

AUTHORISATION FORM FOR ACCESS TO KPE/MCE PREMISES **(VENTILATION BUILDINGS AND TUNNELS)**

1) Access Request (To Be Completed By Authorised Contractor Representative)			
To: VTT E&M / B & TM / Other LTA Divisions (Requesting the work)			
Name / Designation : _____			
LTA Division : _____			
Requested by:			
Name : Contractor		Signature/Date and Company Stamp	
Designation : _____			
Organisation : _____			
Contact No : _____			
I hereby confirmed that any works hereinafter to be carried out in the Ventilation Buildings and tunnels shall comply with the "KPE/MCE Rules and Regulations for Contractors working in KPE/MCE premises".			
To seek access approval to this location:			
Tunnel (km marking, direction bound, niche no, etc.) / Ventilation Building (floor, name of room, etc.)	Start Date/Time	End Date/Time	Remarks (Keys, Cards Required)
For the purpose of (Please provide detailed description of works. Please attach annex if space given is insufficient):			
The safety precautionary and mitigation measures to be taken for the prevention of incidents/accidents and false alarms (e.g. isolation of smoke and/or heat detectors etc.), if applicable:			
Impact to Tunnel Equipment, Systems and Operations: Yes / No			
If yes, please provide detailed information:			
OPENING OF DELUGE NICHES REQUIRED: Yes / No (Please delete as appropriate).			
If yes, please attach (with this access form) the endorsed Declaration Form stating that all workers have been briefed on, and understand all rules and regulations governing works which involve access to deluge niche.			
NOTE: HOT WORK IS STRICTLY <u>NOT</u> ALLOWED IN THE TUNNEL.			
Declaration of Hot work in Ventilation Buildings: Yes / No (Please delete as appropriate).			
If yes, please attach (with this access form) the endorsed hot work permit by the authorised safety officer and the scheduled dates when the hot work will be performed.			
For approved hot work, it is the responsibility of the contractor to take the necessary mitigation measures to prevent a fire incident. To include the deployment of a Fire Watcher with fire extinguisher during the duration of the work.			
Access to Basement Plenum required: Yes / No			

Site OIC Name / Designation and Contact info:

2) Endorsement for Works and Access (To Be Completed by VTT E&M / Other LTA Divisions)

Name / Designation : _____
Division : _____
Contact No : _____
Endorsement : Yes / No

Signature / Date

Remarks for not Endorsing (if applicable) :

3) Acknowledgement for Works and Access by VTT E&M

Officer's Name : _____
Designation : _____
Contact No : _____

Signature / Date

Remarks for not Endorsing (if applicable):

* For Maintenance Work Only

4) Grant Access (To Be Completed by OCC Duty DM/AM)

Name : _____
Designation : _____
Contact No : 63895055 / 5088
Grant Access : Yes / No

Signature / Date

Remarks for not Granting Access (if applicable):

Important Notes:

1. Form shall be submitted at least **3 working days** for minimum operational impact work or **2 weeks** for work with major operational impact in advance to all relevant parties for their signatures & comments, KPE/MCE OCC Duty DM/AM signature (Grant Access) will be signed either 3 days in advance from the proposed start date or on the actual day of work when the contractor produces the duly completed forms with all the relevant signatures to OCC.
2. For works with lane or road closure, please apply for access through eRMS.
3. For works in the basement plenums, STS staff shall also standby at the LSC for the reinstatement of the TVF system.
4. For works in the basement plenums exceeding an evacuation path of 100m length from the escape staircase, the applicant shall apply for tunnel section closure.
5. Signed copy of "KPE/MCE Authorisation Form for Access" shall be clearly displayed at the work area or made available for checks by LTA officers at any time.
6. Forms submitted must be with original signatures. Printed scanned sign copies are accepted.
7. Attach MOS, workers list and declaration.
8. All Contractor(s) signatories to this document acknowledge that they have read and understood the requirements set out in the "Rules and Regulations for Contractors working in KPE/MCE premises." The Contractor signatory shall be responsible for ensuring that he/she and all workers under his/her charge abide by all the rules and regulations set forth in the "Rules and Regulations for Contractors working in KPE/MCE premises."