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 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.

Appendix 5: Contractor Safety Performance Evaluation

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

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.