



CAAS Circular 2021/19

31 March 2021

COVID-19 VACCINATION EXERCISE – NOMINAL ROLLS SUBMISSION AND VACCINATION STATUS

We would like to update companies of changes to the nominal roll submission for the COVID-19 vaccination exercise.

(a) Submission / Updating of Nominal Rolls

2 For companies that have yet to submit or update their Nominal Roll (NR), please do so immediately.

3 Moving forward, when submitting new or updated NR, companies are only required to complete or update **columns A – M** (namely, NRIC/FIN, full name, email address, local contact number, organisation, occupation, interaction, job role, place of work, gender, age, interest to be vaccinated).

4 Companies are also required to update their NR when there are further changes to their eligible workforce¹, e.g. new hires or resignations. Please submit the **full NR and not just the changes** in the NR submission.

5 Please use the template at this link: <https://go.gov.sg/vaxopsnrtemplate> and upload the excel via the online form at <https://go.gov.sg/vaxopsnr>.

¹ Eligible workforce consists of CAT A workers (air crew or workers involved in cleaning and disinfection services, or those who come into close contact with travelers or their belonging, or physically handling air cargo, i.e. direct interaction) or CAT B workers (airport workers delivering essential services or office staff involved in COVID-19 work, i.e. indirect interaction).

(b) Vaccination Status of Personnel

6 CAAS will send cluster leads the vaccination status of your personnel monthly, based on data from the National Immunisation Registry (NIR). Please let us know (via email at CAAS_COVID19_Vaccination@caas.gov.sg) if you observe any discrepancy in the vaccination data of your staff. In addition, please let us know those employees who have opted for vaccination but have been rejected at the vaccination centre due to medical reasons.

7 Should you require technical assistance in filling up the NR, please contact the CAAS Vaccination team at CAAS_vaxopsnr@caas.gov.sg.

8 This Circular supersedes CAAS Circular 2021/18 dated 11 March 2021.

9 Thank you for your continued support.

Tay Tiang Guan
DEPUTY DIRECTOR-GENERAL
CIVIL AVIATION AUTHORITY OF SINGAPORE
[no signature required]