

## ANNEX C – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO KAYAKING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Instructor(s) and Safety Supervisor(s)</b>			
1.1	Certification of Instructor(s)	All Instructors hold one of the following instructor/coach certifications suitable for the environment at the proposed activity venue as stated in the proposal: (see S/N 3.3 for an elaboration on the description of the environment)	<i>Check applicable</i>	
		Flat or sheltered Water		
		a) Singapore Canoe Federation (SCF) Kayak Coaching Level 1		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
		Flat, sheltered Water or moderate Water		
		a) SCF Kayak Coaching Level 2 and above		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
1.2	Certification of Safety Supervisor(s)	Safety Supervisor(s) hold(s) instructor/coach certification that is of an equivalent or <u>a</u> higher level than the most highly certified Instructor deployed for the programme		
<b>2</b>	<b>Equipment</b>			
2.1	Kayaks, paddles, personal flotation devices (PFD)	All are inspected and are serviceable and safe to use. This includes checking for the following: a. Kayaks are maintained and stored according to manufacturers' specifications. b. Loops or handles at the bow and stern of kayak for holding and towing. c. Kayak have buoyancy aids and no leakages to ensure they are serviceable. d. Paddle blades are firmly attached to the shaft. e. Kayaks and paddles have no sharp edges or cracks.		

		All PFDs are certified to ISO 12402-5 or an SCF-endorsed equivalent standards and are serviceable and safe to use.		
2.2	Powered safety boat(s)	<p>Powered safety boat(s) are inspected and are serviceable and safe to use.</p> <p>At least 1 power boat must be deployed unless powered boats are prohibited from accessing the venue. In such case, alternative mitigating measures must be included in the proposal and RAMS.</p> <p>The total no. of powered safety boat(s) to be deployed will be based on RAMS.</p>		
<b>3</b>	<b>Proposed Activity Venue</b>			
3.1	Location of proposed venue	<p>The name of the venue is as stated in the proposal.</p> <p>A chartlet/map clearly showing the location of the proposed activity venue is attached.</p>		
3.2	Suitability of proposed venue	Proposed venue is suitable for conducting the water-based activity for the profile of students stated by the school.		
3.3	Environment	<p>The environment at the proposed venue is: (<i>Select one of the following options</i>)</p>	<i>Check applicable</i>	
		<p><b>Flat water</b> Flat water refers to conditions usually found on bodies of water with little or no wind, wave or current. The closest available launching or landing area is well-defined and no more than a 10-minute paddle away for the group. Examples include swimming pools, lakes, reservoirs, and lagoons.</p>		
		<p><b>Sheltered water</b> Sheltered water refers to conditions usually found on stretches of water adjacent to a shoreline. Paddlers in sheltered water conditions can experience light winds, small waves, and some current. The closest available launching or landing area is no more than a 20-minute paddle away for the group. Examples include sheltered bays and stretches of water along a coast that is not subjected to significant wind, waves and current.</p>		
		<p><b>Moderate water</b> Moderate water refers to conditions usually found on large areas of open water far away</p>		

		<p>from the shoreline, with no quick or easy landing in case of an emergency. Paddlers in moderate water conditions can experience significant wind, waves and current. The closest available launching or landing area is no more than a 20-minute paddle away for the group.</p> <p>The crossing of channels, anchorages and fairways are <b>excluded</b> from this category.</p>		
		<p><b>In excess of moderate water</b> The proposed venue is in excess of moderate water.</p> <p>The appointed vendor must collaborate with the school to include the necessary risk mitigating measures in the RAMS.</p>		
<b>4</b>	<b>Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	<p>The EAP is to be submitted to the school one week after the recommendation for award.</p> <p>This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.</p>		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX D – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO IMPROVISED RAFTING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Instructor(s) and Safety Supervisor(s)</b>			
1.1	Certification of Instructor(s)	All instructors hold one of the following instructor certifications from either:	<i>Check applicable</i>	
		a) Singapore Canoe Federation (SCF), or		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
1.2	Competency of Instructor(s) to carry out a rescue	All instructors are able to carry out rescues in a timely manner, including removing a student from an entrapment situation due to the makeshift nature of the improvised raft.  The rescue procedure must be communicated to the Teacher IC and incorporated into the RAMS after the supplier is appointed.		
1.3	Certification of Safety Supervisor(s)	The safety supervisor hold(s) one of the following instructor certification from:	<i>Check applicable</i>	
		a) SCF		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
		c) Qualified lifeguard certified by Singapore Life Saving Society (SLSS) or SLSS-endorsed equivalent		
1.4	Competency of Safety Supervisor(s) to carry out a rescue	Safety supervisor(s) is/are able to carry out rescues in a timely manner, including removing a student from an entrapment situation due to the makeshift nature of the improvised raft.  The rescue procedure must be communicated to the Teacher IC and incorporated into the RAMS after the supplier is appointed.		

2		Equipment		
2.1	Raft building materials, paddles, personal flotation devices (PFD)	<p>All are inspected and are serviceable and safe to use. This includes checking for the following:</p> <ul style="list-style-type: none"> <li>a) Materials used to construct the frame of the improvised raft have no sharp edges or cracks.</li> <li>b) Buoyancy aids to be attached to the improvised raft are not leaking.</li> <li>c) Ropes/straps or material to hold the parts of the improvised raft together are not frayed and are adequately strong.</li> <li>d) Paddle blades are firmly attached to the shaft.</li> <li>e) Paddles have no sharp edges or cracks.</li> </ul> <p>All PFDs are certified to ISO 12402-5 or SCF-endorsed equivalent standards and are serviceable and safe to use</p>		
2.2	Powered safety boat(s)	<p>Powered safety boat(s) are inspected and are serviceable and safe to use.</p> <p>At least 1 power boat must be deployed unless powered boats are prohibited from accessing the venue. In such case, alternative mitigating measures must be included in the proposal and RAMS.</p> <p>The total no. of powered safety boat(s) to be deployed will be based on RAMS.</p>		
3		Proposed Activity Venue		
3.1	Location of proposed venue	<p>The name of the venue is as stated in the proposal.</p> <p>A chartlet/map clearly showing the location of the proposed activity venue is attached.</p>		
3.2	Suitability of proposed venue	Proposed venue is suitable for conducting the water-based activity for the profile of students stated by the school.		
3.3	Environment	<p>The environment at the proposed venue is: (Select one of the following options)</p> <p><b>Flat water</b> Flat water refers to conditions usually found on bodies of water with little or no wind, wave or current. The closest available launching or landing area is well-defined and no more than a 4-minute paddle away for the group. Examples include swimming pools, lakes, reservoirs, and lagoons.</p>	<i>Check applicable</i>	

		<p><b>Sheltered water</b>  Sheltered water refers to conditions usually found on stretches of water adjacent to a shoreline. Paddlers in sheltered water conditions can experience light winds, small waves, and some current. The closest available launching or landing area is no more than a 4-minute paddle away for the group. Examples include sheltered bays and stretches of water along a coast that is not subjected to significant wind, waves and current.</p>		
4	<b>Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	<p>The EAP is to be submitted to the school one week after the recommendation for award.</p> <p>This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.</p>		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX E – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO OUTRIGGER CANOEING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/ N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Instructor(s) and Safety Supervisor(s)</b>			
1.1	Certification of Instructor(s)	All instructors hold one of the following instructor/coach certifications suitable for the environment at the proposed activity venue as stated in the proposal:  (see S/N 3.3 for an elaboration on the description of the environment) <b>Flat or sheltered Water</b>	<i>Check applicable</i>	
		a) Singapore Canoe Federation (SCF) Ocean Paddling 2-Star Steersperson Certificate		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
		<b>Flat, sheltered Water or moderate water</b>		
		a) SCF Ocean Paddling 3-Star Steersperson Certificate and above		
		b) SCF-endorsed equivalent (State name of certification and attach evidence of endorsement from SCF)		
1.2	Certification of Safety Supervisor(s)	The safety supervisor(s) hold(s) instructor/coach certification that is of an equivalent or a higher level than the most highly certified Instructor deployed for the programme.		
<b>2</b>	<b>Equipment</b>			
2.1	Outrigger canoes, paddles, personal flotation devices (PFD)	All are inspected and are serviceable and safe to use. This includes checking for the following: a) Outrigger canoes are maintained and stored according to manufacturers' specifications. b) Rigging points on the ama and hull are firm and the lashings holding the iako to the ama and hull are firm. c) Outrigger canoes have buoyancy aids and no leakage to ensure they are serviceable. d) Canoes and paddles have no sharp edges or cracks.		

		<p>e) Paddle blade and T-grip are firmly attached to the shaft.</p> <p>All PFDs are certified to ISO 12402-5 or an SCF-endorsed equivalent standards and are serviceable and safe to use</p>		
2.2	Powered safety boat(s)	<p>Powered safety boat(s) are inspected and are serviceable and safe to use.</p> <p>At least 1 power boat must be deployed unless powered boats are prohibited from accessing the venue. In such case, alternative mitigating measures must be included in the proposal and RAMS.</p> <p>The total no. of powered safety boat(s) to be deployed will be based on RAMS.</p>		
<b>3</b>	<b>Proposed Activity Venue</b>			
3.1	Location of proposed venue	<p>The name of the venue as is stated in the proposal.</p> <p>A chartlet/map clearly showing the location of the proposed activity venue is attached.</p>		
3.2	Suitability of proposed venue	Proposed venue is suitable for conducting the water-based activity for the profile of students stated by the school		
3.3	Environment	The environment at the proposed venue is: (Select one of the following options)	<i>Check applicable</i>	
		<p><b>Flat water</b></p> <p>Flat water refers to conditions usually found on bodies of water with little or no wind, wave or current. The closest available launching or landing area is well-defined and no more than a 10-minute paddle away for the group. Examples include swimming pools, lakes, reservoirs, and lagoons.</p>		
		<p><b>Sheltered water</b></p> <p>Sheltered water refers to conditions usually found on stretches of water adjacent to a shoreline. Paddlers in sheltered water conditions can experience light winds, small waves, and some current. The closest available launching or landing area is no more than a 20-minute paddle away for the group. Examples include sheltered bays and stretches of water along a coast that is not subjected to significant wind, waves and current.</p>		
		<p><b>Moderate water</b></p> <p>Moderate water refers to conditions usually found on large areas of open water far away from the shoreline, with no quick or easy landing in case of an emergency. Paddlers in</p>		



		<p>moderate water conditions can experience significant wind, waves and current. The closest available launching or landing area is no more than a 20-minute paddle away for the group.</p> <p>The crossing of channels, anchorages and fairways are <b>excluded</b> from this category.</p>		
		<p><b>In excess of moderate water</b> The proposed venue is in excess of moderate water.</p> <p>The appointed vendor must collaborate with the school to include the necessary risk mitigating measures in the RAMS.</p>		
<b>4</b>	<b>Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	<p>The EAP is to be submitted to the school one week after the recommendation for award.</p> <p>This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.</p>		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX F – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO DRAGONBOATING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Instructor(s) and Safety Supervisor(s)</b>			
1.1	Certification of Instructor(s)	All instructors hold one of the following certifications from Singapore Dragon Boat Association (SDBA) a) SDBA Dragon Boat Recreational Instructor/Trainer Certificate b) SDBA Dragon Boat Technical Level 1 Coach Certificate c) SDBA-endorsed equivalent (State name of certification and attach evidence of endorsement from SDBA)	<i>Check applicable</i>	
1.2	Alternative Certification of Instructor(s)	Where permitted by SDBA, a certified instructor may be a certified helmsperson with one of the following certificates: a) SDBA Basic Helm Accreditation Scheme Letter of Success b) SDBA Basic Helm License/Certificate c) SDBA-endorsed equivalent (State name of certification and attach evidence of endorsement from SDBA)	<i>Check applicable</i>	
1.3	Adherence to SDBA's guidelines regarding alternative certification of Instructor(s)	The instructor to student ratio does not exceed 1:10 and the following condition is satisfied: a) If a 12-person dragon boat is used, the instructor must hold one of the certifications listed in 1.1. b) If a 22-person dragon boat is used, one of the instructors must hold one of the certifications listed in 1.1. The other instructor must hold one of the certifications listed in 1.1 or 1.2.		
1.4	Certification of Safety Supervisor(s)	The safety supervisor(s) hold(s) instructor/coach certification that is of an equivalent or a higher level than the most highly certified instructor deployed for the programme.		

<b>2 Equipment</b>			
2.1	Dragon boats, paddles, personal flotation devices (PFD)	<p>All are inspected and are serviceable and safe to use. This includes checking for the following:</p> <ul style="list-style-type: none"> <li>a) Dragon boats are maintained and stored according to manufacturers' specifications</li> <li>b) All the seats in the dragon boat are safe for the students to sit on</li> <li>c) No leakages to ensure the dragon boats are serviceable</li> <li>d) Paddle blades are firmly attached to the shaft</li> <li>e) Boats and paddles have no sharp edges or cracks.</li> </ul> <p>All PFDs are certified to ISO 12402-5 or an SDBA-endorsed equivalent standards and are serviceable and safe to use</p>	
2.2	Powered safety boat(s)	<p>Powered safety boat(s) are inspected and are serviceable and safe to use.</p> <p>At least 1 power boat must be deployed unless powered boats are prohibited from accessing the venue. In such case, alternative mitigating measures must be included in the proposal and RAMS.</p> <p>The total no. of powered safety boat(s) to be deployed will be based on RAMS.</p>	
<b>3 Proposed Activity Venue</b>			
3.1	Location of proposed venue	<p>The name of the venue as is stated in the proposal.</p> <p>A chartlet/map clearly showing the location of the proposed activity venue is attached.</p>	
3.2	Environment	<p>The environment at the proposed venue is:</p> <p><b>Flat water</b> Flat water refers to conditions usually found on bodies of water with little or no wind, wave or current. The closest available launching or landing area is well-defined and no more than a 10-minute paddle away for the group. Examples include swimming pools, lakes, reservoirs, and lagoons.</p>	
<b>4 Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.	
4.2	Emergency Action Plan (EAP)	The EAP is to be submitted to the school one week after the recommendation for award.	

		This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.		
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I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX G – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO STAND UP PADDLING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Instructor(s) and Safety Supervisor(s)</b>			
1.1	Certification of Instructor(s)	All Instructors hold one of the following instructor/coach certifications suitable for the environment at the proposed activity venue as stated in the proposal: (see S/N 3.3 for an elaboration on the description of the environment)	<i>Check applicable</i>	
		<b>Flat water</b>		
		a) Academy of Surfing Instructors (ASI) Stand Up Paddle (SUP) Instructor Level 1 – Enclosed Flat Water or Level 2 – Exposed Waters		
		b) International Surfing Association (ISA) Flat Water SUP Instructor or Open Water SUP Instructor		
		c) Singapore Canoe Federation (SCF) endorsed coach/instructor certificate suitable for Flat water		
		d) Surfing Association of Singapore (SAS) endorsed coach/instructor certificate suitable for Flat water		
		<b>Sheltered water</b>		
		a) ASI SUP Instructor Level 2 – Exposed Waters		
		b) ISA Open Water SUP Instructor		
		c) SCF endorsed coach/instructor certificate suitable for Sheltered water		
		d) SAS endorsed coach/instructor certificate suitable for Sheltered water		
1.2	Certification of Safety Supervisor(s)	The Safety Supervisor(s) hold(s) coaching/instructional certification and competency to conduct SUP activities in the water condition at the activity venue.		
<b>2</b>	<b>Equipment</b>			
2.1	SUP boards, paddles and personal flotation devices (PFD)	All paddleboards and paddles are inspected and are serviceable and safe to use. This includes checking for the following:		

		<p>a) Paddleboards are maintained and stored according to manufacturers' specifications</p> <p>b) Carry handles are firmly attached to paddleboard and not broken.</p> <p>c) No leakages to ensure the paddleboards are serviceable.</p> <p>d) Paddle blade and T-grip are firmly attached to the shaft.</p> <p>e) Paddleboards and paddles do not have sharp edges or cracks.</p> <p>f) Leg leash is attached to the paddleboard and is in good working condition.</p> <p>All PFDs are certified to ISO 12402-5 or an SCF/SAS-endorsed equivalent standards and are serviceable and safe to use</p>		
2.2	Powered safety boat(s)	<p>Powered safety boat(s) are inspected and are serviceable and safe to use.</p> <p>At least 1 power boat must be deployed unless powered boats are prohibited from accessing the venue. In such case, alternative mitigating measures must be included in the proposal and RAMS.</p> <p>The total no. of powered safety boat(s) to be deployed will be based on RAMS.</p>		
3	<b>Proposed Activity Venue</b>			
3.1	Location of proposed venue	<p>The name of the venue is as stated in the proposal.</p> <p>A chartlet/map clearly showing the location of the proposed activity venue is attached.</p>		
3.2	Suitability of proposed venue	Proposed venue is suitable for conducting the water-based activity for the profile of students stated by the school.		
3.3	Environment	<p>The environment at the proposed venue is: <i>(Select one of the following options)</i></p> <p><b>Flat water</b> Flat water refers to conditions usually found on bodies of water with little or no wind, wave or current. The closest available launching or landing area is well-defined and no more than a 10-minute paddle away for the group. Examples include swimming pools, lakes, reservoirs, and lagoons.</p> <p><b>Sheltered water</b> Sheltered water refers to conditions usually found on stretches of water adjacent to a shoreline. Paddlers in sheltered water conditions can experience light winds, small waves, and some current. The closest available launching or landing area is no</p>	<p><i>Check applicable</i></p>	

		more than a 20-minute paddle away for the group. Example include sheltered bays and stretches of water along a coast that is not subjected to significant wind, waves and current.		
<b>4</b>	<b>Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	The EAP is to be submitted to the school one week after the recommendation for award.  This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX H – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO WHITE-WATER RAFTING ACTIVITIES

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance			
			Checked by supplier	Remarks		
1	<b>Instructor(s) and Safety Supervisor(s)</b>					
1.1	Certification of Instructor(s)	All instructors hold one of the following guide/instructor/coach certifications suitable for the environment at the proposed activity venue as stated in the proposal:	<i>Check applicable</i>			
		<b>On rivers with up to class 2 rapids</b>				
		a) International Rafting Federation (IRF) Guide Level 2/3 Certification				
		b) IRF Trip Leader Level 2/3 Certification				
		c) World Rafting Federation (WRF) Class 2/3 River Guide Certification				
		d) a white-water raft guide/instructor/coach certification which is recognised by a relevant governing body in the country where the white-water rafting activity is to be conducted.  Name of certification and governing body are stated. Evidence of recognition from governing body is attached.				
		<b>On rivers with up to class 3 rapids</b>				
		a) IRF Guide Level 3 and above				
		b) International Rafting Federation Trip Leader Level 3 and above				
		c) IRF Instructor Level 3 and above				
		d) IRF Assessor certification				
		e) WRF Class 3 River Guide Certification and above				
		f) WRF River Coach Certification				
		g) White-water raft guide/instructor/coach certification of an appropriate level recognised by a relevant governing body in the country where the white-water rafting activity is to be conducted.  Name of certification and governing body are stated. Evidence of recognition from governing body is attached.				



1.2	Certification of Safety Supervisor(s)	The Safety Supervisor(s) hold(s) instructor/coach certification that is of an equivalent or a higher level than the most highly certified Instructor deployed for the programme.		
1.4	Certification of Safety Boat Operators	Safety boats must escort the group on the river. Operators of the safety boat(s) must be certified by one of the following:	<i>Check applicable</i>	
		a) IRF,		
		b) WRF		
		c) a relevant governing body in the country where the white-water rafting activity is to be conducted		
<b>2</b>	<b>Equipment</b>			
2.1	Rafts, paddles, personal flotation devices (PFD)	All are inspected and are in serviceable condition and safe to use. This includes checking for the following:  a) White-water rafts are maintained and stored according to manufacturers' specifications. b) Grab ropes or handles at the bow, stern and thwart for holding and carrying. c) No leakage to ensure raft do not deflate while in use. d) Paddle blades and T-grips are firmly attached to the shaft. e) Rafts and paddles do not have sharp edges or cracks. f) Helmet shell is firmly attached to the foam lining and chin strap.  All PFDs are certified to ISO 12402-5 or an equivalent standard endorsed by the Governing Body and are serviceable and safe to use.  All helmets are certified to EN1385:2012 or an equivalent standard endorsed by the Governing Body and are serviceable and safe to use.		
<b>3</b>	<b>Proposed Activity Venue</b>			
3.1	Location of proposed venue	The name of the venue is as stated in the proposal.  A chartlet/map clearly showing the location of the proposed activity venue is attached.		
3.2	Suitability of proposed venue	Proposed venue is suitable for conducting the water-based activity for the profile of students stated by the school		
3.3	Classification of the rapids on the river	The rapids on the river are classified according to the International Scale of River Difficulty* (Select one of the following options)	<i>Check applicable</i>	
		<b>Up to class 2</b>		
		<b>Up to class 3</b>		

4		Emergency Action Plan		
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	<p>The EAP is to be submitted to the school one week after the recommendation for award.</p> <p>This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.</p>		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

**\* International Scale of River Difficulty<sup>1</sup>**

		Class 1 rapids	Class 2 rapids	Class 3 rapids
a)	General descriptions of the rapid	<p>Water is moving and small waves may be present.</p> <p>There are few obstructions, all of which are obvious and easily avoided by a qualified Instructor.</p>	<p>Small and uncomplicated rapids with regular waves. The channels through these rapids are wide and clearly visible.</p> <p>Occasional obstructions in the form of rocks or bigger waves are easily avoided by an appropriately qualified Instructor.</p>	<p>Rapids with moderately large and irregular waves that are not always possible to avoid. These rapids may also be complicated by holes due to the gradient of the river and/or the volume of water in the river.</p> <p>There may be strong eddies and powerful current effects, especially on large-volume rivers. Large waves or strainers may also be present. An appropriately qualified Instructor is required to make complex manoeuvres in fast current to safely navigate these obstacles.</p>
b)	Likelihood of a need for rescue and complexity of the rescue	<p>Risk of paddlers falling out of the raft (and becoming a swimmer) is almost non-existent.</p> <p>Drowning and risk of injury to swimmers is very low.</p> <p>Self-rescue is easy.</p>	<p>Risk of paddlers falling out of the raft is very low.</p> <p>Drowning risk to swimmers is very low, although risk of injury is slightly increased.</p> <p>Self-rescue is usually easy. Assistance from other rafts and safety boats, while helpful, is seldom needed.</p>	<p>Risk of paddlers falling out of the raft is low, especially if the paddlers respond to the Instructor's commands effectively.</p> <p>Risk of drowning or injury is low, although such serious consequences may arise from the swimmer not adopting a defensive swimming position when going through a rapid.</p> <p>Self-rescue is usually possible with aggressive swimming. Assistance from other rafts or safety boats may be required to expedite the rescue and/or prevent the situation from deteriorating.</p>

<sup>1</sup> Adapted from "American Whitewater – Safety Code of American Whitewater, VI. International Scale of River Difficulty", last modified July 28, 2021, Retrieved from [https://www.americanwhitewater.org/content/Wiki/safety:start?#vi.\\_international\\_scale\\_of\\_river\\_difficulty](https://www.americanwhitewater.org/content/Wiki/safety:start?#vi._international_scale_of_river_difficulty)

## ANNEX I – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO CLIMBING/ABSEILING AT COMMERCIAL CLIMBING GYMS AND NATURAL SITES ONLY

(For climbing/abseiling activities situated at venues with challenge course facilities, use Annex J – Challenge Course/Zipline activities.)

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/N	Criteria	Description	Compliance	
			Checked by supplier	Remarks
<b>1</b>	<b>Certified and MOE-registered instructors/coaches</b>			
1.1	Certification of Instructor(s)	All instructors/coaches hold one of the following instructor/coach certifications from Singapore Sports Climbing and Mountaineering Federation (SSCMF) or SSCMF-endorsed equivalent: <b>For climbing:</b> a) SSCMF SNCS Sport Climbing Activity Supervisor b) SSCMF Sport Climbing Instructor (Category 1/2/3) c) SSCMF Rock Climbing Instructor (Category 1/2) d) SG Coach Technical Sport Climbing Level 1 e) SSCMF-endorsed equivalent (State name of certification and attach evidence of endorsement from SSCMF) <b>For abseiling:</b> a) SSCMF SNAS Abseil Proficiency Level 3 b) SSCMF-endorsed equivalent (State name of certification and attach evidence of endorsement from SSCMF)	<i>Check applicable</i>	
<b>2</b>	<b>Facilities and Equipment</b>			
2.1	Submissions for Climbing/ Abseil Walls and Anchors	Certificate of Fitness for intended use by a Professional Engineer. Validity of the certificate should cover the period during which the programme or activity will take place.  Certificate of Operation Audit issued by SSCMF. Validity of certificate should cover the period during which the programme or activity will take place.  Public Liability Insurance certificate.  Documentary evidence of yearly servicing records for Auto-belay devices. ( <i>Indicate N.A if no auto-belay devices are to be used</i> )		

2.2	Harnesses, helmets, karabiners, climbing ropes and belay/descending devices	a) Documentary evidence that all Personal Protective Equipment (PPE) are certified to relevant standards set by professional bodies such as UIAA and CEN.		
		b) All PPE are regularly inspected and safe for use. <i>(Internal inspection records may be submitted. Records should indicate dates of inspection, name/position of person who performed the checks and what the checks cover)</i>		
	Crash mats (for bouldering only)	Mats should be dual density and at least 10 inches thick. There should be no gaps between mats.		
<b>3</b>	<b>This section is applicable to overseas natural sites only</b>			
3.1	Suitability of proposed venue	Proposed venue is suitable for conducting the climbing/abseil activity for the profile of students stated by the school.		
3.2	Location of proposed venue	A map clearly showing the location of the proposed activity venue is attached to this compliance checklist.		
		The climbing/abseiling site is sanctioned by the local climbing federation.		
3.3	Instructors	Accompanying rock-climbing instructors from Singapore should have familiarity with the site through prior use or recce no more than one year before planned activity.		
		An equivalent-certified overseas instructor who is familiar with the site will partner the accompanying instructors. Documentary evidence of SSCMF's endorsement of overseas instructor certification is to be submitted.		
<b>4</b>	<b>Emergency Action Plan</b>			
4.1	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
4.2	Emergency Action Plan (EAP)	The EAP is to be submitted to the school one week after the recommendation for award.  This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_

## ANNEX J – COMPLIANCE CHECKLIST: LIST OF COMPULSORY CRITERIA SPECIFIC TO CHALLENGE COURSE / ZIPLINE ACTIVITIES

**(Bidders need not submit this checklist if the activities to be procured are regulated under the Amusement Rides Safety Act)**

This Compliance Checklist must be duly completed and submitted via GeBIZ together with the proposal and supporting documents to be considered for evaluation and award. Failure to comply with any one of the below requirements will render the disqualification of offer.

Name of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Name of programme and school: \_\_\_\_\_

S/No	Criteria	Description	Compliance	
			Checked by supplier	Remarks
1	<b>Certificate of Compliance to Standards</b>	<p>This is a verification process or inaugural inspection of a newly built Challenge Course conducted by a <b>qualified inspector</b>. The Challenge Course and/or Zipline were designed, built and inspected according to industry/regional standards by:</p> <p><b>Name of Inspector:</b> _____</p> <p>A renewed certification of the Challenge Course is required if and whenever major modification has been made to the Course and its accompanying equipment.</p> <p>A <b>qualified inspector</b> is any certified Challenge Course inspector who is a current member of either:</p> <ul style="list-style-type: none"> <li>a) Association for Challenge Course Technology (ACCT); or</li> <li>b) European Ropes Course Association (ERCA)</li> </ul>		
2	<b>Certificate of Fitness for Intended Use by Professional Engineer</b>	<p>The Challenge Course and/or Zipline has/have been certified fit for intended use by a Professional Engineer.</p> <p><b>Date of Certification (DD/MM/YYYY):</b> _____</p> <p><b>Date of Expiry (DD/MM/YYYY):</b> _____</p>		

3	<b>Certificate of Fitness by Professional Vendor Member</b>	<p>This is a professional inspection usually conducted annually by a Professional Vendor Member (PVM). The Challenge Course and/or Zipline has/have been certified fit for intended use by a <b>qualified person</b>.</p> <p>The certificate must distinguish any separable or independent parts of the Challenge Course that has been certified Fit or Unfit.</p> <p><b>Date of Certification (DD/MM/YYYY):</b> _____</p> <p><b>Date of Expiry (DD/MM/YYYY):</b> _____</p> <p>A <b>qualified person</b> is any certified Challenge Course inspector who is a current member of either:</p> <ul style="list-style-type: none"> <li>a) Association for Challenge Course Technology (ACCT); or</li> <li>b) European Ropes Course Association (ERCA)</li> </ul>		
4	<b>Certificate of Fitness (Equipment)</b>	<p>This certificate includes a list of all personal protection equipment and devices that are being used in the operation.</p> <p>A <b>qualified person</b> has certified that:</p> <ul style="list-style-type: none"> <li>a) The personal protection equipment (PPE) and devices provided are <b>UIAA /CEN certified and appropriate</b> with the design and all the systems used on the Challenge Course and/or Zipline</li> <li>b) All PPE in part a) has been inspected for serviceability and fit for intended use.</li> </ul> <p><b>Date of Certification (DD/MM/YYYY):</b> _____</p> <p><b>Date of Expiry (DD/MM/YYYY):</b> _____</p> <p>These must include specific maintenance and inspection requirements by the Original Equipment Manufacturer for any equipment and devices.</p> <p>A <b>qualified inspector</b> is a certified brand-specific equipment inspector or any certified Challenge Course inspector who is a current member of either:</p> <ul style="list-style-type: none"> <li>a) Association for Challenge Course Technology (ACCT); or</li> <li>b) European Ropes Course Association (ERCA)</li> </ul>		

		<p>Has any equipment been changed/replaced since the last inspection?</p> <p>If yes, has a qualified person certified the equipment for compatibility on the Challenge Course and/or Zipline and certified it fit for use?</p>	<p>Yes/No</p> <p>Yes/No</p>	
5	<b>Certificate of Operation Accreditation</b>	<p>This is a comprehensive third-party audit which has a major component involving work by an <b>Operation Reviewer (OR)</b> authorised by the accreditation body.</p> <p>The operation of the Challenge Course / Zipline have been verified to meet standards by a qualified person inclusive of but not limited to the following:</p> <ul style="list-style-type: none"> <li>a) Management of the systems &amp; equipment</li> <li>b) Management of the programmes</li> <li>c) Training of personnel</li> </ul> <p>An <b>Operation Reviewer</b> is any certified and current reviewer of the Association for Challenge Course Technology (ACCT).</p> <p><b>Date of Certification (DD/MM/YYYY):</b> _____</p> <p><b>Date of Expiry (DD/MM/YYYY):</b> _____</p>		
6	<b>Name of In-House Inspector</b>	<p>Documentary evidence of individuals who perform internal inspection as recommended by the designer/builder/qualified person for their own organizations.</p> <p>This is typically a staff member who has been trained by a Qualified Person within an organization accredited as ACCT Operation Accredited.</p>		
7	<b>List of Challenge Course instructors with recognised certifications</b>	<p>The Challenge Course and/or Zipline Instructors provided by the prospective vendor must be certified to industry/regional standards and minimally include technical, rescue, risk management, facilitation, and programming skills. <u>They must also undergo site familiarisation training.</u></p> <p>A certified instructor must have one of the following minimum certifications:</p> <ul style="list-style-type: none"> <li>a) ACCT Level 1 Full Certification</li> </ul>	<p><i>Check applicable</i></p>	



		b) ACCT Level 1 Site-Specific Instructor Certification (only valid on the site stated on the certificate)		
		c) ERCA Instructor		
8	<b>Rescue Procedures on the Challenge Course</b>	<p>This refers to the standard operating procedures (SOP) for all possible rescues to be effected on any element of the Challenge Course and/or the Zip Line as recommended by the builder. SOP should include an outcome-based rescue procedure (time taken to lower the casualty to the ground).</p> <p>There must be at least one certified personnel who is familiar with site-specific rescue procedures on site to manage situations that require rescue. This personnel must hold one of the following qualifications:</p>	<i>Check applicable</i>	
		a) ACCT Level 2 Full Certification		
		b) ACCT Level 2 Site-Specific Instructor Certification (only valid on the site stated on the certificate)		
		c) ERCA Rescuer		
9	Appointment of an overall-in-charge personnel	Overall-in-charge personnel to plan, oversee and implement the emergency management and evacuation plan is appointed.		
10	Emergency Action Plan (EAP)	<p>The EAP is to be submitted to the school one week after the recommendation for award.</p> <p>This includes maps, layouts and the standard operating procedures for any crisis and/or medical emergencies. Maps and layouts must include locations of First Aid Kit/Post, AEDs, assembly points and movement route to safety and casualty evacuation routes.</p>		

I, \_\_\_\_\_ (full name), the lawful representative of the supplier hereby declare that the information submitted in this compliance checklist is true.

Sign: \_\_\_\_\_