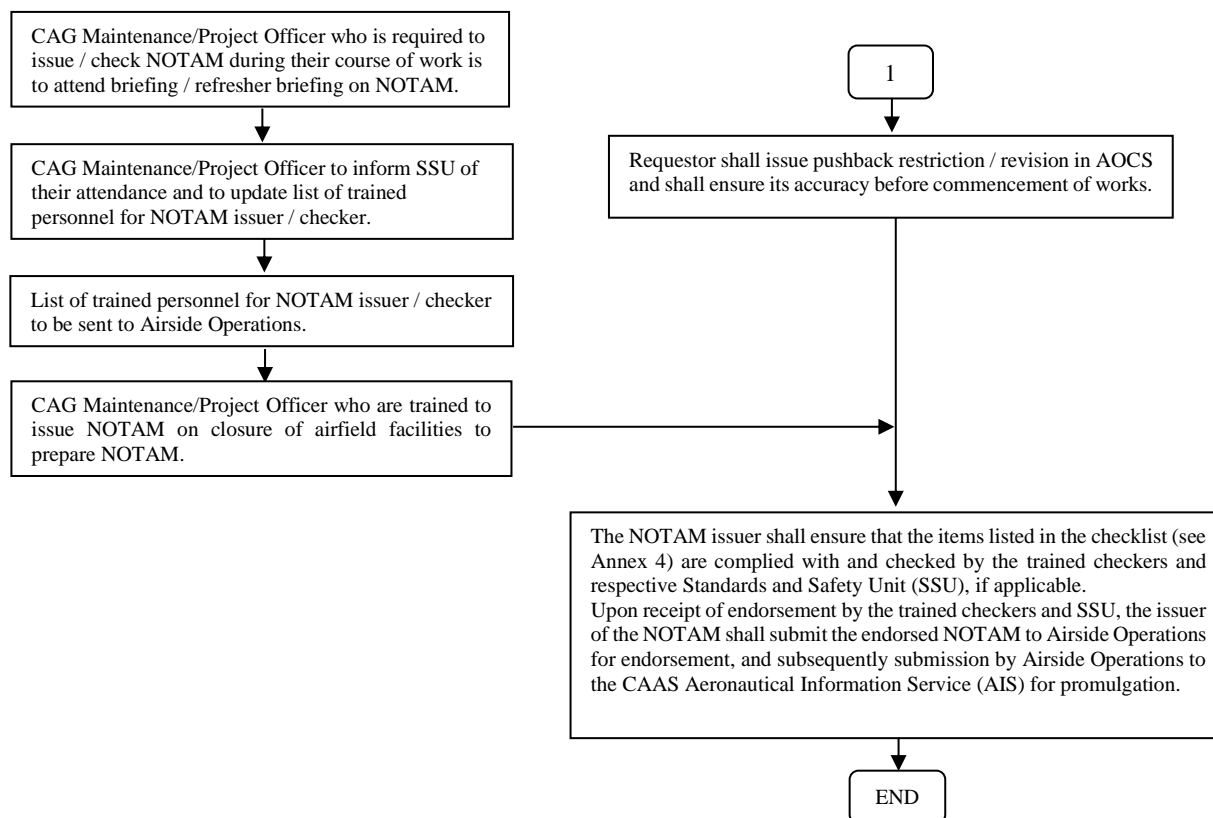
Depending on the extent of the leakage, the ASIT shall make an assessment on the risk to re-open the runway without first conducting a friction test. An example of risk which can be mitigated without first conducting a friction test is when a spillage is localized in area and has been thoroughly cleaned up. If in doubt, the ASIT should still take the safer approach to activate CAG Airside Ops to site to determine the need to conduct a friction test before re-opening of the runway. For aircraft accident a friction test shall be carried out. If after conducting the friction test and the result shows that the friction level along any 100m section is measured to be 0.34 or less at test speed of 95km/h or to be at 0.50 or less at test speed of 65km/h, the ASIT shall notify the Airside Duty Manager and inform the Team Leader of CAG E&D Airfield Systems, Aircraft Pavement Team to take immediate action to arrange for the removal of rubber deposits.

LIST OF CONTACT PERSONS FOR AIRCRAFT HYDRAULIC LEAKAGE INCIDENT ON RUNWAY/TAXIWAY/TAXILANE/AIRCRAFT STAND

Changi Tower		
1	Duty Tower Watch Manager	Tel: 6541 2416/2417
Airport Emergency Service (AES)		
2	Station 1 Watch Tower	Tel: 6541 2526
3	Station 2 Watch Tower	Tel: 6541 2544
4	Station 3	Tel: 6541 2531
FMC		
5	Duty Supervisor	Tel: 6541 2424
Airside Ops		
6	Airside Control Centre (ACC)	Tel: 8533 4558 / 6541 2151
7	Airside Management Centre (AMC)	Tel: 6541 2273 / 2275
CAG Engineering & Development Cluster		
8	Team Leader, Airfield Systems, Aircraft Pavement Team	HP: 9731 0223
9	Team Leader, Airfield Lighting Team	HP: 9457 7373
Chye Thiam Maintenance Pte Ltd		
10	Contractor's Manager	HP: 9299 7687

PROCEDURE 19: APPLYING RUNWAY/TAXIWAY/TAXILANE/ AIRCRAFT STAND CLOSURE TO CARRY OUT MAINTENANCE/PROJECT WORK





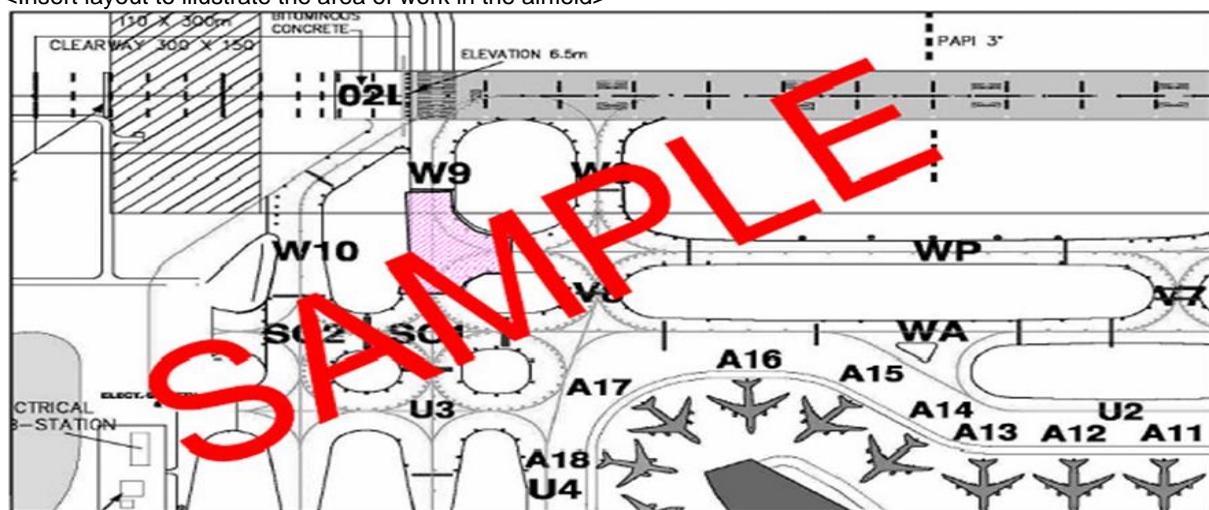
Additional Notes:

- (a) Approval from Changi Tower is not required for closure of aircraft stand (i.e. provided that no runway/taxiway/taxilane is required).
- (b) Application for stand closure is via online gate closure portal **at least 10 working days** before the proposed date of closure. Submission not fulfilling the required lead time requirement via the portal will be evaluated on a case-by-case basis.

Annex 3**Twy Closure Approval No:** _____**CLOSURE PROGRAMME**

<Insert title of project/ work scope>

<Insert layout to illustrate the area of work in the airfield>




For clarification, please call handphone:


CAG (Project officer): _____ Contractor: _____ / Rover _____


LEGEND	CLOSURE LOCATION	DATE	TIME (L/T)	REMARKS (FULL/DAILY)
Requested By:		Supported By:		Approved By:
(Company)		CAG Engineering & Relevant Group		(Runway & Taxiway/Taxilane Only)
				Chief Changi Tower (WEST)
				SVP, Airside Ops
				Teo Tian Hong
				Ling Ming Koon
(Name)		(Name)		(Name)
(Signature & Date)		(Signature & Date)		(Signature & Date)

Colour code
 : Taxiway/taxilane closure

 : Work area

 : Stand Closure - (no aircraft parking)

 : Stand restriction - (for layover only/no movements/no engine run)

 : Advisory Note - aircraft pushback restrictions

NOTE: The description of work under closure location and the inserted layout (use AIP Aerodrome chart) must tally, and NOTAM accordingly

File Reference: _____

CHECKLIST FOR NOTAM / AIP SUPPLEMENT / AIP AMENDMENT / AERONAUTICAL INFORMATION CIRCULAR PROMULGATION**Project Title:** _____**Requesting Section:** _____ **Work Location:** _____

Before Promulgation		
S/No	Item	Please Circle / Respond
1	Have you checked whether the aeronautical data and information of the draft NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular impacts safety and efficiency of the airside's operations (eg. runway closure, longer taxiing route, pushback restriction/revision, obstacles, etc.)?	Yes / No / N.A.
2	Have mitigation measures for the impact on safety of operations in the airside, arising from the NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular, been reviewed and fully endorsed in the form of a risk assessment?	Yes / No / N.A.
3	Have you ensured that the necessary safety provisions (e.g. visual aids, closure markings / markers, obstacle lights, etc.) will be in place on site to support the NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular?	Yes / No / N.A.
4	Have you consulted Changi Tower / Airside Operations / relevant AIP Subject Owner(s) on the proposed changes / activities before drafting the NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular?	Yes / No / N.A.
5	Have you checked that the aeronautical data and information of the draft NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular in association with the proposed changes / activities is correct and not in conflict with any of the existing NOTAMs / AIP Supplements / AIP Amendments / Aeronautical Information Circulars?	Yes / No
6	Have you checked that the phrasing of the aeronautical data and information of the draft NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular is accurate and complete?	Yes / No
Name/ Designation of officer assigned to check the site when the NOTAM / AIP Supplement / AIP Amendment is effected		
Contact Number		

Issuer of NOTAM/AIP Supplement/AIP Amendment:**Checker of NOTAM/AIP Supplement/AIP Amendment:**_____
Name / Designation_____
Signature / Date_____
Name / Designation_____
Signature / Date**Checked by SSU:**_____
Name / Designation_____
Signature / Date

After Promulgation		
1	Have you checked that the promulgated NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular is correct?	Yes
2	Have you provided the NOTAM / AIP Supplement / AIP Amendment / Aeronautical Information Circular reference number and attached it with this Checklist as a supporting document?	Yes Ref No: _____
If your answer to any of the above items is "No", please give the reason(s) below: -		

Issuer of NOTAM/AIP Supplement/AIP Amendment:**Checker of NOTAM/AIP Supplement/AIP Amendment:**_____
Name / Designation_____
Signature / Date_____
Name / Designation_____
Signature / Date

Note:

1. For content of NOTAM which takes effect less than 1 day, the issuer of NOTAM shall inform Airside Safety Inspection Team (Changi) / Aircraft Pavement & Airfield Lighting Inspection Teams (Seletar) via phone and fax immediately after the NOTAM is promulgated.
2. Only those officers have been trained can issue NOTAM.
3. The checker of NOTAM/AIP Supplement/AIP Amendment shall be officers who have undergone training.
4. The checker of the NOTAM/AIP Supplement/AIP Amendment cannot be the issuer of the same NOTAM/AIP Supplement/AIP Amendment.
5. NOTAM / AIP Supplement / AIP Amendment Promulgation Form must be attached to this checklist.
6. NOTAM / AIP Supplement / AIP Amendment Promulgation Form shall be checked by the respective SSU before submission.
7. Project officers shall consult Airside Ops, prepare AIP and all the necessary supporting documents, and submit to Airside Ops within the publication timeline as stipulated in Changi Aerodrome Manual. Airside Ops shall be responsible for the final submission to CAAS, AIS.
8. For NOTAM promulgation only – Maintenance works carried out by Team Leaders of E&D Airfield Systems, Pavement section and AFL section need not be endorsed by SSU. However, the issuer has to complete the checklist before sending the NOTAM to CAAS AIS and ASIT (Changi) / Aircraft Pavement & Airfield Lighting Inspection Teams (Seletar).

PROCEDURE 20: APPLYING EMERGENCY RUNWAY/TAXIWAY/TAXILANE CLOSURE TO CARRY OUT REPAIR WORK

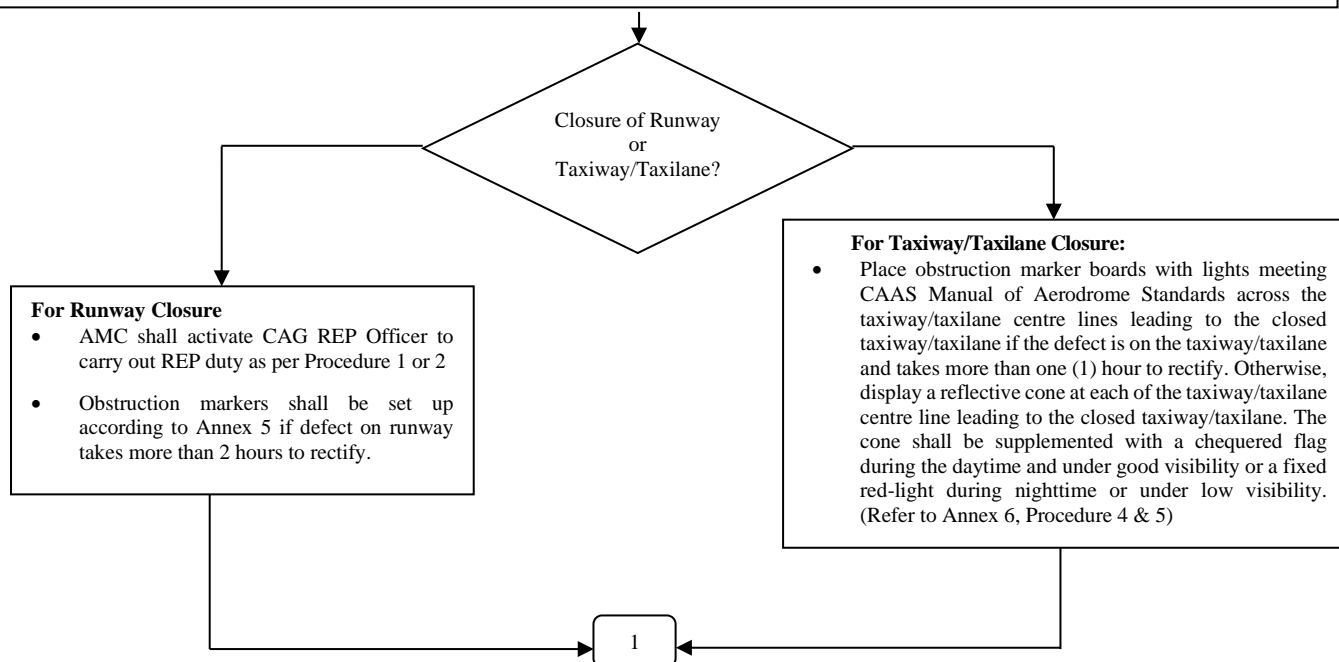
The Airside Safety Inspection Teams (ASIT) /Airfield Lighting Shift Team (ALST)/CAG Officer/authorised RTO under the direction of CAG Project Officer spotted a defect on the runway/taxiway/taxilane during their inspection, which could pose a danger to aircraft operations.

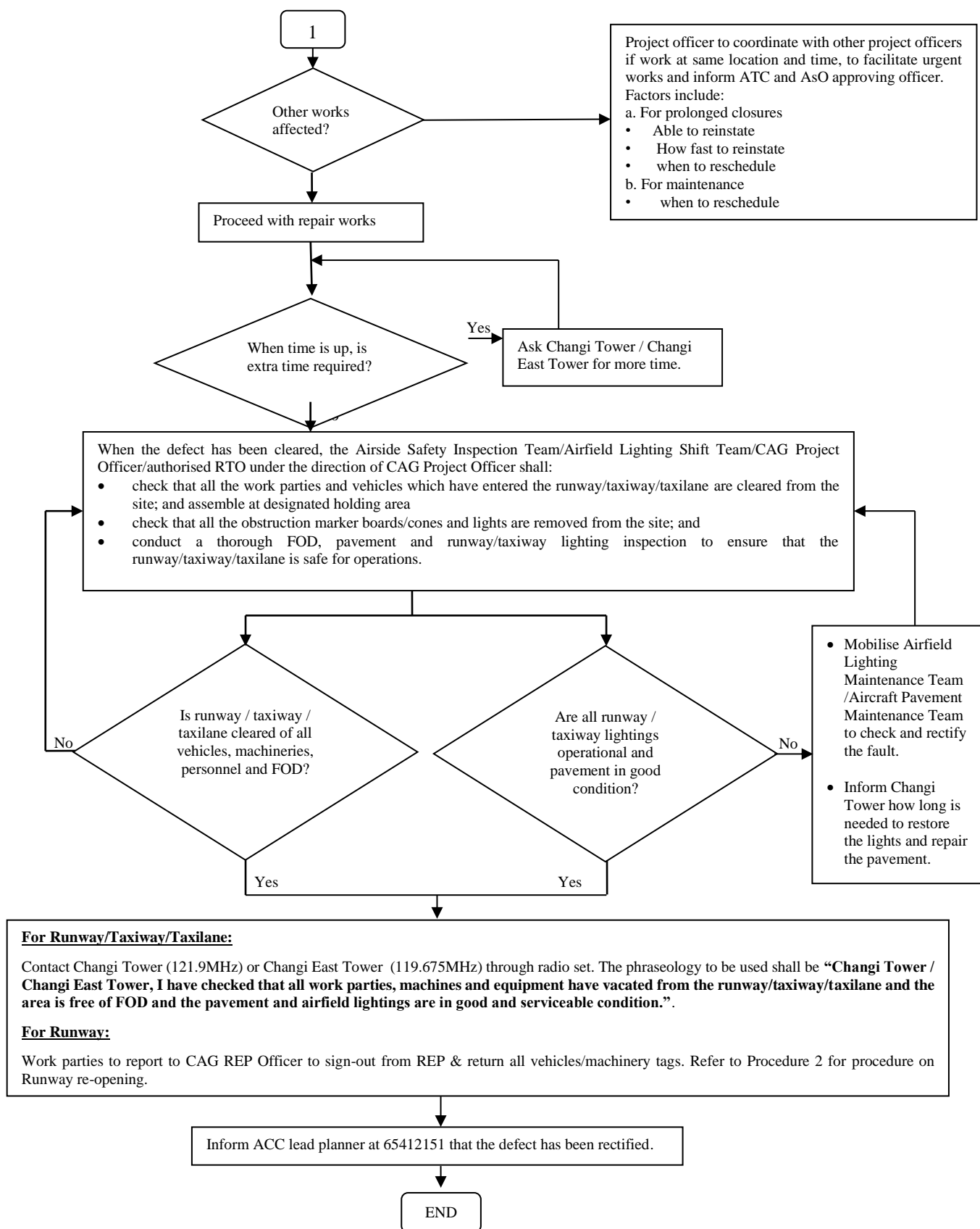
The following defects are defects which warrant immediate closure of runway/taxiway/taxilane. This list shall serve as a guide to the Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Officer/authorised RTO under the direction of CAG Project Officer but shall not be taken as exhaustive. For defects which are not listed below, the Airside Safety Inspection Teams/Airfield Lighting Shift Team/CAG Officer/authorised RTO under the direction of CAG Project Officer shall assess whether to invoke this procedure based on their judgmental assessment and experience:

- (i) Surface flooding at runway/taxiway/taxilane
- (ii) Pothole of size greater than 15 cm in diameter at runway / taxiway*
- (iii) Outage of both sets of Precision Approach Path Indicator (PAPI) lights on the landing direction.
- (iv) Unserviceable light adjacent to another unserviceable light during CAT II ILS operation / outage of one complete circuit of runway lights;
- (v) Deep erosion of runway/ taxiway / taxilane strip surface;
- (vi) Obstacles on the runway/taxiway or runway/taxiway strip or infringing the associated approach/take-off surfaces;
- (vii) Rubber tyre debris or other large quantity of debris scattered on the runway/taxiway /taxilane surface;
- (viii) Excessive bird activities on a runway or within the approach/take-off areas;
- (ix) Fuel/Hydraulic Fluid leakage or spillage on runway/taxiway/ taxilane;
- (x) Friction level that drops below 0.34(95km/h) or 0.50 (65km/h) on any 100m section of the runway.

The ASIT/ALST/CAG Officer/authorised RTO under the direction of CAG Project Officer shall:

- Inform Changi Tower and AMC that the runway/taxiway/taxilane is not safe for aircraft operations and how long is needed to rectify the defects;
- If NOTAM action is needed, CAG Project Officer shall submit draft & NOTAM proposal to CAG Airside Operations for promulgation.
- To seek approvals from Changi Tower to close taxiway/taxilane, and from AMC to close runway for critical pavement defects;
- Inform all affected parties





The defined criteria that warrant immediate closure of the runway is:
A pothole on the runway of size greater than 150mm in diameter and 75mm in depth, enlarging and with the potential of generating FOD would warrant immediate closure of runway.

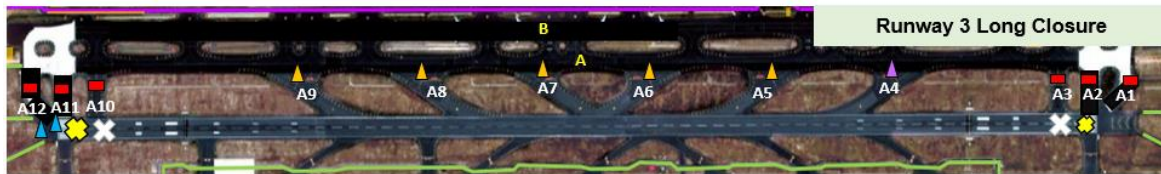
Annex 5

CLOSING OF RUNWAY 1 FOR MORE THAN TWO (2) HOURS TO CARRY OUT MAINTENANCE WORK



Inventory	Qty		
Marker boards	5	Cones x6 each: W3, W4, W5, W6 & W7 x5 each: M4, M5 & SASCO Crossing x2 each: REP access road	Total: 47 30 15 2
Lighted cross	2		
White cross markers (+ weights)	2 (+48)		

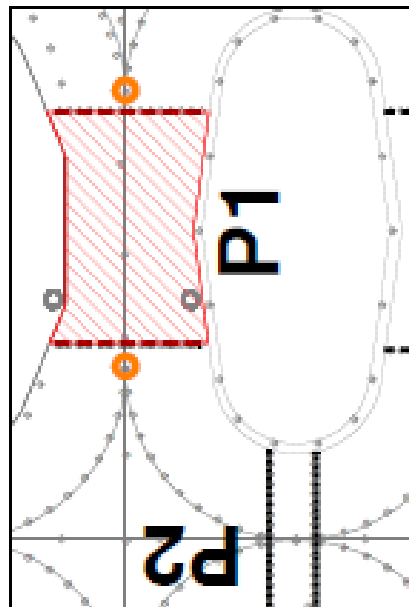
CLOSING OF RUNWAY 3 FOR MORE THAN TWO (2) HOURS TO CARRY OUT MAINTENANCE WORK



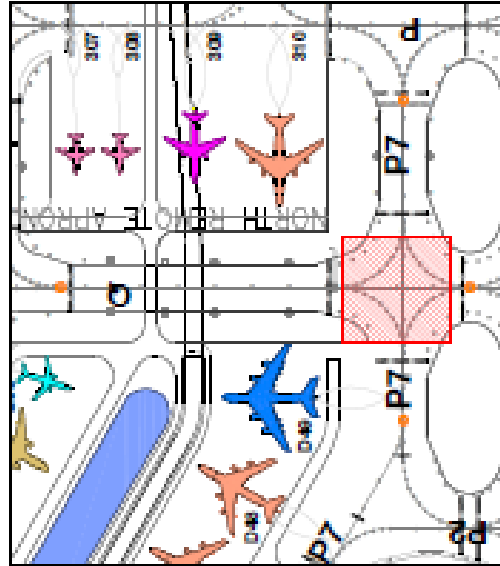
Inventory	Qty		
Marker boards	6	Cones x9 each: A4 x6 each: A5, A6, A7, A8, A9 x2 each: REP access road & 2 Edge lights near A12	Total: 43 9 30 4
Lighted cross	2		
White cross markers (+ weights)	2 (+48)		

Annex 6

APPLYING EMERGENCY RUNWAY / TAXIWAY CLOSURE TO CARRY OUT REPAIR WORK



Typical Cone Layout



Typical Cone Layout

Legend



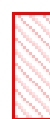
CONSTRUCTION CONE WITH 3M DIAMOND GRADE CONE & CHECKERED FLAG / FRIEDED LIGHTS* COMPLYING WITH CAAS MANUAL OF AERODROME STANDARDS
(CONE TO BE SUFFICIENTLY WEIGHTED DOWN TO AVOID BEING BLOWN AWAY)



CHECKED FLAG TO BE USED DURING DAYTIME AND GOOD VISIBILITY



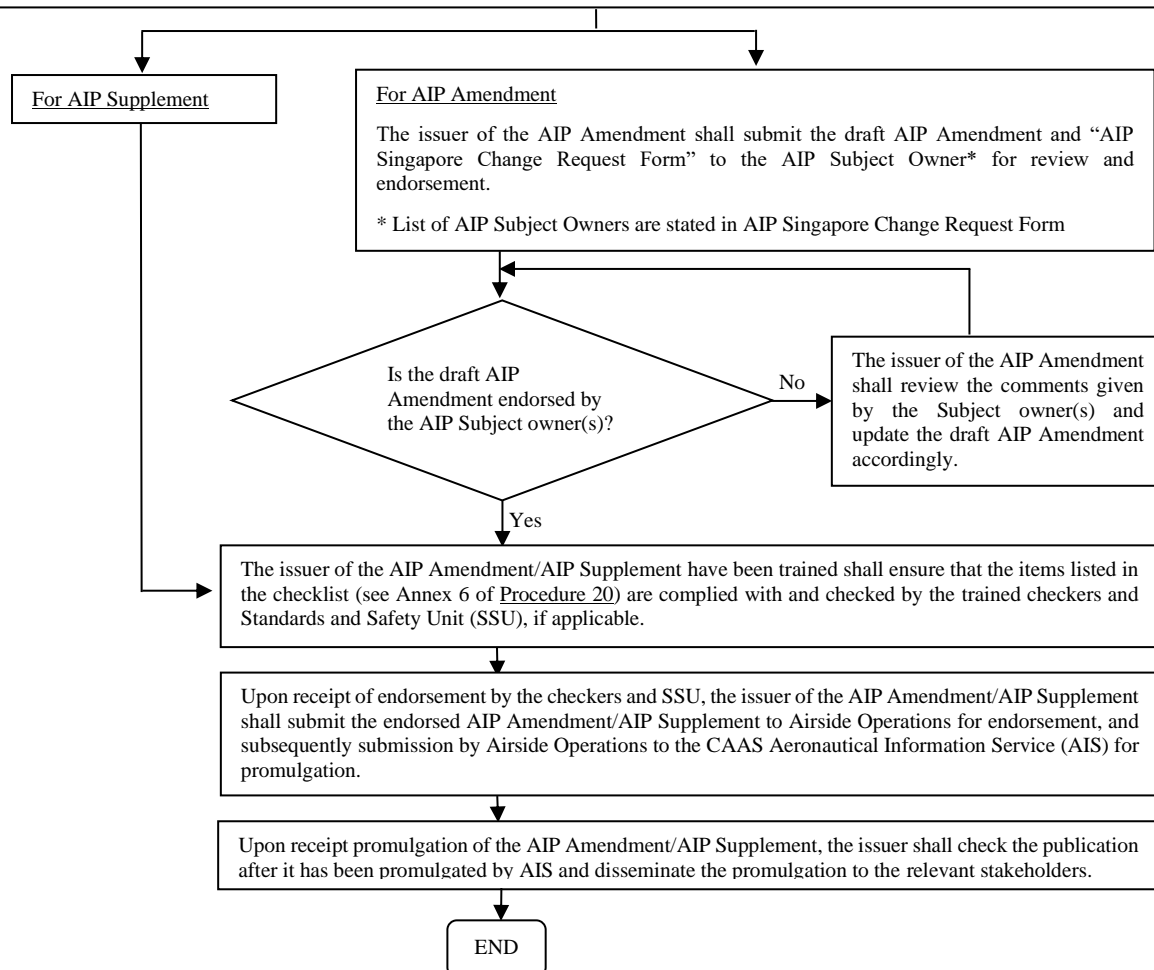
STOBBAR LIGHTS



CLOSURE AREAS

PROCEDURE 21: PREPARING AND DISSEMINATING AIP AMENDMENT/AIP SUPPLEMENT

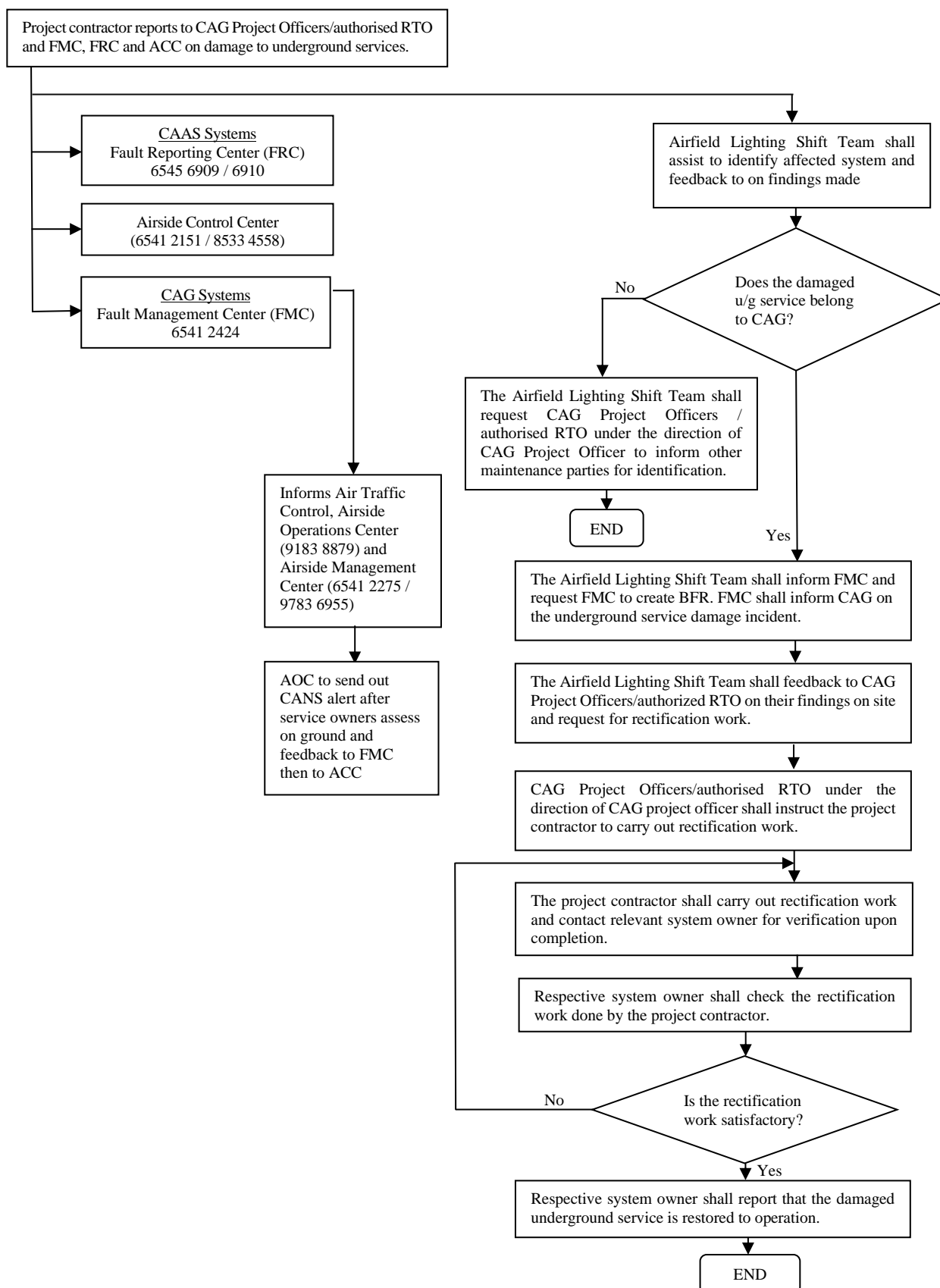
CAG Maintenance/Project Officer who have been trained to issue AIP amendment / AIP Supplement* shall go through the Changi Aerodrome Manual (CAM) Part 4.1 on Aerodrome Reporting before preparing a draft AIP Amendment / AIP Supplement and carry out a risk assessment on the impact of the proposed changes / activities, e.g. construction work to airside facilities, if applicable.



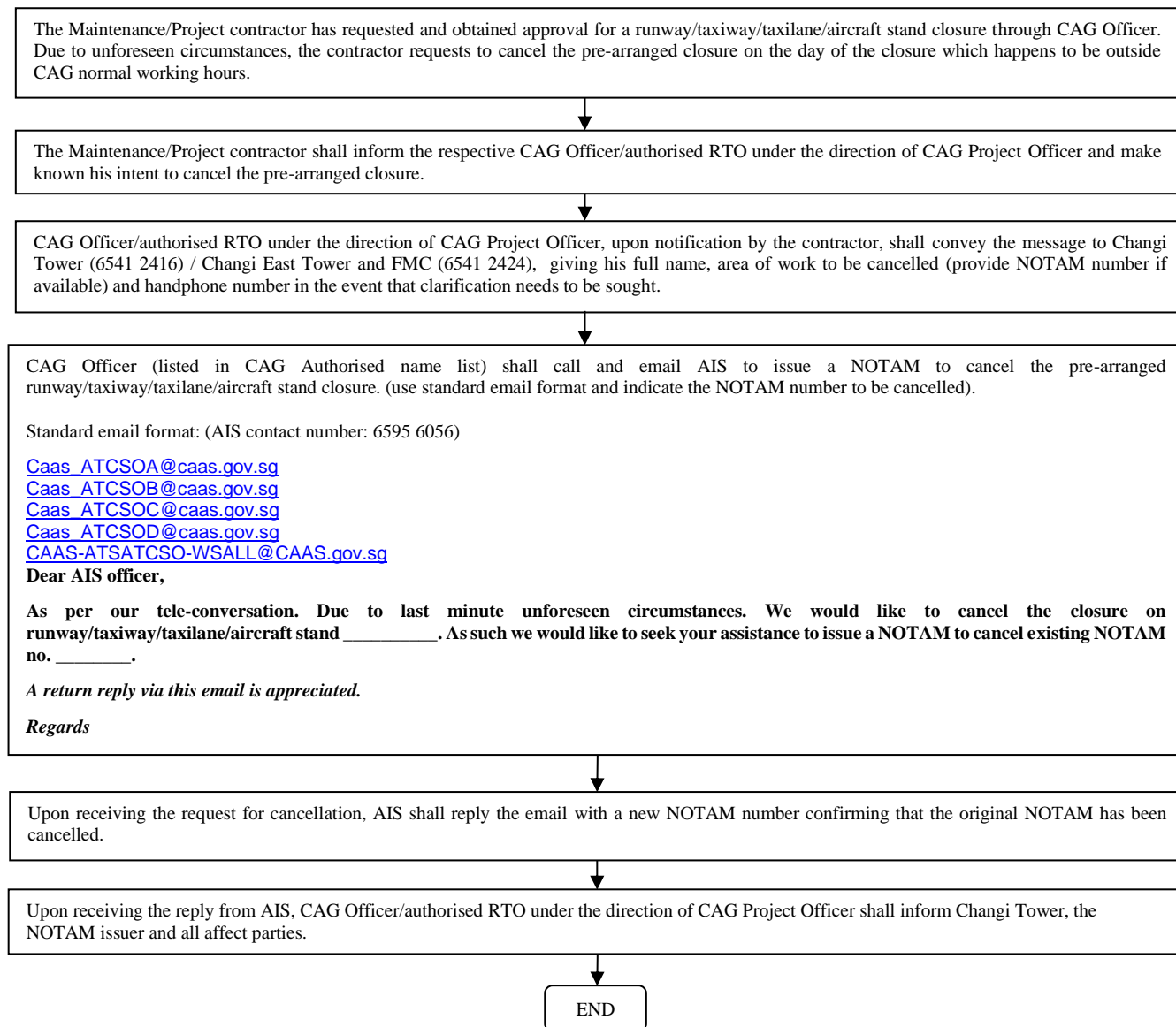
Additional Note:

- For newly constructed / rehabilitated aircraft parking stands, early confirmation on the data by the licensed surveyor through email would be established prior to submission of endorsed as-built drawings.
- Project / maintenance officer shall ensure that updates in the AIP and aerodrome manuals are made whenever there are changes to the infrastructure.
- For permanent changes to the information contained in the AIP, or completion of new airfield infrastructure (e.g. new taxiway / new aircraft stand etc.), CAG Maintenance/Project Officer shall inform Master Planning(Airfield Capacity Planning team) to update the changes in the Changi Aerodrome Manual (CAM) and in AIP Singapore accordingly.
- For AIP/AIP supplement promulgation, the form shall only be signed off if a proper safety assessment has been carried out where applicable.
- For permanent changes that are put up using NOTAMs, an additional “AIP Singapore Change Request Form” is needed to submit to AIS for AIP amendment.
- For permanent changes that are put up using AIP Supplement, an additional “AIP Singapore Change Request Form” is needed to submit to AIS for AIP amendment.
- For amendment on WSSS AD2.24 Aerodrome Chart AD-2-WSSS-ADC-2, in parallel with the submission to CAAS AIS, the issuer of the AIP amendment shall extend a copy to AES (for their update of the crash map).
Both “AIP Singapore Change Request Form” & “Template for AIP Supplement” can be found in E&D Document Management System Software - Newforma -> Safety folder.

PROCEDURE 22: RESPONSE BY PROJECT CONTRACTOR TO UNDERGROUND SERVICE DAMAGE BY PROJECT CONTRACTOR DURING EXCAVATION WORK



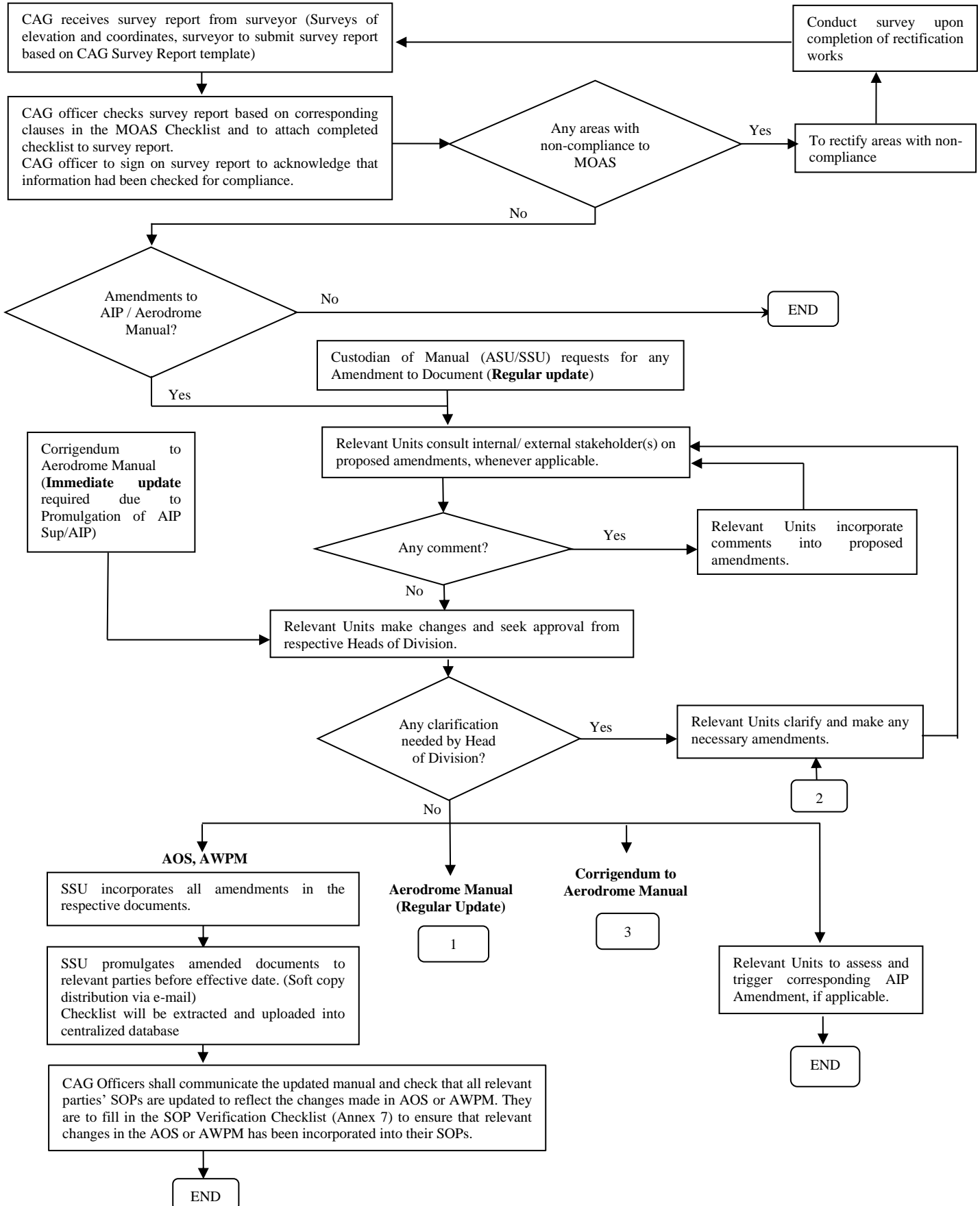
PROCEDURE 23: PROCEDURE FOR CANCELLING RUNWAY/TAXIWAY/TAXILANE/AIRCRAFT STAND CLOSURE OUTSIDE CAG NORMAL WORKING HOURS

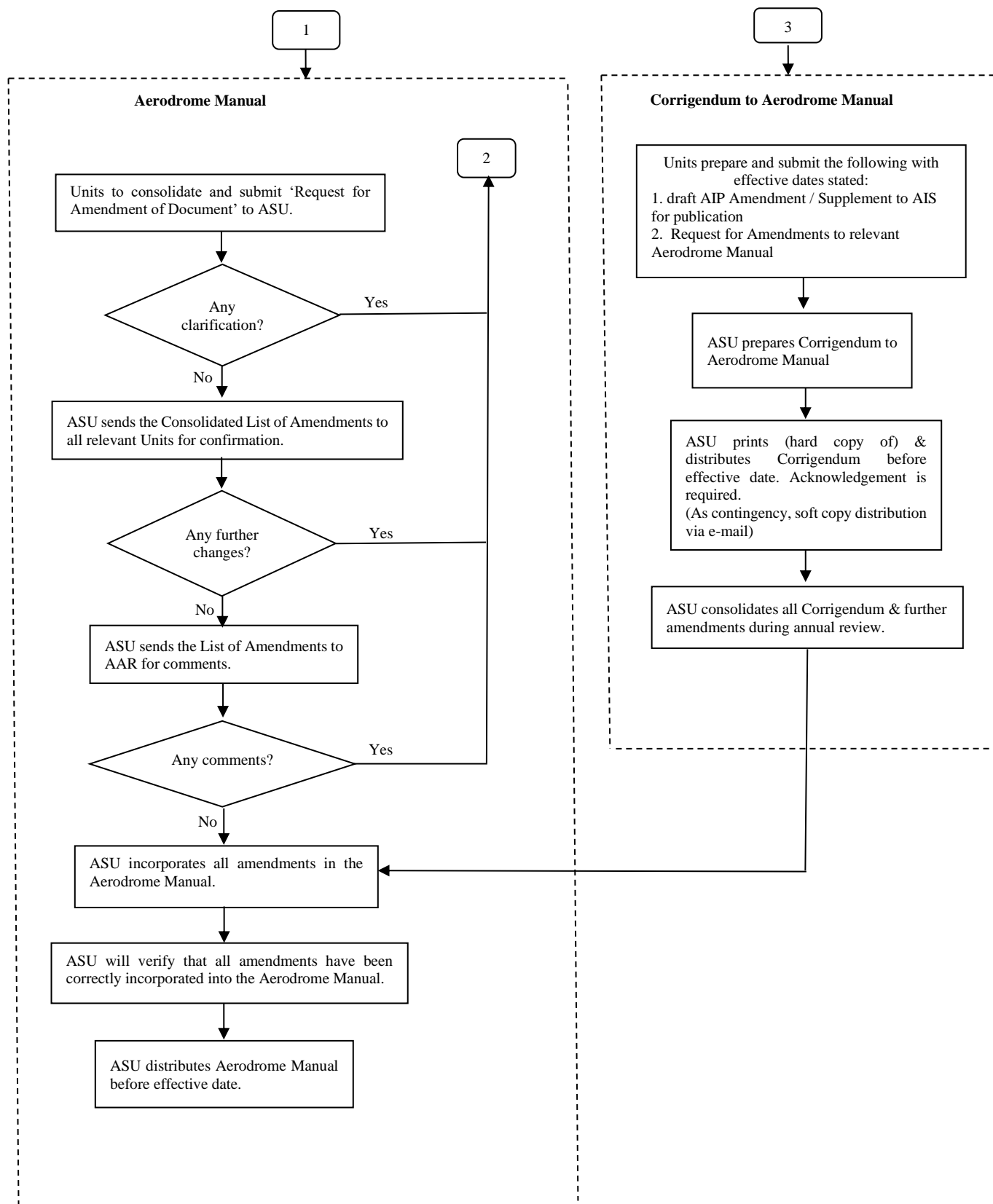


Note:

- 1) If the Original NOTAM contains of several other dates and which will be cancelled together with the runway/taxiway/taxilane/aircraft stand to be closed, then the issuer of the NOTAM shall re-issue a new NOTAM for the rest of the remaining dates.
- 2) There is no requirement to cancel the NOTAM if the CAG Officer/authorised RTO so decides to re-open the runway/taxiway/taxilane/aircraft stand earlier after it has been closed according to the approved timing.

PROCEDURE 24: PROCESS FLOW ON UPDATING OF AERODROME MANUAL, AIRPORT OPERATIONAL AND SAFETY(AOS), AIRSIDE WORKS PROCEDURE MANUAL (AWPM)





Annex 7

SOP Verification Checklist

The purpose of this checklist is to ensure that work parties had implemented the latest requirements, where relevant, as stipulated in CAG's procedures such as the Airport Operational and Safety Requirement Manual (AOS) or Airside Works Procedure Manual (AWPM) as and when a new revision to the manual or SOP is promulgated.

CAG project / maintenance officer shall attach excerpts of the affected SOP from work parties for documentation of such changes made.

CAG Manual : AOS / AWPM*

Revision : _____

Manual Revision Date : _____

* Delete where applicable

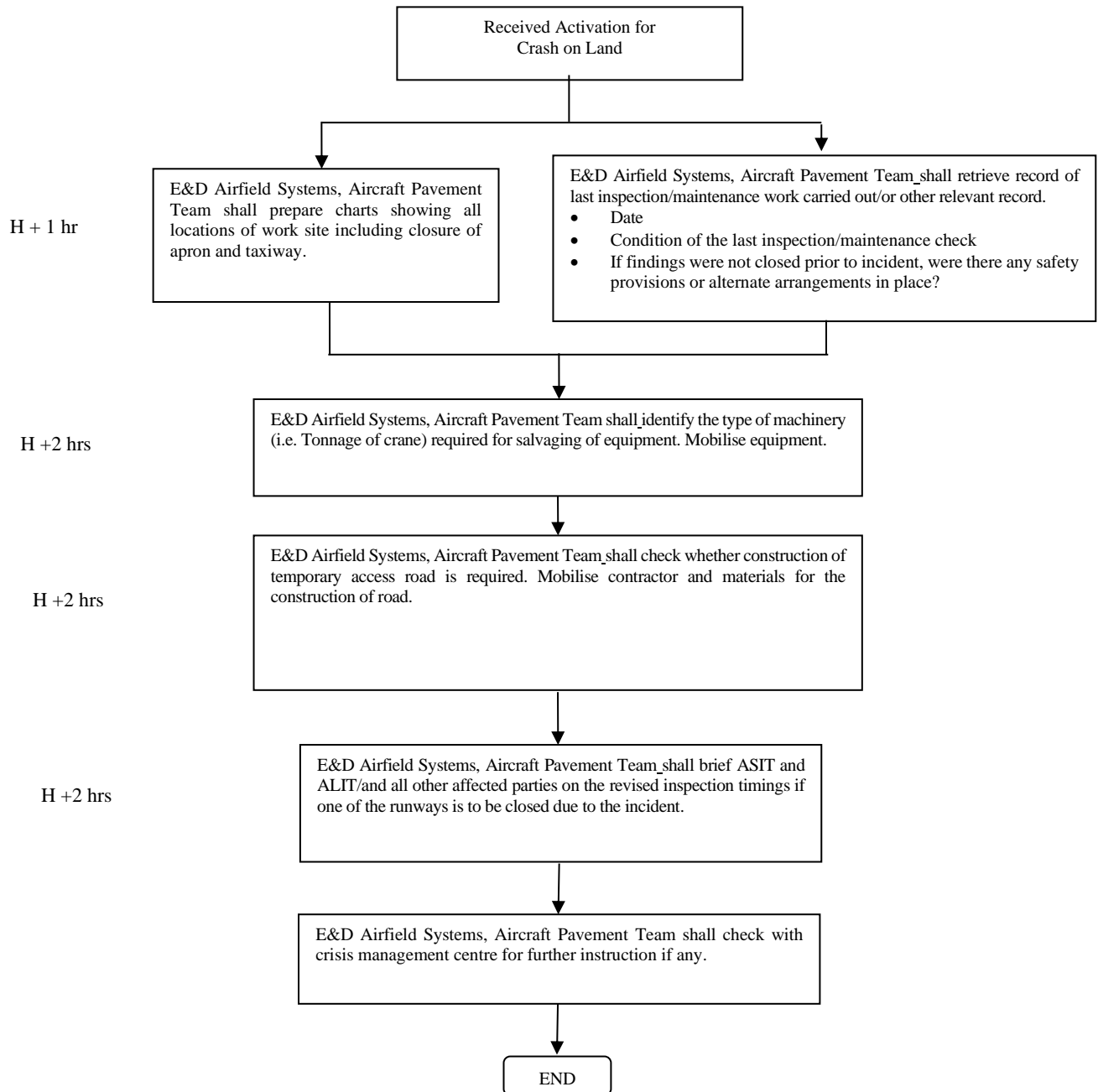
Reference number in list of amendment form	Clause reference in CAG Manual	Not Implemented	Not Applicable	Implemented	Remarks (Reason for not implementing / implemented with reference to work parties' SOP and to include work parties's SOP clause reference number)

Check by (CAG) : _____

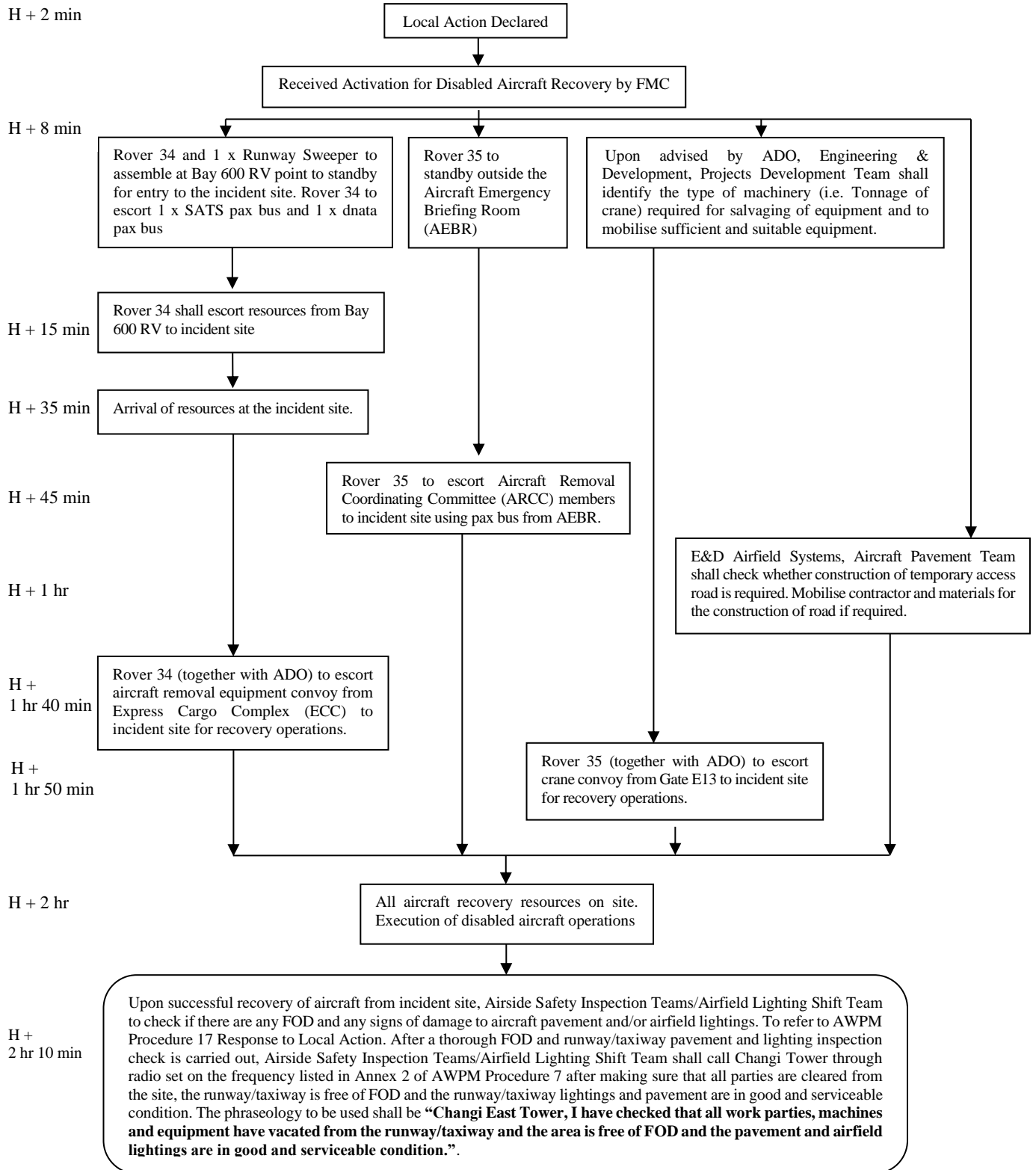
Date : _____

Scope of Work : _____

**PROCEDURE 25: RESPONSE TO CRASH ON LAND WITHIN
CHANGI AIRPORT WITHIN AES TURN-OUT AREA
(RUNWAY 1, 2 or 3)**



PROCEDURE 26: RESPONSE TO DISABLED AIRCRAFT RECOVERY AT RUNWAY 3 AND ASSOCIATED TAXIWAYS



PROCEDURE 27: PROCESS FLOW ON COMMISSIONING AND HANDING OVER UPON COMPLETION OF PROJECT AT MOVEMENT AREA

Upon completion of any airside project work, the contractor shall conduct inspections, testing & commissioning works with CAG Maintenance/Project officers. The inspections and testing and commissioning works shall be carried out in accordance to the requirements spelt out in the contract specifications and the findings/ results shall be recorded in the inspections, testing and commissioning forms.



Upon certifying that the project has been completed satisfactorily, the CAG Maintenance/Project officer shall inform the respective parties responsible for taking over the new facility for operations and maintenance and arrange for a handing over inspection with the users. CAG maintenance / project officer shall ensure that the new aircraft movement area remains inaccessible to aircraft by marking it as a closed aircraft movement area until the handing and taking over process has completed.



This list below shall serve as a guide for areas to be checked, acknowledged and taken over by respective parties. The project officer shall consult all the respective system owners for their detailed handing/taking over checklist prior to handing over.

Civil work*

- Pavement condition
- Quality of dimension airfield marking
- Drainage, turfing
- FOD

Airfield Lighting System*

- Airfield Lighting
- Taxiway guidance signs
- Aircraft Stand Manoeuvring Guidance Light System
- Airfield Ground Lighting Control & Monitoring System

CAFHI*

- Fuel pits available for the intended aircraft types

PLB/ADGS*

- PLB serviceability, including fixed gangway and movable arms
- PLB security doors
- PLB obstacle lights
- ADGS serviceability
- INS sign
- Aircraft stand bay indicator sign

Floodlights*

- Floodlights and lighting levels
- Obstacle lights on high mast
- Earth Receptacle & Lightning Protection

CCTV *

- CCTV on high mast, if any

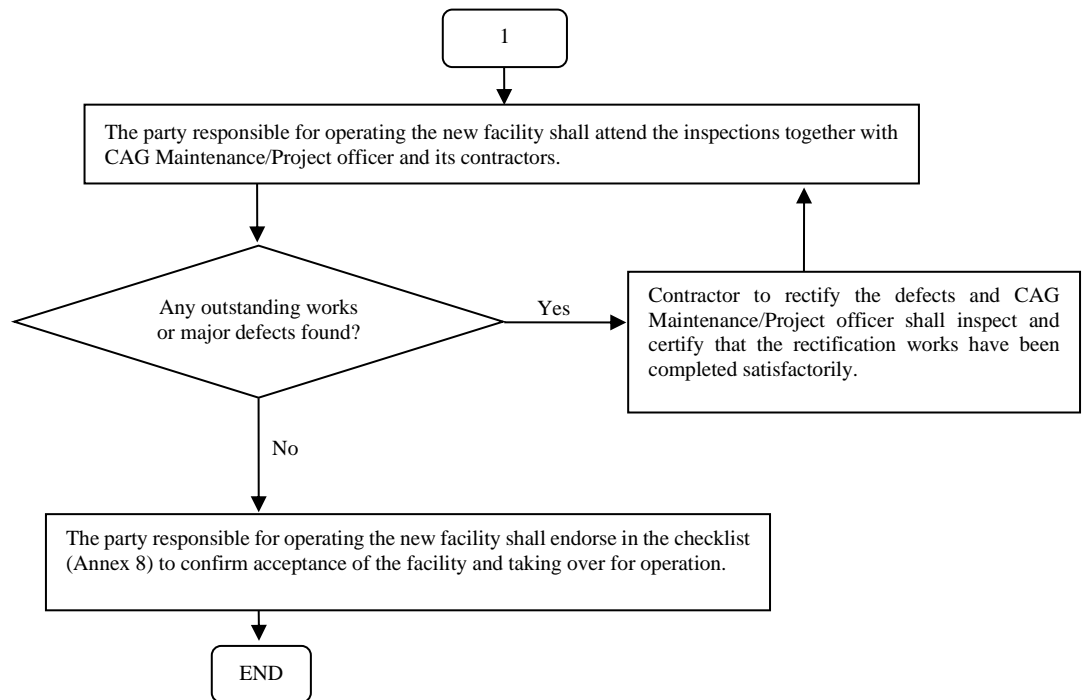
Master Planning *

- Safety separation distances
- Safety distance to object
- Marking and lighting of obstacles
- Sizing of the ESA and EPS is sufficient for the ground handler
- 2nd layer of checks on as-built drawings, to ensure compliance to MOAS upon completion of markings, guidance sign and other visual aids modification or construction.

*if applicable

↓

1



Annex 8

Checklist for Commissioning of Airside Infrastructure and Works

Project Title: _____



<input type="checkbox"/>	* Runway / Taxiway	:	_____
<input type="checkbox"/>	Aircraft Parking Stand	:	_____
<input type="checkbox"/>	Other Works	:	_____

No	Facility / Equipment	Compliance / Functionality Checked	Check Status	Checked By	Signed / Date	Remarks / Comments Addressed
1	Civil Works					
1.1	Condition of Runway / Taxiway pavement		*Acceptable / To Rectify / NA			
1.2	Runway / Taxiway ground markings dimension in accordance to specifications		*Acceptable / To Rectify / NA			
1.3	Condition of Parking Stand pavement		*Acceptable / To Rectify / NA			
1.4	Parking Stand ground markings dimension in accordance to specifications		*Acceptable / To Rectify / NA			
1.5	Stop-line markings dimension in accordance to specifications for each aircraft type		*Acceptable / To Rectify / NA			
1.6	Primary and Secondary Roadway		*Acceptable / To Rectify / NA			
1.7	Roadway ground markings dimension in accordance to specifications		*Acceptable / To Rectify / NA			
1.8	Jet blast deflector		*Acceptable / To Rectify / NA			
1.9	Drains		*Acceptable / To Rectify / NA			

No	Facility / Equipment	Compliance / Functionality Checked	Check Status	Checked By	Signed / Date	Remarks / Comments Addressed
1.10	Turfing		*Acceptable / To Rectify / NA			
2	<u>PLB / ADGS</u>					
2.1	Fixed gangway serviceability		*Acceptable / To Rectify / NA			
2.2	PLB serviceability		*Acceptable / To Rectify / NA			
2.3	PLB security doors		*Acceptable / To Rectify / NA			
2.4	PLB red obstacle lights		*Acceptable / To Rectify / NA			
2.5	PLB safety zone ground markings dimension in accordance to specifications		*Acceptable / To Rectify / NA			
2.6	ADGS display & control panel		*Acceptable / To Rectify / NA			
2.7	INS sign constructed in accordance to specifications		*Acceptable / To Rectify / NA			
2.8	Bay indicator sign constructed in accordance to specifications		*Acceptable / To Rectify / NA			
2.9	Gate Operating System (GOS) updated		*Acceptable / To Rectify / NA			
3	<u>ANCILLARY BUILDING SERVICES AND M&E SYSTEMS</u>					
3.1	Apron Floodlight & lighting levels To attached lux level reading and check against specifications as stipulated in MOAS.		*Acceptable / To Rectify / NA			
3.2	Apron floodlight OG box + plinth		*Acceptable / To Rectify / NA			
3.3	Lightning protection shelter		*Acceptable / To Rectify / NA			

No	Facility / Equipment	Compliance / Functionality Checked	Check Status	Checked By	Signed / Date	Remarks / Comments Addressed
3.4	Earth receptacle		*Acceptable / To Rectify / NA			
3.5	OBS lights for jet blast fence		*Acceptable / To Rectify / NA			
4	<u>AFL system / ALCMS</u>					
4.1	Runway / Taxiway centerline and edge lights To attached specifications of installation		*Acceptable / To Rectify / NA			
4.2	Airfield mandatory and information signs constructed in accordance to specifications in terms of dimension and luminance		*Acceptable / To Rectify / NA			
4.3	Airfield Ground Lighting Control & Monitoring System (AGLCMS) updated		*Acceptable / To Rectify / NA			
4.4	Aircraft Stand Manoeuvring Guidance Light System		*Acceptable / To Rectify / NA			
4.5	Guidance signs are designed and constructed in compliance with MOAS / ICAO Annex 14		*Acceptable / To Rectify / NA			
5	<u>CCTV</u>					
5.1	Camera Coverage of Aircraft Parking Stand/Runway/Taxiway		*Acceptable / To Rectify / NA			
6	<u>Fuel hydrant system</u>					
6.1	Underground fuel hydrant pit location		*Acceptable / To Rectify / NA			
6.2	Dimension of markings for hydrant pits in accordance to specifications		*Acceptable / To Rectify / NA			
6.3	Height of protrusion of fuel pit above pavement level		*Acceptable / To Rectify / NA			
6.4	CAFHI infrastructure has been commissioned in line with relevant JIG Standards. CAFHI to send CAG confirmation by the project consultant that the relevant commissioning tests have been conducted and are satisfactory		*Acceptable / To Rectify / NA			

No	Facility / Equipment	Compliance / Functionality Checked	Check Status	Checked By	Signed / Date	Remarks / Comments Addressed
7	<u>Compliance checks</u>					
7.1	Safety separation distances between runway / taxiway		*Acceptable / To Rectify / NA			
7.2	Safety separation distances to object		*Acceptable / To Rectify / NA			
7.3	Marking and lighting of obstacles		*Acceptable / To Rectify / NA			
7.4	Sizing of the ESA/EPA at parking stand		*Acceptable / To Rectify / NA			
7.5	Geographical WGS-84 survey requirements		*Acceptable / To Rectify / NA			
7.6	Markings for ERA, ABL for parking stand		*Acceptable / To Rectify / NA			
7.7	Pavement slope compliance to MOAS		*Acceptable / To Rectify / NA			
8	<u>Systems</u>					
8.1	Inclusion of infrastructure in e-inspection (inspection checklist)		*Acceptable / To Rectify / NA			
9	<u>Documentation</u>					
9.1	Issuance of NOTAM		*Acceptable / To Rectify / NA			
9.2	Issuance of AON		*Acceptable / To Rectify / NA			
9.3	Submission of AIS publication (AUP Supp, AIP amdt) Project officer to ensure that information submitted is aligned with updates to the aerodrome manual.		*Acceptable / To Rectify / NA			
9.4	Update to Aerodrome Manual (CAM / SAM) Project officer to ensure that information submitted is aligned with updates to the AIP / AIP Supp.		*Acceptable / To Rectify / NA			
10	<u>Others</u>					

No	Facility / Equipment	Compliance / Functionality Checked	Check Status	Checked By	Signed / Date	Remarks / Comments Addressed
10.1	Operational item (pushback procedure in AOCS)		*Acceptable / To Rectify / NA			
10.2	Operational item (fire extinguisher at parking stand)		*Acceptable / To Rectify / NA			
10.3	Operational item (FOD bin)		*Acceptable / To Rectify / NA			
10.4	Others (to specify: _____)		*Acceptable / To Rectify / NA			

***Note:**

- Handover shall only commence upon approval from CAAS, AAR
- All items checked should be compliant to MOAS and critical dimension (i.e. Marking font size, safety distances, e.t.c) shall be recorded.
- As-built drawings to be attached once available and uploaded into internal drawing management system (i.e. Newforma for E&D), after handing-over.
- As-built drawings to be attached once available and uploaded into internal drawing management system (i.e. Newforma for E&D), after handing-over.

Infrastructure Type: *Runway/ Taxiway / Taxilane / Aircraft Parking Stand / Others: (_____)					
Hand Over (E&D / CE PDCO)		Taking Over (Operations)		Witness By	
Section	:	Division	:	Company	:
Name	:	Name	:	Name	:
Designation	:	Designation	:	Designation	:
Signature	:	Signature	:	Signature	:
Date / Time	:	Date / Time	:	Date / Time	:
Infrastructure Type: *Runway/ Taxiway / Taxilane / Aircraft Parking Stand / Others: (_____)					
Hand Over (E&D / CE PDCO)		Taking Over (E&D Maintenance)		Witness By	
Section	:	Division	:	Company	:
Name	:	Name	:	Name	:
Designation	:	Designation	:	Designation	:
Signature	:	Signature	:	Signature	:
Date / Time	:	Date / Time	:	Date / Time	:

PROCEDURE 28: PROCESS FLOW ON DESIGN CHECK TO ENSURE COMPLIANCE TO CAAS MANUAL OF AERODROME STANDARDS

(A) Before Tender Calling Stage

The design consultant Qualified Person (QP) shall furnish CAG the airfield design report and plans before tender calling to confirm full compliance with the Standards and Recommended Practices as stated in the latest edition of Manual of Aerodrome Standards (MOAS), and/or to highlight any deviations from these requirements with aeronautical study done to show mitigation efforts to deliver an equivalent level of safety provision.

Fully compliance with MOAS requirements?

No

Seek CAG management and CAAS exemption and approval with proper aeronautical study and proposed mitigating measures.

Yes

QP shall endorse on the declaration form (Annex 9).

Submit to CAG Master Planning for checking and endorsement.

Tender calling & Project implementation phase.

(B) Project Completion Stage

Upon completion of project, QP shall furnish the updated design report and as-built plans showing compliance with the Standards and Recommended Practices as stated in the latest edition of MOAS.

Fully compliance with MOAS requirements?

No

Project team to ensure full compliance.

Yes

QP shall endorse on the declaration form (Annex 9).

Submit to CAG Master Planning for checking and endorsement before handing over to operations and maintenance parties.

END

DECLARATION ON COMPLIANCE TO CAAS MANUAL OF AERODROME STANDARDS FOR AIRFIELD DESIGN AT CHANGI AND SELETAR AIRPORTS

(A) INFORMATION ON PROPOSED DEVELOPMENT/PROJECT

Proposed Development / Project :
Location :

(B) DECLARATION BY DESIGN CONSULTANT QUALIFIED PERSON

The design consultant Qualified Person (QP) hereby declares that:

For the proposed airfield related development:

- The submitted design report and plan(s) (Tender / As-Built)* comply fully with the Standards and Recommended Practices as stated in the latest edition of the Manual of Aerodrome Standards (MOAS) (version: ____) published by the Civil Aviation Authority of Singapore (CAAS), unless otherwise stated below;
- The complete list of non-compliances are :

MOAS Clause	Details of Non-Compliance	Remarks
<i>Note: to submit on a separate page if necessary</i>		

DESIGN QUALIFIED PERSON

Name: _____ Designation: _____

Signature: _____ Date: _____

Company Stamp: _____

(C) CHECK BY CAG'S MASTER PLANNING

This is to certify that the design report and plan(s) submitted by the appointed design consultant have been checked to ensure that:

For the proposed airfield related development:

The consultant's submitted design report and plan(s) (Tender / As-Built)* comply fully with the Standards and Recommended Practices as stated in the latest edition of the Manual of Aerodrome Standards (MOAS) (version: ____) published by the Civil Aviation Authority of Singapore (CAAS). The relevant chapter(s) checked are:

MOAS Chapter / Clause	Yes	No	N.A	Remarks
Chapter 7 – Physical Characteristics				
Chapter 8 – Obstacle Restriction and Removal				
Chapter 9 – Visual Aids for Navigation				
Chapter 10 – Visual Aids for Denoting Obstacles				
Chapter 11 – Visual Aids for Denoting Restricted Use Areas				
Chapter 12 – Electrical Systems				
Chapter 13 – Aerodrome Operational Services, Equipment and Installations				
Others (please specify: _____)				
<i>Note: to submit on a separate page if necessary</i>				

Additional aeronautical studies done to provide equivalent level of safety for any non-compliances

The following aeronautical studies reports for the non-compliances identified are attached:

Nos	MOAS Clause	Report Reference No.

CHECKED BY

Name: _____ Designation: _____

Signature: _____ Date: _____

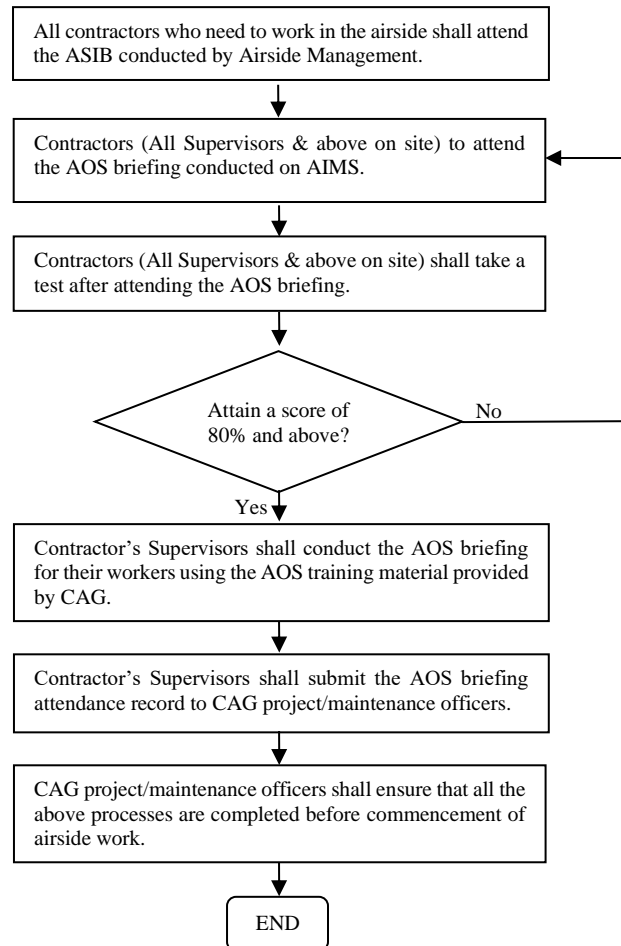
ENDORSED BY

Name: _____ Designation: _____

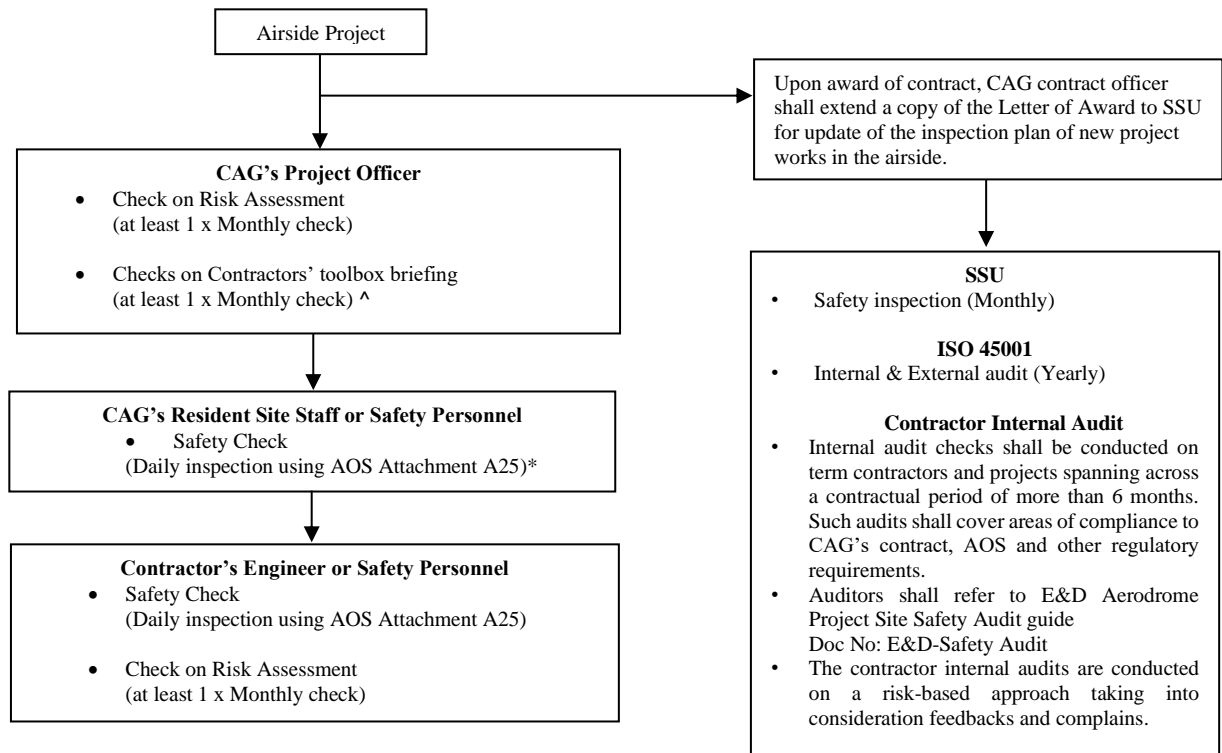
Signature: _____ Date: _____

* Delete where applicable

**PROCEDURE 29: SAFETY BRIEFING WORKFLOW FOR
AIRSIDE SAFETY INDUCTION BRIEFING (ASIB) &
AIRPORT OPERATIONAL SAFETY REQUIREMENTS (AOS)
BRIEFING**



PROCEDURE 30: SAFETY INSPECTION FRAMEWORK **(DEVELOPMENT / PROJECT)**



* On days that the site supervisory personnel are not at work due to public holidays or weekends, the contractor shall assign a person holding a supervisory post or minimally a safety coordinator, to conduct the checks on behalf of the site supervisory personnel. Information of person who has conducted the check on public holidays or weekends shall be indicated on the daily inspection checklist.

To ensure the quality of the checks, photographs of critical check items such as closure markers and markings, obstruction lights and chequered flags shall be taken and forwarded to the site supervisory personnel for verification. Site supervisory personnel shall then attach the photographs and endorse on the checklist on the next working day.

^ CAG's Project Officer are advised to utilize a copy of the approved risk assessment form to conduct the checks. Mitigation measures checked shall be indicated on the RA with date that it was inspected. Project Officers are also advised to indicate explicitly the checks done or when any mitigation measure has been completed. Where practicable based on progress and scope of work, project officers shall complete checks for every single line item on the RA within a period of 1 year, with the exception of work activities which have not commence. This is to ensure that every line item is checked within a reasonable timeframe. The team lead for the project, shall also conduct checks on the completeness of the RA checks by the project officer once every quarter. CAG's Project Officer can exercise their own discretion when conducting such checks if the records are kept in a manner that provides traceability and ensure completeness of check.