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SCHEDULES FACILITATION AT SELETAR AIRPORT AND REQUIREMENT TO SUBMIT DETAILS OF FLIGHT OPERATIONS FOR ALL COMMERCIAL AND NON-COMMERCIAL FLIGHT OPERATIONS

1 INTRODUCTION

1.1 Seletar Airport has been declared as a schedules facilitated airport with effect from 28 October 2018 under section 71C of the Civil Aviation Authority of Singapore Act. With the growing demand for air travel and increasing air traffic at Seletar Airport, this will help to ensure efficiency of aircraft operations and optimisation of airport resources.

1.2 This circular provides information on the new arrangement and guidance for the submission of schedules to the Seletar Schedules Facilitator.

2 SCHEDULES FACILITATION AT SELETAR AIRPORT

2.1 With the implementation of schedules facilitation at Seletar Airport, all operators of commercial and non-commercial flights shall submit details of their planned operations to the Seletar Schedules Facilitator prior to these operations. Operators should also be prepared to make adjustments to their schedules when necessary as advised by the Seletar Schedules Facilitator to ensure that airport capacity parameters are not exceeded.

2.2 All operators should adhere to the IATA Worldwide Slot Guidelines (WSG). A copy of this document can be obtained from www.iata.org/wsg.

3 DESIGNATED HOURS FOR TRAINING FLIGHTS

3.1 To optimise the use of capacity, training and non-training flights will be segregated through designated hours for training flights. All operators of non-training flights are advised to schedule both arrivals and departures of these flights at Seletar Airport outside the following periods:

- 0130 to 0230 UTC / 0930 to 1030 LT;
- 0400 to 0500 UTC / 1200 to 1300 LT;
- 0700 to 0800 UTC / 1500 to 1600 LT; and
- 0900 to 1000 UTC / 1700 to 1800 LT.

4 SUBMISSION OF FLIGHT DETAILS

4.1 To apply for access to Seletar Airport, all agents of commercial and non-commercial flights shall submit details of their planned operations to seletar.airside@changiairport.com during the flights submission window, which is defined as no earlier than 7 calendar days but no later than 1400 UTC / 2200 LT on the day prior to the planned operations.

4.2 For urgent flight operations which details were not submitted during the abovementioned flights submission window, in addition to submitting the details to seletar.airside@changiairport.com, agents must also call to inform the Airside Operations Section of Seletar Airport at +65 6481 5077.

4.3 Agents shall include the following details in their flights submission:

- Operator name and appointed ground handling agent;
- Date and time of arrival and departure (in local time);
- Aircraft type and seat capacity;
- Origin and destination;
- Aircraft registration number; and
- Purpose of flight (e.g. business aviation; general aviation; cargo; maintenance, repair and operations (MRO); etc.).

5 EXEMPT FLIGHTS

5.1 Notwithstanding paragraph 2, the following types of flights may operate to / from Seletar Airport without submitting details of their flight operations to the Seletar Schedules Facilitator during the flight submissions window as stipulated in paragraph 4.1:

- Emergency landings, e.g. diversions or quick returns after takeoff, oil spill response operations;
- Flights operating under diplomatic cover;
- Flights operated by the military, including those carrying supplies but excluding those chartered on a commercial basis by the military;
- Humanitarian flights including those responding to medical emergencies where the safety of human life is concerned or involved in search & rescue operations; and
- Technical flights including radar and NAVAID calibration / check flights.

5.2 However, operators of exempt flights shall call to inform the Airside Operations Section of Seletar Airport at +65 6481 5077 of their flight operations in advance.

6 ASSISTANCE

6.1 For more information on schedules facilitation at Seletar Airport, please contact the Seletar Schedules Facilitator at seletar.airside@changiairport.com.