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No.36 of 2013

23 August 2013

Dear Port Users,

**Revision of Mechanical Equipment (Temporary / Permanent) Entry Notification Form**

1. With effect from 1 September 2013, please use the revised "Mechanical Equipment (Temporary / Permanent) Entry Notification" form for entry of mechanical equipment into the Port.
2. The revised form (attached) can also be obtained from the following website:  
[https://www.jurongportonline.com/JRPA/forms/forms\\_download.html](https://www.jurongportonline.com/JRPA/forms/forms_download.html)
3. The revised list of mechanical equipment which require submission of "Mechanical Equipment (Temporary / Permanent) Entry Notification" form to Pass Office Permit Counter, prior to entry into the Port are as follows:
  - (a) Mobile Crane;
  - (b) Lorry Crane (NEW);
  - (c) Forklift;
  - (d) Empty Container Handler / Reach Stacker;
  - (e) Wheel Loader/ Bull Dozer / Bobcat;
  - (f) Mechanical Elevated Work Platform (MEWP);
  - (g) Air Compressor;
  - (h) Electrical Generator.
4. In our continuous effort to ensure safe lifting operations involving the use of lorry cranes for lifting operations, we would like to highlight the following safety measures for your compliance:
  - (a) To declare the use of lorry cranes for lifting operations during the submission of "Mechanical Equipment (Temporary / Permanent) Entry Notification" form.
  - (b) For lorry cranes that are used for lifting operations, the following documents (but not limited to) are required to be submitted together with the "Mechanical Equipment (Temporary / Permanent) Entry Notification" form:
    - Lifting Machine Certificate;
    - Training Certificate of Lorry Crane Operator;
    - Pre-operation Checklist;
    - Insurance Certificate;
    - Risk Assessment;

For updates on safety-related news and information, please visit [www.wshc.sg](http://www.wshc.sg)

- A set of Notification of Lifting Operations (Non-Vessel) Form (available at [https://www.jurongportonline.com/JRPA/forms/forms\\_download.html](https://www.jurongportonline.com/JRPA/forms/forms_download.html)) for lifting operations at hard stand / storage yard / wharf area that are not covered under NOSO.
  - (c) Prior to commencement of lifting operations using lorry crane, the appointed lifting supervisor must notify Fire, Safety & Environment Duty Officer (97572601) for site inspection and submission of Notification of Lifting Operations (Non-Vessel) together with its supporting documents.
5. All port users are to adhere to the above mentioned safety measures.
  6. If you need more clarifications, please contact the Fire, Safety & Environment Duty Officer at 66609552 or email to [jpfss@jp.com.sg](mailto:jpfss@jp.com.sg).

Thank you.

Ng Kok Wee  
Senior Manager  
Fire, Safety & Environment Department  
For Jurong Port Pte Ltd

For updates on safety-related news and information, please visit [www.wshc.sg](http://www.wshc.sg)

## Mechanical Equipment ( Temporary / Permanent ) Entry Notification



### SECTION A : GENERAL CONDITIONS

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

1. 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.
2. That we shall indemnify and keep indemnified the Jurong Port 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 Jurong Port.
3. That we shall at all times comply strictly with all requirements, rules and regulations as set by Jurong Port.
4. This notification is valid for specific operations as submitted and not transferable.
5. Submitted all relevant documents as requested by JP (not limited to documents listed in Section G).

Name Of Company :

Tel :

Address :

Fax :



Company Stamp:

\*Authorised Person :

NRIC No. :

Signature :

Date :

\* Authorised Person – on behalf of company

### SECTION B : TYPE OF EQUIPMENT

|  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Forklift  | <input type="checkbox"/> Wheel Loader/Bull Dozer/ Bobcat   | <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Electrical Generator                       |
| <input type="checkbox"/> Mobile Crane  | <input type="checkbox"/> Mech. Elevated Work Platform (MEWP)<br><small>(eg. Boom Lift, Scissor Lift)</small> | <input type="checkbox"/> Excavator      | <input type="checkbox"/> Empty Container<br>Handler / Reach Stacker |
| Lorry Crane - <input type="checkbox"/> Used For Lifting Operations <input type="checkbox"/> Not Used For Lifting Operations (Section C to F will not be applicable.) |  |   |   |
| <input type="checkbox"/> Others, please specify : _____  |  |   |   |

### SECTION C : TYPE OF STATIONING

|  |  |  |
|--|--|--|
| <input type="checkbox"/> For Temporary Stationing Of Equipment |  | <input type="checkbox"/> For Permanent Stationing Of *Equipment (not applicable for Air Compressor / Generator)<br><br>For Permanent stationing, you are also required to apply through JP-Online under GB Miscellaneous. Please note that a fee will be incurred. |
| Entry Date / Time  | From :                /                hrs |  |
| Exit Date / Time   | To :                /                hrs   |  |

### SECTION D : EQUIPMENT PARTICULAR

|                           |   |                                   |   |
|---------------------------|---|-----------------------------------|---|
| Location Of Work          | : | Vessel Name (if any)              | : |
| Third Party Insurance No. | : | Third Party Insurance Expiry Date | : |
| Safe Working Load (SWL)   | : | LTA / Vehicle Reg. No.            | : |
| MOM/PE Certificate No.    | : | MOM/PE Certificate Expiry Date    | : |



**Mechanical Equipment  
( Temporary / Permanent ) Entry Notification**



**SECTION E : ADDITIONAL EQUIPMENT PARTICULAR FOR MOBILE CRANE / LORRY CRANE**

|                             |   |     |   |   |        |    |
|-----------------------------|---|-----|---|---|--------|----|
| Equipment Type & Model      | : |     | JPPL Crane Entry Pass No<br>(Mobile Crane Only) | : | JPPL - | -  |
| LM Registration No          | : |     | LM Expiry Date                                  | : |        |    |
| Equipment Lifting Capacity  | : | ton | Max. Safe Working Load                          | : |        | kg |
| Un-laden Weight             | : | kg  | Max. Cargo Weight                               | : |        | kg |
| *Name Of Lifting Supervisor | : |     | JPPL Pass No / NRIC                             | : |        | /  |
| Name Of Company             | : |     | Contact No                                      | : |        |    |

\* Attached Lifting Supervisor's certificate issued by MOM. Will not be required if JPPL Pass has indicated as Lifting Supervisor

**SECTION F : EQUIPMENT OPERATOR PARTICULAR (Not Applicable For Air Compressor / Generator Operator)**

|                   |   |  |                         |   |  |   |
|-------------------|---|--|-------------------------|---|--|---|
| *Name Of Operator | : |  | JPPL Pass No / NRIC     | : |  | / |
| Name Of Company   | : |  | Training Certificate No | : |  |   |

\* Attached Operator's training certificate. Will not be required if JPPL Pass has indicated. Refer to JPPL training pass application matrix for training requirement

**SECTION G – EQUIPMENT ENTRY APPROVAL (For Official Use)**

Document Submitted By Applicant:

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Valid Risk Assessment  | <input type="checkbox"/> Valid Insurance  | <input type="checkbox"/> LTA/Vehicle Reg. No.<br>(Not Applicable to generator / air compressor / MEWP)                 |
| <input type="checkbox"/> Pre-operation Checklist<br>(Not Applicable for Air Compressor / Generator) | <input type="checkbox"/> Valid Training Certificate<br>( Not Applicable to Bobcat / Air Compressor / Generator) | <input type="checkbox"/> Valid MOM/PE Certificate<br>(Applicable to Mobile Crane /Lorry Crane / Air Compressor / MEWP) |
| <input type="checkbox"/> Company Appointment Letter<br>(Applicable to Bobcat only)                  | <input type="checkbox"/> Other, please specify:   |  |

**SECTION H -For Mobile Crane Operations At Wharf / Open Yard (For Official Use)**

|  |   |   |                        |
|--|---|---|------------------------|
| <input type="checkbox"/> Require For Overnight Parking Charges   |   | <input type="checkbox"/> Require The Use Of JPPL Approved Spreader Only |                        |
| <input type="checkbox"/> JPPL Engineering Approval Obtained for Mobile Crane Exceeded The Berth/Open Yard Limitation Requirements<br><small>(Refer to Berth Limitation Guidelines)</small> |   |   |                        |
| Acknowledged By<br>(JPPL Staff)  | : |   |                        |
| Date / Time  | : | /   | Signature : JPPL Stamp |
| Remarks  | : |   |                        |