

Updated on 26 September 2020

ADVISORY FOR A SAFE AND CONTROLLED RESTART OF THE PROCESS CONSTRUCTION & MAINTENANCE (PCM) SECTOR FROM 2 JUNE 2020

1. The Multi-Ministry Taskforce announced on 19 May 2020 that the Circuit Breaker measures will gradually ease from 2 June 2020. The PCM sector will be allowed to resume work in phases, but in a safe and controlled manner to minimise the risk of a COVID-19 resurgence.
2. Under the COVID-19 (Temporary Measures) Act 2020 (“COVID-19 Act”) and the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 (“Control Order”), Process Construction and Process Maintenance activities which have been suspended during Circuit Breaker shall remain so even after 1 June 2020, until such time when approval from the Economic Development Board (EDB) on behalf of the Ministry of Trade and Industry (MTI) is obtained for the relevant works to be restarted.

Process Maintenance and Process Construction Activities not Regulated under the Building Control Act

3. Energy & Chemicals (E&C)¹ Plant Owners should apply to EDB if an increase in the MTI approved manning levels of their PCM contractors is needed for process turnaround/shutdown maintenance works² as well as process construction works³ not regulated under the Building Control Act. They can otherwise proceed with such works, subject to the MTI approved manning levels of their PCM contractors.
4. For regular/routine process maintenance works⁴, PCM companies which do not have General Exemption or sufficient quota to deploy workers on site should apply through the GoBusiness portal (<https://covid.gobusiness.gov.sg/>) for approval to restart or to increase any remaining manning levels, indicating details of plant owners/customers/projects they are supporting.
5. Please refer to Table 1 for a summary of the application process for different types of works and companies.

¹ Energy & Chemicals (E&C) refers to the Petroleum/Petrochemicals and other Chemicals manufacturing sector.

² Process turnaround/shutdown maintenance works refer to works in the Petroleum/Petrochemicals and other Chemicals manufacturing sector which require (i) Process Sector Work Permit or S-Pass Holders and (ii) the total or substantial shutting down of plant equipment.

³ Process construction works refer to works requiring Process Sector Work Permit or S-Pass Holders in connection with the construction of plant equipment in the Petroleum/Petrochemicals and other Chemicals manufacturing sector.

⁴ Regular/routine process maintenance works refer to works in the Petroleum/Petrochemicals and other Chemicals manufacturing sector which (i) require Process Sector Work Permit or S-Pass Holders and (ii) do not require the total or substantial shutting down of plant equipment.

COVID-Safe Restart Criteria for Process Maintenance and Process Construction Activities not Regulated under the Building Control Act

6. All E&C plant owners and PCM companies must comply with COVID-Safe Restart Criteria; i.e. COVID-Safe Workforce, COVID-Safe Worksite and COVID-Safe Accommodation and Transport, where relevant.

- (a) **COVID-Safe Workforce:** Employers must ensure that all PCM workers undergo regular swab tests, with the exception of non-dormitory⁵ workers who work in non-production sites or work from home.

Companies may create accounts to register for swabs by emailing swab@edb.gov.sg and schedule for workers to be swabbed via <https://swab.hpb.gov.sg/ext/login.aspx>. If any workers who are working are found to have missed regular testing, the workers' AccessCode will turn Red after a grace period and the worker should not return to work. MOM will also follow-up to revoke the workpass and blacklist the company should there be no valid reason for the worker missing the swab. EDB also reserves the right to withdraw any approval given for resumption of works. The Government had earlier announced that it would pay for the periodic swab test for the PCM sector, up to August 2020. The Government will now continue to bear the costs of COVID-19 testing for the PCM sector until 31 March 2021, to help ensure a safe restart.

- (b) **COVID-Safe Worksite:** The national digital check-in system SafeEntry must be deployed by E&C plant owners and PCM companies to record all entries and exits. Additional COVID-Safe Restart measures must be enforced at worksites to prevent major COVID-19 outbreaks. These include segregating workers at worksite to minimise interaction between different contractors/teams, and staggering the use of shared facilities. Safe Management Officers (SMOs) and/or Safe Distancing Officers (SDOs) are to be appointed as part of safe management measures at the worksite.

- (c) **COVID-Safe Worker Accommodation and Transport:** Employers are to segregate their PCM workers by split teams to minimise interaction at their places of accommodation and provide dedicated transport for workers living in dormitories to and from their work sites. Different teams or groups of workers should not interact from accommodation to transport to worksite.

7. It is essential for all companies along the value chain to cooperate and minimise the risk of a COVID-19 resurgence.

⁵Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters, temporary living quarters and government decant sites.

8. The full listing and details of the COVID-Safe Restart Criteria for E&C plant owners and PCM companies may be downloaded from MTI's GoBusiness portal (<https://covid.gobusiness.gov.sg/safemanagement/sector/>).

Audit and Inspection

9. An Audit and Inspection regime will be implemented to check on the implementation of COVID-Safe management measures. E&C plant owners and PCM companies will be responsible for ensuring compliance with the measures and all prevailing legal and regulatory requirements, and for putting in place the procedures and COVID-Safe management plans or declaration checklists, approved by EDB on behalf of MTI.

Sectoral Support Package for the Process Sector

10. A new sectoral support package will be available to firms in the Process sector to help them adapt to new work practices in order to operate in a COVID-19 safe manner. The package comprises two components — the Marine and Process Safe Restart Package targeted at workforce and worksite measures in the immediate term to ensure safe operations, and the Productive Safe Restart Scheme (PSRS) aimed at accelerating technology adoption and business model transformation for longer term sector competitiveness. Please refer to EDB's website for more details (<https://www.edb.gov.sg/en/news-and-events/news/sectoral-support-package-to-help-marine-and-process-sector-adapt-and-operate-in-covid-safe-manner-and-transform-for-longer-term-competitiveness.html>).

Updates and Clarifications

11. There will be regular reviews of measures and requirements as the global and local COVID-19 situations evolve. You can refer to MTI's GoBusiness portal (<https://covid.gobusiness.gov.sg>) for updates.
12. For foreign-owned enterprises and large local enterprises, please contact EDB at <http://www.edb.gov.sg/en/contact/contact-us.html> if you have any queries or require clarifications. All other local enterprises can contact Enterprise Singapore at <https://covid.gobusiness.gov.sg/contact-us/> if you have any queries or require clarifications.

**ECONOMIC DEVELOPMENT BOARD,
ON BEHALF OF THE MINISTRY OF TRADE AND INDUSTRY**



Table 1: Summary of Application Processes for Work Resumption in the PCM Sector

Type of Works	Company Segment	Application needed?	Additional criteria to be met?
Works requiring Process Sector Work Permit or S-Pass Holders in connection with the regular maintenance, turnaround maintenance or construction of plant equipment in the Petroleum/Petrochemicals and other Chemicals manufacturing sector, not regulated under the Building Control Act.	E&C Plant Owner	Companies should apply to EDB if an increase in the MTI approved manning levels of their PCM contractors is needed for process turnaround/shutdown maintenance works ⁶ as well as process construction works not regulated under the Building Control Act. Companies can otherwise proceed with such works, subject to the MTI approved manning levels of their PCM contractors.	COVID-Safe Worksite for E&C Plant Owners COVID-Safe Workforce for E&C Plant Owners
	PCM Company ⁷	For regular/routine process maintenance works ⁸ , companies which do not have General Exemption or sufficient quota to deploy workers on site should apply through the GoBusiness portal (https://covid.gobusiness.gov.sg/) for approval to restart or to increase any remaining manning levels, indicating details of plant owners/customers/projects they are supporting.	COVID-Safe Worksite for PCM Companies COVID-Safe Workforce for PCM Companies (Required swab tests for all PCM workers, with the exception of non-dormitory ⁹ workers who work in non-production sites or work from home.)

⁶ Process turnaround/shutdown maintenance works refer to works in the Petroleum/Petrochemicals and other Chemicals manufacturing sector which require (i) Process Sector Work Permit or S-Pass Holders and (ii) the total or substantial shutting down of plant equipment.

⁷ This refers to registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

⁸ Regular/routine process maintenance works refer to works in the Petroleum/Petrochemicals and other Chemicals manufacturing sector which (i) require Process Sector Work Permit or S-Pass Holders and (ii) do not require the total or substantial shutting down of plant equipment.

⁹ Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters, temporary living quarters and government decant sites.

Type of Works	Company Segment	Application needed?	Additional criteria to be met?
			COVID-Safe Accommodation for PCM Companies COVID-Safe Transport for PCM Companies
Works requiring Process Sector Work Permit or S-Pass Holders in connection with the construction of plant equipment in the Petroleum/Petrochemicals and other Chemicals manufacturing sector, regulated under the Building Control Act.	E&C Plant Owner	Companies are to apply to BCA to deploy workers on project worksites (as a joint application with the project's main contractor).	BCA's Safe Restart advisory and criteria. BCA's latest advisory on the application process can be found here .
	PCM Company	Companies will be notified by E&C plant owners to apply to BCA via the project's main contractor.	Required swab tests based on Annex A in BCA's Safe Restart criteria.