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Process sector: Work Permit requirements

To employ migrant workers for the process sector, you will have to meet specific requirements for business activity, worker's source country or region, quota and safety courses.

These requirements are additional and specific to the **process sector**. You should also refer to the [general Work Permit conditions and requirements](#).

Types of business activities


The process sector includes plants in the manufacturing of petroleum, petrochemicals, specialty chemicals and pharmaceutical products.

The production processes of these plants in the process sector involve specialised equipment and machinery. The construction and maintenance of the production units within these plants, which are classified as process construction and maintenance (PCM) works, require niche skills and expertise.

Such works are carried out by PCM contractors. They work with the process plant owners and engineering, procurement and construction companies to build and maintain the production units of the process plants.

Company requirements

A business providing PCM services to plants must be a corporate member of the Association of the Process Industry (ASPRI). Before it can recruit foreign PCM workers, the business must also be endorsed by ASPRI as a PCM contractor and be included in the PCM Controlled List.

For more information on membership and registration, refer to [ASPRI's website](#) .

Worker requirements

Migrant workers employed for PCM works can only perform activities related to the **construction, preventive and breakdown maintenance of plant equipment**.

These workers are not allowed to be involved in the plant's operations (operating plant equipment, warehousing and packing, etc.) or peripheral services (grass cutting, cleaning of offices, roads, waste disposal etc.).

Migrant worker eligibility

You can only hire migrant workers who satisfy the conditions for source countries or regions, age when applying and maximum period of employment.

Source countries or regions

You can employ migrant workers from these countries or regions:

- Malaysia
- People's Republic of China (PRC)
- Non-traditional sources (NTS):
 - India
 - Sri Lanka
 - Thailand
 - Bangladesh
 - Myanmar
 - Philippines
- North Asian sources (NAS):
 - Hong Kong (HKSAR passport)
 - Macau
 - South Korea
 - Taiwan

Age when applying

The **minimum age** for all non-domestic migrant workers is **18 years old**.

When applying for a Work Permit:

- Malaysian workers must be below 58 years old.
- Non-Malaysian workers must be below 50 years old.

Maximum period of employment

For the process sector, the maximum number of years a worker can work in Singapore on a Work Permit is as follows:

Source country / region	<u>Types of workers</u>	Maximum period of employment
NTS, PRC	Basic-skilled (R2)	14 years

Source country / region	<u>Types of workers</u>	Maximum period of employment
NTS, PRC	Higher-skilled (R1)	26 years
NAS, Malaysia	All sectors	No maximum period of employment.

Note: All workers can only work up to 60 years of age.

Approved occupations for NTS and PRC workers

NTS and PRC Work Permit holders in the process sector can only be employed as “Process Maintenance and Construction Worker” or “Process Maintenance and Construction Worker-cum-Driver”.

They can engage only in work that requires these 13 skill sets:

1. Electrical and Instrumentation works
2. General fitting
3. Machine fitting
4. Metal Scaffolding
5. Painting and blasting
6. Plant civil works
7. Plant equipment fitting
8. Process pipefitting
9. Refractory
10. Rigging and material handling
11. Rotating equipment fitting
12. Thermal insulation
13. Welding

Quota and levy

Note

From 1 Jan 2024, there will be changes to the foreign workforce policies for the process sector. Read the [FAQ](#) to find out more.

The number of Work Permit holders that you can hire is limited by quota (or dependency ratio ceiling) and subject to a levy.

Under the process sector quota, you can employ **7 Work Permit holders** for every local employee who earns the **Local Qualifying Salary**.

In addition to quota, NTS and PRC workers are subject to **man-year entitlement (MYE)** requirements. MYE does not apply to Malaysian and NAS workers.

The levy rate is as follows:

Tier	Monthly	Daily
Higher-skilled, on MYE	\$300	\$9.87
Basic-skilled, on MYE	\$450	\$14.80
Higher-skilled, on MYE waiver	\$600	\$19.73
Basic-skilled, on MYE waiver	\$750	\$24.66


Calculate your quota

Note:

- The daily levy rate only applies to Work Permit holders who did not work for a full calendar month. The daily levy rate is calculated as follows: $(\text{Monthly levy rate} \times 12) / 365 = \text{rounding up to the nearest cent}$.
- If your Work Permit renewal involves changing between prior approval to MYE waiver, or vice versa, the change in levy rate will start on the 1st of the month following the expiry date of the permit.

Tip

You can:

- Refer to the [Local Qualifying Salary \(LQS\)](#) to determine the [number of local employees](#) who can be counted towards your Work Permit and S Pass quota entitlement.
- Refer to the [guidelines on calculating your quota and levy bill](#) .
- Learn about [S Pass quota and levy rates](#).

Settling-in Programme

Before their Work Permits can be issued, non-Malaysian Work Permit holders in the process sector must attend the [Settling-in Programme \(SIP\)](#) if they are either:

- First time working in Singapore
- Returning workers on in-principle approval (IPA)

Required safety courses

All workers employed in process sector must take the following safety courses before starting work.

Oil Petroleum Safety Orientation Course (OPSOC)

All workers employed in the process sector must attend the Oil Petroleum Safety Orientation Course (OPSOC).

Construction Safety Orientation Course (CSOC)

In addition to the OPSOC, all workers employed to carry out the construction of the process plants must also attend the Construction Safety Orientation Course (CSOC).

[Find a training provider](#)

Steps for a Work Permit application

When applying for Work Permits for workers from the respective source countries/regions, please complete the steps in this order:

Malaysian workers

Apply for a Work Permit and get in-principle approval.

NAS workers

1. **Apply for a Work Permit** and get in-principle approval.
2. Buy security bonds.

NTS and PRC workers - process construction

1. Apply for man-year entitlement (MYE).
2. Apply for prior approval (PA), unless the worker has 2 years of working experience in Singapore.
3. **Apply for a Work Permit** and get in-principle approval.
4. Buy security bonds.

Workers will be given a 1-year or 2-year Work Permit.

NTS and PRC workers - process maintenance

1. Apply for In-principal support (IPS).
2. **Apply for a Work Permit** and get in-principle approval.
3. Buy security bonds.

Workers will be given a 2-year Work Permit.



Related questions

What is a man-year entitlement (MYE) waiver?

How should I count my local employees to calculate my Work Permit and S Pass quota?

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