

**CHECKLIST (4 CRITERIA) FOR PROCESS CONSTRUCTION & MAINTENANCE (PCM)
CONTROLLED LIST APPLICATION**

Criteria 1: Your company must be a Corporate Member of ASPRI.

Criteria 2 : Your company must furnish copy of a valid contract with any process plant owner/ contractor (need to show original copies for Secretariat to certify true copy).

Validity of the contract for process maintenance must be at least **one year from the point of ASPRI's submission to Ministry of Manpower.**

Process construction is via prior approval which is linked to Man-Year Entitlement.

The job scope should relate to one or more of the process skillsets as follows:

1. Electrical and Instrumentation works
2. General fitting
3. Machine fitting
4. Metal Scaffolding
5. Painting and blasting
6. Plant civil works
7. Plant equipment fitting
8. Process pipefitting
9. Refractory
10. Rigging and material handling
11. Rotating equipment fitting
12. Thermal insulation
13. Welding*

*welding – is not considered a complete process skillset and must be coupled with another skillset

If your company does not have a contract with a process plant owner, you need to attach a support letter / letter of intent from the plant owner to verify that your company is a contractor for their project (subject to approval by ASPRI and the authorities)

Original copy of the business profile (i.e. recent printout from ROC, printed not more than 6 months from the point of application). The principal activity should indicate any of these process codes : 71121, 71122, 71129

Criteria 3: Indicate the % of your company's annual revenue generated from the process industry (at least 60% or \$1 million). Please ask your company's Accountant to provide a written declaration on the aforesaid on the company letterhead. (This letter could be declared by the company's Director or CEO if there is no Accountant).

Criteria 4: Your company's CEO/ Director has to pledge the company's commitment (on company's letterhead) to ensure that at least 80% of its workers in the Process Industry are certified as skilled workers within the next 12 months of implementation.

N.B. - Your company may have to subscribe to *PRiMOS and register your PCM work permit holders into the system if required by any of the 5 major oil players (ExxonMobil Asia Pacific Pte Ltd, Petrochemical Corporation Of Singapore (Private) Limited, Shell Chemicals Seraya Pte Ltd, Shell Eastern Petroleum (Pte) Ltd and Singapore Refining Company Private Limited)

For more information on Process Worker, please visit <https://www.mom.gov.sg/passes-andpermits/work-permit-for-foreign-worker/sector-specific-rules/process-sector-requirements>.

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