Integrated Occupational Safety and Health System (iOSH)

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

Version	1.1
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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

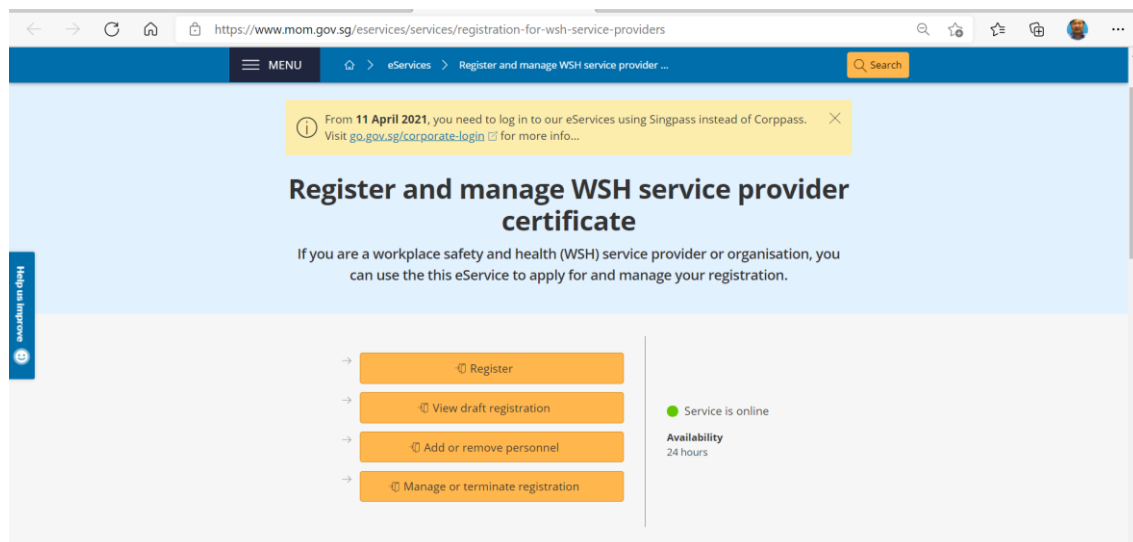- Click on [Add or remove personnel] hyperlink to access the module page. (**Seen in Figure 1**).

Figure 1

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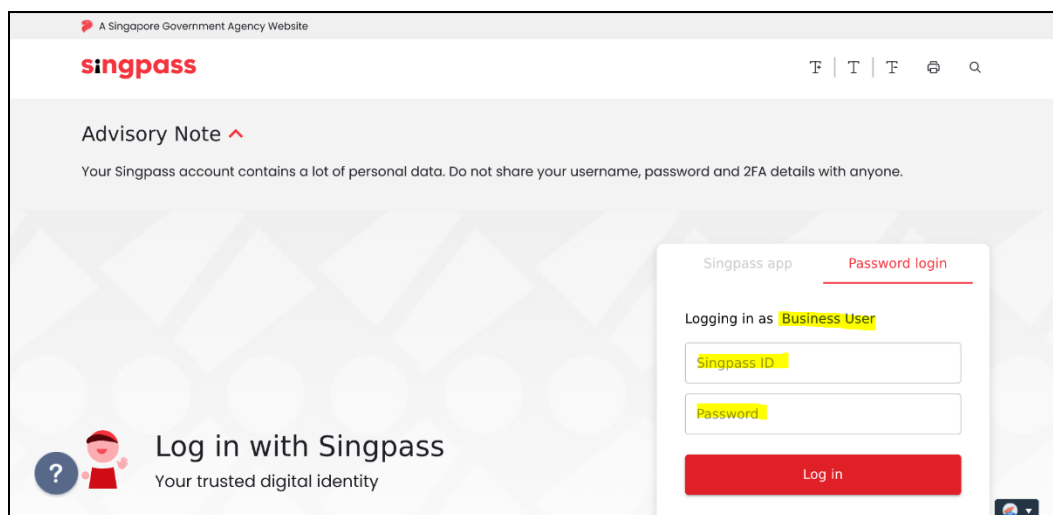

Figure 2

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**)

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.

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.

Figure 5

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.

Figure 6

Applicant can click [Logout] hyperlink from the dashboard to exit.

Figure 7