

Notification to Telin Singapore 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 and in compliance for section 29(1) of Telecommunications Act (Chapter 323), contractor involving in relating to earthworks, is required to comply with the provisions of telecommunication cable detection works under the Act.

The objective is to prevent damages to the underground telecommunication cables which cause disruption to telecommunication services by earthwork contractors.

Thus, administration procedure for the notification of earthworks by the contractors/principals when planning and/or working in the vicinity of Telin Singapore Network Plans is list herein.

2. Definition

Telecommunication cables include optical fiber cables of 6 fibers to 144 fiber count and above

3. Administration Procedure

- 3.1. The principals/contractors are advised to submit a location map with indicated area of works with Annex A, Request of Plant Maps to following address through email correspondence as to check, and to purchase plant maps if required to ascertain Telin Singapore Network's asset

Next Generation Provider Pte Ltd
Managed Service Provider on behalf Telin Singapore
No 10, Tuas Drive 2
Unit 01-10
Singapore 638645
Telephone: 68624022
Email: support@ngp.com.sg

- 3.2. The principals/contractors must engage a Licensed Telecommunication Cable Detection worker (TCDW) to locate Telin Singapore's plant routes by appropriate detection equipment before the commencement earthwork and

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recommendation of digging trial holes to ascertain the services.

- 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. If the proposed excavation route/zone fall within the plant maps containing Telin Singapore's pipes/manholes, the principals/contractors have to notify Next Generation Provider in compliance with Section 29 (1) of the Act. Payment cheque and necessary documents for processing shall be submitted together with the notice.
- 3.5. Upon receipt of the notification (Annex B), Next Generation Provider will respond within 7 days, from the date of receipt, with an acknowledgement of the notification or a requirement for a site visit with the principals/contractors for further discussions and consultation and to verify that the contractor has carried out the detection of Telin Singapore plant routes properly and marked the detected Telin Singapore plant routes in the vicinity onsite
- 3.6. Upon site verification with the principal/ contractors of compliance of the requirement as stated in the Notice (Annex B), Next Generation Provider shall issue a letter of recommendation for notices to permit the earthworks carried out by Principal/ contractor.
- 3.7. For the avoidance of doubt, if the contractor is unable to locate Telin Singapore's pipeline(s) and does not inform Next Generation Provider or seek Next Generation Provider's assistance to locate the pipe(s), the letter to the notice (Annex B) will not be issued and/ or if letter of notice (Annex B) is issued, will be considered void.
- 3.8. Each notification will expire within a month from date of acknowledgement if the intended earthworks are not carried out. Upon expired, a fresh notification is required from the principal/ contractors to notify Next Generation Provider on the new scheduled commencement date.

4. Submission and Conditions

4.1. The notice shall be submitted in standard forms:

- Annex A - Request for Plant Route Plan
- Annex B - Notification for Commencement of Earthworks

4.2. The notice shall be submitted via email to: support@ngp.com.sg

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- 4.3. Documents necessary for Next Generation Provider for processing of the notice must accompany the notices e.g. proposed site plan with proposed trial holes and earthworks position relative to Telin Singapore 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 Next Generation Provider response.
 - 4.5. Telin Singapore Pte Ltd, c/o Next Generation Provider 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 related to notice should be payable to Next Generation Provider Pte Ltd

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Telin Networks Plant Location List

S/N	Location	Remarks
1	Ayer Rajah Crescent	
2	One-north Crescent	
3	Central Exchange Green	
4	Slim Barrack Rise	
5	Holland Ave	
6	Taman Warna	
7	Holland Rd	
8	Cornwall Gardens	
9	Leedon Rd	
10	Leedon Heights	
11	Farrer Rd	
12	Empress Rd	
13	Queen's Rd	
14	Bukit Timah Rd	
15	Adam rd	
16	Adam Flyover	
17	Lornie Rd	
18	Upper Thomson rd	
19	Braddell Rd	

Annex A
Request for Plant maps

Telin Singapore

c/o Next Generation Provider Pte Ltd
No 10, Tuas Drive 2, Unit 01-10
Singapore 638645

Telephone: 68624022

Email: support@ngp.com.sg

<p>Project Title: _____ _____</p> <p>(Please attach a clear location plan with the area of interest demarcated & a plan from the local street directory)</p>
<p>Principal Company: _____</p> <p>Contact Person's Name: _____</p> <p>Tel / HP No: _____ Fax No: _____</p>
<p>Requesting Company: _____</p> <p>Company Address: _____ _____</p> <p>Tel / HP No: _____ Fax No: _____</p> <p>We confirm that the above information is correct and accurate. While Next Generation Provider will endeavor to provide updated copies of plant map, we understand Next Generation Provider reserves the right to make any amendments to the maps without prior notice and that the purchase of the map(s) does not in any way affect our obligations under the Section 29(1) of Telecommunications Act (Chapter 323) or any other relevant legislation or regulations. * Cost of Plant Map – S\$10.70 (including prevailing GST) per A3 size drawing.</p> <p>Name: _____</p> <p>Signature/ Date: _____ Company's Stamp: _____</p>

Annex B Notice of Commencement of Earthworks within the Vicinity of Telin Singapore Telecommunication Cables

c/o Next Generation Provider Pte Ltd
No 10, Tuas Drive 2, Unit 01-10
Singapore 638645

Telephone: 68624022

Email: support@ngp.com.sg

For Internal Use Only	
Case Ref No	Date Received
Remark	
Contractor's Particular:	
(Name in Full)	NRIC/ Fin No
Designation:	Tel No:
Mobile No:	Fax No:
2. Site Supervisor's Particular	
(Name in Full)	NRIC/ Fin No
Mobile No:	Fax No:
3. Contract's Detail	
Principal:	
Project Officer:	
Tel No:	Mobile No.
Contract Period:	
Contract No:	Work Order No
(to indicate if applicable)	
TCDW's Particular	
(Name in Full)	NRIC/ Fin No
Mobile No	Tel No
License No	
Work Details	
Proposed Earthwork's Location (indicate nearest street address and landmark)	
Duration from:	
Nature of earthworks:	
<input type="checkbox"/>	Open Trench Excavation
<input type="checkbox"/>	Sinking of earth rod, casing of tubes
<input type="checkbox"/>	Boring, Dredging, Jacking, leveling, Piling or Tunneling
<input type="checkbox"/>	Soil Investigation
<input type="checkbox"/>	Others (Please specify)
Pipe Affected:	(No of ways – identified)
Cable Affected	Identified by TCDW

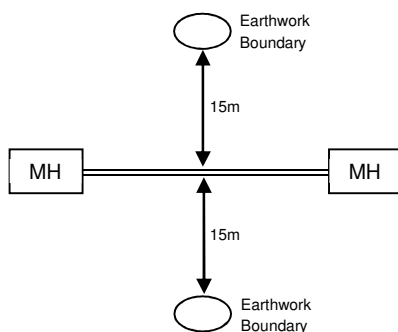
Manhole Affected: _____ (identified by TCDW) Distance of work area boundary from cable plant: _____ m Depth of earthworks: _____ m Actual Commencement of Date (DD/MM/YY): _____ Estimated Completion Date (DD/MM/YY): _____										
<p>Declaration</p> <ul style="list-style-type: none"> a. Plant route plan have been obtained from c/o Next Generation Provider b. Cable detection was conducted at site by above declared and appointed TCDW c. Cable Locations/ routes were marked out at site by TCDW/ contractor d. My staff and myself have been briefed by TCDW on prevention measures of cable damages e. I have brief the supervisor (s), workers and excavator operation (s) on precaution and preventive measures to be taken to prevent cable damages f. All earthworks to be stop when telecommunication cables are damaged and Next Generation Provider to be notified immediately <p>I hereby declare that I know and understand my duties under provisions of the Telecommunication Act and the information given in this notice and any attached documents is true, correct and complete.</p> <p>During the duration of the earthworks, I shall make myself readily contactable at the mobile number given in this notice.</p>										
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; border-top: 1px solid black;">Name and Job title</td> <td style="border: none; width: 50%; border-top: 1px solid black;">Date / contractor's signature/ company stamp</td> </tr> </table>	Name and Job title	Date / contractor's signature/ company stamp								
Name and Job title	Date / contractor's signature/ company stamp									
<p>Fees</p> <p>A fee of \$85.60 will be charged including with call out of consultation services for each Notice for Commencement of Earthworks processed by Next Generation Provider Payment is to be made by Company Cheque ONLY Payment will be payable to Next Generation Provider Pte Ltd</p>										
<p>For Internal Uses Only</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%;">Name/ Signature of Officer</td> <td style="border: none; width: 40%;">Date</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;">Plant Affected</td> <td style="border: none; width: 70%;">Duct/ Manhole/ Fiber Cables</td> </tr> <tr> <td style="border: none;">Diversion Required?</td> <td style="border: none;">*Yes/ No</td> </tr> <tr> <td style="border: none;">NGP site supervision required?</td> <td style="border: none;">*Yes/ No</td> </tr> <tr> <td style="border: none;">Site Consultation?</td> <td style="border: none;">*Yes/ No</td> </tr> </table> <p>Please attach the following records together with your notice Cable Detection Drawing (From your TCDW) (where applicable) A sketch showing your proposed site plan The work schedule of your project Work Methodology Statement</p>	Name/ Signature of Officer	Date	Plant Affected	Duct/ Manhole/ Fiber Cables	Diversion Required?	*Yes/ No	NGP site supervision required?	*Yes/ No	Site Consultation?	*Yes/ No
Name/ Signature of Officer	Date									
Plant Affected	Duct/ Manhole/ Fiber Cables									
Diversion Required?	*Yes/ No									
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DO and DON'T WHEN CARRYING EARTHWORK

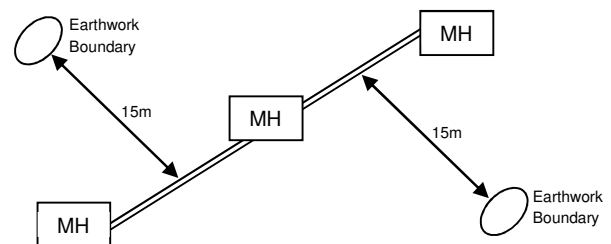
DO's

1. Do contact Next Generation Provider Pte Ltd before commencement of work for the development project to:
 - 1.1. Obtain Telin Singapore's service layout plant plan;
 - 1.2. Arrange site meeting for briefing by Next Generation Provider Pte Ltd; and
 - 1.3. Discuss with Next Generation Provider Pte Ltd on whether to divert or support of Telin Singapore's Services that are affected by the development.
2. Do carry out the following procedures prior to commencing excavation, piling, soil investigation or earthworks:
 - 2.1. Refer to Telin Singapore's service layout plant plan;
 - 2.2. If the position of the earthworks to be carried out is within a distance of 15 meters which refers to the perpendicular distance between the linear line of sight of manholes as shown below, earthwork contractors are required to submit an Notification Commencement of Earthworks ("NCE") to Telin Singapore.

E.g. Between 2 manholes



E.g. Between a few manholes



- 2.3. Engage an IDA licensed cable detection worker to carry out cable detection and notify Next Generation Provider 7 days before the commencement of earthworks which are within the vicinity of any telecommunication cables in accordance with section 29(1) of the Telecommunications Act (Chapter 323);
- 2.4. Do Wait for Telin Singapore's reply within 7 days of notification before commencement of earthwork;
- 2.5. Must carry out trial holes at suitable locations by manual digging when working in or near the vicinity of Telin Singapore's services to determine the depth and the alignment of Telin Singapore's Services;
- 2.6. Seek assistance from Next Generation Provider to ascertain the location of Telin Singapore's Services;

- 2.7. Provide visible markings (such as poles, tapes, painting and etc.) indicating the actual position of Telin Singapore's Services within the construction site and inform Next Generation Provider for site inspection;
3. Do note that the time required carrying out plant diversion ranges from 6 to 18 months. Such requirement shall be taken into consideration during the planning stage of the project.
4. Do submit to Next Generation Provider the method of support and protection to those exposed Global Transit's Services for approval in the case that Telin Singapore's Services are to be supported during the construction work at site.
5. Do sever tree roots before grubbing the tree stump.
6. Do inform Next Generation Provider on the dismantling of supports.
7. Do inform Next Generation Provider on the back filling procedure over Telin Singapore's services.
8. Do disseminate information regarding Telin Singapore's service layout to your main contractor, subcontractors or excavator operators as it has been found that poor or lack of communication is one of the main causes of damage to Telin Singapore's Services.
9. Do note that the depth of Telin Singapore's Services varies due to the site conditions.
10. Do submit a work schedule where works are to be carried out in the vicinity of Telin Singapore's Services.
11. Do report immediately on any damage done at telephone no. 97887533, as early report could reduce the cost of the damage.
12. On request, Next Generation Provider can arrange to give a presentation to the developer, project consultant and main contractors to provide detailed information of all the Telin Singapore's Services within the work site and the precautions to be taken by the contractors while working at the site,
13. Do note the consequences of failure to submit notification of earthworks and of damaging Telin Singapore's plants. Under Section 29(1) of Telecommunications Act (Chapter 323, any person who fails to give a 7-day notification to Telin Singapore prior to commencement of earthworks is liable on conviction to a fine not exceeding \$100,000 or to imprisonment for a term not exceeding 3 years or both. Under Section 49 of the same Act, any person, who in the course of carrying out earthworks, damages any Telin Singapore's cable is liable on conviction to a fine not exceeding \$1 million or to imprisonment for a term not exceeding 5 years or to both. Moreover, the progress of site work will suffer delay.

For further enquiry, please contact:

Next Generation Provider Pte Ltd
Managed Service Provider on behalf Telin Singapore
No 10, Tuas Drive 2
Unit 01-10
Singapore 638645
Telephone: 68624022
Email: support@ngp.com.sg

DON'Ts

1. Do not dig trial holes with JCB or excavator.
2. Hand auger is not an appropriate tool for digging trial hole as it has sharp pointed edge which could penetrate the pipe. Therefore for earthworks, using hand auger to bore hole manually to check for underground telecommunication pipes/cables is unacceptable and thus not recommended
3. Do not carry out any excavation, soil investigation, piling or earthworks in the vicinity of Telin Singapore's line without confirming the actual positions of Telin Singapore's Services.
4. Do not open any Telin Singapore's manhole and pedestal box.
5. Do not cover up any Telin Singapore's manhole and pedestal box with earth or building materials.
6. Do not fence up any Telin Singapore's manhole and pedestal box inside your work area.
7. Do not grab up tree stumps without first severing the roots,
8. Do not take for granted that Telin Singapore's lines are in a straight run.
9. Do not cover up damages but report them immediately.
10. Do not dismantle any support for Telin Singapore's Services without informing Next Generation Provider.
11. Do not assume that the depth of Telin Singapore's Services is not deeper than 1.5 meters.
12. Do not remove any concrete encasement around Telin Singapore's pipeline after exposing it without any written prior approval from Next Generation Provider is given.