

JTC Corporation

Permission to Work In Common Area					
APPLICATION					
(To be completed by the tenant/occupier of JTC premises or external service provider such as Telco, PG etc.)					
Name of Applicant:	Contact No:				
Company Name & Address:	Company Fax No:				
	Email Address:				
Type(s) of work involved in this application: [Please tick (✓) the relevant boxes]					
1. Hot Works <input type="checkbox"/>	6. Installation & use of scaffold <input type="checkbox"/>				
2. Lifting Operations <input type="checkbox"/>	7. Excavation work* <input type="checkbox"/>				
3. Entry into confined space <input type="checkbox"/>	8. Hacking/reinstatement of parapet and/or wall* <input type="checkbox"/>				
4. Use of boom lift or aerial platform <input type="checkbox"/>	9. Installation of temporary generator* <input type="checkbox"/>				
5. Installation and use of Gondola <input type="checkbox"/>	10. Others, specify: <input type="checkbox"/>				
Brief description of the works to be carried out [Please provide information on the exact location(s) & areas to be cordoned off and where the machineries/vehicles/equipment to be deployed.]:					
Expected Duration of Work- From: _____ (Date) _____ (Hrs) To: _____ (Date) _____ (Hrs)					
Name of applicant's service provider(s) involved in the works:					
CHECKLIST FOR APPLICANT (Please tick the relevant boxes)			Yes	No	Remarks
1. Has comprehensive risk assessment (RA) been carried out for the works involved?	<input type="checkbox"/>	<input type="checkbox"/>			
2. Have everyone involved been informed of the RA and control measure(s)?	<input type="checkbox"/>	<input type="checkbox"/>			
3. Are proper barricades and safety signs available for the closure of work area(s)?	<input type="checkbox"/>	<input type="checkbox"/>			
4. Is/are the service provider(s) engaged for the work competent?	<input type="checkbox"/>	<input type="checkbox"/>			
5. Is/are the work(s) to be carried out supervised by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>			
6. Are the locations/areas involved suitable for the works?	<input type="checkbox"/>	<input type="checkbox"/>			
7. Are the machinery/equipment used approved by the relevant authorities?	<input type="checkbox"/>	<input type="checkbox"/>			
<u>Applicant's Certification</u>					
I/We am/are fully aware of the safety requirements under the Workplace Safety and Health Act 2006 and undertake to comply with these requirements and any other safety requirements imposed by the relevant authorities.					
_____ Signature of Applicant and Date					
@ APPROVAL (for JTC or its agent's use only)					
Your application is #Approved subjected / Rejected due to the following:					
Department & Name of Officer:			Contact No:		
Signature:			Date:		

*Plan endorsement is required. #Delete where applicable.

@Disclaimer: The applicant and his/her service provider are responsible for ensuring the operation is carried out safely by competent persons and the work place is safe for anyone that may be affected by the operation. The granting of permit by JTC shall not be construed as JTC being responsible in any way, for any accident that may arise directly or indirectly from your work activities.

JTC Corporation

Terms and Conditions for Granting Permission to Work In Common Area

1. Application

Applicant is required to submit the completed application form with a copy of all the relevant certificates to JTC at least two days in advance. She/he is required to specify the type, location, date, time and duration of the work and ensure that the works are carried out safely, the necessary safety precautions are taken and the work activities do not pose a risk to the safety & health of anyone.

JTC reserves the right to reject any application or revoke the permission granted in the event that the applicant gives false or inaccurate or insufficient information or fail to take safety precautions or causes undue inconvenience to other users of the common areas.

2. Relevant Certificates

Relevant certificates include the certificates of competency for the persons who carry out the works and the certificates of fitness for the machine(s)/equipment(s)/appliance(s) to be used to carry out the works.

3. Warning Signs and Notices

The applicant shall put up sufficient warning signs prominently at all the affected areas to alert any person that may be affected by the work.

4. Housekeeping

The applicant shall ensure that good housekeeping is maintained at all time and prevent the accumulation of waste, combustible material in the work area and ensure escape routes are not obstructed.

6. Barricades

The applicant is required to provide adequate barricades to safeguard the safety and health of anyone that may be affected by the works.

7. Completion of Work/Expiry of Permit

The applicant shall upon the completion of work ensure affected areas are cleared of all debris, tools, equipment & accessories and notify JTC during office hour to check the conditions of the areas before handing over the areas back to JTC. It is the responsibility of the applicant to inform JTC upon the expiry of the permits and renew such permits before resuming work.

8. Applicant's Responsibility to Ensure Works Are Carried Out Safely

The applicant is responsible for ensuring the works are carried out and supervised by competent persons, the works are carried out in a safe manner and all affected areas are safe for anyone that may be affected by the works.

9. It will take approximately 15 minutes to complete this form if all relevant information are readily available.