



**General House Rules for Users of
BCA Managed Premises
Pulau Punggol Aggregate Terminal, Tuas Aggregate
Terminal, Pulau Punggol Timor RMC and Pre-cast
Concrete Plots, and Tuas Concrete Site
(2016 Edition)**

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SECTION A - DEFINITION AND INTERPRETATION

1. Definition

In these Rules, the following words and expressions shall have the meanings set out below:

- (a) "Aggregates" - shall mean essential construction material as defined in section 31A of the Building and Construction Authority Act and which have been unloaded from the barges at the Berthing/Mooring Area.
- (b) "Aggregate Storage Plot" - shall mean each of the plots shaded in green as shown in Annexes A, B and C, set aside within the Premises licensed or to be licensed to Importers to be used for the storage of Aggregates.
- (c) "Aggregate Terminal" - shall mean Pulau Punggol Aggregate Terminal and Tuas Aggregate Terminal as shown in **Annexes A and B** which includes the Berthing/Mooring Area and the Aggregate Storage Plots.
- (d) "Approved Materials" - shall mean the materials other than Aggregates (e.g. machineries, spare parts, etc) which had been approved by BCA via the "Application of Ferry Machinery or Spare Parts" and approved by MPA.
- (e) "as shown" or "as indicated" - shall mean as shown or as indicated in the annexes or diagrams.
- (f) "Berth Operator" - shall mean the person or persons, partnership, firm or corporation whose tender has been accepted by BCA to operate the berths at the Berthing/Mooring Area and includes the Berth Operator's legal personal representatives and permitted assigns, and where the context permits his servants and agents. The Berth Operator shall not, save as explicitly stated below, be an agent or servant of BCA.

- (g) "Berthing/Mooring area" - shall mean the area in the Aggregate Terminal shaded in yellow as shown in **Annexes A and B**, including the berths, the sea space and the mooring buoys, which is to be used primarily for the mooring of vessels at the mooring buoys, the transshipment of Aggregates from vessels to barges and the unloading of Aggregates at the berths by barges. Specifically, the area which the barges are secured to berthing lanes and where the unloading trucks traverse is defined as "Berthing Area".
- (h) "Berthing Charges" - shall mean the fees charged by the Berth Operator from the Importers for the Importer's right to unload Aggregates at the Berthing Area.
- (i) "Canteen" - shall mean the area in PPAT shaded in blue as shown in **Annex A**. Not applicable for TAT.
- (j) "Foreign Workers" - shall mean foreign workers who are holders of work permits and/ or employment passes issued by the relevant authorities under the provisions of the Immigration Act (Chapter 133) and / or the Employment of Foreign Manpower Act (Chapter 91A) and any rules and regulations made thereunder.
- (k) "Illegal Immigrant" - shall mean persons who have entered into the Republic of Singapore in contravention of the provisions of Section 6 of the Immigration Act or any statutory modification or re-enactment thereof.
- (l) "Importer" - shall mean a party that has been granted a licence by the Building and Construction Authority to import essential construction materials in accordance with section 31B of the Building and Construction Authority Act (Chapter 30A).
- (m) "Isolation Sub-plot" - shall mean the plot(s) within the Premises which are used for the isolation of Aggregates under the testing requirement imposed under Part VIA Supply of Essential Construction Materials of the Building and Construction Act (Chapter 30A), and the BCA (Importers' Licensing) Regulations 2011.

- (n) “Non-Storage Plot User” - shall mean the Importer approved by BCA to use the Aggregate Terminal but did not lease the storage plot at the respective Aggregate Terminal.
- (o) “Plot” - shall mean any plot(s) set aside within the Premises licensed or to be licensed to Users, including Aggregate Storage Plots.
- (p) “PPAT” - shall mean the Pulau Punggol Aggregate Terminal.
- (q) “Premises” - shall mean the site edged in **red** as shown in the **Annexes A, B and C**, including the Plots, Isolation Sub-plots, the sea space, revetment, berths, mooring buoys, as well as all buildings, structures and facilities constructed within the site.
- (r) “Rules” - shall mean everything contained in this set of General House Rules.
- (s) “Storage Plot User” - shall mean the Importer who has leased the Aggregate Storage Plot at the respective Aggregate Terminal.
- (t) “TAT” - shall mean the Tuas Aggregate Terminal.
- (u) “Users” - shall mean any parties (companies) granted approval by the Licensor for the use of the Premises or any part thereof, including Importers.

2. Application of these Rules

2.1 These Rules shall apply to:-

- (a) all Users (including their agents and contractors) and persons within the Premises; and
- (b) all activities carried out within the Premises.

2.2 All Users, their agents, their contractors and their workmen shall abide by these Rules herein stipulated. Failure to comply with these Rules may result in the suspension of operations and debarment of persons from the Premises.

2.3 Obligations under the Users' respective Licence Agreements shall remain in force together with these Rules. In the event of any conflicting clauses between these Rules and the Licence Agreements, the Licence Agreements shall prevail.

3. Scope of Application

3.1 Refer to **Annexes A, B and C** for the boundaries of the Premises whereby these Rules will apply.

SECTION B - ACCESS TO BERTHING AREA

4. Access to Berthing Area

- 4.1 No vessel shall moor/berth at the Berthing Area without a valid Landing Permit or Vessel Permit from BCA.
- 4.2 Only authorized personnel with valid security passes or persons with BCA's or the Berth Operator's approval shall be allowed to enter the Berthing Area.
- 4.3 BCA may, at its discretion, without giving any reason whatsoever disallow any person from entering and/or leaving the Berthing Area regardless whether prior approvals had been given.
- 4.4 Only Aggregates and other Approved Materials shall be allowed to be loaded and unloaded at the Berthing Area.

5. Landing Permit and Vessel Permit Application

- 5.1 Application of Landing Permit for vessel to berth at Aggregate Terminals shall be made at least 1 working day before the date of arrival of the vessel. Application shall be made through the e-Landing Permit System (eLPS).

SECTION C - CONTROL OF VESSELS AT BERTHING/MOORING AREA

6. Control of Barges at Berthing Area

- 6.1 Importers shall ensure that the barge and tug boat crew complies with the instructions of the Berth Operator at all times.
- 6.2 Where there is any property damage resulting from the crew's lack of care and due diligence when the barge and tug are at the Berthing Area, the barge and tug will be barred from berthing at the Aggregate Terminal for up to six (6) months. Where there are any injuries or death to persons resulting from the crew's lack of care and due diligence when the barge and tug are at the Berthing Area, the Police and other relevant authorities will be notified. The barge and tug and the crew will be barred from entering the Premises from the commencement of investigations by the Police or relevant authorities up to a period deemed appropriate by BCA, depending on the severity of the offence.
- 6.3 A representative from the Importer must be present when his barge arrives at or departs from Berthing Area. The representative's role is to ensure that safety procedures are followed during berthing and to witness the taking of draft readings by the Berth Operator. Unloading will not be allowed to commence if the Importer's representative is not present.
- 6.4 Berth Operator will supervise berthing and unberthing operation closely together with the Importer's representative. Berth Operator may stop any work immediately should they feel that it is not safe to carry on.
- 6.5 The Users shall ensure that the condition of the barges and tugs, including their peripherals such as ramp door, mooring ropes, etc., are in proper working conditions. Any barge or tug found to be in unsatisfactory condition will be barred from the Aggregate Terminals until the necessary repair works have been completed.

SECTION D - TRAFFIC SAFETY RULES WITHIN THE PREMISES

7. Compliance with Traffic Rules and Directions

7.1 All vehicle drivers and equipment operators within the Premises shall obey the traffic rules as stipulated in the table below. The consequences for not complying with the traffic rules are also stipulated in the table.

Traffic Rules	Consequences for failure to comply
The traffic directions of the Premises are to be complied with.	Vehicle/ equipment and the driver/ operator will be barred from entering the Premises for not more than three (3) months.
Speed limit within the Premises is 40km/h for all vehicles and equipment.	Recalcitrant offenders may be barred from the Premises indefinitely.
Driver/operator of the vehicle/equipment must take precautions to ensure safe operations during the vehicle/equipment movements.	<p>For incidents resulting in property damage, the vehicle/ equipment and the driver/operator will be barred from entering the Premises for not more than three (3) months.</p> <p>For incidents resulting in injuries or death to persons, the Police and other relevant authorities will be notified. Both the vehicle/ equipment and the driver/ operator will be barred from entering the Premises until the investigations have completed by the Police or relevant authorities.</p>
Vehicles/ equipment shall be parked only at the designated parking areas as shown in Annexes A, B and C or within the Plots only.	<p>Berth Operator may wheel-clamp any unattended vehicles/ equipment that are parked at non-parking areas.</p> <p>The Users shall pay an unclamping fee to the Berth Operator to release each wheel-clamp. The unclamping fee is described in Section I below.</p> <p>*Unattended vehicles/ equipment refers to vehicles/equipment whose drivers/operators are not within a 5m radius from the vehicle/equipment.</p> <p>Berthing rights may be suspended for Users with recalcitrant offenders.</p>

Traffic Rules	Consequences for failure to comply
Washing of vehicles/ equipment shall only be carried out within the Plots.	The User shall pay to the Berth Operator a sum as described in Section I below for each instance of vehicle/equipment found being washed outside the Plots.
The laden weight of Aggregate trucks shall not exceed 30 tons and flaps of the Aggregate trucks shall be fully closed as shown in Picture 1 below.	The berthing rights of the User will be suspended for each truck which is overloaded or not fully covered.



Picture 1

SECTION E - EQUIPMENT WITHIN THE PREMISES

8. Equipment

8.1 Users shall provide their own machinery, equipment and vehicles for all their operations within the Premises.

9. Accreditation of Equipment & Servicing

9.1 No equipment shall be allowed to be used within the Premises unless it has been certified fit for use by competent authority for operation and statutory requirements in respect of usage and conditions of such usage have been complied with.

9.2 Equipment shall be subject to regular servicing programs to ensure its operational integrity.

9.3 Owner or person in charge of or in possession of the equipment shall produce all relevant certification related to the operations of the equipment e.g. insurance coverage, registration with the competent authority, lifting certificates (for lifting machines), servicing/ inspection reports etc. upon request by BCA or from the Berth Operator.

9.4 Machineries, trucks or equipment of poor condition will be suspended from entering the Aggregate Terminals until all defects have been rectified. Proof of rectifications shall be sent to Terminals Officers for verification.

10. Equipment Operation

10.1 Equipment should only be operated by personnel who are trained and hold valid certificates and/ or licenses' for its operation.

10.2 All equipment must never be left unattended when it is in operation.

10.3 Equipment must be turned off when refueling or when left unattended. Access to the equipment must be restricted so as to prevent unauthorized person from operating the equipment.

- 10.4 Every operator of the equipment should check and ensure that the equipment and its safety guards are in good operational condition before use.
- 10.5 Equipment should only be used for its intended purpose and in accordance with its specifications.

SECTION F - SAFETY, HEALTH AND ENVIRONMENT WITHIN THE PREMISES

12. Risk Assessment and Permit To Work

- 12.1 All Users shall carry out Risk Assessment for all works that are being or are to be carried out within the Premises.
- 12.2 Users working in the Berthing Area are to obtain a "Permit to Work" for all hot works and heavy lifting operation.
- 12.3 Users are also required to obtain a "Permit to Work" for any other works within the Berthing Area which, in the opinion of the Berth Operator, requires assessment of works.
- 12.4 Only levelling of material is allowed at the top of aggregate stockpile. No works such as repairing of vehicles shall be carried out on top of the aggregate stockpiles. There shall be no vehicles/ equipment allowed to be parked or storage of other materials allowed on top of the stockpiles.

13. Safe Work Procedure (SWP) for Berthing Operations

- 13.1 All Users are to submit a set of "Safe Work Procedures (SWP)" to BCA for the following:

I) Mother Vessels (MV)

- a. Before Arrival of MV
- b. Before Embarkation of BCA Enforcement Officers
- c. During Sample-Taking
- d. Ferrying of BCA Enforcement Officers to and from MV
- e. Crane Operator and Rigger

II) Barges

- a. Arrival of Barge (Safety check on the condition of the following: Ramp door system, Mooring ropes & Deck side walkway)
- b. Departure of barge

13.2 In the event of any non-compliance of SWP submitted, the scheduled sample-taking and sighting of materials declared in Cargo Clearance Permit (CCP) will not be carried out.

13.3 In the event of any non-compliance to the SWP, the MV, barge and tug boat will be barred from mooring/ berthing at the Aggregate Terminal for a minimum period of three (3) months.

14. Personal Protective Equipment (PPE)

14.1 Head Protection – Safety helmet with chin strap must be worn at any operating areas where there is a risk of falling objects.

14.2 Footwear – Safety shoes must be worn at designated PPE area. Sandals, slippers and high heel shoes are strictly prohibited.

14.3 Eye protection – Eye protection such as safety glasses, welding shields must be worn in any work that may present a risk of injury to the eyes to protect against flying particles or harmful rays.

14.4 Respiratory mask – Respiratory mask shall be worn, where any process or work is likely to give off any hazardous dust, fumes, gas, vapour, mist, fibre, or other contaminants and all reasonable measures shall be taken to prevent accumulation of such in the workplace to protect persons at work against such exposure.

14.5 High Visibility Vest – High visibility vest shall be worn by all personnel at designated PPE area.

14.6 Personal Floatation Device (Life vest) – Personal floatation device shall be worn at all times by personnel working seaward beyond the bollards.

14.7 It shall be the responsibility of the Users to provide the necessary PPEs to their employees.

15. Smoking

- 15.1 Smoking is strictly prohibited at all areas other than the designated smoking area. The smoking areas are shown in **Annexes A, B and C**.

16. Firefighting Equipment and Facilities

- 16.1 All firefighting equipment, facilities or structures (e.g., hose reels, hoses, fire extinguishers, wiring systems, call points, hydrants, etc.) shall not be tampered with, altered or removed from their assigned locations unless there is a true fire emergency.
- 16.2 All Users are to provide the necessary firefighting equipment within the Plots in accordance to SCDF's requirements.

17. Health and Environment

- 17.1 All Users are to provide the necessary protection gears, such as dust masks, for their employees. For Plot Users, they are also to take the necessary mitigating measures (e.g. watering the stockpile hourly etc.) to aid in reducing dust pollution in the Premises.

18. General Conduct

- 18.1 Every person within shall
- a. not consume alcoholic drinks at all not sleep at the working areas;
 - b. not fish or swim in the waters within the Aggregate Terminals vicinity;
 - c. observe all traffic signs and directions by persons in charge of traffic;
 - d. not carry out operational work during severe weather conditions (storms, heavy downfalls, fog, haze, lightning, typhoon etc.);
 - e. not bring, keep or feed pets, livestock or stray animals such as dogs, cats etc.;
 - f. not urinate and/or pass motion in areas other than toilets;
 - g. be decently dressed;
 - h. not behave in a rowdy manner, fight or cause nuisance;
 - i. not gamble; and
 - j. not be in possession of and/ or consume illegal drugs and/ or in possession of any utensils or apparatus for consuming illegal drugs.

18.2 For non-compliance, the person will be barred from entering the BCA Aggregate Terminals for minimum period of 1 month or longer, at the discretion of BCA. BCA will also refer to the relevant authorities for their further enforcement actions where necessary.

19. Incident Reporting and Consequences of Incidents

19.1 All incidents relating to safety, health, and the environment, inclusive of “near miss” cases within the Premises, shall be promptly reported to BCA. The Incident Reports must be reported in the format provided by BCA and contains sufficient details regarding how the incident occurred, root cause analysis and any corrective and preventive actions to be taken.

19.2 In addition to the debarment actions mentioned in the paragraphs above for incidents resulting in property damage, injuries or death, the User shall be responsible for repairing any damages caused by these incidents at its own cost. The repairs shall be carried out to the satisfaction of BCA.

19.3 BCA may at its discretion suspend the berthing rights and operations of any Users with excessive number of incidents occurring.

SECTION G – SECURITY WITHIN THE PREMISES

20. Security

- 20.1 Entry pass and identification documents shall be produced for inspection as and when required by BCA and/or the Berth Operator.
- 20.2 Tug boats' and/ or barges' crew shall not be allowed to disembark from their vessels unless for submitting documents to the Berth Operator. Where required, the crew shall only move from the vessel to the Berth Operator's office.
- 20.3 Illegal immigrants or stowaways will be brought to the relevant authorities for action in accordance with Singapore's immigration laws.
- 20.4 It is the responsibility of the Users and their agents to ensure the good behavior of their workers under their charge while working in the Premises.

21. Photography

- 21.1 No photography and recordings (visual and/or audio) of any kind are allowed within the Premises unless approved by BCA.
- 21.2 Any person found recording (visual and/or audio) or found to be in possession of any medium such as film, magnetic tape, digital memory devices or otherwise of recordings of the Premises shall surrender the same to BCA for inspection. BCA reserves the right to edit, amend, forfeit, confiscate or destroy the recordings, including its copies.

SECTION H - ENFORCEMENT BY BCA

22. Enforcement by BCA

- 22.1 Notwithstanding the generality of these Rules, BCA may impose further terms and conditions, and issue any directives, instructions or orders, as it deems necessary to ensure the safety and security of the BCA Aggregate Terminals.
- 22.2 The Users shall be obliged to comply with the Rules, the terms and conditions, and any directives, instructions or orders issued at its own cost.
- 22.3 BCA shall be entitled to take any steps or measures necessary to ensure compliance with the above.

23. Liability of Users for Damage to BCA Properties within the Premises

- 23.1 Any User, including their employees, contractors or agents, who causes damage to any part of BCA's properties (which includes berths and administration building, weighbridge system, roads, lighting, lighting masts etc.) shall be responsible for any direct and indirect loss and damage suffered by BCA. The User shall, at his own cost, be responsible for repairing and rectifying the damage to the satisfaction of BCA.

SECTION I - FEES AND CHARGES FOR USE OF PREMISES

24. Payment for Services

24.1 The tables below show the fees and charges which may be applicable for the use of BCA Aggregate Terminals.

S/N	Description of services provided by BCA	Rates (Before GST)
1	Use of mooring buoys (refer to http://www.bca.gov.sg/AggregateTerminals/mooring_facilities.html)	Buoy Fee of \$0.25 per buoy per tonne of Aggregates unloaded
2	Overnight mooring of barges at the berth for barges which had already completed its unloading, but unable to depart the terminal due to restriction on vessel movement at night by the relevant authorities	Overnight Mooring Fee of \$20.00 per barge
3	Use of the Aggregate Terminal by users that did not lease any storage plot at the respective Aggregate Terminal. Such users are termed Non-storage Plot Users (NSPU). (refer to http://www.bca.gov.sg/AggregateTerminals/others/NSPU.pdf)	NSPU Fee per tonne of Aggregates unloaded:- i. \$0.25 for NSPU discharging to Isolation Sub-Plots; or ii. \$0.50 for all other NSPUs.

S/N	Fees collected by BCA	Rates (Before GST)
1	MPA Wharfage Charges ¹	\$0.20 per tonne of Aggregates imported
2	BCA Import Permit Fee	\$0.12 per tonne of Aggregates imported

¹ Collected by BCA on behalf of MPA.

Table 3:		
S/N	Description of services provided by Berth Operator	Rates (Before GST)
1	Use of the berthing area by all Users at the respective Aggregate Terminal for unloading Aggregates	Berthing Charges of \$0.50 per tonne of Aggregates
2	Extension of allowed berthing hours for barges of all sizes requiring additional time beyond the allowed berthing hours	\$150.00 per hour or part thereof for each barge
3	Use of the Berthing Area for loading and unloading of i. materials ² other than Aggregates by users of the Aggregate Terminals as allowed by BCA; ii. machineries used for transhipment	\$150.00 per hour or part thereof for each barge

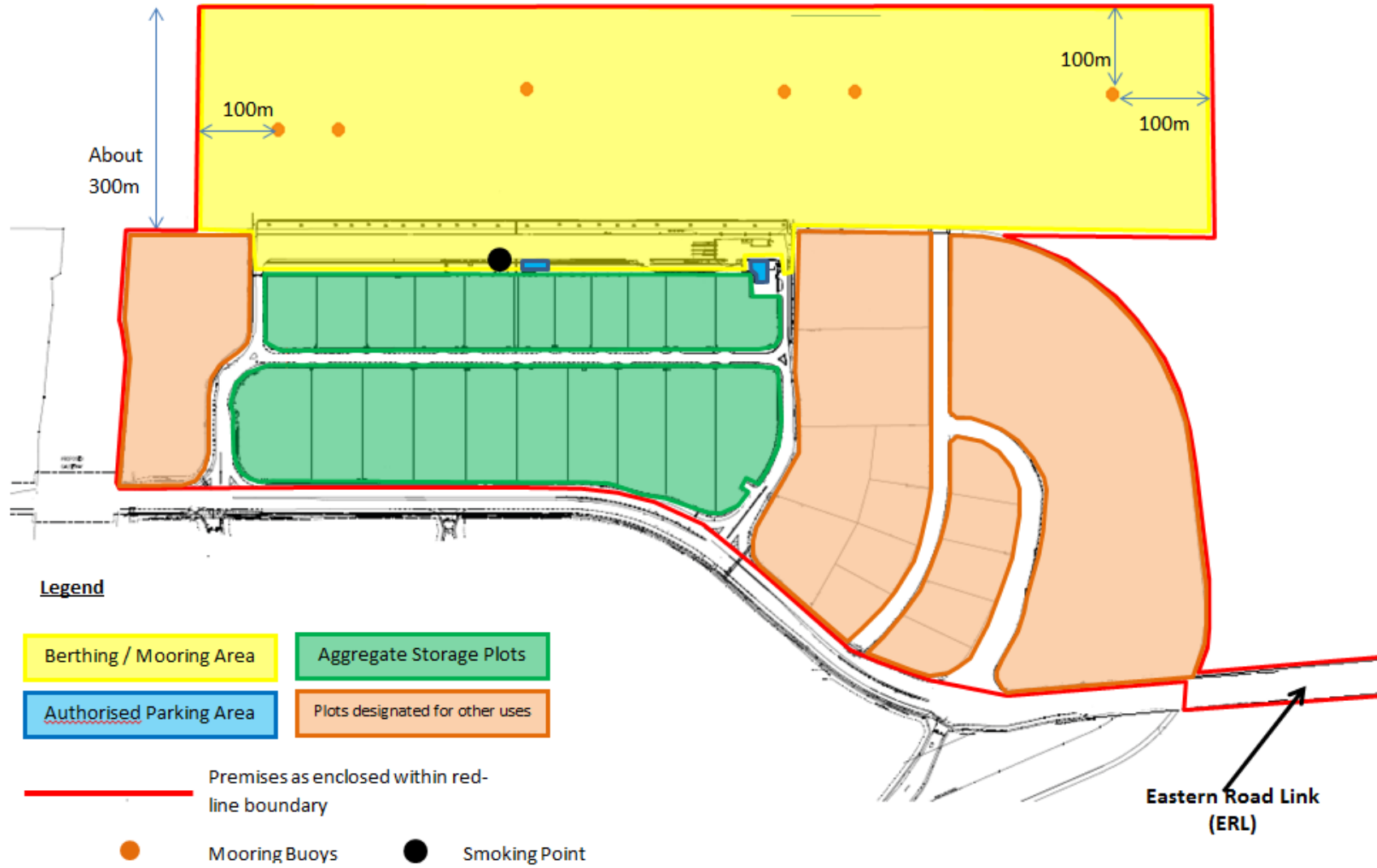
Table 4:		
S/N	Charges imposed by Berth Operator	Rates (Before GST)
1	Charges for releasing an unattended vehicle ³ owned by the user of the Aggregate Terminal or his agents that has been wheel-clamped by the Berth Operator for parking at unauthorised locations within BCA's premises	\$150.00 per vehicle
2	Charges for each instance of washing of vehicle/equipment owned by the user of the Aggregate Terminal or his agents at unauthorised locations within BCA's premises	\$150.00 per instance

– End –

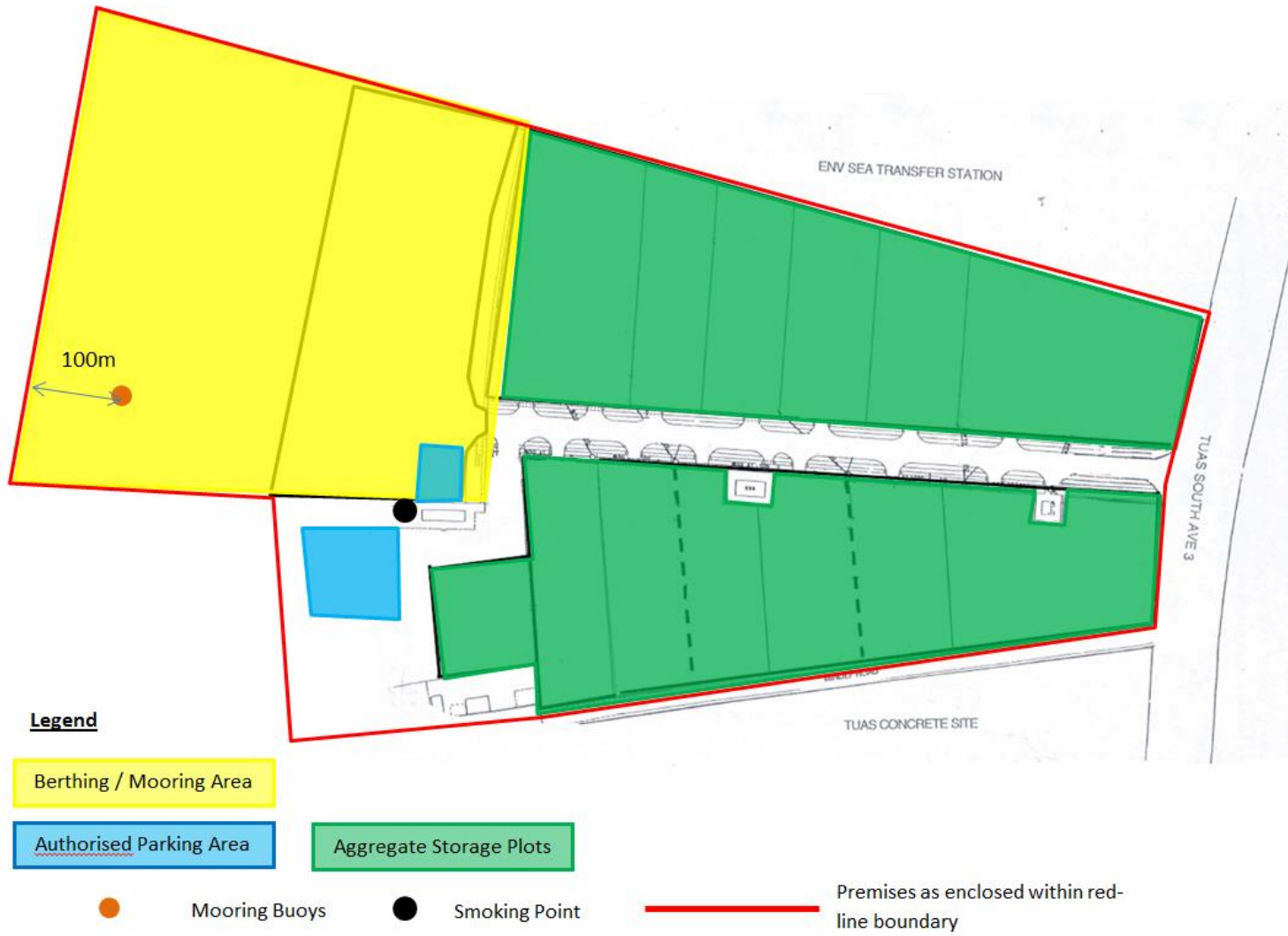
² Excludes machineries and spares for vessel and quarry use which are approved by BCA.

³ "Unattended vehicles" means the driver of the vehicle is not within 5m radius of the vehicle.

Annex A - Extent of Premises, Berthing/Mooring Area, Aggregate Storage Plots and Canteen - PPAT



Annex B - Extent of Premises, Berthing/Mooring Area, and Aggregate Storage Plots – TAT



Annex C - Extent of Premises – TCS

