



TEKKA PLACE

Page 1 of 2

PERMIT TO WORK (for adhoc work, to be displayed on site)

To be submitted at least 7 working days in advance

Serial No. _____

A) PARTICULARS OF APPLICANT	
Name & Address of Applicant :	Name & Address of Contractor:
Contact person:	Contact person:
Contact nos.: (O) (HP)	Contact nos.: (O) (HP)
E-mail address:	E-mail address:
B) DETAILS OF WORK	
Nature of work:	Duration of work: Date: From: _____ to _____ (inclusive) Time: From: _____ to _____ (inclusive)
Location of work: (please tick the appropriate box) <input type="checkbox"/> Level _____ <input type="checkbox"/> Others, specify _____ For work inside MDF Room, pictures submission to Building Management indicating the completed cable work routing to main distribution frame is required. (Access to MDF Room required to submit authorised letter from respective Telco) MDF Room work completion pictures <input type="checkbox"/> Type of key(s) required MDF Room <input type="radio"/> Riser <input type="radio"/> AHU <input type="radio"/> Roof <input type="radio"/> Others <input type="radio"/> _____	Documents to be submitted before commencement of work: i. Worker's List * <input type="checkbox"/> ii. Risk Assessment for Environmental, Safety and Health (RA) * <input type="checkbox"/> iii. Method Of Statement with drawing indicating cable route, mounting of equipment and etc. * <input type="checkbox"/> iv. Work Schedule & Emergency Contact List <input type="checkbox"/> v. P.E Endorsement <input type="checkbox"/> vi. Public liability Insurance (2mil) * <input type="checkbox"/> vii. Work Injury Compensation Insurance * <input type="checkbox"/> viii. Connection to Landlord Power Supply <input type="checkbox"/> ix. Fire Alarm Isolation (R6) <input type="checkbox"/> x. Hot Work Permit (R4) <input type="checkbox"/> Working At Height permit attached (R9) <input type="checkbox"/>
Lockout-Tagout: _____ (Location) _____ (Equipment) _____ Period for the LOTO	
C) DECLARATIONS	
TO BE COMPLETED BY APPLICANT : I declare that I have duly authorised the said contractor to carry out the above works and fully agree to abide by all terms and conditions stated under Section E. Signature: _____ Company Stamp: _____ Name: _____ Date: _____	
TO BE COMPLETED BY CONTRACTOR: I declare that the information given by me is true and accurate. I fully agree to abide by all terms & conditions stated, and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work. Signature: _____ Date: _____ HP No: _____ Name (as in NRIC / Passport): _____ NRIC (last 4 digit)/Passport No: _____	
D) FOR OFFICIAL USE ONLY	
Building Management Office (BMO)	() Approved () Not Approved
Name: _____	Signature / Date: _____
Special Instruction to Contractor:	
Note: To notify hotel should the work involve entering into hotel premises or affecting hotel/hotel guests	



E) TERMS & CONDITIONS
1. The Permit to Work form must be submitted at least 7 days in advance for approval and is valid only for the duration of the work specified.
2. The Worker's List must be completed and submitted together with this Permit to Work form for issuance of contractor passes by the Security Supervisor before the commencement of works. The contractor shall ensure that no illegal workers are working in the building. The landlord and/or its representatives reserve the right to remove workers or refuse entry to any worker at its discretion.
3. The Applicant shall ensure full and strict compliance of the local regulations, such as Workplace Safety and Health (Risk Management) Regulations, Workplace Safety and Health Act (WHSa), code of practice on environmental, health and safety etc. The Applicant shall hereby agree and undertake to reimburse Corwin Holding Pte. Ltd. and/or its representatives, for all claims and expenses plus a 15% admin fee that may arise as a result of the Applicant's non-compliance of the said Act and its regulations including any damages to the Landlord's property.
4. This Permit to Work does not constitute approvals to design, method statements, submitted risk assessment, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.
5. In the event of an emergency, e.g. fire alarm activation, all works shall cease immediately and Fire Command Centre be notified without delay.
6. All work areas shall be properly barricaded and standard safety / warning signs shall be displayed at all times. (For renovation works, a copy of the approved Permit to Work must be displayed at the site entrance).
7. Approved site protection of the common areas including the Service lift and washable filter protection for air-condition equipment (if applicable) must be in place before commencement of works.
8. All works shall be confined to within the approved premises and no workers shall be permitted to loiter in other areas, or eat, smoke, litter and use the toilets (except the designated toilet) in the building. They are to comply to the CMO and Security instructions given. Any Power Supply connection to the building power supply is to be done with an 13A portable ELCB (no direct connection). This is to avoid tripping of building electrical power supply. Failure to comply will be resulted to fines as listed in the house rules.
9. Duplication of keys drawn is strictly prohibited. Upon demand, keys must be returned immediately to the FCC or CMO. No keys shall be kept overnight by any external parties.
10. All noisy works (eg drilling & knocking etc), work creating smell (eg painting, carpet gluing etc) and work that will affect the operation of common area are not allowed during the following timings: <div style="margin-left: 40px;"> Hotel floor 10.00 pm to 7.00 am (Daily) and subjected to Hotel approval. Retail 10.00 am to 10.00 pm (Daily) </div>
11. All doors to area of work shall be locked after completion of work or when leaving the work area.
12. The workplace shall be kept clean, free of hazardous materials, and all debris shall be cleared at the end of the day.
13. An administrative fee shall be charged to the applicant on the following: <div style="margin-left: 40px;"> a) S\$100 (excl GST) for loss of Contractor Pass/Access Card b) S\$100 (excl GST) per occasion if failure to comply with any of the Do's & Don'ts (including workers were found consuming food, smoking or littering in the building; use and dirty the toilets; loss of each key drawn; failure to return the key within the same day of work) c) S\$500 (excl GST) Failure to remove bulky debris d) S\$200 (excl GST) Failure to dispose of rubbish in designated area e) S\$100 (excl GST) Failure to inform Landlord for any works carried out in the building </div>
14. The applicant shall agree to indemnify Corwin Holding Pte. Ltd. on all incidents when submitting this application.
15. Action will be taken against any non compliance of this permit.