Integrated Occupational Safety and Health System (iOSH)

User Manual
Competent Organisation (CO) –
Renew License (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, Accredited Training Provider and WSH Auditing Organisation.

Renewal of CO Approval

The e-Service administrator or authorised e-Service user can submit application to add approved personnel under the respective CO approval. Renewal of CO approval is only applicable for Accredited Training Providers (ATP), subject to latest announcements and policy changes pertaining to the ATP framework. Please refer to the MOM website for the latest information.

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1. (Competent Organisation) – Renew License

1.1 Access Function to Renew License

- Click on [Manage or terminate registration] hyperlink to access the module page.
  (**Seen in Figure 1**).
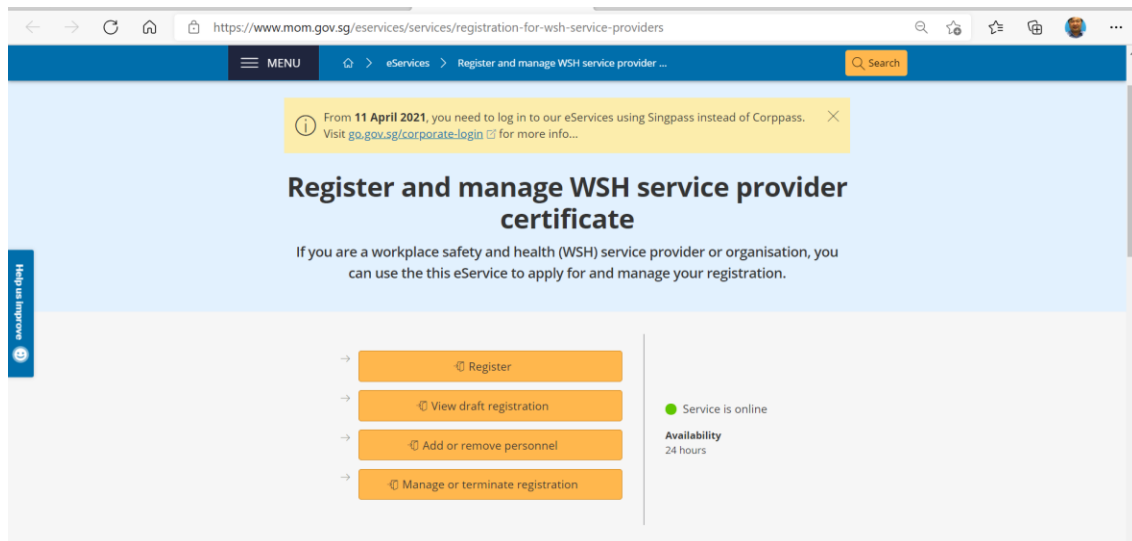
Figure 1

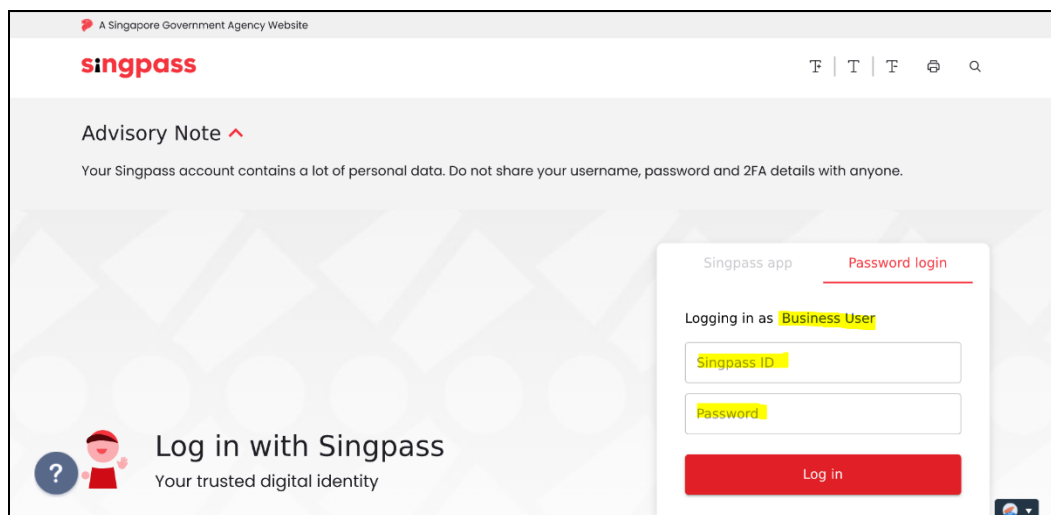1) Provide login ID and password to [Singpass ID], [Password] fields to login.

Figure 2

2)   Upon successful login, System displays the landing page or the dashboard screen.

Applicant can access the [Renew] function from the Certificates' Action column dropdown item of the dashboard. The Renew item is shown depending on the competency type. (Seen in Figure 3)

Figure 3

After the user has clicked the [Renew] action, the page redirects to the Terms and Condition for the competency type. (**Seen in Figure 4**)

1.2 Agreement/Disagreement to Terms & Conditions

Applicant can click the [I Agree] button to agree with the Terms and condition. This will redirect the page to proceed to the next page on click.

Applicant may click the [I Disagree] button to abort or disagree with the Terms and Condition. This will redirect the page back to the dashboard on click.
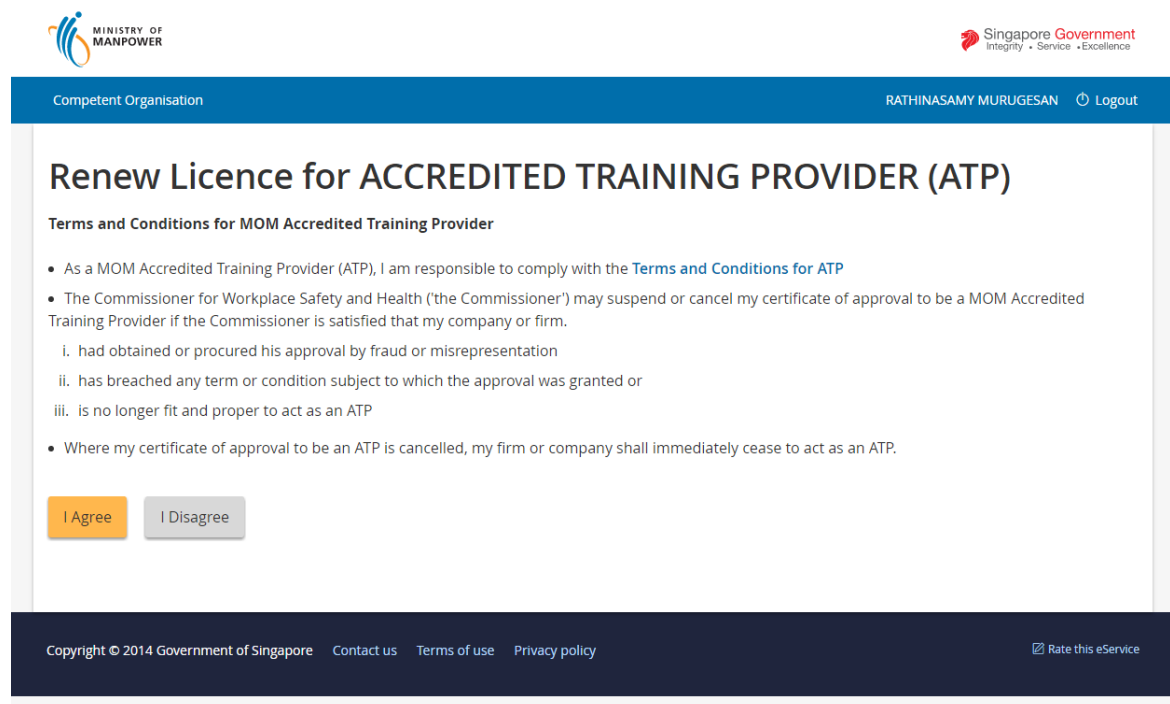
Figure 4

After the [I Agree] button is clicked by the applicant, the page redirects to the Renewal Preview page.

1.3 Provide Additions/Updates of License Details for Renewal

Figure 5

1) Applicant should add / update details, where applicable, under the following screens :

  a) [Organisation Details]
  b) [Personnel lists]
  c) [Supporting documents]

  Note: Refer to subsequent sections below for details.

  To navigate across the different screens:

  - Click directly on the tab hyperlinks; or
  - [Back] button allows the applicant to go back to the dashboard.
  - [Submit] button allows the applicant to submit the license for Renewal.
  - Applicant may click the [Cancel] button to abort the Renewal submission.

  To cancel the transaction from any the tabs, click [Cancel] button.

1.4 Provide Updates to Organisation details section

1) Provide inputs to [Company details] tab page screen.

  Applicant may update the fields except the read-only Organisation particulars details.

  Applicant can click the [Next] button to save or update the entry and proceeds to the next page with all the mandatory fields properly filled out.

  Applicant may click the [Save as draft] button to only save out the entry properly filled without redirecting to the next page.

  Applicant may wish to click the [Cancel] button to abort or cancel the renewal to be redirected to the dashboard page.

Figure 4

2) The Personnel list page is loaded after applicant has clicked the Next button from the Company details page.

Applicant can click the [Add personnel] link button to be redirected to the page for Add Personnel. (Seen in Figure 8)

Applicant may [Edit] or [Remove] Personnel by clicking the Actions link buttons accordingly. (**Also see Figure 10 after person is added for renewal**)

Applicant may click on the [Next] button to proceed to the next tab page.

Applicant may go back by clicking the [Back] button. This will go to the previous page on click on the [Next] button.

Applicant may cancel the renewal of license by clicking the [Cancel] link button.

Figure 7

1.5 Provide to Add/Update Personnel List

Add Personnel Details (Seen in Figure 8)

1) Add personnel page allows applicant to fill-in the following:
   - Personnel details
   - Work experience

   Applicant can add/update work entry by clicking the [Add work experience] link button. (Seen in Figure 8.a)
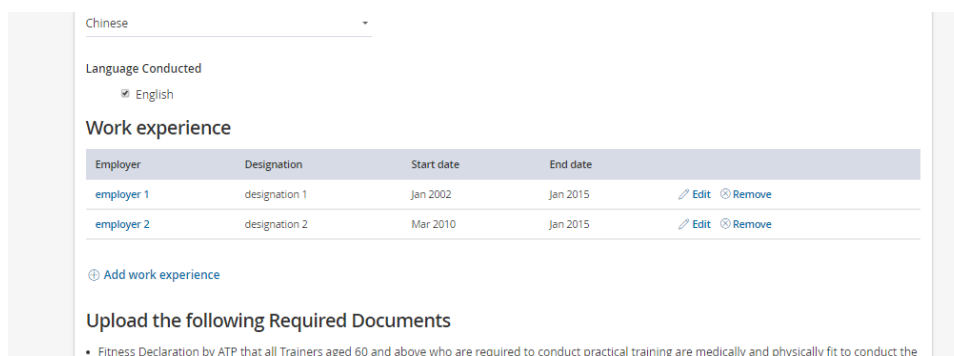
   ▪ On Applicant click of the [Save] button, the page redirects back to the Add/Edit Personnel page.

Figure 8.a

After applicant has added work experiences for the person, the entries will be show from the Add/Edit Personnel page.

Figure 8.b

- Upload person required documents
  - Applicant can click the [Choose file] button to upload a .pdf file.

Figure 8

Applicant can click the [Save] button to save the person entry while keeping at the same on the Add/Update personnel page.

Should the form entries are properly filled-out, Applicant can click the [Save and add another personnel] button to save the entry and clears the form.

Applicant can click the [Back to personnel list] link button. This will redirect back to the Personnel list tab page screen.

Edit Personnel Details (Seen in Figure 9)

2) To edit the person, click the [Edit] link button from the Personnel list tab page. The page will be redirected to the Edit Personnel details page on click of the edit button.

Figure 9

From the Personnel list tab page the list of person are shown. The newly added person for Renewal is shown as Inactive Status while the rest of the originally submitted licenses are tagged as Active.

Applicant can click the [Back] button to revert back to the previous page.

Applicant can click on the [Next] button to proceed to the next tab page screen.

Applicant may click on the [Cancel] button to abort the renewal process.

Delete Personnel Details (Seen in Figure 10)

Figure 10

1.6 Upload Supporting Documents

1) Upload supporting documents under [Supporting Document] screen; multiple documents can be uploaded using the [Choose file] button. A list of required Supporting documents will also show for the applicant for uploading attachments.

Applicant may click the [Back] button to revert back to the previous page.

Applicant may click the [Ready for submission] button to prepare for the bill payment.

Applicant may save the entry without submitting by clicking the [Save as draft] button.

Applicant may click the [Cancel] button to abort renew of license.

Figure 11

1.7 Renew Preview Submission and Payment for Renewal Application

Applicant must tick/check the [Declaration] before submitting the Renewal of license.

- Applicant may click the [Back] button to revert back to the previous page.

- Applicant may click the [Submit] button to submit for the bill payment.

- Applicant may click the [Cancel] button to abort renew of license.

Figure 12

1) Click [Continue] button to make payment.
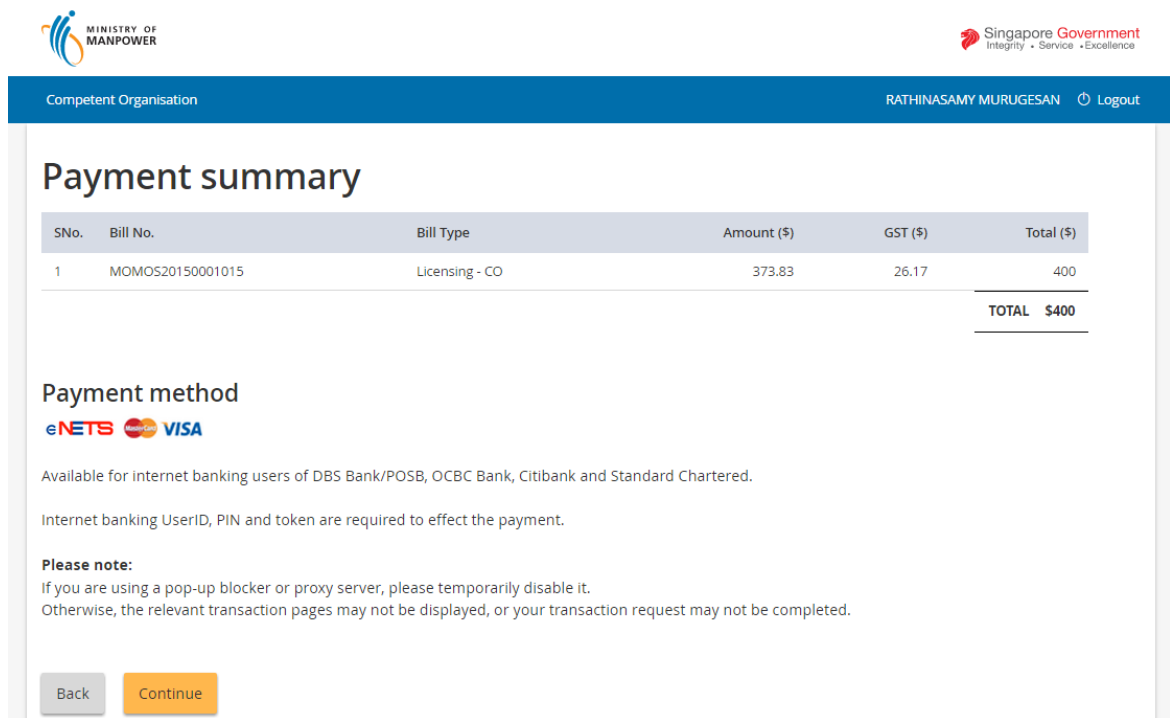
Figure 13

2) To pay by Credit/Debit cards, click [eNETS Credit/Debit Card] icon.

Figure 14

3) Input data to all fields and click [Submit] button.

Figure 15

4) System will generate the Tax Invoice / Receipt and Transaction Notice to acknowledge the receipt of the payment.
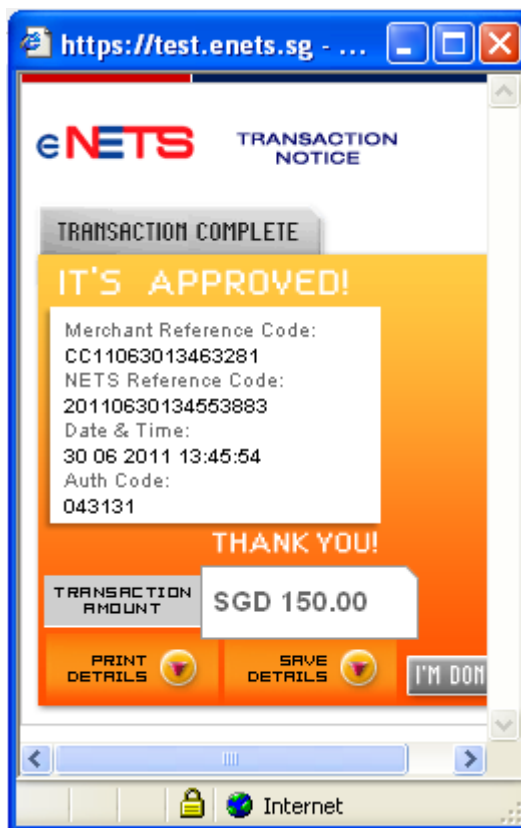

Figure 16

Figure 17

1.8 Acknowledgement of Renewal Application Submission

1) After the payment is completed, System will display the screen below to acknowledge the submission of the Renewal application.

   - Applicant may click on the [Back to Home] button. This will redirect back to the dashboard on button click.

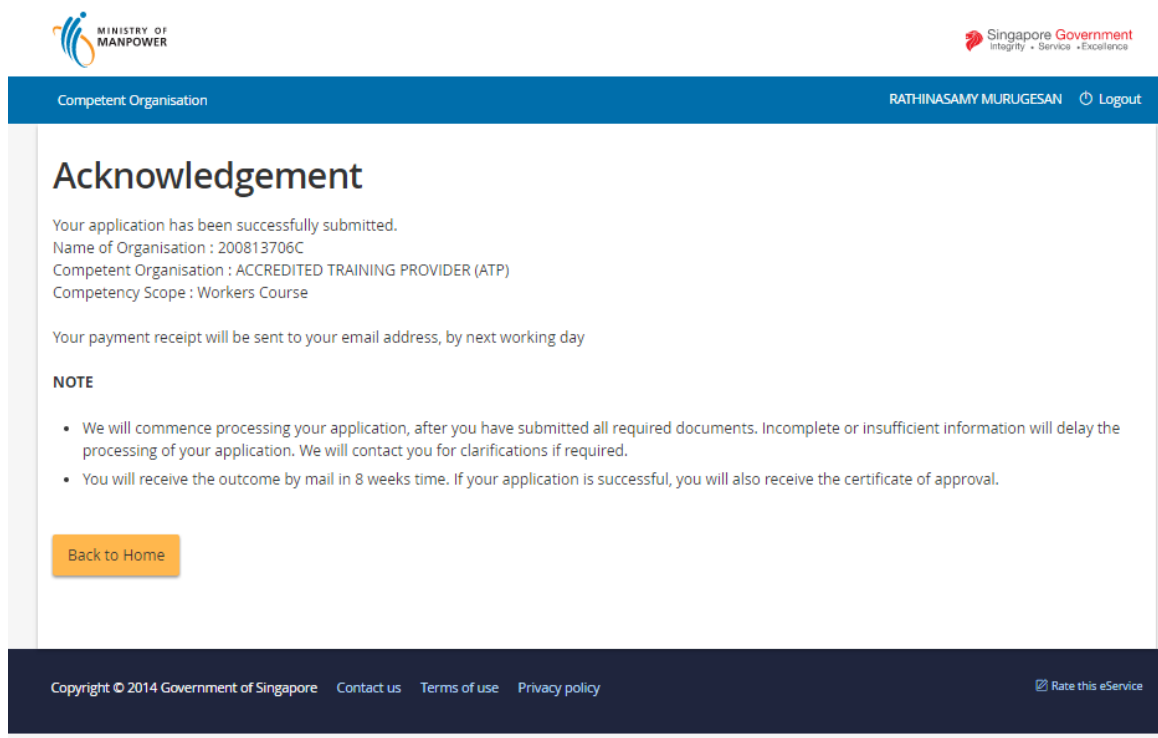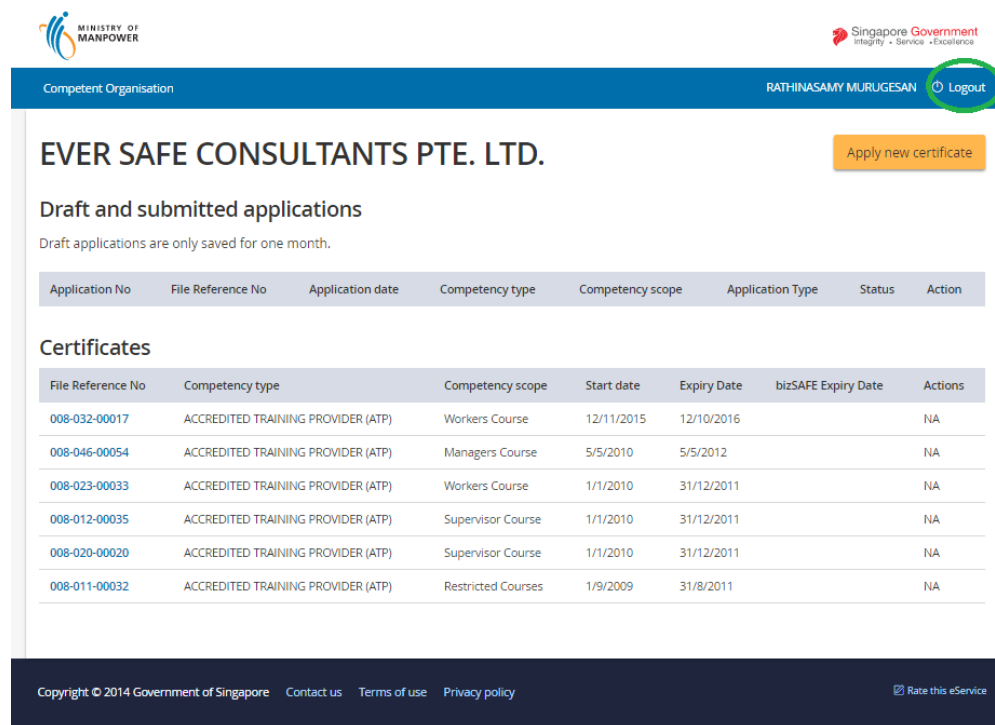**Figure 18**

2) To exit, click [Logout] hyperlink.

Figure 19