

	CONTRACTS DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety, Health & Environment Aspect Tendering Procedure			Document Ref: CD-S-PRO-01

Purpose:	To identify, evaluate and include applicable safety, health and environment requirements, risks and resources during tender preparation.
Scope:	This procedure applies to tenders, quotations and negotiated proposals for Company mechanical and electrical projects, services and maintenance work.
Duties & Responsibilities	(1) <u>Executive Director (ED)</u> : Provides direction and approves significant tender commitments. (2) <u>Contracts Manager (CM)</u> : Coordinates tender inputs, clarifications and submission. (3) <u>Engineering Manager (EM)</u> : Provides technical methods, quantities and risk-control requirements. (4) <u>Safety and Health Officer (SHO)</u> : Reviews OHS risks, legal requirements and proposed controls.
ISO Reference:	MS ISO 45001:2018 Clause 8.1.4

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 8.1.4

Abbreviation & Definition	
ED	Executive Director
CM	Head of Commercial Department
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
SHE	Safety, Health and Environment
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Tender Screening</u> 1.1 Initial Review CM shall review the invitation, scope, location, programme, contract conditions and client SHE requirements. 1.2 Risk Profile The work shall be screened for project complexity, high-risk activities, live systems, operational interfaces, environmental constraints and overseas requirements.	ED / CM / SHO	Tender invitation; Bid decision record

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Step	Activity	PIC	Reference
	1.3 Participation Decision SHE obligations, exclusions and resource needs shall be considered before the decision to tender.		
2	<u>Requirement Identification</u> 2.1 Legal and Client Requirements Applicable legal, authority, client, consultant and site requirements shall be identified for the proposed work and location. 2.2 Standards Relevant Company procedures, technical standards, permit rules, competent-person requirements and reporting obligations shall be reviewed. 2.3 Clarification Unclear or conflicting SHE requirements shall be raised through formal tender clarification before submission where practicable.	SHO / CM / EM	Tender checklist; Clarification register
3	<u>Hazard and Aspect Review</u> 3.1 Activities The tender team shall identify significant hazards and environmental aspects arising from construction, installation, testing, energisation, servicing and demobilisation. 3.2 Interfaces The review shall address client operations, other contractors, utilities, public areas, occupied buildings and simultaneous work. 3.3 Controls Proposed controls shall follow the hierarchy of controls and shall be practical for the planned method and programme. 3.4 Assumptions Material risk assumptions, exclusions and information required after award shall be documented.	SHO / CM / EM	Preliminary risk register; Method proposal
4	<u>SHE Resources and Cost</u> 4.1 Personnel	CM / SHO EM	Tender cost build-up;

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Step	Activity	PIC	Reference
	The tender shall allow for required safety personnel, competent persons, supervisors, first aiders and emergency roles. 4.2 Facilities and Equipment Allowances shall cover PPE, testing, access, temporary protection, welfare, emergency equipment, inspections and monitoring as applicable. 4.3 Training and Certification Required induction, competency, medical surveillance and specialist training shall be included. 4.4 Time The programme shall allow sufficient time for planning, approvals, permits, mobilisation and safe execution.		Resource schedule
5	<u>Contractor and Supplier Inputs</u> 5.1 Outsourced Work SHE criteria shall be included when obtaining subcontractor and supplier quotations. 5.2 Competence Tendered specialists shall provide evidence of relevant registration, competency, equipment certification and experience. 5.3 Evaluation Commercial and technical comparisons shall consider SHE capability and not price alone.	CM / SHO	Vendor quotations; Tender evaluation
6	<u>Tender Review and Submission</u> 6.1 Review CM shall confirm that SHE requirements, costs, qualifications and deliverables are consistent across the proposal. 6.2 Approval Material risks, unusual liabilities or significant departures shall be referred to the ED before submission. 6.3 Submission The tender shall clearly state the proposed SHE arrangements, assumptions, exclusions and required client support.	ED / CM / SHO	Tender review record; Approved submission

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Step	Activity	PIC	Reference
7	<u>Post-award Handover</u> 7.1 Handover After award, tender SHE information, clarifications, commitments and preliminary risks shall be transferred to the project team. 7.2 Verification The project team shall verify assumptions against actual site conditions and develop the project safety plan before mobilisation. 7.3 Learning Tender outcomes and project feedback shall be used to improve future SHE estimates and controls.	CM / SHO / EM	Tender handover record; PD-S-PRO-02; OHSMS-10W

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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