

**CONTRACTOR'S PERMIT**

Document No: JP06-05-OMC-F-15

Rev No: 00  
Effective Date: 1<sup>st</sup> November 2016

Page 1 of 4

**Part 1: Details of work**

**Permit Number:**

**A. Applicable to Vessel Related Work**

<u>Vessel Name</u>	<u>IMO</u>	<u>ETA</u>	<u>ETD</u>
<u>Vessel Agent &amp; Address</u>			<u>Vessel Berthed</u>

**B. Applicable to Both Vessel and Ground Related Work**

<u>Contractor's Name &amp; Address</u>	<b><u>Person liable to falling from work area with height of</u></b>		
<u>Description of the work</u>	<table style="width: 100%;"> <tr> <td style="width: 70%;"><u>Exact location of work on vessel/ground</u></td> <td style="width: 30%;"> <input type="checkbox"/> 3m &amp; above  <input type="checkbox"/> Within 2m to 3m  <input type="checkbox"/> Below 2m  <input type="checkbox"/> Not applicable                 </td> </tr> </table>	<u>Exact location of work on vessel/ground</u>	<input type="checkbox"/> 3m & above <input type="checkbox"/> Within 2m to 3m <input type="checkbox"/> Below 2m <input type="checkbox"/> Not applicable
<u>Exact location of work on vessel/ground</u>	<input type="checkbox"/> 3m & above <input type="checkbox"/> Within 2m to 3m <input type="checkbox"/> Below 2m <input type="checkbox"/> Not applicable		

**Type of work (Tick accordingly)**

- Pest Control /Fumigation (**To submit NEA approval document**)
- Vessel repairs/ installation/alteration work /Maintenance work  
(Vessel's communication, navigational, Fire protection system & etc.)
- Diving or underwater operation (**To submit MPA approval document**)
- Hot work activities
- Minor vehicles repair (Maintenance work)  
(Forklift, Mobile Crane, Tug Master and etc)
- Major vehicles repair (Oil system, engine system related works)  
(Forklift, Mobile Crane, Tug Master and etc)
- Civil Work (Building, Port Maintenance, Servicing)
- Other (please specify: \_\_\_\_\_)

CONTRACTOR'S PERMIT	Document No: JP06-05-OMC-F-15	Rev No: 00 Effective Date: 1 <sup>st</sup> November 2016	Page 2 of 4
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<b>Part 2: Application for Contractor's Permit</b>	<b><u>Requested validity period For Contractor's Permit</u></b> From _____ To _____
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We, the Contractor, \_\_\_\_\_ hereby apply for a  
(Company's Name)

Contractor's Permit and agreed on the below conditions:

- (a) To observe all rules and regulations stated in terms and conditions of OMC's In-House WSH Rules & Regulations and legal legislation.
- (b) Contractor's Permit is not applicable to work at tenant's premises or leased area.
- (c) Submitted all the relevant documents below and other documents as per requested by Safety, Health & Environment department Staff:

**OMC Checklist**

- |   |                          |
|---|--------------------------|
| (i) Risk assessment for intended work                                       | <input type="checkbox"/> |
| (ii) Related training passes/ certificates/ documents for the relevant work | <input type="checkbox"/> |
| (iii) Equipment list and related certificates/ documents                    | <input type="checkbox"/> |
| (iv) PSA license (if applicable)  | <input type="checkbox"/> |
| (v) NEA approval document (if applicable)                                   | <input type="checkbox"/> |
| (vi) MPA approval document (if applicable)                                  | <input type="checkbox"/> |
| (vii) Other (if any) specify: _____   | <input type="checkbox"/> |
| (viii) Other permit to work attached: _____                                 | <input type="checkbox"/> |
| (ix) Approval from JTC (WO Number): _____                                   | <input type="checkbox"/> |

Contractor's Authorized Representatives	Company's Stamp
<b>Name:</b> _____ <b>Designation:</b> _____ <b>NRIC No:</b> _____ <b>Contact Tel No:</b> _____ <b>Signature:</b> _____ <b>Application Date:</b> _____	

Part 3: Safety, Health & Environment Section	
Approved by	<b><u>Remark</u></b>
I hereby approve the Contractor's Permit with all the above requirements are complied with.  Name: _____ Designation: _____ <small>(OMC Staff or Appointed Personnel)</small>  Signature: _____ Date: _____	

CONTRACTOR'S PERMIT	Document No: JP06-05-OMC-F-15	Rev No: 00 Effective Date: 1 <sup>st</sup> November 2016	Page 3 of 4
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<b>Part 4: Work Completion Verification (Contractor)</b>	<b><u>Remark</u></b>
I confirm that the above stated work was completed and restored to safe conditions. Housekeeping has been carried out and affected work areas.  Name: _____ Designation: _____  Signature: _____ Date: _____	
<b>Part 5: Work Completion Verification</b>	
<b>Verified by</b>	<b><u>Remark</u></b>
I acknowledge that the permit is closed and is returned back to OMC WSH Department.  Name: _____ Designation: _____ <small>(OMC Staff or Appointed Personnel)</small>  Signature: _____ Date: _____	

## TERMS AND CONDITIONS FOR THE ISSUE OF A CONTRACTOR'S PERMIT

1. A Contractor's Permit is required for all jobs carried out onboard vessel berthed in or ground jobs within Jurong Port Pte Ltd premises including jobs under guarantee, warranty, goodwill inspection and other jobs done.
2. The Contractor's permit is valid only in respect of the vessel or location of the ground work as stated in the permit and the validity period at the discretion of Offshore Marine Centre. The Contractor's Permit is strictly non-transferable. Any unauthorized alteration and/or omission carried out on the permit will render the Contractor's Permit **revocation**.
3. The aforesaid \*Principal/\*\*Vessel's agent and /or the contractor shall keep the OMC fully indemnified against all liability in respect of any injury, loss or damage caused to any person or property including any employee or property of the OMC whether arising by accident or by reason of any negligence or other acts or omission of the \*Principal /\*\*Vessel's agent and/or the contractor or of any person or persons.
4. **Hot Work:** The contractor is to obtain a separate Hot Work Permit from the Safety, Health & Environment Department (Offshore Marine Centre) and duly comply with all safety requirements as imposed by the authorized Safety, Health & Environment Officer. All hot work must be carried out under the surveillance of an authorised fire watchman. The granting of Hot Work Permit is conditional on the Contractor obtaining the services of authorized fire watchman during such work.
5. **Pest Control Activities:** The contractor is to obtain approval from the National Environment Agency prior to application of Contractor's Permit.
6. **Diving or Underwater Operations:** The contractor is to duly comply with all the safety precautions to be taken for Diving and Underwater Operations as imposed by the Maritime and Port Authority of Singapore, Port Master. The contractor is to obtain approval from Maritime and Port Authority of

Singapore prior to application of Contractor's Permit. The Contractor shall maintain continuous liaison with OMC operation/WSH personnel, especially on the commencement and completion of the operation.

7. **Vehicles Repair**: The validity of the Contractor's Permit for minor vehicles repair will run concurrently with the validity of the applicant's Jurong Port pass. The validity of the Contractor's Permit for major vehicles repair will be based on the duration of the work.
8. The contractor is to report any changes of work/ condition other than what is stated in the Contractor's Permit to the Safety, Health & Environment Department immediately.
9. All OMC Users are bounded by the In-house Rules and Regulations for OMC which can be found on when going through the online safety induction at <http://www.omc.sg/services/ssic/>. For non-compliance of safety, security and traffic rules, OMC users can be sanction under OMC In-house Administrative Charges for Safety Violations.