TSC Category | Project and Contract Management
---|---
TSC | Permit Management

**TSC Description**
Manage the process for obtaining the required project permits, and the compliance to permit conditions following approval

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPW-CGP-3013-1.1</td>
<td>EPW-CGP-4013-1.1</td>
<td>EPW-CGP-5013-1.1</td>
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<tr>
<td>Prepare materials required to facilitate the approval of permits for projects and monitor work for compliance to permit conditions</td>
<td>Track permit approval statuses, liaise with stakeholders to facilitate the process of permit approval and implement corrective actions to address non-compliance to permit conditions</td>
<td>Negotiate with stakeholders to overcome obstacles in obtaining permit approval and review compliance to permit conditions</td>
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</tbody>
</table>

- Permit requirements for appropriate scopes of work
- Materials and documentation required
- Organisational procedures and requirements
- Types and purposes of permits by authorities
- Procedures for permit authority
- Legislation, procedures and statutory requirements
- Control of permit copies
- Negotiation techniques
- Common issues and workarounds in permit application
- Permit-related rules and regulations
- Evaluation methods for the effectiveness of compliance-related processes
- Apply permit to work system procedures and requirements for work activities
- Prepare required documentation and material for permit submission
- Maintain records of required information and data from work samples or products and documents
- Communicate with relevant authorities to facilitate the application and approval of permits
- Resolve queries raised from permit issuance authorities
- Review permit applications for submission to relevant authorities
- Implement corrective actions to address non-
- Resolve permit application issues
- Negotiate with stakeholders to obtain permit approval in complex cases
- Take appropriate actions to prevent potential bottlenecks by permit approval obstacles
- Evaluate the effectiveness of corrective actions to
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Compliance to Permit Conditions</th>
<th>Manage Compliance to Permit Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpreter and Determiner of Work Activities</td>
<td>Interpret and determine the types of work activities that require permits, Monitor adherence to permit conditions, Recommend corrective actions to resolve non-compliance issues</td>
<td>Compliance to permit conditions</td>
<td>Refine corrective actions and processes to enhance compliance to permit conditions</td>
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</tbody>
</table>

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