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Reg No. 200007468N
GST Reg No. 20-0007468N

No.27 Of 2008

28 April 2008

Dear Port Users

REVISION OF PERMITS' FORM

1 With effect from 1st May 2008, kindly use the revised forms, as attached, for the relevant operations:

- a. Permit-to-Work (Stevedores' operation)
- b. Hotwork Permit
- c. Contractor's Permit

2 Should you need more clarifications, please contact David Ng at 66609503 or email: davidng@jp.com.sg or Anthony Chia at 66609094 or email: anthonychia@jp.com.sg or Fire & Safety duty officer at 66609552 or email: jpfss@jp.com.sg

3 Please ensure the compliance of the above with effect on 1st May 2008.

Thank you.



Ng Kok Wee
Fire & Safety Manager
Fire & Safety Department
Jurong Port Pte Ltd
DID : 66609551
FAX : 62656614

Ref : JPPL-FSS-SC-280408-17

PERMIT-TO-WORK STEVEDORE OPERATION



PART 1-GENERAL INFORMATION			
<u>Vessel Name</u>	<u>Voyage No</u>	<u>Berth Location</u>	<u>ETB</u>
<u>Storage Location</u>	<u>Max. Dimension of Cargo</u>	<u>Heaviest Cargo Wt.</u>	
<u>Description of work / Type of Cargo</u>			
<u>Name of Applicant</u>	<u>Contact no.</u>	<u>Company</u>	

We have submitted the following document as requested;

PART 2-DOCUMENT SUBMISSION				
S/no	Document	Yes	No	Remark
1.	Stevedoring operation – Safety Checklist as per attached.			
2.	Stevedoring operation – Declaration of Gang list as per Attached.			
3.	Stevedoring operation – Declaration of lifting appliances, Machines and gears as per attached.			
4.	Risk Assessment (RA) based on the description of work.			

Signature : _____ Designation : _____
Date : _____ Time: _____

Company stamp

PART 3 –APPROVAL BY FIRE SAFETY DEPARTMENT				
S/no	Item	Yes	No	Remark
1.	Has “the safety checklist for ship/barge/BT/wooden vessel” requirements been inspected and compiled with?			
2.	Has the “Notice of Advise to Vessel” issued to vessel captain?			
3.	Is the load/equipment imposed weight on the wharf deck meet the engineering design requirement?			
Issued By:	_____ (Name of Duty FSD Personnel)	_____ (Signature)	_____ (Date/Time)	

Date / Time of Follow-up check	Duty GBO Officer (Name & Signature)	Date / Time of Follow-up check	Duty GBO Officer (Name & Signature)

STEVEDORE OPERATION

DECLARATION OF LIFTING APPLICANCES, MACHINES AND GEARS



Jurong Port

<u>Vessel / Barge</u>	<u>Berth</u>
<u>Work Process</u>	<u>Date/ Time</u>

The declaration of the lifting appliances, machines and gears for the operations of the above vessel is shown at the Table below.

Equipment List

S/no	Lifting Appliances	Certificate No.	Expiry Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

S/no	Forklift	SWL	Registration No.	Expiry Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

S/no	Crane	SWL	Certificate No.	Expiry Date
1				
2				
3				

I, _____ being the authorized representative of _____
(Name) (Company)
hereby confirm that I have made the necessary inspection before completing the said declaration.

My contact telephone no: _____

Company stamp: _____

Signature: _____

Designation: _____

Stevedore Operation – Declaration of LA, LM and LG
JP02-03/F-02 Rev 1

Page 1 of 1

Effective Date
1st May 2008

STEVEDORE OPERATION

DECLARATION OF GANG LIST FORM



Jurong Port

<u>Vessel / Barge</u>	<u>Berth</u>
<u>Work Process</u>	<u>Date/ Time</u>

I, as per gang list below, have been briefed based on the risk assessment of the work process and fully understand all the control measures mentioned in the risk assessment prior to work commencement and will abide to it.

Gang list

S/no	Name	NRIC /Work Permit No.	Appointment	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

My contact telephone no: _____

Company stamp: _____

Signature : _____

Designation: _____

STEVEDORE OPERATION

Safety Checklist



Jurong Port

<u>Vessel / Barge</u>	<u>Berth</u>
<u>Work Process</u>	<u>Date/ Time of Inspection</u>

We acknowledge and agree that this checklist is intended to guide us in operations and other activities at Jurong Port. This Checklist is not intended and should not be taken as excluding or limit our responsibility to operate and act safely at Jurong Port or our liability under the Workplace Health and Safety Act or otherwise at law.

We undertake to take all necessary steps to ensure safe operations and other activities at Jurong Port on the part of ourselves, employees, agents, contractors or principal regardless of whether such steps are referred to in this Checklist.

Safety Checklist

S/no	Item to be checked	Yes	No	N/A
	Risk Assessment:			
1	a) Has a Risk assessment been conducted for the intended operation?			
	b) Do you have a Safe Work Procedure, including Safe lifting procedures?			
	c) Has safety briefing been conducted for the workmen immediately before commencement of work?			
	d) Have you ensured that there is and will continue to be proper and adequate supervision of work at all times?			
	Stevedoring gangs:			
2	a) Do all workers possess the relevant skills/training and valid training certificate(s)?			
	b) Have all workers given adequate instruction, information and supervision for them to perform work?			
	c) Are all workers equipped with and wearing proper and complete safety gear in safety helmets, safety footwear, proper working attires(Bermudas or short is not allowed), reflective vest, harness and safety goggles?			
	Work Environment:			
3	a) Are the gangway, safety net and safe-all-net provided and safely secured?			
	b) Are safe means provided for access to and from cargo hatches/ high workplaces?			
	c) Are hatches and confined spaces adequately ventilated for safe entry and work?			
	d) Are cargoes in hatches stable, properly stacked and safe for work?			
	e) Is the lighting level sufficient in the hatches to ensure work can be safely carried out?			
	Machinery and Equipment:			
4	a) Are correct/ appropriate lifting appliances, machines and gears used?			
	b) Have pre-operation checks for forklifts/ mobile cranes been conducted before commencement of work?			
	c) Are lifting appliances, machines and gears proper and in good working condition and with valid certificate(s)?			
	Others:			
5	a) Has any worker worked more than 12 consecutive hours before commencing this operation?			
	b) Have you checked to ensure that each worker is in the fit mental and physical state and condition to work?			

We confirm and declare that we have implemented the control measures described above and all other safety measures that we will continue such measures until the completion of operation or work including during the change of shifts.

We also confirm and declared that we have complied with the requirements of the Workplace Safety and Health Act (2006) and Jurong Port's General Rules and Regulations at all times.

I, _____ being the authorized representative of _____
(Name) (Company)

hereby confirm that I have made the necessary inspection before completing the said declaration.

My contact telephone no: _____

Company stamp: _____

Signature: _____

Designation: _____

HOT WORK PERMIT

(Vessel/Land)



S/no: _____

Customer A/C No: _____

Vessel/Facility :		Permit Validity : For Vessel - 1 day, Ground - 3 days			
		Start Date /Time :		End Date /Time :	
JP Berth/ Site location :		Exact location of work :			
Description of Work :			*Frame No:		

*Only applicable to vessel

STAGE 1 : TO BE FILLED BY APPLICANT

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. I have evaluated the hazards and risks associated with the work.

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 fire fighting equipment.
Fire Watchman Name: _____
4. Adequate lighting and ventilation must be provided.
5. Proper PPE are to be worn by the workers.
6. Fitting/connections of gas hoses and cutting torch shall not be of jubilee clip.
7. All hot work equipment must be inspected and are in good construction for safe usage.
8. All oxygen/ acetylene cylinder in use shall be placed on the wharf/pier in a secured and upright manner away from heat source.
9. Cutting torches/cylinder must be equipped with authorized flashback arrestor.
10. Prominent display of valid (Permit Validity: For Vessel - 1 day, Ground - 3 days) permit at work sites.
11. Hot work must be carried out strictly only by workers who are in possession of a valid SIC (hot work trade) pass/ certificate.
12. Stop and rectify any change of condition and/or unsafe work environment.
13. Risk assessment of the work is to be communicated to workers.
14. Additional safety precautions taken(if any) _____

Relevant Documents Required	Tick
Risk Assessment for the intended work	
Fire Watchman training pass or company supporting document	
Valid SIC (Hot work) Pass for the workers involved	
Equipment list with serial no.	

Name of Applicant : _____ Designation : _____ Signature : _____

Company : _____ **SKETCHES OF WORK** Contact No: _____

STAGE 2 : TO BE ENDOSORED BY CHIEF ENGINEER/ CHIEF OFFICER (ONLY APPLICABLE TO VESSEL)

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. There are no transferring / bunkering of flammable/toxic cargo and opening/dismantling of its related system.
2. The hot work activities are co-coordinated with the applicant for a safe operation.

Name : _____ Designation : _____ Signature : _____

Company : _____ Date : _____ Time : _____

STAGE 3 : TO BE ENDOSORED BY SAFETY ASSESSOR (HOT WORK CERTIFICATION)

I have physically inspected and confirmed that:

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. Additional safety precautions taken (if any) _____

Name : _____ Designation : _____ Signature : _____

Company : _____ Date : _____ Time : _____

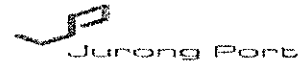
STAGE 4 : APPROVED BY SHIP CAPTAIN / PROJECT MANAGER

I am fully satisfied with the proper assessment and precaution measures taken for the hot work area and its surrounding in order for the hot work to be carried out safely.

Name : _____ Designation : _____ Signature : _____

Company : _____ Date : _____ Time : _____

JURONG PORT PTE LTD
APPLICATION FOR CONTRACTOR'S PERMIT



S/no: _____

Customer A/c no: _____

Part 1: We, the *principal/**vessel's agent, hereby confirm that the service of the contractor stated in Part 1 are required and undertake to perform and observe the attached Terms & Conditions.

<u>Applicable to Vessel Related Work</u>			
<u>Vessel Name</u>	<u>Var Code</u>	<u>ETA</u>	<u>ETD</u>
<u>Vessel Agent & Address</u>			<u>Vessel Berthed</u>

<u>Applicable to Both Vessel and Ground Related Work</u>		
<u>Contractor's Registered Name & Address</u>		<u>Person liable to falling from work area with height of</u> <input type="checkbox"/> 2m & above <input type="checkbox"/> Below 2m
<u>Description of the work</u>	<u>Exact location of work on vessel/ground</u>	

Type of work (Tick accordingly)

☐ Pest Control /Fumigation (To submit NEA approval document)

☐ Vessel repairs/ installation/alteration work
 (Vessel's communication, navigational, Fire protection system)

☐ Diving or underwater operation (To submit MPA approval document)

☐ Hot work activities

☐ Minor vehicles (Forklift, Mobile Crane and etc) repair (Replacement of tire, bulb & fuse, and mirror)

☐ Major vehicles (Forklift, Mobile Crane and etc) repair (Oil system, engine system related works)

☐ Civil Work (Building, Port Maintenance , Servicing)

☐ Other (please specify : _____)

<u>*Principal/**Vessel Agent's Authorised Representative</u>	<u>Applicable to Charterer's Agent</u>
Name : _____ Designation: _____ Signature : _____ Contact Tel No: _____ *Principal/**Agent's Stamp : _____ Date : _____	I/We, as charterer's agent will have no objection to this application. _____ Signature & Date & Company's Stamp

*Principal : Applicable for ground operation
 **Vessel's Agent : Applicable for vessel related operation

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

1. A Contractor's Permit is required for all jobs carried on boards a vessel berthed or ground jobs within Jurong Port Pte Ltd premises including jobs under guarantee, warranty, goodwill inspection and other jobs done free of charge.
2. Upon application for a contractor's Permit, the contractor shall pay the Jurong Port Pte Ltd a fee of \$100 or other amount which may be revised from time to time.
3. The Contractor's permit is valid only in respect of the vessel named /location of the ground work in the Permit and for the validity period as may be granted by the Port. The Contractor's Permit is non-transferable.
4. The aforesaid *Principal/**Vessel's agent and /or the contractor shall keep the Port 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 Port 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.
5. **Hot Work** : The contractor is to obtain a separate Hot Work Permit from the Fire & Safety Department (Jurong Port Pte Ltd) and duly comply with all safety requirements as imposed by the authorized Duty Fire & Safety Officer. All hot work must be carried 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.
6. **Pest Control Activities**: The contractor is to obtain approval from the NEA prior to application of Contractor's Permit.
7. **Diving or Underwater Operations**: The contractor is duly complying with all the safety precautions to be taken for Diving and Underwater Operations as imposed by the Port Master of Maritime and Port Authority of Singapore. The contractor is to obtain approval from Maritime and Port Authority of Singapore prior to application of Contractor's Permit. The Contractor shall maintained continuous liaison with the Berthing Officer (Jurong Port Pte Ltd), or outside normal office hours, with the Duty Officer and the Duty Fire & Safety especially on the commencement and completion of the operation.
8. **Vehicles Repair**: The Contractor's Permit for Minor Vehicles repair will be valid throughout the validity of the Jurong Port pass. The Contractor's Permit for Major Vehicles repair will be valid based on the work duration.
9. The contractor is to report any changes of work/ condition or extend of Contractor's Permit at all times with Fire & Safety Department.