

CAAS Circular 2021/08 Rev 1

1 June 2021

MEASURES FOR CREW OF FOREIGN AIR OPERATORS ON LAY OVER IN SINGAPORE

This Circular informs all foreign air operators of the requirements applicable to flight and cabin crew (“crew”) who are permitted to lay over in Singapore and the designated crew accommodation and transport providers for such crew. This Circular amends CAAS Circular 2021/08 issued on 3 February 2021 to clarify the number of escorts required and to require the use of face shield for crew of foreign air operators on lay over in Singapore.

Approval for crew lay over in Singapore

2 Crew of foreign air operators may enter Singapore for lay over at designated crew accommodation only with the prior approval of the Director-General of Civil Aviation (“DGCA”). The DGCA may grant such an approval for crew laying over as required for compliance with flight time limitations, as positioning crew, or as crew operating an aircraft to Singapore for maintenance or a post-maintenance aircraft out of Singapore, or due to an aircraft-on-ground (“AOG”) situation while in Singapore. This approval does not permit any crew to undertake any other duties during the lay over in Singapore.

3 For the purpose of paragraph 2, foreign air operators are to apply for the approval for their crew to lay over in Singapore (“lay over crew”) in accordance with the following requirements:

- (a) An air operator operating scheduled air services to Singapore must send its application to CAAS_FS_FOS@caas.gov.sg at least 2 weeks prior to the intended date of its initial lay over flight to Singapore. The DGCA may grant an approval for the initial and subsequent lay over flights to the air operator upon review of its application.

- (b) The air operator that is approved for lay over flights under paragraph 3(a) may apply for its positioning crew to enter Singapore on aircraft operated by other air operators by submitting its application to CAAS_FS_FOS@caas.gov.sg at least 5 working days prior to the date of intended entry by its positioning crew to Singapore.
- (c) An air operator that is –
 - (i) operating unscheduled air services to Singapore;
 - (ii) operating an aircraft into Singapore for maintenance; or
 - (iii) operating an aircraft from Singapore after completion of its maintenance;

must submit its application¹ via <https://go.gov.sg/ay5ny1> at least 5 working days prior to the date of intended entry of its lay over crew. The application must be accompanied by a letter of commitment from the air operator to ensure its crew's strict compliance with the requirements of the Stay Home Notice ("SHN") (that each if its crew is issued with at the time of entry into Singapore under the Infectious Diseases (COVID-19 Stay Orders) Regulations 2020) and the crew lay over measures in this circular.

4 If the application referred to in paragraph 3(b) is approved, the air operator must ensure that its crew produce the following documents to the immigration officer:

- (a) CAAS' approval letter containing the permission for the air operator to position its crew in Singapore;
- (b) A letter from the air operator identifying the specific crew member(s) to be positioned in Singapore; and
- (c) Crew passes of the crew members.

Crew lay over measures in Singapore

5 The following measures are applicable to lay over crew of all foreign air operators:

- (a) The crew must comply with the SHN issued under the Infectious Diseases (COVID-19 Stay Orders) Regulations 2020 at the time of entry into Singapore

¹ The application can be made through its ground handling agent or SAR-145 approved maintenance organisation.

at a designated crew accommodation until their next departure flight out of Singapore or until the expiry of the SHN period², whichever is the earlier.

- (b) The air operator must make arrangements for the lay over crew arriving in or departing from Changi Airport Terminal 1 or Seletar Airport to be transported directly to or from, as the case may be, the designated crew accommodation by a designated transport provider.
- (c) The air operator must ensure that its lay over crew minimise the time spent in the airport and do not mix with other persons through the following measures:
 - (i) make arrangements for at least one escort for a group of lay over crew numbering six or less, or at least two escorts for a group of lay over crew numbering more than six, to ensure that all lay over crew members remain escorted from the point of disembarkation from the aircraft, through the arrival and immigration facilities, to the designated crew accommodation (and vice versa when departing from Singapore)³. Where transport is required to convey the lay over crew from the designated crew accommodation to the airport for their departure flight out of Singapore, the lay over crew should remain escorted while waiting for the designated transport and when entering the airport.
 - (ii) use the most direct route from the aircraft, through arrival and immigration facilities, to the designated transport pick up area, and avoid entering an area or facility which is in use by other persons at the airport, whether or not the area is empty, such as the Skytrain or a smoking room. The lay over crew should avoid visiting the restrooms at the airport where possible; preferably, the lay over crew should use those in the aircraft or at the crew accommodation.
 - (iii) prohibit the crew from entering any retail premises in the transit or public areas within the airport and Jewel Changi Airport, or making any purchase at a vending machine or changing currency.
 - (iv) ensure that each escort wears a surgical mask, goggles or a face shield, gown and gloves when escorting the lay over crew. The escort should maintain safe distancing and avoid close contact (less than 2 metres for 15 minutes or more) with any of the lay over crew members.

² Those who serve the full duration of SHN period will need to undergo a mandatory COVID-19 Polymerase Chain Reaction (PCR) test towards the end of that period.

³ For a group of lay over crew numbering more than six, one of the two escorts should lead the group and the other to follow the group, such that the lay over crew remain escorted as a group.

6 All foreign air operators are reminded to ensure that each of their lay over crew members:

- (a) wears a surgical mask and face shield and observe safe distancing at all times when outside the aircraft, outside his or her assigned room at the designated crew accommodation, or when interacting with other persons;
- (b) remains in his or her assigned room until the next departure flight or the expiry of the SHN period as mentioned in paragraph 5(a), unless otherwise permitted by the DGCA; and
- (c) adheres to the safe management measures and procedures specified by the operator of the designated crew accommodation.

7 For avoidance of doubt, an approval for a lay over crew member in Singapore under paragraph 3(c)(ii) or 3(c)(iii) does not permit the crew member to operate an aircraft for a functional check flight after maintenance during the period of his or her lay over in Singapore. This lay over crew is not allowed to leave the designated crew accommodation except for the flight out of Singapore.

8 Crew of foreign air operators operating turnaround flights must not disembark from the aircraft in Singapore, except to carry out external safety inspections of the aircraft, or for health or security screening as required by the relevant authorities in Singapore.

Designated crew accommodation

9 The designated crew accommodation is as follows:

Crowne Plaza Changi Airport
75 Airport Boulevard, #01-01
Changi Airport
Singapore 819664
Tel: +65 6823 5300 / 1800 787 1221
Email: SINCP@ihg.com

Designated transport provider

10 The designated transport provider is as follows:

Woodlands Transport Service Private Limited

Tel: +65 9656 6258 / 8186 8227

Email: airportshuttleha@woodlandstransport.com.sg

11 This Circular supersedes CAAS Circular 2021/08 with effect from 1559hrs GMT 4 June 2021.

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[no signature required]