

## REQUIREMENTS TO BE COMPLIED WITH BY EARTHWORKS CONTRACTORS FOR THE PREVENTION OF DAMAGE TO TELECOMMUNICATION CABLES

Section 29(3)(a) of the Telecommunications Act (Cap. 323) ("Telecoms Act") requires contractors who carry out earthworks ("Earthworks Contractors") to comply with all reasonable requirements of telecommunication system licensees for the prevention of damage to telecommunication cables.

With effect from 1st June 2019, Notification of Earthworks to Licensee must comply and refer to IMDA's directive on full earthworks requirement

<https://www2.imda.gov.sg/regulations-and-licensing-listing/Notification-of-Earthwork>

This document sets out the minimum requirements of Matrix Networks Pte Ltd (the Licensee) that must be complied with by Earthworks Contractors for the purposes of Section 29(3)(a) of the Telecoms Act ("Licensee's Earthworks Requirements").

The Earthworks Contractor who performs the actual earthworks (e.g. a piling contractor) shall be directly responsible for complying with the Licensee's Earthworks Requirements. It shall not be an excuse for the Earthworks Contractor to claim that it had delegated such responsibility to another party or relied on another party to ensure that the requirements are complied with, whether any contract, agreement, arrangement, understanding or otherwise that it has with such other party.

In addition, all parties who supervise or instruct Earthworks Contractors on any aspect of the earthworks (e.g. a developer or main contractor) should also ensure that the Earthworks Contractors comply with the Licensee's Earthworks Requirements to prevent damage to telecommunication cables.

This document comprises three sections —

**Section A** sets out the procedures that must be followed by Earthworks Contractors before they can commence earthworks.

Step 1 – Purchase Service layout plans

- ✓ Purchase latest Licensee's service layout plans
- ✓ All services layout plan only valid for 6 months on date of issues  
Request of Plant Map (doc links)

Step 2 – Engage TCDW for cable detection

- ✓ Engage TCDW to carry out cable detection works of Licensee's services and physical mark out on-site on vicinity of proposal earthworks
- ✓ Proposed necessary trial hole location to ascertain Licensee's services
- ✓ If in doubt, to consult Licensee via email to [earthworks@matrixnetworks.sg](mailto:earthworks@matrixnetworks.sg) or through the online portal at [www.earthworks.sg](http://www.earthworks.sg) to request assistance services for Manhole Opening / Cable Detection

Step 3 – Notice of Commencement of Earthworks (NCE)

- ✓ Submit Notice for Commencement of Earthworks (NCE) through online portal at [www.earthworks.sg](http://www.earthworks.sg)

Matrix Networks Pte Ltd (“Matrix”)  
c/o Mobility Consult Pte Ltd (MCPL)  
Call Centre: No.19, #02-02, Tuas Avenue 3  
Singapore 639415  
Telephone: +65 66926830 (during office hours)  
Email: [earthworks@matrixnetworks.sg](mailto:earthworks@matrixnetworks.sg)

- ✓ NCE is only valid for 1 year from the date of application
  - ✓ To consult Licensee upon the expiry date of validity of service layout plans for any changes through email to [earthworks@matrixnetworks.sg](mailto:earthworks@matrixnetworks.sg)
  - ✓ Apply for Extend NCEs with valid service layout plans subject to Licensee’s approval through the online portal at [www.earthworks.sg](http://www.earthworks.sg)
- Step 4 – Conduct Joint Site Meeting
- ✓ Schedule for joint site meeting with earthworks contractors/ TCDW/ Licensee
  - ✓ To verify the submitted detection plan against service layout plans on site
  - ✓ To ascertain the number of trial holes need to be carried out
- Step 5 – Obtain conditional approval for digging of trial holes
- ✓ Licensee will issue Conditional Approval within 7 days through the online portal at [www.earthworks.sg](http://www.earthworks.sg) after step 4
  - ✓ Conditional approval is only valid for 1 month
  - ✓ Re-apply conditional approval if expired, subject to Licensee approval through online portal at [www.earthworks.sg](http://www.earthworks.sg)
- Step 6 – Trial hole requirement
- ✓ All digging of trial hole to be carried out manually with due care.
  - ✓ Consult with Licensee if in doubt through online portal at [www.earthworks.sg](http://www.earthworks.sg) for site meeting
  - ✓ Maintain photographic records of all trial holes and submit to Licensee for reference
- Step 7 – Trial Hole Inspection with earthwork contractor/ TCDW/ Licensee
- ✓ To schedule joint trial holes inspection with Licensee, make appointment through the online portal at [www.earthworks.sg](http://www.earthworks.sg)
  - ✓ To ascertain if any diversion required. If so, refer to **Section B**
  - ✓ Licensee may request additional trial holes if necessary.
- Step 8 – Submit final approval for commencement of earthworks
- ✓ Earthwork contractor to submit detail online at [www.earthworks.sg](http://www.earthworks.sg) for Appendix C-1, final application of commencement of earthworks
  - ✓ Earthwork contractors to provide full details of the protection measures and methods of support that the Earthworks Contractor will implement to prevent damage to Licensee’s telecommunication cables throughout the entire course of the proposed earthworks via email to [earthworks@matrixnetworks.sg](mailto:earthworks@matrixnetworks.sg)
- Step 9 – Final Approval for commencement of earthworks
- ✓ Licensee will issue final approval for commencement of earthworks in accordance with Appendix D-1 upon verification of Appendix C-1, which retrievable online at [www.earthworks.sg](http://www.earthworks.sg)

**Section B** sets out the measures to be complied with by Earthworks Contractors where the Licensee's telecommunication cables need to be diverted.

In the event that Licensee services/ cables need to be diverted which may be affected by proposed earthworks, the Earthwork Contractor can write and contact to the following -

Matrix Networks Pte Ltd ("Matrix")  
c/o Mobility Consult Pte Ltd (MCPL)  
Call Centre: No.19, #02-02, Tuas Avenue 3  
Singapore 639415  
Telephone: +65 66926830 (during office hours)  
Email: [earthworks@matrixnetworks.sg](mailto:earthworks@matrixnetworks.sg)

For diversion request by Earthwork Contractor at trial hole inspection,

- (a) The Earthwork Contractor shall ensure that the Affected Cables are adequately protected and supported and obtain the Licensee's written approval to the protection measures and methods of support before the diversion works are carried out.
- (b) After completion of the relevant diversion works, the Licensee shall issue a written notice to the Earthworks Contractor to confirm that the Licensee's Affected Cables have been fully diverted.
- (c) Upon receipt of such written notice, the Earthworks Contractor shall schedule for a joint site inspection with the Licensee.

**Section C** sets out the "Do's and Don'ts" to be complied with by Earthworks Contractors to prevent damage to the Licensee's telecommunication cables.

"Do and Don't" requirement

**Note: The requirements stated in this document are not exhaustive. Additional requirements may be issued from time to time by the Licensee. These additional requirements, together with the requirements in this document, shall constitute the full set of requirements that must be complied with by the Earthworks Contractor at all times to prevent damage to telecommunication cables. Should you require any further clarification, please contact the Licensee at -**

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