

# **Integrated Occupational Safety and Health System (iOSH)**

## **User Manual Licensing Competent Organisation (CO) – Work Notifications ( eServices )**

Version	1.0
Date	27 November 2015
Prepared For	iOSH eService Users
Prepared By	ISTD

**REVISION HISTORY**

<b>Version</b>	<b>Effective Date</b>	<b>Summary of Changes</b>	<b>Author</b>
1.0	27 Nov 2015	Initial Release	Jan

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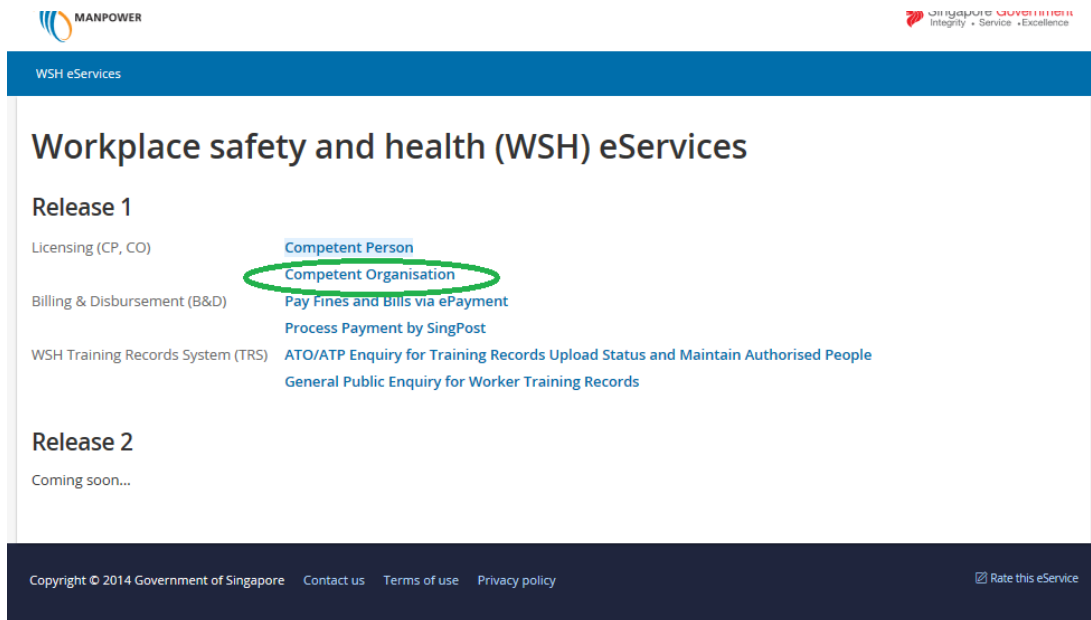
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## **1. Licensing (Competent Organisation) – Work Notification**

### **1.1 Access Function for Work Notification**

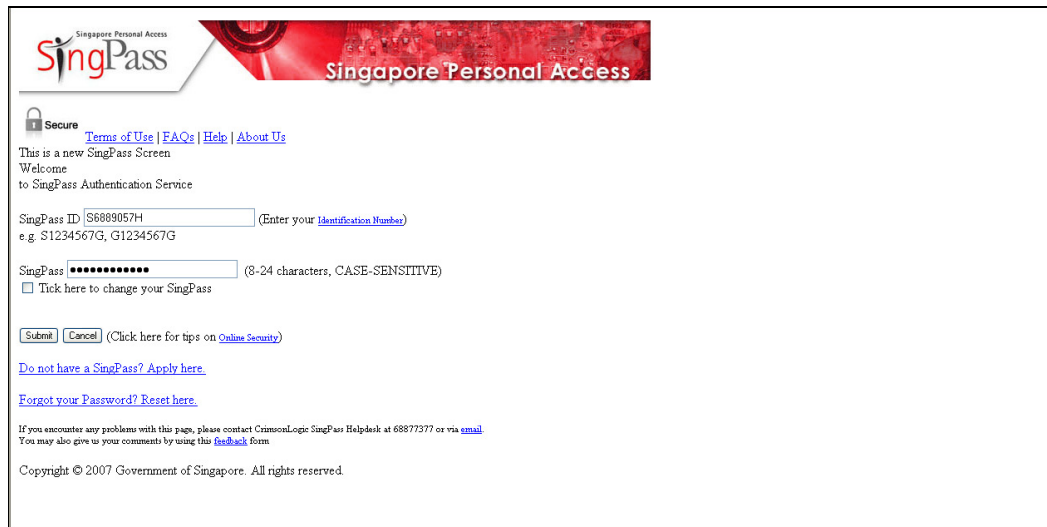
- Click on [\[Competent Organisation\]](#) hyperlink to access the module page.  
(Seen in Figure 1).



**Figure 1**

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

**NOTE:** Your login PIN should have a Work Notification (particularly Asbestos) active license to be able for the page to display the Work Notification functions.



**Figure 2**

- 2) Upon successful login, System displays the landing page or the dashboard screen with the Work notification section. (Seen in Figure 3).

Applicant should be able to view the existing work notification if any from the table.

Applicant can start creating a work notification by clicking the [\[Create work notification\]](#) button. Upon click of this button, the page redirects to the Create work notification page. (Seen in Figure 4).

Competent Organisation: WILLIAM TAN Logout

## ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD

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
CO15000075		25/9/2015	WORKPLACE SAFETY AND HEALTH AUDITING ORGANIZATION	NA	New	Draft	Select action

### Certificates

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
084-013-00001	APPROVED ASBESTOS-REMOVAL CONTRACTOR	NA	12/11/2015	12/10/2016		NA

### Work notifications

Create work notification

Asbestos work notification no.	Workplace no.	Occupier name	Workplace address	Start date	End date	Status	Actions
ABR1500031	00933600A0001	CHYE GUAN BUILDING CONTRACTOR	323,GUILLEMARD ROAD,Singapore 399748.	06/03/2016	07/03/2016	Submitted	Select action
ABR1500030	00933600A0001	CHYE GUAN BUILDING CONTRACTOR	323,GUILLEMARD ROAD,Singapore 399748.	02/03/2016	02/03/2016	Submitted	Select action
ABR1500027	08175400X0001	NG KIM HUAT STONE ENGRAVERS		01/02/2016	01/02/2016	Submitted	Select action
ABR1500033	00933600A0001	CHYE GUAN BUILDING CONTRACTOR	323,GUILLEMARD ROAD,Singapore 399748.	02/01/2016	03/01/2016	Submitted	Select action
ABR1500017	08175400X0001	NG KIM HUAT STONE ENGRAVERS		01/12/2015	04/12/2015	In progress	Select action
ABR1500016	197300761M0002	ACUMED MEDICAL GROUP	38,#01,318,TEBAN GARDENS ROAD,Singapore 600038.	01/11/2015	30/12/2015	In progress	Select action
ABR1500025	196900291N0001	SINGAPORE PETROLEUM COMPANY LIMITED	41,JALAN BUROH,Singapore 619488.	15/10/2015	16/10/2015	Completed	Select action
ABR1500024	08175400X0001	NG KIM HUAT STONE ENGRAVERS		14/10/2015	15/10/2015	Completed	Select action
ABR1500018	00933600A0001	CHYE GUAN BUILDING CONTRACTOR	323,GUILLEMARD ROAD,Singapore 399748.	28/09/2015	28/09/2015	Completed	Select action
ABR1500015	08175400X0001	NG KIM HUAT STONE ENGRAVERS		01/01/2015	30/10/2015	Draft	Select action

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Figure 3

## 1.2 Create Function for Work Notification

Competent Organisation WILLIAM TAN Logout

### Create work notification

UEN: T99ZZ3182B  
Organisation name: ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD  
Organisation address: 60,TUAS ROAD,Singapore 638501.

#### Enter workplace number

Workplace no.

If you do not know the Workplace no., you can search for workplace number.  
If the location does not have a Workplace no., you can create a Workplace Notification.

Name of the occupier  
Workplace address

#### Select the supervisors overseeing the work

Please make sure mobile numbers of supervisors are correct. If there are any changes update licence.

TESTER Rocky (S0750312A)  
m:  
 TESTER TWO (S0750307E)  
m:

#### Asbestos removal work to be carried out

Start date	Completion date	Total qty of Asbestos to remove	Description of Asbestos material	Remarks	Reason for late submission	Actions
Total quantity of asbestos removed : 0 kg						

[Add work details](#)

#### Other contractors' information

Please provide information of other contractors involved in the work. Either UEN or Competent Organisation file reference number.

UEN	Organisation name	Involvement of contractor	Actions
<a href="#">Add contractor</a>			

#### Supporting documents

- Asbestos survey report
- Asbestos-removal plan of work
- Medical examination summary report
- Register of workers
- Respirator fit test records

Upload a supporting document  
The maximum file size allowed is 3MB.

---

#### Declaration

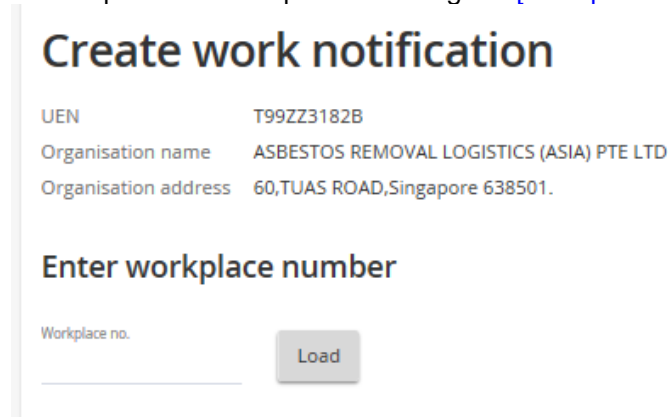
I declare that information provided in this notification and supporting to this notification is true and correct.

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Figure 4

### 1.3 Create Work notification

- 1) Applicant should provide a workplace no using the [\[Workplace No.\]](#) field.



**Create work notification**

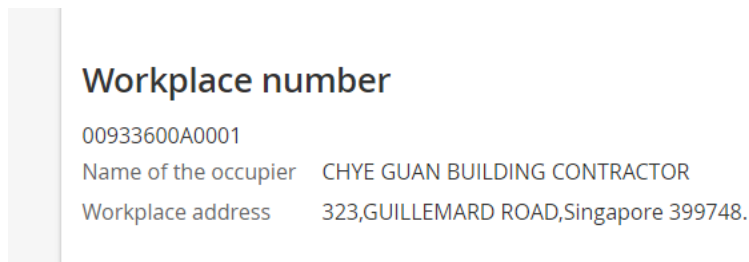
UEN T99ZZ3182B  
Organisation name ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD  
Organisation address 60, TUAS ROAD, Singapore 638501.

**Enter workplace number**

Workplace no.

Figure 5

- 2) After providing the valid workplace no, Applicant must click the [\[Load\]](#) button to populate the **Name of the occupier** and the **Workplace address** details from the page.

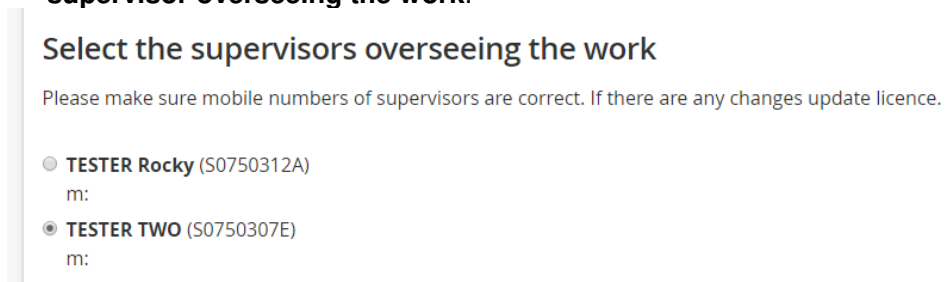


**Workplace number**

00933600A0001  
Name of the occupier CHYE GUAN BUILDING CONTRACTOR  
Workplace address 323, GUILLEMARD ROAD, Singapore 399748.

Figure 6

- 3) After the workplace number is populated, Applicant should select/choose the **supervisor overseeing the work**.



**Select the supervisors overseeing the work**

Please make sure mobile numbers of supervisors are correct. If there are any changes update licence.

TESTER Rocky (S0750312A)  
m:

TESTER TWO (S0750307E)  
m:

Figure 7

- 4) Applicant can click on the [\[Add work details\]](#) button. This redirects to the **Add work details** page on click of the [\[Add work details\]](#) link button. ([Seen in Figure 8](#)).



Applicant must fill in the required fields in the form then click the [\[Save\]](#) button to save the entry.

Applicant can use the [\[Save and add another\]](#) link button to save and clear the form for a new work details entry.

The screenshot shows the 'Add work details' form. At the top, there is a navigation bar with 'Competent Organisation' on the left and 'WILLIAM TAN Logout' on the right. Below the navigation bar, there is a 'Back to work notification' link. The main heading is 'Add work details'. The form contains several input fields: 'Start and completion date' with dropdown menus for Day, Month, and Year; 'Total quantity of asbestos to remove (kg)'; 'Select Asbestos Materials'; 'Actual location (optional)'; 'Remarks (optional)'; and 'Reason for late submission'. At the bottom of the form, there are two buttons: 'Save' and 'Save and add another'. The footer of the page contains copyright information and a 'Rate this eService' link.

**Figure 8**

On click of the [\[Save\]](#) button, the page redirects back to the Work notification page where the applicant can see the work details entry/entries added. (Seen in Figure 9)

The screenshot shows a table titled 'Asbestos removal work to be carried out'. The table has the following columns: Start date, Completion date, Total qty of Asbestos to remove, Description of Asbestos material, Remarks, Reason for late submission, and Actions. There are two data rows. Below the table, there is a summary row: 'Total quantity of asbestos removed : 135 kg'. At the bottom, there is a link to 'Add work details'.

Start date	Completion date	Total qty of Asbestos to remove	Description of Asbestos material	Remarks	Reason for late submission	Actions
06/03/2016	07/03/2016	12	Brake pad or clutch lining	23	23	<a href="#">Edit</a> <a href="#">Remove</a>
27/02/2016	31/03/2016	123	Brake pad or clutch lining		no reason	<a href="#">Edit</a> <a href="#">Remove</a>
Total quantity of asbestos removed : 135 kg						

**Figure 9**

- 5) From the Create/Amend work notification page, Applicant can click on the [\[Add contractor\]](#) button.  
(Seen in Figure 10).

From this section, Applicant can use the Actions link buttons [\[Edit\]](#) and [\[Remove\]](#) buttons. [\[Edit\]](#) button redirects to the Edit contractor page for entry to be appended.

This redirects to the **Add contractor** page on click of the [\[Add contractor\]](#) link button.  
(Seen in Figure 10.a)

UEN	Organisation name	Involvement of contractor	Actions
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Asbestos Waste Disposal	<a href="#">Edit</a> <a href="#">Remove</a>
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Manpower supply	<a href="#">Edit</a> <a href="#">Remove</a>

[+ Add contractor](#)

**Figure 10**

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Competent Organisation WILLIAM TAN Logout

[Back to work notification](#)

## Add contractor

You can search for UEN no. or organisation name at [uen.gov.sg](http://uen.gov.sg)

UEN/Organisation name

Organisation name  
UEN  
Address

Select Involvement

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- From the Add contractor page, the applicant can provide a valid UEN/Organisation name and click the [\[Retrieve\]](#) button to populate the organisation details.

Competent Organisation WILLIAM TAN [Logout](#)

[Back to work notification](#)

## Add contractor

You can search for UEN no. or organisation name at [uen.gov.sg](http://uen.gov.sg)

UEN/Organisation name  
 197900837R Retrieve

Organisation name LOH BROTHERS PTE. LTD.  
 UEN 197900837R  
 Address 2021,#02,188,BUKIT BATOK STREET 23,Singapore,659526.

Select Involvement ▼

Save Save and add another

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Figure 10.a

Upon applicant has correctly provided the required fields and has clicked on the [\[Save\]](#) button, the page redirects back to the Create/Amend work notification page. The contractor entry added is show in this section. (Seen in **Figure 10.b**)

Applicant may click the [\[Save and add another\]](#) button to save and clear the form for a new entry.

Applicant may click on the [\[Back to work notification\]](#) link button to return back to the Create/Amend work notification page.

### Other contractors' information

Please provide information of other contractors involved in the work. Either UEN or Competent Organisation file reference number.

UEN	Organisation name	Involvement of contractor	Actions
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Asbestos Waste Disposal	<a href="#">Edit</a> <a href="#">Remove</a>
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Manpower supply	<a href="#">Edit</a> <a href="#">Remove</a>

[Add contractor](#)

Figure 10.b

- 6) Applicant can upload attachment document by clicking the [\[Choose file\]](#) button.  
(Seen in **Figure 10.c**)

Applicant must choose a document type for the attachment.

**Supporting documents**

- Asbestos survey report
- Asbestos-removal plan of work
- Medical examination summary report
- Register of workers
- Respirator fit test records

Upload a supporting document  
The maximum file size allowed is 3MB.

Document4.pdf () Asbestos-removal plan of work

CP Card Size Certificate.pdf (40kb) Asbestos-removal plan of work

Choose file

---

**Declaration**

I declare that information provided in this notification and supporting to this notification is true and correct.

Submit Cancel

Figure 10.c

After the applicant has clicked the submit button, the page redirects to the Acknowledgement page.

1.4 Amend Work Notifications

- 1) Submission of Work Notification requires applicant to have a preview of the details for the work notification. (Seen in Figure 11)

**Amend work notification**

UEN: T99Z3182B  
 Organisation name: ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD  
 Organisation address: 60, TUAS ROAD, Singapore 638501.

**Workplace number**  
 00933600A0001  
 Name of the occupier: CHYE GUAN BUILDING CONTRACTOR  
 Workplace address: 323, GUILLEMARD ROAD, Singapore 399748.

**Select the supervisors overseeing the work**  
 Please make sure mobile numbers of supervisors are correct. If there are any changes update licence.

- TESTER Rocky** (S0750312A)  
m:
- TESTER TWO** (S0750307E)  
m:

**Asbestos removal work to be carried out**

Start date	Completion date	Total qty of Asbestos to remove	Description of Asbestos material	Remarks	Reason for late submission	Actions
06/03/2016	07/03/2016	12	Brake pad or clutch lining	23	23	<a href="#">Edit</a> <a href="#">Remove</a>
27/02/2016	31/03/2016	123	Brake pad or clutch lining		no reason	<a href="#">Edit</a> <a href="#">Remove</a>

Total quantity of asbestos removed : 135 kg

[Add work details](#)

**Other contractors' information**  
 Please provide information of other contractors involved in the work. Either UEN or Competent Organisation file reference number.

UEN	Organization name	Involvement of contractor	Actions
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Asbestos Waste Disposal	<a href="#">Edit</a> <a href="#">Remove</a>
197400065W	BUILDING MANAGEMENT SERVICES P TE LTD.	Manpower supply	<a href="#">Edit</a> <a href="#">Remove</a>

[Add contractor](#)

**Supporting documents**

- Asbestos survey report
- Asbestos-removal plan of work
- Medical examination summary report
- Register of workers
- Respirator fit test records

Upload a supporting document  
 The maximum file size allowed is 3MB.

Document4.pdf (2) Asbestos-removal plan of work

CP Card Size Certificate.pdf (40kb) Asbestos-removal plan of work

[Choose file](#)

**Declaration**

I declare that information provided in this notification and supporting to this notification is true and correct.

[Submit](#) [Cancel](#)

Figure 11

- 2) To submit tick the checkbox besides the declaration and click [\[Submit\]](#) button.

Applicant may also click the [\[Cancel\]](#) button to abort the submission of work notification entry.

## 1.5 Submit Work Notifications

- 1) System acknowledges the submission and display the screen below.

The screenshot displays the 'Acknowledgement' page in the iOSH system. At the top, there are logos for the Ministry of Manpower and Singapore Government. The page header includes 'Competent Organisation' and the user name 'WILLIAM TAN' with a 'Logout' link. The main content area is titled 'Acknowledgement' and contains a message: 'The asbestos work notification has been submitted. A PDF copy of the submitted work notification will be sent to phui\_teng\_kim@mom.gov.sg Please keep a copy of the submitted notification for your reference.' Below this, submission details are listed: Date submitted (01/12/2015), UEN (T99ZZ3182B), Organisation name (ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD), and Organisation address (60, TUAS ROAD, SINGAPORE 638501). A table follows, listing asbestos work notifications with columns for notification number, workplace number, occupier name, workplace address, start date, and end date. The table contains one entry: ABR1500031, 00933600A0001, CHYE GUAN BUILDING CONTRACTOR, 323, GUILLEMARD ROAD, SINGAPORE 399748, 27/02/2016, 31/03/2016. Below the table is the 'On-site inspection' section, which lists six items to be prepared for inspection. At the bottom, there is a section for 'Send copy of asbestos-removal notification via email' with an email address input field and 'Send' and 'Back to main' buttons. The footer contains copyright information and a 'Rate this eService' link.

Asbestos work notification no.	Workplace no.	Name of the occupier	Workplace address	Start date	End date
ABR1500031	00933600A0001	CHYE GUAN BUILDING CONTRACTOR	323, GUILLEMARD ROAD, SINGAPORE 399748.	27/02/2016	31/03/2016

Figure 12

- 2) Applicant has to provide the [\[Email address\]](#) field for the submitted work notification. On click of the [\[Send\]](#) button with the provided valid email should redirects the page back to the main page which is the CO dashboard.

3) Click [\[Back\]](#) button to navigate back to the CO dashboard.

Applicant can also click the [\[Logout\]](#) hyperlink to exit and clear the session.

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## ASBESTOS REMOVAL LOGISTICS (ASIA) PTE LTD

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
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### Certificates

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
084-013-00001	APPROVED ASBESTOS-REMOVAL CONTRACTOR	NA	12/11/2015	12/10/2016		NA