

Integrated Occupational Safety and Health System (iOSH)

User Manual Competent Organisation (CO) - Add/Delete Personnel (eServices)

Version	1.1
Date	19 July 2021
Prepared For	iOSH eService Users
Prepared By	ISTD

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	27 Nov 2015	Initial Release	Jan
1.1	19 Jul 2021	Changed Singpass logo/Text/Labels. Removed Corppass.	Chung Woon Chuan

Foreword

Under the Workplace Safety and Health Act and/or its subsidiary regulations, organisations are required to obtain approval from the Commissioner for Workplace Safety and Health, Ministry of Manpower before they can operate as a MOM approved Competent Organisation (CO). The MOM approved COs include Approved Asbestos-removal Contactor, Approved Scaffold Contractor, Approved Crane Contractor and WSH Auditing Organisation.

Adding / Deleting Personnel under CO

The e-Service administrator or authorised e-Service user can submit application to add approved personnel under the respective CO approval.

The personnel added will need to fulfil all requirements applicable to the Approved Personnel with respect to the CO concerned, in order to be considered for approval. COs will be required to submit all required documents to support their application to add personnel.

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1. (Competent Organisation) – Add/Delete Personnel

- Click on [\[Add or remove personnel\]](#) hyperlink to access the module page. (Seen in Figure 1).

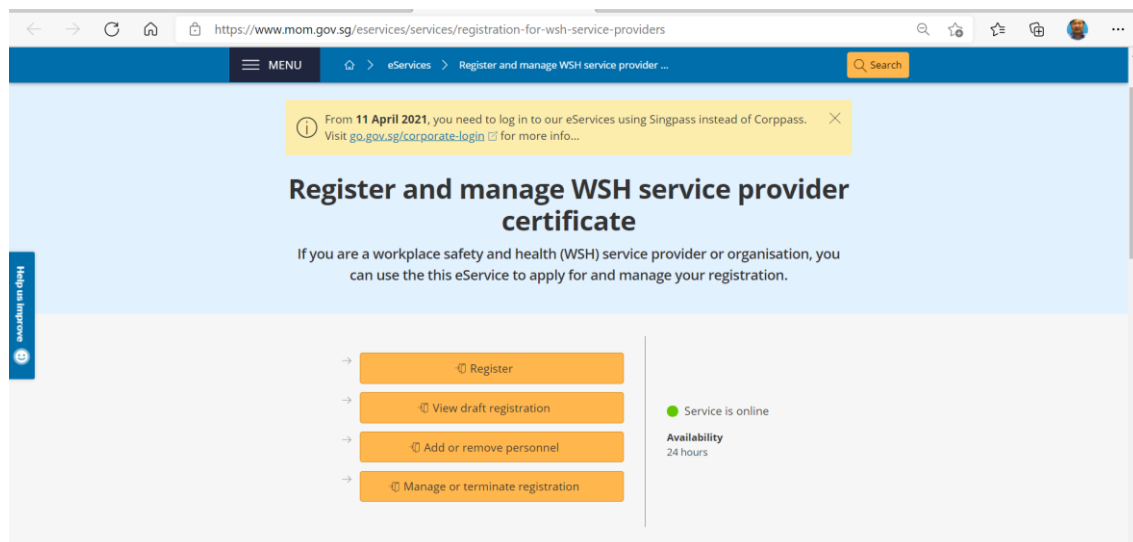


Figure 1

- 1) Provide login ID and password to [\[Singpass ID\]](#), [\[Password\]](#) fields to login. (Seen in Figure 2)

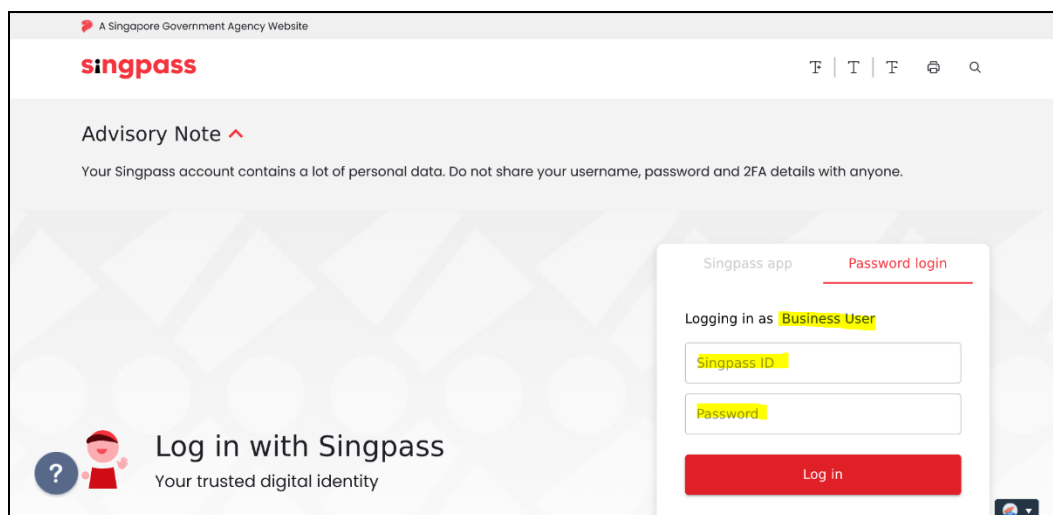


Figure 2

- 2) Upon successful login, System displays the landing page or the dashboard screen.
 - The **Certificates** section from the dashboard shows all the active license where applicant can choose from the Action dropdown the [\[Add/Delete Personnel\]](#) item. (Seen in Figure 3)

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
008-014-00005	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Select action
008-025-00015	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Add/Delete Personnel
008-030-00023	ACCREDITED TRAINING PROVIDER (ATP)	Skill / Specialised Courses	12/11/2015	12/10/2016		Update Renew Print Receipt
008-015-00007	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		
008-011-00039	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	12/11/2015	12/10/2016		NA
008-022-00013	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Select action

Figure 3

- 3) Terms and Condition is loaded after the applicant has clicked the [\[Add/Delete Personnel\]](#) item from the Dashboard Certificates Action column dropdown. (Seen in Figure 4)
 - Applicant can click on the [\[I Agree\]](#) button to proceed to the next page.
 - Applicant can click on the [\[I Disagree\]](#) button to abort or cancel the Add/Delete of Personnel.

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FANG KOH LOOK Logout

Add/Delete Approved Personnel for ACCREDITED TRAINING PROVIDER (ATP)

Terms and Conditions for MOM Accredited Training Provider

- As a MOM Accredited Training Provider (ATP), I am responsible to comply with the [Terms and Conditions for ATP](#)
- The Commissioner for Workplace Safety and Health (the Commissioner) may suspend or cancel my certificate of approval to be a MOM Accredited Training Provider if the Commissioner is satisfied that my company or firm.
 - had obtained or procured his approval by fraud or misrepresentation
 - has breached any term or condition subject to which the approval was granted or
 - is no longer fit and proper to act as an ATP
- Where my certificate of approval to be an ATP is cancelled, my firm or company shall immediately cease to act as an ATP.

I Agree I Disagree

Figure 4

The page gets redirected to the Add/Delete Personnel page after applicant has clicked the [\[I Agree\]](#) button.

Applicant can click on the [\[Add personnel\]](#) link button to add new person entry. This will be redirected to the Add personnel page on button click. (See **Figure 5.a**)

This page allows applicant to click on the [\[Edit\]](#) from the Action column. Page will be redirected to the Edit of Personnel page on click of this link button. (See **Figure 5.a**)

The applicant can also click on the [\[Remove\]](#) button to delete a person. A popup prompts the applicant for a confirmation of deletion of the person.

After all the details are properly filled out and the **Declarations** are checked, the applicant can click on the [\[Submit\]](#) button to submit the list of personnel. The page redirects to the Acknowledgement after the button is clicked. (Seen in Figure 6)

The applicant may click the [\[Cancel\]](#) button to abort or cancel the Add/Delete of personnel.

Competent Organisation FANG KOH LOOK [Logout](#)

Add/Delete Approved Personnel for ACCREDITED TRAINING PROVIDER (ATP)

1 Company details
2 Personnel list
3 Supporting documents

Personnel list

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S1302261E	Lim Tuang Geng	Accredited Trainer	Active	Edit Remove
S0133896Z	Muthusamy Danabalan	Accredited Trainer	Active	Edit Remove
S6811493D	Goh Ann Long	Accredited Trainer	Active	Edit Remove
S7711325H	Goh Meng Teck	Accredited Trainer	Active	Edit Remove
S7004991J	Ang Eng Kang, Jackson	Accredited Trainer	Active	Edit Remove
S0025387A	Yeo Chuen Khoen Billy	Accredited Trainer	Active	Edit Remove
S1745901E	Chah Choo Song	Accredited Trainer	Active	Edit Remove
S7435473D	Chan Tai Weng	Accredited Trainer	Active	Edit Remove
S6875446A	Fang Koh Look	Accredited Trainer	Active	Edit Remove
S8279278C	V. Mathankumar	Accredited Trainer	Active	Edit Remove
S0163657Z	Tjai Wing Song	Accredited Trainer	Active	Edit Remove
S7081445E	Venkata Raman Karthinkyan	Accredited Trainer	Active	Edit Remove
S1229327E	Wong Kwek Min	Accredited Trainer	Active	Edit Remove
S2661014A	Mohammed Musthafa Sheik Alaudeen	Accredited Trainer	Active	Edit Remove
S2655677E	Md Ruhul Amin	Accredited Trainer	Active	Edit Remove
S7323711D	Lim Kia Leng Arthur	Accredited Trainer	Active	Edit Remove

[+ Add personnel](#)

Submit Cancel

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Figure 5

The screenshot shows the 'Add personnel' form within the iOSH system. The header includes the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as 'FANG KOH LOOK'. The form is titled 'Add personnel' and has a 'Back to personnel list' link. The 'Personnel details' section includes the following fields: (NRIC/FIN), Name, Gender (dropdown), Date of birth (calendar), Place of birth (dropdown), Nationality (dropdown), Race (dropdown), and Language Conducted (radio button for English). The 'Work experience' section is partially visible at the bottom.

Figure 5.a

- 4) **Acknowledgement** page is shown after the Add/Delete personnel [\[Submit\]](#) button is clicked. (Seen in [Figure 6](#))

Applicant can click on the [\[Back to Home\]](#) button to get redirected back to the dashboard page.

The screenshot shows the 'Acknowledgement' page. The header is the same as in Figure 5.a. The main content area is titled 'Acknowledgement' and contains the following text: 'Your update has been successfully submitted. Name of Organisation : 200102574Z Competent Organisation : ACCREDITED TRAINING PROVIDER (ATP) Competency Scope : Supervisor Course'. Below this is a 'NOTE' section with two bullet points: 'We will commence processing your application, after you have submitted all required documents. Incomplete or insufficient information will delay the processing of your application. We will contact you for clarifications if required.' and 'You will receive the outcome by mail in 8 weeks time. If your application is successful, you will also receive the certificate of approval.' At the bottom, there is an orange 'Back to Home' button.

Figure 6

Applicant can click [\[Logout\]](#) hyperlink from the dashboard to exit.

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FANG KOH LOOK Logout

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Apply new certificate

Draft and submitted applications

Draft applications are only saved for one month.

Application No	File Reference No	Application date	Competency type	Competency scope	Application Type	Status	Action
CO15000130-1	084-008-00286	15/10/2015	APPROVED CRANE CONTRACTOR	Installation, Alteration, Repair and Dismantling (Mobile Cranes)	For Update	Draft	Select action
CO10000332-1	058-004-00034	10/3/2010	ACCREDITED RISK CONSULTING COMPANY	NA	For Update	Draft	Select action
CO10000495-1		10/6/2010	ACCREDITED TRAINING PROVIDER (ATP)	Workers Course	New	For Processing Officer's Action	NA

Figure 7