

# Application for Airfield Vehicle Permit (AVP) Renewal

Ensure all details filled up →

Application For Airfield Vehicle Permit *New / Renew (Please circle)			
Application period From:		To: (max 1 year or till insurance expiry date)	
Name of Company Applying for Permit		Address of Company	
Department / Section (applicable for airport organization only)		Purpose of Vehicular Entry into Airside	
Vehicle Registration No.	Vehicle Type	Engine capacity	Leased Parking Area in Airside (if applicable)

I hereby declare that the information given by me is true and correct. I understand 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 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.

\_\_\_\_\_  
Name, Designation & Signature of Applicant  
Company Stamp

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name, Designation & Signature of Supporting Airport Organisation  
Company Stamp  
*If applicant is not from Airport Organisation*

\_\_\_\_\_  
Email Address & Contact No.


Self-Check List for Applicant (please tick)		Official Use	Verification Officer	Signature	Date
Registration of New Vehicle Form (new vehicle)					
Changi Airport Airside Insurance Coverage					
Vehicle Log Card/Equipment Specs					
LTA Inspection Certificate					
Obstacle Light Specs					
Photograph of Vehicle (4 sides)					
Airside Parking Area Notice (Parking in Airside)					
Functionality / Preventive Maintenance Checklist (GSEs only)					
MOM LM Certification (scissorslift/boomlift/crane)					
Lifting Equipment Operator Cert (scissorslift/boomlift/crane)					
Commissioning Cert / Declaration Form (CHIPS and JAS Bowers and Dispensers only)					
			1		
			2		
			\$		




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<p>I hereby declare that the information given by me is true and correct. I understand 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 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 -</p> <p>(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;</p> <p>(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</p> <p>(c) Vehicles with expired permits are to be removed from the airfield.</p>			
_____ Name, Designation & Signature of Applicant Company Stamp		_____ Date of Application	
_____ Name, Designation & Signature of Supporting Airport Organisation Company Stamp <i>If applicant is not from Airport Organisation</i>		_____ Email Address & Contact No.	
<b>Self-Check List for Applicant</b> <i>(please tick)</i>		<b>Official Use</b>	
Registration of New Vehicle Form (new vehicle)	<input type="checkbox"/>		
Changi Airport Airside Insurance Coverage	<input type="checkbox"/>		
Vehicle Log Card/Equipment Specs	<input type="checkbox"/>		
LTA Inspection Certificate	<input type="checkbox"/>		
Obstacle Light Specs	<input type="checkbox"/>		
Photograph of Vehicle (4 sides)	<input type="checkbox"/>		
Airside Parking Area Notice <i>(Parking in Airside)</i>	<input type="checkbox"/>		
Functionality / Preventive Maintenance Checklist <i>(GSEs only)</i>	<input type="checkbox"/>		
MOM LM Certification (scissorslift/boomlift/crane)	<input type="checkbox"/>		
Lifting Equipment Operator Cert (scissorslift/boomlift/crane)	<input type="checkbox"/>		
Commissioning Cert / Declaration Form <i>(CHIPS and JAS Browsers and Dispensers only)</i>	<input type="checkbox"/>		
		Verification Officer	Signature
		1	
		2	
		\$	
			Date

Sign off to declare all information provided is true and accurate



Sign off by Airport Organisation who engaged your service





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6. Functionality/preventive maintenance checklist (for GHAs)
7. Tenancy Agreement, for parking in airside
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9. Lifting Equipment Operator Certification (if applicable), scissor lift, boomlift, crane
10. Declaration form for CHIPS & JAS bowsers and dispensers

 **LONPAC INSURANCE BHD** (S98FC5635C)  
(Incorporated in Malaysia)  
Singapore Office: 300, Beach Road #17-04/07, The Concourse, Singapore 199555  
Tel: (65) 6250 7388 Fax: (65) 6296 3767 Website: www.lonpac.com.sg  
GST Reg No.: F0-0005635-C

19 February 2020

[Redacted]

Dear PolicyHolder

POLICY NUMBER [Redacted]  
VEHICLE NUMBER [Redacted]  
PERIOD OF INSURANCE: 20.03.2020 To 19.03.2021

We are pleased to confirm that with effect from 20th March 2020, the above-mentioned policy is extended to cover insured's vehicle as stated above whilst being driven within the airside of Singapore Changi Airport and Seletar Airport. Subject to an addition excess of [Redacted] each for Section 1 &/or Section 2.

All other terms, exceptions and conditions of this policy remain unchanged.

If you have any queries, please feel free to call LONPAC INSURANCE BHD at 62507388.

Yours sincerely,  
Elizabeth Goh  
Motor Underwriting

Elizabeth Goh  
Motor Underwriting


Ensure insurance states  
'Coverage includes  
Singapore Changi Airport  
Airside'

Ensure insurance coverage  
covers the period of AVP

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### Enquire Vehicle Registration Details

Owner Particulars	
NRIC/Passport/Company Cert No.:	[REDACTED]
Owner ID Type:	Singapore NRIC
Owner Name:	[REDACTED]
Registered Address:	[REDACTED]
Mailing Address:	-
Birth Date:	[REDACTED]
Vehicle Particulars	
Vehicle No.:	[REDACTED]
Previous Vehicle No.:	-
Effective Date of Ownership:	20 Jul 2017
Original Regn Date:	20 Jul 2017
Registration Date:	20 Jul 2017
Year of Manufacture:	2017

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**TEST CERTIFICATE** RE


No: **KB01669469KB**

**Land Transport Authority**

THE ROAD TRAFFIC ACT (CHAPTER 276)

This is to certify that the motor vehicle with registration no: YN7628Z was examined under section 90 of the Road Traffic Act and that at the date of [REDACTED] the prescribed statutory requirements were complied with in relation to the vehicle.

03/Mar/2020  
Date of issue

  
 Authorised signatory

**VICOM**  
INSPECTION CENTRE PTE LTD

**KEEP THIS CERTIFICATE SAFELY**

**CHECK** carefully that the particulars specified above are correct. A test certificate showing any alteration should not be issued or accepted as this may delay the renewal of a vehicle licence.

For the purpose of renewing road tax, this Certificate must be presented within **3 MONTHS** from the date of issue.

A test certificate should not be accepted as evidence of the satisfactory mechanical condition of a vehicle offered for sale.

Vehicle No.: <b>YN7628Z</b>				Vehicle Description <b>LORRY</b>			
Description	Pass	Fail	Description	Pass	Fail		
1 Body Colour / Insignia / Logo	<input checked="" type="checkbox"/>		6 30 km/h Sticker	<input checked="" type="checkbox"/>			
2 Green Spot Marking	<input checked="" type="checkbox"/>		7 Battery Terminal / Electrical Wiring / Switches	<input checked="" type="checkbox"/>			
3 Fire Extinguisher*	<input checked="" type="checkbox"/>		8 In-Vehicle Camera (Front)	<input checked="" type="checkbox"/>			
4 Flashing Obstacle Light	<input checked="" type="checkbox"/>		9 Reverse Sensors	<input checked="" type="checkbox"/>			
5 No Smoking Sticker	<input checked="" type="checkbox"/>		10 Fire Extinguisher (Air Tag #)	<input checked="" type="checkbox"/>			

REMARKS:

Emergency Nos. Decal  Yes/ No


\*Non Air Tag # For Air Tag only - Minimum 6.8kg

Result: **Passed**

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**ECCO SAFETY GROUP**

## ICAO DECLARATION OF CONFORMITY

We, the manufacturer, importer or distributor

**ECCO Safety Group UK LTD.**  
 Unit 1, Green Park  
 Coal road  
 Seacroft  
 Leeds, LS14 2LA

Declare that the product(s):

Model	Description	Part Number Range(s)
400 & 500 Series Static Flash Beacon	Amber Static Flash Beacon	5C3.200/5C3.201/5C3.202/5C7.200/5C7.201/5C7.202/523.000/523.001/523.002/527.000/527.001/527.002

Detailed above conform to the essential requirements of:

Directive or Standard	Description/Classification
ICAO Annex 14 Obstacle Lighting	Low Intensity Type C (Amber)


Based on the following specifications applied

Specification	Description
Flash Rate	ICAO Table 6-1 (Amber)
Horizontal Light Spread	ICAO Table 6-2a (Amber)
Vertical Light Spread	ICAO Table 6-2 (Amber)
Colour	ICAO Appendix 1.2 Colours for aeronautical ground lights. (Amber)

And therefore complies with the requirements and provisions of the above named directives or standards and allows the above named organisation to apply the **ICAO** approved to the above product(s).

Light Type	Colour	Signal Type (Flash Rate)	Peak Intensity (cd) at given Background			Light Distribution Table			
			Luminance			Minimum Intensity (a)	Maximum Intensity (a)	Vertical Beam Spread (d)	
			Day (Above 500cd/m <sup>2</sup> )	Twilight (50-500cd/m <sup>2</sup> )	Night (Below 50cd/m <sup>2</sup> )			Minimum Beam Spread	Intensity
Low-Intensity Type C (Mobile Obstacle)	Yellow	Flashing (60-90/fpm)	N/A	40	40	40cd (b)	400cd	12° (c)	20cd

Signed for and on behalf of: ESGE - ECCO



Daniel Gray  
 Test Engineering Team Lead  
 ECCO Safety Group UK LTD.

Issue date: 18/12/18  
 Issued in Leeds, England.

Ensure light specs follow the requirement

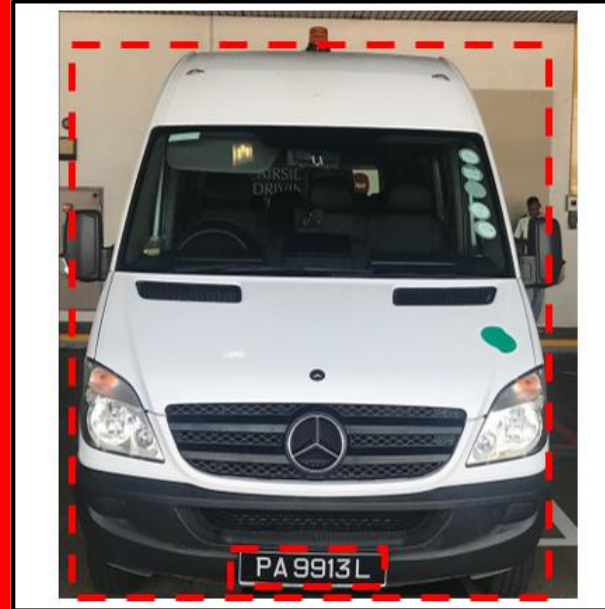


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Vehicle (Front)



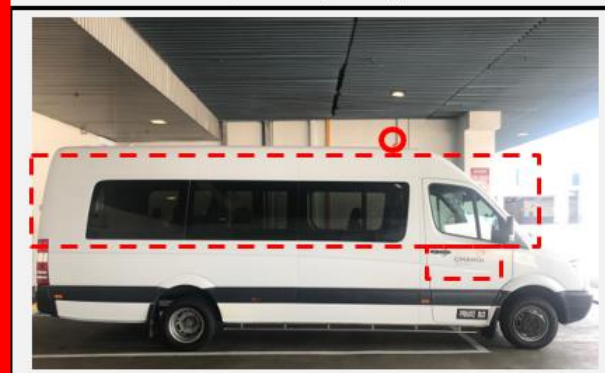
- Full view of vehicle's front, with visible license plate
- Front portion painted white
- Decal containing AES hotline (renewal)

Vehicle (Rear)



- Full view of vehicle's rear, with visible license plate

Vehicle (Side 1)




Vehicle (Side 2)



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## SATS Maintenance Centre

FUNCTIONALITY CHECKLIST FOR AIRFIELD VEHICLE PERMIT RENEWAL

ABOVE CARRIAGE INSPECTION		Check	UNDER CARRIAGE INSPECTION		Check
1 Brake Pedal		✓	1 Brake Hose/Pipe/Cylinders		✓
2 Tyres		✓	2 Brake Linkages		✓
3 Wheel Nut & Stud		✓	3 Fuel Tank Cap / Rubber Seal		✓
4 Head Lamp/Tail Light		✓	4 Steering Linkages / Box Mounting		✓
5 Brake Light		✓	5 Spring U bolts / Nuts Clips		✓
6 Horn		✓	6 Propeller Shaft Couplings		✓
7 Number Plate and Seal		N/A	7 Exhaust Pipe / Silencer		✓
8 Seat Belt		N/A	8 Chassis Frame / Chassis Cross Member		✓
9 Hand Brake		N/A	9 Air Tank / Mounting		N/A
10 Steering Column Bracket		✓	10 Wheel Bearing / King Pin		✓
11 Piping & Hoses		✓	11 Engine Bracket / Mounting / Oil Leaks		✓

GENERAL ENGINE CONDITION		Check	TRANSMISSION AUTO & MANUAL		Check
1 Engine Oil		✓	1 Gear Lever Linkage / Indicator		N/A
2 Drain Plug		✓	2 Gear Neutral Light / Door Sensor		N/A
3 Exhaust Emission		✓	3 Clutch Freeplay		N/A
4 Exhaust System Leak		✓	4 Transmission Mounting		N/A
5 Air Cleaner Rubber Ducting		✓	5 PTO solenoid & Switch		N/A
6 Noisy Components (worn/loose)		✓			
7 Accelerator Pedal & Pad		✓			
8 Injector Pipe & Pump		✓			
9 Fan Belt & Blade		✓			
10 Radiator Cap, Hoses & Mounting		✓			
11 Cooling System Leak		✓			
12 Water Pump		✓			

**\* HYDRAULIC SYSTEM REFER TO THESE GSE**

1. JCPL (LR) ( Joint Container Pallet Loader )
2. MDL (Main Deck Loader )
3. TR (Transporter)
4. HL, U for A380, K & HM (Hi Lift)
5. PS, NMS & GWNMS (Pax Step)
6. SL, RSL, TSL & GENSL (Skyloader)
7. RW & RV ( Utility Truck)
8. RP ( Push Back Air Tug)
9. RMP (Maintenance Platform)

*HYDRAULIC SYSTEM / COMPONENT		Check
1 Hydraulic Combination Pump		✓
2 Control Valve / Valve Bank		✓
3 Stabilizer & Check Valve		✓
4 Hydraulic Hoses, Piping & Union Fitting		✓
5 High Pressure Hose		✓
6 Low Pressure Hose		✓
7 Main Cylinder & Check Valve		✓
8 Hydraulic Tank / Cap / Oil		✓
9 Hand Pump & Emergency Operation		✓
10 Stabilizer extended & fully down limit swt		✓

GROUND POWER UNIT		Check
1 NATO Plug AC Cable		N/A
2 NATO Plug DC Cable		N/A
3 Output Voltage		N/A
4 Operation Test		N/A


Remarks: N. A - THIS VEHICLE DOES NOT HAVE

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<u>FIRST SCHEDULE</u>	
<u>PARTICULARS OF LICENCE</u>	
1. Name of Licensee	: [REDACTED]
2. Registered Address	: [REDACTED]
3. Licensed Areas	: 60 Airport Boulevard Changi Airport Terminal 2 [REDACTED]
4. Floor Area	: 15.00 sqm.
5. Licence Period	: 01 August 2019 to 05 May 2020
6. Commencement Date	: 01 August 2019 ✓
7. Licence Fee	: [REDACTED]
8. Permitted Use of Licensed Areas	: Open Equipment Parking
9. Notice Period	: Two (2) months
10. Airport Service Charge	: [REDACTED]
11. Late Payment Interest Rate	: [REDACTED]
12. Security Deposit	: [REDACTED]



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[Company letterhead]

## DECLARATION OF MAINTENANCE FOR HYDRANT DISPENSERS AND BOWSERS

Dear Sir/Madam,

Vehicle No: XX1234X

Type of Vehicle: Hydrant Dispenser / Bowser\*

Test	Routine test frequency <sup>1</sup>	Test performed in the past year? (Y/N/NA)	Last test date (dd/mm/yy)	Remarks (to explain if "N" or "N/A")
1. Deadman performance	Yearly			
2. <del>Fueller</del> tank and <del>fueller</del> vents/ <del>manlids</del> inspection	Yearly			For defueling bowser only.
3. <del>Fueller</del> high/high level cut-off devices	Yearly			For defueling bowser only.
4. Fire extinguishers	Yearly			
5. Filter vessel air eliminators	Yearly			
6. Pressure relief valves	Yearly			
7. Filter internal inspection	Yearly			
8. Filter Monitor / Filter Water Separator element change	Yearly 3-Yearly			

We declare that the vehicle referred to above has undergone and passed all relevant maintenance checks as required in accordance to Shell Aviation Operations Manual (SAOM) Standards, and is fit for operational use.

Yours sincerely,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

\* - delete as appropriate

<sup>1</sup> Based on JIG 1 Appendix A1 / SAOM requirements.

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## AVP Renewal Process

1. Drop your documents into the drop box provided in ADC
2. Renew your AVP three (3) months prior expiry
3. Successful applications will be notified via mobile message service WhatsApp.
4. Incomplete forms will be rejected. Rejected application will not be returned.
5. Payment by Mastercard/Visa only

