



SATS House Rules for Contractors

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SATS Ltd House Rules

Listed below are the House Rules for your strict compliance:

1. EXTERNAL CONTRACTORS

- 1.1 The Contractor and its-subcontractors are obliged to comply with all regulatory requirements and conditions stipulated by relevant authorities with regards to Workplace Safety & Health Act 2006 and its subsidiary legislations.
- 1.2 The engagement of external sub-contractors, like set builders, equipment hire companies, truck loaders etc. is allowed with prior notification. However, the Contractor will be taking full responsibility for the conduct of their contractors.
- 1.3 The Contractor, its representatives and any of its sub-contractors will be supervised by SATS's Contractor's staff and shall adhere to all instructions issued where security or health and safety issues exist.
- 1.4 SATS reserves the right to exclude any company or individuals from the premises.
- 1.5 The Contractor shall strictly comply to all clauses stipulated in the Annex G - SATS WSH Rules and Regulations for Contractors. The Contractor shall ensure that SATS WSH Rules and Regulations for Contractors document had been read through carefully and acknowledged by one of their top management.
- 1.6 The Contractor and/or its sub-contractors must appoint competent safety personnel to be on site full time during the course of work. The safety personnel appointed shall be responsible for all safety documents submission, ensuring compliance to Safe Work Procedures and site inspection/supervision per SATS's requirements.

The appointed safety personnel shall conduct daily Tool Box Meeting with all workers, Supervisors and Managers. A copy of Tool Box Meeting record shall be submitted to the Superintending Officer or SATS Safety Department upon request.

- 1.7 Where specified in the specifications, the Site shall be hoarded up before actual renovation work can commence on site. All renovation works shall be confined within the hoarded area. Tenant shall meet the minimum requirements for temporary hoarding as stated below:
 - a. Project title
 - b. Expected completion date
 - c. Hoarding shall be full height or to the height approved by the superintending officer
 - d. Hoarding shall be painted white and decorated with safety messages



All works carried out must be confined to the boundary of the premise or within the hoarding area. The surrounding area and the route used for the transportation of materials must be protected by means of plywood of at least 6mm thick. All protection must be laid prior to the commencement of any work. If the protection is not laid, the Superintending officer, managing agent or building custodian shall reserve the right to order a stop work order. The Contractor shall not be eligible to claim for extension of time for delays resulting from the stop work order.

- 1.8 All exposed wires should be neatly tucked to the side of the wall and away from the main circulation area. All wires must be properly concealed with floor tapes. The Contractor and/or its sub-contractors shall remove all tape markings left on the floors and walls after the completion of the works.
- 1.9 All tools, equipment and materials used for the renovation works shall be stored within the hoarding area. All tools, equipment and materials found outside the hoarding area shall be confiscated and disposed of and the Contractor shall not be eligible for any claims against the Company.

2. PERMIT TO WORK (PTW)

- 2.1 The Contractor and/or its sub-contractors with new work activities are required to submit Risk Assessment (RA), Method Statement (MS) and Safe Work Procedures (SWP) to SATS's Safety department for approval. All safety measures described in the RA and SWP shall be strictly complied with during the works.
- 2.2 PTW forms, as required by Construction regulation (If site is registered as a BOWEC) must be submitted if the following works are going to be carrying out by the Contractor and/or its sub-contractors;
 - a. Demolition Work
 - b. Excavation and Trenching Work in a tunnel or hole in the ground exceeding 1.5 metres depth
 - c. Lifting Operations involving tower, mobile or crawler crane
 - d. Piling Work
 - e. Tunnelling Work
 - f. Work on a scaffold where a person could fall more than 2 metres

The Contractor and/or its sub-contractors shall submit the PTW form for Entry into Confine Space as required by Confine Space regulation space and PTW form for any hazardous work at height more than 3 metres as required by Work at Heights regulation. PTW form for performing Hot Work must be submitted before commencing. All permits must be displayed prominently on site. The following Sample Permit Forms can be found appended:

- Permit I: Hot Work Permit



- Permit II: Confined Space Entry Permit
- Permit III: Lockout-Tagout Permit
- Permit IV: Working at Heights Permit

Where sample PTW forms are not provided, the Contractor shall submit a sample copy of their PTW forms to SATS's Safety Department for their approval before proceeding works.

- 2.3 The Contractor and/or its sub-contractors are obliged to submit the certificate of the crane used, license of the operator and a lifting plan before operation in accordance with Operation of Crane regulation.
- 2.4 The Contractor and/or its sub-contractors are obliged to appoint only a trained operator shall work with explosive powered tools.
- 2.5 The Contractor and/or its sub-contractors must also appoint competent and trained Occupational First Aider to site, equipping their personnel with the necessary first aid equipment to deal with the injuries that may occur during the course of the work. The number of first aider and size of the first aid box can reference to WSH (First Aid) Regulations 2006.

3. STORAGE AND DISPOSAL OF DEBRIS AND RUBBISH

- 3.1 The Contractor shall ensure that their temporary storage area, designated rubbish point, site office and any area designated to the Contractor for their Work, hereby known as Work Site, is kept clean and tidy at all times. All inventories shall be hoarded up and kept out of public view at all times. The Contractor shall ensure that the surrounding area is kept clean and free from dust at all times.
- 3.2 All designated debris and rubbish storage area shall be cordoned off with either hoarding or tape depending on the area. The Contractor shall consult the Superintending Officer on the type of materials used to cordon off the debris and rubbish storage area before storing such materials there. The Contractor shall, unless granted written approval from the Superintending Officer, maintain a 1m perimeter between the stored goods and the tape/hoarding.
- 3.3 Any debris or rubbish found at or near the Contractor's Work Site, shall be cleared within 24 hours. If the Contractor is found to have left any debris or rubbish for more than 24 hours, SATS may clear the rubbish on the Contractor's behalf and recover the cost of clearing the rubbish from the Contractor.
- 3.4 All props and equipment belonging to the Contractor and/or to any of its sub-contractors and all debris from the event are to be removed during the tear down process.



4. ELECTIRCAL & OTHER APPLIANCES

- 4.1 No electrical apparatus or fittings of any kind provided by the Contractor shall be attached to, or used in conjunction with the building's existing electrical fittings without prior permission.
- 4.2 All additional power installations must have overload and earth leakage protection.
- 4.3 All cabling shall be tapped down or arranged in a manner which mitigates tripping hazards or to impede access through passageways.
- 4.4 All incoming electrical equipment including tools is subject to testing to ensure electrical safety.
- 4.5 In instances when supply voltage to an electrical apparatus exceeds 32 volts, suitable gauge double insulated cable must be employed.
- 4.6 The Contractor & its sub- contractors shall ensure that all plant, equipment and tools that are brought onto the work site are in a safe condition and meet all legislative requirements.
- 4.7 The Contractor & its sub- contractors shall ensure that all personnel required to work on, and/or use equipment/plant and tools are competent and where required have the appropriate license.

5. NOISY WORKS AND DIRTY WORKS

- 5.1 All noisy and dirty works e.g. drilling, hacking, coring and etc. which may disturb building users shall be prohibited during office hours (Weekdays: 0800h to 1800h and Saturdays: 0800h to 1400h).
- 5.2 All air-conditioning units shall be turned off at all times and all windows (where applicable) shall be opened at all times where dusty works and/or works involving hazardous solvents/organic compounds are being carried out.
- 5.3 Sufficient ventilation fans shall be placed on site to draw fresh air into the work site where dusty works and/or works involving hazardous solvents/organic compounds are being carried out. All workers must wear suitable breathing mask when working in such environment.
- 5.4 The Contractor shall assign general duties workers sweep and mop the floor at least 2 times or as often as the Superintending Officer deem fit to ensure the area affected by dirty works are kept clean and free from dust.



6. TEMPORARY DISMANTLING OF FIRE SAFETY EQUIPMENT AND OTHER ELV SYSTEMS

- 6.1 The Contractor shall inform the Superintending Officer, Managing Agent and building custodian whenever their works require temporary dismantling of fire safety equipment (e.g. fire call points, fire alarm, fire sprinklers, etc.). The Contractor shall not remove any of this equipment without prior written consent from the Superintending Officer. In the event the Contractor is found to remove any of these prior to written consent from the Superintending Officer, the Contractor shall engage the building custodian to reinstate the equipment immediately. All cost incurred to remove and reinstate the fire safety equipment shall be charged back to the Contractor.
- 6.2 Unless granted written consent from the Superintending Officer or Managing Agent, the Contractor require the certain fire safety equipment to be isolated for a certain work, they shall ensure that such work is completed and the fire safety equipment be reactivated within 24 hours. In the event the Contractor is found to have left the fire safety equipment isolated for more than 24 hours without prior written consent from Superintending Officer or Managing Agent, SATS may issue a stop work order on the Contractor and reactivate the fire safety equipment until the Contractor has obtained a written consent to isolate the fire safety equipment again. All cost incurred to isolate and reactivate the fire safety equipment shall be charged back to the Contractor.
- 6.3 The Contractor shall inform and obtain written approval from Superintending Officer and/or the Managing Agent before taking down any ELV system (e.g. Lift call button, PA System, CCTV, EM locks and etc.). In the event the Contractor is found to remove any of these prior to written consent from the Superintending Officer, the Contractor shall engage the building custodian to reinstate the equipment immediately. All cost incurred to remove and to reinstate the ELV system shall be charged back to the Contractor.

7. FIRE SAFETY

- 7.1 All passageways and means of escapes shall be kept clear at all times.
- 7.2 Smoking is not permitted within Work Site and SATS's premises except in designated areas.
- 7.3 The Contractor and/or Sub-contractors shall brief all their staff on the emergency exists and assembly area. The Contractor and/or Sub-contractors shall stop all works, evacuate the building and report to the fire warden when the fire alarm is activated, even if it is a fire drill.



8. SECURITY MANAGEMENT

- 8.1 The Contractor and/or its sub-contractors shall write in to the Superintending Officer for any workers who wish to work within SATS premise. The Contractor shall furnish the Superintending Officer with the duration the workers will be working in SATS premise, vehicle number, full name, NRIC/FIN/WP number, Date of Expiry at least 3 days in advance for the Superintending Officer to issue a memo for pass exchange at the Custom. (See: *Form A – Pass Application*)
- 8.2 The Contractor shall ensure its workers wear their temporary pass at all time.
- 8.3 The Contractor shall ensure that its workers do not stray from their designated work site except when going to the toilet, smoking point or to the canteen. Any of its workers found to have strayed from the main work site will have their temporary pass confiscated and be escorted out of SATS premise.
- 8.4 Anyone found to be displaying anti-social behaviour may be removed / debarred from the premises.
- 8.5 The Contractor shall write in to the Superintending Officer when moving any items out of SATS premise. The Superintending Officer shall then issue a letter for the Contractor to clear the custom/guard house. (See: *Form B – Removal of Items Out of SATS Premise*)

9. GENERAL

- 9.1 Food and Drinks are not allowed anywhere else within SATS premise (including within work site and hoarded areas) except in the canteen.
- 9.2 The Contractor and/or its sub-contractor shall ensure that there are no damages or permanent alteration to SATS premises, properties and fittings. The Contractor shall take adequate protection measures to ensure SATS premises, properties and fittings are not damaged during the course of work. Contractor is encouraged to set a proper hand over / take-over procedure before and after every Period of Hire.
- 9.3 Materials likely to deface the walls, floors or ceilings, such as screws, nail and paint, are not allowed on any part of SATS premise prior to a written permission from the Superintending Officer. The Contractor shall then reinstate all damaged paint works, defaced walls, floors, ceiling etc. immediately upon the completion of the works.
- 9.4 Cooking is not allowed in any part of the SATS premises.
- 9.5 Sleeping is not allowed in common areas of SATS premises.



- 9.6 Lodging is not allowed in any part of SATS premises.
- 9.7 Where health and safety issues are concerned, the SATS and its staffs remain in charge at all times and may direct all persons on site accordingly.
- 9.8 Alcohol – intoxicating or other liquors, beverages and food shall not consume on the premises other than in places allocated for such purposes. No person suspected of consuming alcohol / under influence of intoxication will be allowed access to the Facility while any form of technical work is being conducted.
- 9.9 The Contractor shall ensure that all its sub-contractors adhere to these House Rules and any other conditions attached throughout their stay in SATS Premise.
- 9.10 The Contractor shall inform the SATS on any works which may affect the traffic in the main carriageway at least 1 week in advance. The Contractor shall not carry out these works prior to the written approval from the SATS.
- 9.11 The Contractor shall give prior notice of at least 3 days via a written application to the Landlord if works done will create excessive dust/smoke and/or produce hazardous conditions.
- 9.12 The Contractor shall ensure his workers and/or his Sub-contractor's workers do not take showers in the common toilets. SATS shall reserve the rights to bar the worker from working in SATS premises if they were found to commit the offence.
- 9.13 The Contractor shall use trolleys or wheel barrows with rubber castors only.



FORM A – PASS APPLICATION

S/No.	Full Name	NRIC/FIN/WP No.	Date of Expiry	Nationality



FORM B - REMOVAL OF ITEMS OUT OF SATS PREMISE

Name of Driver: _____

Vehicle Number: _____

Date: _____

[illegible]

Endorsed by: _____

Signature: _____



PERMIT I - APPLICATION FOR HOT WORK PERMIT

I) TO BE COMPLETED BY APPLICANT	
a) Name of Contractors:	
b) Description of Work:	
c) Location of Work:	
d) Commencement Date & Time of Work:	
e) Expected Date & Time of Work Completion:	
f) Name of Fire Watcher:	
<p>*Note – Fire Watcher must standby at the area for at least Thirty (30) minutes after the work had been completed.</p>	

II) Contractor was briefed on all safety requirements listed in SAT-OHSMS-OP-11. He was also informed to comply with the WSH Act and the Singapore Standard SS 510:2005 (and other operations involving the use of heat)]

Name & Signature of Contractor

Name & Signature of
Authorizing Authority



III) TO BE COMPLETED BY Authorizing Authority			
NO	ITEMS TO BE INSPECTED	STATUS	REMARKS
1.	Ensure all apparatus such as torches, manifolds, regulators, pressure reducing valves and dual flash back spark arrestors are used.		
2.	Ensure the cutters, welders and firewatchers are suitably trained in the safe operations of equipments and processes.		
3.	No Jubilee Clip should be used a clamping device. Check and ensure that the gas hoses are free from leakage, external burns and other defects.		
4.	Protect combustibles from ignition by having them moved to a safe distance from the hot work or properly shielded.		
5.	Ensure that hot work is scheduled so as not to coincide with other process especially when combustible gases are present.		
6.	The surrounding area is kept clean and clear of combustible materials for a radius of 10 metres. Where it is impractical, combustibles shall be protected with flameproof covers.		
7.	Cutting / Welding on pipes or other metals in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if work done is close enough to cause ignition by conduction.		
8.	Portable fire extinguishers appropriate for the classes of fire that may break out shall be placed at the site.		
9.	Do not cut or weld where conditions are not safe or when conditions have changed prior to approval being granted.		
10	For Hot Work within close proximity to a refueling aircraft the CAG Bye-laws would apply (is not carried out within 75 metres of a refueling aircraft).		
11	The above serves as a guideline. The contractor should also be briefed on all safety requirements listed in SAT-OHSMS-OP-11. He was also informed to comply with the WSH Act and the Singapore Standard 510:2005(and other operations involving the use of heat)] before authorizing this permit.		

Name & Signature of Authorizing Authority



PERMIT II – CONFINED SPACE ENTRY PERMIT

Part I (General Information)

Name of Competent Person:	Name of Attendant
Department/ Section	Date of Entry
Details of Location:	Entry permit duration Time start: Time end:

EMERGENCY RESPONSE NUMBERS

RESCUE:	AES: 65412525	OTHERS: SCDF 995
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Part II (To be completed by Competent Person and confirmed by the Authorised Person)

No	Inspected Items	Status	Remarks
1	Have all the energy Sources like valves, mechanical and pneumatic power etc. been isolated?		
2	Have all the electrical power and other electrical hazards been removed?		
3	Has the area been barricaded to prevent unauthorised entry?		
4	Has the warning sign been display?		
5	Are you familiar with Rescue Operation Plan and is it available?		
6	Is the fire extinguisher available within 15 metres reach?		
7	Have all the equipment/ tools/ lights to be used for confined space work been inspected to verify that they are free from defects and are explosion/ spark proof?		
8	Are all the entrants and attendants trained/ briefed for work in confined space?		



Part III (To be filled up by Competent Person after testing the atmosphere)

PRE - ENTRY READINGS

Test Time:					
Required Test	Permissible Entry Levels	Test 1			
		Area 1	Area 2	Area 3	Area 4
Oxygen Percentage	(19.5%-23.5%)				
Flammability	% LEL (<10% of LEL)				
Toxic Gas	< PEL				
Name & Signature of Competent Person:					
Monitoring Instrument Serial Number:					

POST VENTILATION READINGS (taken at specified intervals)

Test Time:									
Required Test	Permissible Entry Levels	Test 2				Test 3			
		Area 1	Area 2	Area 3	Area 4	Area 1	Area 2	Area 3	Area 4
Oxygen Percentage	(19.5-23.5)%								
Flammability	% LEL (<10%)								
Toxic Gas	< PEL								
Name & Signature of Competent Person:									
Monitoring Instrument Number:									

Note:

1. All contaminant levels are below entry level and no work is being done (welding, painting etc.) that would cause a change in atmosphere.
2. This permit will be void, if there is any change in confined space environment.

Name & Signature of the Authorised Person:	
APPROVED/ NOT APPROVED	



Name Tag of Entrants

ENTRANTS NAME	SIGN IN	SIGN OUT		SIGN IN	SIGN OUT		SIGN IN	SIGN OUT



PERMIT III - LOCKOUT/TAGOUT PERMIT

Date Schedule for work:		Time: From:		To:
Brief description of task:				
Name of authorized person(s) who perform the task(s)		Person in charge : _____ (Name & Signature) Others on the team : _____		
Company name (if a contractor / subcontractor) :				
Contact number :		Mobile phone / pager		
Data Reviewed for Each Source of Hazardous Energy				
Electrical: <input type="checkbox"/> a/c <input type="checkbox"/> d/c <input type="checkbox"/> capacitor • Voltage(s) : _____		Disconnecting Means:		
Pneumatic: • Pressure : _____		Disconnecting Means:		
Hydraulic: • Pressure : _____		Disconnecting Means:		
Kinetic: • Weight / Force : _____		Disconnecting Means:		
Heat or Cold: • Temperature : _____		Disconnecting Means:		
Chemical Name: • Hazard : _____		Disconnecting Means:		
Others: • Magnitude : _____		Disconnecting Means:		
Personal Protective Equipment & Safety Equipment to be Used				
Permit Authorized by :				
Work Completed as per permit : <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> _____ Signature of Person in Charge </div> <div style="width: 35%; text-align: center;"> _____ Date & Time Completed </div> </div>				