



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE
SERVICE SYSTEM

MANUAL PENGGUNA : ADMIN AIRSIDE DRIVING PERMIT (ADP)



THETA TECHNOLOGIES SDN BHD (120381-M)

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

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1.0 Pengenalan

Manual Pengguna ini disediakan untuk memberi panduan kepada pengendali (admin) ADP untuk menggunakan Digital Integrated Airside Services System atau DIASS.

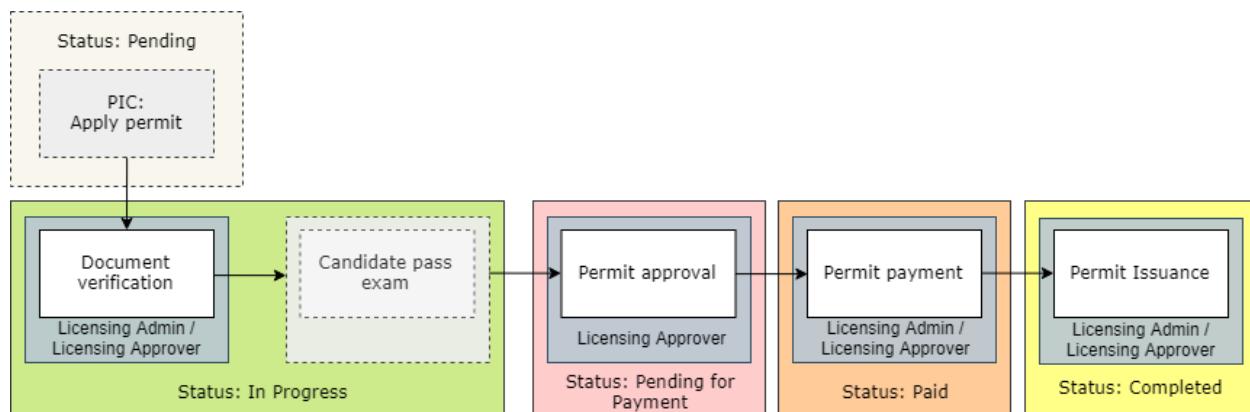
Sistem ini boleh dicapai melalui alamat <https://diass.malaysiaairports.com.my/admin>.

Terdapat empat (4) proses utama yang perlu dilakukan oleh admin sebelum pengeluaran permit ADP kepada pemandu:-

- Pengesahan dokumen
- Kelulusan permohonan
- Pembayaran permit
- Pengeluaran permit

1.1 Aliran proses

Sebaik PIC(person-in-charge) mengemukakan permohonan ADP, permohonan akan dihantar untuk diproses. Gambarajah dibawah menunjukkan proses aliran permit ADP oleh pihak admin. Proses boleh dibezaikan melalui status permohonan permit (Rujuk Lampiran A).



Proses	Keterangan
Pengesahan dokumen	Semua maklumat dan dokumen yang dihamtar oleh PIC akan disemak dan disahkan.

Kelulusan permohonan	Selepas pemandu lulus peperiksaan kemahiran ADP, permohonan permit akan disemak semula sebagai pengesahan terakhir sebelum proses pembayaran.
Pembayaran permit	Permohonan yang telah lulus pada setiap peringkat perlu membuat pembayaran bagi memperoleh permit.
Pengeluaran permit	Permit yang telah dibuat pembayaran akan dicetak dan dikeluarkan kepada pemohon.

1.2 Peranan Admin

Permohonan permit ADP melibatkan dua peranan admin iaitu *Licensing Admin* dan *Admin/Approver Licensing*.

1.2.1 *Licensing Admin*

Pengguna dalam peranan ini boleh membuat dan mengurus proses pengesahan dokumen, pembayaran permit dan pengeluaran permit.

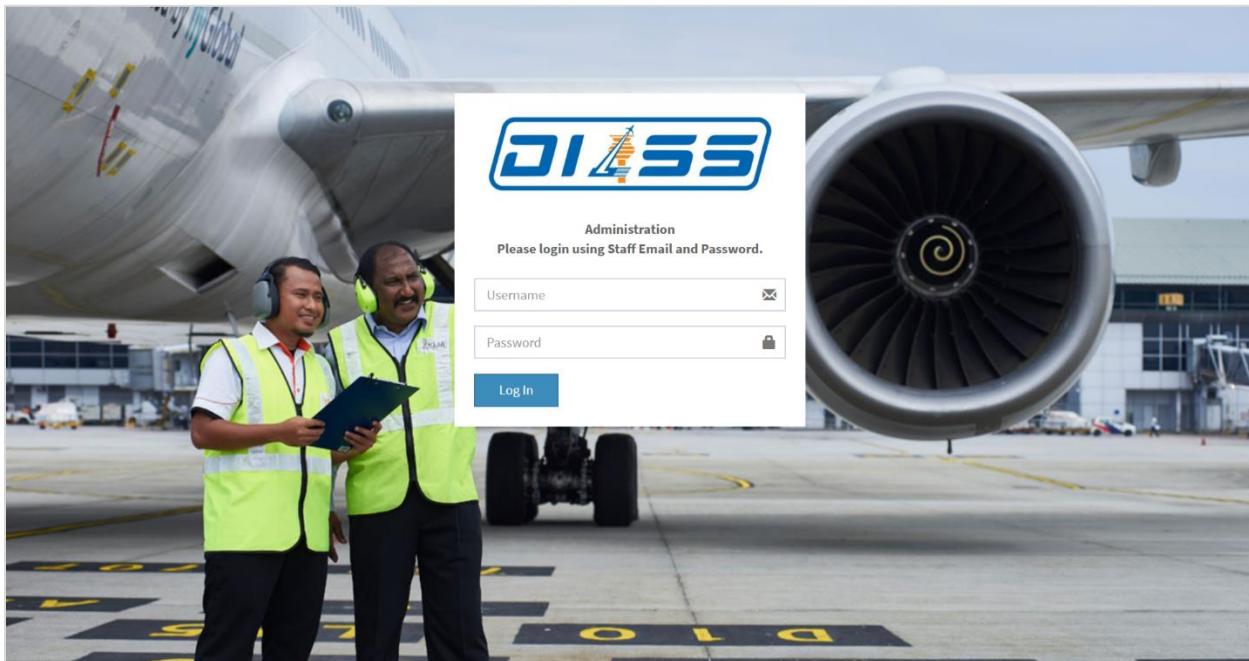
1.2.2 *Admin/Approver Licensing*

Pengguna dalam peranan ini boleh membuat dan mengurus semua proses termasuk mengesahkan kelulusan permit untuk dikeluarkan.

2.0 Log Masuk

Log masuk ke <https://diass.malaysiaairports.com.my/admin>.

Masukkan *Username* (alamat e-mel penuh e.g. example@malaysiaairports.com.my) dan *Password* (kata laluan masuk PC). Klik butang **[Log In]** atau tekan **[Enter]** untuk log masuk ke sistem.

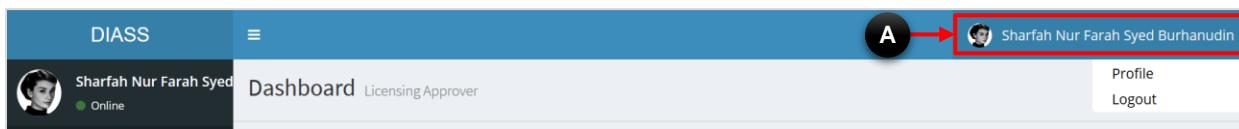


3.0 Paparan Utama (*Dashboard*)

3.1 Tetapan Akaun

Setelah berjaya log masuk ke dalam DIASS, paparan utama akan dipaparkan.

Bagi mengemaskini maklumat akaun, seperti nama, alamat e-mel atau avatar boleh dilakukan di bahagian tetapan akaun. Klik pada nama pengguna [Label A] untuk ke tetapan akaun.



3.1.1 Profile

Klik [Profile]. Maklumat admin akan dipaparkan. Sebarang perubahan maklumat admin boleh diedit di sini. Kemudian klik butang [Edit] untuk simpan maklumat.

Username *	sharifah.farah@theta-edge.com	Legend: ★ required field
Full Name *	Sharfah Nur Farah Syed Burhanudin	
Email *	sharifah.farah@theta-edge.com	
Avatar	 <input type="file" value="Browse ... audrey2.jpg (supported png,jpg,jpeg)"/>	
<input style="background-color: #0070C0; color: white; border: none; padding: 5px; width: 100px; height: 30px;" type="button" value="Edit"/>		

3.1.2 Logout

Klik [Logout] untuk keluar sistem DIASS. Ini untuk menamatkan sesi log masuk semasa. Sistem akan kembali paparan log masuk.

3.2 Paparan Utama Admin

Paparan utama untuk setiap peranan admin adalah berbeza mengikut keperluan peranan. Bagi proses pengeluaran permit ADP, terdapat dua peranan admin yang mempunyai *dashboard* masing-masing.

3.2.1 Licensing Admin

Gambarajah dibawah menunjukkan paparan utama untuk *Licensing Admin*. Menu utama sistem berada di sebelah kiri [Label A]. Bagi permit-permit yang memerlukan perhatian/tindakan daripada admin, senarai permit terletak di bahagian tengah paparan [Label B].

The screenshot shows the DIASS Admin Licensing Dashboard. The top navigation bar includes the DIASS logo, user profile (Sharfah Nur Farah Syed Burhanudin), and a 'Logout' button. The main content area is titled 'Dashboard Admin Licensing'.

MAIN NAVIGATION (Label A):

- Dashboard
- ACTIVE PERMITS
 - Driving
 - Vehicle
 - Fixed Facilities
 - TEP
- ADMINISTRATIVE
 - Exam Management
 - Forms
 - Logout

Permits (Label B):

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	1	View All
Pending Payment	All permits that are pending for payment	5	View All
Permits Issuance	All permits that are pending for collection	1	View All
Termination	All permits that are terminated	1	View All
Replacement	All permits that are pending for replacement	1	View All
Suspension	All permits that are suspended		
Cancellation	All permits that are cancelled by person in charge	6	View All

Assessment:

Title	Description	Action
PBB Assessment Result	Update PBB's result	View All

3.2.2 Admin/Approvers Licensing

Gambarajah dibawah menunjukkan paparan utama untuk Admin/Approvers Licensing.

Menu utama sistem berada di sebelah kiri [Label A]. Bagi permit-permit yang memerlukan perhatian/tindakan daripada admin, senarai permit terletak di bahagian tengah paparan [Label B].

Dashboard Licensing Approver

Requires Your Actions Attendances

Permits

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	1	View All
Pending Approval	Permit require approval from licensing approver	1	View All
Pending Payment	All permits that are pending for payment	5	View All
Permits Issuance	All permits that are pending for collection	1	View All
Termination	All permits that are terminated	1	View All
Replacement	All permits that are pending for replacement	1	View All
Suspension	All permits that are suspended		
Cancellation	All permits that are cancelled by person in charge	6	View All

Assessment

Title	Description	Action
PBB Assessment Result	Update PBB's result	View All

4.0 Proses Kelulusan Permohonan Permit

4.1 Pengesahan Dokumen (*Document Verification*)

Setiap permohonan ADP memerlukan pengesahan maklumat pemandu dan dokumen-dokumen yang dimuat naik oleh PIC. Klik [View All] pada bahagian *Verify Documents*.

Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	13	View All
------------------	---	----	--------------------------

Senarai permohonan yang memerlukan pengesahan maklumat dan dokumen dipaparkan. Pilih ADP yang berkenaan dan klik butang [Label A] untuk menyemak maklumat permohonan permit.

Verify Documents						
<input checked="" type="radio"/> ALL <input type="radio"/> KLIA <input type="radio"/> KLIA2		Show 10 entries	Export	Column visibility		
Company	Booking Id	Driver / Operator / Vehicle ID	Permit	Status	Exam/ Briefing/ Assessment Date	
Search Com	Search Book	Search Drive	All	pending	Search Exam	
Malindo Air	05845293	777777777777	Airside Driving Permit	pending	06-05-2019	
Air Batu Berhad	00089027	910123141921	Airside Driving Permit	pending	16-04-2019	
Malindo Air	06293299	790111072123	Visual Docking Guidance System	pending	15-04-2019	
Malindo Air	02352474	900914140010	Visual Docking Guidance System	pending	15-04-2019	
Malindo Air	04551094	820607146205	Passenger Boarding Bridge	pending	08-04-2019	
Malindo Air	08988529	740519035087	Passenger Boarding Bridge	pending	08-04-2019	
Malindo Air	02761941	900117035017	Airside Driving Permit	pending	15-04-2019	
AeroDarat Services Sdn Bhd	06872296	980321106049	Passenger Boarding Bridge	pending	02-04-2019	
Malindo Air	04602748	800422090909	Airside Driving Permit	pending	03-04-2019	

Showing 1 to 9 of 9 entries

Previous [1](#) Next

Maklumat pemohon permit dipaparkan (Rujuk Lampiran B, Paparan 1). Admin perlu menyemak maklumat-maklumat pemandu dan dokumen-dokumen yang dilampirkan. Maklumat yang diberikan hendaklah lengkap dan memenuhi kriteria-kriteria yang dikehendaki.

Permit Detail

Airsides Driving Permit (Renew)

Booking ID: 08214513	Briefing & Exam Date:	Location: KLIA	Status: Pending																																			
		01-01-1900	Change																																			
<input type="button" value="Driver Information"/> <input type="button" value="Competency Test"/> <input type="button" value="Application Timeline"/>																																						
Driver <table border="1"> <tr> <td>Name: JAMIL BIN BIDIN</td> <td>Contact No: 0198734523</td> </tr> <tr> <td>Display Name: JAMIL BIN BIDIN</td> <td>Email: jamil99@abc.com</td> </tr> <tr> <td>IC/Passport: 998212830274 - [IC/Passport copy not found]</td> <td>License No: 7647124</td> </tr> <tr> <td>Driving License Country: MALAYSIA</td> <td>License Expiry Date: 02-07-2027</td> </tr> <tr> <td>License Class: D</td> <td></td> </tr> </table> 				Name: JAMIL BIN BIDIN	Contact No: 0198734523	Display Name: JAMIL BIN BIDIN	Email: jamil99@abc.com	IC/Passport: 998212830274 - [IC/Passport copy not found]	License No: 7647124	Driving License Country: MALAYSIA	License Expiry Date: 02-07-2027	License Class: D																										
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Others <table border="1"> <tr> <td>Previous Permit Serial No:</td> <td>ADP00007</td> <td>File Name</td> <td>Document Name</td> </tr> <tr> <td>ADP Category:</td> <td>B1 <input type="button" value="Change"/></td> <td>avp-apply-success.png</td> <td>Driving License (JPJ/International)</td> </tr> <tr> <td>Vehicle Class:</td> <td><input checked="" type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5 <input type="button" value="Change"/></td> <td>avp-apply-success1.png</td> <td>KLIA/KLIA2 Airport Pass</td> </tr> <tr> <td></td> <td></td> <td>avp-apply-success2.png</td> <td>Supporting letter from employer</td> </tr> <tr> <td></td> <td></td> <td>avp-apply-success3.png</td> <td>Special Equipment support documents</td> </tr> <tr> <td></td> <td></td> <td>avp-apply-success4.png</td> <td>Working Permit (Foreigner)</td> </tr> </table>				Previous Permit Serial No:	ADP00007	File Name	Document Name	ADP Category:	B1 <input type="button" value="Change"/>	avp-apply-success.png	Driving License (JPJ/International)	Vehicle Class:	<input checked="" type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5 <input type="button" value="Change"/>	avp-apply-success1.png	KLIA/KLIA2 Airport Pass			avp-apply-success2.png	Supporting letter from employer			avp-apply-success3.png	Special Equipment support documents			avp-apply-success4.png	Working Permit (Foreigner)											
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Training <table border="1"> <tr> <td>Trainer Name:</td> <td></td> </tr> <tr> <td>Training Date:</td> <td>01-01-1900</td> </tr> <tr> <td>Documents:</td> <td>NA</td> </tr> </table>				Trainer Name:		Training Date:	01-01-1900	Documents:	NA																													
Trainer Name:																																						
Training Date:	01-01-1900																																					
Documents:	NA																																					
<input type="button" value="Enforcement History"/> <input type="button" value="Permits"/> <table border="1"> <thead> <tr> <th>#</th> <th>Date Submit</th> <th>Submit By</th> <th>Period of Suspension</th> <th>ADP No</th> <th>Remark</th> <th>Offence List</th> </tr> </thead> <tbody> <tr> <td colspan="7">No data available in table</td> </tr> <tr> <th>#</th> <th>Date Submit</th> <th>Submit By</th> <th>Period of Suspension</th> <th>Permit No</th> <th>Remark</th> <th>Offence List</th> </tr> <tr> <td colspan="7">Showing 0 to 0 of 0 entries</td> </tr> <tr> <td colspan="6"></td> <td>Previous Next</td> </tr> </tbody> </table>				#	Date Submit	Submit By	Period of Suspension	ADP No	Remark	Offence List	No data available in table							#	Date Submit	Submit By	Period of Suspension	Permit No	Remark	Offence List	Showing 0 to 0 of 0 entries													Previous Next
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<input type="button" value="Back"/>																																						
PIC Detail <table border="1"> <tr> <td>Name: Ahmad Amier</td> <td>Mobile Phone: 78538672</td> <td>Office Phone: 923776345</td> <td>Email: calista23@gmail.com</td> </tr> </table>				Name: Ahmad Amier	Mobile Phone: 78538672	Office Phone: 923776345	Email: calista23@gmail.com																															
Name: Ahmad Amier	Mobile Phone: 78538672	Office Phone: 923776345	Email: calista23@gmail.com																																			
<p>Your Action : Check submitted information & documents.</p> <p>ADP Category : B1</p> <p>Vehicle Class : 1</p> <p>Exam Date (Change it if necessary): 15-07-2019</p> <p>Status *</p> <p><input type="radio"/> All mandatory information & documents are complete <input type="radio"/> Some of information or documents not complete</p> <p>Remark</p> <p><input type="checkbox"/> I hereby certify that I have reviewed the information provided and checked the documents submitted along with this application.*</p> <p>Submit</p>																																						

Bahagian atas [Label A] merupakan maklumat pemandu yang akan manghadiri taklimat dan menduduki peperiksaan kemahiran ADP, manakala bahagian tengah [Label B] adalah maklumat PIC yang membuat permohonan permit. Sekiranya terdapat sebarang perubahan pada maklumat pemandu, perubahan boleh dilakukan oleh admin.

Bahagian bawah [Label C] “*Your Action: Check submitted information & documents*” adalah bahagian pengesahan oleh pihak admin. Lengkapkan maklumat yang berkenaan dan klik butang [Submit]. Mesej ‘*Success. Update Record Success*’ akan dipaparkan.

Permohonan yang telah disemak dan lengkap yang telah diproses akan bertukar status menjadi “*Inprogress*”.

Selepas proses pengesahan dokumen, calon perlu menghadiri sesi taklimat (jika belum) dan menduduki peperiksaan kemahiran ADP.

4.2 Kelulusan Permohonan (*Permit Approval*)

Selepas calon lulus peperiksaan kemahiran ADP, admin perlu membuat semakan semula permohonan permit untuk kelulusan. Pengesahan ini bertujuan menyemak semula semua maklumat dan proses telah lengkap dan memenuhi keperluan permit.

Klik [View All] pada bahagian *Pending Approval*.

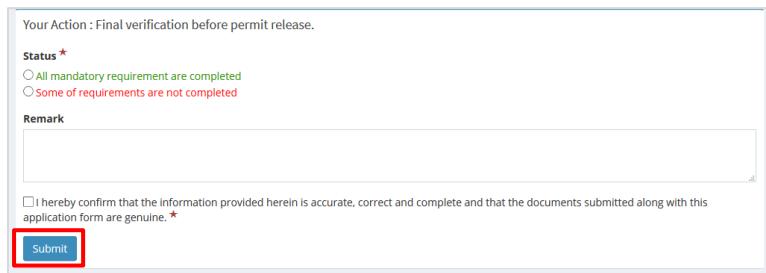


Senarai permohonan yang memerlukan semakan pengesahan dipaparkan. Pilih ADP yang berkenaan dan klik butang [Label A].

Company	Booking Id	Driver / Operator / Vehicle ID	Permit	Status	Application Date
Theta Edge Bhd	08214513	998212830274	Airside Driving Permit	Inprogress	09-07-2019
ABC Sdn Bhd	09121497	640-97-8803	Passenger Boarding Bridge	Inprogress	13-06-2019

Maklumat calon ADP permit dipaparkan (Rujuk Lampiran B, Paparan 2.1). Admin perlu menyemak semula maklumat-maklumat pemandu dan dokumen-dokumen yang dilampirkan (Rujuk Lampiran B, Paparan 1). Keputusan peperiksaan kemahiran ADP juga boleh disemak di paparan “Competency Test” (Rujuk Lampiran B, Paparan 2.2).

Pada bahagian bawah skrin, lengkapkan ruangan “*Your Action: Final verification before permit release*”. Kemudian klik butang [Submit].



Your Action : Final verification before permit release.

Status *

All mandatory requirement are completed
 Some of requirements are not completed

Remark

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

Proses kelulusan permohonan telah berjaya dilakukan.

4.3 Pembayaran Permit (*Permit Payment*)

Proses pembayaran permit hanya boleh dilakukan selepas proses pengesahan dibuat. Status permohonan akan menjadi “*Pending payment*”. Klik [View All] pada bahagian *Pending Payment* di paparan utama admin.

Pending Payment	All permits that are pending for payment	7	View All
-----------------	--	---	--------------------------

Senarai permohonan yang belum membuat pembayaran dipaparkan. Pilih ADP yang berkenaan [Label A] dan klik butang untuk membuat pembayaran permit.

Company	Booking Id	Driver / Operator / Vehicle ID	Permit	Status	Application Date	Action
Air Batu Berhad	05378686	820524055146	Airside Driver Permit	pendingpayment	05-04-2019	
Malindo Air	00353228	940704025880	Electrical Vehicle Driver Permit	pendingpayment	31-03-2019	
Malindo Air	02611035	990225026945	Airside Driver Permit	pendingpayment	20-03-2019	

Paparan maklumat permit ADP dipaparkan (Rujuk Lampiran B, Paparan 3). Pada bahagian bawah skrin, lengkapkan ruangan “*Your Action: Accept payment & issuance permit*”. Kemudian klik butang [Submit].

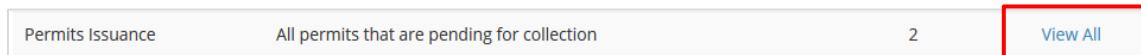
Your Action : Accept payment & issuance permit.

Payment Detail	Others
Permit start date *	Company Name (Permit) *
11-07-2019	Theta Edge Bhd
Permit expiry Date *	Company Name (Receipt) *
10-07-2020	Theta Edge Bhd
Payment Location *	Remark
<input checked="" type="radio"/> Klia <input type="radio"/> Klia2	<input type="text"/>
Payment Method *	
<input checked="" type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Credit Facilities <input type="radio"/> Free of Charges	
Payment Type *	
<input checked="" type="radio"/> One year Permit <input type="radio"/> Pro-rated Permit	
Fee *	
30	<input 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. *
Submit	

Proses pembayaran permit telah berjaya dilakukan.

4.4 Pengeluaran Permit (*Permit Issuance*)

Permit hanya akan dikeluarkan selepas proses pembayaran. Status permohonan akan menjadi “Paid”. Klik [View All] pada bahagian *Permits Issuance* di paparan utama admin.



Senarai permohonan yang telah membuat pembayaran dipaparkan. Pilih ADP yang berkenaan [Label A] dan klik butang untuk menjana permit sekaligus melengkapkan proses permohonan permit. Butang adalah untuk mencetak permit.

Company	Booking Id	Serial No (Completed)	Driver / Operator / Vehicle ID	Permit	Status
Air Batu Berhad	09723012	TEP000021	AHG73	Work In Progress (Taxiway & Runway)	
Theta Edge Bhd	08214513	ADP000007	998212830274	Airside Driving Permit	
Theta Edge Bhd	09342302	EVDP000011	873276598233	Electrical Vehicle Driving Permit	

Paparan maklumat permit ADP dipaparkan (Rujuk Lampiran B, Paparan 4.1). Pada bahagian bawah skrin, lengkapkan ruangan “*Generate & print out Airside Driving Permit*”. Kemudian klik butang [Submit].

Your Action : Generate & print out Airside Driving Permit.

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

Proses permohonan permit telah lengkap dilakukan dan status permohonan menjadi “*complete*” (Rujuk Lampiran B, Paparan 5)..

5.0 Penutup

Diharap manual pengguna ini dapat membantu admin menggunakan Sistem DIASS dengan lebih mudah dan cepat.

Lampiran

A. Status Permit

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 dilengkappkan.
<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> .

B. Paparan Skrin

Paparan 1: Maklumat Pemandu/Operator

Permit Detail

Airside Driving Permit (Renew)

Booking ID: 08214513 Briefing & Exam Date: 01-01-1900 Location: KLIA Session:

Status: pending Edit

Driver	
Name: JAMIL BIN BIDIN	Contact No: 0198734523
Display Name: JAMIL BIN BIDIN Change	Email: jamil99@abc.com
IC/Passport: 998212830274 - [IC/Passport copy not found]	License No: 7647124
Driving License	License: 02-07-2027
Country	Expiry Date
License Class: D	

Others		Supporting Documents	
Previous Permit Serial No:	ADP00007	File Name	Document Name
ADP Category:	B1 Change	avp-apply-success.png	Driving License (IPJ)/International
Vehicle Class:	<input checked="" type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5 Change	avp-apply-success1.png	KLIA/KLIA2 Airport Pass
		avp-apply-success2.png	Supporting letter from employer
		avp-apply-success3.png	Special Equipment support documents
		avp-apply-success4.png	Working Permit (Foreigner)

Training	
Trainer Name:	
Training Date:	01-01-1900
Documents:	
N/A	

Enforcement History	Permits
Show 10 entries Search	
# Date Submit Submit By Period of Suspension ADP No Remark Offence List	
No data available in table	
# Date Submit Submit By Period of Suspension Permit No Remark Offence List	
Showing 0 to 0 of 0 entries Previous Next	

Back

PIC Detail					
Name: Ahmad Ameer	Mobile Phone: 78538672	Office Phone: 923776345	Email: calista23@gmail.com		
Your Action : Check submitted information & documents.					
ADP Category : B1 Vehicle Class : Exam Date (Change it if necessary) 15-07-2019					
Status * <input checked="" type="radio"/> All mandatory information & documents are complete <input type="radio"/> Some of information or documents not complete					
Remark <input type="checkbox"/> I hereby certify that I have reviewed the information provided and checked the documents submitted along with this application.* Submit					

Paparan 2.1: Maklumat calon ADP

DIASS

Sharfah Nur Farah Syed
Online

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Permit Detail

Airside Driving Permit (Renew)

Booking ID: 08214513 Exam Date: 11-07-2019 Location: KLIA Session:

Status: inprogress

Driver																																																				
Name	JAMIL BIN BIDIN	Contact No	0198734523																																																	
Display Name	JAMIL BIN BIDIN Change	Email	jamil99@abc.com																																																	
IC/Passport	998212830274 - [IC/Passport copy not found]	License No	7647124																																																	
Driving License Country	MALAYSIA	License	02-07-2027																																																	
License Class	D	Expiry Date																																																		
Others		Supporting Documents																																																		
Previous Permit Serial No:	ADP00007	File Name	Document Name																																																	
ADP Category:	B1 Change	avp-apply-success.png	Driving License (JPJ/International)																																																	
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		avp-apply-success2.png	Supporting letter from employer																																																	
		avp-apply-success3.png	Special Equipment support documents																																																	
		avp-apply-success4.png	Working Permit (Foreigner)																																																	
Training																																																				
Trainer Name:																																																				
Training Date:	N/A																																																			
Documents:	N/A																																																			
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<p>PIC Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Name</td> <td>Ahmad Ameer</td> <td>Mobile Phone</td> <td>78538672</td> <td>Office Phone</td> <td>923776345</td> <td>Email</td> <td>calista23@gmail.com</td> </tr> </table>				Name	Ahmad Ameer	Mobile Phone	78538672	Office Phone	923776345	Email	calista23@gmail.com																																									
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<p>Your Action : Final verification before permit release.</p> <p>Status *</p> <p><input type="radio"/> All mandatory requirement are completed <input type="radio"/> Some of requirements are not completed</p> <p>Remark</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> <p><input 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. *</p> <p>Submit</p>																																																				

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[Date]

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Paparan 2.2: Maklumat Keputusan Peperiksaan Kemahiran ADP

Sharfah Nur Farah Syed
Online

≡

Sharfah Nur Farah Syed Burhanudin

Home / Pending Approval Permits / Permit Detail

Permit Detail

Airside Driving Permit (Renew)
Status: inprogress

Booking ID: **08214513**
Exam Date: **11-07-2019**
Location: **KLIA**
Session:

Driver Information
Competency Test
Application Timeline

Competency Test : PASS

Result: **19/20**

Competency Test Date: **11-07-2019**

Test Result

1st Attempt ([View Results](#))

- Question 1: ✓
- Question 2: ✓
- Question 3: ✓
- Question 4: ✓
- Question 5: ✓
- Question 6: ✗
- Question 7: ✓
- Question 8: ✓
- Question 9: ✓
- Question 10: ✓
- Question 11: ✓
- Question 12: ✓
- Question 13: ✓
- Question 14: ✓
- Question 15: ✓
- Question 16: ✓
- Question 17: ✓
- Question 18: ✓
- Question 19: ✓
- Question 20: ✓

Back

PIC Detail

Name	Ahmad Ameer	Mobile Phone	78538672	Office Phone	923776345	Email	calista23@gmail.com
------	--------------------	--------------	-----------------	--------------	------------------	-------	----------------------------

Your Action : Final verification before permit release.

Status *

All mandatory requirement are completed

Some requirements are not completed

Remark

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

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[Date]

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Paparan 2.3: Maklumat Tempoh Masa Permohonan

DIASS

Sharfah Nur Farah Syed Burhanudin

Sharfah Nur Farah Syed
Online

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Permit Detail

Airside Driving Permit (Renew)

Booking ID: **08214513** Exam Date: **11-07-2019** Location: **KLIA** Session:

Status: **inprogress** [Edit](#)

User	Action	Details	Detail Status	Status	Remark	Create Datetime
	exam passed	driver pass the exam	approval airside pending	inprogress	Exam passed	11-07-2019, 11:59 am
Super Admin	Documents verified	Briefing confirmed. Please ensure the driver attend the briefing session	airside briefing pending	inprogress	set!	11-07-2019, 11:48 am
Super Admin	Admin change exam date	Driver need to prepare for new examination date	docs checking pending	pending	-	11-07-2019, 11:48 am
Ahmad Aqrar	PIC submitted ADP application	Admin Licensing will validate the submitted documents	docs checking pending	pending	-	09-07-2019, 11:11 am

[Back](#)

PIC Detail

Name	Ahmad Ameer	Mobile Phone	78538672	Office Phone	923776345	Email	calista23@gmail.com
------	-------------	--------------	----------	--------------	-----------	-------	---------------------

Your Action : Final verification before permit release.

Status *

All mandatory requirement are completed
 Some of requirements are not completed

Remark

pass

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

Paparan 3: Maklumat Pemandu dan Permohonan Permit

DIASS

Sharfah Nur Farah Syed
Online

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Permit Detail

Airside Driving Permit (Renew)

Booking ID: 08214513 Exam Date: 11-07-2019 Location: KLIA Status: pendingpayment

Driver Information	Competency Test	Application Timeline																																										
Driver <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Name: JAMIL BIN BIDIN</td> <td>Contact No: 0198734523</td> </tr> <tr> <td>Display Name: JAMIL BIN BIDIN</td> <td>Email: jamil99@abc.com</td> </tr> <tr> <td>IC/Passport: 998212830274 - [IC/Passport copy not found]</td> <td>License No: 7647124</td> </tr> <tr> <td>Driving License Country: MALAYSIA</td> <td>License: 02-07-2027</td> </tr> <tr> <td>License Class: D</td> <td>Expiry Date:</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> </div>			Name: JAMIL BIN BIDIN	Contact No: 0198734523	Display Name: JAMIL BIN BIDIN	Email: jamil99@abc.com	IC/Passport: 998212830274 - [IC/Passport copy not found]	License No: 7647124	Driving License Country: MALAYSIA	License: 02-07-2027	License Class: D	Expiry Date:																																
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License Class: D	Expiry Date:																																											
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Enforcement History		Permits																																										
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#	Date Submit	Submit By	Period of Suspension	Permit No	Remark																																							
Showing 0 to 0 of 0 entries																																												
Previous Next																																												
Back																																												

PIC Detail

Name: Ahmad Amer	Mobile Phone: 78538672	Office Phone: 923776345	Email: calista23@gmail.com
------------------	------------------------	-------------------------	----------------------------

Your Action : Accept payment & issuance permit.

Payment Detail <p>Permit start date *</p> <input type="text" value="11-07-2019"/> <p>Permit expiry Date *</p> <input type="text" value="10-07-2020"/> <p>Payment Location *</p> <input checked="" type="radio"/> KLIA <input type="radio"/> KLIA2	Others <p>Company Name (Permit) *</p> <input type="text" value="Theta Edge Bhd"/> <p>Company Name (Receipt) *</p> <input type="text" value="Theta Edge Bhd"/>
Payment Method * <p><input checked="" type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Credit Facilities <input type="radio"/> Free of Charges</p> <p><input checked="" type="radio"/> One year Permit <input type="radio"/> Pro-rated Permit</p>	
Payment Type * <p><input checked="" type="radio"/> Fee *</p> <input type="text" value="30"/> <p>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. *</p>	
<input type="button" value="Submit"/>	

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[Date]

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Paparan 4.1: Maklumat Pemandu

DIASS

Sharfah Nur Farah Syed
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Permit Detail

Airside Driving Permit (Renew)

Status: **paid**

Serial No: **ADP000007** Exam Date: **11-07-2019** Location: **KLIA** Session:

Driver Information	Permit Information	Competency Test	Application Timeline
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Driver</p> <p>Name: JAMIL BIN BIDIN Display Name: <input type="text" value="JAMIL BIN BIDIN"/> Change</p> <p>IC/Passport: 998212830274 - [IC/Passport copy not found]</p> <p>Driving License Country: MALAYSIA</p> <p>License Class: D</p> </div> <div style="width: 45%;"> <p>Contact No: 0198734523 Email: jamil99@abc.com License No: 7647124 License Expiry Date: 02-07-2027</p> </div> </div>			

Others

Previous Permit Serial No: ADP00007

ADP Category: **B1** [Change](#)

Vehicle Class: 1, 2, 3, 4, 5 [Change](#)

Training

Trainer Name:

Training Date: **N/A**

Documents:

Supporting Documents

File Name	Document Name
avp-apply-success.png	Driving License (JP/International)
avp-apply-success1.png	KLIA/KLIA2 Airport Pass
avp-apply-success2.png	Supporting letter from employer
avp-apply-success3.png	Special Equipment support documents
avp-apply-success4.png	Working Permit (Foreigner)

Enforcement History **Permits**

Show **10** entries

#	Date Submit	Submit By	Period of Suspension	ADP No	Remark	Offence List
No data available in table						

Date Submit Submit By Period of Suspension Permit No Remark Offence List

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Back](#)

PIC Detail

Name	Mobile Phone	Office Phone	Email
Ahmad Ameer	78538672	923776345	calista23@gmail.com

Your Action : Generate & print out Airside Driving Permit.

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

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[Date]

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Paparan 4.2: Maklumat Permit

DIASS

Sharfah Nur Farah Syed Burhanudin

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Permit Detail

Airside Driving Permit (New)

Status: **paid**

Serial No:	ADP000014	Briefing & Exam Date:	29-05-2019	Location:	KLIA2																																																												
				Session: All Day																																																													
<table border="1"> <thead> <tr> <th>Driver Information</th> <th>Permit Information</th> <th>Competency Test</th> <th>Application Timeline</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Permit Type</td> <td>Driving</td> <td>Serial No</td> <td>ADP000014</td> <td colspan="2"></td> </tr> <tr> <td>Permit</td> <td>ADP</td> <td>Issuance Date</td> <td>16-05-2019</td> <td colspan="2"></td> </tr> <tr> <td>Condition</td> <td>new</td> <td>Issuance Start Date</td> <td>16-05-2019</td> <td colspan="2"></td> </tr> <tr> <td>Booking Id</td> <td>09813428</td> <td>Issuance Expiry Date</td> <td>15-05-2020</td> <td colspan="2"></td> </tr> <tr> <td>PIC</td> <td>PIC TCR</td> <td>Issuance Processed By</td> <td>Sharfah Nur Farah Syed Burhanudin</td> <td colspan="2"></td> </tr> <tr> <td>Company Name</td> <td>Malindo Air</td> <td>Invoice No</td> <td>MAHB0001</td> <td colspan="2"></td> </tr> <tr> <td>Final Status</td> <td>paid</td> <td>Total</td> <td>RM 30.00</td> <td colspan="2"></td> </tr> <tr> <td>Remark</td> <td>-</td> <td>Payment Processed By</td> <td>Sharfah Nur Farah Syed Burhanudin</td> <td colspan="2"></td> </tr> <tr> <td>Application Date</td> <td>15-05-2019</td> <td colspan="4"></td> </tr> </tbody> </table>						Driver Information	Permit Information	Competency Test	Application Timeline			Permit Type	Driving	Serial No	ADP000014			Permit	ADP	Issuance Date	16-05-2019			Condition	new	Issuance Start Date	16-05-2019			Booking Id	09813428	Issuance Expiry Date	15-05-2020			PIC	PIC TCR	Issuance Processed By	Sharfah Nur Farah Syed Burhanudin			Company Name	Malindo Air	Invoice No	MAHB0001			Final Status	paid	Total	RM 30.00			Remark	-	Payment Processed By	Sharfah Nur Farah Syed Burhanudin			Application Date	15-05-2019				
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PIC	PIC TCR	Issuance Processed By	Sharfah Nur Farah Syed Burhanudin																																																														
Company Name	Malindo Air	Invoice No	MAHB0001																																																														
Final Status	paid	Total	RM 30.00																																																														
Remark	-	Payment Processed By	Sharfah Nur Farah Syed Burhanudin																																																														
Application Date	15-05-2019																																																																

< Back

Your Action : Generate & print out Airside Driving Permit.

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

Paparan 4.3: Maklumat Tempoh Masa Permohonan

DIASS

Sharfah Nur Farah Syed
Online

MAIN NAVIGATION

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Permit Detail

Airside Driving Permit (Renew)

Status: paid

User	Action	Details	Detail Status	Status	Remark	Create Datetime
Sharfah Nur Farah Syed Burhanudin	Paid	ADP ready for collection	paid	paid	-	11-07-2019, 12:39 pm
Sharfah Nur Farah Syed Burhanudin	ADP permit approved	Pending for the payment	payment pending	pendingpayment	pass	11-07-2019, 12:17 pm
	exam passed	driver pass the exam	approval airside pending	inprogress	Exam passed	11-07-2019, 11:59 am
Super Admin	Documents verified	Briefing confirmed. Please ensure the driver attend the briefing session	airside briefing pending	inprogress	set!	11-07-2019, 11:48 am
Super Admin	Admin change exam date	Driver need to prepare for new examination date	docs checking pending	pending	-	11-07-2019, 11:48 am
Ahmad Aqrar	PIC submitted ADP application	Admin Licensing will validate the submitted documents	docs checking pending	pending	-	09-07-2019, 11:11 am

PIC Detail

Name	Ahmad Ameer	Mobile Phone	78538672	Office Phone	923776345	Email	calista23@gmail.com
------	-------------	--------------	----------	--------------	-----------	-------	---------------------

Your Action : Generate & print out Airside Driving Permit.

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. *

Paparan 5: Permohonan Permit Yang Telah Lengkap

DIASS

Sharfah Nur Farah Syed
Online

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Permit Detail

Airside Driving Permit (Renew)

Status: completed

Serial No: ADP000007
Exam Date: 11-07-2019
Location: KLIA
Session:

Driver Information
Permit Information
Competency Test
Application Timeline

Driver

Name	JAMIL BIN BIDIN
Display Name	JAMIL BIN BIDIN Change
IC/Passport	998212830274 - [IC/Passport copy not found]
Driving License Country	MALAYSIA
License Class	D

Others

Previous Permit Serial No:	ADP00007
ADP Category:	B1 Change
Vehicle Class:	<input checked="" type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5 Change

Supporting Documents

File Name	Document Name
avp-apply-success.png	Driving License (JPJ/International)
avp-apply-success1.png	KLIA/KLIA2 Airport Pass
avp-apply-success2.png	Supporting letter from employer
avp-apply-success3.png	Special Equipment support documents
avp-apply-success4.png	Working Permit (Foreigner)

Training

Trainer Name:	-
Training Date:	NA
Documents:	NA

Enforcement History [Permits](#)

#	Date Submit	Submit By	Period of Suspension	ADP No	Remark	Offence List
No data available in table						
#	Date Submit	Submit By	Period of Suspension	Permit No	Remark	Offence List
Showing 0 to 0 of 0 entries						

PIC Detail

Name	Ahmad Ameer	Mobile Phone	78538672	Office Phone	923776345	Email	calista23@gmail.com
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