



# **1. Notification to Matrix Networks Pte Ltd for Earthwork Procedures**

## **1. Introduction**

With effect from 1 July 2000, The Info-Communications Development Authority of Singapore (IDA) has introduced a licensing for telecommunication cable detection workers. The objective is to prevent damages to the underground telecommunication cables which cause disruption to telecommunication services.

In connection with this licensing scheme, contractors involved in earthworks are also required to comply with the provisions with regards to telecommunication cable detection works under the Telecommunication Act.

The administration procedures for the notification of earthworks by the contractors/principals when working in the vicinity of Matrix Networks plants are contained herein.

## **2. Definition**

### **2.1 Telecommunication Cables**

Telecommunication cables include copper cables of 5 pairs and above up to 4800 pairs count and optical fiber cables of 6 fibers to 96-fiber count and above.

## **3. Administration Procedure**

3.1 The principals/contractors are advised to refer to the location list to ascertain where Matrix Networks fiber plant network is located

3.2 The principals/contractors must engage a licensed telecommunication cable detection worker (TCDW) to locate and expose the Matrix Networks Pte Ltd plant routes by digging trial holes and by detection equipment before commencement of any earthworks in the vicinity of telecommunication cables.

3.3 The TCDW must submit the detected and located plant route information to the principals/contractors and keep a set of records for future reference.

3.4 The principals/contractors have to submit 7 days notice to Matrix Networks Pte Ltd in compliance with Section 29(1) of the Act before the commencement of intended earthworks. An administrative fee will be imposed to facilitate processing of documentation and shall be submitted together with the request.

3.5 Upon receipt of the notification, Matrix Networks Pte Ltd will respond within 7 days from the date of receipt, with an acknowledgement of the notification or requirement for a site visit with the principals/contractors for further discussions and consultation.

3.6 With Matrix Networks Pte Ltd acknowledgment that such earthworks are permitted and upon locating Matrix Networks Pte Ltd plant route, the principals/contractors could proceed with the earthworks on the scheduled commencement dates.



3.7 Each Notification will expire within a month from the date of notification acknowledgement if the intended earthworks are not carried out. Upon expiry, a fresh notification is required from the principals/contractors again to notify Matrix Networks Pte Ltd on the new scheduled commencement date.

#### **4. Submissions and Conditions**

4.1 The notice shall be submitted in standard forms:

- Request for Plant Route Plan
- Notification for Commencement of Earthworks
- Request for Site Consultation

4.2 The notice shall be submitted via email to: [noc@matrixnetworks.sg](mailto:noc@matrixnetworks.sg)

4.3 Documents necessary for Matrix Networks Pte Ltd processing of the notice must accompany the notices e.g. proposed site plan with proposed trial holes and earthworks position relative to Matrix Networks Pte Ltd plant route, work schedule and cable detection drawing by licensed TCDW (if applicable)

4.4 Conditions and safety measures, if necessary, will be conveyed in Matrix Networks Pte Ltd response.

4.5 Matrix Networks Pte Ltd reserves the right to include additional conditions and/or modify existing conditions during the duration of earthworks if damage to cable may occur or is likely to occur

#### **5. Method of Payment**

5.1 All payment should be payable to Matrix Networks Pte Ltd

## 2. Matrix Networks Plant Location List

S/N	Location	
1	Changi North Crescent	
2	Changi South Ave 3	
3	Changi South Ave 2	
4	Changi south Ave 1	
5	Xilin Ave	
6	Changi Coast Road	
7	Tanah Merah Coastal Road	
8	Upper Changi Road East	
9	New Upper Changi Road	
10	Chai Chee Road	
11	Sims Ave East	
12	Jalan Eunos	
13	Eunos Link	
14	Ubi Ave 3	
15	Ubi Road 2	
16	Old Airport Road	
17	Tai Seng Ave	
18	Tai Seng Drive	



### 3. Request for Matrix Networks Pte Ltd Plant maps

VP, Operations  
Matrix Networks Pte Ltd  
55 Changi North Crescent  
Singapore 499628

Telephone: 6898 8888  
Fax: 6543 3648

Email: [noc@matrixnetworks.sg](mailto:noc@matrixnetworks.sg)

#### To be completed by Requesting Company

Location / Project Title: \_\_\_\_\_  
(Please attach a clear site location plan)

**Principal Company Name:** \_\_\_\_\_  
Contact officer's Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
Fax No: \_\_\_\_\_

#### Requesting Company

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel/Mobile No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

#### Acknowledgement

1. This is to acknowledge the receipt of \_\_\_\_\_ copies of Matrix Networks route plan drawing.
2. We will undertake to exercise all necessary precautionary measures to avoid any damage to Matrix Networks plant. The purchase of these plans does not in any way affect our obligations under the Telecommunications Act or any other relevant legislation or regulations and we further agree to be sole responsible for any loss and damage that Matrix Networks may suffer as a result of any such damage.

Authorized Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_



#### 4. Notice of Commencement of Earthworks within the Vicinity of Matrix Network Telecommunication Cables

VP, Operations  
Matrix Networks Pte Ltd  
55 Changi North Crescent  
Singapore 499628

Telephone: 6898 8888  
Fax: 6543 3648

Email: [noc@matrixnetworks.sg](mailto:noc@matrixnetworks.sg)

<b>For Internal Use Only:</b>	
Case ref no: _____ Date received: _____ Dept referred to: _____	
<b>1. Contractor's Particular:</b>	_____ NRIC: _____ (Name in Full) Designation: _____ Tel No: _____ Mobile No: _____ Fax No: _____ Company's Name: _____ Company's Address: _____
<b>2. Site Supervisor's Particulars</b>	_____ NRIC: _____ (Name in Full) Mobile: _____ Tel No: _____
<b>3. Contract's Details</b>	Principal: _____ Project Officer: _____ Tel No: _____ Mobile No: _____ Contract Period: _____ Contract No: _____ Works Order No: _____ (to indicate if applicable)
<b>4. TCDW's Particular</b>	_____ NRIC: _____ (Name in Full) Mobile No: _____ Tel No: _____ License No: _____ Expiry Date: _____
<b>5. Works' Details</b>	Proposed Earthwork's Location _____ (include nearest street address and landmark): Duration From: _____ Nature of Earthworks: <input type="checkbox"/> Open trench excavation <input type="checkbox"/> Sinking of earth rod, casing or tubes <input type="checkbox"/> Boring, Dredging, Jacking, Leveling, Piling or Tunneling <input type="checkbox"/> Soil Investigation <input type="checkbox"/> Others (Please specify): _____  Pipes Affected: _____ (No. of ways - identified) Cables Affected: _____ ( identified by TCDW)



Manhole Affected: \_\_\_\_\_ ( identified by TCDW)  
Distance of work area boundary from cable plant: \_\_\_\_\_ m  
Depth of earthworks: \_\_\_\_\_ m  
Actual Commencement Date (DD/MM/YY): \_\_\_\_\_  
Estimated Completion Date (DD/MM/YY): \_\_\_\_\_

**6. Declaration**

- a. Plant route plans have been obtained from Matrix Networks Pte Ltd.
- b. Cable detection was conducted at site by the above declared TCDW.
- c. Cable locations/routes were marked out at site by contractor.
- d. My staff and I have been briefed by the TCDW on prevention of cable damage.
- e. I have briefed the supervisor(s), workers and excavator operator(s) on measure to be taken to prevent cable damage.
- f. I will stop all earthworks when telecommunication cables are damage and immediately inform Matrix.

I hereby declare that I know and understand my duties under the provisions of the Telecommunications Act and the information in this notice and any attached documents is true, correct and complete to the best of my knowledge.

During the duration of the earthwork, I shall make myself readily contactable at the mobile number given in this notice.

\_\_\_\_\_  
Name and Job Title

\_\_\_\_\_  
Date/Contractor's Signature/Company Stamp

**7. Fees**

- Processing fees of SGD21.40 (inclusive of GST) will be levied for each Notice of Commencement of Earthworks processed by Matrix Networks Pte Ltd.
- A fee of SGD64.20 (inclusive of GST) will be levied for consultancy where earthwork is in the vicinity of telecommunication cables.
- Plant map for A3 size is SGD10.00
- Payment will be made payable to Matrix Networks Pte Ltd.

**For Internal Use Only**

\_\_\_\_\_  
Name/Signature of Matrix Officer  
Plants Affected: Duct / Fiber Cables

\_\_\_\_\_  
Date

Diversion Required? Yes / No

Matrix Supervision Required? Yes / No

Site Consultation? Yes / No

Please attach the following records together with your notice;

1. Cable Detection Drawing (from your TCDW) where applicable
2. A sketch showing your proposed site plan
3. The work schedule of your project
4. Work Methodology statement



## 5. Request for site meeting/consultancy

VP, Operations  
Matrix Networks Pte Ltd  
55 Changi North Crescent  
Singapore 499628

Telephone: 6898 8888

Fax: 6543 3648

Email: [noc@matrixnetworks.sg](mailto:noc@matrixnetworks.sg)

### TCDW's Particulars

\_\_\_\_\_  
(Name in Full)

Designation: \_\_\_\_\_ NRIC / Identification No: \_\_\_\_\_

Contact No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

ROCC No: \_\_\_\_\_

### Location / Description of Work (please attach a clear site plan)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Meeting Schedule:

- 9.30am
- 2.30pm

Meeting Venue: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile No: \_\_\_\_\_

### Fee

SGD\$64.20 (inclusive of 7% GST) per visit

### Payment by Company Cheque:

Bank / Cheque Number: \_\_\_\_\_



Acknowledgement

1. We confirmed that all the above information and any attached documents are true and accurate.
2. We understand that Matrix Networks reserves the right to make any changes to the arrangements set out herein and acknowledge that any payments submitted to Matrix Networks will be forfeited if we cancel or fail to attend at the appointed time for the site survey for any reason whatsoever.
3. We further acknowledge that Matrix Networks provision of such service does not in any way reduce or replace any of our obligations to carry out the works with care and in accordance with all relevant laws, rules and regulations.
4. We are fully liable for any loss or damage Matrix Networks may suffer as a result of any damage caused by us or our sub-contractors or agents to Matrix Networks pipes, ducts, cables or other infrastructure.

\_\_\_\_\_  
Name / Signature

\_\_\_\_\_  
Company Stamp / NRIC No

\_\_\_\_\_  
Date





**Matrix Networks Pte Ltd,**  
55 Changi North Crescent,  
Singapore 499628.  
Tel: +65 6898 8888  
Fax: +65 6543 3648

## **DO AND DON'T WHEN CARRYING EARTH WORKS**

### **DO's**

1. Do contact Matrix and send the planned earth works plan for checking whether there is Matrix's plant in the vicinity of the intended work area.
2. Do obtain Matrix service plan before any earthwork near the vicinity of Matrix's plant.
3. Do carry out the following process before any digging commence;
  - 3.1 Obtain up to date Matrix plant map.
  - 3.2 Engage an IDA licensed and experienced telecommunication cable detection worker to carry out telecommunication detection works along the corridor of the proposed digging site and notify Matrix Networks Pte Ltd 7 days before the commencement works in accordance with section 29(1) of the Telecommunication Act (Chapter 323).
  - 3.3 Wait for Matrix's reply within 7 days of notification before commencement of work.
  - 3.4 Carry out trial holes by manual digging to expose Matrix Cable plant at regular intervals along the proposed excavation sites of the earthworks to ensure that all plants are exposed and properly secured
  - 3.5 Provide and maintain visible marking indicating the exact location of Matrix's plant within the construction site and informed Matrix for site inspection.
  - 3.6 Update Matrix's plant location in the developer's construction plan and brief the staff, contractor, sub contractor and any party working at the site under the jurisdiction of the requesting party thoroughly when carrying out works and inform Matrix immediately when encountering unexpected Matrix plant.
  - 3.7 Do seek assistance from Matrix to ascertain the location of Matrix's plants if the plants cannot be located.
4. Do inform Matrix on the backfilling procedure over our plant and request for a site meeting when needed.
5. Do note that the depth of the pipes varies in accordance to the condition of the site locations and the pipeline may not always run in straight line or the required depth.
6. Do report to Matrix NOC Operation Centre at +65 6898 8888 when encountering or damage to any Matrix' plant.
7. For further enquiry, please contact

Matrix Networks Pte Ltd  
55 Changi North Crescent  
Singapore 499628  
Email: [noc@matrixnetworks.sg](mailto:noc@matrixnetworks.sg)



**Matrix Networks Pte Ltd,**  
55 Changi North Crescent,  
Singapore 499628.  
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### **DON'Ts**

1. Don't carry out any earth works in the vicinity of Matrix's Plant without notification, request for plant map, carrying out telecommunication detecting works and or site meeting.
2. Don't dig trial holes with JCB or excavator or any others heavy machineries.
3. Don't open Matrix's manhole without prior permission and approval from Matrix.
4. Don't use Matrix manhole area as staging location and also not to cover up Matrix's manhole with debris at all time.
5. Don't cover up any damages but report to Matrix NOC at +65 6898 8888 immediately.
6. Don't remove any Matrix's plant which include but not limited to concrete encasing the pipe, sub-duct, manhole cover or cables at all time.