



SURIA KLCC SDN BHD

Revision: V1.6 Mar. 2019

WORK PERMIT SURIA KLCC SDN BHD

Page 1 of 4

Work Permit No. : _____ / _____ / _____

Read the Terms and Conditions of this work permit form printed on the reverse sides. All details requested in this form shall be provided. Write "N/A" where details requested is not applicable. This application shall be rejected if insufficient details were given. **Please attach the worker name list together with this application.**

APPLICANT'S PARTICULARS (contractor/ vendor who will perform the work):

Company : _____ Tel. No.: _____

Address : _____

Applicant's IC/Passport No.: _____

Supervisor's Name : _____ Supervisor's Tel No. : _____

IMPORTANT: Please indicate "✓"

<input type="checkbox"/> In Store Event/ Catering	<input type="checkbox"/> Fit Out Renovation	<input type="checkbox"/> In Store Maintenance Work	<input type="checkbox"/> Mall Area Maintenance Work
<input type="checkbox"/> In Store Window Display	<input type="checkbox"/> CML Promotion Kiosks/ Centre Court		

Description of Work : (If not stated as above. Attach separate sheet if space provided is insufficient)

Work Classification : (Please indicate "☑" in the table below)

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Building Controls	<input type="checkbox"/> Renovation
<input type="checkbox"/> Fire Protection/ Alarm	<input type="checkbox"/> Electrical	<input type="checkbox"/> Upgrading
<input type="checkbox"/> Building Security	<input type="checkbox"/> Escalator/Elevator	<input type="checkbox"/> Ceiling
<input type="checkbox"/> Painting Works	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Rectification
<input type="checkbox"/> Curtain Walls	<input type="checkbox"/> Heavy Material Delivery	<input type="checkbox"/> Others

Relevant competencies of worker involved e.g. CIDB, DOSH, PKK, JBE, MLVK, IKM (Please indicate "☑" in the table below)

<input type="checkbox"/> Electrical	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Gas	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Cranes, Boom, Sky Lifts
<input type="checkbox"/> Welding	<input type="checkbox"/> Neon Light	<input type="checkbox"/> Others

Please indicate name, cert no/ license no. and related authorizing body e.g. Ali, DOSH/03/03/0012 ,

Personal Protective Equipment (PPE) :

<input type="checkbox"/> Safety Boot	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Safety Vest
<input type="checkbox"/> Hand Glove	<input type="checkbox"/> Safety Glass	<input type="checkbox"/> Safety Harness
<input type="checkbox"/> Face Mask	<input type="checkbox"/> Others (please describe)	

Please indicate company insurance's coverage (Please indicate "☑" in the table below)

<input type="checkbox"/> Public Liability (RM 2 million)	<input type="checkbox"/> Contractor All Risk	<input type="checkbox"/> Workmen Compensation
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Work Site : Lot No: _____ Level : _____ Mall : _____ Others: _____

Time of Work : From _____ to _____ Date of Work : Start Date : _____ End Date : _____

List of tools and/or equipment that require electricity : _____

List of heavy construction machines and/or vehicles used and weights (cranes, sky lifts) : _____

List of hazardous, corrosive, toxic or volatile materials, gases or chemicals (refer to clause 4 of the terms & conditions) used in the proposed work : _____

	SURIA KLCC SDN BHD	
	WORK PERMIT SURIA KLCC SDN BHD	Page 2 of 4

TERMS AND CONDITIONS OF WORK PERMIT

This Work Permit is issued to the contractor to work only at the specified locations(s) subject to the following terms and conditions. It is issued only the contractors whose works have been duly authorized by Suria KLCC Sdn Bhd (SKLCC) or the tenant.

1. All workers shall wear and display the SKLCC Security **Worker's Pass** while in the work area. Any workers found to be without any of these passes shall be removed from site immediately. The Supervisor shall produce the original copy of the approved Work Permit when requested to do so by SKLCC OSH / Security failing which the Supervisor and the workers shall leave the site immediately.
2. All workers shall undergo the **Safety Induction Briefing** by the Suria KLCC Security before they can be allowed to start work. Workers who has been briefed shall be issued with the Safety Pledge of Workers/Employee. The contractors company must purchase insurance **Contractors All Risks with 3rd party liability sum insured RM 2 million**. The worker must be protected by a minimum of **Workmen compensation, SOCSO/ PERKESO, Group Term Life Insurance or Personal Life insurance**. The Safety Pledge of Workers together with the insurance cover note must be attached together before the Work Passes are issued.
3. A separate **Hot Work Permit** is required for works involving any open flame, welding, cutting or grinding. Blank copies of the Work Permit and Hot Work Permit form can be obtained from the Security Office at Concourse Level.
4. Prior disclosure to SKLCC and prior permission shall be obtained from SKLCC before any **hazardous, toxic, corrosive, volatile or highly flammable materials** such as but not limited to thinner, turpentine, detergent, acetylene, methane, propane
5. Prior permission shall be obtained from SKLCC to work on any **electrical** panel or **tap power** from any power point. Contact SKLCC Manager, Operation or Assistant Manager, Operation for advice and approval - Tel : **03 - 2382 2828**.
6. All workers shall be **closely supervised** by the contractor's supervisor whose name appears on page 1 of this work permit.
7. Contractors shall be responsible for the safety of their workers and shall not expose the occupants of the building and the public to any health, safety and security risk when carrying out any works.
8. Contractors shall comply with the **Occupational Safety and Health Act 1994, Factories and Machinery Act 1967, Uniform Building By-Laws 1984, Suria KLCC Safety Regulations** and other related government agencies regulations to ensure the safety and well being of both the workers at the place of work and the public.
9. Contractors performing high risk & critical job (i.e; Working at Height, Confined space and major renovation/structuralelectrical/mechanical) shall submit Method Statement, Safe Work Procedure & HIRARC to SKLCC HSE Department for review before work commencement.
10. Safety signages and hoarding/barricade shall be installed to the satisfaction of SKLCC before any work can commence. All barricade/hoarding shall display the company's name, applicant's name and telephone number. All construction materials on site shall be stored in a safe manner. If the works are to be carried out in a public areas, a sketch showing the proposed hoarding and barricade shall be submitted.
11. For works carried out on or near **marble and/or granite floor**, the floor shall be protected with plastic sheets placed below gypsum or plywood board. Plywood shall not be used for protection of works that require a hot work permit.
12. Work that is not noisy and does not produce irritating odor is allowed during normal working hours (i.e. from 8.00 a.m to 5.00 p.m for Monday to Friday inclusive) or the time shown in the work permit. Any extended working hours shall only be allowed after advise from SKLCC.
13. All items including but not limited to structures, equipment, installations and systems are deemed to be cleaned and in good working condition prior to contractor starting work on the floor where access is permitted. A contractor can be held liable if any item, deemed to be in good working condition prior to him having access to the floor is found to be **faulty or damage after the contractor has accessed to the floor or has commenced work**.
14. The contractor shall take all **precautions to avoid causing any damage** or stain to the floor/wall, equipment, installations, structures, systems of the building during working, delivery, loading and unloading. The contractor shall be charged for any rectification work to make good the damages or stains caused by him.
15. Contractors are PROHIBITED from **changing the status of any Fire & Life Safety systems**. Any works affecting the status of the above systems shall only be carried out upon approval of the **Permit to Disable/Suspend Building System** by the respective Manager, Operation or Assistant Manager, Operation. A fine of RM500.00 will be imposed for each violation.
17. Contractors shall ensure that all **staircase doors and service lift lobby doors** on the level they are working on are kept closed at all time. Violators shall be removed from the site immediately.
18. **Contractors shall equip with appropriate PPE (safety helmet, safety harness, etc) when working of more than 2m (8 feet) height.**
19. Prior permission shall be obtained from the tenants **before entering their premises**.



SURIA KLCC SDN BHD

WORK PERMIT SURIA KLCC SDN BHD

APPLICANT'S DECLARATION (contractor/ vendor who will perform the work) :

I have read and fully understood the Terms and Conditions and I shall abide by the Terms and Conditions stated herein,

Applicant's Signature : _____ Designation : _____

Company's Stamp : _____ Date : _____

TENANT'S/ CUSTOMER'S DECLARATION:

We/I have assigned the above person to perform work at the proposed location and hereby acknowledge and agreed upon the Terms and Condition stated herein,

Tenant's Signature: _____ Designation: _____

Company's Stamp: _____ Date: _____

FOR SURIA KLCC OFFICE USE ONLY :

Safety Induction Verification Safety Induction briefing was conducted for the contractor on _____ and the listed worker(s) have been issued with Safety Pledge	_____ (Signature & Date)	_____ (Stamp)
Approval to enter mechanical rooms-Level 5 Suria KLCC Chargemen/ Executive Approval	_____ (Signature & Date)	_____ (Stamp)
Work Permit is valid from _____ to _____ Manager/ Executive : APPROVED / NOT APPROVED	_____ (Signature & Date)	_____ (Stamp)
SKLCC Security Office Endorsement	_____ (Signature & Date)	_____ (Stamp)
SKLCC HSE	_____ (Signature & Date)	_____ (Stamp)
KLCC Urusharta HSE / Tower 3 HSE (if applicable)	_____ (Signature & Date)	_____ (Stamp)
KLCC Urusharta Common Estate Endorsement Approval to work at CE area (if applicable)	_____ (Signature & Date)	_____ (Stamp)
KLCC Urusharta Common Facilities Endorsement Approval to work at CF area (if applicable)	_____ (Signature & Date)	_____ (Stamp)
KLCC Security Endorsement Approval to work by KAPSOC (if applicable)	_____ (Signature & Date)	_____ (Stamp)
KLCC Parking Management Approval to work by KPM (if applicable)	_____ (Signature & Date)	_____ (Stamp)

Extension of Work Permit from _____ to _____ (Only one extension is allowed)

Manager/Executive : Approved / Not Approved for extension	_____ (Signature & Date)	_____ (Stamp)
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20. Prior permission shall be obtained from the tenant of the floor before using any facilities on that floor. The facilities include toilets, electricity, communication equipment, kitchenware, furniture and the likes.
21. Contractors found in possession of key(s) that can open the lock of any door, panel or cabinet in the building without proper authorisation shall be handed over to SKLCC Security for further action. Please contact SKLCC (Tel : 03 2382 2425) for **assistance to gain entry into rooms or floors.**
22. Contractors are strictly prohibited from taking food, drinks, cigarettes, lighters and/or match sticks into the mechanical room. Any worker found with such materials in the mechanical floor or AHU room shall be removed from site immediately.
23. Prior **permission** shall be obtained from Manager, Operation or Assistant Manager, Operation **to enter any mechanical room at Level 5.**
24. Prior **permission** shall be obtained from KLCCUH HSE, KLCC CE, KPSOC or KLCC CF before carrying **any works at Common Estate and Common Facilities. Approval also need to be obtained from Tower 3, prior to work commencement at Lot C**
25. Contractors are **prohibited to smoke** in the lifts, service lift lobbies, electrical rooms, electrical risers and staircases and while working with hazardous or highly flammable material, chemical or gas. Violators shall be remove from site immediately
26. All **materials**, containers, tools equipment , covers, boxes, wrappers, packing, scaffolding and the like **brought into the work area** shall clearly bear the contractor's company name on a conspicuous part of the item for **easy identification**. Any item that do not clearly and conspicuously bear the company's name will be considered as unclaimed material and shall be removed as debris without notice.
27. Any **electrical power tapping** from the building shall be done through a portable distribution board that have an Earth Leakage Circuit Breaker (**ELCB**) rated at 0.1A or less.
28. **Drilling, cutting or chasing of any openings** of any description on any part of the **building superstructure or load bearing structure is NOT allowed**. Prior approval shall be obtained from SKLCC if any of the above activities is deemed necessary.
29. Any **drifting dust around the work site** shall be cleaned immediately, failing which the cleaning works shall be done by SKLCC's appointed cleaners and all costs incurred shall be deducted from the deposit and/or charge to the contractors including attendance fee.
30. Contractors requiring the **use of dumpsters for debris disposal** must first seek the approval of KLCC Urusharta's Common Facilities department at the P1 Loading Dock.
31. **Garbage and debris** shall be transported out of the building daily failing which SKLCC shall be removed them and all costs incurred shall be deducted from the deposit and/or charged to the contractor including attendance fee. Leftover food, food and drink containers shall be disposed of appropriately.
32. Contractors are **prohibited from using the staircases** to travel from one floor to another. Entry to any floor shall only be via the service lift lobby. Violator shall be removed from the site immediately.
33. Contractors are PROHIBITED from **using the passenger lifts** unless prior permission is obtained from SKLCC.
34. Use only the service lifts for **transporting of any equipment, material**, tools ladders, scaffolding, construction debris, rubbish, machines, chemicals or the likes.
35. **Loading and/or unloading of material** shall be at the loading dock at Level P1 only. Prior arrangement shall be made with the Loading Dock Master located at Level P1 via tel : 03 **2392 8752/ 94 (Office)**.
36. **Access through the P1 Loading Dock area** is to be approved and endorsed by KLCC Urusharta's Common Facilities.
37. All forms of nuisance but not limited to the following shall be controlled i.e. noised, noxious fume, major impact onto slabs and walls, drifting dust, excess fluid and the likes.
38. Contractors are **prohibited from carrying out any mass production works** such as fabrication, shaping and/or spray painting of parts or joinery works, furniture works within the work area.
39. SKLCC reserves the right to make good damages caused by the contractor and revert the cost back to the contractor.
40. The Terms and Conditions stated herein and any details such as telephone numbers provided in this work permit is **subject to change** without prior notice. SKLCC reserves the right to request for additional information pertaining to each application.
41. This work permit is automatically canceled if any of the contractor's workers, supervisors, agents or representatives **violate any terms** and/or conditions and shall be removed from site immediately.

(Letter is From the company stated in VISA / PERMIT LAWATAN KERJA SEMENTARA to Suria KLCC)

COMPANY LETTER HEAD

With Company Name

(Company Registration Number / Company Commission Malaysia Number)

Business Address

Business Telephone Number

Date: xxxxx

(To Suria KLCC Management)

General Manager

Suria KLCC Center Management Office

LETTER OF UNDERTAKING

We hereby certify that the following personnel(s) is/are employee(s) of **[name of assigning company stated in VISA / PERMIT LAWATAN KERJA SEMENTARA]**.

The employee(s) is/are assigned to work for **[MAIN / SUB CONTRACTOR]** / at (job site at Suria KLCC) from (start date) to (end date).

Enclosed herewith the following for your checking and approval:

1. List of employee(s)
2. Employee's Passport number
3. Employee's Work permit / PLKS Number (from visa)

Should you need any further clarification, please do not hesitate to contact **(Name of person in-charge)** at **(contact number)** .

Thank you.

Yours sincerely,

(Name of Assigning Company) (Company Registration Number / Company Commission Malaysia Number)

NAME

Job title

Telephone Number

EXAMPLE

(From the company stated in visa to Suria KLCC)

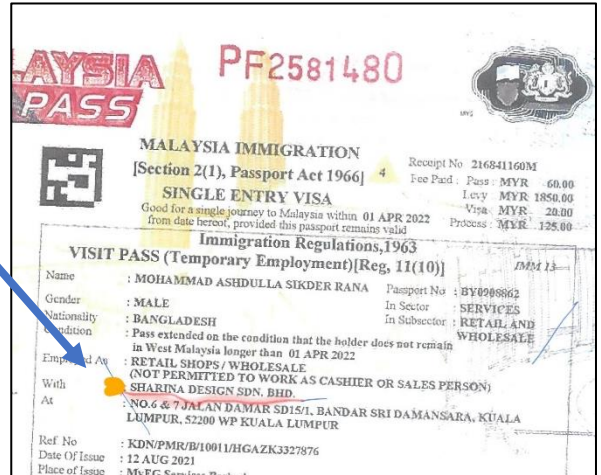
OFFICIAL LETTERHEAD

Company Name: **SHARINA DESIGN SDN BHD**
 (Company Registration Number / Company Commission
 Malaysia Number)
 Business Address
 Business Telephone Number

Date: xxxxxx


(To Suria KLCC Management)

General Manager
 Suria KLCC Center Management Office



LETTER OF UNDERTAKING

We hereby certify that the following personnel(s) is/are employee(s) of **SHARINA DESIGN SDN BHD**.

		SURIA KLCC SDN BHD AKUAN KAKITANGAN/PEKERJA	
Syarikat :	JKN MIA SDN BHD	Nama Pekerja / Ktangan :	M. ASHDULLA SIKDER
Jenis Kerja :	WLC	No. KIP :	BY 0905882
Lokasi :		Jawatan :	WORKY
No. Tel. :		Alamat :	K-L

The employees are assigned to work for [main/sub contractor: **JKMN SDN BHD**] / at (job site at Suria KLCC: **C28 SWATCH @ KLCC**) from (start date: **17 March 2022**) to (end date: **24 March 2022**).

Enclosed herewith the following for your checking and approval:

1. List of employee(s)
2. Employee's Passport number
3. Employee's Work permit / PLKS Number (from visa)

OR



No.	Employee Full Name	Passport No.	Work permit / PLKS Number (from Pass)

Should you need any further clarification, please do not hesitate to contact (**Name of person in-charge**) at (**contact number**) .

Thank you.

Yours sincerely,
 (Name of Assigning Co.) (Co. Reg. Number / Company Commission Malaysia Number)

SIGNED

.....
 NAME

Job title & Telephone Number