


ITSO/OCC/OP/NOP02.012	<b>Control Of Access For Works In ITSO &amp; Facilities Buildings</b>
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	Division/Section: <b>ITSO Division /ITSO OCC Traffic Operations</b>	Rev No. <b>2</b>
	Effective Date: <b>Xx Dec 2020</b>	
	Document No: <b>ITSO/OCC/OP/NOP02.012</b>	
<p><b>Control Of Access For Works In ITSO &amp; Facilities Buildings</b></p>		

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## DOCUMENT CONTROL

REV	DOCUMENT TITLE & COPY NUMBER	Date	Prepared by	Reviewed by	Approved by
0	Control Of Access For Works In ITSO & Facilities Buildings Copy____of ____	XX 15 <sup>th</sup> December 2009	Chua Teck Leong	Ng Soon Han, Frankie (Hd ITSO OCC)	Soh Ling Tim (MOPN)
1	Control Of Access For Works In ITSO & Facilities Buildings Control Of Access For Works In ITSO & Facilities Buildings Copy____of ____	16 <sup>th</sup> December 2013	Chiam Zhi Wei (DysOE)  Chua Teck Leong (AOM, ITSO OCC)	Ng Soon Han, Frankie (DOM, ITSO OCC)	Yeo Se Lay (SM,Ops)
2	Control Of Access For Works In ITSO & Facilities Buildings Control Of Access For Works In ITSO & Facilities Buildings Copy____of ____	XX  December 2020	Daniel Wu (AOM)  Lye Keng Fatt (DM, ITSO OCC)	Ng Soon Han, Frankie (Mgr, ITSO OCC)	Yeo Se Lay (DDIT)

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## AMENDMENT HISTORY RECORD

Rev. No.	Effective Date of Change	Section & Sub-Section Amended	Amendments/ References	Party Requesting for Change
1	XX Oct 2013	Whole Document	Due to organization change of division name from ITSO to ITSO.	DO M, ITSO OCC
1	XX Oct 2013	Section 1 Sub-Section 1.1.1	Added 'Tunnel without any Lane Occupation for the purpose of preventive and corrective maintenance or any other works by authorized contractors.'	DOM, ITSO OCC
1	XX Oct 2013	Section 1 Sub-Section 1.3.1	Added 'Access into ITSO building, Facilities Buildings and Tunnel that does not involve lane occupation must follow the procedures reflected in this document. The resulting consequences of any security breach due to negligence in complying to procedures outlined or failure to update information to the relevant maintenance department by the contractor will be borne by the errant contractor.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.1	Added 'All visitors and contractors to ITSO Building are to obtain clearance from security personnel at the main gate. The intention of their visit will have to be clearly stated to the security personnel on duty.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.2	Added 'Once clearance from security personnel is obtained, they are to proceed to the security desk at the lobby to sign in. Security personnel at the lobby will either issue an access pass allowing them to enter ITSO OCC or contact the LTA staff that the visitor wishes to see.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.3	Added 'ITSO OCC will facilitate the granting of access to relevant parties authorized by Maintenance departments to carry out works. Maintenance departments will ultimately be accountable for all premises in the Ventilation Buildings.'	DOM, ITSO OCC

1	XX Oct 2013	Section 3 Sub-Section 3.1.4	Added ' For the purpose of security and accountability, all manner of planned work access to ITSO Building or Tunnel without lane occupation authorized by the Maintenance department or other LTA Departments must be communicated to ITSO OCC via a duly completed and signed authorized access form that contains the relevant signature. If forms submitted do not contain the relevant signatures, ITSO OCC will reject these forms. However, if there are emails to ITSO OCC to inform of the access or the works, ITSO OCC can allow these access or work to carry on.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.5	Added 'In the absence of an authorized access form, ITSO OCC will refuse access until the relevant staff from the Maintenance department or other LTA Departments calls and speaks to the duty DM to verify their works and access. ITSO OCC will log down the calls in the Occurrence Book. ITSO OCC will not be responsible for any delay to works as a result of the non-compliance to this requirement.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.6	Added 'For non-urgent corrective maintenance works, the contractors are to request for an authorization of work from Maintenance department representative before proceeding to carry out fault rectification or repairs. Authorization of works must be communicated to ITSO OCC via an authorized access form.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.1.8	Amended 'Premise'	DOM, ITSO OCC

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1	XX Oct 2013	Section 3 Sub-Section 3.1.10	Added 'Exception would be granted for urgent corrective maintenance works originating from faults reported by ITSO OCC to be done on the same day.' Similarly, access will be granted for any urgent or emergency work reported by Maintenance department or other LTA Department.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.1	Added 'ITSO OCC will facilitate the granting of access to relevant parties authorized by Maintenance departments to carry out works. Maintenance departments will ultimately be accountable for all premises in the Ventilation Buildings.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.2	Added 'For the purpose of security and accountability, all manner of planned work access to ITSO Building or Tunnel without lane occupation authorized by the Maintenance department or other LTA Departments must be communicated to ITSO OCC via a duly completed and signed authorized access form that contains the relevant signature. If forms submitted do not contain the relevant signatures, ITSO OCC will reject these forms. However, if there are emails to ITSO OCC to inform of the access or the works, ITSO OCC can allow these access or work to carry on.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.3	Added 'In the absence of an authorized access form, ITSO OCC will refuse access until the relevant staff from the Maintenance department or other LTA Departments calls and speaks to the Duty DM to verify their works and access. ITSO OCC will log down the calls in the Occurrence Book. ITSO OCC will not be responsible for any delay to works as a result of the non-compliance to this requirement.'	DOM, ITSO OCC

1	XX Oct 2013	Section 3 Sub-Section 3.2.4	Added 'For non-urgent corrective maintenance works, the contractors are to request for an authorization of work from Maintenance department representative before proceeding to carry out fault rectification or repairs. Authorization of works must be communicated to ITSO OCC via an authorized access form.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.8	Added 'Exception would be granted for urgent corrective maintenance works originating from faults reported by ITSO OCC to be done on the same day. Similarly, access will be granted for any urgent or emergency work reported by Maintenance department or other LTA department.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.9	Added 'For any urgent or emergency works the relevant ITSO maintenance department can call ITSO OCC to inform of any last minute authorized works. Alternatively the authorized contractor could provide ITSO OCC with the UMH Work Order No. to allow Duty FC to verify the nature of the work.'	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.10	Added 'For all access to any of the facilities buildings including FCT, WVT & SGT all contractors must leave a contactable number just incase ITSO OCC need to contact them in times of emergency. '	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.2.11	Added 'Note access for Fort Canning Tunnel (FCT) , Woodville Tunnel (WVT) & Sentosa Gateway Tunnel (SGT) Facilities buildings with the exception of LTA Staff, Term Contractor, Staff under LTA Maintenance Contract, all access to Fort Canning Tunnel (FCT), Woodville Tunnel (WVT) & Sentosa Gateway Tunnel (SGT) Facilities buildings would only be given on the condition that an approval is issued for the Permit to Work submitted by the contractor or workers/contractors are escorted by a representative from LTA.'	DOM, ITSO OCC

1	XX Oct 2013	Section 3 Sub-Section 3.4.4	Added 'If an authorization form is produced or a telephone notification has been received by KPE OCC, the contractor shall provide the following before any cards or keys is issued: <input type="checkbox"/> Company name <input type="checkbox"/> Contractor's representative name. <input type="checkbox"/> On – site contact details (e.g handphone number)	DOM, ITSO OCC
1	XX Oct 2013	Section 3 Sub-Section 3.4.5	Added 'Duty FC is to tally the keys at the end of every shift to ensure that all keys are accounted for. In instances where discrepancies are discovered the FC is to alert the DM and check with the contractor/s concerned for the reasons of the discrepancies. In the absence of FC, DM shall be the covering officers and adopt the steps spelt out above. In instances where the contractor/s is uncontactable, the FC and DM shall contact the contractor immediate superior/s and also alert the maintenance staff concerned.'	DOM, ITSO OCC
1	XX Oct 2013	Attachment 8	Added 'Map of Location of WVT Facilities Building'	DOM, ITSO OCC
2	XX Dec 2020	Whole Document	Due to change of Staff Designations in ITSO OCC. Delete SOE, insert DM Delete DySOE, insert DyAM	Mgr, ITSO OCC



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## **Section 1. Description**

- 1.1.1 Describes the process of control of access for ITSO building, Facilities Buildings, Tunnel without any Lane Occupation and OCC for the purpose of preventive and corrective maintenance or any other planned works by authorized contractors.
- 1.2.1 Note the relevant maintenance departments are the custodians and landlords for the various equipment rooms and plantrooms and are ultimately responsible for them. ITSO OCC is the caretaker whose responsibility is granting access to the relevant parties authorized by the relevant LTA maintenance section or system owner section for work.
- 1.3.1 Access into ITSO building, Facilities Buildings and Tunnel that does not involve lane occupation and OCC must follow the procedures reflected in this document. The resulting consequences of any security breach due to negligence in complying with procedures outlined or failure to update information to the relevant LTA maintenance section or system owner section by the contractor will be borne by the errant contractor.

## **Section 2. Responsible Person**

- 2.1.1 All ITSO & KPE OCC operations staff, Maintenance staff, visitors and contractors.

## **Section 3. Actions**

### **Sub-section 3.1 Control of Access to ITSO building.**

- 3.1.1 All visitors and contractors to ITSO Building are to obtain clearance from security personnel at the main gate. The intention of their visit will have to be clearly stated to the security personnel on duty.
- 3.1.2 Once clearance from security personnel is obtained, they are to sign in at the Security desk. Security will either issue an access pass allowing them to enter ITSO OCC or contact the LTA staff that the visitor wishes to see.
- 3.1.3 All plant rooms and equipment rooms are under the direct responsibility of the relevant maintenance departments. Any work authorized by the department must be informed to ITSC OCC with the details of the person in-charge. ITSO OCC will facilitate the granting of access through the issuance of keys to relevant parties authorized by Maintenance & system owner sections to carry out works.
- 3.1.4 For the purpose of security and accountability, all manner of planned work, test or planned maintenance access to ITSO Building or Tunnel without lane occupation authorized by ITSO Maintenance section or system owners or other LTA Divisions must be communicated to ITSC OCC via a duly completed and signed authorized access form (for works that requires the drawing of keys) that contains the relevant signature with attached Maintenance Notice or just only maintenance notice (for works not requiring the drawing of keys). If forms submitted do not contain the relevant signatures and supporting documents, ITSC OCC will reject access.
- 3.1.5 These forms must be submitted with the completed relevant signatures or maintenance notice must be submitted at least 3 working days in advance to Deputy Manager ITSC OCC for only operational impact assessment for non-complex work with minimum operational impact and at least 2 weeks in advance for complex work major operational

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impact. ITSO OCC operations would assume that the relevant MOS, permit and approvals for the technical and safety aspect has been cleared with the relevant agencies and sections, once the relevant section commissioning the work has signed on the form.

- 3.1.6 In the absence of an authorized access form or maintenance notice, ITSO OCC will refuse access. ITSO OCC will not be responsible for any delay to works as a result of the non-compliance to this requirement. The need for authorize access form will be waived for faults reported by OCC, for urgent or emergency works whereby if not done will have safety or major operational implication for road and tunnel operations. The Duty DM will log down this safety and operational implications as explained by the contractors if he/she decides to grant them the works.
- 3.1.7 For non-urgent corrective maintenance works with EOT, the contractors are to request for clearance to work from Maintenance or relevant system owner section representative before proceeding to carry out fault rectification or repairs with no major impact. Authorization of works must be communicated to ITSC OCC via an authorized access form or maintenance notice.
- 3.1.8 For any urgent or emergency CM works the relevant ITSO maintenance department can call ITSO OCC to inform of any last minute authorized works. Alternatively the authorized contractor could provide ITSC OCC with the UMH Work Order No. to allow Duty FC to verify the nature of the work
- 3.1.9 Contractors will bring the completed signed original form to OCC on the day of work to get the Duty DM signature before proceeding to the FC to for the issuance of keys.
- 3.1.10 An access number on the form or maintenance notice and issue the keys after Duty DM has signed off and/or begin work. Contractor then will photocopy a copy to keep and bring along with him at all times. A copy each must be given to the DM and FC for filing.
- 3.1.11 Any access into ITSC OCC must follow the procedures as reflected above. For any works to be done in the ITSC OCC the contractor must adhere to the procedures above and the house rules for OCC (Attachment 3).
- 3.1.12 For all visitors into ITSC OCC they must be accompanied by an LTA officer, and follow the house rules for OCC (Attachment 3).
- 3.1.13 For the purpose of visits into OCC with no works or using of the workstations by non-LTA staff , the house rules must be adhered and clearance must be sought from the Duty DM. LTA party facilitating the visit into OCC will send an e-mail to Manager ( ITSO OCC ) or his appointed representative 3 working days before the visit. Authorization to access form or maintenance notice is not required.
- 3.1.14 For normal visits that does not come into the OCC will follow the normal protocol where ITSC Administration will co-ordinate and approve.

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### **Sub-section 3.2 Control of Access to Facilities Buildings**

- 3.2.1 All plant rooms and equipment rooms are under the direct responsibility of the relevant maintenance departments. Any work authorized by the department must be informed to ITSC OCC with the details of the person in-charge. ITSO OCC will facilitate the granting of access through the issuance of keys to relevant parties authorized by Maintenance & system owner sections to carry out works.
- 3.2.2 For the purpose of security and accountability, all manner of planned work, test or planned maintenance access to Facilities building authorized by ITSO Maintenance section or system owners or other LTA Divisions must be communicated to ITSO OCC via a duly completed and signed authorized access form (for works that requires the drawing of keys) that contains the relevant signature with attached Maintenance Notice or just only maintenance notice (for works not requiring the drawing of keys). If forms submitted do not contain the relevant signatures and supporting documents, ITSO OCC will reject access.
- 3.2.3 These forms must be submitted with the completed relevant signatures or maintenance notice must be submitted at least 3 working days in advance to Deputy Manager ITSC OCC for only operational impact assessment for non-complex work with minimum operational impact and at least 2 weeks in advance for complex work with major operational impact. ITSC OCC operations would assume that the relevant MOS, permit and approvals for the technical and safety aspect has been cleared with the relevant agencies and sections, once the relevant section commissioning the work has signed on the form or maintenance.
- 3.2.4 In the absence of an authorized access form or maintenance notice, ITSO OCC will refuse access. ITSC OCC will not be responsible for any delay to works as a result of the non-compliance to this requirement. The need for authorize access form or maintenance notice will be waived for faults reported by OCC, for urgent or emergency works whereby if not done will have safety or major operational implication for road and tunnel operations. The Duty DM will log down this safety and operational implications as explained by the contractors if he/she decides to grant them the works.
- 3.2.5 For non-urgent corrective maintenance works with EOT, the contractors are to request for clearance to work from Maintenance or relevant system owner section representative before proceeding to carry out fault rectification or repairs with no major impact. Authorization of works must be communicated to ITSC OCC via an authorized access form or maintenance notice.
- 3.2.6 Contractors will bring the completed signed original form to OCC on the day of work to get the Duty DM signature before proceeding to the FC to for the issuance of keys.
- 3.2.7 An access number on the form or maintenance notice and issue the keys after Duty DM has signed off and/or begin work. Contractor then will photocopy a copy to keep and bring along with him at all times. A copy each must be given to the DM and FC for filing and reference.

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- 3.2.8 The person in-charge need call Tunnel OE to inform when they have completed their work and leaving the work area.
- 3.2.9 For any urgent or emergency CM works the relevant ITSO maintenance department can call ITSC OCC to inform of any last minute authorized works. Alternatively the authorized contractor could provide ITSO OCC with the UMH Work Order No. to allow Duty FC to verify the nature of the work.
- 3.2.10 For all access to any of the facilities buildings including FCT, SGT and WVT, all contractors must leave a contactable number for ITSO OCC to contact them in times of emergency.

### **Sub-section 3.3 Action by Maintenance or System Owner Section**

- 3.3.1 Authorization to access Form & Maintenance Notice  
Details are to be provided on the Authorization to access form or maintenance notice. The relevant department staff shall indicate approval by signing Sections 1, 2 and 3 of "ITSO Authorization Form for Access" (Refer to Attachment 1 for details) and Refer to Attachment B for sample of maintenance notice, to include:
- Name of person/s allowed to be issued with the keys i.e. the person in charge
  - Name of company.
  - Contact details of authorized contractor and their immediate superior/s.
  - Building and area in building/s (eg room number/s, location/s) access is authorized.
  - Operational impact
  - Mitigation action
  - Equipment and systems affected.
  - Attached any approved special permit e.g. hot work permit if required.

### **Sub-section 3.4 Action By OCC**

- 3.4.1 Upon receipt of an Authorization Form or maintenance notice by a maintenance staff or contractor, the Duty DM shall check the form to ensure that all the relevant fields are duly completed. The Duty DM shall complete Section 4 of the "ITSO Authorization Form for Access" and after verifying that all the required sections of the forms are signed off by the relevant approving parties unless specified by Manager, ITSC OCC or his/her appointed representative.
- 3.4.2 For any urgent or emergency works the relevant ITSO maintenance section can call ITSC OCC to inform of any last minute authorized works. Alternatively, the authorized contractor could provide ITSC OCC with the UMH Work Order No. to allow Duty FC to verify the nature of the work. For the latter, Duty FC is required to verify the UMH Work Order No. through UMH system to ensure that the UMH Work Order is still opened and the requested work is part of corrective maintenance. NOTE that faults reported by OCC not exceeding the rectification time will be allowed access without the need for access form.
- 3.4.3 In the event that the contractor requesting access cards or keys does not have an authorization form and no telephone notification from the relevant maintenance department staff has been received or UMH order, or fault report, ITSC OCC shall refuse to issue any cards or keys.

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- 3.4.4 If an authorization form is produced or a telephone notification has been received by ITSC OCC, the contractor shall provide the following before any cards or keys is issued:
- Company name
  - Contractor's representative name.
  - On – site contact details (e.g handphone number)
  - Name of LTA staff authorizing the work
- 3.4.5 Duty FC to tally the keys at the end of every shift to ensure that all keys are accounted for. In instances where discrepancies are discovered the FC is to alert the DM and check with the contractor/s concerned for the reasons of the discrepancies. In the absence of FC, DM or DyAM shall be the covering officers and adopt the steps spelt out above. In instances where the contractor/s is uncontactable, the FC and DM shall contact the contractor immediate superior/s and also alert the maintenance staff concerned.
- 3.4.6 Duty DM after signing off on the duly completed authorization to access form shall then issue a reference number and FC will issue the keys. For maintenance notice there is no requirement to issue a reference number. Duty DM or his/her delegated officer will disseminate the information of the works to the OEs.
- 3.4.7 The contractor shall make a copy of the authorization to access form for his own retention as the original copy will be kept by Duty DM or their delegated officer for filing. As for maintenance notice Duty DM or their delegated officer will print out the soft copy of the notice sent and approved by Manager ITSO OCC or his/her appointed representative via e-mail and file for reference when the contractor calls for work or test
- 3.4.8 At the end of each month the on Duty DM or his/her delegated officer shall archive file the past month access form and notice.

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#### **Section 4. Abbreviations**

DM	Deputy Manager
FC	Fault Coordinator
ITSO	Intelligent Transport System Operations
OCC	Operations Control Center
OE	Operations Executive
DyAM	Deputy Assistant Manager

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## ATTACHMENT 1



INTELLIGENT TRANSPORT SYSTEMS OPERATIONS

Appendix 16<sup>th</sup> December 2013

**ACCESS RECORD NUMBER**  
ITSO/Access/

### ITSO AUTHORISATION FORM FOR ACCESS

<b>1) Access Request (To Be Completed By Authorised Contractor Representative)</b>			
<b>To: ITSO Projects / ITSO Maintenance* / Other LTA Divisions</b>			
Name / Designation : _____			
LTA Division : _____			
<b>Requested by:</b>			
Name : <u>Contractor</u>		<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center;">Signature / Date and Company Stamp</p>	
Designation : _____			
Organisation : _____			
Contact No : _____			
<b>To seek access approval to this location:</b>			
<b>Tunnel (km marking, direction bound, niche no, etc.) / Facilities Building (floor, name of room, etc.)</b>	<b>Start Date/Time</b>	<b>End Date/Time</b>	<b>Remarks</b>
For the purpose of (Please provide detailed description of works, please attach if space given is insufficient) :			
The safety precautionary measures to be taken for the prevention of incidents/accidents and false alarms, if applicable :			
<b>Impact to ITSO EMAS and Tunnel Equipment, Systems and Operations: Yes / No</b> If yes, please provide detailed information:			
<b>NOTE: HOT WORK IS STRICTLY <u>NOT</u> ALLOWED IN THE TUNNEL.</b>			
<b>Declaration of Hot work in Facilities Buildings or ITSO Building: Yes / No (Please delete as appropriate).</b> 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.			
<b>Site OIC Name / Designation and Contact info :</b>			

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<b>2) Endorsement for Works and Access (To Be Completed by ITSO Projects /ITSO Maintenance* / Other LTA Divisions)</b>	
Name / Designation : _____ Division : _____ Contact No : _____ Endorsement : _____ Yes / No	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center;">Signature / Date</p>
Remarks for not Endorsing (if applicable) :	

<b>3) Acknowledgement for Works and Access by respective ITSO System owner for works requiring /affecting their system.</b>	
Name / Designation : _____ Division : _____ Contact No : _____ Endorsement : _____ Yes / No	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center;">Signature / Date</p>
Remarks :	

<b>4) Grant Access (To Be Completed by ITSO OCC Duty *DM)</b>	
Name : _____ Designation : _____ Contact No : 6332 6945 Grant Access : _____ Yes / No	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center;">Signature / Date</p>
Acknowledgement by # M(ITSO OCC) or his appointed representative: _____	
Signature / Date _____	
Remarks (if applicable): _____	

**Important Notes:**

- a. Form shall be submitted at least 3 working days for minimum operational impact works or 2 weeks for works with major operational impact in advance to all relevant parties for their signatures & comments, ITSO OCC Duty DM signature (Grant Access) will be signed only on the actual day of work when the contractor produces the duly completed forms with all the relevant signatures to OCC.
- b. For works with lane or road closure, please apply for access through eRMS.
- c. Signed copy of "ITSO Authorization Form for Access" shall be clearly displayed at the work area or made available for checks by LTA officers at any time.
- d. Forms submitted must be with original signatures. Printed scanned sign copies are accepted.

\*DM - Deputy Manager

#M – Manager (ITSO OCC)

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## ATTACHMENT 2 - ITSO Maintenance Notice

Maintenance Notice	
Scope of Work	:
System Affected	:
Operational Impact with mitigation (Please attach write up if space is insufficient)	:
Declaration of Hot work in Facilities Buildings or ITSO Building	<b>Declaration of Hot work in Facilities Buildings or ITSO Building:</b> 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.
Person-In-Charge & Contact Number	:
Contractor Company	:
Start Date/Time	:
End Date/Time	:
Endorsement by LTA Maintenance or System Owner	:
*DM ITSO OCC acknowledgement	:
Remarks	:

- Notice shall be submitted via e-mail at least 3 working days for minimum operational impact works or 2 weeks for works with major operational impact in advance to M (ITSO OCC) or his appointed representative for operational impact assessment..
- Contractor shall bring along a copy of the maintenance notice on actual day of work to OCC for verification.
- Printed scanned signed copy is accepted.

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### **ATTACHMENT 3 - ITSO OCC House Rules**

#### **VISITORS AND CONTRACTORS ENTERING OCC PREMISES**

- 1) Visits to the Operations Control Centre (OCC) shall be approved in advance prior to the day of the visit. Works, surveys or tests in OCC must possess a valid access form or maintenance notice complying with ITSO/OCC/OP/NOP02.012 Control Of Access For Works In ITSO & Facilities Buildings. Visits must be escorted by LTA staff personnel.
- 2) Applicants taking charge of the visit or access request shall remain contactable during the visit or access period.
- 3) Visitors' & or workers particulars (Name and I.C nos) shall be submitted to LTA (ITSO) personnel 3 working days prior to each visit or work access attached together with authorization to access form or maintenance notice for ITSO.
- 4) Non- LTA visitors, contractors and LTA staff not based in ITSO building and entering premises shall report to the security counter and sign in for accountability in case of emergency evacuation..
- 5) All visitors, contractors and LTA staff are to display their passes prominently when they are within the OCC premises or valid access form. Anyone found without a valid pass or unable to produce a valid access form can be asked to leave the premises by any ITSO staff and shall be required to apply for a visitor or contractor pass before he/she can re-enter the premises.
- 6) All visiting personnel are to keep within the designated areas of their visits and are not to wander around the premises without their escorts at all times.
- 7) Visits and drawing of keys to the OCC are to be confined to 10:00am onward unless in emergency or CM work and this timing can be subject to change. However, this will be subjected to Duty DM real time clearance.
- 8) Visits or works in the OCC shall be confined to not more than 8 persons in total. All works to OCC must have a valid access form or maintenance notice. For visits prior clearance from Manager(ITSO OCC) or his/her appointed representative or superiors from ITSO OCC direct chain of command. OCC Duty DM will deny entry for non-compliance.
- 9) No video and photo taking is allowed in the OCC unless prior permission is obtained from DDIT or Manager (ITSO OCC).

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- 10) Fire drills are conducted in ITSO Building from time to time. All personnel within the ITSO premises are required to co-operate and participate actively in the fire drills.
- 11) Any personnel caught not informing OCC or without any proper clearance or access form will have their access rights revoked.
- 12) Temporary storage in OCC needs prior approval from Manager (ITSO OCC), must be properly secured cordoning and label of ownership with contact number. NO storage of hazardous and flammable materials.
- 13) Hot work permit with checklist required for all hot works. In addition, isolation of smoke and heat detectors are required for works affecting them. There is a need to station fire watchers throughout duration of works and normalization of detectors is required after completion of work . These types of works must be declared in access form.

#### FOR WORK TO BE DONE IN OCC

- 1) Works in OCC are confined outside peak hours (Peak hours 7am-10:00am and 5:00pm-8:30pm<sup>1</sup> for weekdays, no peak hours for weekends). Start of work is subjected to real time clearance of Duty DM.
- 2) All contractors carrying out work in OCC premises must bring with them a copy of the relevant approved access form or maintenance notice and shall produce them upon request.
- 3) Regardless of the scope of work, all contractors are to report any irregularities spotted during their course of work. And proper PPE to be worn for the works is the responsibility of the contractors
- 4) All materials, tools, equipment are to be kept in tidy manner and debris must be cleared by the contractors at the end of each work day. Proper hoarding must be done to minimize dust and noise if work is expected to generate dust and noise.
- 5) All works affecting operations must inform OCC before the commencement of works and at the end of works. On site Person In Charge (PIC) must remain contactable at all times.

<sup>1</sup> Peak hours timing can be subjected to change without prior notice.

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- 6) All accidents or incidents that happen within the work area, the contractor site PIC must inform & escalate to LTA officer in charge of their work immediately.
- 7) Work will be stopped if there are any safety and security breaches.

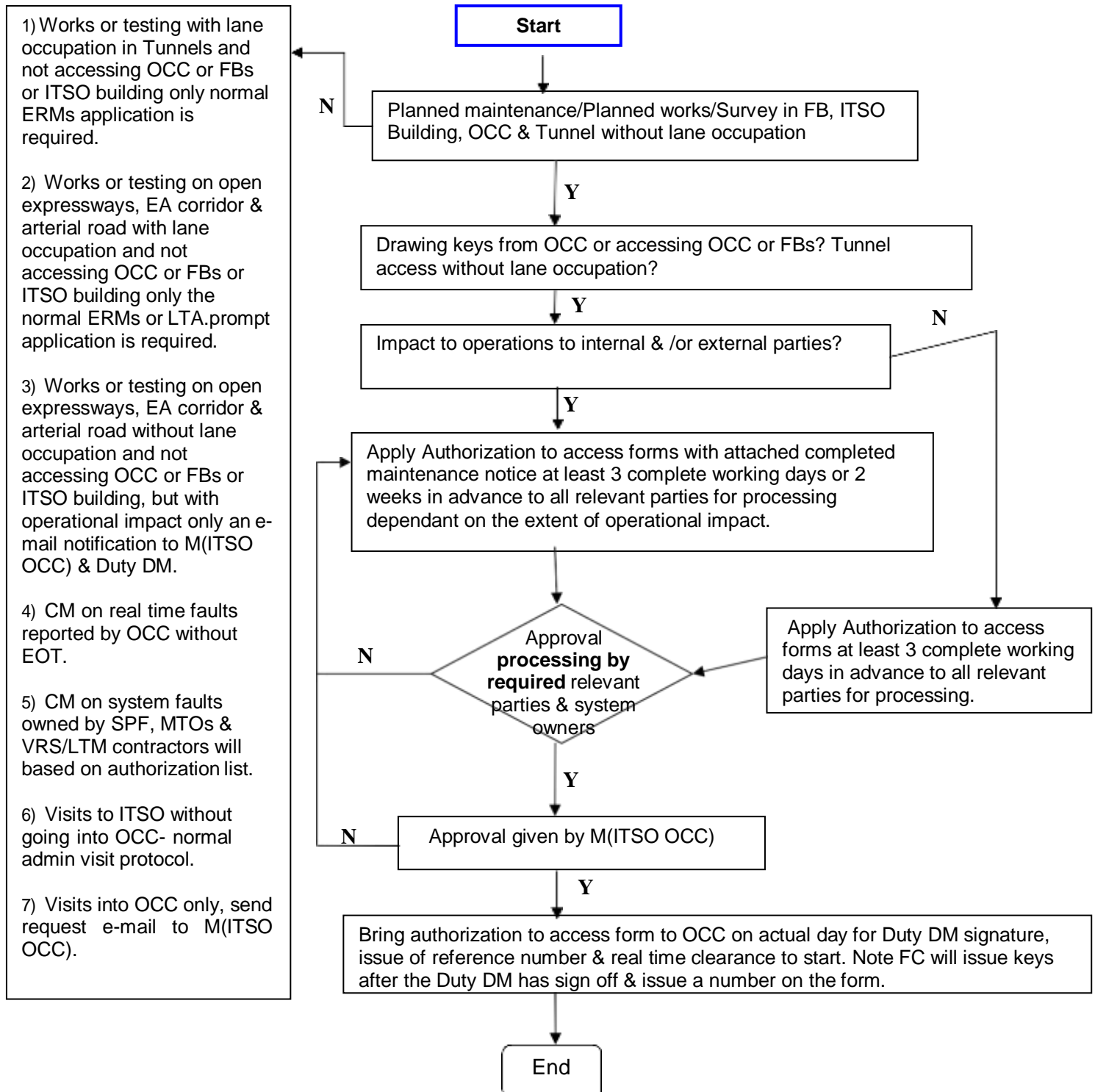
**\*NOTE: Works refer to any planned maintenance, tests, planned work or corrective maintenance with EOT. Corrective maintenance on real time fault reported by OCC or any emergency or urgent works (If not rectified will have safety or operational implications) will be waived from having to submit the authorization form or maintenance notice.**

\*DM – Deputy Manager

#M - Manager(ITSO OCC)

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## ATTACHMENT 4-FLOW CHART

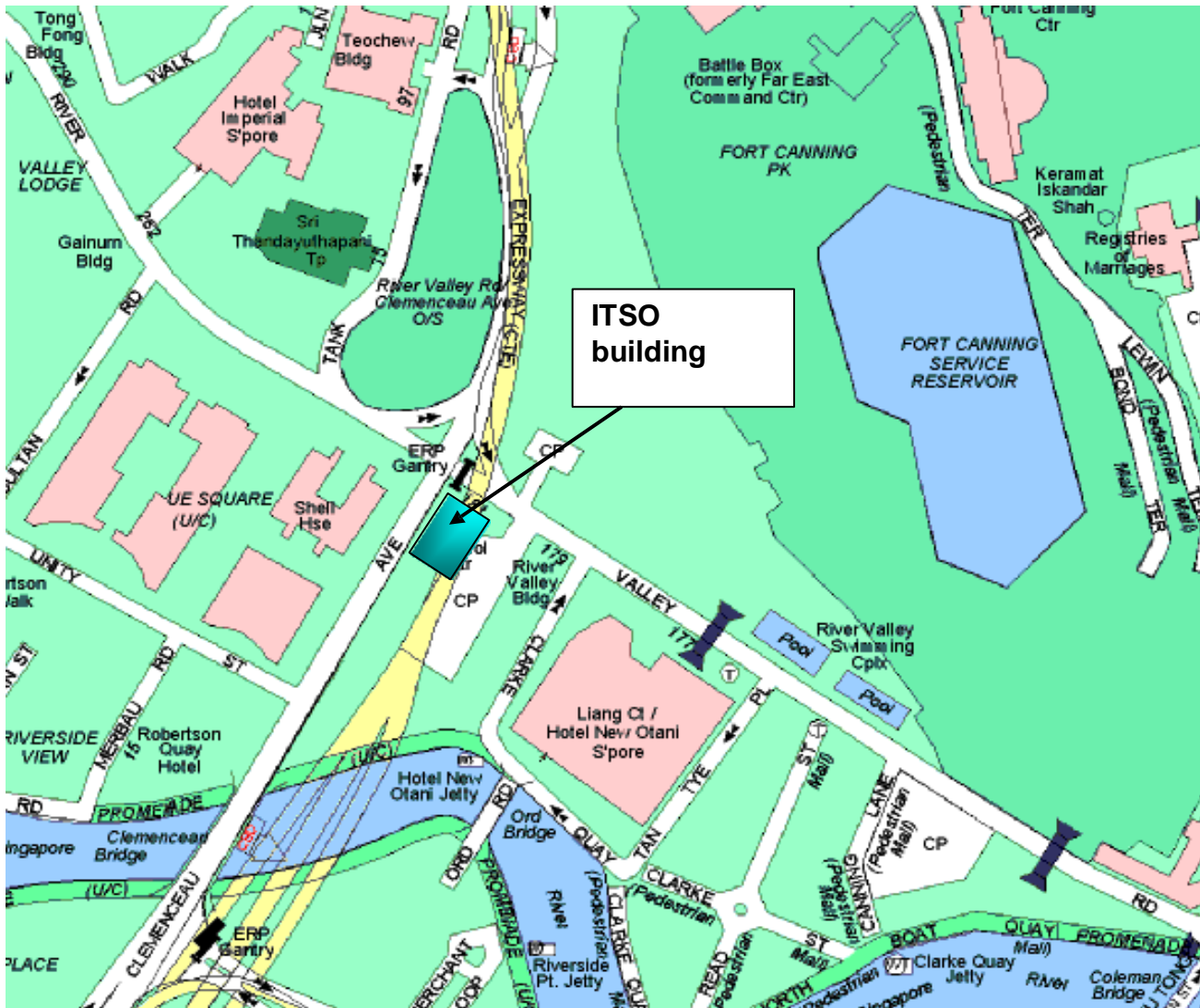


•The flow process above is for planned works, planned maintenance and works with EOT. Real time fault reported by OCC CM do not need this application forms or notices. However, for CM on MTO or SPF or VRS/LTM system or equipment MTOs, SPF and VRS/LTM need to provide an authorized list of personnel representative to draw keys. For MTO and SPF planned works or planned maintenance they are still required to follow the protocol for planned works.

•Note all works with lane occupation with or without operational impact requires ERM's Permit.

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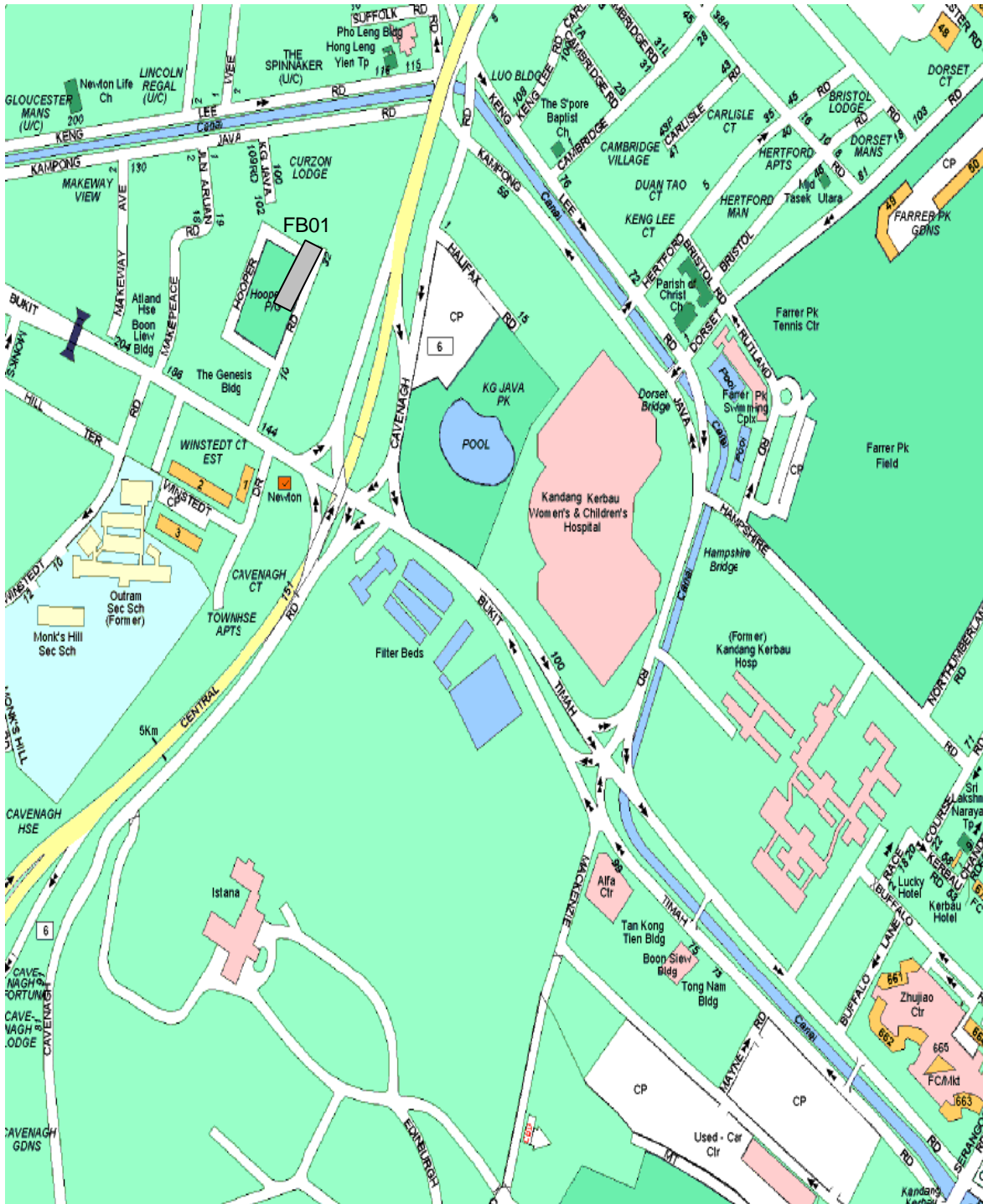
## ATTACHMENT 5-LOCATION MAP OF ITSO BUILDING



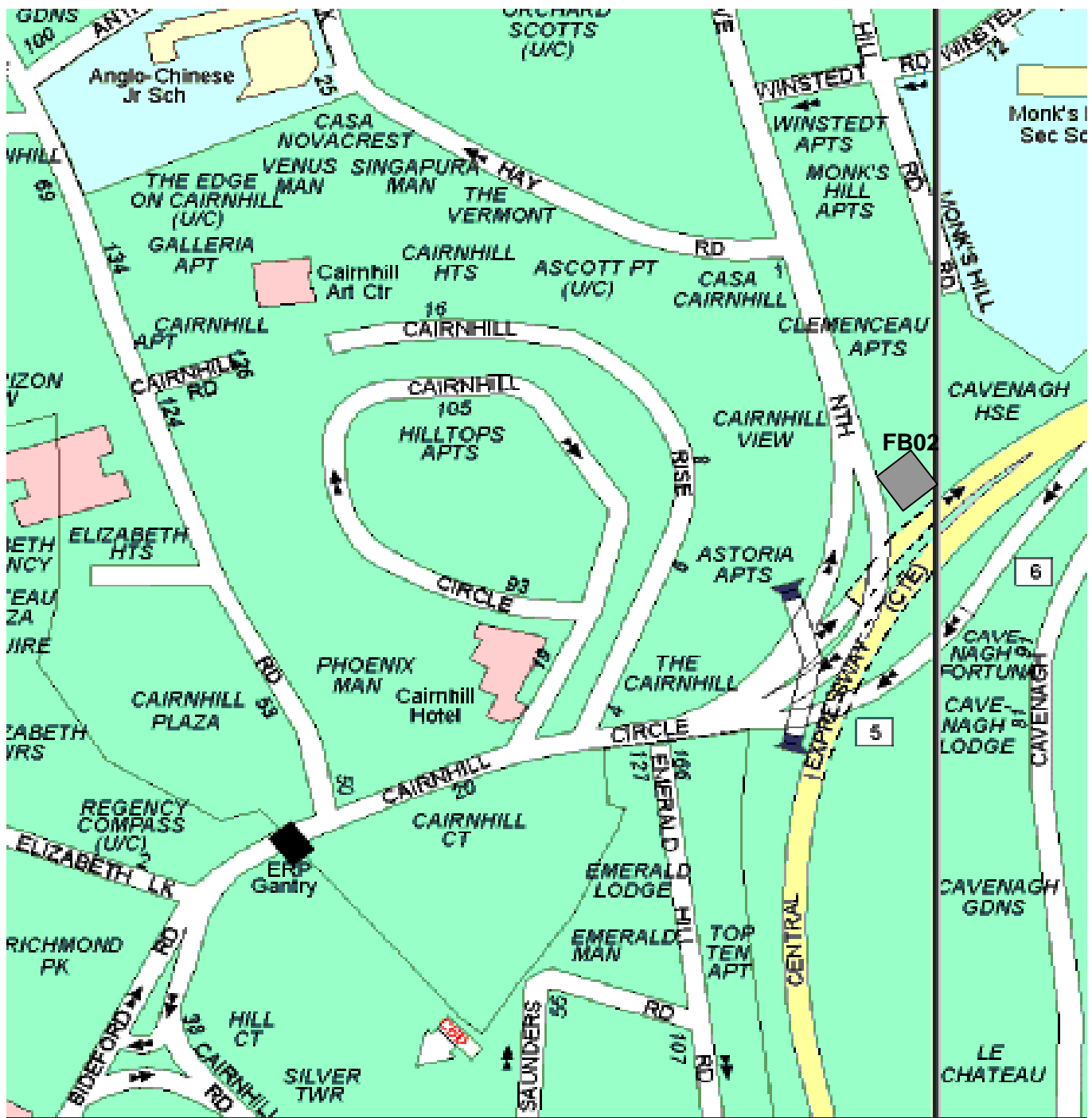
**INTELLIGENT TRANSPORT SYSTEMS CENTRE  
LAND TRANSPORT AUTHORITY  
181 RIVER VALLEY ROAD  
SINGAPORE 179034**

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ATTACHMENT 6- LOCATION MAP OF CTE TUNNEL FACILITIES BUILDINGS



**A6a) LOCATION OF FACILITIES BUILDING NO 01 (FB 01)  
BUKIT TIMAH ROAD**

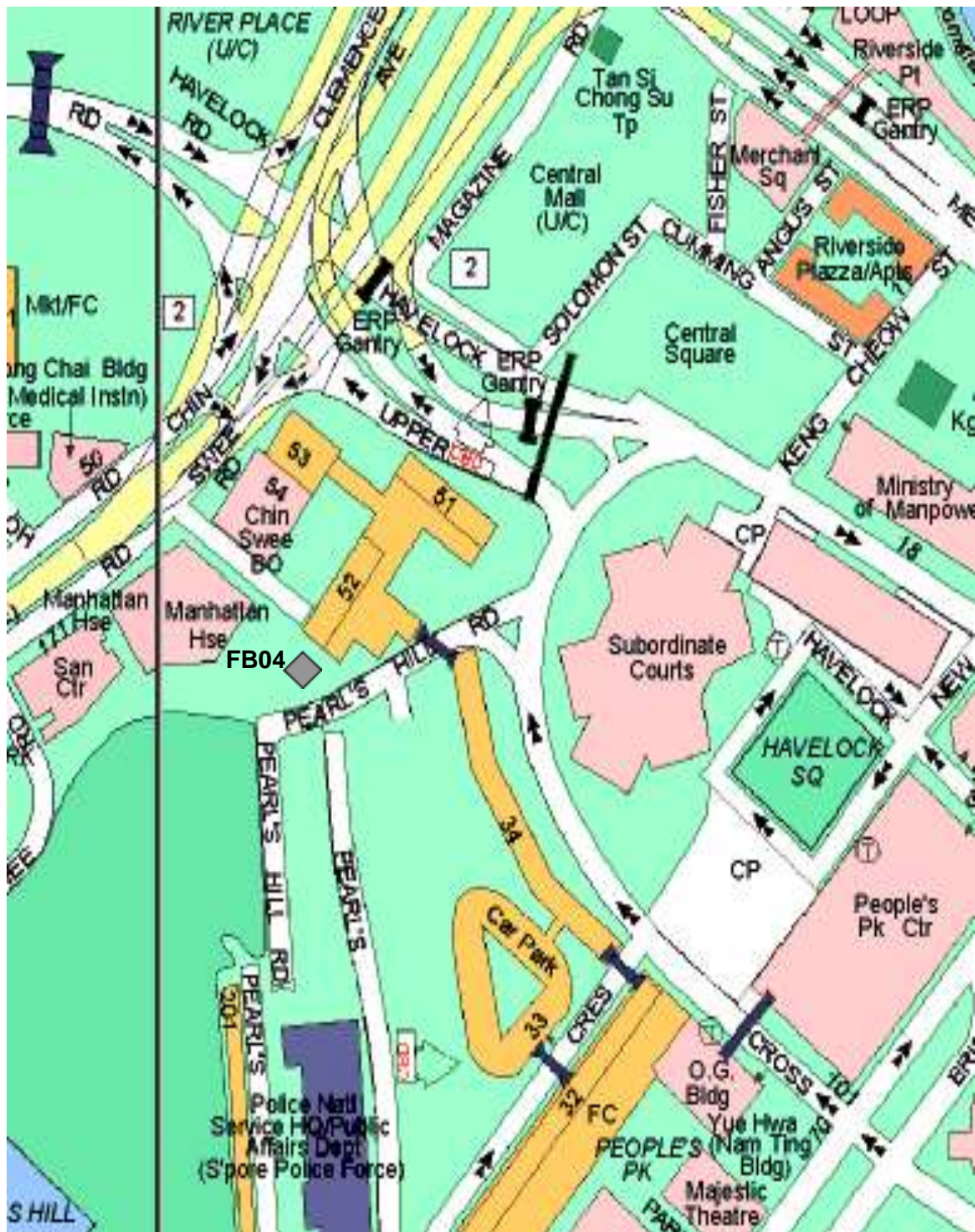


**A6b) LOCATION OF FACILITIES BUILDING NO 02 (FB 02)  
CLEMENCEAU AVE NORTH**



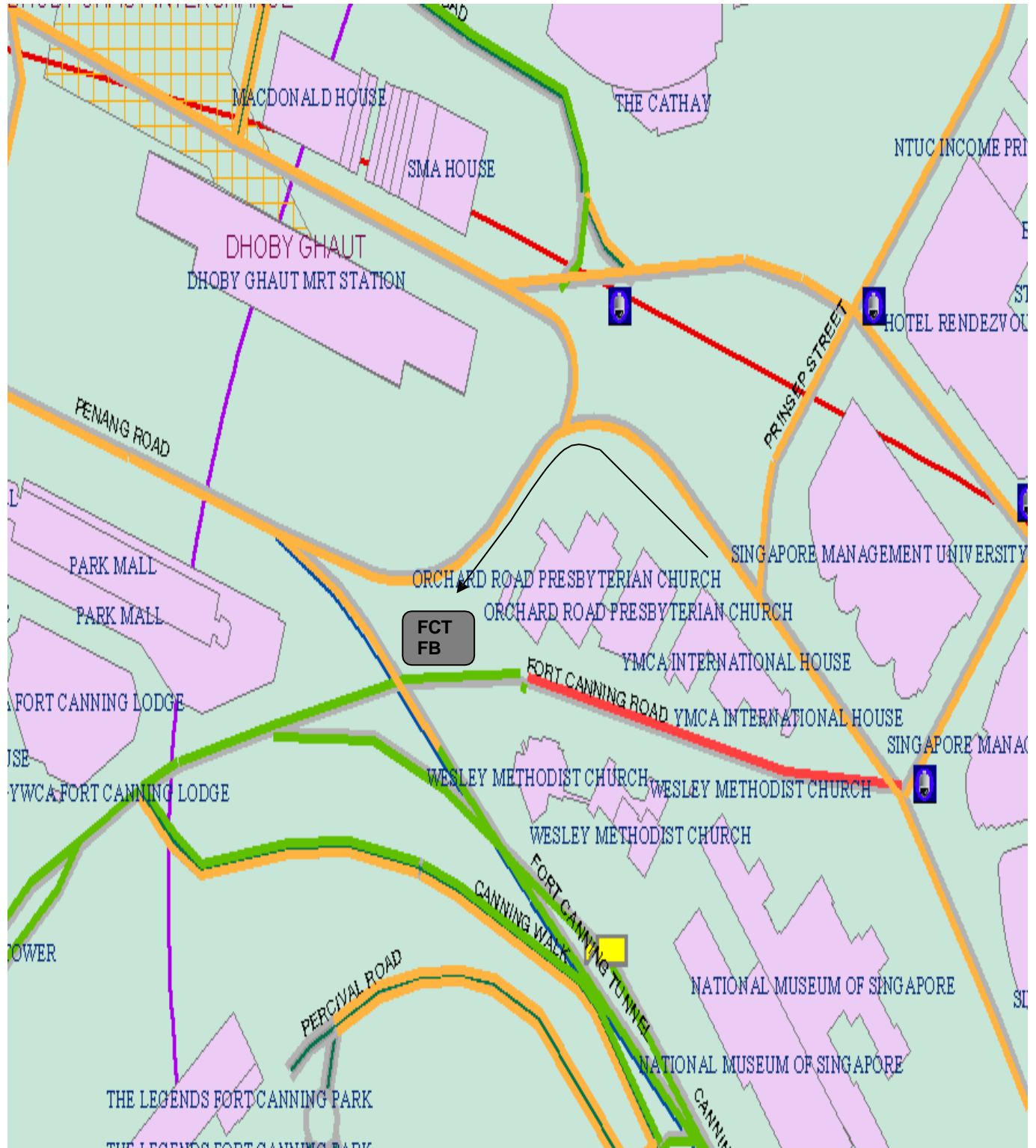


A6c) LOCATION OF FACILITIES BUILDING NO 03 (FB 03)  
KRAMAT ROAD



**A6d) LOCATION OF FACILITIES BUILDING NO 04 (FB 04)  
PEARL'S HILL ROAD**

## ATTACHMENT 7- LOCATION OF FCT FACILITIES BUILDING





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# ATTACHMENT 8- LOCATION OF WVT FACILITIES BUILDING



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