

Application for Passenger Loading Bridge (PLB) Operator Permit (ADP)

Changi Airport Group (S) Pte Ltd
 Airside Driving Centre, Terminal 2 (F50)
 Email: asm.adc@changiairport.com

Section A – Personal Particulars (all fields to be completed by applicant)

Name (in block letters) as indicated in NRIC/Work permit	NRIC / FIN No.	Gender (please circle)	Date of Birth (dd/mm/yyyy)
		Male / Female	
Name & Address of Company (in block letters)	Nationality		Designation
	Mobile Number		Office Telephone

Self-Check List for Applicant (please tick)		For Official Use	Signature & Date
NRIC / Work Permit No. (front & back)	<input type="checkbox"/>		
Seasonal Airport Pass (front)	<input type="checkbox"/>		
PLB Course Cert & Training Records	<input type="checkbox"/>	SATS / dnata / Shinmaywa Course Date:	

I hereby declare that the information given by me is true and correct. I have understood and agree 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 I shall surrender my Airfield Driving Permit (PLB) to Changi Airport Group (S) Pte Ltd if my state license has been revoked by Singapore Traffic Police / Regulatory Authority and prior my resignation from service.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; and
- (b) shall contact the relevant agencies at the hotlines below, as and when required.

Airport Emergency Services: 6541 2525	Medical Emergency: 6543 2223
Airport Police Division: 6546 0000	Fault Management Centre: 6541 2424
Airport Management Centre: 6541 2273/75	

Signature of Applicant

Date of Application

Section B – Endorsement & Declaration by Employer and/or Airport Agency

By signing this Form, I, on behalf of my company, support this application, agree to the Conditions of Application (as stated overleaf), have 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 has understood the conditions stipulated in this form and will 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.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name, Designation & Signature of Employer	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Company Stamp & Date of Endorsement	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Email Address & Contact No.
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name, Designation & Signature of Airport Org. <i>(if applicable)</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Company Stamp & Date of Endorsement	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Email Address & Contact No.

Section C – For Official Use

Approval by CAG Licensing Supervisor / Manager Prior to PLB Test

Signature / Date	Remarks

(I) Test Booking & Results (Class A / Class B)

Course By: SATS / dnata / Shinmaywa				Course Date:		
Practical Test	Date	Time	Result			CAG Assessor Signature & Date
			Passed	Failed	Absent	
1 st Booking						
2 nd Booking						
3 rd Booking						
4 th Booking						
6 th Booking						
5 th Booking						
7 th Booking						
8 th Booking						
9 th Booking						
10 th Booking						

Note: Applicants who require booking the eleventh (11th) Practical Test must complete a new form and seek endorsement from his/her employer and/or airport organisation prior to making the booking.

Condition of Application

(A) Booking of Passenger Loading Bridge (PLB) Test

1. The employer of the applicant must agree to the terms stipulated in this form and endorse Section B.
2. By submitting this form, you agree that CAG may collect, use and disclose your personal data provided in this form for the purpose of processing your PLB Operator Permit (ADP) application and facilitating all matters in relation to your conduct on the Airfield, in accordance with the applicable privacy laws and CAG's Privacy Policy (<https://www.changiairport.com/en/privacy-policy.html>)
3. Applicant is to attach a photocopied front and back of NRIC/work permit, seasonal airport pass, a copy of PLB course certificate and training records issued by SATS/dnata/Shinmaywa (application to be submitted within 3 months after PLB course is completed) during the submission of application.
4. Applicant must submit a refresher course certificate should the initial course certificate expires after 3 months.
5. Attach all documents to the application form and drop it in the drop box provided outside Airside Driving Centre.
6. All incomplete applications will be rejected. Applicants must resubmit a full application. **Rejected applications will not be returned.**
7. Airside Driving Centre will call up applicants to arrange for test date/time.
8. Applicant is required to produce the original NRIC/Work Permit and Seasonal Airport Pass on the day of enrolment and scheduled test date.
9. Applicant is required to arrive 15 minutes prior to tests for document verification. Applicant who arrives later than the designated test slot would not be permitted to sit for the test.
10. Applicants who are late or absent for tests will have their fees forfeited. i.e. Fees paid are not refundable.

(B) Collection of Airfield Driving Permit (ADP)

1. Applicant is required to collect the PLB Operator Permit (ADP) in person and the permit shall be valid from the date of issue.
2. Original documents of the NRIC/Work Permit and Seasonal Airport Pass required to be produced for verification during collection of Airfield Driving Permit.
3. It is mandatory for applicants to download the SWEET App in their mobile devices. The applicant is required to produce his/her mobile device with SWEET App installed for verification during collection of PLB Operator Permit (ADP). In the absence of a smart mobile device, the applicant is required to produce a letter from his/her employer verifying that he/she does not possess a smart mobile device.
4. The PLB Operator Permit (ADP) is not transferable. Any unauthorised possession, use, retention, alteration, destruction, or transfer to another person of the permit is deemed to have infringed CAAS by-laws (2009).
5. Any person who has resigned from a company/or airport organisation needs to surrender his/her PLB Operator Permit (ADP) to Airside Driving Centre.
6. **All applicants are required to collect their PLB Operator Permit (ADP) within 3 months from the date he/she has passed the PLB Operator Permit Test. Failing which, the applicant shall retake the test.**

(C) Charges

PLB Test	\$12.96 inclusive of 8% GST
Airfield Driving Permit	\$10.80 for 1-year or \$21.60 for 2-year validity, inclusive of 8% GST

1. Payment must be made on the date of booking via link (<https://tinyurl.com/paypracttest>)
2. For applicants who have passed their tests, payment must be made at the counter by NETS.
3. Venue for test booking: CAG Airside Driving Centre (opposite F50 bay)
 Operating hours: Monday to Thursday: 9am – 1230pm, 2pm -5pm
 Friday: 9am – 12.30pm, 2pm – 4.30pm

(D) Indemnity

1. The company/employer shall indemnify and hold harmless, CAG its officers and employees against any and all loss of 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.

(E) Renewal of Airfield Driving Permit

1. All applicants who wish to renew their permits are required to submit their application forms complete with endorsement by the applicant's employer/airport organisation and attached refresher certificate to the Airside Driving Centre, no later than two (2) weeks prior to expiry of their PLB Operator Permit (ADP).
2. It is the responsibility of the holder of a PLB Operator Permit (ADP) to attend a PLB refresher course conducted by a training school (approved by CAG), prior to his/her application to renew the ADP. He/She is also required to submit his/her application to renew the ADP within three (3) months after attending the PLB refresher course. Any applicant whose permit expires more than two (2) years would be required to retake the practical test.

Sample Document Submission

NRIC (Front)



NRIC (Back)



Defaced NRIC will be rejected.

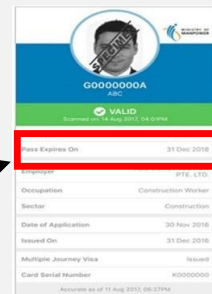
Work Permit (Front)



Work Permit (Back)



Work Permit (Document)



Scan QR code to obtain work permit expiry date

Attach document with application

Airport Pass (Front)

