



Division/Section:
**ITSO Division /ITSO OCC Traffic
Operations**

Rev No.
2

Effective Date:
Xx Dec 2020

Document No:
ITSO/OCC/SOP/NOP02.013

EMAS Work Permit

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	------------------

Table of Contents

1	DESCRIPTION	5
2	RESPONSIBLE PERSON	5
3	ACTIONS.....	5
4	ABBREVIATIONS & ATTACHMENTS.....	6-7

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	2 of 7
File	EMAS Work Permit		

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	-------------------------

DOCUMENT CONTROL

REV	DOCUMENT TITLE & COPY NUMBER	Date	Prepared by	Reviewed by	Approved by
0	EMAS Work Permit Copy ____ of ____	15 th December 2009	Benson Khoe (SOE)	Alfred Loh (SOE)	Soh Ling Tim (MOPN)
1	EMAS Work Permit Copy ____ of ____	XX October 2013	Chiam Zhi Wei (DysOE) Chua Teck Leong (AOM, ITSO OCC)	Ng Soon Han, Frankie (DOM, ITSO OCC)	Yeo Se Lay (SM,Ops)
2	EMAS Work Permit 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)

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	3 of 7
File	EMAS Work Permit		

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	------------------

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 ITSC to ITSO.	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

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	4 of 7
File	EMAS Work Permit		

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	------------------

Section 1. Description

- 1.1.1 For any Road Works to be carried out on an Expressway by any government agencies, the respective agencies must apply for a work permit from LTA PROMPT. DMs are only required to approve road works applied for the expressways.
- 1.1.2 This procedure sets out the guidelines on the process to undertake when DMs approve these work permits

Section 2. Personnel Involved

Deputy Manager (DM)

Section 3. Process

Sub-section 3.1 Work Permit Processing

- 3.1.1 Work Permit applied through LTA.PROMPT will be checked by the Operation Executive rotated out to the Ops Support Section.
- 3.1.2 The DM will have to log onto One Login to check through the permit and see if they comply with the work allowable timing or if it involves total closure before approving or rejecting the work permit (refer to ITSO/OCC/WM/SYS03.007 for details on using the ERMS for EMAS work permit processing).
- 3.1.3 If the details in the work application are not clear, call the work permit's applicant on the telephone number given and clarify the details with him, reject the work permit application if necessary.
- 3.1.4 If the work permit application involved total closure on the main carriageway, entrance or exit, **DO NOT** approve the work application, e-mail the notification number(s) to the respective Engineering Officer from Ops and planning in charge of that particular sector of Expressway for them to prepare the Advance Closure Messages before approving the work application.
- 3.1.5 After approving the work permit application, save a copy of all approved work permit applications in Excel format in the following shared drive:
 "T:ITSO Division\03_Control_Room\ERMS RECORD"
 (refer to ITSO/OCC/WM/SYS03.007 for details on how to save)
- 3.1.6 Checking of approved work permit is also possible refer to ITSO/OCC/WM/SYS03.007 for details.
- 3.1.7 It is the shared duties of all DMs to process any urgent or emergency work permit applications.
- 3.1.8 For any queries by external parties on how to use the LTA..PROMPT for EMAS notification permit refer to Attachment 1.

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	5 of 7
File	EMAS Work Permit		

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	------------------

4. Abbreviations

ERMS Enhance Road Management System
EMAS Expressway Monitoring Advisory System
OE Operations Executive
DM Deputy Manager

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	6 of 7
File	EMAS Work Permit		

ITSO/OCC/SOP/NOP02.013	EMAS Work Permit
------------------------	------------------

**ATTACHMENT 1- LTA.PROMPT (Permit for Road Occupation Management Portal)
User Guidelines for use EMAS notification application by external parties**

A1 First you need to register as a LTA.PROMPT user

1. You need to have a soft copy authorization letter from your agency/department authorizing the registration.
2. Access the site: URL address **<https://prompt.lta.gov.sg>**
3. Click **REGISTER** (to be a member)
4. For Registration Type, select **Applicant** (Agency/Department)
5. Select your Agency/Department Name from the lookup table
6. Fill in the form as required
7. Attach the soft copy authorization letter
8. Click submit

A2 To apply works on Expressway/Tunnel

1. Select **Submission**
2. Select **Notification of Works on Expressway**
3. Fill in the data as required.
4. Click **Submit Timing**
5. Click **Add Contractor** to choose from the look up table
OR key in the data.
6. Click **Add Site Supervisor** to choose from the look up table
OR key in the data.
7. Click **Submit** to route the electronic form to Control Room
Duty Officer for processing.

A3 To Enquire the Allowable Time Limits for the Expressway/Tunnel

1. Select **Submission**
2. Select **Notification of Works on expressway**
3. Click to view **allowable timing**
4. Select the Expressway/Tunnel you want to see the allowable time.

A4 To check status of the EMAS notification or print the approved form for your contractor

1. Select **Submission status**
2. Select **Works on Expressway Notification Status**
3. Select **Expressway/Tunnel OR Notification No.**
4. Click **Print** to print the form.
5. Fax the form to your contractor to bring to site.

Note: You will receive an e-mail informing you the status of the EMAS notification. Please inform Control Room DM 3 calendar days before works commencement.

Doc No.	ITSO/OCC/SOP/NOP02.013	Page	7 of 7
File	EMAS Work Permit		