



Occupational Safety and Health Division

18 Havelock Road #03-02
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**Application for Approval of Overseas Inspection Agency
for Pressure Vessels**

This form may take you 10 minutes to complete.
You will need the following information to fill in the form:

- Quality Assurance manual
- Sample inspection reports
- Personal data sheets of proposed inspector
- Relevant academic certificates, etc.



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APPLICATION FOR HEAD OFFICE

Application for Authorization as Overseas Approved Inspection Agency

Name of Company:	Type of organisation	Please tick	Date of Application:
Address of Head Office:	Partnership	<input type="checkbox"/>	Telephone Number:
	Private Company	<input type="checkbox"/>	Facsimile Number:
	Public Listed Company	<input type="checkbox"/>	InterNet Address:
	Government Owned Company	<input type="checkbox"/>	
	Government Department	<input type="checkbox"/>	
	Others (Please state _____)	<input type="checkbox"/>	

Particulars of Person making application	
Name:	Designation:
<p>Declaration</p> <p>I hereby declare that the information supplied in this application (including all the attachments) are true and correct to my best knowledge and belief, and the testimonials, certificates, letters of authorization and documents as given by the persons whose names appear on them and submitted with this application are true and genuine.</p>	
_____	_____
Date	Signature

For Official Use	Approved/Not Approved	Signature/Date
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Partners, Directors and key inspection personnel.
(Completed Personal Data Sheets for each of those listed below are to be appended to this list.)

Name and Designation	Education (Degree/Diploma)	Working Languages	Number of years with Organisation	Year of birth and Age last birthday

Projects and Services provided over the past 3 years.

Project/Equipment Inspected	Date when inspection was carried out	Codes Used	Country where inspection was made	Client



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APPLICATION FOR BRANCH OFFICE

Application for Authorization as Overseas Approved Inspection Agency

Name of Company:	Date of Application:
Address of Branch Office:	Telephone Number:
	Facsimile Number:
	InterNet Address:

Particulars of Person making application	
Name:	Designation:
Declaration I hereby declare that the information supplied in this application (including all the attachments) are true and correct to my best knowledge and belief, and the testimonials, certificates, letters of authorization and documents as given by the persons whose names appear on them and submitted with this application are true and genuine. <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p>	

For Official Use	Approved/Not Approved	Signature/Date
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Branch office key inspection personnel.
(Completed Personal Data Sheets for each of those listed below are to be appended to this list.)

Name and Designation	Education (Degree/Diploma)	Working Languages	Number of years with Organisation	Year of birth and Age last birthday

Projects and Services provided over the past 3 years.

Project/Equipment Inspected	Date when inspection was carried out	Codes Used	Country where inspection was made	Client



Personal Data Sheet

I PERSONAL PARTICULARS

Name: _____ (Underline
Surname)
Date of Birth: _____
Date joined organization: _____
Current Appointment: _____
Passport No./Travel Document No. _____

Please affix a
recent passport
sized
photograph here.

II EDUCATION & TRAINING

Basic

_____ Date _____ Training Received

Specialist

_____ Date _____ Training Received

III SURVEY EXPERIENCE

Assignments (Previous and present employment, relevant to pressure system surveys)

_____ Date _____ Description _____ Code

Familiarity with design codes
(State the design codes title and the degree of familiarity in their use.)

VI LANGUAGE PROFICIENCY

Written _____ Spoken _____

V PUBLICATIONS

Date _____ Title of Publication _____

VI DECLARATION

I hereby declare that the information given is true to the best of my knowledge and belief, and that any testimonials, documents and appendices that are submitted with this personal data sheet are true and genuine, given and signed by the persons whose name appear on them.

Date:

Signature:

VII MARKINGS AND STAMPS USED BY APPROVED INSPECTOR

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**Occupational Safety and Health
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Guide to the Completion of Application Form for Approved Overseas Inspection Agency

1. General

- 1.1. This is a guide to the completion of the application form for a company applying to carry out inspection of statutory pressure vessels and pressure systems, on behalf of the Commissioner for Workplace Safety and Health, in countries outside Singapore.
- 1.2. Read through this Guide carefully before completing the application form. Ensure that all sections of the form are completed.
- 1.3. All relevant documents are to be submitted with this application. These should include document which are not specifically requested for but which are, in your opinion, helpful to us in assessing your Company's capability.
- 1.4. If the number of forms supplied is not sufficient, please make the necessary number of copies, and then complete them for submission.
- 1.5. If the space provided in the application form is not sufficient, please attach separate sheets for submission.
- 1.6. All documents submitted by the applicant will become the property of the Commissioner for Workplace Safety and Health. They will not be returned to the applicant in whatever form.
- 1.7. Any information provided by the applicant will be kept in strict confidence. They will not be released to any party without the written approval of the applicant.
- 1.8. Authorization, if granted, will be for the specific country applied for and for the period stated in the letter of Authorization.
- 1.9. Reason for rejection may not be given. Failure to provide any or insufficient information required by the Commissioner for Workplace Safety and Health will be a cause for rejection.

1.10. As it takes time for the Department to process each application, the applicant is advised to make allowance for the processing of his application. Generally the processing times required for approval are:

- (a). Application for Head Office ----- 4 weeks;
- (b). Application for Branch Office ----- 2 weeks,
for each Branch Office;
- (c). Application as Approved Inspector ----- 4 days,
for each inspector.

The above stated processing times are applicable if the application is complete (ie. all required supporting documents and information are supplied) at the time of submission.

2. **Narrative Description of Company**

2.1. The narrative description should cover the following:

- (a). History of the company since its formation;
- (b). Company goal and policy;
- (c). Types of services (please indicate the Codes and legislation used in the country);
- (d). Countries in which services can be rendered; and
- (e). Staff skill and training programs.

2.2. The narrative description should provide a good description of the Company's commitment to the inspection services provided.

3. **Particulars of person making the application**

3.1. The person making the application in the Head Office should be a person

- (i). holding executive power in the Head Office,
- (ii). charged with the responsibility of maintaining the Quality Assurance Manual,
- (iii). who can act as liaison person between the company and the Commissioner for Workplace Safety and Health,
- (iv). well versed with all facets of the organization's operation, and
- (v). with knowledge and experience in inspection work and activity.

4. **Head Office Application**

- 4.1. The Head Office should be the office where the Company's policy is formulated, and where the operations of the various Branch Offices are directed.
- 4.2. All partners, directors and key inspection personnel should complete a copy of the Personal Data Sheet, found with this set of application form.
The Commissioner will, upon review of the Personal Data Sheet, designate Approved Inspectors to carry out inspections of pressure system on his behalf at the country where the company is authorized. The Commissioner will only accept inspections done by the Approved Inspectors and the inspection reports issued by them.

5. **Branch Office Application**

- 5.1. The Branch Office should be a subsidiary or regional office of the Company, located in a country other than that of the Head Office.
- 5.2. The Branch Office should be an office that carries out inspection on pressure systems. They should have their own approval facilities (for design, testing, research and developments, etc.).
- 5.3. The Branch Office must be staffed with sufficient number of competent inspection and other supporting staff.
- 5.4. All key inspection personnel in the Branch Office should complete a copy of the Personal Data Sheet, found with this set of application form.
The Commissioner will, upon review of the Personal Data Sheet, designate Approved Inspectors to carry out inspections of pressure system on his behalf at the country where the company is authorized. The Commissioner will only accept inspections done by the Approved Inspectors and the inspection reports issued by them.

6. **Documents to be submitted with application**

- 6.1. The following documents should be submitted with this application:
- (a). A set of the Company's Quality Assurance Manual.
 - (b). Copies of the approval certificates, testimonials or letters from government authorities.
 - (c). Sample copies of:
 - (i). Test reports;
 - (ii). Inspection reports and certificates;
 - (iii). Technical reports or magazines published by your company or inspectors;

- 6.2. The documents submitted should be in English. Where this is not possible, an official translation from the appropriate foreign mission should accompany the document.

Guide to the Preparation of Quality Assurance Manual

1. The inspection agency should assure the quality in all phases of inspection, even before work commences, through the Quality Assurance Manual.
The Commissioner for Workplace Safety and Health views the Quality Assurance Manual from the inspection agency as a very important piece of document and reflects the commitment of the Authority to quality.
2. The inspection agency, through its management should define the agency's Corporate Policy and Objectives to quality in the Quality Assurance Manual. This commitment to quality should be signed by the chief executive in the organisation (which in most cases should be the President or Chairman of the Board of Directors).
3. The Manual should also describe the Quality System within the organisation

- Definition – Quality System (BS 4778, or ISO9000)

"The organisation structure, responsibilities, activities, resources and events that together provide organised procedures and methods of implementation to ensure the capability of the organisation to meet quality requirements".

This Quality System should satisfy the Corporate Objective defined by its chief executive.

4. The representative submitting the application for approval should be designated the Quality Assurance Representative as well. The Quality Assurance Representative should
 - Liaise with the Commissioner for Workplace Safety and Health with regard to problems or queries on the Quality Assurance Manual.

- Undertake internal audit independent of management on the organisation's Quality Assurance Manual.
 - Ensure that only authorised amendments can be included in the Quality Assurance Manual.
 - Ensure that the Quality system is properly documented into a Quality Programme in the Quality Assurance Manual.
5. The inspection agency should prepare a Quality Assurance Manual, keeping in mind the points raised in the foregoing paragraphs, and submit to the Commissioner at the time of submission for approval as an Approved Overseas Inspection Agency for pressurised systems. The Appendix to this Guide gives a suggested layout of a Quality Assurance Manual. The minimum information to be included in each section of the manual is as suggested in the Appendix; the inspection agency may wish to include additional information, if necessary.

Suggested Make-up of the Quality Assurance Manual

- | | | | |
|---|---|---|--|
| 1 | Facing Page | : | <ul style="list-style-type: none"> (i) Company name and address (ii) Telephone telex, cables, and fax numbers (iii) Type of services |
| 2 | Statement of Authority
(Corporate Policy and Objective) | : | <ul style="list-style-type: none"> (i) Authority and responsibility of persons accountable for enforcing QA Systems, their freedom to initiate, recommend and provide solutions to QA problems. (ii) Statement of support of management. (iii) Dated and signed by president or chairman. |
| 3 | Glossary of terms | : | <ul style="list-style-type: none"> (i) For abbreviated titles of personnel and control documents. (ii) Not mandatory. |
| 4 | Organisation Charts | : | <ul style="list-style-type: none"> (i) Contain job titles of key management personnel. (ii) By job titles controlling engineering (iii) purchase, QA etc, showing accesses to top (iv) management. (v) Additional departmental charts if necessary (vi) Branch office organisation charts
Dated, with revision identification
Job titles used in charts should be consistent with manual |
| 5 | QA Responsibilities | : | <ul style="list-style-type: none"> (i) Preparation, revision, distribution and implementation of QA manual and controls of the QA manual. (ii) Responsibility for performance of the staff. (iii) Other responsibilities assigned by management under the Quality Assurance System such as calibration of measuring and test equipment, receiving inspections, resolution of non-conformances, reporting etc |
| 6 | Design Reviews | : | <ul style="list-style-type: none"> (i) Responsibility for review of design. (ii) Control of job order etc. (iii) Distribution and disposal of design and reports |

- | | | | |
|----|--|---|--|
| 7 | Examination and Inspection Program | : | <ul style="list-style-type: none"> (i) Describe operations from receipt of request for inspection through to final issue of report. (ii) Description of documents used to control the above functions, including a description of issuer and how they are used (iii) Who is responsible for preparation and correctness and completion of the reports? (iv) Is distribution and retention of reports provided for? |
| 8 | Correction of Non-conformities | : | <ul style="list-style-type: none"> (i) Define non-conformities. (ii) Responsibilities for resolution. (iii) Documentation. |
| 9 | Calibration of Inspection Equipment | : | <ul style="list-style-type: none"> (i) Who is responsible? (ii) Method of record keeping (iii) Frequency |
| 10 | Records retention | : | <ul style="list-style-type: none"> (i) Distribution of reports (ii) Explain Company procedure regarding records generation and retention. |
| 11 | Sample Forms | : | <ul style="list-style-type: none"> (i) Control forms, identified by number or letter and their use explained in the manual. They may be included with the relevant section in the manual or as an appendix. Forms shown should be marked: "Sample" or "Exhibit". (ii) Internal written procedure. |
| 12 | Internal Audits | : | Management audit system |
| 13 | Training | : | <ul style="list-style-type: none"> (i) Personnel to have appropriate experience. (ii) Regular training/upgrading programme or training. (iii) Demonstrate Competence. (iv) Records of personal training/experience/certification. |

APPLICATION FOR HEAD OFFICE

Application for Authorization as Overseas Approved Inspection Agency

Note:

This form is to be completed for application for authorization of Head Office (see Guide to the completion of application forms for authorization as Overseas Approved Inspection Agency).

If space provided in this form is insufficient, please use attachment sheets.

The following documents must be submitted with this application.

- **A narrative description of the organization named in the application.**
- **A copy of the organization's Quality Assurance Manual.**
- **Copies of letter or certificate of approval from countries that have granted similar approval.**

APPLICATION FOR BRANCH OFFICE

Application for Authorization as Overseas Approved Inspection Agency

Note:

- **This form is to be completed if authorization is sought for a Branch Office (see Guide to the completion of application forms for authorization as Approved Overseas Inspection Agency).**
- **One set of form is to be used for each Branch Office application. You may make as many copies of this form as you need.**
- **If space provided in this form is insufficient, please use attachment sheets.**
- **You are to attach copies of letter or certificate of approval from the country where your Branch Office is located, to support your application.**