

CONTRACTOR MANAGEMENT

To engage contractors in SPMS, you are required to fill up the following:

Appendix 2: Prequalification and evaluation (For Contractors)

Contractors are required to fill up:

1. Complete Page 1 & 2 of the Appendix 2
2. Attach a copy of the company safety policy, certified safety management system certificate, bizSafe level 3 certificate,
3. Attach a copy of the intended work risk assessment, relevant safety training certificate for their workers and duly signed the Appendix 2 with a company stamp.

SPMS PIC is required to check that all documents marked "YES" should be submitted

Appendix 2: Prequalification and evaluation (For SPMS PIC)

Score Range	Qualifying Status	Awarding Guide
80% and above	Pass	Qualified for the job
between 50% to 79%	Conditional Pass	Improvement needed in certain aspects and the NTU PIC to exercise more safety controls at the work area.
Score less than 50%	Fail	Contractor not qualified for the job. SDCIC management to justify the reason and the control measures to be adopted if needs to engage the contractor for the job.

SPMS PIC is to duly complete page 3/3 of the Appendix 2 for the prequalification evaluation and have it reviewed and signed by SPMS management rep. The management rep can be the HOD or the PI in-charge of the lab.

Appendix 4: Contractor Safety Briefing form

SPMS PIC is required to declare that safety requirements were stipulated and include specific requirements communicated to contractor.

Upon awarding the job to the contractor, SPMS PIC is to issue the Contractor Safety Handbook (Appendix 3) to the contractor and acknowledge such issuance using Appendix 4. Any other information communicated to the contractor shall be recorded in Appendix 4 too. Both SPMS PIC and the contractor are to sign off Appendix 4.

Contractor Safety Handbook

Include the definitions, consequence and actions to take in case of an emergency

Prior to work commencement, SPMS PIC is to check again the risk assessment submitted by the contractor which is to tally with the intended work activities to be carried out. Additional permit-to-work system may be needed if the work activities include any crane lifting, hot work operation, working in confined space or working at height.

Appendix 5: Contractor Safety Performance Evaluation

Area of Evaluation	Performance Rating (Points)		Remark
	Floor (0)	Fair (1) / Good (2)	
1. Are there composite fines stop work order or warning issued by the relevant authorities in regard to safety, fire safety, health and environmental issues? (Zero occurrence = Good, Any occurrence = Poor)			
2. Is there any incident or accident that requires reporting to the relevant authority (MCM, SDCIC and/or NEA)? (Zero occurrence = Good, Any occurrence = Poor)			
3. Is there any stop work order, non-conformity (SPAC) or warning issued by NTU to the contractor? (Zero occurrence = Good, 1-2 occurrences = Fair, >3 occurrences = Poor)			
4. Is there incident from the contractor which leads to the damage of properties or causing inconvenience to NTU community or members of the public? (Zero occurrence = Good, 1-2 occurrences = Fair, >3 occurrences = Poor)			
5. Is there any complaint against the contractor? (Zero occurrence = Good, 1-2 occurrences = Fair, >3 occurrences = Poor)			
Total points scored			
Total Score (percentage, %) calculated using the total points scored divided by 150 multiply by 100.			

Performance Category	Score Range	Safety Performance Description and Future Action
A	Score > 80%	Good - maintain standard and strive for continual safety improvements
B	Score between 50% to 80%	Fair - standard can be further improved
C	Score < 50%	Poor - remove from service or request the contractor management to act immediately by submitting action plan to NTU which has to be re-evaluated in 6 months time

For more information on contractor management and access to the relevant documents mentioned, kindly check out the [SPMS Contractor portal](#).

SPMS PIC is required to evaluate the performance of the contractor, sign and have it acknowledged by HOD, PI in-charge or SPMS Safety