
INFORMATION CIRCULAR

SUBMISSION OF PILOT'S LOGBOOK(S) AND SUPPORTING DOCUMENTS AT SELF-SERVICE LOCKERS WITH EFFECT FROM 1 APRIL 2024

1. Please be informed that with effect from 1 April 2024, Monday, an applicant for a pilot licence or rating will be able to submit his/her logbook and supporting documents through the self-service locker system. This arrangement facilitates the submission of logbooks and supporting documents at any time of the day. Details on the location of the self-service locker can be found in **Annex A**.
2. The applicant may send an email to CAAS_PEL_FCL@caas.gov.sg to request for a locker to be allocated. An email and SMS will be sent to notify the applicant that a locker has been assigned. The locker will be made available to the applicant for 7 calendar days from (and including) the date of notification.
3. In the event that submission of documents within the stipulated timeframe is not feasible, please email CAAS_PEL_FCL@caas.gov.sg to arrange for re-submission.
4. Should you require further clarifications, please contact us at (65) 6542 1122 or email at CAAS_PEL_FCL@caas.gov.sg.

Issued by
SAFETY POLICY & PLANNING DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE

ANNEX A: LOCATION OF SELF-SERVICE LOCKER

Self-Service Locker Area



Map of Changi Airport Terminal 2 Basement

