

October 27, 2021

**TO : All MICT Contractors**  
**SUBJECT : Updated Procedure on Contractor HSE (Health and Safety) Induction**

---

Please be informed that effective November 1, 2021, the new procedure for contractor induction shall be implemented. Listed below are the key points of the procedure:

1. All HSE induction requests must be endorsed by the Project Owners (an individual or a Department/Section of ICTSI that will lead and manage the project.) – Contractors shall coordinate first with Project Owners when requesting for HSE induction schedule. HSE induction requests must be made PRIOR to start of any project inside MICT.
2. Contractors must include list of necessary work permits in the email requests for HSE Induction.
3. Changes in manpower (termination and/or addition of personnel) must also be endorsed by contractors through the Project Owners.
4. HSE is responsible in providing the list of all contractors who completed the induction to relevant work groups and departments, while the Project Owners are responsible for advising the first and the last day of entry of the contractors.
5. All issued contractor's IDs must be surrendered after the completion or upon termination of the project; for Service contractors, IDs must be surrendered once the contract has expired or terminated and not renewed.
6. Failure to surrender the contractor's ID is considered a serious offense and may result to sanctions/disciplinary actions.
7. Lost IDs should be communicated to the Project Owners within 24 hours.
8. Lost contractor's ID will be replaced upon completion of the required documents and settlement of the replacement fee.

Please refer to attached copy of the signed complete procedure for your guidance.

For any clarifications, please coordinate with MICT HSE Department at [MICTHSETeam@ictsi.com](mailto:MICTHSETeam@ictsi.com)

We look forward to your usual compliance and cooperation.

**MICT Management**