Integrated Occupational Safety and Health System (iOSH)

User Manual
Licensing Competent Organisation (CO) - Terminate License (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, Accredited Training Provider and WSH Auditing Organisation.

Terminate CO Approval

The e-Service administrator or authorised e-Service user can terminate the CO approval. Termination is immediate and irreversible. The company will need to submit a fresh application to be a CO, should the CO approval is terminated in error.

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1. Licensing (Competent Organisation) – Terminate License

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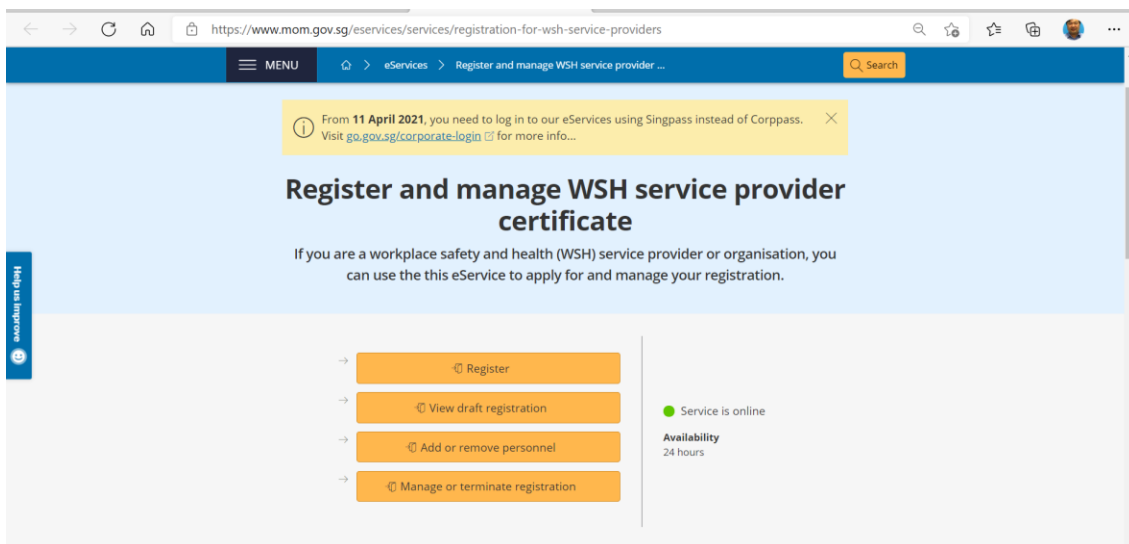   (**Seen in Figure 1**).

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Figure 1

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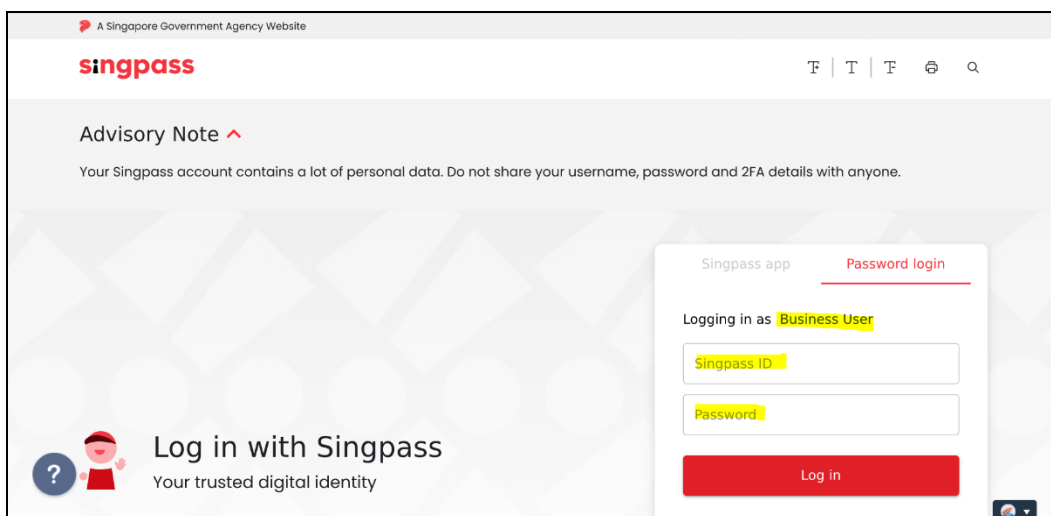
   (**Seen in Figure 2**)

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 [Terminate] item. (**Seen in Figure 3**)

Figure 3

3) Terminate page is loaded after the applicant has clicked the Terminate from the Dashboard Certificates Action column dropdown. (**Seen in Figure 4**)

- Terminate details must be provided, otherwise, a validation will prompt the user.
- Applicant should upload a letter with company letterhead and signature by a company representative of managerial level, stating the reasons for the termination of CO approval as supporting document

- [Termination Details]
- [Supporting Documents].

Figure 4

After filling in the required details, applicant can submit the request for termination by clicking the [Submit] button. Applicant may also cancel the termination by clicking the [Cancel] button. The applicant will also be prompted for a confirm termination submit. (**Seen in Figure 5**)
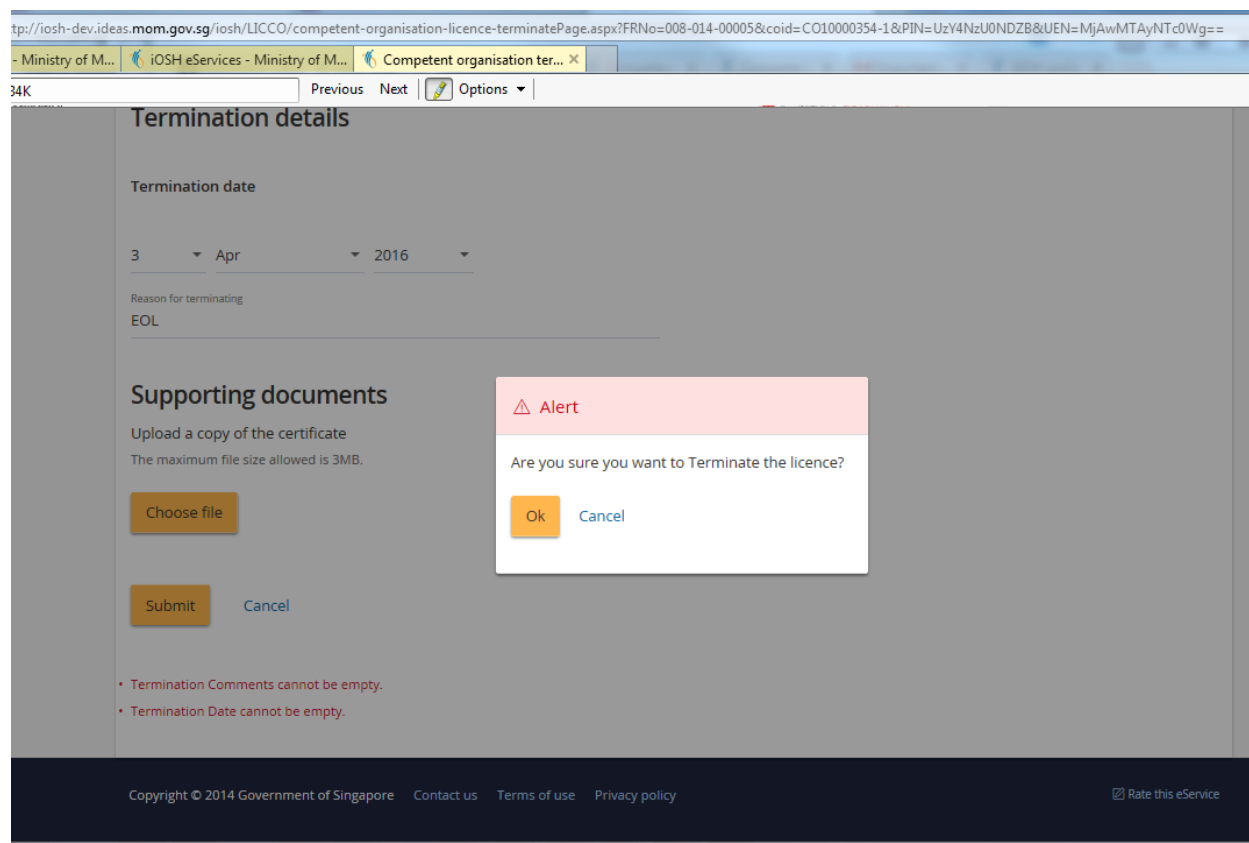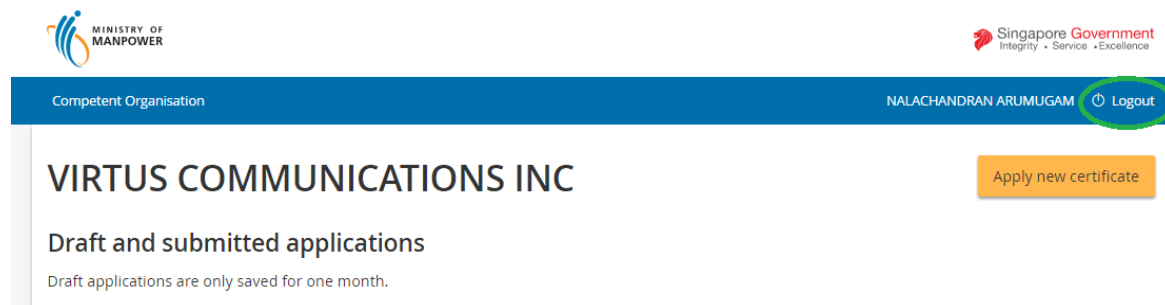
Figure 5

After clicking the OK button with a successful terminate, the page redirects back to the dashboard. No, the [Terminate] item is no longer shown from the Action column of the **Certificates**.
(**Seen in Figure 6**)

Figure 6

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

Figure 7