

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Control of Contractors and Subcontractors Procedure			Document Ref: PD-S-PRO-08

Purpose:	To select, appoint, coordinate and monitor contractors and subcontractors so that outsourced work meets Company OHS requirements.
Scope:	This procedure applies to contractors and subcontractors engaged for project, maintenance, service, supply and specialist work.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Controls contractor OHS performance at project level. (2) <u>Safety and Health Officer (SHO)</u> : Reviews contractor risks, competency and compliance. (3) <u>Site Safety Supervisor (SSS)</u> : Coordinates site controls, inspections and corrective actions. (4) <u>Safety Coordinator (SC)</u> : Maintains contractor safety records and assists monitoring. (5) <u>Contracts Manager (CM)</u> : Includes applicable OHS requirements in procurement and contracts. (6) <u>Contractor Representative</u> : Implements requirements and controls contractor personnel.
ISO Reference:	MS ISO 45001:2018 Clause 8.5

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 8.5

Abbreviation & Definition	
JSA	Job Safety Analysis
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>Prequalification and Selection</u> 1.1 Assessment Contractors shall be assessed according to work risk, experience, competency, resources, incident performance and ability to meet Company requirements.	CM / PM / SHO	Contractor prequalification record; Approved vendor list

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 4
	Control of Contractors and Subcontractors Procedure			Document Ref: PD-S-PRO-08

Step	Activity	PIC	Reference
	1.2 Evidence Relevant licences, registrations, competency certificates, insurance, safety records and references shall be verified. 1.3 Approval Only approved contractors shall be appointed unless a documented exception is authorised and controlled.		
2	<u>Contract Requirements</u> 2.1 OHS Conditions Tender and contract documents shall state applicable OHS rules, legal duties, competency, reporting, PPE, PTW, emergency and record requirements. 2.2 Responsibilities The contract shall define interfaces, supervision, communication and authority to stop unsafe work. 2.3 Subcontracting Further subcontracting shall require approval and shall remain under the appointed contractor's control.	CM / PM / SHO	Tender and contract documents
3	<u>Pre-mobilisation Review</u> 3.1 Submission Before mobilisation, the Contractor Representative shall submit the required safety plan, risk assessments, JSA, methods, manpower, competency and equipment records. 3.2 Review PM and SHO shall verify that submissions are suitable for the scope and site conditions. 3.3 Readiness Mobilisation shall proceed only after identified gaps are corrected and required resources are available.	PM / SHO / PS	Pre-mobilisation checklist; Approved submissions
4	<u>Induction and Coordination</u> 4.1 Induction Contractor personnel shall complete site induction before entering work areas or starting work. 4.2 Communication The Contractor Representative shall attend coordination, toolbox and safety meetings as required.	PM / SSS / SC / PS	Induction records; Coordination minutes

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 3 of 4
	Control of Contractors and Subcontractors Procedure			Document Ref: PD-S-PRO-08

Step	Activity	PIC	Reference
	4.3 Interfaces The PM and SSS shall coordinate simultaneous work, access, isolation, work boundaries and emergency arrangements.		
5	<u>Operational Control</u> 5.1 Work Authorisation Applicable methods, JSA, PTW and competent-person requirements shall be satisfied before work starts. 5.2 Supervision The Contractor Representative shall provide effective supervision and ensure workers follow approved controls. 5.3 Equipment and PPE Contractor plant, tools, lifting equipment, temporary systems and PPE shall be suitable, inspected and maintained. 5.4 Change Changes to scope, sequence, materials, equipment or personnel shall be reviewed before implementation.	SSS / PS	PD-S-PRO-08; Inspection records
6	<u>Performance Monitoring</u> 6.1 Inspection The SSS and SC shall monitor workplace conditions, behaviour, documentation and corrective action closure. 6.2 Evaluation Performance shall be evaluated using inspections, incidents, violations, competency, cooperation and timely action closure. 6.3 Noncompliance Unsafe work shall be stopped. Serious or repeated breaches shall be escalated and may result in removal or suspension according to contract terms.	PM / SHO / SSS / SC	Contractor evaluation; PD-S-PRO-12
7	<u>Incident, Completion and Review</u> 7.1 Incident Contractor incidents and near misses shall be reported immediately and investigated with Company participation.	PM / SHO / SSS / PS	PD-S-PRO-11; Contractor close-out evaluation

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 4 of 4
	Control of Contractors and Subcontractors Procedure			Document Ref: PD-S-PRO-08

Step	Activity	PIC	Reference
	7.2 Close-out Before demobilisation, outstanding actions, permits, materials, waste and temporary facilities shall be closed or removed safely. 7.3 Review Final performance shall be recorded and considered for future appointment or restriction.		

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