

MOM WSH eServices

User Guide - eServices for submission of Certificate of Suspension and Certificate of Fitness

Version 1.1

REVISION HISTORY

Version	Effective Date	SUMMARY OF CHANGES	Remarks
0.1	1 Mar 2018	Initial draft of MAS eServices – Submit Certificate of Suspension and Certificate of Fitness	Amended by Dr Leong
1.0	22 Mar 2018	Change the Landing page	Te SP
1.1	15 Jul 2021	Updated Landing page URL Changed Singpass logo/Text/Labels. Removed Corppass.	Chung WC

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1. Medical Monitoring eService Login

1.1 Steps to access Medical Monitoring eServices.

1.1.1 Go to www.mom.gov.sg. In the search box, fill in “medical monitoring” and click on [\[Medical monitoring\]](#) (Figure 1) from the drop down list

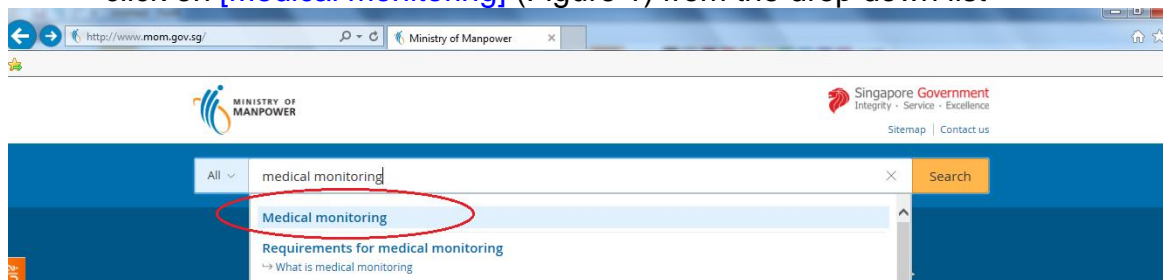


Figure 1

1.1.2 This will redirect to [\[Submit and manage medical examinations reports\]](#) landing page.

For Employer, click [\[Log in to WSH eServices for Employer\]](#)

For DWD, click [\[Log in to WSH eServices to DWDs\]](#) (Figure 2)

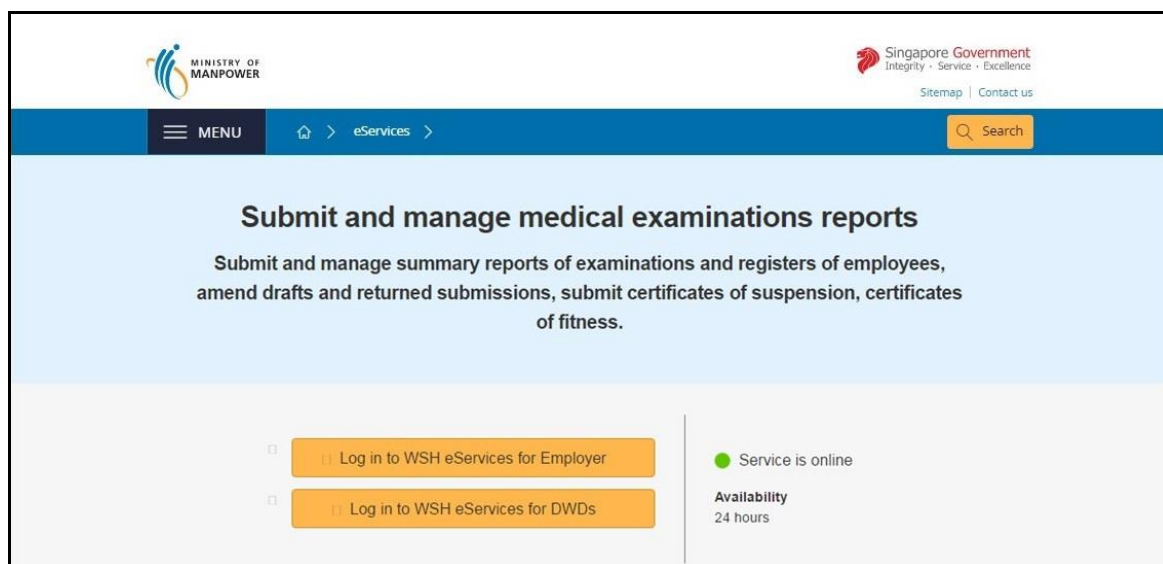


Figure 2

1.1.3 This will be redirect to [\[For Business Users and For Individual Users\]](#) login page (Figure 3)

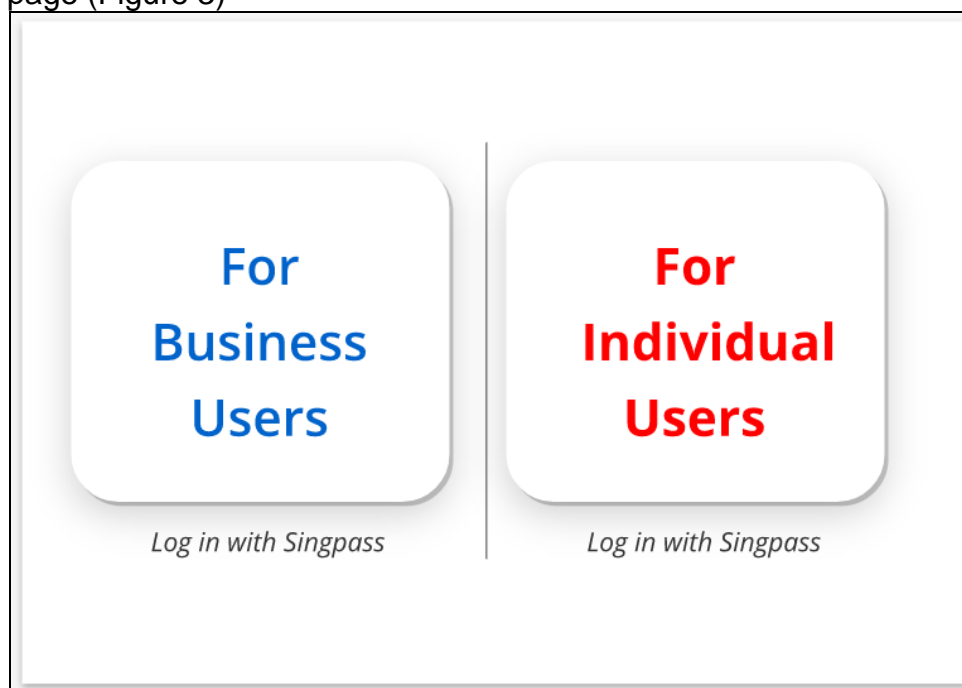


Figure 3

1.2 Login to Medical Monitoring eService

Only Designated workplace doctors (DWD) would be able to log in to submit Certificates of Suspension and Certificates of Fitness. This eService is not available to employers.

A Certificate of Suspension should be submitted when the DWD assesses that the health of the employee may be affected by continued exposure to the hazard at the workplace.

The Certificate of Fitness would be submitted by the DWD when he assesses that the employee is fit to return to exposure at the workplace and when exposures are controlled.

1.2.1 For Individual Users Login.

- Click the hyperlink on [\[For Individual Users\]](#) (Figure 3)
- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), then click [\[Log in\]](#) button (Figure 4).

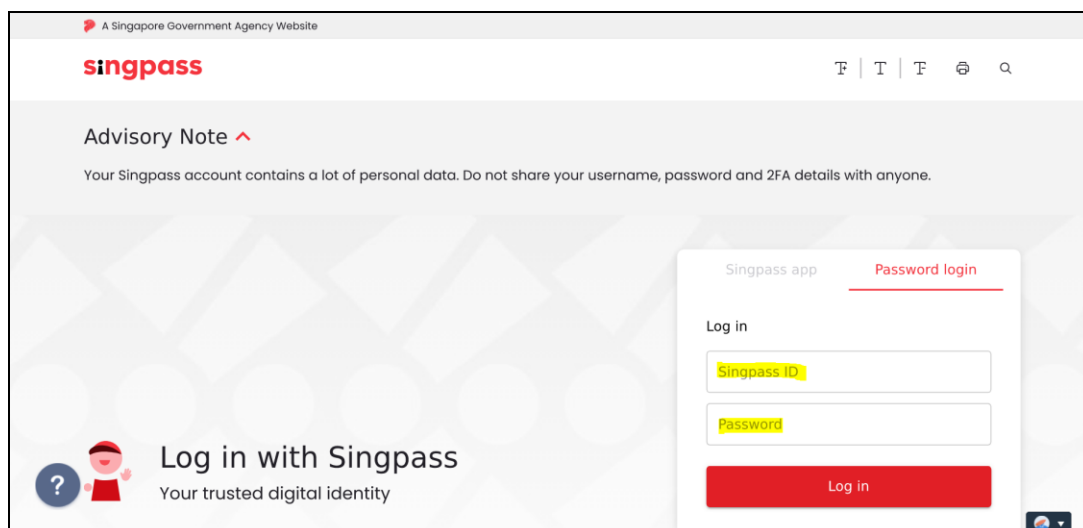


Figure 4

- User will be redirect to [\[Overview of Medical Monitoring\]](#) Dashboard. (Figure 6 DWD Dashboard)
 - He/she would be able to create and update following reports that were created or submitted by him/her, regardless of the UEN/workplace number(s)
 - i) Summary Reports / Register of Employees (see previous manual)
 - ii) Suspension Reports
 - iii) Fitness Report

1.2.2 For Business Users Login

- Click the hyperlink on [\[For Business Users\]](#) (Figure 3)
- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), and then click [\[Log in\]](#) button (Figure 5)

Note: The UEN/Entity ID is generally that of the DWD's medical practice or healthcare organisation.

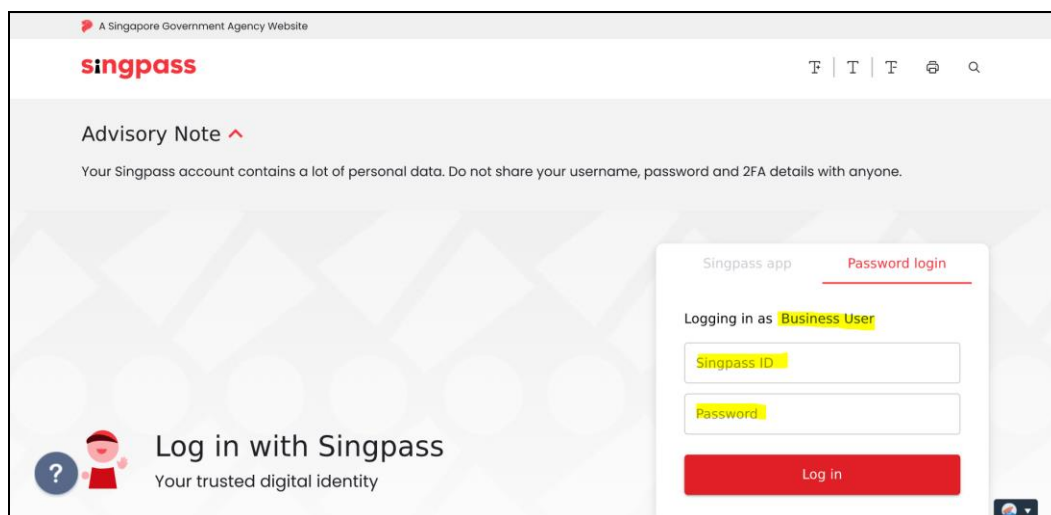


Figure 5

- User will be redirect to [\[Overview of Medical Monitoring\]](#) Dashboard.
 - [\[Figure 6 DWD Dashboard\]](#) If he/she is a Designated Workplace Doctor (DWD), he/she would be be able to create and update following reports that were created or submitted by him/her, regardless of the UEN/workplace number(s)
 - i) Summary Reports / Register of Employees (see previous manual)
 - ii) Suspension Reports
 - iii) Fitness Report
 - [\[Figure 7 Dashboard\]](#) If the user logging is an employer, he/she
 - i) can only view the Certificates of Suspension and Certificates of Fitness submitted by the DWD for his /her company under the current UEN or Entity ID used for this log in.
 - ii) cannot create any Certificates of Suspension not Certificates of Fitness
 - iii) can create, update and amend the Summary Reports / Register of Employees for the workplaces under the current UEN or Entity ID used for this log in (see previous manual)

Designated Workplace Doctor Dashboard

Overview of Medical Monitoring

Summary Reports / Registers of Employees

+ Create Summary Report/Register of Employees

[Download a template for Register of Employees](#)

Drafts / Returned Submissions

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Submitted Summary Reports / Registers of Employees

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Certificates of Suspension

+ Create Certificate

Draft Submissions

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Action
No Record Found.							

Submitted Certificates of Suspension

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Examination
No Record Found.							

Certificates of Fitness

+ Create Certificate

Draft Submissions

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Action
No Record Found.							

Submitted Certificates of Fitness

Search

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Re-examination
No Record Found.							

Figure 6

Company Representative Dashboard

Overview of Medical Monitoring

Summary Reports / Registers of Employees
[Create Summary Report/Register of Employees](#)
[Download a template for Register of Employees](#)

Drafts / Returned Submissions

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Submitted Summary Reports / Registers of Employees

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Certificates of Suspension

Submitted Certificates of Suspension

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Examination
No Record Found.							

Certificates of Fitness

Submitted Certificates of Fitness

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Re-examination
No Record Found.							

Figure 7

2. Certificate of Suspension

2.1 Create Certificate

2.1.1 Click [\[Create Certificate\]](#) at the [\[Dashboard\]](#) to create new certificate (Figure 8)

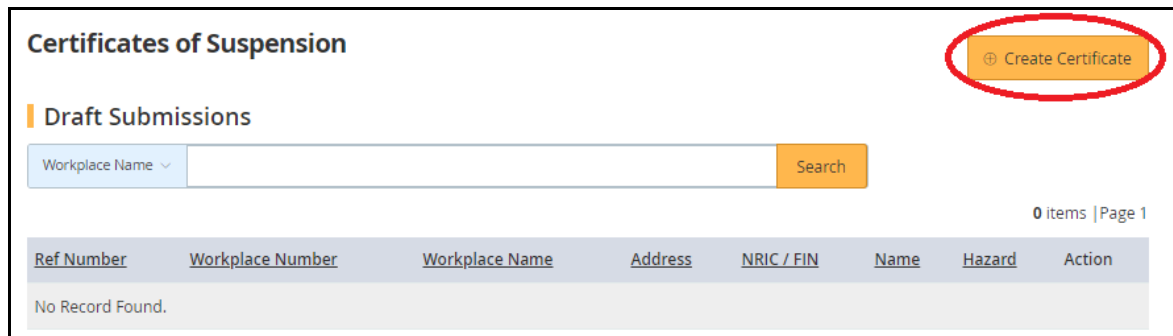


Figure 8

2.1.2 Select the hazard that the employee is to be suspended from exposure to.

a) Click the down arrow to select the hazard (Figure 9)

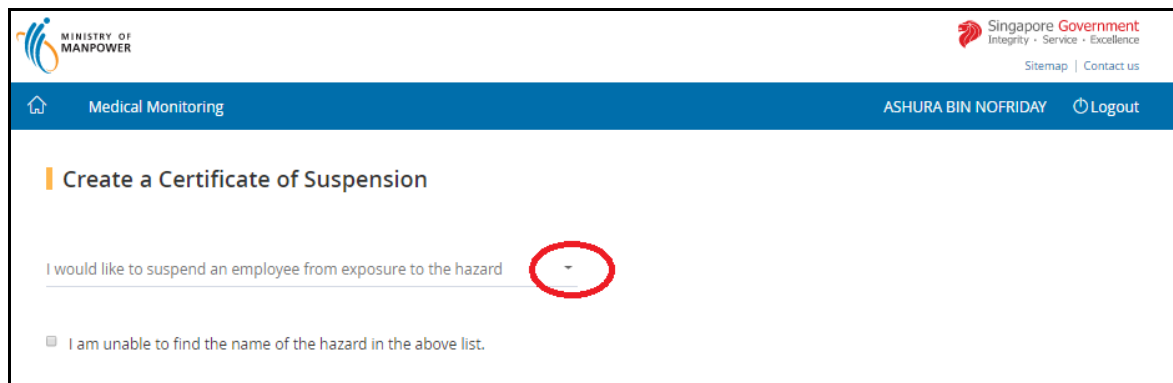


Figure 9

b) If hazard is not found in the drop down list, tick the box next to [\[I am unable to find the name of the hazard in the above list\]](#) (Figure 10)

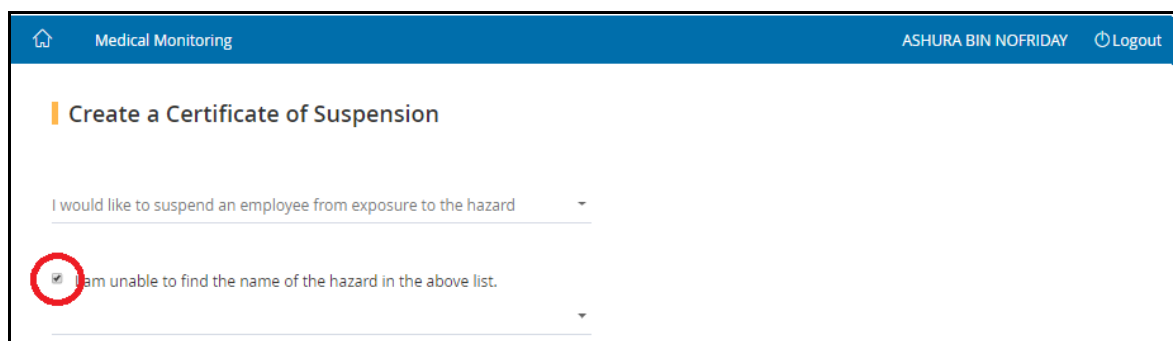


Figure 10

- c) Click the down arrow and select the hazard from the drop down list box (Figure 11).

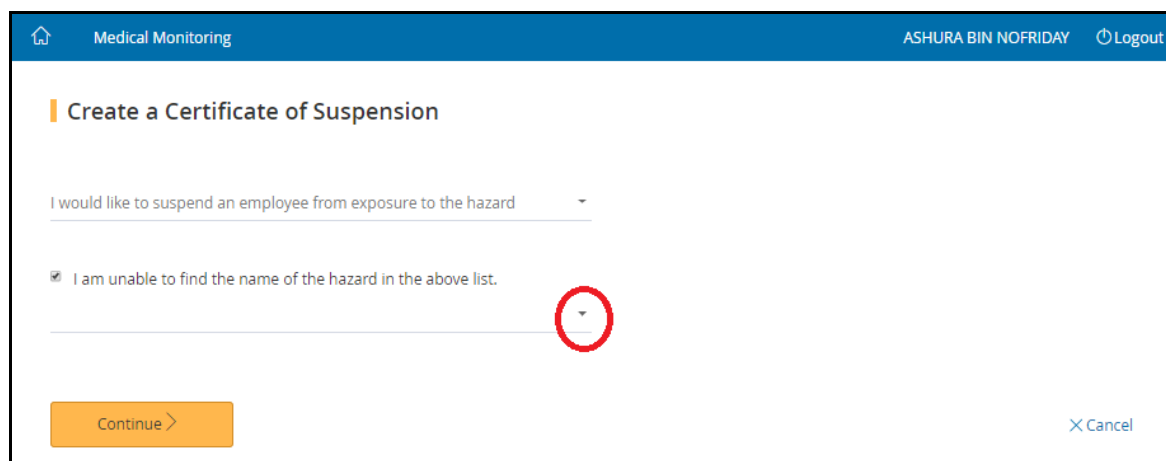


Figure 11

- d) Then click [\[Continue\]](#) button to move on to next page

2.1.3 Select the workplace where the employee was working at, searching either by the name of the workplace or the workplace number.

- a) Click the down arrow to specified the search criteria (Figure 12)

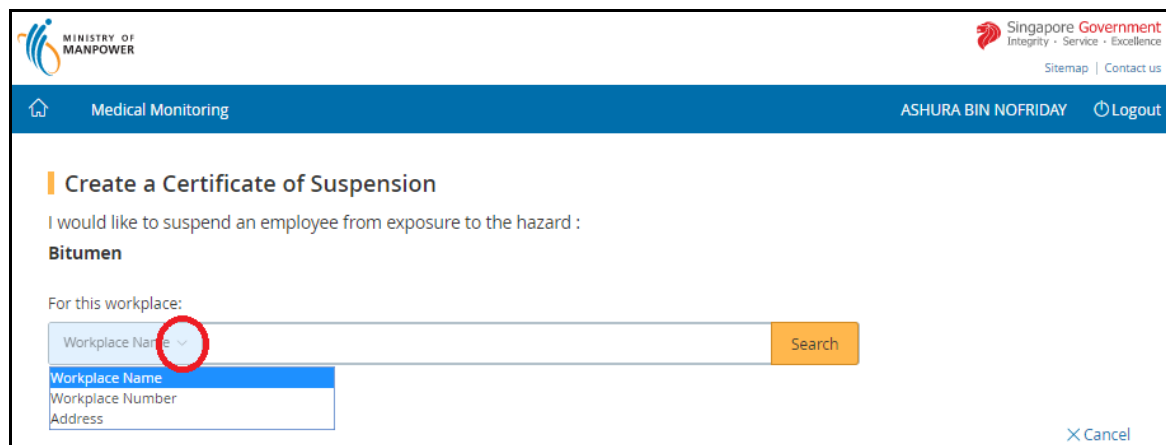


Figure 12

- b) Fill in the search box to filter the workplace and then click [\[Search\]](#) (Figure 13). The search term can be
- Partial search term for Workplace Name and Address
 - Complete search term for Workplace Number

Medical Monitoring | ASHURA BIN NOFRIDAY | Logout

Create a Certificate of Suspension

I would like to suspend an employee from exposure to the hazard :
Bitumen

For this workplace:

Workplace Name

Figure 13

- c) The search output will display the list of respective Workplaces, click on the [Workplace Number] hyperlink to start creating the certificate (Figure 14)

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Create a Certificate of Suspension

I would like to suspend an employee from exposure to the hazard :
Bitumen

For this workplace:

Workplace Name

2 items | Page 1

Workplace Number	Workplace Name	Address
00001300E0002	KIM HUIN SI CLINIC	5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141
00001300E0003	KIM HUIN SI CLINIC	

Figure 14

2.2 Workplace Details

2.2.1 Provide the Company Representative's (employer) details. Then click the [\[Continue\]](#) button (Figure 15)

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Certificate of Suspension

- 1 Workplace Details
- 2 DWD Details
- 3 Suspended Employee Details
- 4 Preview & Declare
- 5 Acknowledgement

Workplace Details

Workplace Name: KIM HUIN SI CLINIC

Workplace Number: 00001300E0002

Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141

Company Representative *

* Mobile Number

* Email

Continue >

X Cancel

Figure 15

2.3 DWD Details

- 2.3.1 Update your (DWD) contact details and then click [\[Continue\]](#) (Figure 16)
The email and mobile number are used for notifications of submissions.
Your record in the register of DWDs would also be updated automatically.

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Certificate of Suspension

Workplace Details **2** DWD Details Suspended Employee Details 3 Preview & Declare 4 Acknowledgement 5

DWD Details

Designated Workplace Doctor
LIM HAI CHIEW-M00476F

MCR Number
M00476F

Practice Name & Address

Practice Telephone Number

Practice Fax Number

Email
* siowphing.te@ncs.com.sg

Mobile Number
* 99999999

If there is any change in your practice or contact information, please update the Singapore Medical Council.

< Back **Continue** > Save as draft

Figure 16

2.4 Suspended Employee Details

2.4.1 Click [\[Give details of employee suspended\]](#) to continue with submission process. (Figure 17)

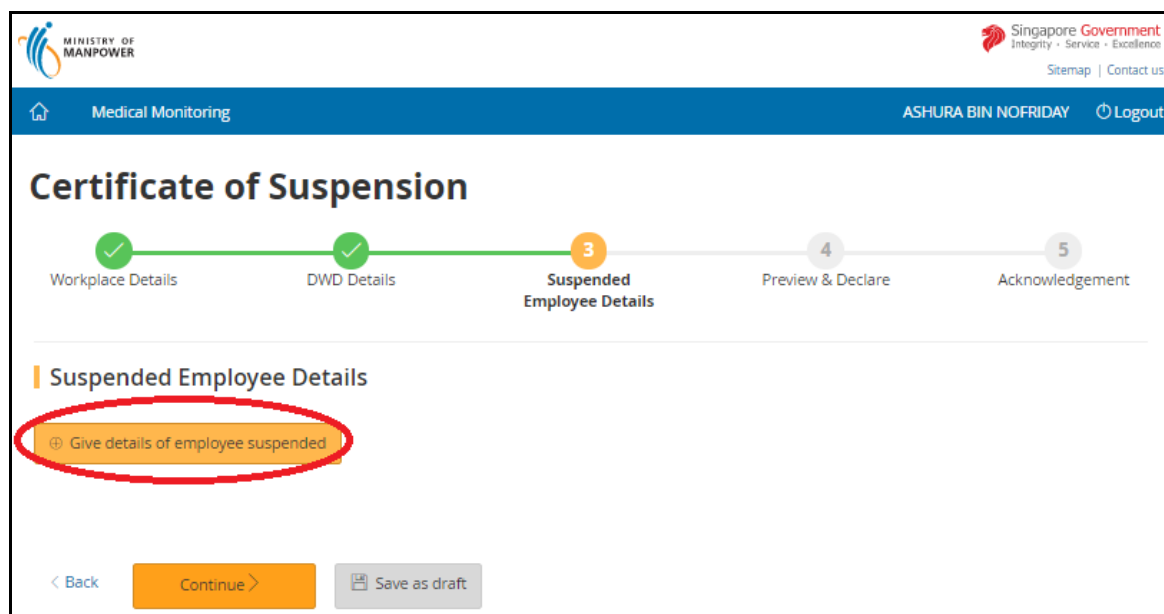


Figure 17

2.4.2 In the new page, [\[Create a Certificate of Suspension\]](#), provide the employee's details. Mandatory fields are denoted with asterisk (Figure 17)

- a) NRIC/FIN Number (mandatory field)
 - Enter a valid NRIC/FIN and click [\[Retrieve\]](#) button
 - If the worker had previously been submitted for this company, his details (e.g. Name, Gender, Race) would be auto populated
- b) Name of the Employee (mandatory field)
 - Enter the name of the employee / worker to be suspended (in plain text) up to a maximum of 100 characters.
- c) Date of Birth (mandatory field)
 - Enter the date of birth in dd/mm/yyyy format
 - Alternatively, use the calendar icon beside the date field to select the date
 - Date must be earlier than "Date started exposure"
- d) Gender (mandatory field)
 - Click the down arrow to select the gender from the drop down list
- e) Race
 - Click the down arrow to select the race from the drop down list
- f) Date of Starting Employment (mandatory field)
 - Enter the date the employee commenced employment in dd/mm/yyyy format.

eServices – Submit Certificate of Suspension and Certificate of Fitness Ver 1.1

- Alternatively, use the calendar icon beside the date field to select the date.
- g) Date of examination (mandatory field)
 - Enter the date the employee was medically examined in dd/mm/yyyy format
 - Alternatively, use the calendar icon beside the date field to select the date
- h) should not continue to work as (mandatory field)
 - Enter the occupation of the employee, to a maximum of 50 characters
- i) Department/Section (mandatory field)
 - Enter the department or the section the employee is employed at, in plain text up to a maximum of 50 characters
- j) Date of Review by DWD (mandatory field)
 - Enter the date the employee would be reviewed by the DWD, in dd/mm/yyyy format.
 - Alternatively, use the calendar icon beside the date field to select the date.
 - Date must be later than current date
- k) Reason for Suspension (mandatory field)
 - Select from the drop down list
 - If “Others (editable field)” is selected from the drop down list, a new field, “Others”, will appear and it is mandatory field of maximum 100 characters
- l) Date of Suspension (mandatory field)
 - Enter the date the DWD certified that employee was suspended from exposure or the date of the medical examination in dd/mm/yyyy format.
 - Alternatively, use the calendar icon beside the date field to select the date.
 - Date must be earlier than the current date.
- m) Supporting Documents
 - Click [\[Select a file from your computer\]](#) and then select the file to upload (Figure 18)

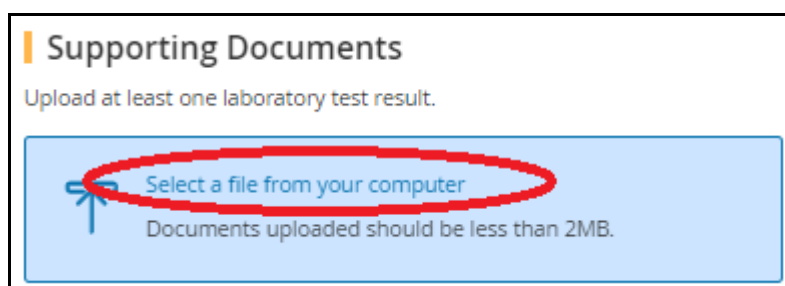


Figure 18

- Click the down arrow to select the Document Type. At least one “Laboratory test results” must be upload (Figure 19)

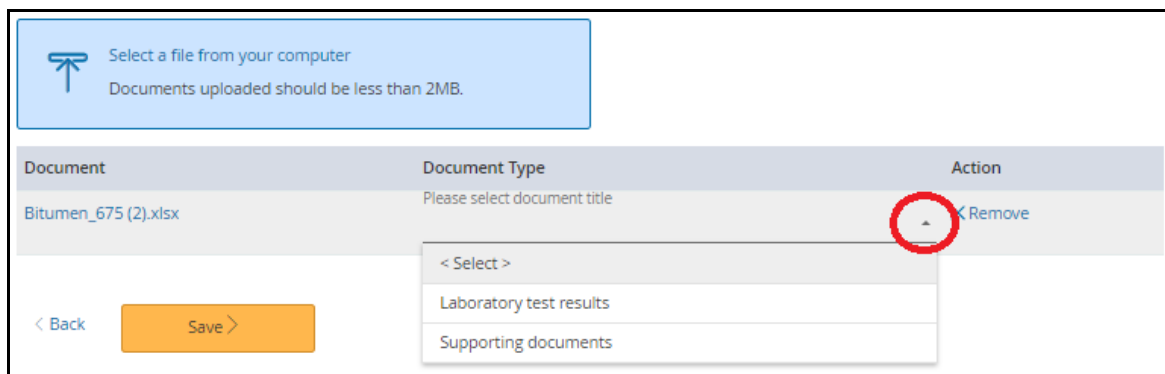


Figure 19

- n) Click [\[Save\]](#) to save the details and return to the [\[Suspended Employee Details\]](#) page
- o) Click [\[Back\]](#) to abort changes and return to the [\[Suspended Employee Details\]](#)

2.4.3 Returning back to [\[Suspended Employee Details\]](#), the added employee’s record would be retrieved and displayed (Figure 20)

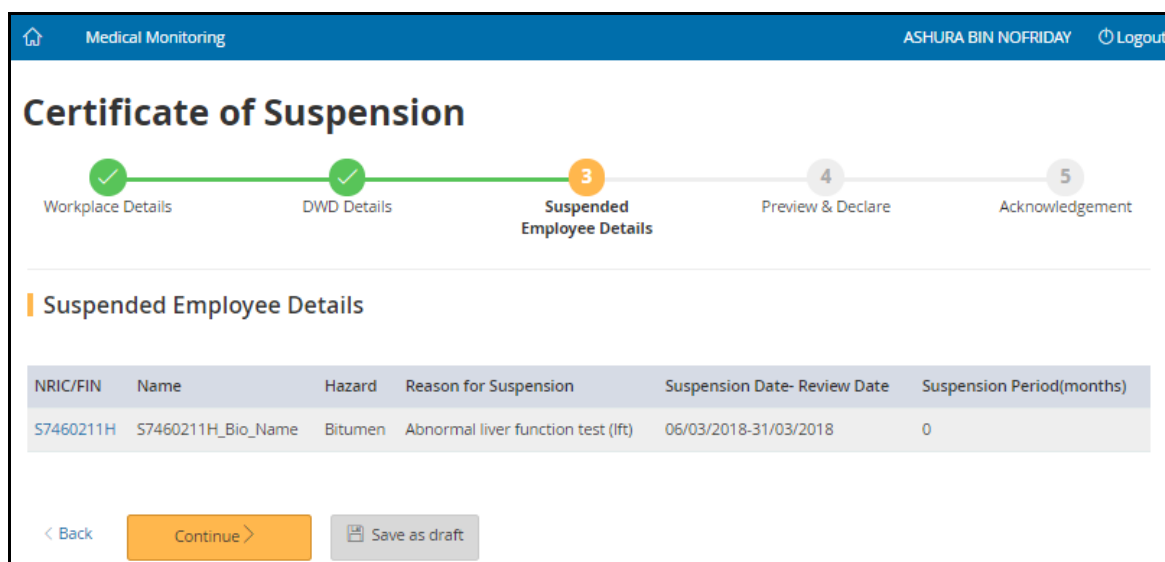


Figure 20

- a) Click [\[NRIC/FIN\]](#) hyperlink to update the Employee’s Detail
- b) Click [\[Continue\]](#) to proceed report submission
- c) Click [\[Save as draft\]](#) to save the information entered and return back to [\[Dashboard\]](#)

2.5 Preview & Declare

2.5.1 System will load the [Preview & Declare] information (Figure 21)

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Certificate of Suspension

Workplace Details | DWD Details | Suspended Employee Details | **Preview & Declare** | Acknowledgement

Workplace Details [Edit]

Workplace Name: KIM HUIN SI CLINIC
 Workplace Number: 00001300E0002
 Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141
 Company Representative: test
 Mobile Number: 88888888
 Email: kimhuin.clinic@ncs.com.sg

DWD Details [Edit]

Designated Workplace Doctor: LIM HAI CHIEW-M00476F
 MCR Number: M00476F
 Practice Name & Address:
 Practice Telephone Number:
 Practice Fax Number:
 Email: siowphing.te@ncs.com.sg
 Mobile Number: 99999999

Suspended Employee Details [Edit]

NRIC/FIN	Name	Hazard	Reason for Suspension	Suspension Date- Review Date	Suspension Period(months)
S7460211H	S7460211H_Bio_Name	Bitumen	Abnormal liver function test (lft)	06/03/2018-31/03/2018	0

Declaration

I certify that the information given above is correct. Further, I confirm that the medical examinations were conducted in accordance with the Guidelines for Designated Workplace Doctors.

< Back | Submit > | Save as draft

Figure 21

2.5.2 To submit the report, tick the checkbox under the [Declaration] section and then click [Submit] button

2.6 Acknowledgement

2.6.1 An acknowledgement page would be displayed (Figure 22)

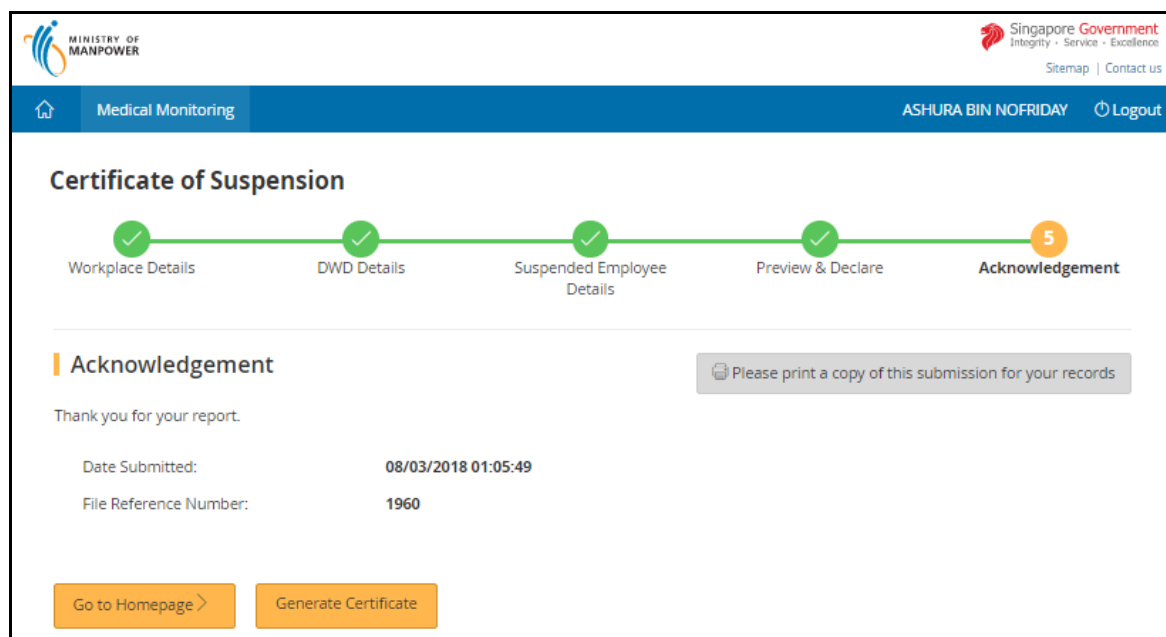


Figure 22

2.6.2 Click [\[Generate Certificate\]](#) button to generate the certificate of suspension in PDF format

Note: The system would only allow the user to generate the Certificate once.

WORKPLACE SAFETY AND HEALTH ACT
WORKPLACE SAFETY AND HEALTH ACT(MEDICAL EXAMINATIONS)
REGULATIONS
Regulation 10(2)(a)
CERTIFICATE OF SUSPENSION

NRIC/FIN No. : S7460211H Name of employee: S7460211H_Bio_Name
 Date of Birth: 20/06/1974 Sex: FEMALE Race: Indian
 Workplace Number: 00001300E0002
 Name of Workplace: KIM HUI SI CLINIC
 Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141
 Hazard: Bitumen Date started employment : 19/02/2002

I certify that the above named person examined by me on 01/03/2018 should not continue to work as a lab assistant in chem lab department / section for 0 months, subject to a review on 31/03/2018 .

In the meantime, she should be given alternative work in another department / section which does not expose her to Bitumen .

The reasons for my recommendations are:
 Abnormal liver function test (H)

Figure 23

2.6.3 Click [\[Go to Homepage\]](#) to return to [\[Dashboard\]](#). The submission can be retrieved under [\[Submitted Certificate of Suspension\]](#)

2.6.4 To view the submitted certificate information, click [\[Ref Number\]](#) hyperlink (Figure 24)

Certificates of Suspension [Create Certificate](#)

Draft Submissions

Workplace Name [Search](#)

1 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Action
1963	00001500L0010	K SYED MOHAMED COMPANY	11 11 SINGAPORE 111111			Ethylene Oxide (EtO)	Edit Delete

Submitted Certificates of Suspension

Workplace Name [Search](#)

1 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Examination
1960	00001300E0002	KIM HUI SI CLINIC	5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141	S7460211H	S7460211H_Bio_Name	Bitumen	01/03/2018

Figure 24

3. Certificate of Fitness

The DWD will submit to MOM and issue a certificate of Fitness when he assesses that the employee is fit to return to hazard exposure and that the workplace risks are controlled. A copy each of the Certificate should be given to the employer and employee.

Note: The system will only allow the user to generate the Certificate once, i.e. at time of certificate submission.

Certificates of Fitness need only be submitted for employees who had previously been suspended.

3.1 Create Certificate

3.1.1 Click [\[Create Certificate\]](#) at the [\[Dashboard\]](#) to create new certificate (Figure 25)

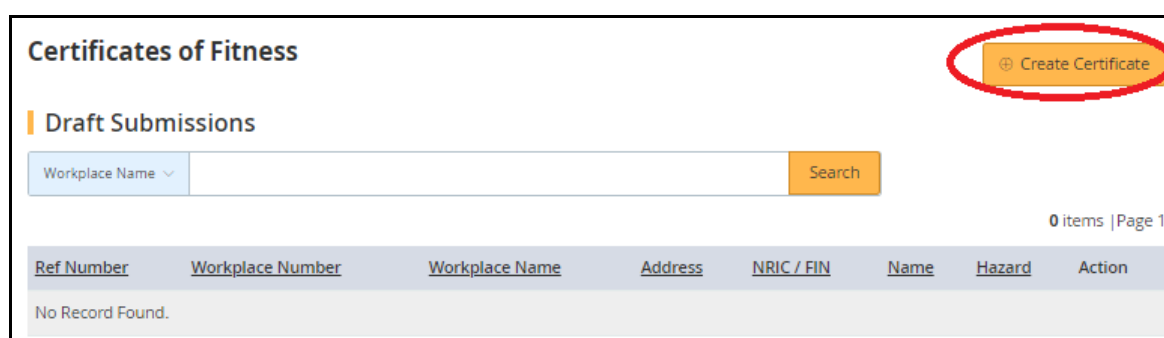


Figure 25

3.1.2 From the new page, select a radio button to search for a prior record of the previously suspended employee either by employee details or by his employer (i.e. the workplace).

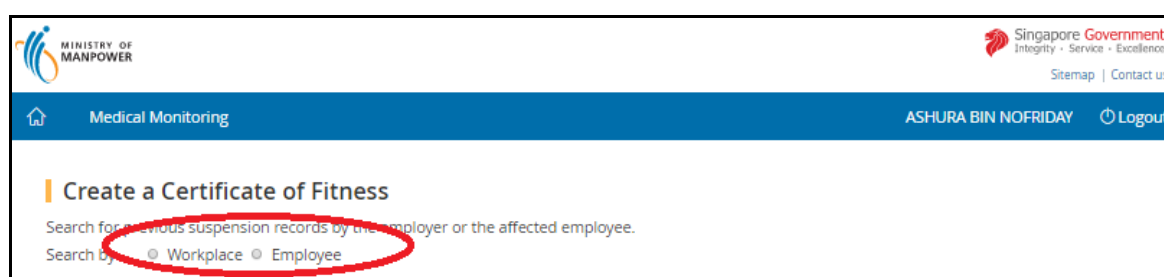


Figure 26

Search by workplace information of the employer

- Click [\[Workplace\]](#) radio button
- Click the down arrow and select the search criteria either by workplace name or workplace number (Figure 27)

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Create a Certificate of Fitness

Search for previous suspension records by the employer or the affected employee.

Search by Workplace Employee

Workplace Name Search

Workplace Name
Workplace Number

Figure 27

- c) Enter the search text and click [\[Search\]](#) button (Figure 28)

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Create a Certificate of Fitness

Search for previous suspension records by the employer or the affected employee.

Search by Workplace Employee

Workplace Number 00001300E0002 Search

Figure 28

- d) Click the [\[Workplace No\]](#) hyperlink (Figure 29)

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Create a Certificate of Fitness

Search for previous suspension records by the employer or the affected employee.

Search by Workplace Employee

Workplace Number 00001300E0002 Search

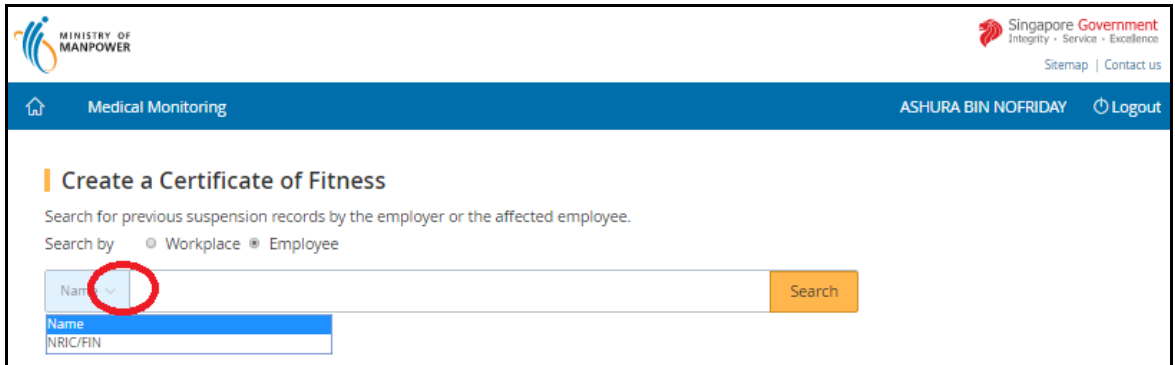
1 items | Page 1

Workplace No	Workplace Name	Address	NRIC/FIN	Name	Hazard
00001300E0002	KIM HUIN SI CLINIC	5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141	S7460211H	S7460211H_Bio_Name	Bitumen

Figure 29

Search by worker information

- a) Click [\[Employee\]](#) radio button
- b) Click down arrow and select the search criteria either by identification number (NRIC or FIN) or by name (Figure 30)



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Medical Monitoring

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Create a Certificate of Fitness

Search for previous suspension records by the employer or the affected employee.

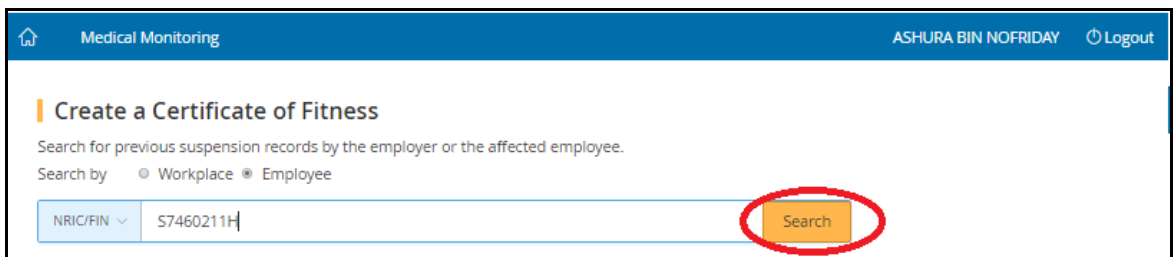
Search by Workplace Employee

Name Search

Name
NRIC/FIN

Figure 30

c) Enter the search text and click [Search] button (Figure 31)



Medical Monitoring

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Create a Certificate of Fitness

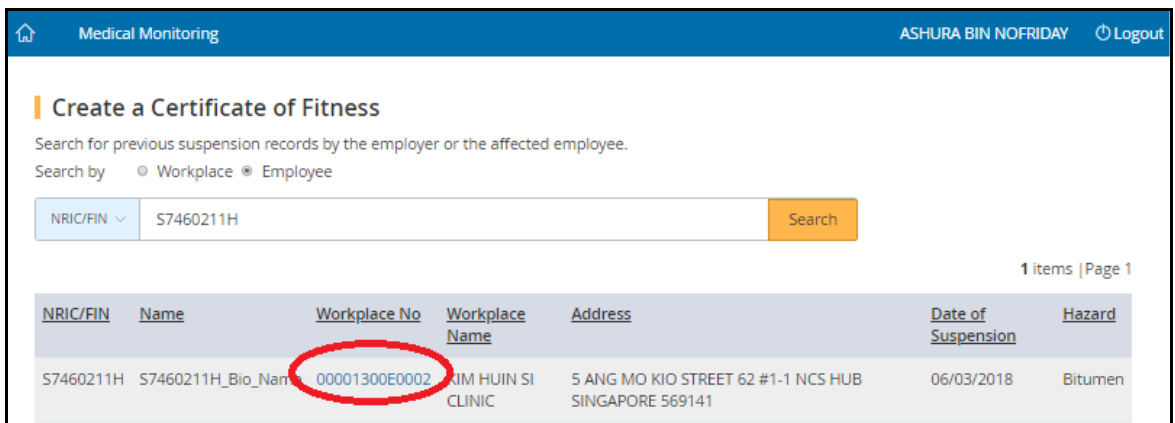
Search for previous suspension records by the employer or the affected employee.

Search by Workplace Employee

NRIC/FIN S7460211H Search

Figure 31

d) Click the [Workplace No] hyperlink (Figure 32)



Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Create a Certificate of Fitness

Search for previous suspension records by the employer or the affected employee.

Search by Workplace Employee

NRIC/FIN S7460211H Search

1 items | Page 1

NRIC/FIN	Name	Workplace No	Workplace Name	Address	Date of Suspension	Hazard
S7460211H	S7460211H_Bio_Nam	00001300E0002	NIM HUIN SI CLINIC	5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141	06/03/2018	Bitumen

Figure 32

3.2 Workplace Details

3.2.1 Update company representative (employer) contact details, if needed, and click [\[Continue\]](#) (Figure 33)

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Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Certificate of Fitness

- 1 Workplace Details
- 2 DWD Details
- 3 Assessment of Fitness for Work
- 4 Preview & Declare
- 5 Acknowledgement

Workplace Details

Workplace Name: KIM HUIN SI CLINIC

Workplace Number: 00001300E0002

Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141

Company Representative

* test

Mobile Number

* + 88888888

Email

* kimhuin.clinic@ncs.com.sg

Continue >

Cancel

Figure 33

3.3 DWD Details

3.3.1 Update DWD contact details, if needed, and click [Continue] (Figure 34)

The screenshot shows the 'Certificate of Fitness' process in the 'Medical Monitoring' section. The progress bar indicates five steps: 1. Workplace Details (completed), 2. DWD Details (current step), 3. Assessment of Fitness for Work, 4. Preview & Declare, and 5. Acknowledgement. The 'DWD Details' section contains the following information:

- Designated Workplace Doctor: **LIM HAI CHIEW-M00476F**
- MCR Number: **M00476F**
- Practice Name & Address: [Empty field]
- Practice Telephone Number: [Empty field]
- Practice Fax Number: [Empty field]
- Email: + siowphing.te@ncs.com.sg
- Mobile Number: + 99999999

Below the form, there is a note: "If there is any change in your practice or contact information, please update the Singapore Medical Council." At the bottom, there are three buttons: "< Back", "Continue >" (highlighted with a red circle), and "Save as draft".

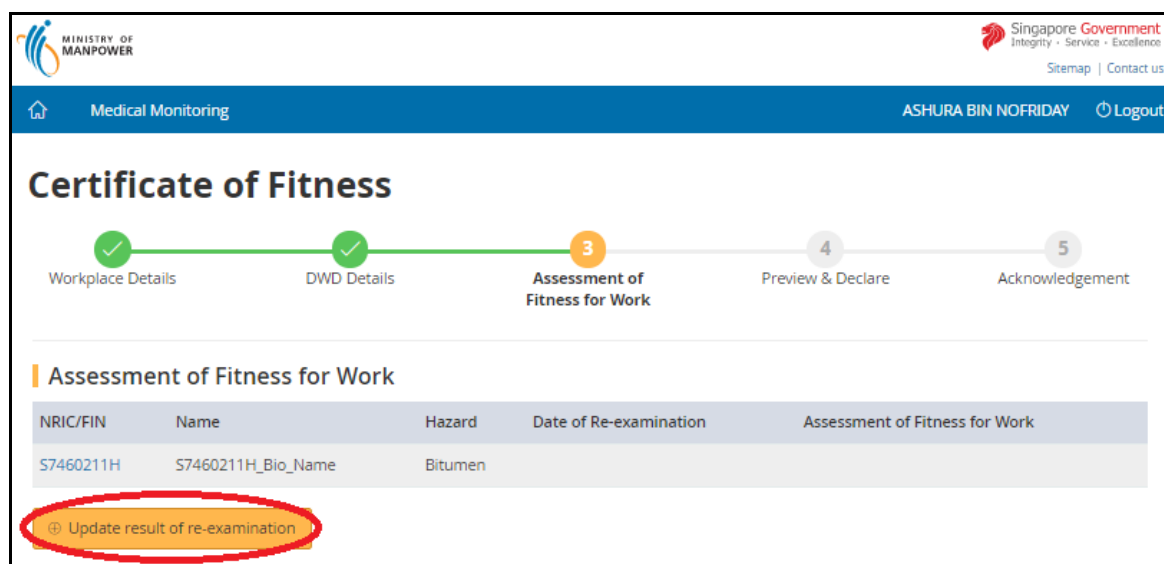
Figure 34

3.4 Assessment of Fitness for Work

3.4.1 The details of the employee who was previously suspended from exposure to the hazard would be retrieved.

Note: You should check that the name of the hazard displayed is correct. Once an employee had been certified to return to work, he cannot be certified fit a second time.

3.4.2 Click [\[Update result of re-examination\]](#) button to enter the updated assessment (Figure 35)



The screenshot shows the 'Certificate of Fitness' page in the Medical Monitoring system. The page features a progress bar with five steps: 1. Workplace Details (completed), 2. DWD Details (completed), 3. Assessment of Fitness for Work (current step, highlighted in orange), 4. Preview & Declare, and 5. Acknowledgement. Below the progress bar, there is a section titled 'Assessment of Fitness for Work' containing a table with the following data:

NRIC/FIN	Name	Hazard	Date of Re-examination	Assessment of Fitness for Work
S7460211H	S7460211H_Bio_Name	Bitumen		

At the bottom of the table, there is a button labeled 'Update result of re-examination' which is circled in red in the original image.

Figure 35

3.4.3 Enter the worker's test result (Figure 36). Mandatory fields are denoted with asterisk

The screenshot shows the 'Assessment of Fitness for Work' form. At the top, there is a header for the Ministry of Manpower and Singapore Government. The form title is 'Assessment of Fitness for Work'. Below the title, it states 'WORKPLACE SAFETY AND HEALTH ACT', 'WORKPLACE SAFETY AND HEALTH (MEDICAL EXAMINATIONS) REGULATIONS', 'Regulation 4(1)', and 'CERTIFICATE OF FITNESS'. The form contains the following fields and values:

NRIC / FIN:	S7460211H
Name of the Employee:	S7460211H_Bio_Name
Date of Birth:	20/06/1974
Gender:	Female
Race:	Indian

I hereby certify that I have examined the above-named person on

* Date of Re-examination

and assess that he/she is

* Assessment of Fitness for Work

which may expose him/her to: **Bitumen**

* Results of Examinations / Tests(Maximum No. of Characters: 1000)

Figure 36

- Date of the Re-examination
 - Enter the date the employee was re-examined by the DWD in dd/mm/yyyy format
 - Alternatively, use the calendar icon beside the date field to select the date
- and assess that he/she is
 - Click the down arrow to select the status of fitness (fit or not fit) to return to the hazardous occupation.
- Results of Examination / Tests (Maximum No. of Characters: 1000)
 - Enter the results of examination (in plain text) up to a maximum of 1000 characters
- Supporting Documents
 - Click [\[Select a file from your computer\]](#) and then select the file to upload (Figure 37)

The screenshot shows the 'Supporting Documents' section. It includes the text 'Upload at least one laboratory test result.' and a blue button with a paper plane icon and the text 'Select a file from your computer'. Below the button, it says 'Documents uploaded should be less than 2MB.' The button is circled in red.

Figure 37

- Click the down arrow to select the Document Type. At least one “Laboratory test results” must be upload (Figure 38)

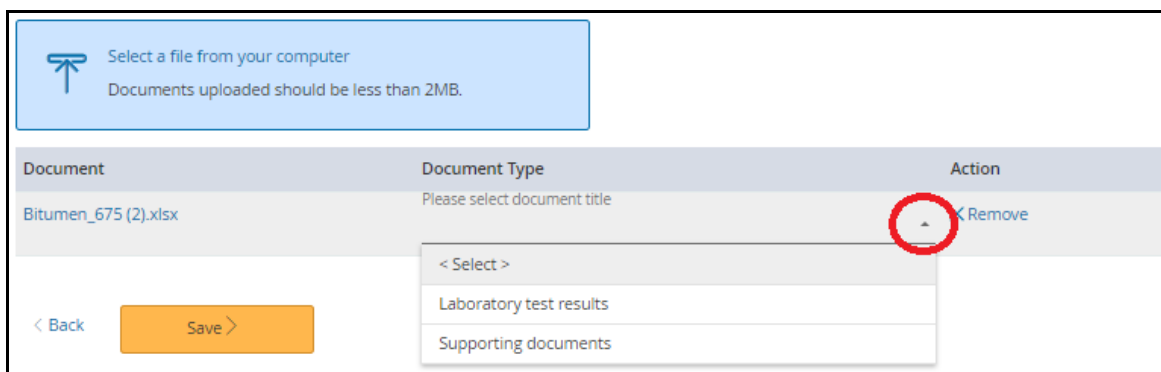


Figure 38

- Click [\[Save\]](#) to save the details and return to the [\[Assessment of Fitness for Work\]](#) page
- Click [\[Back\]](#) to abort changes and return to the [\[Assessment of Fitness for Work\]](#)

3.4.4 At the page of [\[Assessment of Fitness for Work\]](#), the updated employee’s records would be retrieved and displayed. (Figure 39)

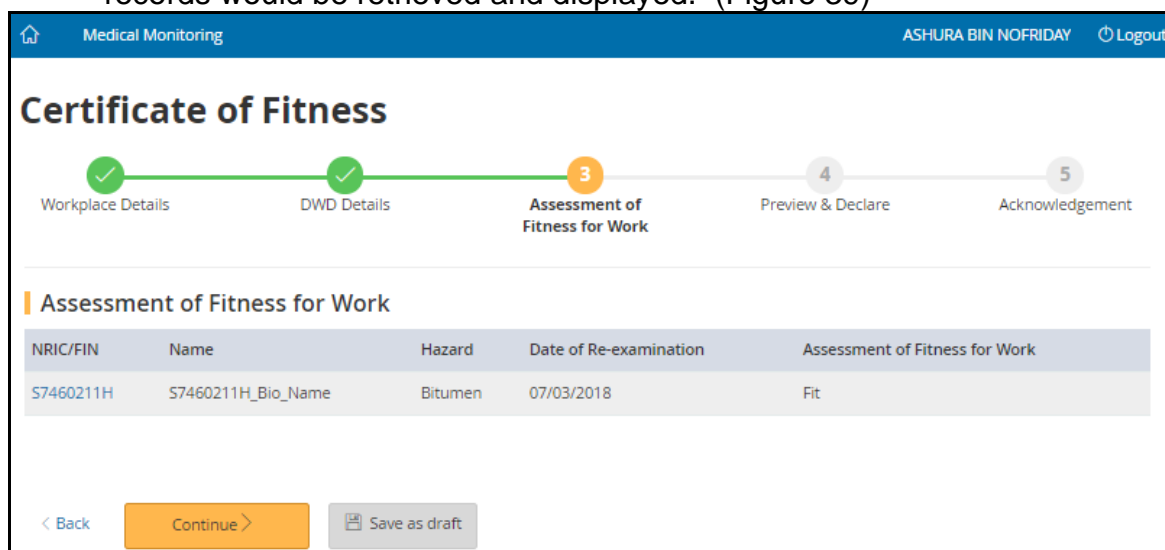


Figure 39

- a) Click [\[NRIC/FIN\]](#) hyperlink to update the Employee’s Detail
- b) Click [\[Continue\]](#) to proceed with the submission process.
- c) Click [\[Save as draft\]](#) to save the information entered and return back to [\[Dashboard\]](#)

3.5 Preview & Declare

3.5.1 System will load the [Preview & Declare] information (Figure 40)

Medical Monitoring | ASHURA BIN NOFRIDAY | Logout

Certificate of Fitness

Workplace Details | DWD Details | Suspended Employee Details | **Preview & Declare** | Acknowledgement

Workplace Details

[Edit](#)

Workplace Name: KIM HUIN SI CLINIC
 Workplace Number: 00001300E0002
 Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141
 Company Representative: test
 Mobile Number: 88888888
 Email: kimhuin.clinic@ncs.com.sg

DWD Details

[Edit](#)

Designated Workplace Doctor: LIM HAI CHIEW-M00476F
 MCR Number: M00476F
 Practice Name & Address:
 Practice Telephone Number:
 Practice Fax Number:
 Email: siowphing.te@ncs.com.sg
 Mobile Number: 99999999

Assessment of Fitness for Work

[Edit](#)

NRIC/FIN	Name	Hazard	Date of Re-examination	Assessment of Fitness for Work
S7460211H	S7460211H_Bio_Name	Bitumen	07/03/2018	Fit

Declaration

I certify that the information given above is correct. Further, I confirm that the medical examinations were conducted in accordance with the Guidelines for Designated Workplace Doctors.

[Back](#) | [Submit](#) | [Save as draft](#)

Figure 40

3.5.2 To submit the report, tick the checkbox under the [Declaration] section and then click [Submit] button

3.6 Acknowledgement

3.6.1 An acknowledgement page would be displayed. (Figure 41)

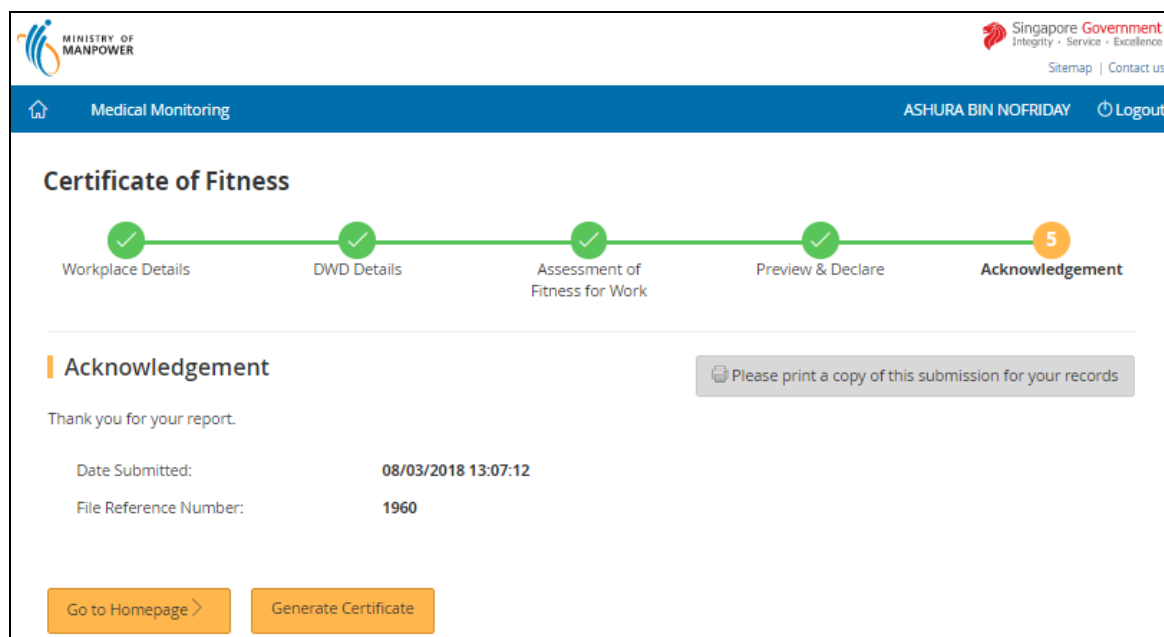


Figure 41

3.6.2 Click [\[Generate Certificate\]](#) button to generate the certificate of fitness in PDF format (Figure 42)

Note: the system will only allow the user to generate the Certificate once, i.e. at time of submission.

WORKPLACE SAFETY AND HEALTH ACT

WORKPLACE SAFETY AND HEALTH ACT(MEDICAL EXAMINATIONS)

REGULATIONS

Regulation 4(1)

CERTIFICATE OF FITNESS

NRIC/FIN No. : S7460211H Name of employee: S7460211H_Bio_Name

Date of Birth: 20/06/1974 Sex: FEMALE Race: Indian

Workplace Number: 00001300E0002

Name of Workplace: KIM HUIN SI CLINIC

Workplace Address: 5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141

Hazard: Bitumen

Results of examinations / tests: has passed all tests

I certify that I have examined the above named person on 07/03/2018 and that she is fit for work which may expose her to Bitumen .

07/03/2018 LIM HAL CHIEW
Date Designated Workplace Doctor

Figure 42

3.6.3 Click [\[Go to Homepage\]](#) to return to [\[Dashboard\]](#). The submission can be viewed at [\[Submitted Certificate of Fitness\]](#)

3.6.4 To view the submitted certificate information, click [\[Ref Number\]](#) hyperlink (Figure 43)

Submitted Certificates of Fitness

Workplace Name

1 items | Page 1

<u>Ref Number</u>	<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Address</u>	<u>NRIC / FIN</u>	<u>Name</u>	<u>Hazard</u>	<u>Date of Re-examination</u>
1960	00001300E0002	KIM HUIN SI CLINIC	5 ANG MO KIO STREET 62 #1-1 NCS HUB SINGAPORE 569141	S7460211H	S7460211H_Bio_Name	Bitumen	07/03/2018

Figure 43