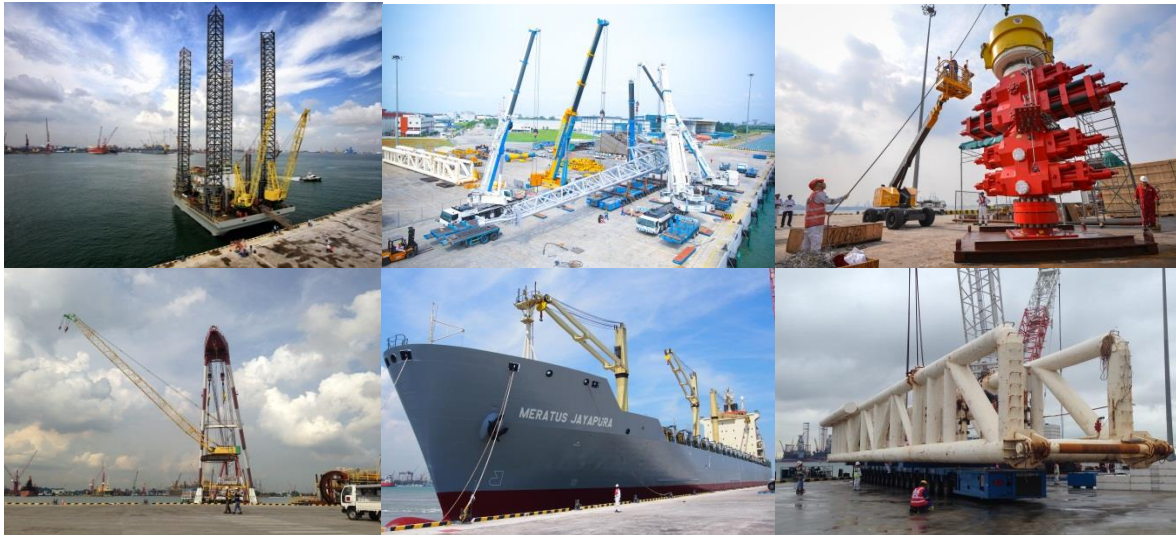


Offshore Marine Centre

Managed by



INSTRUCTIONS TO BE OBSERVED & ADHERED FOR OMC WHARF USERS



Terms of Use

In addition to the terms and conditions applicable to wharf side activities by all users of OMC wharf, OMC reserves all rights to reject a vessel, notwithstanding that the specifications of the vessel conform to the information provided in this instruction. OMC may at any time without notice to amend or update the contents of this instruction.

Version 1.2GL

Effective Date: 28 January 2014

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1. Terms and Conditions:

- i) All wharf side activities application must be submitted to OMC.
- ii) Allocation of a berth for vessel shall be at the discretion of OMC.
- iii) OMC reserves the right to re-allocate the berthing of any vessel due to operational requirement.
- iv) The user of every vessel berthed at OMC wharf must ensure that the crew who are authorised and able to navigate the vessel are onboard at all times. If OMC requires a vessel to move location and the vessel is unable to do so, OMC reserve the right to use whatever means it deems necessary to move the said vessel. All charges incurred shall be charged to user.
- v) No vessel is to be immobilized while berthed at OMC wharf.
- vi) OMC reserves the right to order user of vessel berthed at OMC wharf to vacate the berth even before given ETD.
- vii) All terms and conditions listed in the OMC SOT would be applicable unless otherwise stated/ agreed upon.
- viii) All operations are subject to approval from relevant authorities for handling/transportation of cargo.
- ix) Client is responsible to ensure that the cargo handled by Jurong Port Pte Ltd is properly packed. Jurong Port Pte Ltd shall not be liable for any loss or damage to the cargo. Cargo insurance is not included and is the sole responsibility of the shipper/receiver to effect the necessary cargo insurance. All insurance effected is to include the interest of JP as co-assured with waiver subrogation rights by underwriter/third parties.
- x) Any vessel berthing or intending to use OMC berth is to take note that depth alongside OMC wharf is 5 meters at zero tide. Vessel masters are responsible for safe berthing and securing of cargo on their respective vessels. Please contact OMC should you require a copy of the tide table.
- xi) By accepting the services rendered by the Offshore Marine Centre (OMC), the customer is deemed to have read, understood and accepted the following:
 - The terms and conditions stated under the General Rules and Regulations for Jurong Port currently in force and published on our website at www.jp.com.sg; and
 - The memorandum issued by OMC on 'Safe navigation and berthing procedures at OMC' published on Jan 23, 2014.

2. General Information

2.1. Introduction

The Offshore Marine Centre (OMC) is located at 101 Tuas South Avenue 8. The OMC is a dedicated offshore & marine terminal that offers an integrated suite of logistics solutions targeting primarily at equipment manufacturers and fabricators from the oil & gas industry. It provides common-user berthing infrastructure and services that can support a wide spectrum of offshore & marine operations, such as project cargo handling and mobilization of OSV's. (refer to appendix A for OMC layout)

2.2. Location

The OMC is located in the West of Singapore at position Lat. 01 degrees 17.6 minutes North, Long. 103 degrees 38.7 minutes East.

2.3. Local Time

Singapore time is 8 hours ahead of UTC. Daylight Savings Time (DST) is not practiced in Singapore.

2.4. Tides

Please refer to yearly Singapore Tide Tables published by MPA.

2.5. Chart

The location of OMC can be found in BA chart no. 4033. Masters should ensure that they are in possession of the latest charts.

2.6. Point of Contact

2.6.1. Contact number of Local Authorities

S/N	Organization	Telephone number
1	Singapore Police Force	999
2	Singapore Civil Defence Force / Ambulance	995
3	MPA Port Master Enforcement Centre	6325 2488 / 89 6220 3803
4	MPA Port Operations Centre	6325 2493 / 94
5	Port of Singapore Authority Fire Brigade	6265 3788 (Security) 9638 9142 (Duty Officer)
6	Environmental Pollution	6357 0246
7	Police Coast Guard	6440 0000
8	Singapore Oil Spill Response Center	6265 0177
9	Ministry of Manpower – Dangerous Occurrence	6317 1111
10	Alert Disaster	6545 5088

2.6.2. OMC Essential Contact Numbers

S/N	Services	Telephone number
1	Berthing / Equipment booking	6413 9604
2	Guard House	6413 9612

2.6.2. OMC Key Personnel Contact Numbers

S/N	Titles	Name	Telephone number
1	Senior Manager	Sean Foo	97632817
2	Assistant Manager	Muhammad Ilyia	91793149
3	Officer, SHES&FM	Hamzah	64139604 / 94592753
4	Assistant Port Officer	Ho Guo Liang	64139605 / 9745 9651
5	Assistant Port Officer	Wong Kwan Beng	64139606 / 90959093
6	Senior Executive	Shely Carino	64139608 / 84990027
7	Executive	Nurul Emira	64139607 / 87507554
8	Senior Executive	Matthew Teo	66609052 / 92370181

2.7. OMC Berth

OMC is equipped with berth length of 320m in a singular straight line with MPA registered call sign of TOMC 1, 2 and 3. Mooring limits span across 80m from edge of berth before reaching Tuas basin channel.

Under keel clearance, there should be a limit of minimum 1 metre.

OMC port call sign is "TOMC".

Jetty	Depth A/S (m) @ Zero Chart Datum	Approach Depth (m) - Channel Passage	Remarks
TOMC1	5.0	5.1	
TOMC2	5.0	5.1	
TOMC3	5.0	5.1	Depths of 3.5m end of TOMC3 (distance)

2.8. Hydrographic Survey

Please refer to the hydrographic (bathymetric) survey drawing on OMC in the Appendix B.

2.9. Pilotage Guidelines (Interim)

- Daylight berthing and unberthing only. Any night unberthing will requires approval from OMC before commencement.
- A vessel equipped with a suitable thruster, in good working condition, may dispense with the need for a tug in that position.

Tug Guidelines

Length Overall Of Vessel	Number Of Tugs
Up to 70 metres LOA	Pilot to consult master on the use of tug and, if required, order from the tug company nominated by the agent
71 to 122 metres LOA	One small tug
123 to 152 metres LOA	Two small tugs
153 to 180 metres LOA	Two medium tugs
181 to 200 metres LOA	Two big tugs
Anchor with 30ton weight	Two big tugs

2.10. Radio communications procedures

The following VHF channels are used:

VHF Channel	Use
Ch. 04/05	Port operations working channel (frequency)
Ch. 16	Distress, Urgency and Safety. Please use for emergencies only.
Ch. 20	Pilotage

2.11. Proceeding to berth

Prior to the vessel proceeding to the berth, the master must contact with OMC at least 30 minutes prior arrival.

They will have to communicate arrival draft / departure draft to onshore mooring gang.

Mooring gang will communicate for berth allocation by means of walkie talkie with the vessel Master/Pilot.

As mentioned in 1.7, there should be a keel clearance of minimum 1 metre when approaching to berth.

2.12. Within OMC mooring limit

Vessel Masters must seek approval from OMC when shifting within OMC mooring limit, immobilising their power, steering or propulsion. Refer to appendix A for mooring limits.

No vessel overhang (protrusion) allowed beyond the wharf length – 0 wharf mark.

2.13. Fire Notice and Instructions

If a fire breaks out onboard vessel, the vessel must immediately raise fire alarm by sounding continuous ringing of ship's electrical bell or continuous sounding of ship's horn and informed OMC security via telephone number 6413 9612.

Action Point for vessel:

- i) Vessel Master raise fire alarm and inform OMC Security via telephone number 6413 9612
- ii) Vessel Emergency Response Team (ERT) will fight the fire with portable extinguishers available onboard.
- iii) All operations will be ceased.

2.15. Emergency Response

OMC has the provisions to provide First Aid and AED services. The First Aid Room is located at the Central Operations Building (COB) second level and is accessible to all users of this facility. In the event of major injury to any personnel, OMC relies on external emergency services. For assistance during emergency, contact OMC or Security (24 hours hotline) at telephone number 6413 9612.

3. Wharf Side

3.1. Berth application

- Booking of berth allocation will be done through emails to OMC operations person In Charge (PIC)
- PIC will provide quotation on berthing and any other scope inclusive charges
- Signed acknowledgement of quotation by client shall be returned for confirmation of berth booking.
- Vessel specification to be provided by the agent/owner upon booking of berth.

Information required when making an Application for a Berth:

- Company name
- Length overall (LOA), arrival draft
- ETA & ETD of vessel
- Information on Last/next port of call
- Requested Side to (Port or Starboard side) -
- Notice of operations to be carried out while berthing.
- Manifest/packing list (Dimension included) & copy import/export permits
- stowage plan
- Equipment requirement to accommodate loading/discharging procedures. (under equipment application)
- notification on using ship crane.
- Waste product discharge – such as garage disposal, waste sludge, etc
- Vessels with large crew may need to perform crew transfers or changeovers. Submission of ICA landing pass/crew list

3.2. Berth allocation

All other vessels will be assigned a berth on an availability basis that is with the following priority list/job scope;

1. OMC tenants
2. mob/de-mob operation
3. bunkers/provision of stores
4. crew change
5. Lay-up vessel

3.3. Equipment booking

- Booking of equipment will be done through emails to OMC operations person In Charge (PIC)
- PIC will provide quotation base on the cargo list with individual weight and dimension and the stowage plan given to allocate suitable equipment for the operation together with the berthing and any other scope inclusive charges
- If stowage plan is not available at point of quotation, it will be based on the mid-ship of the vessel and the heaviest cargo to determine the suitable equipment to be deployed.
- Signed acknowledgement of quotation by client shall be returned for confirmation of the operation.

3.4. Moorings Service

All Mooring/unmooring are to be deployed by OMC.

Mooring / unmooring charges shall apply for all arriving and departing vessels regardless of whether they are piloted or otherwise.

All mooring / unmooring operations must be supervised by OMC Wharf Supervisor and Attendant(s). Each mooring gang shall consist of 1 x Supervisor & 2 x Attendants and hourly charges shall be computed from ETB or ETA, whichever is earlier.

Mooring / unmooring operations commencing from 1700 to 0800hrs on weekdays. Operations that take place between 0001 to 2359 on Saturdays, Sundays and Public Holidays shall be charged a minimum of 4 hours as per rates provided in 1.2.

If the vessel LOA is more than 50m, the Wharf Supervisor may choose to deploy more men to assist in the mooring / unmooring operations at the client's account.

No unauthorized person is allowed onto the wharf/berthing area during mooring and unmooring of a vessel.

Ship owner/agent/Master of vessel must ensure vessel to have sufficient mooring ropes for securing available at time of mooring. If vessel does not have mooring ropes available, she will be rejected for berthing at OMC.

Master of vessel is to ensure a strict watch on the vessel mooring and make adjustment if required due to tide differential, sudden strong current/wind, etc.

3.5. Gangway Access

Any vessel berthed at any OMC must ensure that a safe means of access. This is applicable to alongside/double banking.

All gangways must come with side rails and safety net.

At times, the gangways may move violently as sea/weather conditions worsen, the Master of the vessel will be responsible to ensure that this access remains safe at all times whilst alongside and to adjust the gangway should the situation becomes unsafe.

3.6. Bunkering

Bunkering via bunker barge is allowed in OMC but is subject to approval from MPA. The bunker suppliers will forward a standard bunker permit to OMC for endorsement. The endorsement of this permit, by the OMC, is restricted to office hours (8.30am to 6.00pm, Mondays to Fridays) only. Upon endorsement by OMC, bunker suppliers will apply/notify MPA directly and seek approval before it can commence bunkering at OMC. Permit to send via email or fax

OMC charges an administrative surcharge for each bunker permit endorsement. Please refer to OMC Standard Tariff for latest charges

Bunker suppliers shall provide minimum information need on the permit for OMC to endorse

- Name of bunker supplier
- Name of bunker barge
- Nominate Quantity
- Location of supply
- Date & Time of supply
- Receiving Vessel

Note: No bunker transfer to any vessel via road tanker

3.7. Water Supply

OMC supplies fresh water from three designated water points along the wharfside. Please refer to attached appendix for layout of the water points at Freshwater is dispensed at a rate of **50 tonnes** per hour. OMC supplies hoses of 20 to 300 metres in length, which can be connected to any of the water points. The type of connection for the water point is required to be **2-1/2 inches BS336 instantaneous hose coupling**. Two designated waterman will be assigned to perform the tasks of connecting, disconnecting, reading and recording of water supply at OMC.

Ship owner or agent is required put in the required quantity on the berth booking form as attached appendix and forward to OMC

OMC charges an administrative surcharge for each water supply connection and disconnection. In addition, waterman services will be charged per hourly basis.

3.8. Waste Disposal

OMC provides waste disposal services to ships that require their waste to be removed on an exclusive basis i.e. no other third party except OMC's appointed operators may handle waste disposal. There are three main types of waste i.e. General Waste, Sludge and Scrap. For General Waste, OMC will arrange for a waste skip to be positioned alongside the vessel. The vessel crew shall sort its waste accordingly and use the skip only for general purpose (non-industrial) waste. For Sludge and Scrap disposal, OMC will arrange for licensed operators to collect and remove the waste accordingly. OMC does not charge any wharfage for waste disposal.

Under no circumstances are ship / crew / direct hired contractors allowed to dump hazardous waste/material to be mixed with general waste.

Please refer to OMC Standard Tariff for waste disposal charges.

3.9. Discarding Material Overboard

Garbage, oily sludge or scales or other hazardous material shall not be thrown overboard, and/or any other objectionable material, either solid or fluid, shall not be thrown overboard.

3.10. Shore Crane

OMC provides lifting services along the wharfside on an exclusive basis i.e. no other third party except OMC's appointed operator(s) may deploy shore cranes at OMC wharf. OMC is able to deploy a fleet of shore cranes with lifting capacity ranging from 50-ton to 700-ton. For all lifting services, the standard gear for lifts not exceeding 50 tons per set will be provided – all other specialised gear and/or equipment exceeding 50-ton lifts will be charged and made available separately. All deployment of shore cranes will include a lifting team of qualified personnel that will execute the actual operations.

Please note that no crane is to be mobilized between the wharfmarks 0 and 40. Should there be any need for cranes to be deployed within this area; prior permission from OMC is to be sought.

Please refer to OMC standard Operating Tariff for range of cranes available for booking.

3.10.1. Heavy Lift Zone

The deck loading strength across the jetty will be at 60kN/m² with 3 demarcated zone with up to 165kN/m². All heavy load out (60ton and above) will require an engineering report submitted to OMC for approval before commence of work. (refer to appendix C for demarcated zone)

The table below will indicate the pressure loading of mobile crane from 300t – 700t deployed on heavy lifting zone with steel plate of 24.5m² to evenly spread the load to 163kN/m² carrying the maximum load. (load may varies depending on working radius)

Crane deployment to be 1.5m away from edge at wharf side. (refer to appendix D)

All heavy lift operation (more than 50ton) at night must be approved by OMC prior to lifting.

Three demarcated zone are located at wharfmark 40, 160 and 270 with an individual area of 30.6m by 24m.

Heavy Lift Zone (165 kN/m ²)			
Mobile crane SWL (ton)	Max Cargo Weight (ton)	Max Allowable Outrigger Force (ton)	Steel Spreaders (m ²)
700	248	400	24.5
500	213		
400	161		
300	142		

3.11. Ship Crane

Using of ship crane need to be notified to OMC prior operation. Before commencing of lifting operation, approval needs to be obtained from OMC. Permit-to-work Documents need to be submitted for verification and approval as follows.

- Crane specification
- Load test certificate
- LM certificate
- Class certificate
- RA
- Crane operator license

Any rigging at wharfside by ship crew will have to undergo OMC SSIC and submit their signaller/rigger certificate before commencement of work on wharf side

A surcharge will be imposed for OMC SSIC and using of ship crane

3.12. Floating Crane

Floating crane must be deployed by OMC. Exceptional arrangement made by owner or agent must be approved by OMC. For exceptional arrangement, a surcharge will be imposed for using of floating crane. Rates can be found at OMC Standard Tariff Rates.

Type of floating crane take can be deployed at OMC are as follows:-

- Asian Helping Hand III
- Asian Hercules
- L-3601 (Require MPA approval due to limitation of mooring limit)
- PW L-801
- PW L-1501
- Semco L301
- Smit Typhoon

Documents that are required to be submitted to OMC for verification and approval are as follows:

- Crane specification
- Load test certificate
- LM certificate
- Class certificate
- RA
- Crane operator license
- Lifting gear cert
- Lifting plan
- Mooring arrangement
- Anchor drop off point drawing

Any rigging at wharfside by ship crew will need to attend SSIC and submit their signaller/rigger certificate prior lifting.

MPA approval, together with the above mentioned documents, are required if the deployment of floating crane goes beyond the OMC mooring limit of 80m.

3.13. Last Minute Order or Cancellation

All booking of berth and equipment are to be made at least 2 working days in advance. Any last minute booking will be subject to availability of berth and equipment.

All booking made and confirmed but was cancelled less than 24 hours of the actual operation date will be subject to cancellation charges.

3.14. Type of cargoes handled

All cargoes related to oil and gas industry can be handled at OMC wharf.

Cargoes classified under dangerous goods will require to submit the following documents for verification and approval from OMC at least 2 days before operation.

- 1) Cargo details (packing list)
- 2) Material Safety Data Sheet

3.15. Ro-Ro

Vessel with equipped Ro-Ro service can be done in OMC berth TOMC 2 only (away from the subsea cable at TOMC 1). All vessel ramps must be in good working condition.

Only authorized persons shall be permitted on deck while loading or discharging operations are being conducted.

Avoid standing on the ship's ramp during operations. The shore approach to ramp of Ro-Ro ship should be kept clear at all times.

Cargoes transport via chassis must be lash down prior moving.

3.16. Double Banking of vessel

Double banking of vessel refers to vessel alongside to another vessel other than alongside to wharf. OMC allow double banking at wharf up to 80m of OMC mooring limit.

Mooring/unmooring of vessel will be assisted by OMC. The vessel which alongside to other vessel will provide the gangway and must come with side rails and safety net.

3.17. Over-side transfer


Type of Over-side transfer allowed at OMC are as follows:-

- Only MPA approval bunker suppliers with bunker permit endorsed
- Ship to Ship transfer of cargoes via ship crane or floating crane (refer to 2.8 & 2.9 for more info on document to submit)

3.18. Onboard Vessel Lashing & Unlashing

Vessel Master is to ensure cargoes are lashed down properly during movement within OMC limit.

OMC provide lashing and unlashing services of cargoes on-board vessel. All material and consumables will be charged accordingly.

	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/003_ext	Date: 28 January 2014

3.19. Onboard Activities

The option to undertake repair of vessels is limited and prior approval from OMC is required. Approval of requests depends on requirement, berth availability and available labour.

Activities can be done at OMC (with OMC's approval):

- Maintenance work onboard Reinstatement of ship equipment on deck.
- Removal of ship equipment

Activities that **CANNOT** be carried out at OMC

- As outlined by the Ministry of Manpower under the **Shipbuilding and Ship-repair Regulation 2008**.

3.20. Onboard Vessel Hotworks

OMC provides hotwork services for all vessels berthed and along the wharfside on an exclusive basis i.e. no other third party except OMC's appointed contractor (s) may deploy at OMC wharf.

Please refer to OMC Standard Tariff for latest charges.

3.21. Anchors

Weighed anchors must be secured to prevent accidental release. Any work involving the lowering, heaving or dropping of the anchors must not be attempted without the prior permission of the OMC terminal manager.

3.22. Propeller and Rudder

Testing operation of propeller and rudder must not be attempted without the prior permission of the OMC.

3.23. Shore Leave

Crew from all berthed vessel taking shore leave should be informed by agent, or owner with submission of their ICA landing pass/crewlist prior vessel berthing.

A copy of the ICA landing pass/crewlist will have to be submitted to OMC for verification.

3.24. Lighting

High Masts are strategically placed in OMC and throughout the area for operational activity by Port Users. However, contractors and operators must ensure that they provide adequate (task specific) lighting to the required standards to suit their intended operations.

3.25. Transportation of cargoes into wharf

All general cargoes transported to/from wharf for loading and/or discharging, the driver is required to change pass at the security guard house before entering to OMC with a cargo list showing the following requirement.

- Cargo details
- Vessel name
- Company of the cargo
- Consignee

Any vehicles with fixed compressor such as cometto, SPMT, tyres repair lorry, lorry crane, generator set, compressor, would require to apply for entry permit.

You may refer to appendix E for the flowchart of the procedure on SSIC & equipment mobilization, access control system, cargo declaration, checking of cargoes and overnight parking chassis with loaded cargoes.

3.26. Permit to Work (PTW)

The PTW system is used to control work activities with high risks. The permit specifies the work to be done and the precautions to be taken. Approval of permits can only be done after safe work procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

3.26.1. The following work activities require a permit in order to gain approval for the work to commence:

- Work involving hot works (SWP-001-01)
- Work involving gas check (SWP-001-02)
- Work involving lifting operations (SWP-002-01)
- Working at height (SWP-003-01))
- Work above / adjacent to waters (SWP-004-01)

3.26.2. The Supervisor shall raise the PTW by filling in the application forms. Before submission for approval, he / she shall ensure that safety conditions listed in the form are complied with.

3.26.3. OMC SHE Department personnel shall verify the safety conditions are adhered to before countersigning the application. If he / she is not satisfied with the precautionary measures established, he / she shall reject the application and advice on improvements to be made.

3.26.4. The appointed supervisor must also ensure that the workers performing the job are competent person who have at least attained the necessary certificates.

3.26.5. The authorized manager may endorse and issue the permit when he / she is satisfied with the site safety evaluations. He / She shall also retain a copy of the permit.

3.26.6. Communicating the Permit

3.26.6.1. The appointed supervisor must ensure that the Risk Assessment and SWP has been briefed to the workers highlighting the control measures, specific instructions (if any) and made known to the workers.

3.26.6.2. The approved permit shall be posted at the site where the works are being carried out.

3.26.6.3. If at any time the conditions change, workers must stop work and inform the permit issuer.

3.26.6.4. Minor changes can be addressed immediately, assessed and planned by the Permit Acceptor / Supervisor in conjunction with the OMC Supervisor. The PTW supporting documentation (i.e. method statement / risk assessment etc) shall be revised with revisions signed off by both parties, who are then jointly responsible for communicating the changes

3.26.7. Permit Duration and Extension

3.26.7.1. Work permits shall be valid until the specified date. Permits automatically expire 7 days after issue.

3.26.7.2. For confined space work permits, the approved entry permit shall only be valid for 8 hours period from the last gas check perform by the Confined space safety assessor. Nobody is allowed to enter into confined space before gas check is conducted and re-endorsed.

3.26.7.3. Where work is required to extend beyond the timeframe of the permit, the permit receiver must communicate this to the permit issuer.

3.26.7.4. If “permitted” work is to continue after the closure time on the date of validation / revalidation, then the PTW shall be revalidated by the Issuing Authority that same day. Risk to be reassessed in line with emergency cover outside of normal working hours.

3.26.7.5. On the day for which the PTW is to be revalidated, the OMC Safety Supervisor shall check the work site to identify any changed conditions prior to signing the revalidation to allow work to recommence.

3.26.7.6. A permit can only be revalidated if all the requirements under the permit are satisfied. Any further renewal will require application for a new permit.

3.26.8. Work Completion

3.26.8.1. Upon job completion, the appointed supervisor must endorse on stage 4 of the permit and return back to OMC SHE Department.

3.26.8.2. On hand back of the work area, the permit receiver should sign the permit stating that the work area is now ready to be returned.

Please refer to appendix E for supporting document to be attached along with permit to work submission.

3.27. In-house SHE Rules & Regulations

GENERAL RULES AND REGULATIONS

1. Personal Protective Equipment (PPE)

1.1. All personnel involved in any operations or are within the operational zone are required to don PPE at all times

- i. Safety Helmet with chin straps or ratchet type
- ii. Safety Boots with metal cap in the front
- iii. Reflective & Luminous vest / Uniform with reflective strips
- iv. Life Jacket (within 1m of the wharf line or life jacket zone)

1.2. All personnel's entering wharf area must don a minimum PPE;

- i. Reflective & Luminous vest / Uniform with reflective strips

1.3 Fall Protection equipment (Safety Harness with Double Lanyard) shall be used when working above 3m height on temporary structures.

1.4. All appointed Lifting Supervisor, rigger, signaller and fire watchman shall be attired distinctively with clear identification label of their function on the back of their attire or luminous vest.

1.4 The following helmet colours will be applicable for the lifting crew

- i. Lifting Supervisor – White
- ii. Rigger - Red
- iii. Signaller - Red

2. Traffic

2.1. All vehicles must **not** be parked at common roads unless special permission is obtained from OMC SHE Department.

- i. Vehicles parked illegally will be **WHEEL CLAMPED** and a release fee of \$150 will be imposed where applicable.

2.2 All vehicles should comply with the facilities speed limit which is 20km/h

2.3 All traffic signs, and directions shall be complied at all times.

3. Smoking is strictly prohibited at OMC and allowed at designated areas only.

4. Consumption of alcohol and prohibited substances are not allowed.
5. Sleeping or resting at the wharf area is strictly prohibited
6. Non – essential personnel are not allowed to loiter at the wharf area
7. Personnel are only allowed to embark /disembark from vessels using the designated embarkation/disembarkation point (Gangway).
8. The prescribed working hours stated in the Ministry of Manpower regulations shall be complied with by all Resident contractors. (Not more than 12 hours)
9. **The following activities are prohibited at all times;**
 - i. Any works that falls under the ship building and ship repair regulations.
 - ii. Disposal or discharging of waste into sea
 - iii. Fishing and swimming
 - iv. Diving operations (Approval must be sought from OMC SHE Department)
- 9.1 For urgent repairs, servicing of vehicles, storage of ship stores i.e Dangerous Goods and Hazardous Materials and other materials, approval must be sought from and granted by the OMC SHE Department.
10. Only SCDF approved road tankers are allowed for re-fuelling of mobile cranes and generators. A Risk assessment of the re-fuelling activity must be submitted to OMC SHE Department prior to entry into OMC premises.
 - 10.1 Strictly **NO** refuelling of vehicles on the common road.
11. Cargo transported on trailers must be properly stacked and lashed prior to any movement.
12. Drivers must engage vehicle handbrake and switch off their engines without removing the keys from the ignition when left unattended.
13. Tenants / Contractors involved in the transport, delivery of chemicals shall ensure that the Safety Data Sheet of the chemical is available on site.
14. OMC Rules and Regulations and Fine System (Appendix F)
 - 14.1 OMC Rules and Regulations shall be complied with; it is the duty of all OMC Visitors to read and understand the requirements.
 - 14.2 The Rules and Regulations as well as the Fine System shall apply to all OMC Visitors.
 - 14.3 OMC reserves the right to deter and restrict any person or company from entry or work in the premises in the event of a breach of the rules and regulations.

15. Risk Assessment

15.1 Risk Assessments for all work activities (activities carried out by JP staff and JTC Term Contractors / Subcontractors engaged by OMC) must be conducted in advance and communicated to all person who are exposed to the risks.

15.2 Risk Assessment must be carried out in compliance to the WSH (Risk Management) Regulations.

15.3 A copy of the Risk Assessment must be made available and submitted to OMC SHE Department for review and retention purpose before commencement of any works.

15.4. All works, irregardless of weather it is carried out onshore or offshore (vessels berthed and engage works independently) must submit a Risk Assessment.

16. Training and Competency

16.1 The following members of the Lifting team must attend the MOM accredited training course and be certified competent before performing any lifting operations.

- a. Lifting Supervisor
- b. Rigger & Signalman
- c. Mobile Crane Operator (Registered with MOM)

16.2 All Tenants / Lessees / Resident Contractors / External Contractors and Term Contractors must attend OMC Safety & Security Induction Course (SSIC) before engaging in any works at the Central Operations Building, Common roads and Wharf Area.

16.3 All other required training as spelt out by Ministry of Manpower shall be applicable to the relevant trades and respective Individuals for works involved in Central Operations Building, Common Roads and Wharf Area.

16.4 OMC SSIC Training shall be carried out during office hours only (0830hrs to 1700hrs). This will be applicable to external companies come in to carry out ad-hoc works such as maintenance and repair.


17. Permits

17.1 Various permits are applicable for operational purposes and supporting documents must be in place and made available upon the request of OMC SHE Department during rounds. (Refer to Appendix G)

17.2 All Tenants / Lessees / Resident Contractors & External contractors shall apply & comply with the Permit to Work system on Common Roads and Wharf Area.

17.3 All Cranes and Equipment coming into OMC premises shall apply for a "Vehicle & Equipment Entry and Exit Notification" before mobilization / de-mobilization.

i. All Cranes and Equipment will be subject to Inspection prior to entry into OMC premises (Appendix E – Equipment Mobilization)

	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/003_ext	Date: 28 January 2014

3.28. Environmental Control

3.28.1 Prevention and Control of oily discharge to the sea

3.28.1.1. Ensure that the following conditions are satisfied prior to embarking on operations involving transfer of lubrication oil from wharf to vessel:

- Risk assessment on transfer operation has been performed and appropriate controls are in place;
- The operation will not block or endanger cargo or nearby operations;
- Emergency equipment (such as fire extinguisher and spill kit) are at hand and in good condition;
- Required Safety Data Sheets are at hand and workers have been trained on these;
- Workers have been trained on chemicals' handling and have been instructed and have clear understanding on emergency procedures.


3.28.1.2. Any detected discharge of oil to the sea or presence of oil in the sea should be immediately reported to OMC SHE Department who would in turn make arrangements for notifying the relevant Authorities in accordance with the applicable legal requirements (such as Prevention of Pollution of The Sea (Oil Pollution Preparedness, Response and Co-Operation) Regulations).

3.28.2 Prevention and Control of hazardous and noxious substances discharge to the sea

3.28.2.1 Ensure that the following conditions are satisfied prior to embarking on operations involving transfer of hazardous and noxious substances from wharf to vessel:

- Risk assessment on transfer operation has been performed and appropriate controls are in place;
- The operation will not block or endanger cargo or nearby operations;
- Emergency equipment (spill kit) are at hand and in good condition;
- Required Safety Data Sheets are at hand and workers have been trained on these;
- Workers have been trained on chemicals' handling and have been instructed and have clear understanding on emergency procedures.

3.28.2.2 Any detected discharge of hazardous and noxious substances to the sea or presence of hazardous and noxious substances in the sea should be immediately report to OMC SHE Department who would in turn make arrangements for notifying the relevant Authorities in accordance with the applicable legal requirements (such as Prevention of Pollution of the Sea (Hazardous and Noxious Substances Pollution Preparedness, Response and Co-operation) Regulations 2004).

Offshore Marine Centre <small>Managed by</small>  <small>Jurong Port</small>	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/003_ext	Date: 28 January 2014

3.28.3. Control of pollution to the sea

3.28.3.1. Controls shall be put by in place by OMC to ensure that harmful substances including oil, are not discharged or leaked into marine waters in accordance with the Prevention of Pollution of the Sea Act and its subsidiary legislation wherever OMC may be legally liable for such discharges/ leaks

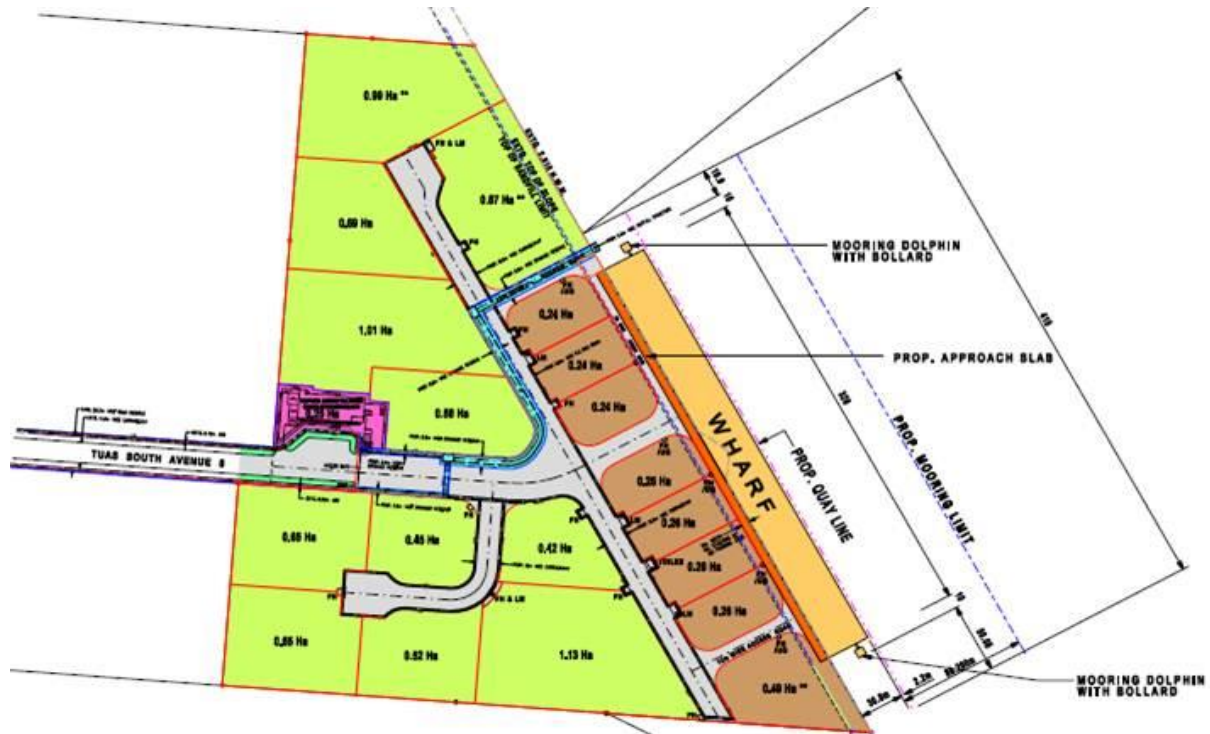
3.28.4. General guidelines for waste control & handling

3.28.4.1. At no time should there be any open burning of waste.

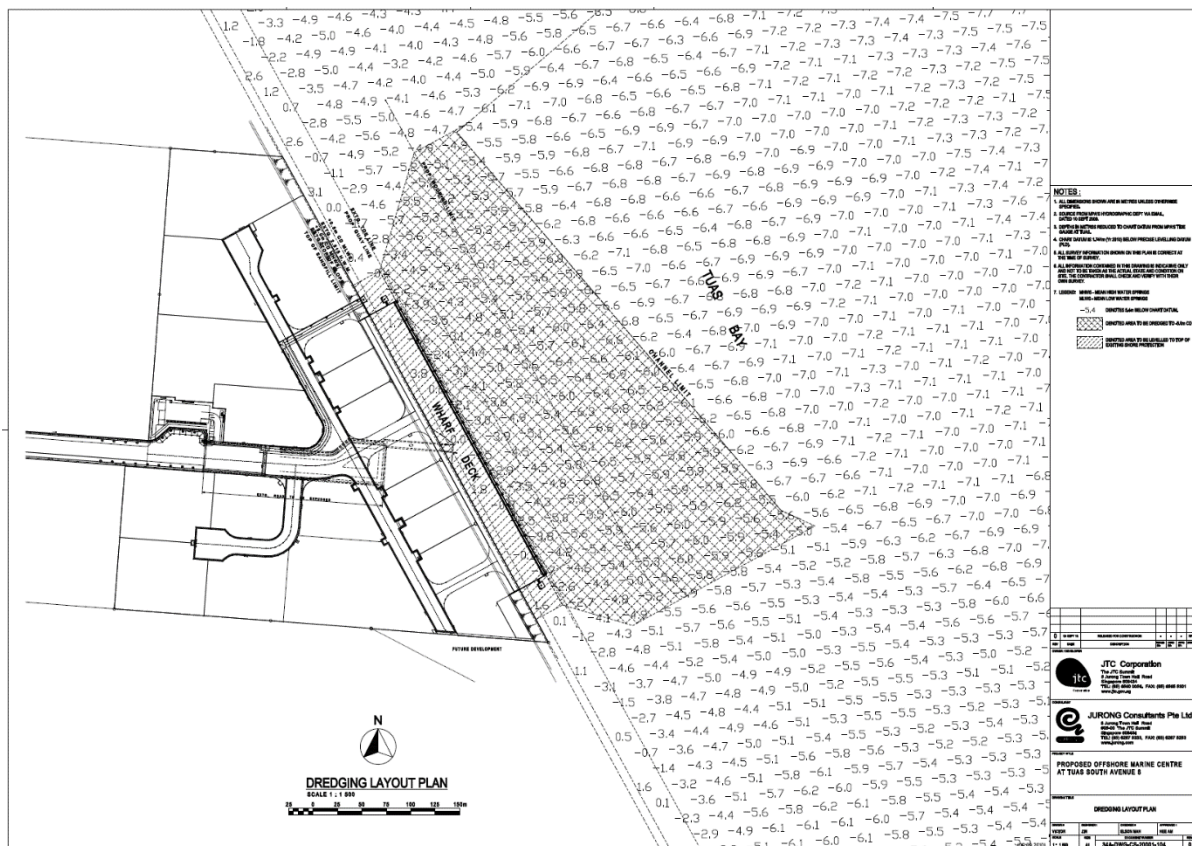
3.28.4.2. Good housekeeping should be practices at all times through ensuring that waste is properly disposed in the designated receptacles.

4. References

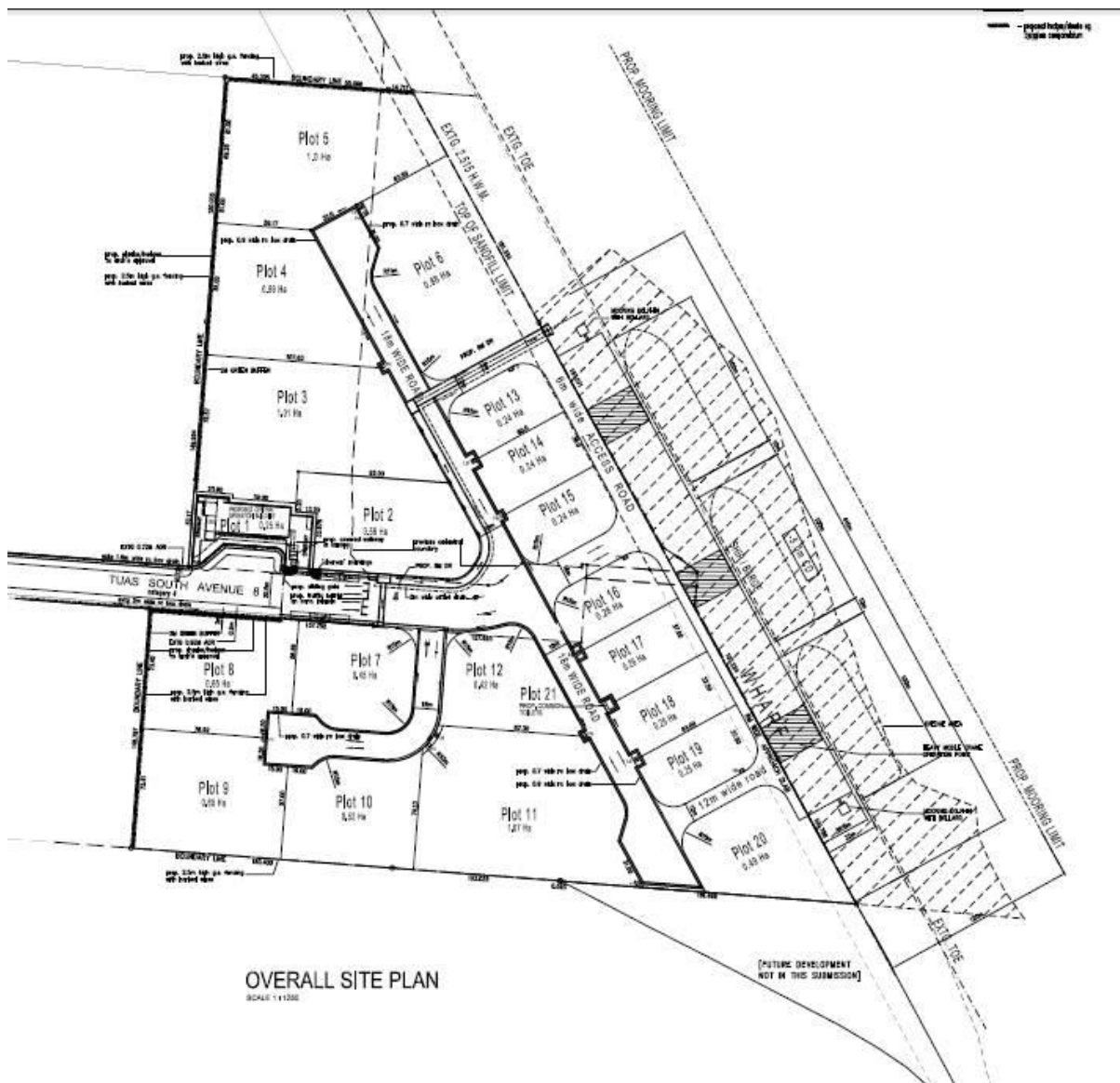
Appendix A – OMC layout



Appendix B – Hydrographic (bathymetric) drawing

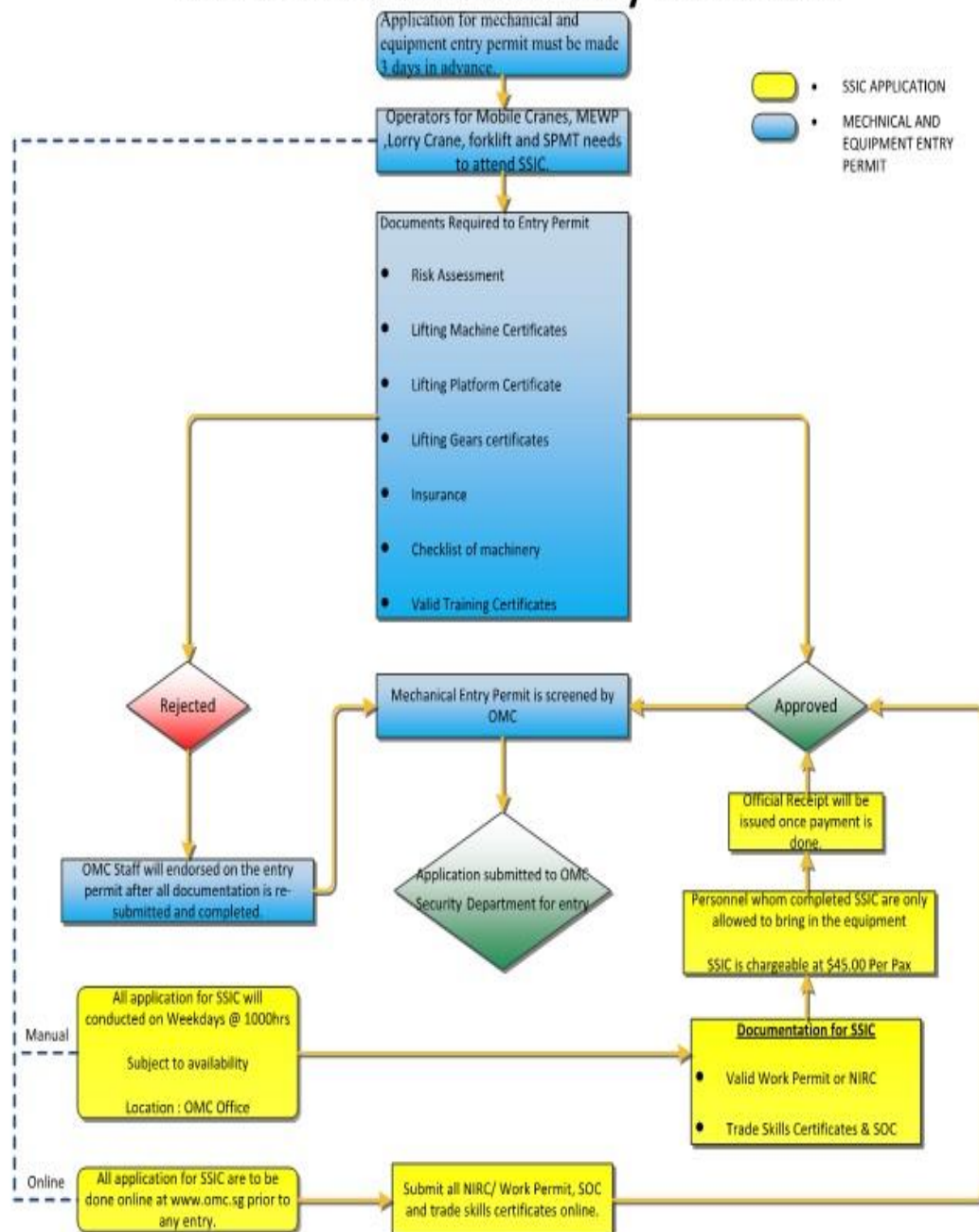


Appendix C- Demarcated zone



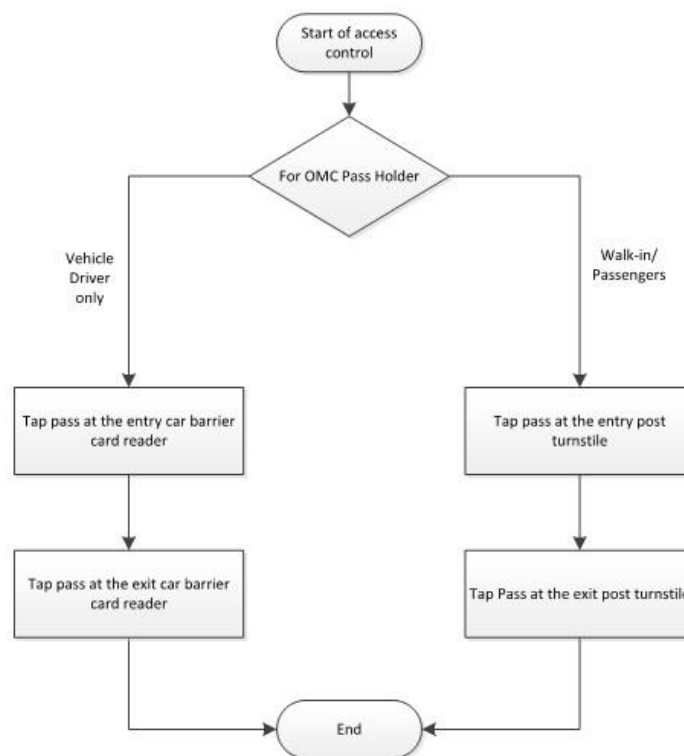
Appendix E – 1) SSIC and Mechanical Entry Flow Chart

SSIC And Mechanical Entry Flow Chart



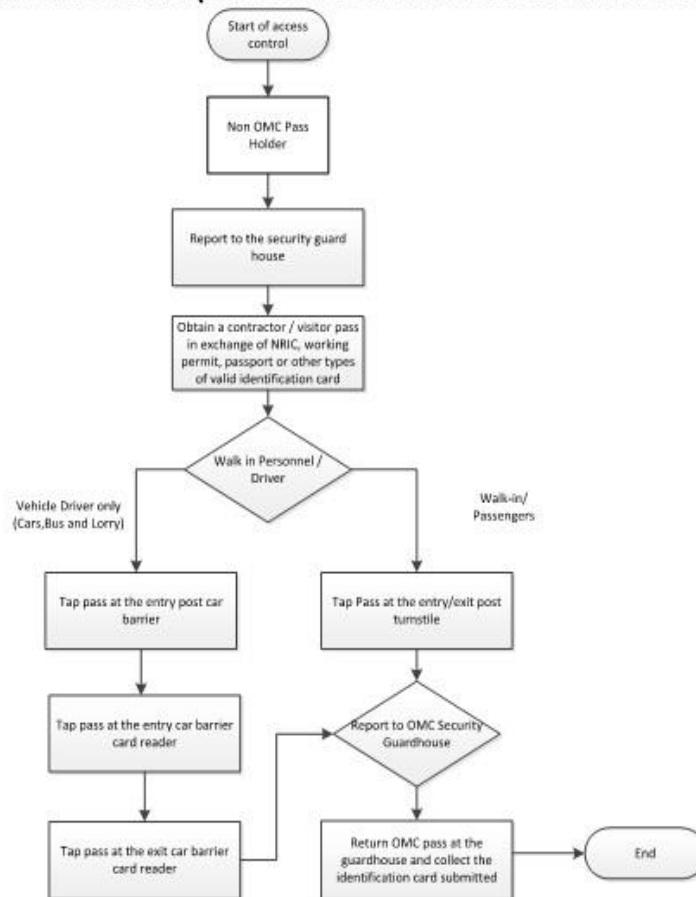
Appendix E – 2) Access Control System Flowchart (OMC Pass holders)

Access Control System Flowchart (OMC Passholders)



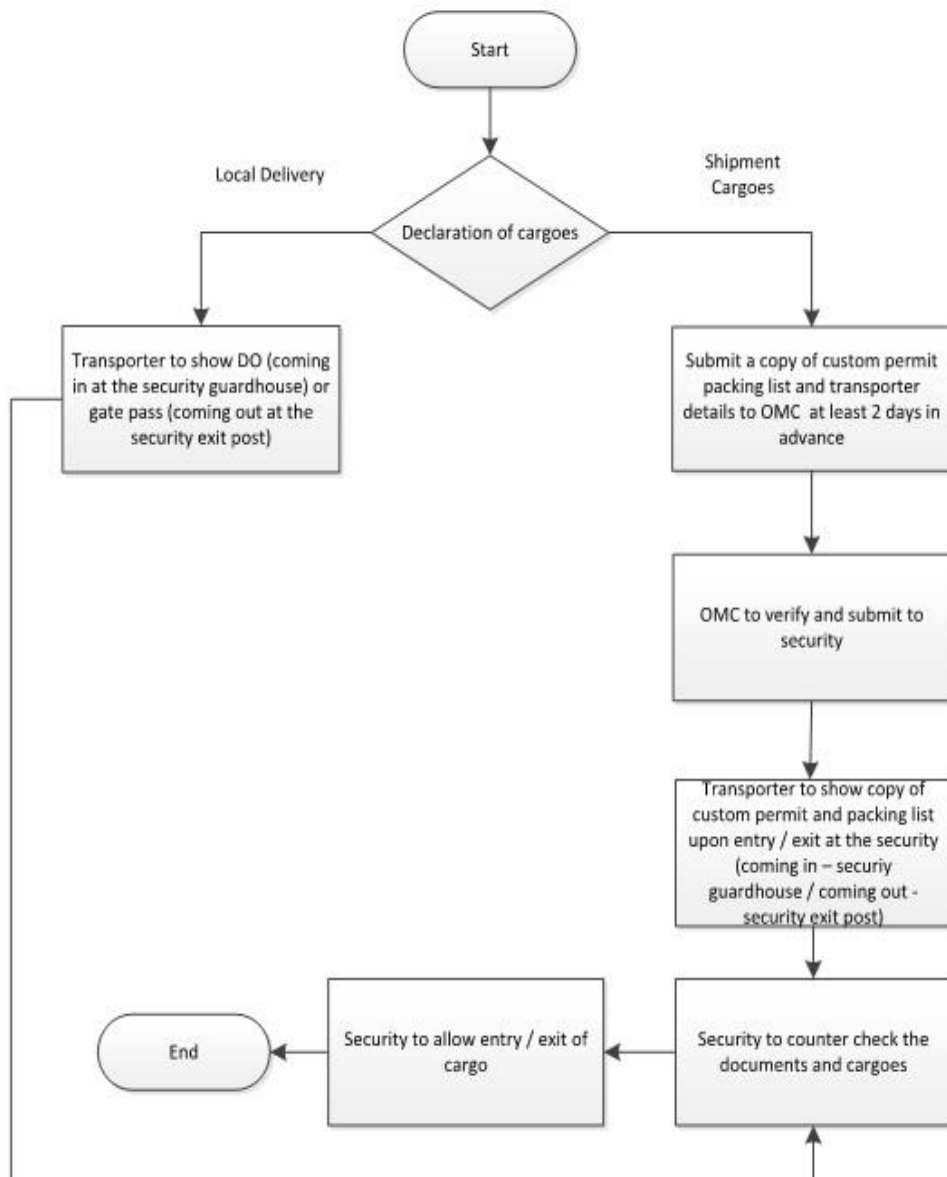
Appendix E – 3) Access Control System Flowchart (Human & Vehicle Access for non OMC Pass holders)

Access Control System Flowchart (Human & Vehicle Access for non OMC Pass Holders)



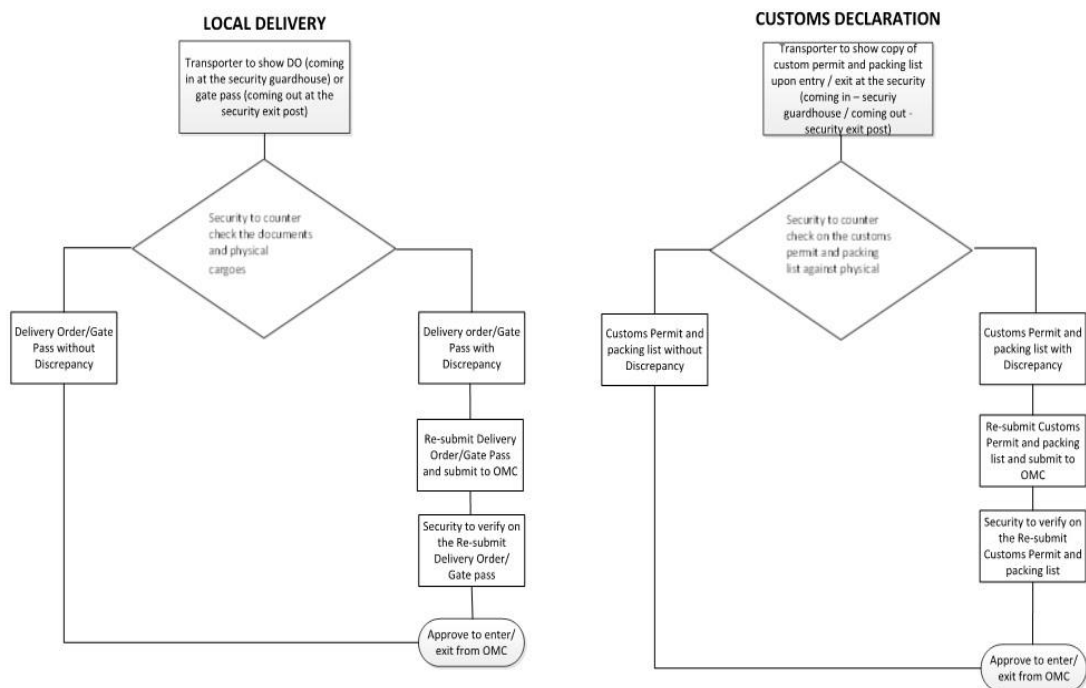
Appendix E – 4) Cargo Declaration System Flowchart

Cargo Declaration System Flowchart



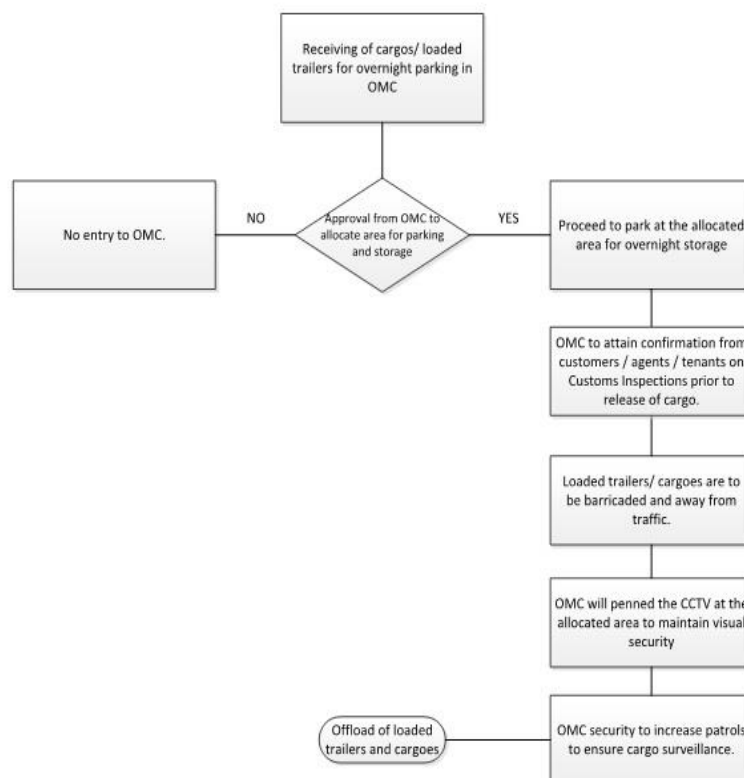
Appendix E – 5) Checking of Cargoes Procedures Flowchart


Checking of Cargoes Procedures Flowchart



Appendix E – 6) Overnight Parking of loaded Trailers and Cargoes Flowchart

Overnight Parking of loaded Trailers and Cargoes Flowchart



	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/003_ext	Date: 28 January 2014

Appendix F – Supporting Documents to be attached to the Permits

Type of Permits	Supporting Documents to be attached to the Permits																				
	Risk Assessment	Fire Watch Certificate	SSIC Pass for Workers	Equipment List with Serial Numbers	Confined Space Assessor Certificate	Tool Box Briefing Record	Crane Operator Licence	Lifting Plan (Typical Drawing)	* Lifting Plan (Auto Cat Drawing)	Fall Protection Plan	Valid SOC Manhole (workers)	Valid SIC Manhole (Supervisors)	Emergency Rescue plan	MSDS	Company Appointment Letter	Load Chart	Lifting Supervisor Certificate	Valid MOM/PE Certificate	Insurance and LTA Registration	Rigger/Signalman Certificates	* Work Method Statement / JSA
1. Equipment Entry and Exit Permit	X			X											X			X	X		X
2. Lifting Permit	X					X	X	X	X							X	X			X	X
3. Conduct Gas Check	X				X	X															
4. Working Adjacent to Water	X					X				X			X								
5. Hot Work Permit	X	X	X	X		X															
6. Working at Height	X					X				X											

* Applicable to only Critical Lifts related to Project Cargoes

Appendix G – In-house Administrative Charges for Safety Violations

S/N	Description Of Offence	1 st Offence	2 nd	3 rd
		Charges (\$) / Action	Charges (\$) / Action	Charges (\$) / Action
1	Failure to operate the machines / equipment safely or operating machines / equipment without the necessary qualifications.	400.00	Dismissal	
2	Failure to perform regular inspections and maintenance on machines and equipment.	100.00	200.00	300.00
3	Failure to provide safe access for mobile machines and / or no segregation of machines from human traffic.	100.00	200.00	300.00
4	Failure to adorn the necessary PPE or misuse the PPE provided.	50.00	100.00	200.00
5	Willful damage to or abuse of safety devices or equipment.	50.00	100.00	200.00
6	Failure to report incidents / accidents witnessed.	50.00	100.00	200.00
7	Failure to conduct proper housekeeping or stack materials in an unsafe manner.	50.00	100.00	200.00
8	Failure to return hazardous chemicals to the designated store after usage.	50.00	100.00	200.00
9	Smoking at prohibited or non-authorized places.	50.00	100.00	200.00
10	Horseplay whilst at work.	50.00	100.00	200.00
11	Failure to comply with instructions issued by the Supervisor or Safety Dept.	100.00	200.00	400.00
12	Failure to apply for PTWs where required.	400.00	Dismissal	
13	Endangering life and safety of himself / herself or other person by creating unsafe conditions or hazards, e.g. removing warning / safety sign, etc; and not following Safe Work Procedures.	200.00	500.00	Dismissal
14	Carrying out works not according to OMC SWP	100.00	200.00	400.00

Appendix H – Type Of Permits

PTW- LIFTING OPERATION (DAILY)

GENERAL INFORMATION	
Company:	OMC Permit No:
Date:	Location of Lift (provide sketch if necessary):
Description of Lift:	
Type of lift: SINGLE / MULTIPLE / HEAVY LIFT	LM Cert No:
Type of Crane:	Crane Make & Model:
CRAWLER / MOBILE CRANE / ROUGH TERRAIN / BOOMLIFT / SCISSOR LIFT / LORRY CRANE / TOWER CRANE / FORKLIFT / FLOATING CRANE / SHIP CRANE	Max Capacity: TONS
	Boom length: M
Description of Load:	Max Working Radius: M
Total Weight of Load: KGS	Corresponding SWL: KGS
Remarks (if any):	Crane Capacity Used: %
Start Date & Time:	End Date & Time:
STAGE 1: APPLICATION BY TRADE SUPERVISOR	
I shall ensure compliance with the below mentioned requirements prior to the lifting operations:	
<input type="checkbox"/> Ensure a set of lifting procedure (LP) is available. The LP, RA is briefed to the lifting crews involved <input type="checkbox"/> LP available & approved by trade supervisor <input type="checkbox"/> Ensure ground condition is safe for crane lifting operation.	<input type="checkbox"/> Daily crane operator inspection carried out to ensure safe operation of crane and verified by Lifting Supervisor <input type="checkbox"/> Ensure crane operator is registered and briefed on his duties <input type="checkbox"/> Ensure there is no obstruction or electrical power line in lifting zone

- ☐ Crane is level with all wheels clear of the ground or crawler crane set on level and firm ground
- ☐ Outriggers are fully extended and required load bearing pads are provided for Lorry or Mobile cranes
- ☐ Safety barriers & warning signs are erected to prevent unauthorized entry
- ☐ Appropriate lifting gears with valid certificate, good condition and color coded
- ☐ Sufficient tag line provided and no one is touching or holding the material to prevent "LINE OF FIRE"
- ☐ Appointed Lifting Supervisor, Riggers & Signal man are clearly identified and equipped with whistle

RELEVANT DOCUMENTS (PLEASE TICK)	✓
Risk Assessment for the intended work in place.	
Valid crane operator license and LM documents submitted.	
Lifting Plans/Procedures in place.	
JSA briefing to worker.	
Lifting Supervisor/Rigger and Signalmen Certificates.	

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 2: ENDORSEMENT BY SAFETY PERSONNEL

I have inspected and confirm that the recommended safety measures are in place.

Remarks (if any) : _____

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 3: APPROVED BY PROJECT MANAGER/ SITE MANAGER.

1. I have evaluated the hazards and risks associated with the job.

2. I have instructed the safety personnel to ensure the hazards and risks are eliminated or critically reduced to a contemporary objective standard and all recommended safety measures are in place.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 4: NOTIFICATION OF COMPLETION BY TRADE SUPERVISOR (PERMIT HOLDER)

I confirm that the above stated work was completed and restored to safe condition. Housekeeping has been carried out.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 5: ACKNOWLEDGEMENT BY OMC SHE DEPARTMENT

I acknowledge that the permit is closed and is returned back to OMC SHE Department.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

VALIDATION / CHANGE PERMIT HOLDER

THE PERMIT HOLDER CONFIRMS THE SCOPE OF THE SITE CONDITIONS ARE UNCHANGED AND THAT THE SAFETY PRECAUTIONS WILL BE OBSERVED BY ALL PERSONS WORKING UNDER THIS WORK PERMIT

DATE	TIME	NAME	SIGNATURE

VALIDATION OF PERSONS WORKING UNDER THIS PERMIT TO WORK

PERSONS WORKING UNDER THIS PTW CONFIRM THAT THEY HAVE BEEN BRIEFED ON THE FULL SCOPE OF WORK ATTENDED THE TOOL BOX MEETING PARTICIPATED IN THE JOB SAFETY ANALYSIS AND DECLARE THAT THEY WILL ABIDE BY THE STATED WORK CONDITIONS

DATE	TIME	NAME	SIGNATURE

PTW-HOT WORK PERMIT FOR VESSEL/LAND-BASED

STAGE 1: APPLICATION BY HOTWORK SUPERVISOR		OMC Permit No:		Daily Endorsement by Hotwork Supervisor	
Description of work:		Sketch of the area where the hotwork will be carried out.			
Work Location :					
Start Date & Time: End Date & Time:					
I shall ensure compliance with the below mentioned requirements prior to the commencement of hotwork.					
No	Requirements	Yes	No	N/A	
1	The hot work vicinity shall be free of flammable/toxic substances and no incompatible works being carried out.				
2	Location of hot work has been clearly demarcated.				
3	Trained fire watchman is assigned for the work and equipped with firefighting equipment.				
4	Fire Watchman deployed for the scope of works. NAME _____ WP/IC No _____				
5	Adequate lighting and ventilation must be provided.				
6	Proper PPE are to be worn by the workers.				
7	Fitting/connections of gas hoses and cutting torch shall not be of jubilee clip.				
8	All hot work equipment must be inspected and are in good construction for safe usage.				
9	All oxygen/ acetylene cylinder in use shall be placed on the wharf/pier in a secured and upright manner away from heat source.				
10	Cutting torches/cylinder must be equipped with authorized flashback arrestor.				
11	Prominent display of valid (Permit Validity: For Vessel - 7 days, Ground - 3 days) permit at work sites.				

Day 2

Date	
Time	
Name	
Signature	

Day 3

Date	
Time	
Name	
Signature	

Day 4

Date	
Time	
Name	
Signature	

Day 5

Date	
Time	
Name	
Signature	

12	Hot work must be carried out strictly only by workers who are in possession of a valid SSIC (General) & (Hot Work trade) pass/certificate			
13	Risk Assessment to be conducted and submitted.			
12	Remark (if any)			

Day 6	
Date	
Time	
Name	
Signature	

 Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 2 : EVALUATION BY SAFETY ASSESSOR (HOTWORK TRADE)

I have inspected and confirmed that the recommended safety measures are in place. I have perform gas testing of the mentioned hotwork area and the result of the test is reflected below:

	Oxygen	Flammable Gas	Toxic Gas	Other Toxic Gas
Result of Gas Testing				
Permissible Entry Level	19.5 % - 23.5%	Less than 10% LEL	Refer to First Schedule of WSH (G P) Regulation	

Day 7	
Date	
Time	
Name	
Signature	

Remarks (if any): _____

The hotwork area is: ☐ Fit For Work / ☐ Not Fit For Work.

 Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 3 : APPROVAL BY CAPTAIN / CHIEF ENGINEER

I hereby confirm that all of the below mentioned safety requirements are complied with prior to commencing and throughout the duration of the hot work.

1. The hot work area, its adjacent confined space and surrounding are free of combustible /flammable material and gases.
2. There are no incompatible works being carried out.
3. All relevant documents stated in Stage 1 have been received.
4. The intended work area is fit for hot work activities.
5. There are no transferring / bunkering of flammable/toxic cargo and opening/dismantling of its related system
6. The hot work activities are co-coordinated with the applicant for a safe operation.

Additional safety precautions if any:

Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 4 : APPROVAL BY AUTHORIZED MANAGER

I am satisfied that:

- (a) there has been a proper evaluation of the risks and hazards in carrying out the work;
- (b) there are no incompatible works which may pose risk to the safety and health of persons who will be carrying out hotwork at the mentioned areas;
- (c) all reasonably practicable measures will or have been taken to ensure the safety and health of persons who will be performing the hotwork activity; and
- (d) all persons who will be carrying out the hotwork are informed of the hazards associated with the work.

Remarks (if any): _____

The hotwork activity is: ☐ Approved / ☐ Rejected.

Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 5 : NOTIFICATION OF COMPLETION / TERMINATION OF WORK BY HOTWORK SUPERVISOR

I confirm that all work is complete and the work place is in a clean safe condition, I have instructed the work party that the work is complete and the permit is now cancelled.

☐ Work completion / ☐ Canceled On Date & Time : _____

Remarks (if any): _____

Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 6: ACKNOWLEDGEMENT BY OMC SHE DEPARTMENT

I acknowledge that the permit is closed and is returned back to OMC SHE Department.

Designation / Name Signature Date & Time Company/ Department Contact no

VALIDATION / CHANGE PERMIT HOLDER
THE PERMIT HOLDER CONFIRMS THE SCOPE OF THE SITE CONDITIONS ARE UNCHANGED AND THAT THE SAFETY PRECAUTIONS WILL BE OBSERVED BY ALL PERSONS WORKING UNDER THIS WORK PERMIT

DATE	TIME	NAME	SIGNATURE

VALIDATION OF PERSONS WORKING UNDER THIS PERMIT TO WORK
PERSONS WORKING UNDER THIS PTW CONFIRM THAT THEY HAVE BEEN BRIEFED ON THE FULL SCOPE OF WORK ATTENDED THE TOOL BOX MEETING PARTICIPATED IN THE JOB SAFETY ANALYSIS AND DECLARE THAT THEY WILL ABIDE BY THE STATED WORK CONDITIONS

DATE	TIME	NAME	SIGNATURE

Daily Gas Monitoring Record by Hotwork Assessor

TANK DETAILS						
Day 1 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						

TANK DETAILS						
Day 2 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 3 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 4 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 5 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 6 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						

Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 7 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						

PTW- PERMIT FOR ENTRY INTO CONFINED SPACE

STAGE 1: APPLICATION BY CONFINED SPACE SUPERVISOR / MANHOLE SUPERVISOR		OMC Permit No:			Daily Endorsement by Confined Space/ Manhole Supervisor								
Description of work:		Sketch of the area within the confined space where entry is to be made or work to be conducted.			<div style="border: 1px solid black; background-color: #d3d3d3; text-align: center; padding: 2px; margin-bottom: 5px;">Day 2</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; padding: 2px;">Date</td><td style="width: 50%;"></td></tr> <tr><td style="padding: 2px;">Time</td><td></td></tr> <tr><td style="padding: 2px;">Name</td><td></td></tr> <tr><td style="padding: 2px;">Signature</td><td></td></tr> </table>	Date		Time		Name		Signature	
Date													
Time													
Name													
Signature													
Work Location :													
Start Date & Time:	End Date & Time:												
I shall ensure compliance with the below mentioned requirements prior to the commencement and during the work in the confined space.					<div style="border: 1px solid black; background-color: #d3d3d3; text-align: center; padding: 2px; margin-bottom: 5px;">Day 3</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; padding: 2px;">Date</td><td style="width: 50%;"></td></tr> <tr><td style="padding: 2px;">Time</td><td></td></tr> <tr><td style="padding: 2px;">Name</td><td></td></tr> <tr><td style="padding: 2px;">Signature</td><td></td></tr> </table>	Date		Time		Name		Signature	
Date													
Time													
Name													
Signature													
No	Requirements	Yes	No	N/A									
1	Is there adequate lighting and ventilation provided?												
2	Is the permit and entry signboard displayed prominently?												
3	Is the escape route free from obstruction?												
4	Is there at least one portable gas meter carry by entrant while in confined space?												
5	Is there portable working torchlight carry by entrant while confined space?												
6	Is the entrant equipped with proper PPE?												
7	Is the Risk Assessment developed for the intended work? Please attach.												
8	Have the entrants undergone relevant training? Please attach the following certificate. () Valid SOC Manhole for Worker / Perform Work in Confined Space Operation () Valid SOC Manhole for Supervisor / Supervise Work in Confined Space Operation												
9	Is there confined space attendant appointed at the entrance/exit of the confined space?												

	Name: _____			
	NRIC/Fin No. : _____			
10	Is the JSA briefing conducted to all the entrants?			
11	Is the rescue plan developed and rescue equipment available?			
12	Remark (if any)			

 Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 2 : EVALUATION BY CONFINE SPACE SAFETY ASSESOR

I have inspected and confirmed that the recommended safety measures are in placed. I have perform gas testing of the mentioned confined space and the result of the test is reflected below:

	Oxygen	Flammable Gas	Toxic Gas	Other Toxic Gas
Result of Gas Testing				
Permissible Entry Level	19.5 % - 23.5%	Less than 10% LEL	Refer to First Schedule of WSH (G P) Regulation	

Remarks (if any): _____

The confined space is: ☐ For Entry / ☐ Not Fit For Entry.

 Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 4 : APPROVAL BY AUTHORIZED MANAGER

I am satisfied that:

- (a) there has been a proper evaluation of the risks and hazards in carrying out the work;
- (b) there are no incompatible works which may pose risk to the safety and health of persons who will be entering / working inside the confined space;
- (c) all reasonably practicable measures will or have been taken to ensure the safety and health of persons who will be entering / working inside the confined space; and

Day 6

Date
 Time
 Name
 Signature

Day 7

Date
 Time
 Name
 Signature

(d) all persons who will be entering / working in the confined space are informed of the hazards associated with the work.

Remarks (if any): _____

The entry of the confined space is: ☐ Approved / ☐ Rejected.

Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 4 : NOTIFICATION OF COMPLETION / TERMINATION OF WORK BY CONFINED SPACE SUPERVISOR

This permit has been terminated for the following reasons:

☐ Work completion ☐ Canceled On Date & Time : _____

Remarks (if any): _____

Designation / Name Signature Date & Time Company/ Department Contact no

STAGE 5: ACKNOWLEDGEMENT BY OMC SHE DEPARTMENT


I acknowledge that the permit is closed and is returned back to OMC SHE Department.

Designation / Name Signature Date & Time Company/ Department Contact no

VALIDATION / CHANGE PERMIT HOLDER

THE PERMIT HOLDER CONFIRMS THE SCOPE OF THE SITE CONDITIONS ARE UNCHANGED AND THAT THE SAFETY PRECAUTIONS WILL BE OBSERVED BY ALL PERSONS WORKING UNDER THIS WORK PERMIT

DATE	TIME	NAME	SIGNATURE

Offshore Marine Centre <small>Managed by</small>  <small>Jurong Port</small>	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/001_int	Date: 28 January 2014

VALIDATION OF PERSONS WORKING UNDER THIS PERMIT TO WORK

**PERSONS WORKING UNDER THIS PTW CONFIRM THAT THEY HAVE BEEN BRIEFED ON THE FULL SCOPE OF WORK
ATTENDED THE TOOL BOX MEETING PARTICIPATED IN THE JOB SAFETY ANALYSIS AND DECLARE THAT THEY WILL
ABIDE BY THE STATED WORK CONDITIONS**

DATE	TIME	NAME	SIGNATURE

Daily Gas Monitoring Record by Confine Space Assessor

TANK DETAILS						
Day 1 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 2 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 3 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 4 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 5 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____

Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 6 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						
TANK DETAILS						
Day 7 Date: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____	Time: _____
Oxygen Level (%)						
Flammable Gas / Vapour (ppm)						
Toxic Gas / Vapour (ppm)						
Name of Gas Checker						
Signature						

PTW- WORKING AT HEIGHTS

STAGE 1 : APPLICATION BY WAH SUPERVISOR		OMC Permit No:			
Description of Work To Be Carried Out					
Location of Work <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> Vessel : _____ (Please specify Vessel Name & exact location of work) </div> <div style="width: 45%;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> Land : _____ (Please specify the exact location of work) </div> </div>					
Start Date / Time			End Date / Time		
S/N	Description of WAH Control Measures Implemented	Yes	No	NA	Remarks
1	Safe means of access / egress provided?				
2	Edge protection provided wherever there is falling hazards?				
3	Fall prevention equipments used to access/ egress work platform?				
4	Fall prevention equipments used are adequate and in good condition?				
5	Anchorage / lifeline installed and inspected?				
6	Travel restraint system used to safeguard persons from falling hazards?				
7	All person subjected to falling hazards are equipped with Personal Fall Arrest System?				
8	All person subjected to falling hazards are adequately trained to perform work at heights?				Attached Certificates
9	Fall Protection Plan & Risk Assessment conducted and communicated?				Attached RA
10	Emergency Response Procedure for WAH activities developed and communicated to workers?				Attached Procedure
11	Risk Assessment and worker's training certificate placed on site for inspection?				
12	WAH Permit displayed on site for the duration of the approved task and removed only upon task completion or upon its expiry?				
13	Others (Please specify): _____				

Sketch of the falling hazard area (attached separate sheet/photo if necessary)

Remarks

I declare that the information provided is accurate and the control measures listed above have been effectively implemented. (attach WAH course certificate for the role)

Name / Designation Signature Date & Time Contact No. Company Name

STAGE 2 : EVALUATION BY WAH SAFETY ASSESSOR

S/N	Description of Evaluation List	Yes	No	NA	Remarks
-----	--------------------------------	-----	----	----	---------

Assessment of Control Measures:

1	All reasonably practicable measures have been taken?				
2	Verification of documents/ interview workers / others?				

Site Survey with Supervisor

3	All persons on site are protected from falling hazards?				
4	Surrounding areas do not pose additional hazards?				

Multiple Location / Extended Duration

5	Hazards are common at various locations / time period?				
6	Control measures are applicable and effective?				

Remarks

I have evaluated the application and is satisfied that all reasonably practicable measures have been taken effectively. (attached WAH course certificate for the role)

Name / Designation

Signature

Date & Time

Contact No.

Company Name

STAGE 4 : APPROVAL BY AUTHORIZED MANAGER

S/N	Description	Yes	No	NA	Remarks
1	Proper Permit-to-work evaluation has been completed?				
2	No incompatible works that may pose additional hazards?				
3	Control measures have been implemented effectively?				
4	Fall from height risks have been effectively mitigated?				

Remarks

I authorize the work at heights to the conditions and duration stated in this permit.

Name / Designation

Signature

Date & Time

Contact No.

Company Name

Daily Endorsement –(If task exceed 1 day , Daily Endorsement by Authorized Manger is required)

Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

STAGE 5 : NOTIFICATION OF COMPLETION / TERMINATION OF WORK BY WAH SUPERVISOR

The WAH task has been : <input type="checkbox"/> Completed <input type="checkbox"/> Suspended due to permit expiry	Date /Time	
	Remark	

☐ Terminated due to change in conditions

I confirm that the work area has been restored to its original condition and no hazards have been introduced.

 Name / Designation

 Signature

 Date & Time

 Contact No.

 Company Name

STAGE 5: ACKNOWLEDGEMENT BY OMC SHE DEPARTMENT

I acknowledge that the permit is closed and is returned back to OMC SHE Department.

 Name / Designation

 Signature

 Date & Time

 Contact No.

 Company Name

Workers List

I, as per name list below, have been briefed on the risk assessment and falling from heights hazards of the work process and fully understands all the control measures mentioned in the risk assessment prior to work commencement and will abide to it. I have been issued with the Personnel Fall Arrest System and have inspected that it is in working conditions prior to use.

S/N	Name	NRIC / Work Permit no.	Designation	Signature

I, _____, hereby confirm that I have made the necessary inspection before completing the said declaration. I have also briefed and ensured that all the workers (as per name list above) understand the risk assessment prior to work commencement.

_____	_____	_____	_____	_____
Name / Designation	Signature	Date & Time	Contact No.	Company Name

Fall Protection Equipment

S/N	Equipment Serial No.	Expiry Date	Condition of Equipment (Good / Bad)	Remark

PTW- WORKING ABOVE / ADJACENT TO WATERS

GENERAL INFORMATION									
Company:	OMC Permit No:								
Location of Work:	Sketch of the area where work is to be conducted:								
Description of Work:									
Start Date & Time:									
End Date & Time:									
STAGE 1: APPLICATION BY TRADE SUPERVISOR									
<p>I shall ensure compliance with the below mentioned requirements prior to the commencement and during the work above / adjacent to waters</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Life boeys or equivalent shall be fitted on site, not less than 10m of line in order to pull the worker to safety.</p> <p><input type="checkbox"/> Approved gangways are provided to access the marine vessels/barges.</p> <p><input type="checkbox"/> Suitable netting are provided under the gangways</p> <p><input type="checkbox"/> Workers are provided with and wearing life jackets</p> <p><input type="checkbox"/> Emergency fall protection plan is developed and sufficient first aiders provided</p> <p><input type="checkbox"/> Adequate lighting is provided for night works</p> </div> <div style="width: 50%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">RELEVANT DOCUMENTS (PLEASE TICK)</th> <th style="width: 10%; padding: 5px; text-align: center;">✓</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Risk Assessment for the intended work in place</td> <td style="width: 10%;"></td> </tr> <tr> <td style="padding: 5px;">Emergency Fall Protection Plan</td> <td></td> </tr> <tr> <td style="padding: 5px;">JSA Briefing to workers</td> <td></td> </tr> </tbody> </table> </div> </div>		RELEVANT DOCUMENTS (PLEASE TICK)	✓	Risk Assessment for the intended work in place		Emergency Fall Protection Plan		JSA Briefing to workers	
RELEVANT DOCUMENTS (PLEASE TICK)	✓								
Risk Assessment for the intended work in place									
Emergency Fall Protection Plan									
JSA Briefing to workers									

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 2: ENDORSEMENT BY SAFETY PERSONNEL

I have inspected and confirmed that the recommended safety measures are in place.

Remarks (if any) _____

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 3: APPROVED BY PROJECT MANAGER/SITE MANAGER

1. I have evaluated the hazards and risks associated with the job.

2. I have instructed the safety personnel to ensure the hazards and risks are eliminated or critically reduced to a contemporary objective standard and all recommended safety measures are in place.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 4: NOTIFICATION OF COMPLETION BY TRADE SUPERVISOR

Work above / adjacent to waters was completed on ____/____/____ at ____ hrs.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

STAGE 5: ACKNOWLEDGEMENT BY OMC SHE DEPARTMENT

I acknowledge that the permit is closed and is returned back to OMC SHE Department.

Name & Designation

Signature

Date & Time

Company Name

Contact Number

VALIDATION / CHANGE PERMIT HOLDER

THE PERMIT HOLDER CONFIRMS THE SCOPE OF THE SITE CONDITIONS ARE UNCHANGED AND THAT THE SAFETY PRECAUTIONS WILL BE OBSERVED BY ALL PERSONS WORKING UNDER THIS WORK PERMIT

DATE	TIME	NAME	SIGNATURE

VALIDATION OF PERSONS WORKING UNDER THIS PERMIT TO WORK

 PERSONS WORKING UNDER THIS PTW CONFIRM THAT THEY HAVE BEEN BRIEFED ON THE FULL SCOPE OF WORK
 ATTENDED THE TOOL BOX MEETING PARTICIPATED IN THE JOB SAFETY ANALYSIS AND DECLARE THAT THEY WILL
 ABIDE BY THE STATED WORK CONDITIONS

DATE	TIME	NAME	SIGNATURE

Mechanical Equipment (Temporary/ Permanent) Entry & Exit Notification

SECTION A: GENERAL INFORMATIONS

We hereby declare that the information as given in the form is true and agree to undertake as follows :

- ☐ That we are bound by the provisions in the Workplace Safety and Health Act, relevant legislations and other relevant government and statutory rules, regulations, codes.
- ☐ That we shall indemnify and keep indemnified OMC in full from and against all claims, demands, suits, proceedings, orders, costs, losses and expenses of any nature whatsoever which the Port may suffer or incur in connection with our use of the below mentioned equipment in OMC.
- ☐ That we shall at all times comply strictly with all requirements, rules and regulations as set by OMC.
- ☐ This notification is valid for specific operations as submitted and not transferable.
- ☐ Submitted all relevant documents as requested by OMC (not limited to documents listed in Section F).

Name of Company: _____

Tel: _____

Address: _____

Fax: _____

Company Stamp

*Authorized Person: _____ NRIC _____

Signature: _____ Date: _____

*Authorized Person – On behalf of company

SECTION B: TYPE OF EQUIPMENT

☐ Mobile Crane ☐ Forklift ☐ Generator ☐ Air Compressor ☐ Mech. Elevated Work Platform (e.g. Boom Lift, Scissor Lift)

Others, please specify: _____

SECTION C: LOCATION OF WORK

Location of work :

☐ For Temporary
Stationing Of Equipment

☐ For Permanent Stationing Of *Equipment (not
applicable for Air Compressor / Generator)

Entry Of Equipment Date/ Time:

SECTION D: EQUIPMENT ENTRY APPROVAL (For Official Use)

☐ Valid Risk
Assessment

☐ Valid MOM/PE Certificate
(Applicable to Crane/ Air Compressor/ Work Platform)

☐ SSIC conducted

☐ Pre-operation Checklist
(Not applicable for air
compressor/ generator)

☐ Valid Training Certificate (Applicable to
crane/ forklift/ Mech Elevated Work Platform)

☐ Valid Insurance


☐ Vehicle Number and
Tonnage : _____

☐ Other, please specify:

SECTION E: FOR EQUIPMENTS AT WHARF AND COMMON ROADS

OMC Clearance (For Official Use)

OMC Permit No:

Offshore Marine Centre <small>Managed by</small>  <small>Jurong Port</small>	WHARF OPERATION GUIDELINES	
	Doc No: OMC/OPS/Guide/001_int	Date: 28 January 2014

☐ Approval Obtained for Equipments mobilization at wharf/ common roads requirements

Approving OMC Staff	:		Signature:	OMC Stamp
Date/Time	:	/		
Remarks	:			

SECTION F: EQUIPMENT PASSOUT APPROVAL

Security Clearance

Passout Of Mechanical Equipment Is Approved

Approving OMC Staff	:		Signature:	OMC Stamp
Date/Time	:	/		
Remarks	:			