CONTRACTOR MANAGEMENT



SPMS-SaM-11-2021

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

<u>Appendix 2: Prequalification and evaluation (For Contractors)</u>

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.

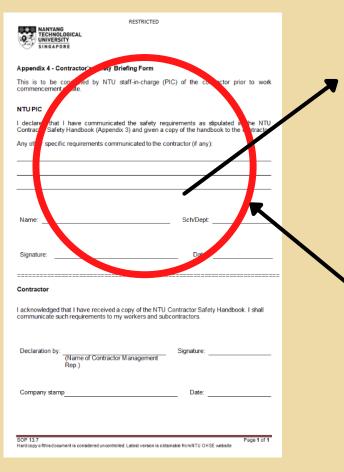
SPMS PIC is required to check that all documents marked "YES" should be submitted

<u>Appendix 2: Prequalification and evaluation (For SPMS PIC)</u>



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.

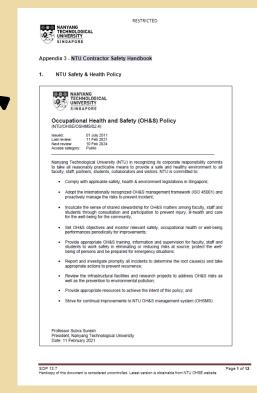
Appendix 4: Contractor Safety Briefing form



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

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

Prior to work commencement, SPMS PIC

work operation, working in confined space or working at height.

Appendix 5:Contractor Safety Performance Evaluation

NANYANG TECHNOLOGICAL LINVERSITY SINGAPORE

Appendix 5 - Contractor Safety Performance Evaluation
(To complete upon project completion, contract renewal or review annually by NTU PIC)

Contractor:

Scope of work:

Evaluation period:

1. Are there composite fines, stop work order or warming issued by the relevant authorities in regard environmental issues?
(Zero occurrence = Good, Any occurrence = Poor)

3. Is there any incident or accident that requires reporting to the relevant authority (MOM, SCDF and/or NEA)?
(Zero occurrence = Poor)

3. Is there are stop work order, non-conformity (CIPP&R) or warming issued by NTIU to contractor?
(Zero occurrence = Foor)

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, 1-3 occurrences = Fair, >3 occu

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

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