

CAAS Circular 2021/08 Rev 2

3 August 2021

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

This Circular provides information on the implementation of requirements applicable to flight and cabin crew (“crew”) of all foreign air operators who are permitted to lay over in Singapore as required in CAAS Directive 10/2020 (“the Directive”), and the designated crew accommodation and transport providers for such crew. This Circular supersedes CAAS Circular 2021/08 Rev 1 issued on 1 June 2021.

Approval for crew lay over in Singapore

2 Pursuant to paragraph 13 of the Directive, a foreign air operator must not lay over its crew in Singapore unless the lay over is permitted by the Director-General of Civil Aviation (“DGCA”), for such period as he may specify. The DGCA may grant an approval to a foreign air operator for its crew to lay over in Singapore for the purpose of its 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 member to undertake any other duties during the lay over in Singapore.

3 A foreign air operator must apply for approval for its 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 the 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 mentioned in paragraph 3(a) that intends to position its crew in Singapore by having its crew member(s) enter Singapore on aircraft

operated by other air operators must send its application to [CAAS FS FOS@caas.gov.sg](mailto:CAAS_FS_FOS@caas.gov.sg) at least 5 working days prior to the date of intended entry of each positioning crew member.

- (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 crew member 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 to lay over its crew is approved, the foreign 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 lay over its crew in Singapore;
- (b) A letter from the air operator identifying the crew member(s) who are laying over in Singapore; and
- (c) Crew passes of the crew member(s).

Crew lay over measures in Singapore

5 Pursuant to paragraph 14(c) of the Directive, the DGCA has specified that the number of escorts to escort the lay over crew is as follows:

- (a) at least one escort for a group that comprises six or less lay over crew members; or
- (b) at least two escorts for a group that comprises more than six lay over crew members.

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

6 A foreign air operator must ensure that, where there are more than six lay over crew members in a group, one of the two escorts should lead at the front of the group and the other should follow at the trailing end of the group, such that the lay over crew remain as a compact group when escorted.

7 Pursuant to paragraph 14(d) of the Directive, the DGCA requires a foreign air operator to make arrangements for the lay over crew arriving at 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.

8 Under paragraph 14(b) of the Directive, a foreign air operator must ensure that its lay over crew minimise mixing with other persons. The foreign air operator must implement procedures to demonstrate compliance with paragraph 14(b), including ensuring that —

- (a) its crew minimise their time spent in the airport;
- (b) its crew use the most direct route from the aircraft, through arrival and immigration facilities, to the designated transport pick up area and vice versa for their departure flight, and while in the airport, avoid —
 - (i) entering any facility such as the Skytrain or a smoking room, whether or not it is in use by other persons; and
 - (ii) visiting any restroom where possible²;
- (c) its crew are prohibited from entering any retail premises in the transit or landside areas within the airport and Jewel Changi Airport, or making any purchase at a vending machine or changing currency; and
- (d) each escort maintains safe distancing and avoids close contact (face-to-face contact within 2 metres and for more than 15 minutes, or direct physical contact without using proper personal protective equipment) with any of the lay over crew members.

9 Pursuant to paragraph 14(e) of the Directive, the DGCA has specified that each crew member of a foreign air operator must wear 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.

10 All foreign air operators are reminded to ensure that each lay over crew member —

² Preferably, the crew members should use a lavatory in the aircraft or a restroom at the crew accommodation.

- (a) remains in his or her assigned room until their departure flight or the expiry of the SHN period, unless otherwise permitted in writing by the DGCA; and
- (b) adheres to the safe management measures and procedures specified by the operator of the designated crew accommodation.

11 For the avoidance of doubt, an approval for a foreign air operator to lay over its crew in Singapore under paragraph 13 of the Directive does not permit any crew member to operate an aircraft for a functional check flight after maintenance during the period of his or her lay over in Singapore. Lay over crew must not leave the designated crew accommodation except for the departure flight from Singapore.

12 Where transport is required to convey the lay over crew from the designated crew accommodation to the airport for their departure flight from Singapore, the lay over crew should remain escorted while waiting for the designated transport and when entering the airport.

Designated crew accommodation

13 Pursuant to paragraph 14(a) of the Directive, the DGCA has designated the following hotel as a designated crew accommodation:

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

14 Pursuant to paragraph 14(d) of the Directive, the DGCA has designated the following as a designated transport provider:

Woodlands Transport Service Private Limited
Tel: +65 9656 6258 / 8186 8227
Email: airportshuttleha@woodlandstransport.com.sg

Alan Foo
Senior Director (Safety Regulation Group)

for Director-General of Civil Aviation
Civil Aviation Authority of Singapore
[no signature required]