



**MALAYSIA AIRPORTS (SEPANG) SDN BHD**

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**DIGITAL INTEGRATED AIRSIDE  
SERVICE SYSTEM**

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**MANUAL PENGGUNA :  
PERSON-IN-CHARGE (PIC)  
ADP/EVDP/AVP/EVP**



**THETA TECHNOLOGIES SDN BHD (120381-M)**

A Subsidiary of Theta Edge Berhad | A Member of Tabung Haji Group 

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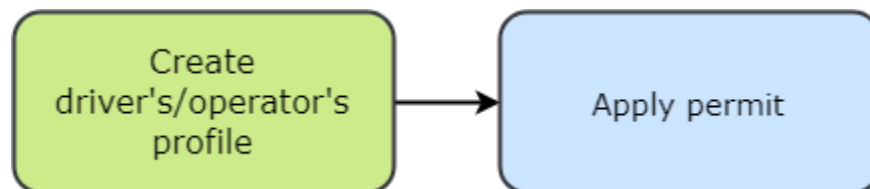
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## 1.0 Pengenalan

### 1.1 Langkah-langkah Permohonan Permit

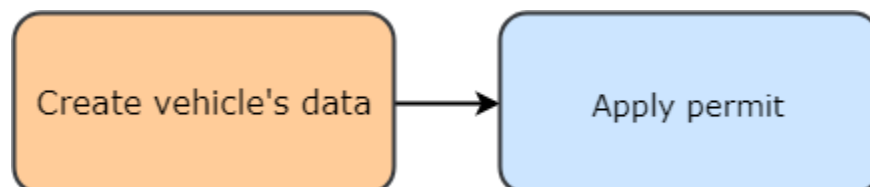
#### 1.1.1 ADP dan EVDP

Untuk memohon ADP atau EVDP, tambahkan profil pemandu/operator baru. Seterusnya, memohon permit dan pilih pemandu/operator dari senarai yang dibuat.



#### 1.1.2 AVP dan EVP

Untuk memohon AVP atau EVP, tambahkan data kenderaan baru. Seterusnya, memohon permit dan pilih kenderaan dari senarai yang dibuat.



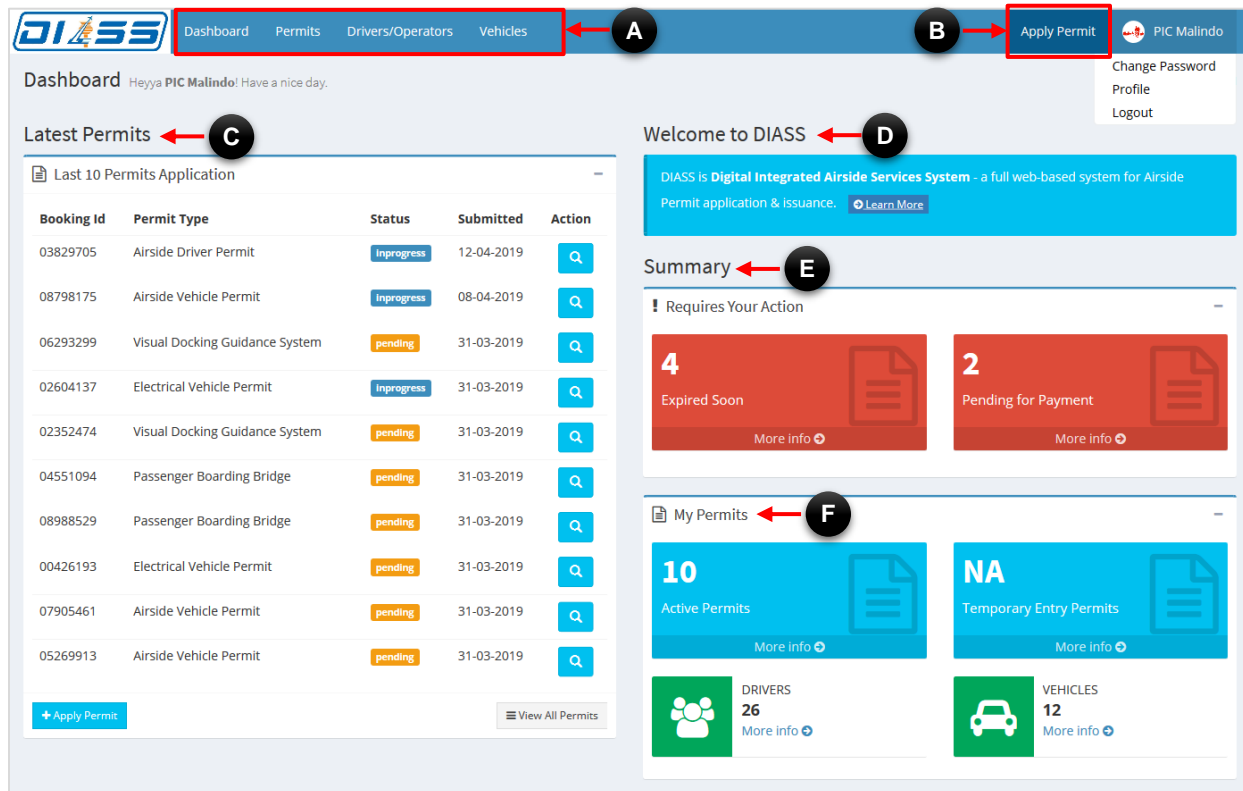
## 1.2 Status Permit

Jadual di bawah menunjukkan status-status permit yang terdapat di dalam sistem DIASS.

| Status                | Keterangan  |
|-----------------------|---|
| <i>Completed</i>      | Proses permohonan permit telah lengkap. Permit telah dikeluarkan oleh pihak MAHB.   |
| <i>Inprogress</i>     | Permohonan telah diterima, tetapi masih terdapat proses yang perlu dilengkapkan.  |
| <i>Pending</i>        | Permohonan permit telah dihantar dan sedang dalam semakan.  |
| <i>Pendingpayment</i> | Pembayaran permit belum dilakukan.  |
| <i>Paid</i>           | Pembayaran permit telah dilakukan.  |
| <i>Expired</i>        | Permit tamat tempoh.  |
| <i>Rejected</i>       | Permohonan permit ditolak kerana tidak memenuhi syarat yang ditetapkan.   |
| <i>Cancel</i>         | Pembatalan permohonan permit. Pembatalan boleh dilakukan pada bila-bila masa sebelum proses pembayaran permit.  |
| <i>Suspended</i>      | Permit digantung bagi tempoh yang dinyatakan.   |
| <i>Terminated</i>     | Permit ditamatkan. Hanya dibenarkan bagi permit yang berstatus <i>paid</i> dan <i>completed</i> .   |
| <i>Replaced</i>       | Permit lama telah diganti dengan permit baru. Penggantian permit lama kepada permit baru hanya dibenarkan bagi permit yang berstatus <i>completed</i> . |
| <i>Failed</i>         | Gagal peperiksaan ADP untuk kali kedua. Bagi calon yang gagal pada percubaan pertama, status permohonan permit masih <i>inprogress</i> .                |

## 2.0 Paparan Utama (Dashboard)

Paparan utama dipaparkan setelah pengguna berjaya log masuk ke dalam sistem.



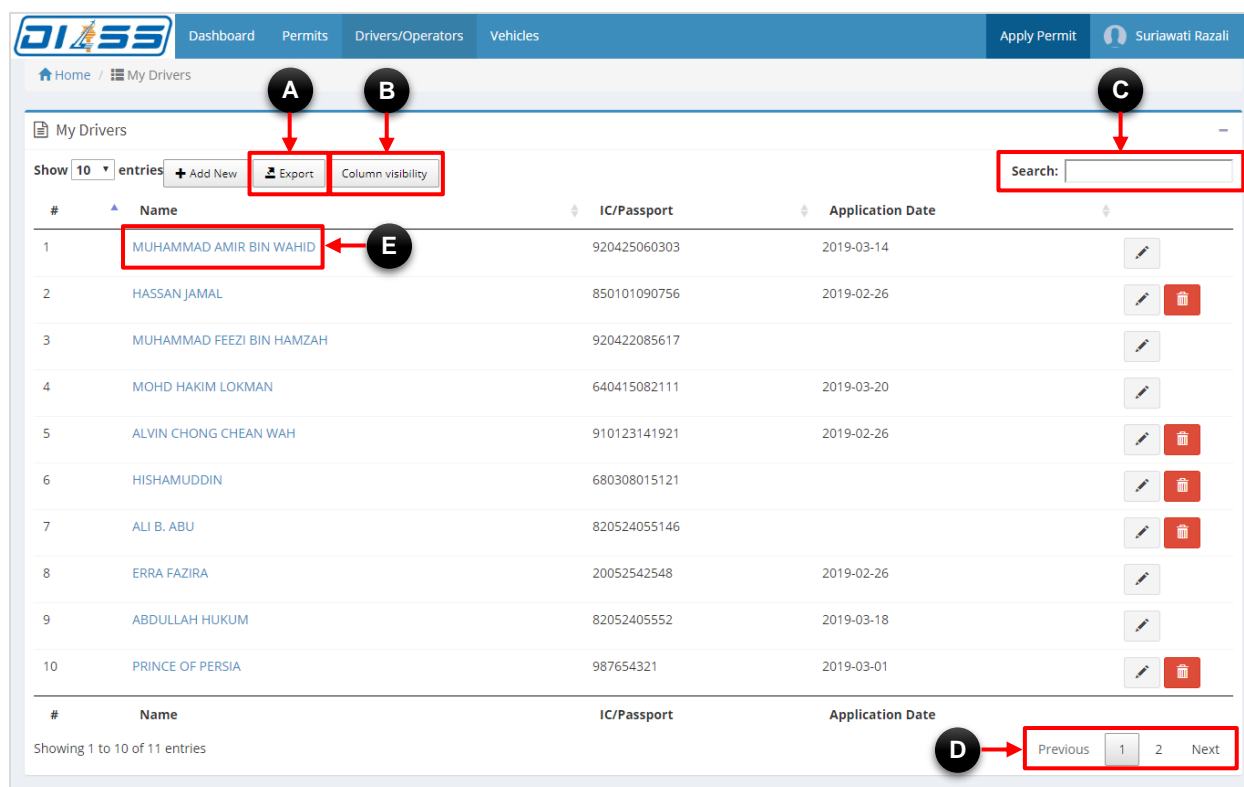
The screenshot shows the DIASS Dashboard interface. At the top, there is a navigation bar with a menu (A) containing 'Dashboard', 'Permits', 'Drivers/Operators', and 'Vehicles'. To the right of the menu is a button labeled 'Apply Permit' (B). Further right is a user profile section for 'PIC Malindo' with links for 'Change Password', 'Profile', and 'Logout'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Latest Permits' section (C) titled 'Last 10 Permits Application' which displays a table of permit applications with columns for Booking Id, Permit Type, Status, Submitted, and Action. On the right, there is a 'Welcome to DIASS' section (D) with a brief description of the system. Below that is a 'Summary' section (E) titled 'Requires Your Action' which shows two cards: '4 Expired Soon' and '2 Pending for Payment'. At the bottom right, there is a 'My Permits' section (F) which shows '10 Active Permits' and 'NA Temporary Entry Permits'. Below this, there are two more cards: 'DRIVERS 26' and 'VEHICLES 12', each with a 'More info' link.

| Label |                | Keterangan  |
|-------|----------------|---|
| A     | Menu           | Menu-menu utama sistem DIASS: <ul style="list-style-type: none"> <li>• Dashboard: Paparan utama</li> <li>• Permits: Memaparkan senarai permit-permit</li> <li>• Drivers/Operators: Memaparkan senarai pemandu/operator</li> <li>• Vehicles: Memaparkan senarai kenderaan</li> </ul> |
| B     | Apply Permit   | Butang untuk memohon permit   |
| C     | Latest Permits | Memaparkan aktiviti-aktiviti 10 permit terkini  |

|          |                             |  |
|----------|-----------------------------|--|
| <b>D</b> | <i>Welcome to DIASS</i>     | Manual DIASS atas talian.  |
| <b>E</b> | <i>Requires Your Action</i> | <ul style="list-style-type: none"> <li>• Expired Soon: Permit yang bakal tamat tempoh dalam masa sebulan sebelum tarikh tamat.</li> <li>• Pending For Payment: Permohonan permit yang masih belum dibuat bayaran.</li> </ul>   |
| <b>F</b> | <i>My Permits</i>           | <ul style="list-style-type: none"> <li>• Active Permits: Bilangan permit yang aktif / berstatus <i>completed</i></li> <li>• Temporary Active Permits: Bilangan TEP yang aktif / berstatus <i>completed</i></li> <li>• Drivers: Jumlah bilangan pemandu yang telah didaftarkan di dalam sistem</li> <li>• Vehicles: Jumlah bilangan kenderaan yang telah didaftarkan di dalam sistem</li> </ul> |

## 2.0 Pemandu/Operator (Drivers/Operators)

Paparan *Drivers/Operators* memaparkan senarai pemandu/operator yang telah didaftarkan di dalam sistem samaada yang mempunyai permit ataupun tidak.

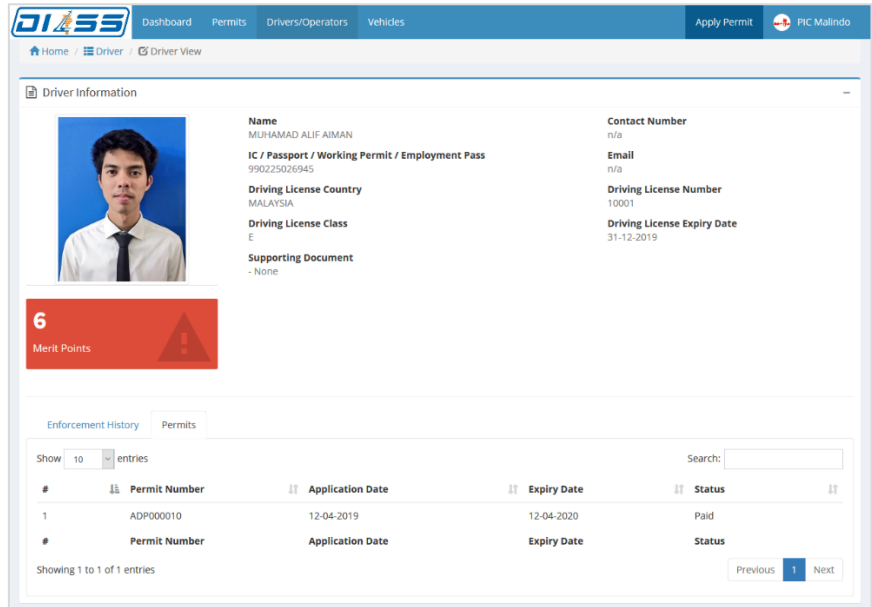


| Label    |                          | Keterangan   |
|----------|--------------------------|--|
| <b>A</b> | <i>Export</i>            | Membolehkan senarai pemandu/operator dieksport ke format fail excel dan pdf. Senarai jugak boleh dicetak ( <i>print</i> ). |
| <b>B</b> | <i>Column Visibility</i> | Butang ini membolehkan PIC memilih untuk melihat lajur yang dikehendaki sahaja   |
| <b>C</b> | <i>Search Bar</i>        | Ruang <i>search</i> bagi membolehkan pengguna mencari maklumat di dalam senarai pemandu/operator.                          |
| <b>D</b> | <i>Page Navigation</i>   | Navigasi ke halaman sebelum dan selepas.   |

E

Nama  
pemandu/operator

Untuk melihat maklumat penuh pemandu/operator, klik pada nama pemandu/operator. Paparan maklumat pemandu/operator seperti dibawah:



**Driver Information**

**Name**  
MUHAMAD ALIF AIMAN

**IC / Passport / Working Permit / Employment Pass**  
990225626945

**Driving License Country**  
MALAYSIA

**Driving License Class**  
E

**Supporting Document**  
- None

**Contact Number**  
n/a

**Email**  
n/a

**Driving License Number**  
10001

**Driving License Expiry Date**  
31-12-2019

**6**  
Merit Points

**Enforcement History** | **Permits**

Show 10 entries

| # | Permit Number | Application Date | Expiry Date | Status |
|---|---------------|------------------|-------------|--------|
| 1 | ADP000010     | 12-04-2019       | 12-04-2020  | Paid   |

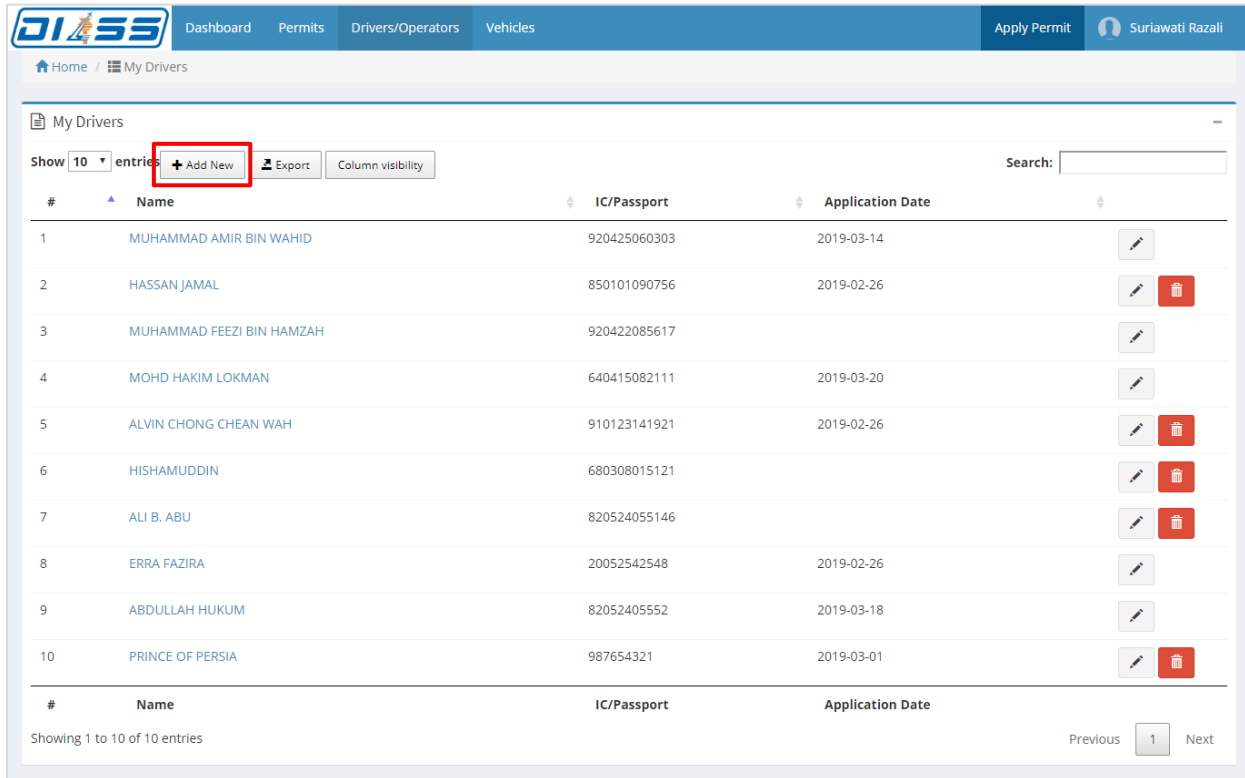
Showing 1 to 1 of 1 entries

Previous 1 Next



## 2.1 Tambah Pemandu/Operator Baru

Pada paparan utama pemandu/operator, klik butang [Add New].



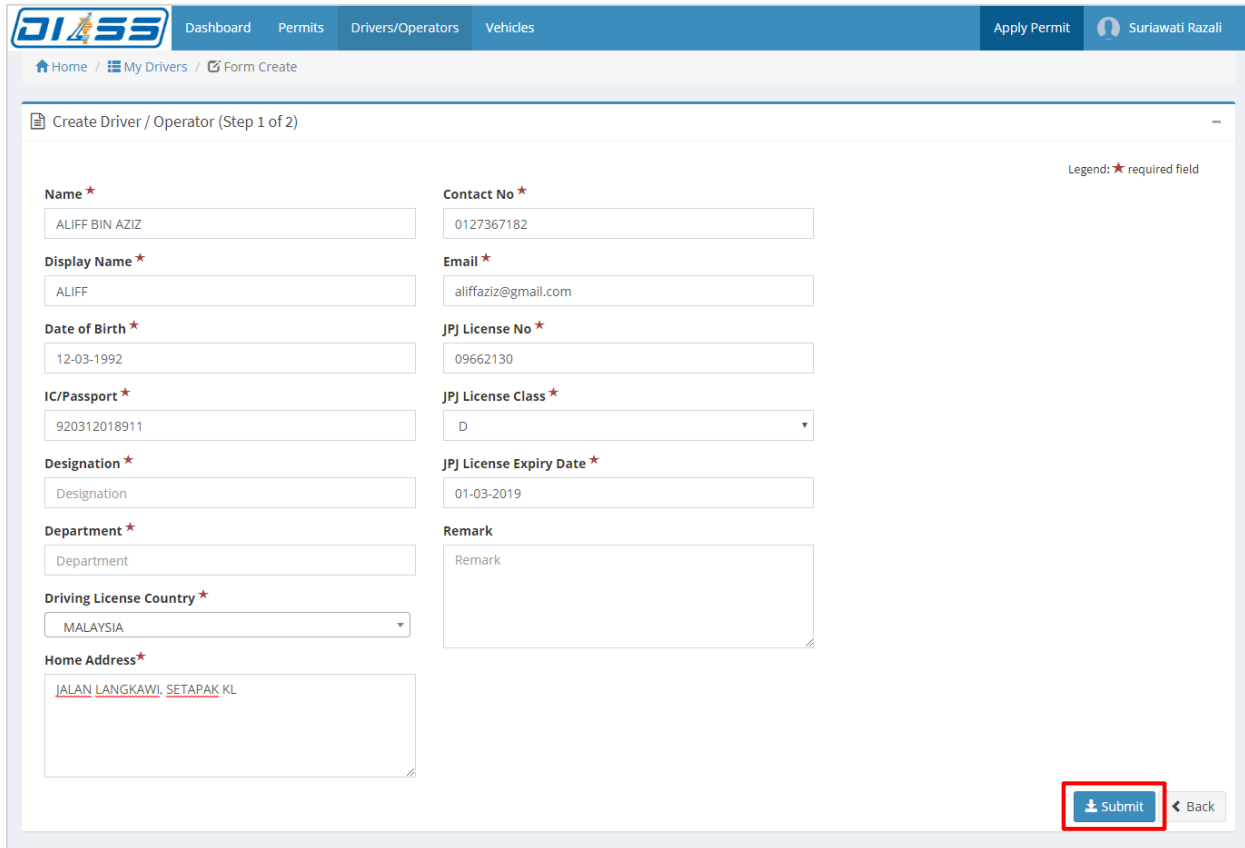
The screenshot shows the 'My Drivers' page in the DISS system. The top navigation bar includes 'Dashboard', 'Permits', 'Drivers/Operators', and 'Vehicles'. The user is logged in as 'Suriawati Razali'. The 'My Drivers' section has a search bar and buttons for '+ Add New', 'Export', and 'Column visibility'. A table lists 10 drivers with columns for '#', 'Name', 'IC/Passport', and 'Application Date'. Each row has edit and delete icons. The 'Add New' button is highlighted with a red box.

| #  | Name                      | IC/Passport  | Application Date |
|----|---------------------------|--------------|------------------|
| 1  | MUHAMMAD AMIR BIN WAHID   | 920425060303 | 2019-03-14       |
| 2  | HASSAN JAMAL              | 850101090756 | 2019-02-26       |
| 3  | MUHAMMAD FEEZI BIN HAMZAH | 920422085617 |                  |
| 4  | MOHD HAKIM LOKMAN         | 640415082111 | 2019-03-20       |
| 5  | ALVIN CHONG CHEAN WAH     | 910123141921 | 2019-02-26       |
| 6  | HISHAMUDDIN               | 680308015121 |                  |
| 7  | ALI B. ABU                | 820524055146 |                  |
| 8  | ERRA FAZIRA               | 20052542548  | 2019-02-26       |
| 9  | ABDULLAH HUKUM            | 82052405552  | 2019-03-18       |
| 10 | PRINCE OF PERSIA          | 987654321    | 2019-03-01       |

Showing 1 to 10 of 10 entries

## Langkah 1:

Masukkan maklumat pemandu/operator. Ruangan bertanda ★ adalah ruangan wajib isi. Setelah maklumat lengkap, klik butang [Submit].



**DISS** Dashboard Permits Drivers/Operators Vehicles Apply Permit Suriawati Razali

Home / My Drivers / Form Create

Create Driver / Operator (Step 1 of 2)

Legend: ★ required field

|   |  |
|---|--|
| <b>Name ★</b><br>ALIFF BIN AZIZ                     | <b>Contact No ★</b><br>0127367182              |
| <b>Display Name ★</b><br>ALIFF                      | <b>Email ★</b><br>aliffazizi@gmail.com         |
| <b>Date of Birth ★</b><br>12-03-1992                | <b>JPJ License No ★</b><br>09662130            |
| <b>IC/Passport ★</b><br>920312018911                | <b>JPJ License Class ★</b><br>D                |
| <b>Designation ★</b><br>Designation                 | <b>JPJ License Expiry Date ★</b><br>01-03-2019 |
| <b>Department ★</b><br>Department                   | <b>Remark</b><br>Remark                        |
| <b>Driving License Country ★</b><br>MALAYSIA        |  |
| <b>Home Address ★</b><br>JALAN LANGKAWI, SETAPAK KL |  |

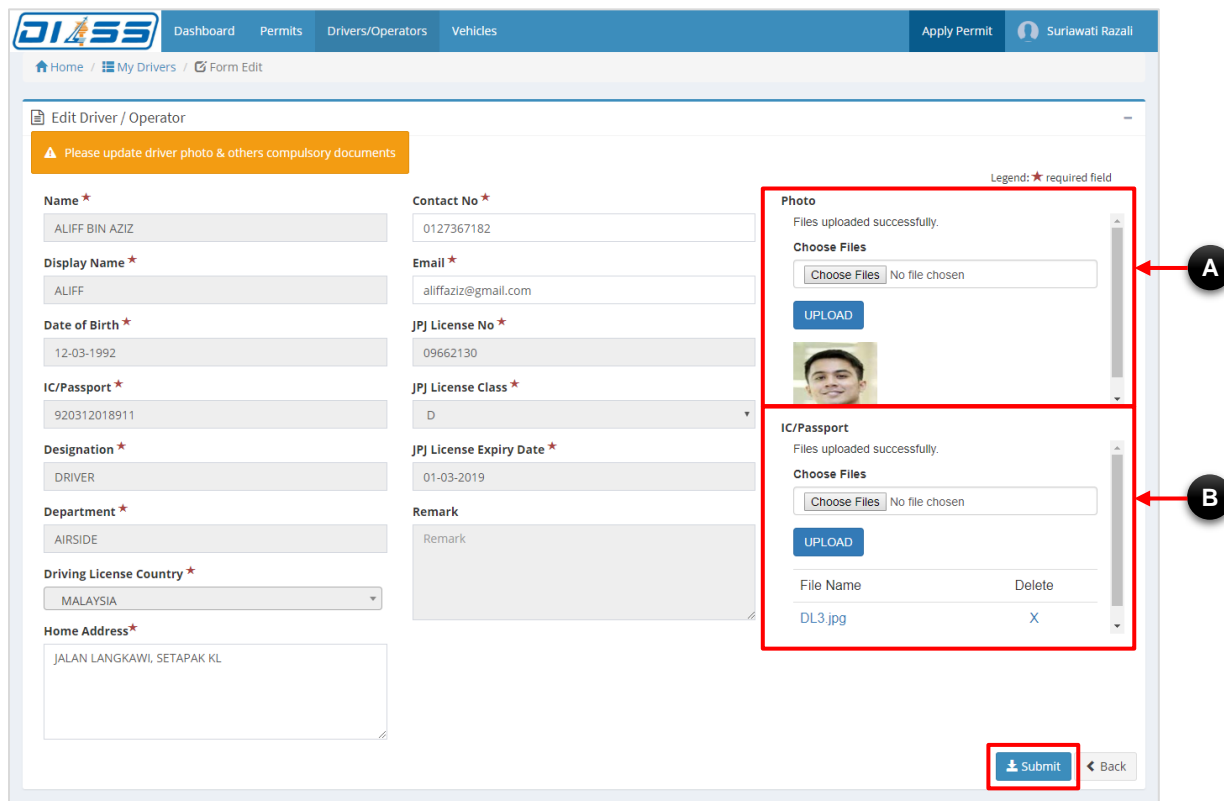
**Submit** < Back

## Langkah 2:

Muat naik gambar pemandu/operator di bahagian *Photo* [Label A] dan klik butang [Upload].

Kemudian, muat naik salinan dokumen kad pengenalan/pasport di bahagian *IC/Passport* [Label B] dan klik butang [Upload].

Setelah selesai, klik butang [Submit].



Legend: ★ required field

**Name ★**  
ALIFF BIN AZIZ

**Contact No ★**  
0127367182

**Display Name ★**  
ALIFF

**Email ★**  
aliffaziz@gmail.com

**Date of Birth ★**  
12-03-1992

**JPJ License No ★**  
09662130

**IC/Passport ★**  
920312018911

**JPJ License Class ★**  
D

**Designation ★**  
DRIVER


**JPJ License Expiry Date ★**  
01-03-2019

**Department ★**  
AIRSIDE

**Remark**  
Remark

**Driving License Country ★**  
MALAYSIA

**Home Address ★**  
JALAN LANGKAWI, SETAPAK KL

**Photo**  
Files uploaded successfully.  
Choose Files  
Choose Files | No file chosen  
UPLOAD  


**IC/Passport**  
Files uploaded successfully.  
Choose Files  
Choose Files | No file chosen  
UPLOAD  
File Name | Delete  
DL3.jpg | X

**Submit** **Back**

Penambahan pemandu/operator baru telah berjaya dan mesej “*Update Record Success*” dipaparkan.



## 2.2 Kemaskini Pemandu/Operator

Sekiranya terdapat perubahan pada senarai atau maklumat pemandu/operator yang telah ditambah, maklumat tersebut boleh diedit atau dihapuskan.

Maklumat pemandu/operator yang mempunyai permit atau sedang dalam proses permohonan permit hanya dibolehkan untuk didit. Maklumat-maklumat pemandu/operator yang dibenarkan untuk di edit hanya alamat rumah, nombor telefon, alamat e-mel, salinan gambar dan salinan kad pengenalan/passport.

Manakala hanya maklumat pemandu/operator yang belum mempunyai permit dan bukan dalam proses permohonan permit boleh dihapuskan.

| # | Name                      | IC/Passport  | Application Date |                           |
|---|---------------------------|--------------|------------------|---------------------------|
| 1 | MUHAMMAD AMIR BIN WAHID   | 920425060303 | 2019-03-14       | <div>A</div> <div>B</div> |
| 2 | HASSAN JAMAL              | 850101090756 | 2019-02-26       |                           |
| 3 | MUHAMMAD FEEZI BIN HAMZAH | 920422085617 |                  |                           |


### 2.2.1 Edit Pemandu/Operator

**Langkah 1:** Klik  [Label A] untuk mengubah maklumat pemandu/operator.

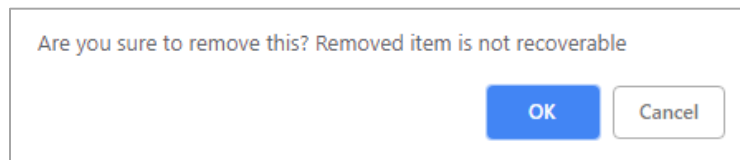
**Langkah 2:** Kemaskini maklumat pemandu/operator. Kemudian klik butang [Submit].  
Kemaskini maklumat pemadu/operator berjaya dan mesej “*Update Record Success*” dipaparkan.



## 2.2.2 Hapus Pemandu/Operator

**Langkah 1:** Klik  [Label B] untuk hapus maklumat pemandu/operator.

**Langkah 2:** Mesej “*Are you sure you to remove this? Removed item is not recoverable*” akan dipaparkan. Klik [OK].

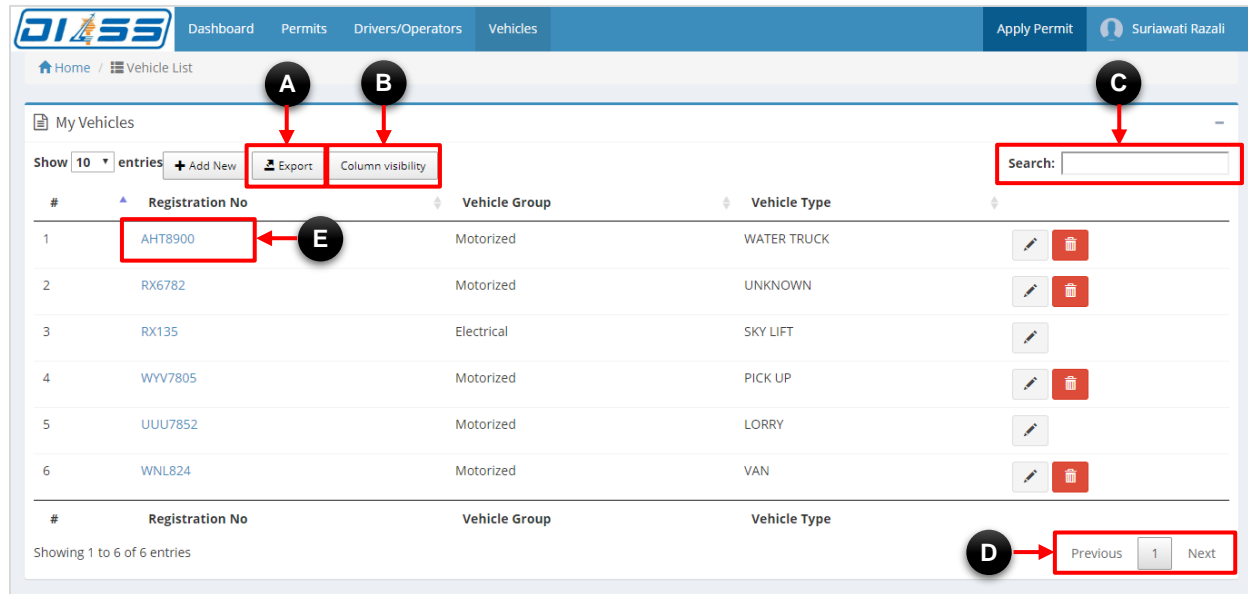


Hapus maklumat pemandu/operator telah berjaya dan mesej “Delete Record Success” dipaparkan.

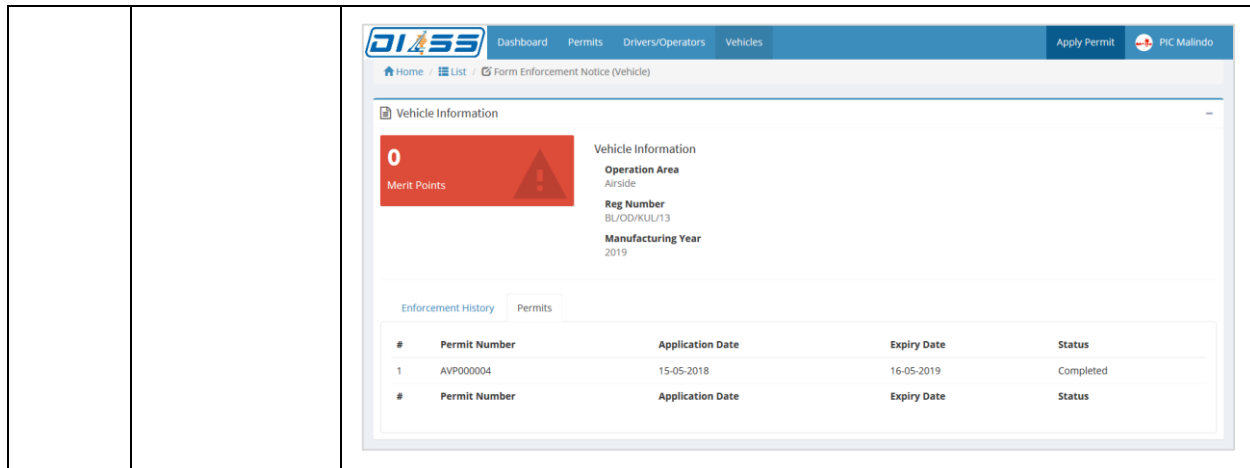


### 3.0 Kenderaan (Vehicles)

Paparan *Vehicles* memaparkan senarai kenderaan yang telah didaftarkan di dalam sistem samaada yang mempunyai permit ataupun tidak.

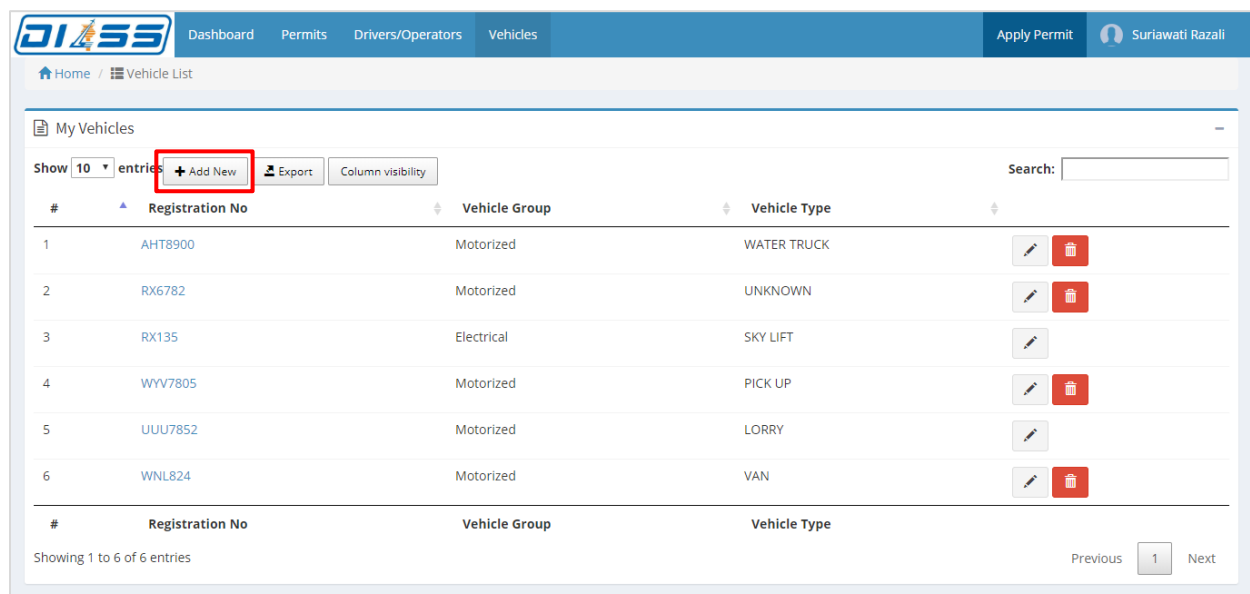


| Label    |                          | Keterangan  |
|----------|--------------------------|---|
| <b>A</b> | <i>Export</i>            | Membolehkan senarai kenderaan dieksport ke format fail excel dan pdf. Senarai jugak boleh dicetak ( <i>print</i> ).         |
| <b>B</b> | <i>Column Visibility</i> | Membolehkan PIC memilih untuk melihat lajur yang dikehendaki sahaja   |
| <b>C</b> | <i>Search Bar</i>        | Ruang <i>search</i> bagi membolehkan pengguna mencari maklumat di dalam senarai kenderaan.                                  |
| <b>D</b> | <i>Page Navigation</i>   | Navigasi ke halaman sebelum dan selepas.  |
| <b>E</b> | <i>Registration No</i>   | Untuk melihat maklumat penuh kenderaan, klik pada nombor pendaftaran kenderaan. Paparan maklumat kenderaan seperti dibawah: |



### 3.1 Tambah Kendaraan

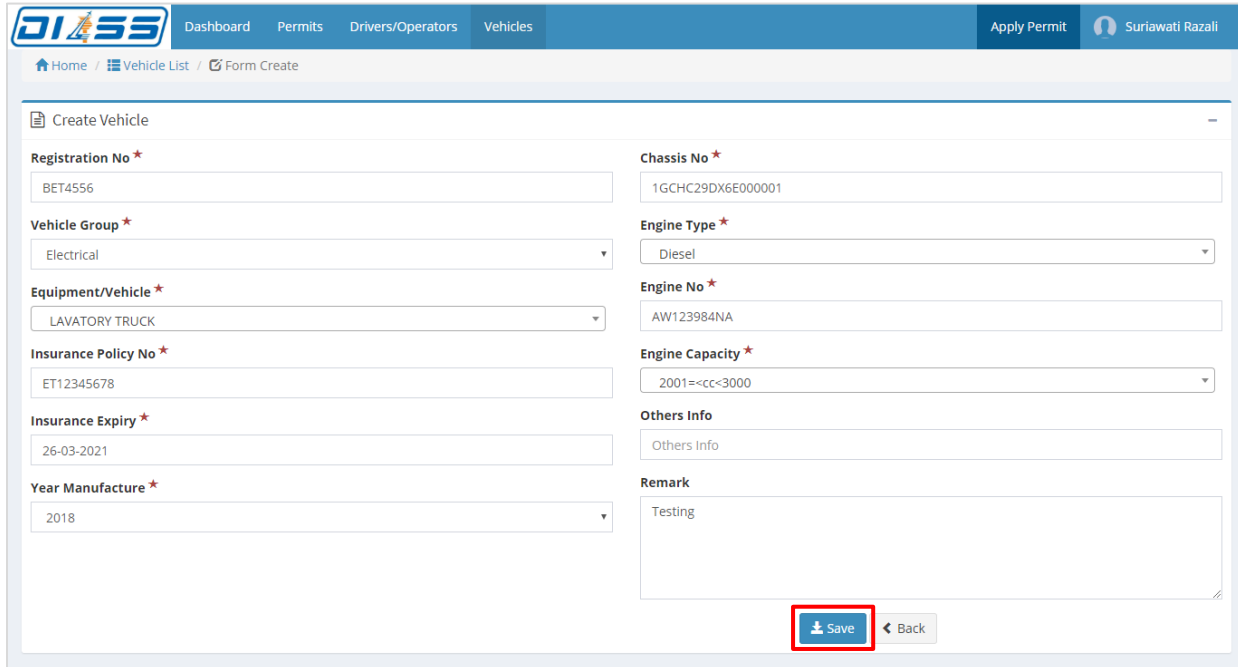
Pada paparan utama kendaraan, klik butang [Add New].



| # | Registration No | Vehicle Group | Vehicle Type |
|---|-----------------|---------------|--------------|
| 1 | AHT8900         | Motorized     | WATER TRUCK  |
| 2 | RX6782          | Motorized     | UNKNOWN      |
| 3 | RX135           | Electrical    | SKY LIFT     |
| 4 | WV7805          | Motorized     | PICK UP      |
| 5 | UUU7852         | Motorized     | LORRY        |
| 6 | WNL824          | Motorized     | VAN          |

## Langkah 1:

Masukkan maklumat kenderaan. Ruangan bertanda ★ adalah ruangan wajib isi. Setelah maklumat lengkap, klik butang [Save].



DISS Dashboard Permits Drivers/Operators Vehicles Apply Permit Suriawati Razali

Home / Vehicle List / Form Create

Create Vehicle

Registration No ★  
BET4556

Vehicle Group ★  
Electrical

Equipment/Vehicle ★  
LAVATORY TRUCK

Insurance Policy No ★  
ET12345678

Insurance Expiry ★  
26-03-2021

Year Manufacture ★  
2018

Chassis No ★  
1GCHC29DX6E000001

Engine Type ★  
Diesel

Engine No ★  
AW123984NA

Engine Capacity ★  
2001=<cc<3000

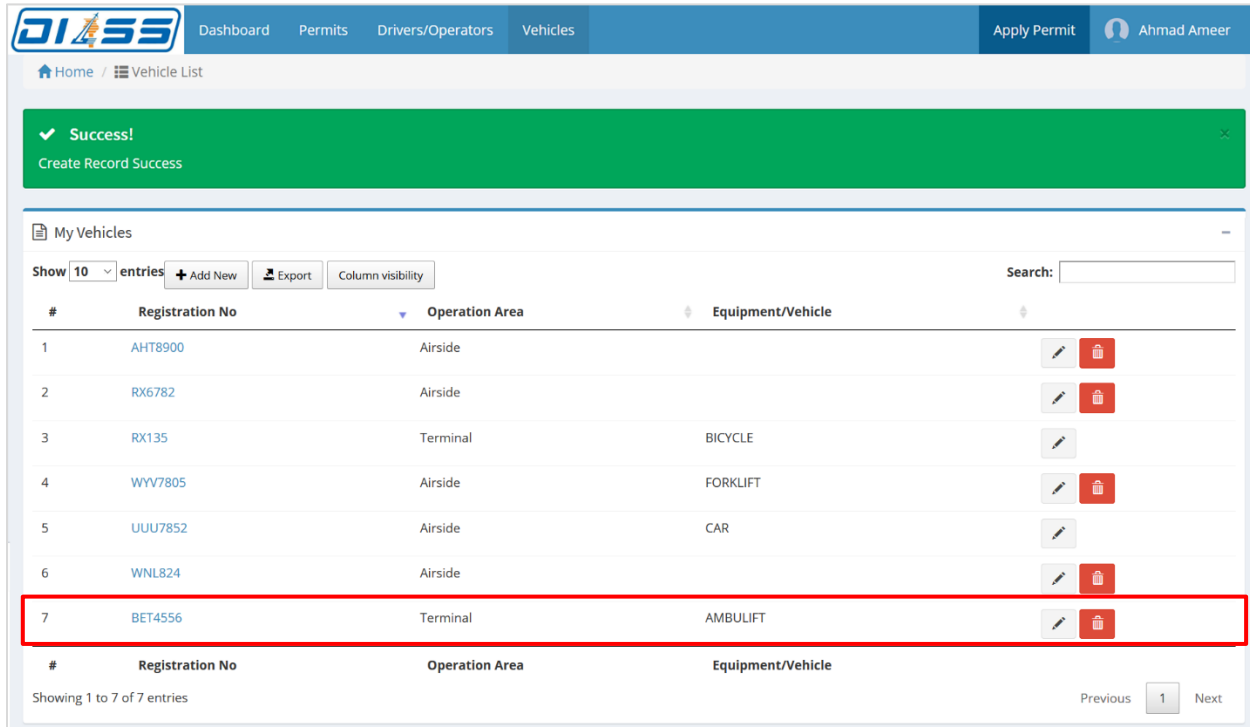
Others Info  
Others Info

Remark  
Testing

Save Back



Penambahan kenderaan baru telah berjaya dan mesej “*Create Record Success*” dipaparkan.



**Success!**  
Create Record Success

My Vehicles

Show 10 entries + Add New Export Column visibility Search:

| # | Registration No | Operation Area | Equipment/Vehicle |
|---|-----------------|----------------|-------------------|
| 1 | AHT8900         | Airside        |                   |
| 2 | RX6782          | Airside        |                   |
| 3 | RX135           | Terminal       | BICYCLE           |
| 4 | WYV7805         | Airside        | FORKLIFT          |
| 5 | UUU7852         | Airside        | CAR               |
| 6 | WNL824          | Airside        |                   |
| 7 | BET4556         | Terminal       | AMBULIFT          |

Showing 1 to 7 of 7 entries Previous 1 Next

### 3.2 Kemaskini Kenderaan

Sekiranya terdapat perubahan pada senarai atau maklumat kenderaan yang telah ditambah, maklumat tersebut boleh diedit atau dihapuskan.

Maklumat kenderaan yang mempunyai permit atau sedang dalam proses permohonan permit hanya dibolehkan untuk diedit. Manakala hanya maklumat kenderaan yang belum mempunyai permit dan bukan dalam proses permohonan permit boleh dihapuskan.

| # | Registration No | Vehicle Group | Vehicle Type |                     |
|---|-----------------|---------------|--------------|---------------------|
| 1 | AHT8900         | Motorized     | WATER TRUCK  | A → [Edit] [Delete] |
| 2 | RX6782          | Motorized     | UNKNOWN      | B → [Edit] [Delete] |
| 3 | RX135           | Electrical    | SKY LIFT     | [Edit]              |

### 3.2.1 Edit Kenderaan


**Langkah 1:** Klik  [Label A] untuk mengubah maklumat kenderaan.

**Langkah 2:** Kemaskini maklumat kenderaan. Kemudian klik butang “Save”.

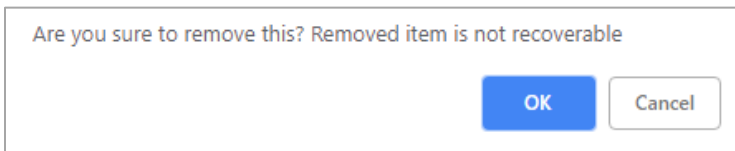
Kemaskini maklumat kenderaan berjaya dan mesej “Update Record Success” dipaparkan.



### 3.2.2 Hapus Kenderaan

**Langkah 1:** Klik  [Label B] untuk hapus maklumat kenderaan.

**Langkah 2:** Mesej “Are you sure you to remove this? Removed item is not recoverable” akan dipaparkan. Klik butag [OK].

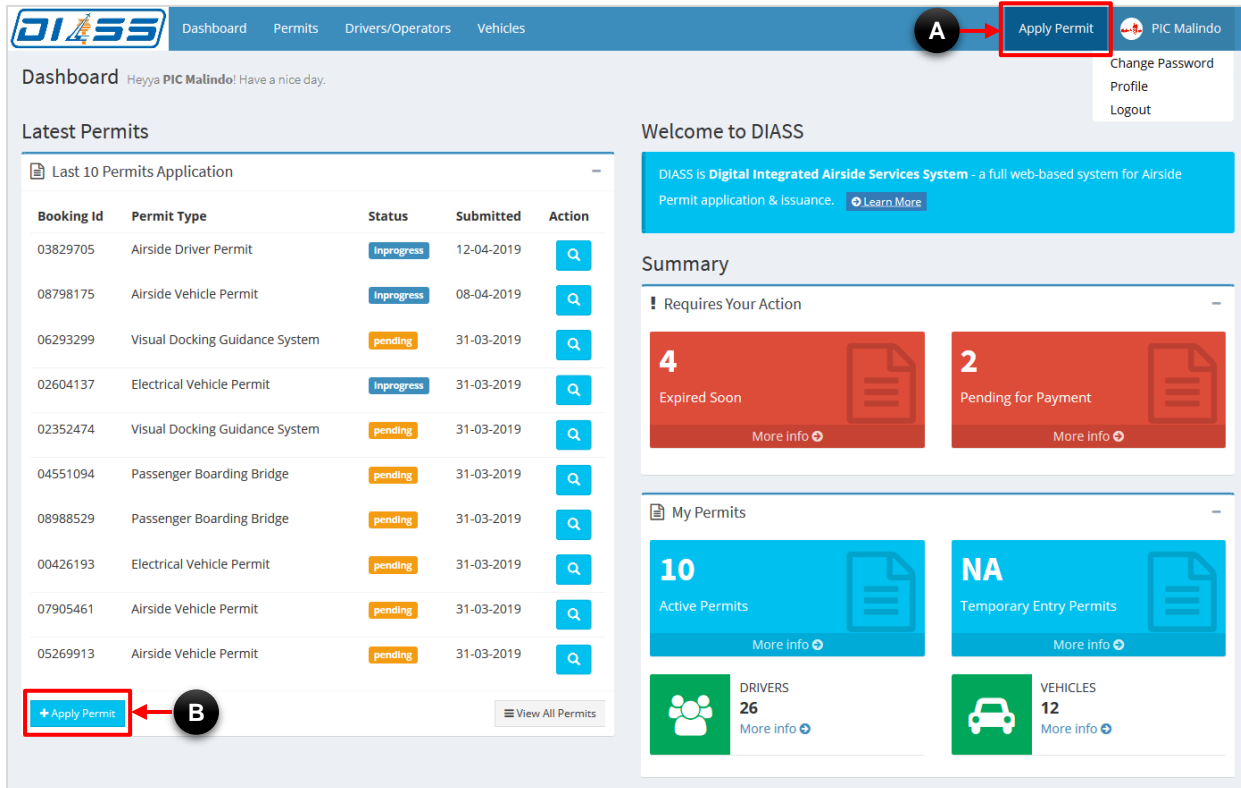


Hapus maklumat kenderaan telah berjaya dan mesej “Delete Record Success” dipaparkan.



#### 4.0 Permohonan Permit Baru/Pembaharuan Permit (Permit Application)

Semua permohonan permit perlulah melalui sistem DIASS. Selepas log masuk ke dalam sistem, klik pada butang [Apply Permit] [Label A / Label B].



**Dashboard** Heyya PIC Malindo! Have a nice day.

**Latest Permits**

Last 10 Permits Application

| Booking Id | Permit Type                    | Status     | Submitted  | Action            |
|------------|--------------------------------|------------|------------|-------------------|
| 03829705   | Airside Driver Permit          | Inprogress | 12-04-2019 | <a href="#">Q</a> |
| 08798175   | Airside Vehicle Permit         | Inprogress | 08-04-2019 | <a href="#">Q</a> |
| 06293299   | Visual Docking Guidance System | pending    | 31-03-2019 | <a href="#">Q</a> |
| 02604137   | Electrical Vehicle Permit      | Inprogress | 31-03-2019 | <a href="#">Q</a> |
| 02352474   | Visual Docking Guidance System | pending    | 31-03-2019 | <a href="#">Q</a> |
| 04551094   | Passenger Boarding Bridge      | pending    | 31-03-2019 | <a href="#">Q</a> |
| 08988529   | Passenger Boarding Bridge      | pending    | 31-03-2019 | <a href="#">Q</a> |
| 00426193   | Electrical Vehicle Permit      | pending    | 31-03-2019 | <a href="#">Q</a> |
| 07905461   | Airside Vehicle Permit         | pending    | 31-03-2019 | <a href="#">Q</a> |
| 05269913   | Airside Vehicle Permit         | pending    | 31-03-2019 | <a href="#">Q</a> |

[+ Apply Permit](#) **B**

**Welcome to DIASS**

DIASS is **Digital Integrated Airside Services System** - a full web-based system for Airside Permit application & issuance. [Learn More](#)

**Summary**

**Requires Your Action**

- 4** Expired Soon [More info](#)
- 2** Pending for Payment [More info](#)

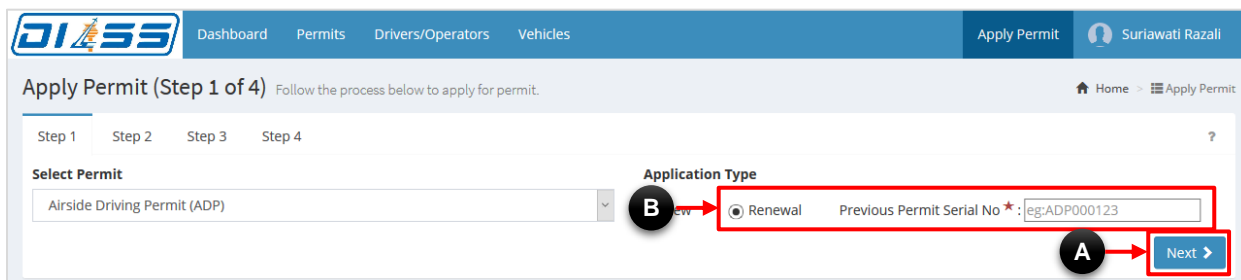
**My Permits**

- 10** Active Permits [More info](#)
- NA** Temporary Entry Permits [More info](#)
- DRIVERS 26** [More info](#)
- VEHICLES 12** [More info](#)

#### 4.1 Airside Driving Permit (ADP)

##### Langkah 1:

Pilih permit “Airside Driving Permit (ADP)” dan jenis aplikasi “New” atau “Renewal”. Bagi permohonan “Renewal”, nombor siri permit terdahulu perlulah disertakan [Label B]. Kemudian klik butang [Next] [Label A].



**Apply Permit (Step 1 of 4)** Follow the process below to apply for permit.

Step 1 Step 2 Step 3 Step 4

**Select Permit**

Airside Driving Permit (ADP)

**Application Type**

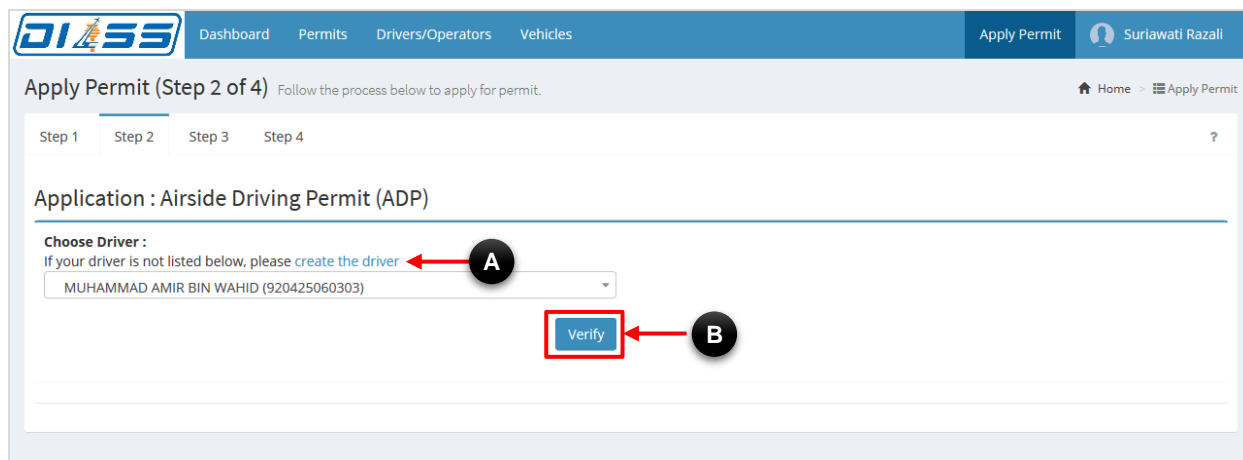
**B** ☒ Renewal ☐ New

Previous Permit Serial No **\***:

**A** [Next >](#)

## Langkah 2:

Pilih pemandu dari senarai pemandu yang sedia ada atau cipta akaun pemandu baru untuk pemandu jika masih belum wujud pemandu [Label A]. Kemudian klik butang [Verify].



Butang [Verify] adalah bagi mengesahkan pemandu yang tidak dikenakan sebarang tindakan kesalahan.

Sekiranya pemandu dihalang untuk memohon permit, ralat akan dipaparkan. Berikut adalah ralat yang menghalang pemandu dipilih.

Ralat 1: Permit pemandu digantung.

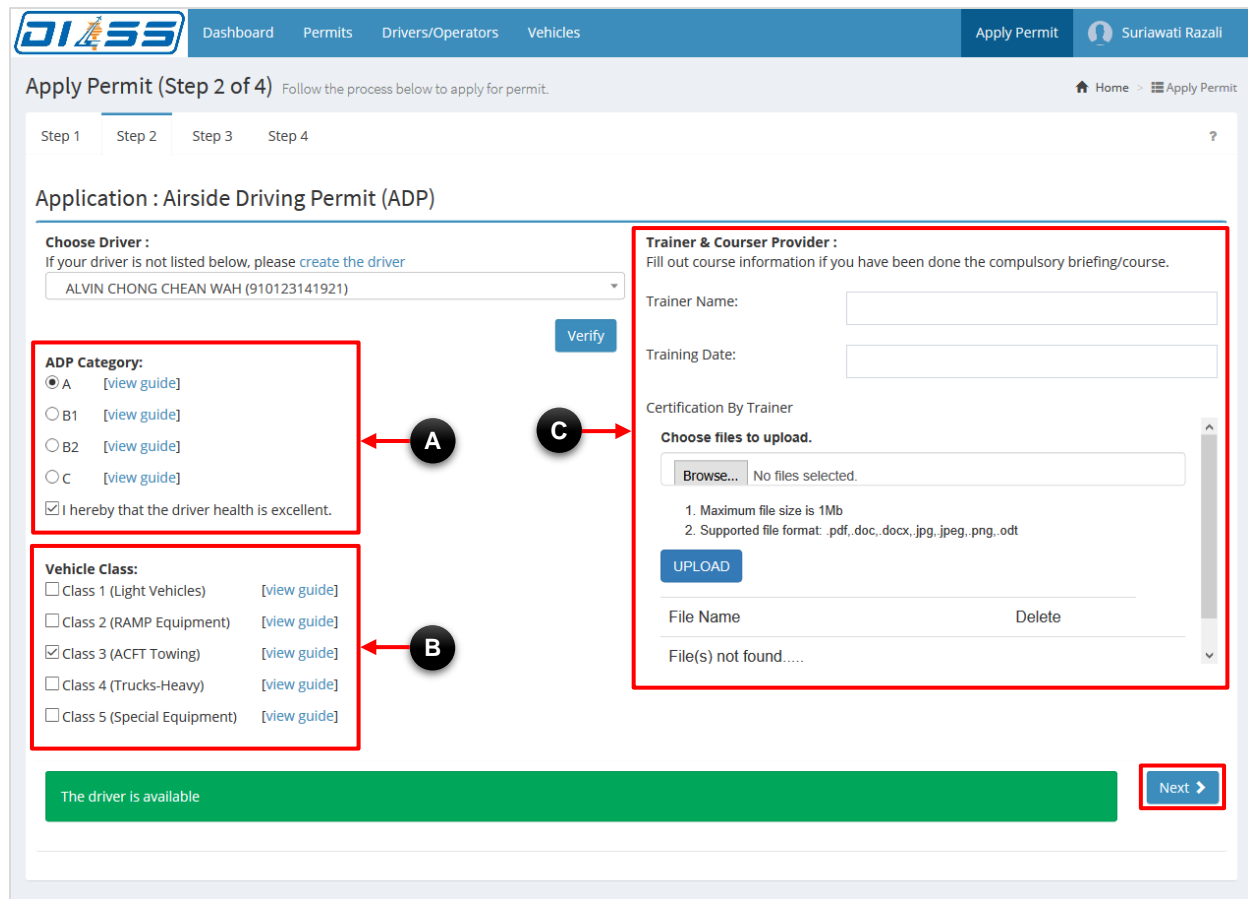
The driver is not available [Suspended].

Ralat 2: Pemandu mempunyai permit aktif yang sama.

The driver is not available. [Active permit].

Ralat 3: Pemandu sedang dalam permohonan permit yang sama

The driver is not available [permit application in progress].



**Apply Permit (Step 2 of 4)** Follow the process below to apply for permit.

Step 1 Step 2 Step 3 Step 4

**Application : Airside Driving Permit (ADP)**

**Choose Driver :**  
If your driver is not listed below, please [create the driver](#)  
ALVIN CHONG CHEAN WAH (910123141921) [Verify](#)

**ADP Category:**  
☒ A [\[view guide\]](#)  
☐ B1 [\[view guide\]](#)  
☐ B2 [\[view guide\]](#)  
☐ C [\[view guide\]](#)  
☒ I hereby that the driver health is excellent.

**Vehicle Class:**  
☐ Class 1 (Light Vehicles) [\[view guide\]](#)  
☐ Class 2 (RAMP Equipment) [\[view guide\]](#)  
☒ Class 3 (ACFT Towing) [\[view guide\]](#)  
☐ Class 4 (Trucks-Heavy) [\[view guide\]](#)  
☐ Class 5 (Special Equipment) [\[view guide\]](#)

**Trainer & Course Provider :**  
Fill out course information if you have been done the compulsory briefing/course.

Trainer Name:

Training Date:

**Certification By Trainer**

**Choose files to upload.**  
[Browse...](#) No files selected.  
 1. Maximum file size is 1Mb  
 2. Supported file format: .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt  
[UPLOAD](#)

File Name  Delete

File(s) not found.....

The driver is available [Next >](#)

Sekiranya pemandu dibenarkan memohon permit, pilih kategori ADP [Label A] dan, kelas kenderaan [Label B]. Bagi kategori ADP A, B1 dan B2, tahap kesihatan pemandu perlu diisytihar.

Pemandu yang pernah menghadiri taklimat ADP, lengkapkan bahagian taklimat yang pernah dihadiri [Label C].

Kemudian klik butang [Next].

### Langkah 3:

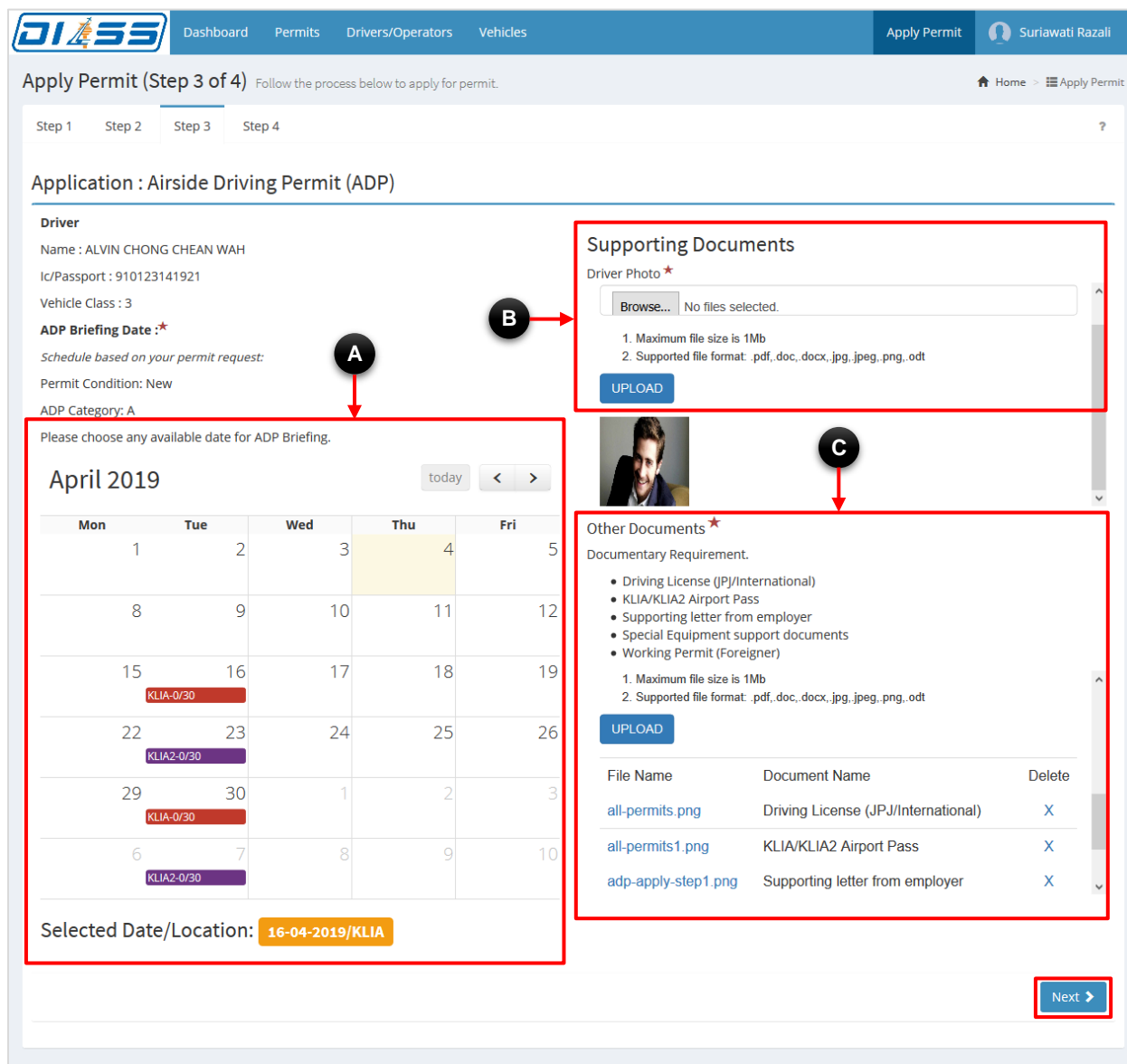
Lengkapkan maklumat-maklumat berikut:

[Label A] – Pilih tarikh dan lokasi taklimat. Lokasi taklimat di KLIA berwarna merah dan lokasi taklimat berwarna ungu di KLIA2.

[Label B] – Muat naik gambar pemandu sekiranya gambar belum dimuat naik. Gambar ini akan digunakan pada kad permit memandu.

[Label C] – Lampirkan dokumen-dokumen yang berkaitan.

Kemudian klik [Next].



**DISS** Dashboard Permits Drivers/Operators Vehicles Apply Permit Suriawati Razali

Apply Permit (Step 3 of 4) Follow the process below to apply for permit. Home > Apply Permit

Step 1 Step 2 **Step 3** Step 4

**Application : Airside Driving Permit (ADP)**

**Driver**  
 Name : ALVIN CHONG CHEAN WAH  
 Ic/Passport : 910123141921  
 Vehicle Class : 3  
**ADP Briefing Date \***  
*Schedule based on your permit request:*  
 Permit Condition: New  
 ADP Category: A

Please choose any available date for ADP Briefing.

**April 2019** today < >

| Mon | Tue        | Wed | Thu | Fri |
|-----|------------|-----|-----|-----|
| 1   | 2          | 3   | 4   | 5   |
| 8   | 9          | 10  | 11  | 12  |
| 15  | 16         | 17  | 18  | 19  |
|     | KLIA-0/30  |     |     |     |
| 22  | 23         | 24  | 25  | 26  |
|     | KLIA2-0/30 |     |     |     |
| 29  | 30         | 1   | 2   | 3   |
|     | KLIA-0/30  |     |     |     |
| 6   | 7          | 8   | 9   | 10  |
|     | KLIA2-0/30 |     |     |     |

**Selected Date/Location:** 16-04-2019/KLIA

**Supporting Documents**

Driver Photo \*

Browse... No files selected.

1. Maximum file size is 1Mb  
 2. Supported file format : .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt

UPLOAD

**Other Documents \***

Documentary Requirement.

- Driving License (JP/J/International)
- KLIA/KLIA2 Airport Pass
- Supporting letter from employer
- Special Equipment support documents
- Working Permit (Foreigner)

1. Maximum file size is 1Mb  
 2. Supported file format : .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt

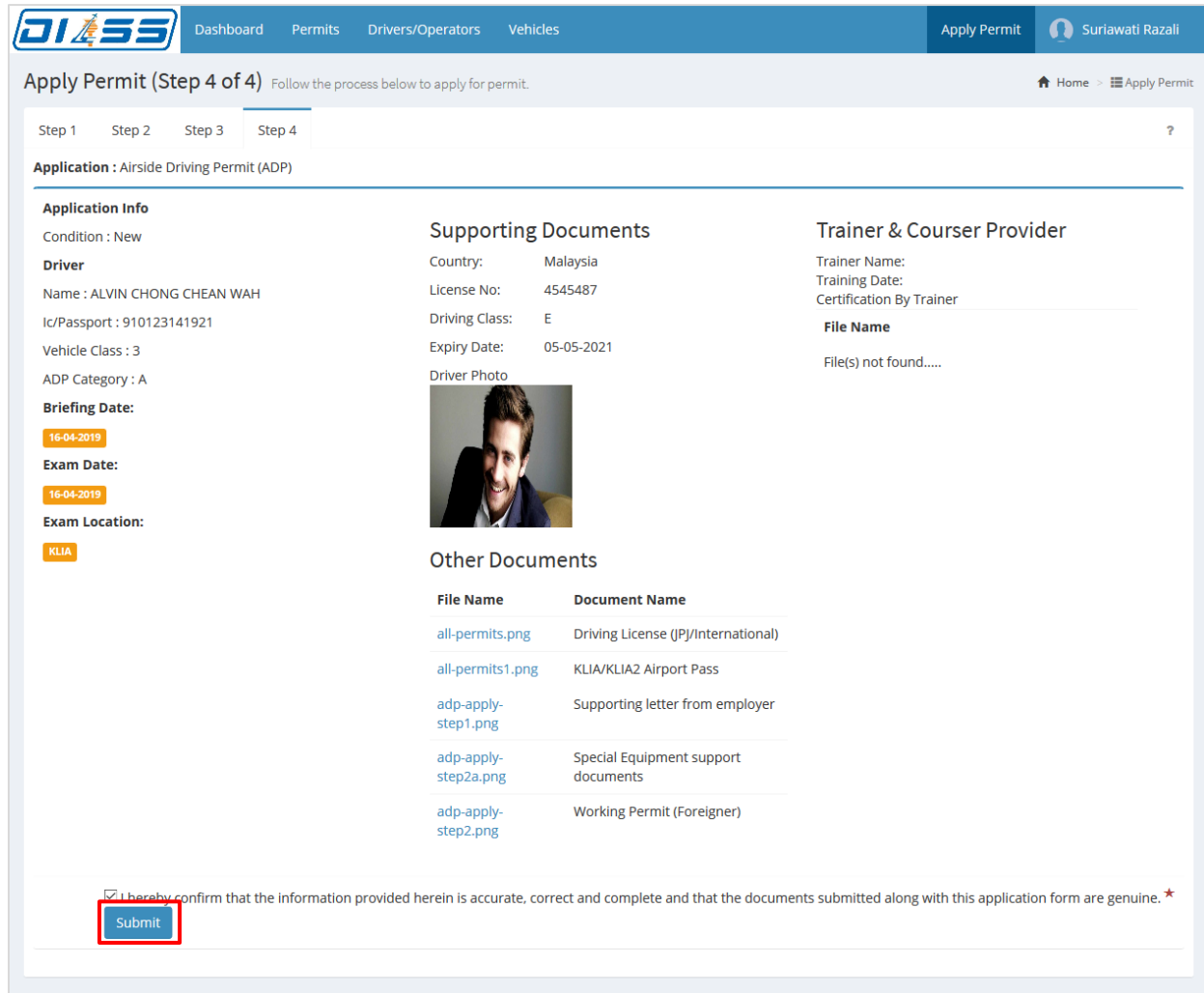
UPLOAD

| File Name           | Document Name                        | Delete |
|---------------------|--------------------------------------|--------|
| all-permits.png     | Driving License (JP/J/International) | X      |
| all-permits1.png    | KLIA/KLIA2 Airport Pass              | X      |
| adp-apply-step1.png | Supporting letter from employer      | X      |

**Next** >

## Langkah 4:

Semua maklumat pemandu yang telah dimasukkan bagi permohonan permit akan dipaparkan untuk semakan. Tandakan ☒ bagi mengesahkan maklumat adalah benar. Kemudian klik butang [Submit].



**DISS** Dashboard Permits Drivers/Operators Vehicles Apply Permit Suriawati Razali

Apply Permit (Step 4 of 4) Follow the process below to apply for permit. Home > Apply Permit

Step 1 Step 2 Step 3 **Step 4** ?

**Application : Airside Driving Permit (ADP)**

**Application Info**

Condition : New

**Driver**

Name : ALVIN CHONG CHEAN WAH

Ic/Passport : 910123141921

Vehicle Class : 3

ADP Category : A

**Briefing Date:**

16-04-2019

**Exam Date:**

16-04-2019

**Exam Location:**

KLIA

**Supporting Documents**


Country: Malaysia

License No: 4545487

Driving Class: E

Expiry Date: 05-05-2021

Driver Photo



**Trainer & Course Provider**

Trainer Name:

Training Date:

Certification By Trainer

**File Name**

File(s) not found.....

**Other Documents**

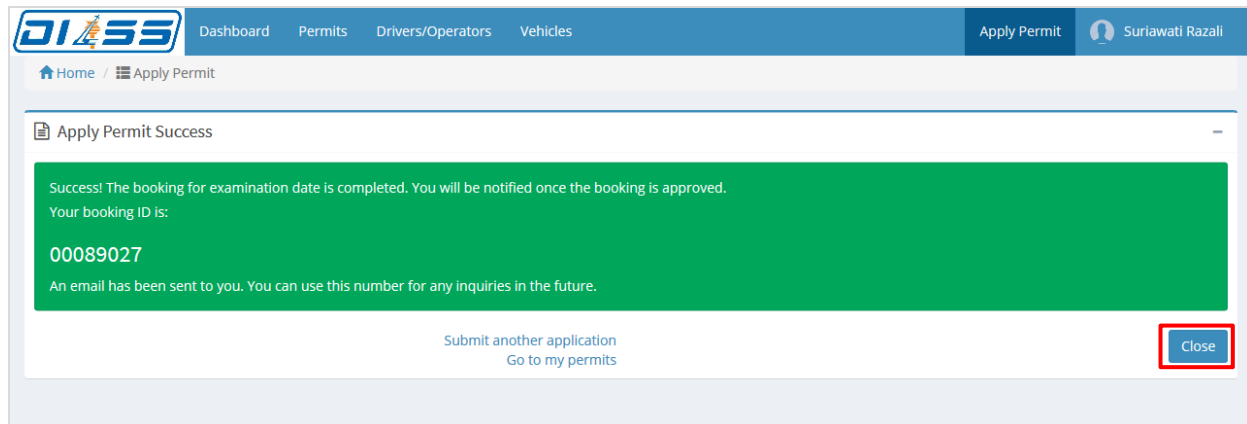
| File Name            | Document Name                       |
|----------------------|-------------------------------------|
| all-permits.png      | Driving License (JPJ/International) |
| all-permits1.png     | KLIA/KLIA2 Airport Pass             |
| adp-apply-step1.png  | Supporting letter from employer     |
| adp-apply-step2a.png | Special Equipment support documents |
| adp-apply-step2.png  | Working Permit (Foreigner)          |

☒ I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. \*

**Submit**

Permohonan permit ADP telah berjaya dan nombor ID tempahan akan dipaparkan.  
Nombor ID tempahan akan digunakan oleh pemandu untuk menduduki peperiksaan.

Klik butang [Close] untuk tutup paparan.



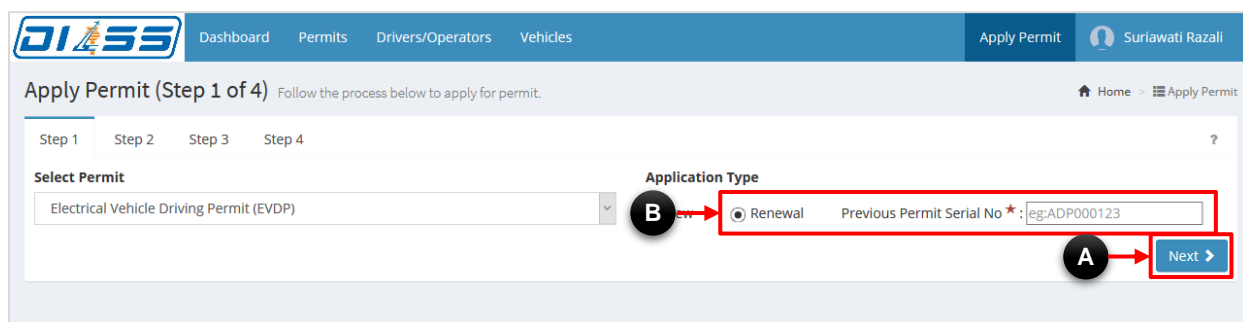
Email akan dihantar kepada PIC setiap kali permohonan permit dibuat.



## 4.2 Electrical Vehicle Driving Permit (EVDP)

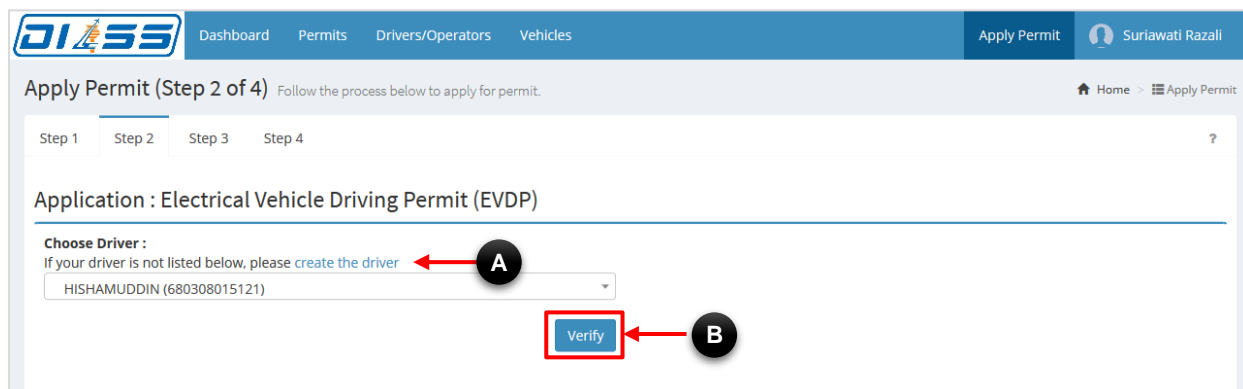
### Langkah 1:

Pilih permit “Electrical Vehicle Driving Permit (EVDP)” dan jenis aplikasi “New” atau “Renewal”. Bagi permohonan “Renewal”, nombor siri permit terdahulu perlulah disertakan [Label B]. Kemudian klik butang [Next] [Label A].

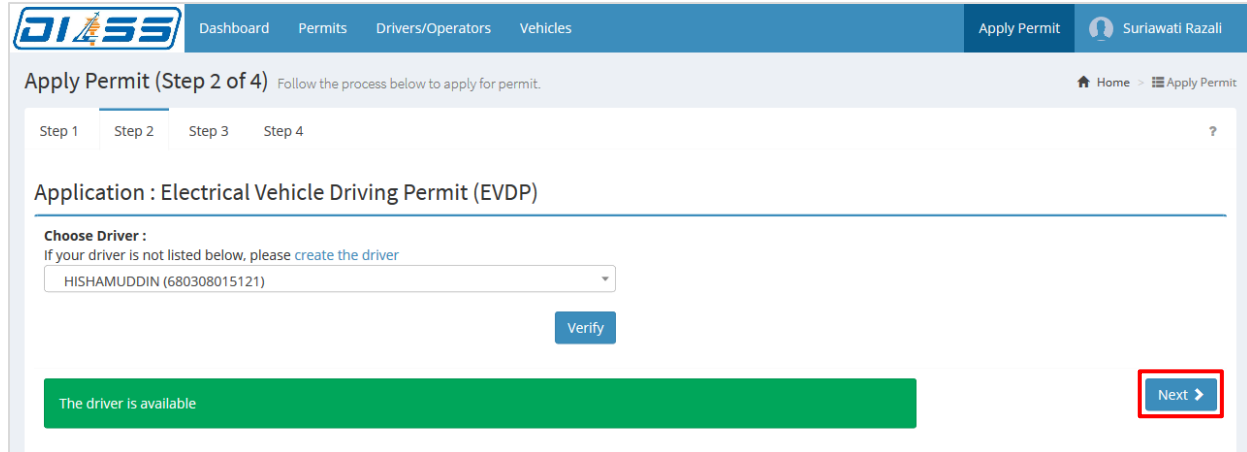


### Langkah 2:

Pilih pemandu dari senarai pemandu yang sedia ada atau cipta akaun pemandu baru jika masih belum wujud pemandu [Label A]. Kemudian klik butang [Verify].



Butang [Verify] adalah bagi memastikan pemandu yang tidak dikenakan sebarang tindakan kesalahan.



Sekiranya pemandu dibenarkan memohon permit, mesej “*The driver is available*” dipaparkan. Kemudian klik butang [Next].

Sekiranya pemandu dihalang untuk memohon permit, ralat akan dipaparkan. Berikut adalah ralat yang menghalang pemandu dipilih.

Ralat 1: Permit pemandu digantung.

The driver is not available [Suspended].

Ralat 2: Pemandu mempunyai permit aktif yang sama.

The driver is not available. [Active permit].

Ralat 3: Pemandu sedang dalam permohonan permit yang sama

The driver is not available [permit application in progress].

### Langkah 3:

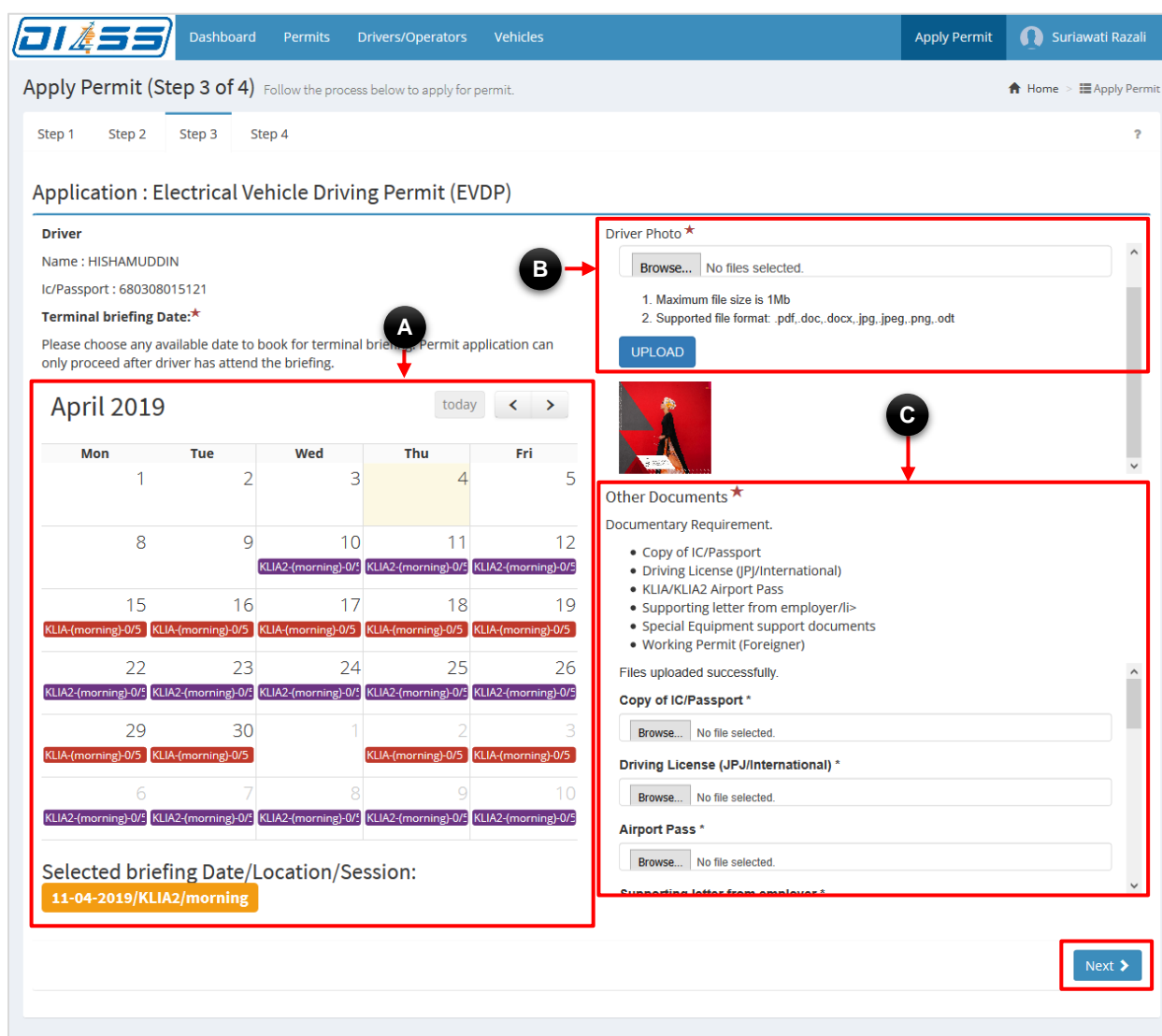
Lengkapkan maklumat-maklumat berikut:

[Label A] – Pilih tarikh dan lokasi taklimat terminal. Lokasi taklimat di KLIA berwarna merah dan lokasi taklimat berwarna ungu di KLIA2.

[Label B] – Muat naik gambar pemandu. Gambar ini akan digunakan pada kad permit memandu.

[Label C] – Lampirkan dokumen-dokumen yang berkaitan.

Kemudian klik [Next].



**Apply Permit (Step 3 of 4)** Follow the process below to apply for permit.

Step 1 Step 2 **Step 3** Step 4

**Application : Electrical Vehicle Driving Permit (EVDP)**

**Driver**  
 Name : HISHAMUDDIN  
 IC/Passport : 680308015121

**Terminal briefing Date:**  
 Please choose any available date to book for terminal briefing. Permit application can only proceed after driver has attend the briefing.

**April 2019** today < >

| Mon                 | Tue                 | Wed                 | Thu                 | Fri                 |
|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1                   | 2                   | 3                   | 4                   | 5                   |
| 8                   | 9                   | 10                  | 11                  | 12                  |
|                     |                     | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 |
| 15                  | 16                  | 17                  | 18                  | 19                  |
| KLIA-(morning)-0/5  | KLIA-(morning)-0/5  | KLIA-(morning)-0/5  | KLIA-(morning)-0/5  | KLIA-(morning)-0/5  |
| 22                  | 23                  | 24                  | 25                  | 26                  |
| KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 |
| 29                  | 30                  | 1                   | 2                   | 3                   |
| KLIA-(morning)-0/5  | KLIA-(morning)-0/5  |                     | KLIA-(morning)-0/5  | KLIA-(morning)-0/5  |
| 6                   | 7                   | 8                   | 9                   | 10                  |
| KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 | KLIA2-(morning)-0/5 |

**Selected briefing Date/Location/Session:**  
 11-04-2019/KLIA2/morning

**Driver Photo** \*

Browse... No files selected.

1. Maximum file size is 1Mb  
 2. Supported file format : .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt

UPLOAD

**Other Documents** \*

Documentary Requirement.

- Copy of IC/Passport
- Driving License (JPJ/International)
- KLIA/KLIA2 Airport Pass
- Supporting letter from employer/li>
- Special Equipment support documents
- Working Permit (Foreigner)

Files uploaded successfully.

**Copy of IC/Passport \***

Browse... No file selected.

**Driving License (JPJ/International) \***

Browse... No file selected.

**Airport Pass \***

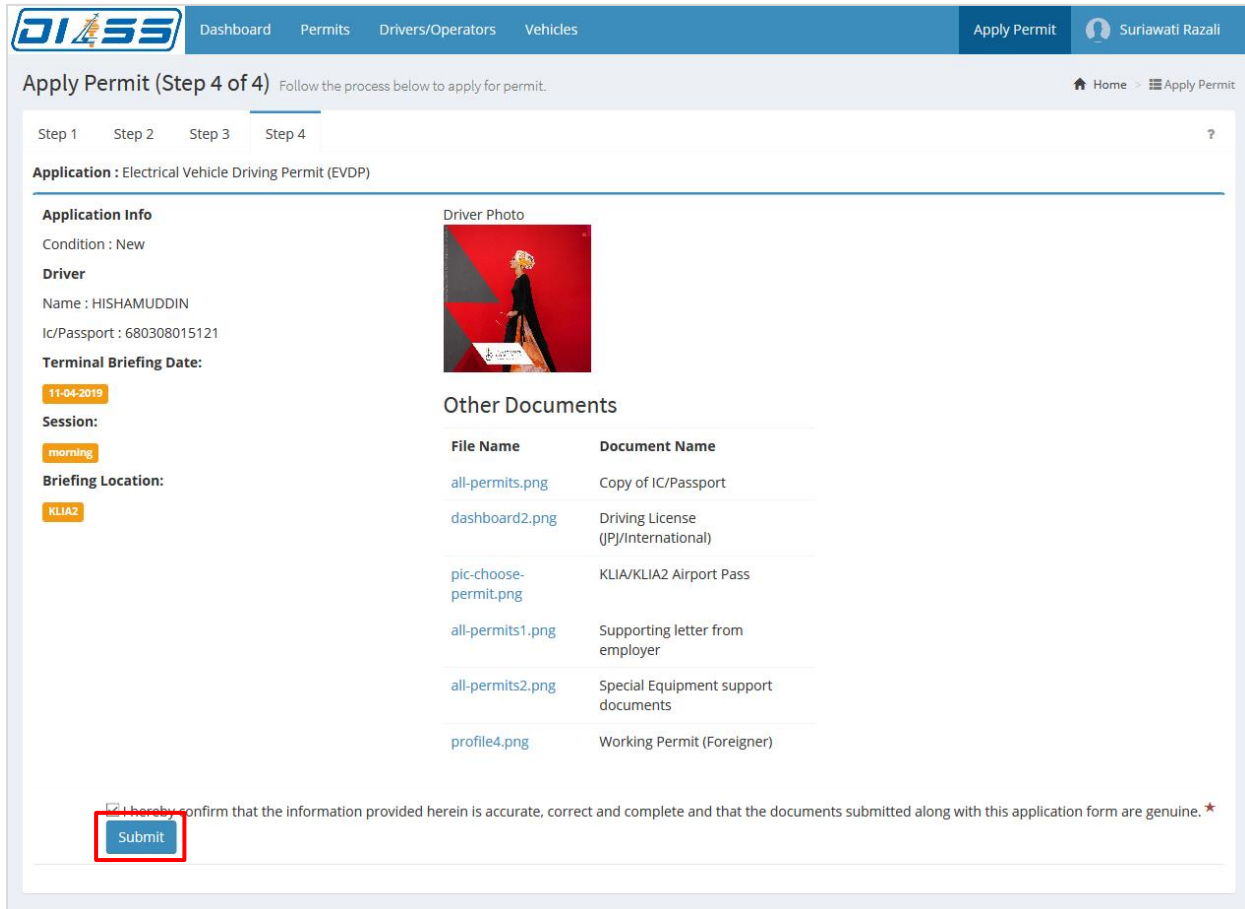
Browse... No file selected.

**Supporting letter from employer \***

Next >

### Langkah 4:

Semua maklumat pemandu yang telah dimasukkan bagi permohonan permit akan dipaparkan untuk semakan. Tandakan ☒ bagi mengesahkan maklumat adalah benar. Kemudian klik butang [Submit].



**Apply Permit (Step 4 of 4)** Follow the process below to apply for permit.

Step 1 Step 2 Step 3 **Step 4** ?

**Application :** Electrical Vehicle Driving Permit (EVDP)

**Application Info**  
 Condition : New  
**Driver**  
 Name : HISHAMUDDIN  
 Ic/Passport : 680308015121  
**Terminal Briefing Date:**  
 11-04-2019  
**Session:**  
 morning  
**Briefing Location:**  
 KLIA2

**Driver Photo**

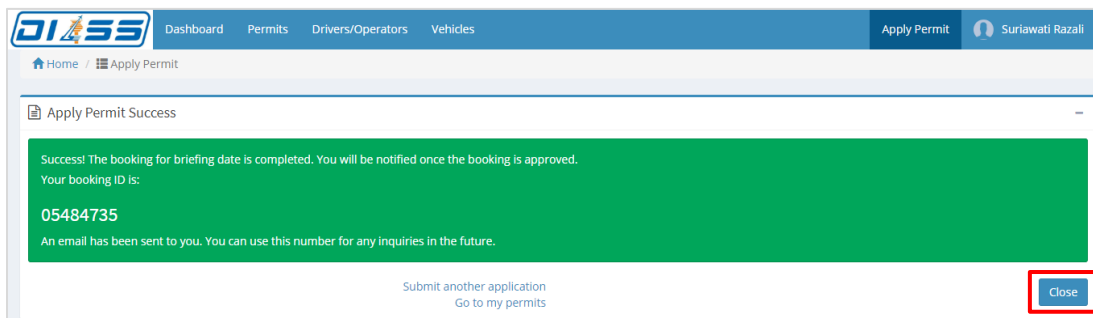
**Other Documents**

| File Name             | Document Name                       |
|-----------------------|-------------------------------------|
| all-permits.png       | Copy of IC/Passport                 |
| dashboard2.png        | Driving License (JPJ/International) |
| pic-choose-permit.png | KLIA/KLIA2 Airport Pass             |
| all-permits1.png      | Supporting letter from employer     |
| all-permits2.png      | Special Equipment support documents |
| profile4.png          | Working Permit (Foreigner)          |

☒ I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. ★

**Submit**

Permohonan permit EVDP telah berjaya dan nombor ID tempahan akan dipaparkan. Klik butang [Close] untuk tutup paparan.



**Apply Permit Success**

Success! The booking for briefing date is completed. You will be notified once the booking is approved.  
 Your booking ID is:  
**05484735**  
 An email has been sent to you. You can use this number for any inquiries in the future.

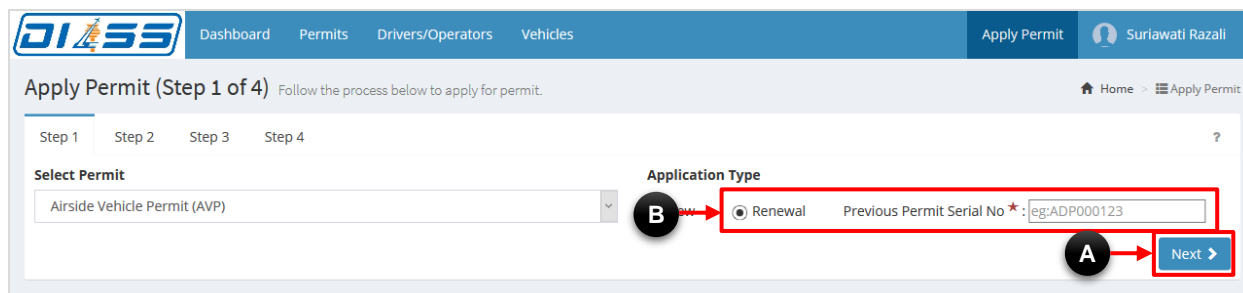
Submit another application  
 Go to my permits

**Close**

### 4.3 Airside Vehicle Permit (AVP)

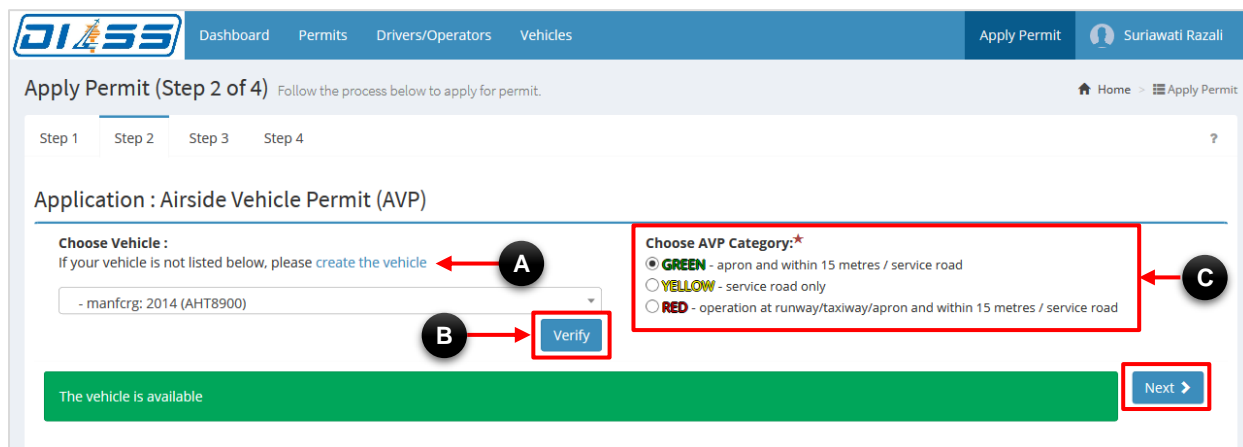
#### Langkah 1:

Pilih permit “Airside Vehicle Permit (AVP)” dan jenis aplikasi “New” atau “Renewal”. Bagi permohonan “Renewal”, nombor siri permit terdahulu perlulah disertakan [Label B]. Kemudian klik butang “Next” [Label A].



#### Langkah 2:

Pilih kenderaan dari senarai pemandu yang sedia ada atau cipta akaun kenderaan baru jika masih belum wujud kenderaan [Label A]. Kemudian klik butang “Verify”.



Butang “Verify” adalah bagi memastikan kenderaan yang dipilih tidak mempunyai permit aktif dan bukan dalam tempoh penggantungan.

Kemudian, pilih kategori AVP [Label C] dan klik butang [Next].

### Langkah 3:

**Apply Permit (Step 3 of 4)** Follow the process below to apply for permit.

Step 1 Step 2 Step 3 Step 4

Application : Airside Vehicle Permit (AVP)

**Vehicle Information**

Type : Chassis No : 1HGCM82633A004352  
 Registration No : AHT8900 Engine No : 52WVC10338  
 Manufacturing Year : 2014 Engine Type : Petrol  
 AVP Category : Red Engine Capacity : 1001-cc-2000

**Vehicle Insurance**

Policy No \*  
 67326487236

Policy Expiry Date \*  
 20-04-2022

Insurance coverage \*

Browse... No files selected.

1. Maximum file size is 1Mb  
 2. Supported file format: pdf, doc, docx, jpg, jpeg, png, odt

UPLOAD

File Name Delete  
 all-permits.png X

**Inspection Date:**

Please choose any available date to book for inspection. Permit application can only proceed after vehicle pass the inspection.

April 2019

Mon Tue Wed Thu Fri

1 2 3 4 5  
 8 9 10 11 12  
 15 16 17 18 19  
 22 23 24 25 26  
 29 30 1 2 3  
 6 7 8 9 10

Selected Inspection Date \*

09-04-2019

**Inspection Location**

Location \*  
 MTW

**Documentary Requirements**

Please upload the following documents \*

- Letter of employer/owner
- Letter of award/contract
- Registration card/proof of purchase
- Previous Vehicle Service Sheet or PUSPAKOM Cert
- Perakuan kelayakan mesin angkat (PMA)

Browse... No file selected.

1. Maximum file size is 1Mb  
 2. Supported file format: pdf, doc, docx, jpg, jpeg, png, odt

UPLOAD

File Name Document Name Delete  
 all-permits.png Letter of employer/owner X

**Vehicle Checklist**

Guideline for vehicle inspection. Download

General Requirement \*

| Item  | Declared                            | Item                       | Declared                            |
|---|-------------------------------------|----------------------------|-------------------------------------|
| Smoke Condition (diesel)                    | <input checked="" type="checkbox"/> | Electrical Wiring          | <input checked="" type="checkbox"/> |
| Fire Extinguisher                           | <input checked="" type="checkbox"/> | Steering system            | <input checked="" type="checkbox"/> |
| Parking Brake System                        | <input checked="" type="checkbox"/> | Windshield & window        | <input checked="" type="checkbox"/> |
| Foot Brake System                           | <input checked="" type="checkbox"/> | Safety Belt (if necessary) | <input checked="" type="checkbox"/> |
| Fuel System                                 | <input checked="" type="checkbox"/> | Speedometer                | <input checked="" type="checkbox"/> |
| Exhaust Manifold, Gasket & Piping           | <input checked="" type="checkbox"/> | Horn                       | <input checked="" type="checkbox"/> |
| Carburetor Flame Trap                       | <input checked="" type="checkbox"/> | Wiper (if necessary)       | <input checked="" type="checkbox"/> |
| Carburetor                                  | <input checked="" type="checkbox"/> | Side Light                 | <input checked="" type="checkbox"/> |
| Distributor Cover                           | <input checked="" type="checkbox"/> | Brake Light                | <input checked="" type="checkbox"/> |
| High Tension Cables                         | <input checked="" type="checkbox"/> | Signal Light               | <input checked="" type="checkbox"/> |
| Voltage regulator and cut-out               | <input checked="" type="checkbox"/> | Reverse Light              | <input checked="" type="checkbox"/> |
| Engine & Transmission                       | <input checked="" type="checkbox"/> | Front Light / Head light   | <input checked="" type="checkbox"/> |
| Tyre  | <input checked="" type="checkbox"/> | Tail Light / Rear Light    | <input checked="" type="checkbox"/> |
| Tyre Tread Wear Indicator (TWI) & Condition | <input checked="" type="checkbox"/> | Beacon Light               | <input checked="" type="checkbox"/> |
| Spark Plug                                  | <input checked="" type="checkbox"/> | No Smoking™ sign           | <input checked="" type="checkbox"/> |
| Generator & Starter motor                   | <input checked="" type="checkbox"/> | Safety First™ Sign         | <input checked="" type="checkbox"/> |
| Battery                                     | <input checked="" type="checkbox"/> | Speed Limit™ Sign          | <input checked="" type="checkbox"/> |
| Fuse & Switch                               | <input checked="" type="checkbox"/> | Insignia / Logo            | <input checked="" type="checkbox"/> |
|   |                                     | Body Colour                | <input checked="" type="checkbox"/> |

**Declared**

Smoke Condition (Diesel): \* LI

**Fire Extinguisher**

Serial No: \* 7625287

Expiry Date: \* 12-04-2021

**All Tyres**

Manufacturing Date: \*

Large front right: Jan 2019  
 Large front left: Jan 2019  
 Large rear right: Aug 2018  
 Large rear left: Aug 2018

(Please insert additional tyre information if required)

**Additional Requirement**

| Item                             | Declared                            |
|----------------------------------|-------------------------------------|
| VHF & Transponder                | <input checked="" type="checkbox"/> |
| Call Sign                        | <input checked="" type="checkbox"/> |
| Trunk / VHF Radio (if necessary) | <input type="checkbox"/>            |
| Spark Arrestor                   | <input type="checkbox"/>            |
| Green Roundel                    | <input type="checkbox"/>            |

**Special Requirement**

| Item                       | Declared                            |
|----------------------------|-------------------------------------|
| Towing Point               | <input checked="" type="checkbox"/> |
| Outrigger & Stabilizer     | <input type="checkbox"/>            |
| Power Take Off             | <input type="checkbox"/>            |
| Container                  | <input checked="" type="checkbox"/> |
| Emergency Stop Button      | <input type="checkbox"/>            |
| Limit/safety sensor        | <input type="checkbox"/>            |
| Battery Pack               | <input type="checkbox"/>            |
| Belt Loader Conveyor       | <input type="checkbox"/>            |
| Hydraulic System & Line    | <input type="checkbox"/>            |
| Fuel Pipe Line & Connector | <input type="checkbox"/>            |
| Engine Compartment Cover   | <input type="checkbox"/>            |

Next

---

Lengkapkan maklumat-maklumat berikut:

Label A

*Vehicle Insurance* (Insurans Kenderaan): Masukkan nombor polisi insurans, tarikh tamat polisi insurans dan muat naik salinan perlindungan insurans.

Label B

*Inspection Date* (Tarikh Pemeriksaan Kenderaan): Pilih tarikh penghantaran kenderaan untuk pemeriksaan.

Label C

*Inspection Location* (Lokasi Pemeriksaan Kenderaan): Pilih lokasi dimana pemeriksaan kenderaan akan dijalankan.

Label D

*Documentary Requirements* (Lampiran Dokumen): Lampirkan dokumen-dokumen yang diperlukan.

Label E

*Vehicle Checklist* (Senarai Semak Kenderaan): Mengisytiharkan item-item mengikut garis panduan pemeriksaan.

Setelah semua ruang berkaitan diisi dengan lengkap, klik butang [Next].

Dashboard

Permits

Drivers/Operators

Vehicles

Apply Permit

Suriawati Razali

Apply Permit (Step 4 of 4)

Follow the process below to apply for permit.

Home

>

Apply Permit

Step 1

Step 2

Step 3

Step 4

?

Application : Airside Vehicle Permit (AVP)

Application Info

Condition : New

Vehicle

Type :

Registration No : AHT8900

Manufacturing Year : 2014

AVP Category : Red

Inspection Date:

09-04-2019

Inspection Location:

MTW

Insurance

Policy No:

67326487236

Policy Expiry Date:

20-04-2022

Insurance supported docs

File Name

all-permits.png

Chasis No : 1HGCM82633A004352

Engine No : 52WVC10338

Engine Type : Petrol

Engine Capacity : 1001=<cc<2000

Other Documents

File Name

Document Name

all-permits.png

Letter of employer/owner

all-permits1.png

Letter of award/contract

adp-apply-step1.png

Registration card/proof of purchase

adp-apply-step2a.png

Previous Vehicle Service Sheet or PUSPAKOM Cert

adp-apply-step2.png

Perakuan kelayakan mesin angkat (PMA)

Self Inspection:

General Requirement★

Description

Declared

Description

Declared

Smoke Condition (diesel)

☒

Electrical Wiring

☒

Fire Extinguisher

☒

Steering system

☒

Parking Brake System

☒

Windshield & window

☒

Foot Brake System

☒

Safety Belt (if necessary)

☒

Fuel System

☒

Speedometer

☒

Exhaust Manifold,Gasket & Piping

☒

Horn

☒

Carburetor Flame Trap

☒

Wiper (if necessary)

☒

Carburetor

☒

Side Light

☒

Distributor Cover

☒

Brake Light

☒

High Tension Cables

☒

Signal Light

☒

Voltage regulator and cut-out

☒

Reverse Light

☒

Engine & Transmission

☒

Front Light / Head light

☒

Tyre

☒

Tail Light / Rear Light

☒

Tyre Tread Wear Indicator (TWI) & Condition

☒

Beacon Light

☒

Spark Plug

☒

No Smoking™ sign

☒

Generator & Starter motor

☒

Safety First™ Sign

☒

Battery

☒

Speed Limit™ Sign

☒

Fuse & Switch

☒

Insignia / Logo

☒

Body Colour

☒

Additional Requirement

Special Requirement

Description

Declared

Description

Declared

VHF & Transponder

☒

Towing Point

☒

Call Sign

☒

Outrigger & Stabilizer

☐

Trunk / VHF Radio (if necessary)

☐

Power Take Off

☐

Spark Arrestor

☐

Container

☒

Green Roundel

☐

Emergency Stop Button

☐

Limit/safety sensor

☐

Battery Pack

☐

Belt Loader Conveyor

☐

Hydraulic System & Line

☐

Fuel Pipe Line & Connector

☐

Engine Compartment Cover

☐

Owner Declared

L1

Fire Extinguisher

Serial No:

7625287

Expiry Date:

12-04-2021

Tyre

Manufacturing Date:

tyre front right: Jan 2019  
tyre front left: Jan 2019  
tyre rear right: Aug 2018  
tyre rear left: Aug 2018

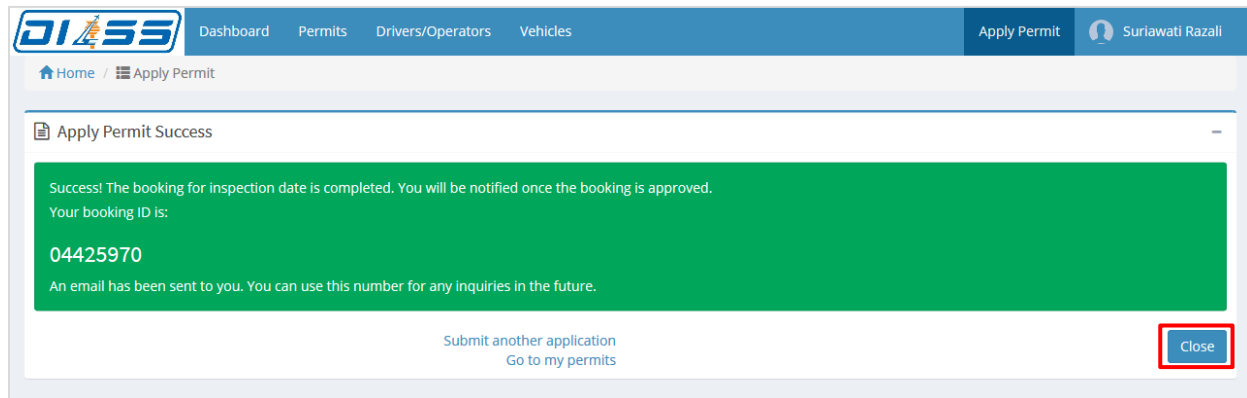
☒★

I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.  
I certify that this "Vehicle" COMPLY with the requirement of Airport Standards Directive 506.  
I also certify that this vehicle complies with requirement of road worthiness, safe for operation and in good condition, and:  
I will take full responsibility of any issue or occurrences before and after the inspection.

Submit



Semua maklumat kenderaan yang telah dimasukkan bagi permohonan permit akan dipaparkan untuk semakan. Tandakan ☒ bagi mengesahkan maklumat adalah benar. Kemudian klik butang [Submit].

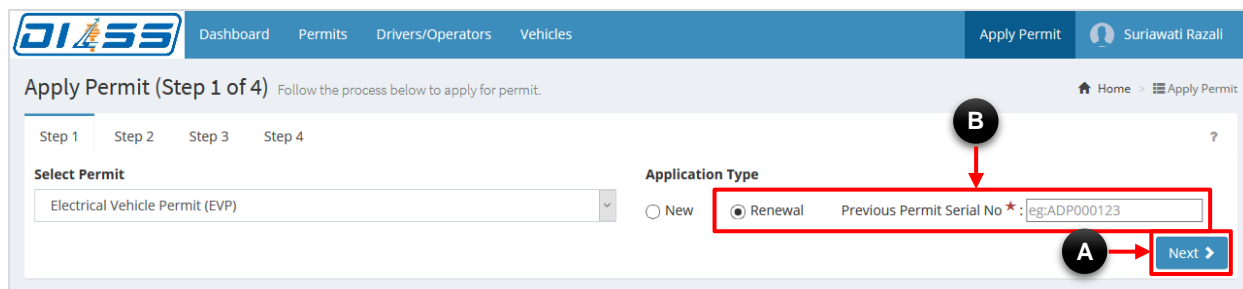


Permohonan permit AVP telah berjaya dan nombor ID tempahan akan dipaparkan. Klik butang [Close] untuk tutup paparan.

## 4.4 Electric Vehicle Permit (EVP)

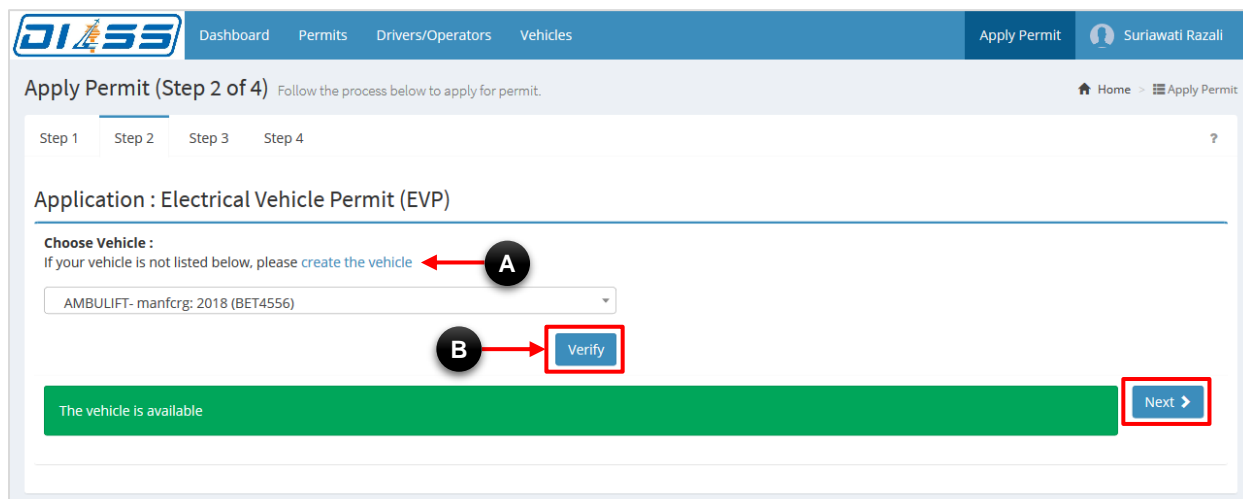
### Langkah 1:

Pilih permit “Electrical Vehicle Permit (EVP)” dan jenis aplikasi “New” atau “Renewal”. Bagi permohonan “Renewal”, nombor siri permit terdahulu perlulah disertakan [Label B]. Kemudian klik butang [Next] [Label A].



### Langkah 2:


Pilih kenderaan dari senarai kenderaan yang sedia ada atau cipta akaun kenderaan baru jika masih belum wujud kenderaan [Label A]. Kemudian klik butang [Verify].



Butang [Verify] adalah bagi memastikan kenderaan yang dipilih tidak mempunyai permit aktif dan bukan dalam tempoh penggantungan.

Kemudian, klik butang [Next].

### Langkah 3:


Dashboard Permits Drivers/Operators Vehicles

Apply Permit
Suriawati Razali

Apply Permit (Step 3 of 4) Follow the process below to apply for permit.
Home > Apply Permit

Step 1 Step 2 Step 3 Step 4

Application : Electrical Vehicle Permit (EVP)

#### Vehicle Information

Type : AMBULIFT Chasis No : 1GCHC29DX6E000001

Registration No : BET4556 Engine No : AW123984NA

Manufacturing Year : 2018 Engine Type : Diesel

Engine Capacity : 2001=<cc<3000

#### Documentary Requirements

Please upload the following documents \*

- Letter of employer/owner
- Registration card/proof of purchase
- Previous Vehicle Service Sheet or PUSPAKOM Cert
- Perakuan kelayakan mesin angkat (PMA)

| File Name            | Document Name                                   | Delete |
|----------------------|---|--------|
| all-permits.png      | Letter of employer/owner                        | X      |
| all-permits1.png     | Registration card/proof of purchase             | X      |
| all-permits2.png     | Previous Vehicle Service Sheet or PUSPAKOM Cert | X      |
| adp-apply-step2a.png | Perakuan kelayakan mesin angkat (PMA)           | X      |

#### Vehicle Insurance

Policy No \*

46456767

Policy Expiry Date \*

28-04-2022

Insurance coverage \*

Browse... No files selected.

1. Maximum file size is 1Mb  
2. Supported file format: .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt

UPLOAD

| File Name       | Delete |
|-----------------|--------|
| all-permits.png | X      |

#### Inspection Date:

Please choose any available date to book for inspection. Permit application can only proceed after vehicle pass the inspection.

April 2019

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   |
| 8   | 9   | 10  | 11  | 12  |
| 15  | 16  | 17  | 18  | 19  |
| 22  | 23  | 24  | 25  | 26  |
| 29  | 30  | 1   | 2   | 3   |
| 6   | 7   | 8   | 9   | 10  |

Selected Inspection Date \*

12-04-2019

#### Inspection Location

Location \*

Terminal KLIA

#### Vehicle Checklist

(All items are required)

| Item                            | Detail  | Declared                            |
|---------------------------------|---|-------------------------------------|
| Hydraulic System & Line         | (no leakage)                                      | <input checked="" type="checkbox"/> |
| Brake System                    | (functioning)                                     | <input checked="" type="checkbox"/> |
| Tyre                            | (rubber tyre)                                     | <input checked="" type="checkbox"/> |
| Electrical Switch               | (suitably covered & no crack)                     | <input checked="" type="checkbox"/> |
| Electrical Wiring               | (securely fastened & insulated)                   | <input checked="" type="checkbox"/> |
| Beeper                          | (functioning)                                     | <input checked="" type="checkbox"/> |
| Rear/Front Rubber Bumper        |   | <input checked="" type="checkbox"/> |
| Water Tank / Container          | (no leakage & free of cracks & mechanical defect) | <input checked="" type="checkbox"/> |
| Scissor Arms                    | (free of cracks & mechanical defect)              | <input checked="" type="checkbox"/> |
| Interior / Exterior Cleanliness |   | <input checked="" type="checkbox"/> |
| Battery                         | (suitably covered & insulated terminal)           | <input checked="" type="checkbox"/> |
| Battery Charger                 | (functioning)                                     | <input checked="" type="checkbox"/> |
| Battery Indicator               | (functioning)                                     | <input checked="" type="checkbox"/> |
| Key Lock                        | (functioning)                                     | <input checked="" type="checkbox"/> |
| Registration Plug               |   | <input checked="" type="checkbox"/> |
| Body Condition                  | (white colour-vehicle body down to waist)         | <input checked="" type="checkbox"/> |
| Front Light / Head light        | (functioning & clearly visible)                   | <input checked="" type="checkbox"/> |
| Tail Light / Rear Light         | (functioning & clearly visible)                   | <input checked="" type="checkbox"/> |
| Beacon Light                    | (flashing functioning)                            | <input checked="" type="checkbox"/> |
| Safety First Sign               |   | <input checked="" type="checkbox"/> |
| Insignia / Logo                 | (owner's insignia or logo)                        | <input checked="" type="checkbox"/> |

Next &gt;

---

Lengkapkan maklumat-maklumat berikut:

Label A

*Vehicle Insurance* (Insurans Kenderaan): Masukkan nombor polisi insurans, tarikh tamat polisi insurans dan muat naik salinan perlindungan insurans.

Label B

*Inspection Date* (Tarikh Pemeriksaan Kenderaan): Pilih tarikh penghantaran kenderaan untuk pemeriksaan.

Label C

*Inspection Location* (Lokasi Pemeriksaan Kenderaan): Pilih lokasi dimana pemeriksaan kenderaan akan dijalankan.

Label D

*Documentary Requirements* (Lampiran Dokumen): Lampirkan dokumen-dokumen yang diperlukan.


Label E

*Vehicle Checklist* (Senarai Semak Kenderaan): Mengisytiharkan item-item mengikut garis panduan pemeriksaan. Semua kenderaan elektrik wajib memenuhi setiap item-item yang ditetapkan.

Setelah semua ruang berkaitan diisi dengan lengkap, klik butang [Next].

## Langkah 4:

Semua maklumat kenderaan yang telah dimasukkan bagi permohonan permit akan dipaparkan untuk semakan. Tandakan ☒ bagi mengesahkan maklumat adalah benar. Kemudian klik butang “Submit”.


Dashboard Permits Drivers/Operators Vehicles

Apply Permit
Suriawati Razali

Apply Permit (Step 4 of 4) Follow the process below to apply for permit.
Home Apply Permit

Step 1 Step 2 Step 3 Step 4

Application : Electrical Vehicle Permit (EVP)

**Application Info**  
Condition : New  
**Vehicle**  
Type : AMBULIFT Chasis No : 1GCHC29DX6E000001  
Registration No : BET4556 Engine No : AW123984NA  
Manufacturing Year : 2018 Engine Type : Diesel  
Engine Capacity : 2001=<cc<3000  
**Inspection Date:**  
12-04-2019  
**Inspection Location:**  
Terminal KLIA  
**Insurance**  
Policy No: 46456767  
Policy Expiry Date: 28-04-2022  
Insurance supported docs  
**File Name**  
all-permits.png  
**Other Documents**  

| File Name            | Document Name                                   |
|----------------------|---|
| all-permits.png      | Letter of employer/owner                        |
| all-permits1.png     | Registration card/proof of purchase             |
| all-permits2.png     | Previous Vehicle Service Sheet or PUSPAKOM Cert |
| adp-apply-step2a.png | Perakuan kelayakan mesin angkat (PMA)           |

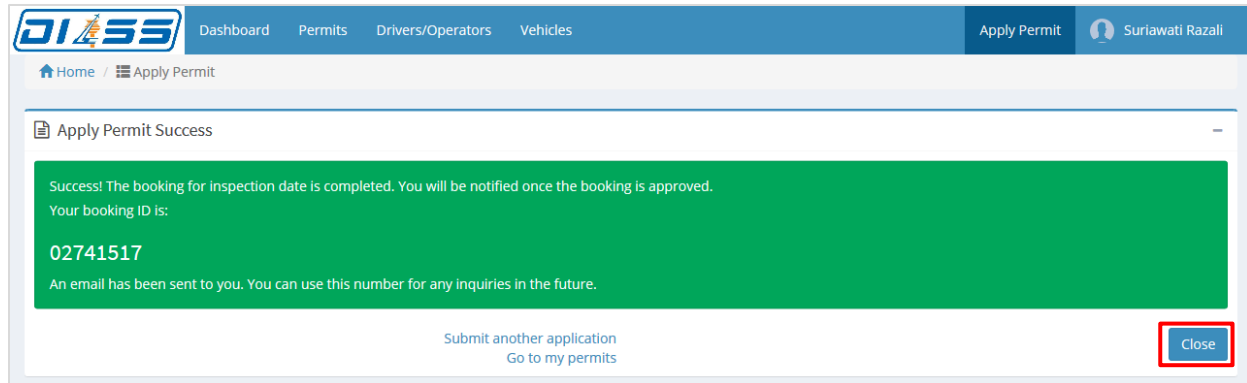
**Self Inspection:**  

| #  |                                 |   |                                     |
|----|---------------------------------|---|-------------------------------------|
| 1  | Hydraulic System & Line         | (no leakage)                                      | <input checked="" type="checkbox"/> |
| 2  | Brake System                    | (functioning)                                     | <input checked="" type="checkbox"/> |
| 3  | Tyre                            | (rubber tyre)                                     | <input checked="" type="checkbox"/> |
| 4  | Electrical Switch               | (suitably covered & no crack)                     | <input checked="" type="checkbox"/> |
| 5  | Electrical Wiring               | (securely fastened & insulated)                   | <input checked="" type="checkbox"/> |
| 6  | Beeper                          | (functioning)                                     | <input checked="" type="checkbox"/> |
| 7  | Rear/Front Rubber Bumper        |   | <input checked="" type="checkbox"/> |
| 8  | Water Tank / Container          | (no leakage & free of cracks & mechanical defect) | <input checked="" type="checkbox"/> |
| 9  | Scissor Arms                    | (free of cracks & mechanical defect)              | <input checked="" type="checkbox"/> |
| 10 | Interior / Exterior Cleanliness |   | <input checked="" type="checkbox"/> |
| 11 | Battery                         | (suitably covered & insulated terminal)           | <input checked="" type="checkbox"/> |
| 12 | Battery Charger                 | (functioning)                                     | <input checked="" type="checkbox"/> |
| 13 | Battery Indicator               | (functioning)                                     | <input checked="" type="checkbox"/> |
| 14 | Key Lock                        | (functioning)                                     | <input checked="" type="checkbox"/> |
| 15 | Registration Plug               |   | <input checked="" type="checkbox"/> |
| 16 | Body Condition                  | (white colour-vehicle body down to waist)         | <input checked="" type="checkbox"/> |
| 17 | Front Light / Head light        | (functioning & clearly visible)                   | <input checked="" type="checkbox"/> |
| 18 | Tail Light / Rear Light         | (functioning & clearly visible)                   | <input checked="" type="checkbox"/> |
| 19 | Beacon Light                    | (flashing functioning)                            | <input checked="" type="checkbox"/> |
| 20 | Safety First Sign               |   | <input checked="" type="checkbox"/> |
| 21 | Insignia / Logo                 | (owner's insignia or logo)                        | <input checked="" type="checkbox"/> |

☒

- I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.
- I certify that this "Vehicle" COMPLY with the requirement of Airport Standards Directive 506.
- I also certify that this vehicle complies with requirement of road worthiness, safe for operation and in good condition, and;
- I will take full responsibility of any issue or occurrences before and after the inspection.

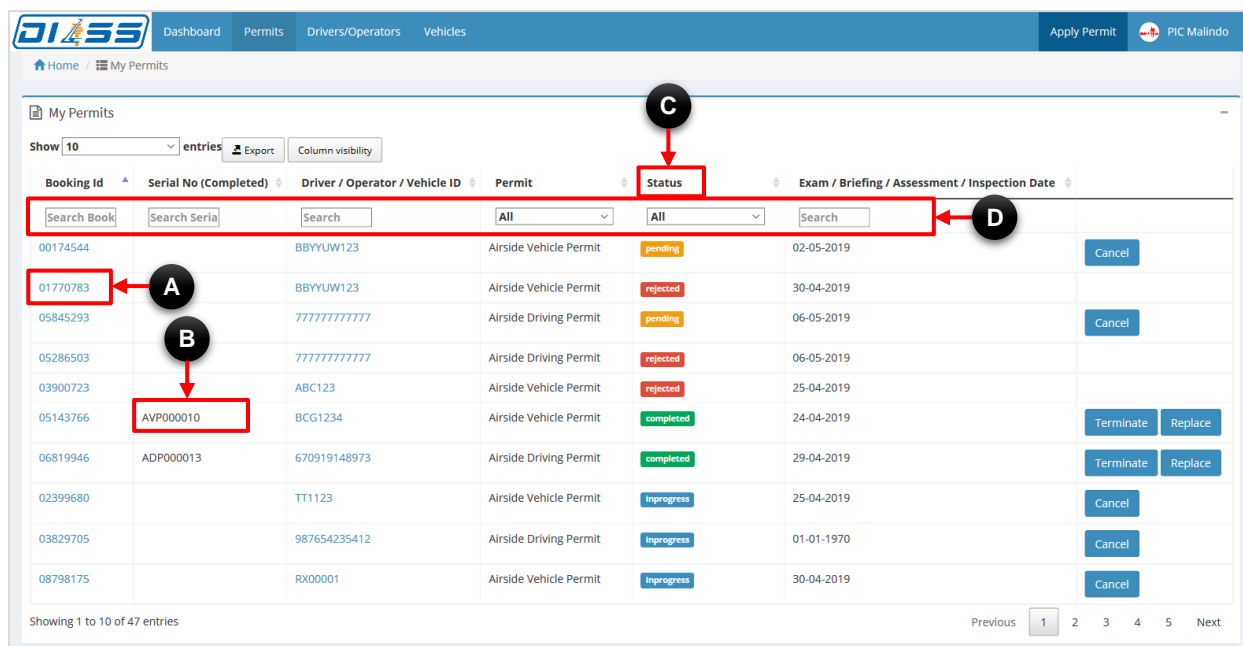
Submit



Permohonan permit EVP telah berjaya dan nombor ID tempahan akan dipaparkan. Klik butang [Close] untuk tutup paparan.

## 5.0 Permit (Permits)

Paparan *Permits* memaparkan semua senarai permit samaada aktif mahupun permit yang masih dalam proses permohonan. Untuk melihat maklumat penuh permit, klik pada *Booking Id* [Label A].



| Booking Id | Serial No (Completed) | Driver / Operator / Vehicle ID | Permit                 | Status     | Exam / Briefing / Assessment / Inspection Date |
|------------|-----------------------|--------------------------------|------------------------|------------|--|
| 00174544   |                       | BBYYUW123                      | Airside Vehicle Permit | pending    | 02-05-2019                                     |
| 01770783   |                       | BBYYUW123                      | Airside Vehicle Permit | rejected   | 30-04-2019                                     |
| 05845293   |                       | 7777777777                     | Airside Driving Permit | pending    | 06-05-2019                                     |
| 05286503   |                       | 7777777777                     | Airside Driving Permit | rejected   | 06-05-2019                                     |
| 03900723   |                       | ABC123                         | Airside Vehicle Permit | rejected   | 25-04-2019                                     |
| 05143766   | AVP000010             | BCG1234                        | Airside Vehicle Permit | completed  | 24-04-2019                                     |
| 06819946   | ADP000013             | 670919148973                   | Airside Driving Permit | completed  | 29-04-2019                                     |
| 02399680   |                       | TT1123                         | Airside Vehicle Permit | inprogress | 25-04-2019                                     |
| 03829705   |                       | 987654235412                   | Airside Driving Permit | inprogress | 01-01-1970                                     |
| 08798175   |                       | RX00001                        | Airside Vehicle Permit | inprogress | 30-04-2019                                     |

Bagi permit yang aktif yang berstatus *completed*, permit akan mempunyai nombor siri [Label B].

Status permit juga boleh dipantau melalui paparan ini [Label C].

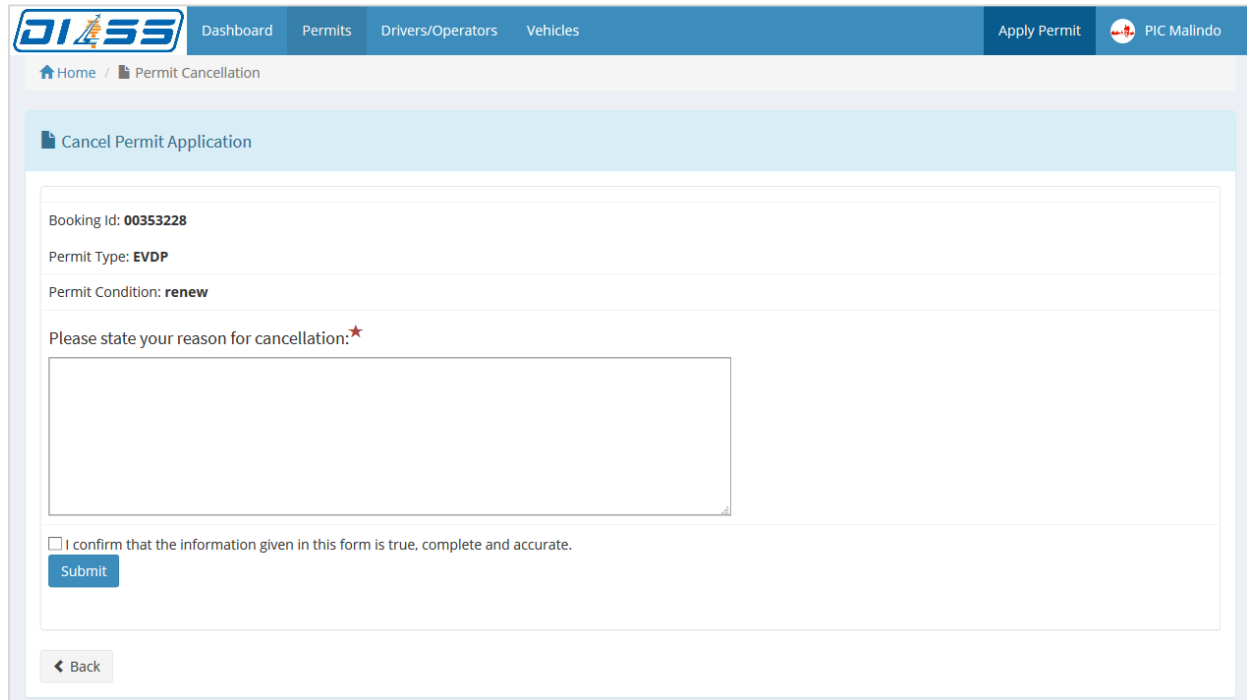
[Label D] merupakan fungsi menyaring untuk setiap lajur.

## 5.1 Pembatalan Permit (Permit Cancellation)

Pembatalan permit boleh dilakukan pada bila-bila masa sebelum proses pembayaran dilakukan. Klik butang “Cancel” untuk membatalkan permit.

|          |         |                           |         |            |                         |
|----------|---------|---------------------------|---------|------------|-------------------------|
| 02741517 | BET4556 | Electrical Vehicle Permit | pending | 08-04-2019 | <button>Cancel</button> |
|----------|---------|---------------------------|---------|------------|-------------------------|

Kemudian, lengkapkan maklumat pembatalan permit dan klik butang [Submit].



DISS Dashboard Permits Drivers/Operators Vehicles Apply Permit PIC Malindo

Home / Permit Cancellation

Cancel Permit Application

Booking Id: 00353228

Permit Type: EVDP

Permit Condition: renew

Please state your reason for cancellation: \*

☐ I confirm that the information given in this form is true, complete and accurate.

Submit

[< Back](#)

Pembatalan permit telah berjaya dan mesej “*Update Record Success*” dipaparkan.



Status permit akan bertukar kepada “*Canceled*” pada paparan utama permit.

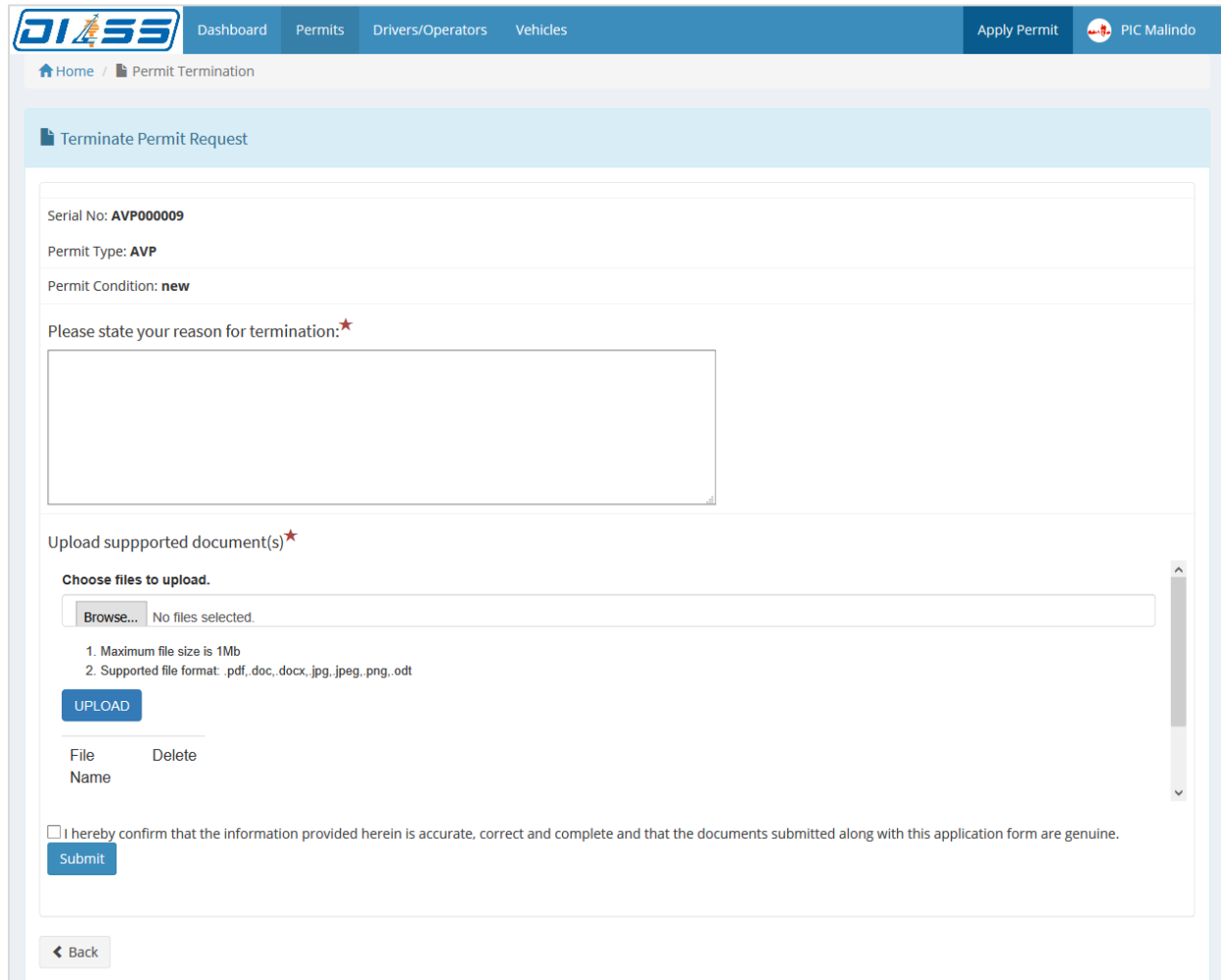


## 5.2 Penamatan Permit (Permit Termination)

Penamatan permit boleh dilakukan hanya pada permit yang berstatus *completed*. Klik butang “Terminate” untuk menamatkan permit.

|          |           |              |                       |           |            |            |                  |         |
|----------|-----------|--------------|-----------------------|-----------|------------|------------|------------------|---------|
| 05378686 | ADP000009 | 820524055146 | Airside Driver Permit | completed | 05-04-2019 | 05-04-2020 | <b>Terminate</b> | Replace |
|----------|-----------|--------------|-----------------------|-----------|------------|------------|------------------|---------|

Kemudian, lengkapkan maklumat penamatan permit dan klik butang [Submit].



The screenshot shows the 'Permit Termination' form in the DISS system. The form includes the following fields and sections:

- Serial No:** AVP000009
- Permit Type:** AVP
- Permit Condition:** new
- Please state your reason for termination:** (with a red star indicating a required field and a large text area for input)
- Upload supported document(s):** (with a red star indicating a required field)
  - Choose files to upload:** (with a 'Browse...' button and 'No files selected' text)
  - Upload instructions:**
    - Maximum file size is 1Mb
    - Supported file format: .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt
  - UPLOAD** button
  - File Name** and **Delete** columns for uploaded files
- Confirmation:** ☐ I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.
- Submit** button
- Back** button

Penamatan permit telah berjaya dan mesej “*Update Record Success*” dipaparkan.



Status permit akan bertukar kepada “Inprogress” sebelum proses penamatan diluluskan.

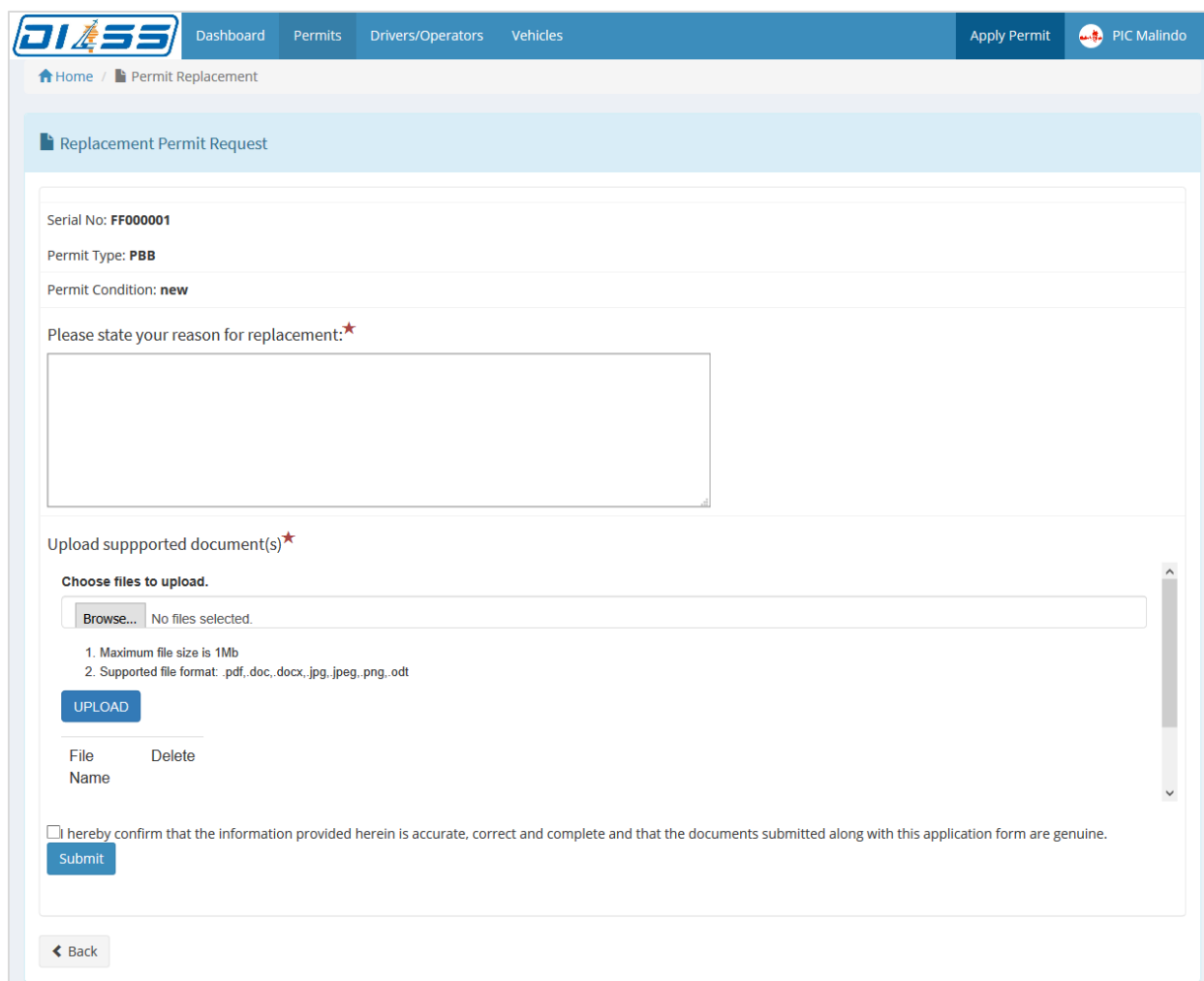
### 5.3 Penggantian Permit (Permit Replacement)

Penggantian permit boleh dilakukan hanya pada permit yang berstatus *completed*. . Caj pembayaran akan dikenakan untuk setiap permintaan penggantian permit.

Klik butang [Replace] untuk penggantian permit.

|          |           |              |                       |           |            |            |           |         |
|----------|-----------|--------------|-----------------------|-----------|------------|------------|-----------|---------|
| 05378686 | ADP000009 | 820524055146 | Airside Driver Permit | completed | 05-04-2019 | 05-04-2020 | Terminate | Replace |
|----------|-----------|--------------|-----------------------|-----------|------------|------------|-----------|---------|

Kemudian, lengkapkan maklumat penggantian permit dan klik butang [Submit].



DISS Dashboard Permits Drivers/Operators Vehicles Apply Permit PIC Malindo

Home / Permit Replacement

Replacement Permit Request

Serial No: **FF000001**

Permit Type: **PBB**

Permit Condition: **new**

Please state your reason for replacement:★

Upload supported document(s)★

Choose files to upload.

Browse... No files selected.

1. Maximum file size is 1Mb  
2. Supported file format: .pdf, .doc, .docx, .jpg, .jpeg, .png, .odt

UPLOAD

| File Name | Delete |
|-----------|--------|
|           |        |

☐ hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.

Submit

Back

Penggantian permit telah berjaya dan mesej “*Update Record Success*” dipaparkan.



Status permit akan bertukar kepada “*Pending*” pada paparan utama permit. Permit perlu melalui proses pengeluaran permit sehingga status permit *completed*.