

Swire Properties Management Limited

Contractor List Management – Common List of Non-compliance or Malpractice Events

Safety Issues

- The pressure of fire extinguisher dropped below the standard level
- Work area was not properly cordoned off
- Conduct hot work without valid hot work permit
- No protective device for tools (e.g. wood saw, portable grinder)
- Battery is not removed from not-in-use hand tools
- Obstruction to firefighting equipment, fire door and exit route
- Working platform is not constructed properly
- Improper connection of electrical cable
- Use of lifting gears / appliances with expired / without certificate
- PPE is not used for specific tasks (e.g. works at height, welding and the like)
- Use of working platform with expired / without certificate
- Smoking on site

Environment Issues

- No dust control measures.
- Improper discharge of chemical / solid waste
- Improper storage of chemical
- No noise control measures
- Carrying out noisy work / smelly works outside specified working hours

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Procurement Issues

- Delay in document submission e.g. as-built / O&M.
- Consistent incompleteness / incorrect tender submission
- Consistent late / no return of tender without good cause
- Withdrawal of tender without good cause
- Unreasonable VO application
- Unreasonable quote / tender for tenant
- Consistent unreasonable tender submission

Quality Issues

- Not aligning with specifications
- Unsatisfactory workmanship
- Not following specified procedure for site work
- Use of expired / unspecified materials

Management Issues

- Insufficient labour resources
- Hoarding door kept open during working hours / not locked after works
- Access opening not reinstated after work
- Improper handling of material
- Poor site management
- No proper protection to properties
- Delay in work schedule
- Lack of attendance for draining of sprinkler, chilled water pipes or other similar services
- Lack of proper precautionary measure before water test

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Other Issues

- Incompliance on house rules/ industry practice/ statutory requirements etc.
- Causalities cases
- Damages
- Financial loss

Noted: The above list is for reference only. The items shown above are the common non-compliance or malpractice events but is by no means exhaustive. The corresponding disciplinary action will be taken subject to specific circumstances in each case.