

SERVICING AND MAINTENANCE OF TECH RAMP EQUIPMENT FOR PERIOD 1 NOVEMBER 2019 TO 31 OCTOBER 2022 [WITH OPTION FOR EXTENSION OF UP TO 3 YEARS]

PROCEDURES FOR SERVICING AND MAINTENANCE

1 Daily Procedures for PM Jobs

- 1.1 SMC Control Room will issue a job card for each job. The contractor will collect job cards from Control Room and distribute to his staff.
- 1.2 The contractor will do quality checks on jobs done; record all jobs done in SAS computer system and history cards. Engine hour meter readings are to be recorded.
- 1.3 Upon completion of a job, Tech Ramp Equipment is to be washed, tyre pressure checked and fuel refueled.
- 1.4 In case of “no show” of a Tech Ramp Equipment, the contractor will inform the SATS Technical Officer to relay the message to Clerical Officer (Production Planning) for follow up action.

2 Procedures for CM for Drive-in Tech Ramp Equipment

- 2.1 SMC Control Room will issue a job card for each repair job and the contractor will collect the job cards from the Control Room and distribute to his staff.
- 2.2 The contractor will do quality checks on repairs done; record all repairs done in the job and history cards. Engine hour meter readings are to be recorded. Any additional works deemed necessary must be verified with the SATS Technical Officer before proceeding with the repair works.
- 2.3 Upon completion of a job, the contractor will wash the Tech Ramp Equipment, check its tyre pressure and fuel refuel.

3 Procedures for Field Breakdown of Tech Ramp Equipment

- 3.1 SMC Control Room will issue a job card upon receiving report of a breakdown of a Tech Ramp Equipment in the field from user department.
- 3.2 Control Room will communicate the report to the Recovery team to attend the breakdown and carry out minor repair works that could be completed in the field (jobs which could be completed within 30 minutes). Other repair jobs would be deferred to the contractor in SMC.
- 3.3 The contractor will provide spares (eg. bulbs, fuses, hoses and belts) for all such minor field repair jobs except for those items to be supplied by SAS. The stocks will be replenished as and when the stocks run low.
- 3.4 SAS Recovery team will drive/tow unserviceable Tech Ramp Equipment back to SMC for repair by the contractor to repair.

3.5 Upon completion of the repair job, the contractor will wash the Tech Ramp Equipment, check its tyre pressure and fuel refuel.

3.6 The contractor will close the job cards for all deferred jobs.

4 Annual LTA and CAG Inspections

4.1 The procedures for LTA and CAG annual inspections are as follows:

A) New Equipment

.1 SAS will co-ordinate with the appointed inspection contractor to include the new Tech Ramp Equipment for inspection (conducted every Wednesday and Friday morning).

.2 On the day of inspection, the contractor will carry out the inspection together with the inspection officer. The contractor will hand the inspection certificate to Clerical Officer (Production Planning) ("COPP") once the Tech Ramp Equipment pass the inspection. (Note: The contractor's representative must be present at all inspections.)

B) Procedures for Existing Equipment

.1 One day prior to the inspection date by the appointed inspection contractor, SAS will co-ordinate with the user department to send the Tech Ramp Equipment to SMC so that the contractor could prepare the equipment for inspection (eg. prepare bodywork, touch-up, logo, etc).

.2 On the day of inspection, the contractor will carry out the inspection together with the inspection officer. The contractor will hand the inspection certificate to Clerical Officer (Production Planning) ("COPP") once the Tech Ramp Equipment pass the inspection. (Note: The contractor's representative must be present at all inspections.)

C) Failure of RT/CAG Inspections

.1 If the Tech Ramp Equipment fails the inspection as a result of the failure of the contractor to prepare the Tech Ramp Equipment adequately for the inspection, the contractor will bear the costs for the re-inspection and the delay in passing out the Tech Ramp Equipment to operations.

5 Daily Reporting and Closing of Repair Jobs

5.1 The contractor is required to report any delay in carrying out of the servicing and maintenance work to SAS Technical Officer.

5.2 The contractor is required to conduct functional checks to ensure that the Tech Ramp Equipment is in good working condition before passing it out for operation.

5.3 The contractor is to report to SAS Technical Officer once the repair jobs are completed and is ready to pass out of the Tech Ramp Equipment for operation.

5.4 Status of work done and report on equipment serviceability status (units serviceable or unserviceable) must be submitted to SAS Technical Officer at 1630 hours (Mondays to Fridays).

6 Status and Serviceability Reports

6.1 The contractor will provide SAS with daily, weekly and monthly reports on the status and serviceability of the Tech Ramp Equipment (format of the report will be given by SAS upon award).

6.2 The contractor is to provide daily status report of Tech Ramp Equipment, as at 1700 hours in softcopy thru email and at the same time, maintain the historical records in softcopy for future reference.

6.3 In the weekly report, the contractor is to summarize the Tech Ramp Equipment movements in the workshop for the previous week (i.e. Monday to Sunday). The report is to be submitted every Monday by 0900 hours.

6.4 The format for the monthly equipment status and serviceability report will be given by SAS before the commencement of the contract.

7 Procedures for Billing

7.1 The contractor will consolidate the monthly labour charges and the charges for additional man-hours in their monthly invoices and forward to SAS Finance for payment.

7.2 Charges for additional man-hours from extended working hours beyond 1730 hours on weekdays and work on Saturdays and Sundays are to be supported by weekly summaries prepared by the contractor and certified by SAS.

8 Safety Check

8.1 The contractor must carry out functional checks on the Overhead Crane and equipment daily before use and they must report to SAS Technical Officer any defects or malfunction found. This is to comply with the requirement of the Ministry of Manpower.