

Integrated Occupational Safety and Health System (iOSH)

User Manual Competent Organisation (CO) – New Application (eServices)

Version	1.1
Date	19 July 2021
Prepared For	iOSH eService Users
Prepared By	ISTD

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.

New Application to be CO

The authorised representative of the company can submit new application online to be a Competent Organisation. A Singpass account will be required.

If the company representative is submitting the application to be a new CO, he will be made the default e-Service administrator for the CO transaction. Subsequently, he may log into the e-Service Administrator module and add or change new e-Service user(s) for the CO record where necessary.

For existing Approved Crane Contractors and Approved Scaffold Contractors who wish to include new scopes to their current CO approval can submit a new application in e-Service under a different CO competency scope. (E.g. Existing Approved Scaffold Contractor (ASC) for 'Erection, Alteration and Dismantling (Metal Scaffold) can submit a new application for competency scope, 'Rigging and Re-positioning (Suspended Scaffolds) to be also approved as ASC for suspended scaffolds)

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

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1. (Competent Organisation) – New Application

1.1 Access Function to New Application

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

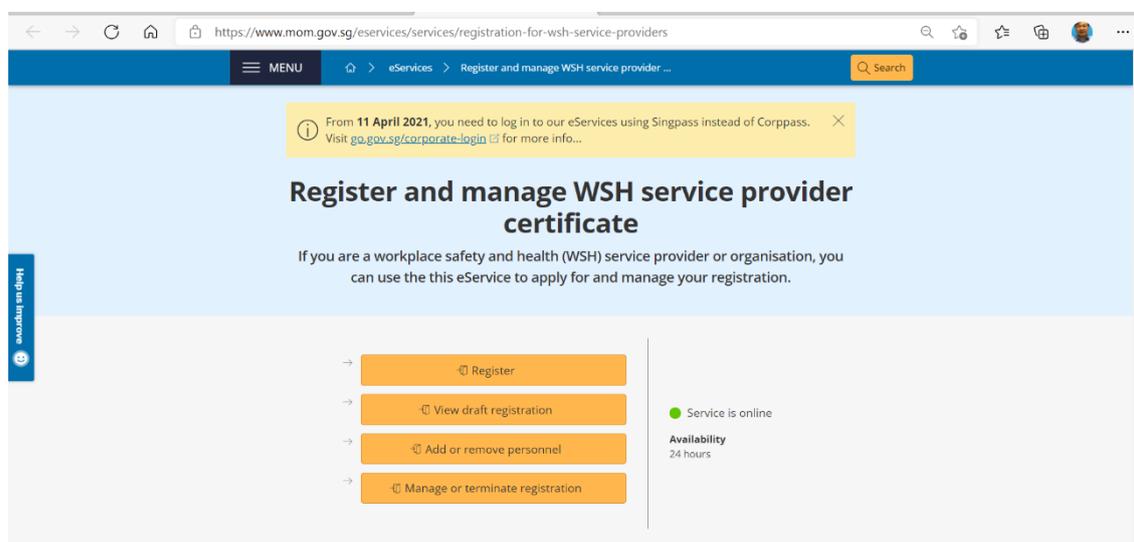


Figure 1

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

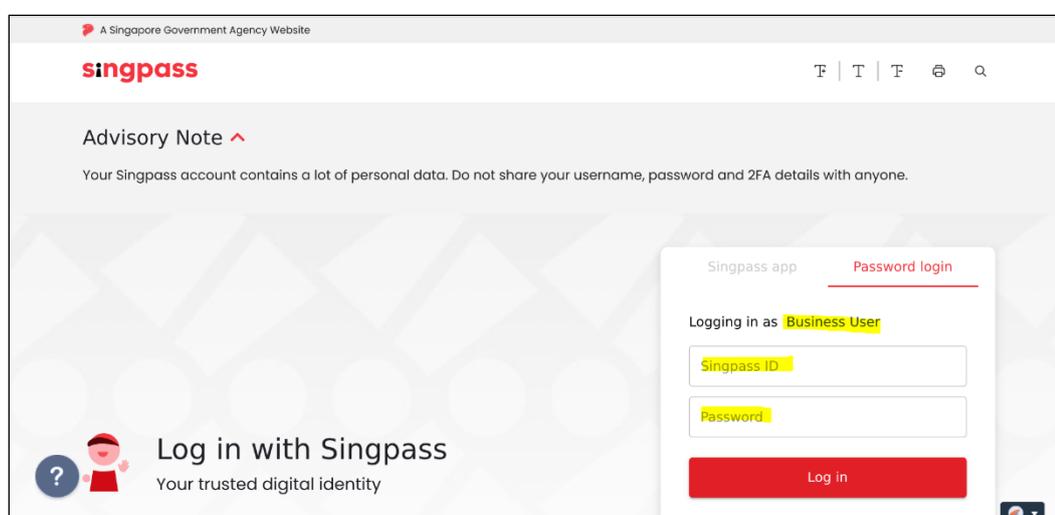


Figure 2

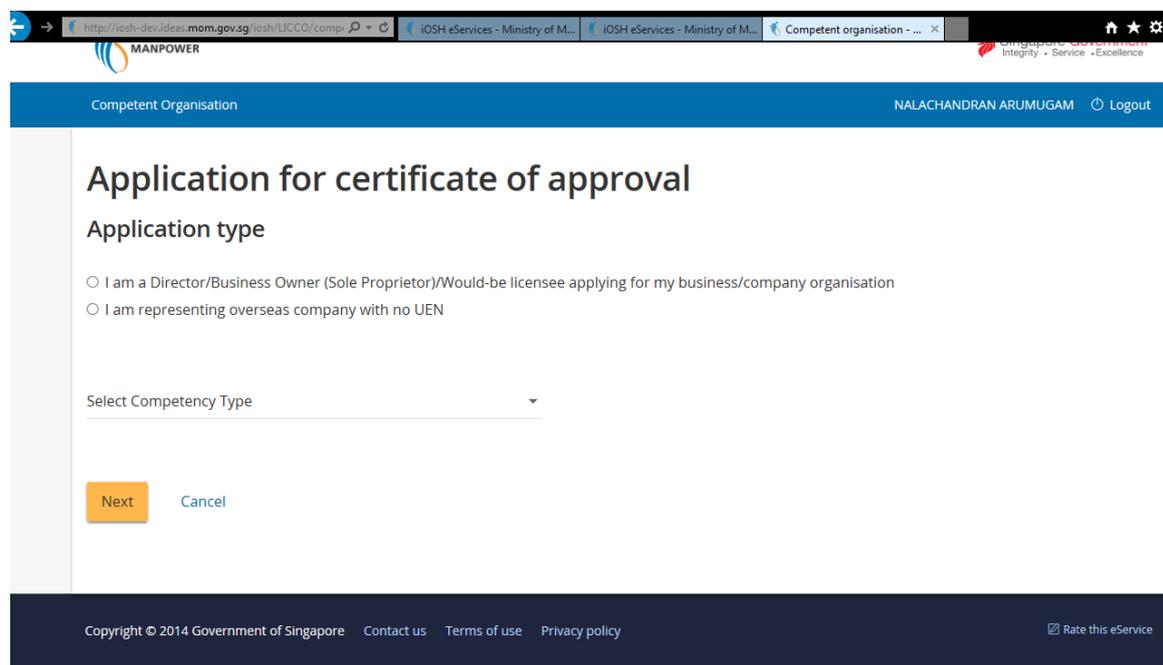
- 2) Upon successful login, System displays the landing page or the dashboard screen below which Applicant can click [\[Apply new certificate\]](#) button to create a new application. **(Seen in Figure 3 to Figure 7).**

1.2 Provide main details for New Application

There are 2 scenarios where applicant or a user login should expect to be displayed from the page.

1) For Overseas or Non-UEN users login

- These are users without any UEN associated. Usually by default if this user has no profile, the page redirects to the Personal Profile page.



The screenshot shows a web browser window with the URL <http://iosh-dev.ideas.mom.gov.sg/iosh/UCCO/comp>. The browser tabs include 'iOSH eServices - Ministry of M...', 'iOSH eServices - Ministry of M...', and 'Competent organisation - ...'. The page header features the 'MANPOWER' logo and the user name 'NALACHANDRAN ARUMUGAM' with a 'Logout' link. The main content area is titled 'Application for certificate of approval' and contains the following elements:

- Application type**
 - I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation
 - I am representing overseas company with no UEN
- Select Competency Type** (dropdown menu)
- Next** (orange button) and **Cancel** (blue text link)

The footer contains copyright information: 'Copyright © 2014 Government of Singapore', links for 'Contact us', 'Terms of use', and 'Privacy policy', and a 'Rate this eService' link.

Figure 3

- Applicant can select the first radio button, **“I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation”** and provide input for [UEN] field. (Seen in Figure 4)
 - Applicant has to input valid UEN in the textbox, otherwise a validation prompts for a valid UEN

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Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval

Application type

I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation
UEN
197900837R

I am representing overseas company with no UEN

Select Competency Type

Next Cancel

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Figure 4

- Provide inputs to [Competency Type], [Competency Scope] fields and click [Create New Competent Organisation] button. (Seen in Figure 6)

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Application for certificate of approval

Application type

I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation
UEN
1979008371R

I am representing overseas company with no UEN

ACCREDITED TRAINING PROVIDER (ATP)

Competency scope

Restricted Courses

Next Cancel

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Figure 5

Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval

Application type

I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation
UEN
1979008371R

I am representing overseas company with no UEN

ACCREDITED TRAINING PROVIDER (ATP) ▼

Competency scope

Restricted Courses

- Foreign Domestic Worker (FDW) Employers Orientation Program
- Foreign Domestic Worker (FDW) Safety Awareness Course
- Foreign Domestic Worker (FDW) Settling-In Programme (SIP)
- Certificate of Employment Intermediaries (CEI)

Next Cancel

Figure 6

- b) Select the second radio button, “I am representing overseas company with no UEN”, allows applicant to only choose AELE/AEPV only.

osh-dev.ideas.mom.gov.sg/iosh/LICCO/competent-organisation-licence-applyPage.aspx?Action=TmV3

istry of M... | iOSH eServices - Ministry of M... | Competent organisation - ... x

Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval

Application type

I am a Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company organisation

I am representing overseas company with no UEN
Organisation name
NEWORGANISATIONTEST

Select Competency Type

- THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)
- THIRD PARTY INSPECTION AGENCY (PRESSURE VESSEL)

Figure 7

2) For users with an associated UEN login

- Applicant with an associated UEN is directly redirected to the page of the CO dashboard on successful login. The Company Name is also shown upon login. **(Seen in Figure 8)**
- Applicant can apply new certificate by clicking the [\[Apply new certificate\]](#) button. **(Seen in Figure 8)**

The screenshot shows the user interface for a Competent Organisation (CO) named LOH BROTHERS PTE. LTD. The page header includes the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as Seth Andrews. The main content area is divided into two sections: 'Draft and submitted applications' and 'Certificates'.

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
CO15000241-1	008-051-00015	20/11/2015	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	Draft	Select action	▼

Certificates

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
084-010-00652	APPROVED SCAFFOLD CONTRACTOR	Erection, Alteration and Dismantling (Timber Scaffold)	20/11/2015	19/11/2017	30/10/2016	Select action ▼
054-001-00096	WORKPLACE SAFETY AND HEALTH AUDITING ORGANIZATION	NA	20/11/2015	19/11/2017	30/10/2016	Select action ▼
008-051-00015	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	20/11/2015	19/11/2017	30/10/2016	NA
084-013-00023	APPROVED ASBESTOS-REMOVAL CONTRACTOR	NA	20/11/2015	19/11/2017	30/10/2016	Select action ▼
084-008-00287	APPROVED CRANE CONTRACTOR	Installation, Alteration and Dismantling (Mobile Cranes)	20/11/2015	19/11/2017	30/10/2016	NA
079-002-00070	THIRD PARTY INSPECTION AGENCY (PRESSURE VESSEL)	ALBANIA AMERICAN SAMOA ANGUILLA	20/11/2015	19/11/2017	30/10/2016	Select action ▼
014-015-00007	THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)	ALGERIA ANDORRA ANGUILLA	20/11/2015	19/11/2017	30/10/2016	Select action ▼

Figure 8

1.3 Agreement/Disagreement to Terms & Conditions

1) Read the Terms & Conditions carefully. (Seen in Figure 9).

If agreeable, click [I Agree] button to proceed.

If not agreeable, click [I Disagree] button to navigate back to Figure 8.

Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval

CONDITIONS FOR AUTHORISATION AS AN INSPECTION AGENCY FOR LIFTING EQUIPMENT

1. This authorisation is granted to the third party inspection agency to conduct:

- Design Review and Functional Testing of tower crane for use in Singapore, and/or
- Service Life Extension for mobile crane

for the period stated in the current letter of authorisation.

2. The inspection agency is only authorised to conduct as per the Competency Sub-Scope applied for and in country/countries that they are approved for.

Scope of Authorisation

3. The Inspection Agency is authorised to conduct Design Review and Functional Testing of tower crane for use in Singapore.

4. The design review and functional testing of tower crane and service life extension for mobile crane shall be carried out in accordance to the criteria for type approval of tower cranes issued by the Occupational Safety and Health Division, Singapore.

Documentation and Record Keeping

5. The format of all reports issued shall comply with the requirements of the Commissioner of Workplace Safety and Health, Singapore.

6. The Inspection Agency shall keep copies of all relevant documents related to the design review and functional testing of tower cranes and service life extension of mobile cranes. Such documents shall be made immediately available to the Commissioner of Workplace Safety and Health, Singapore upon request.

Limitations

7. The Inspection Agency, shall be independent of the testing agency carrying out the non destructive testing or mechanical testing of the tower cranes as outlined in the extension criteria while performing the role of a third party inspection agency as authorised in this document.

Professionalism and Impartiality

8. The Inspection Agency and its staff shall carry out or witness all inspections/tests with the highest degree of professional integrity and technical competence and shall not be influenced by all pressure and inducements which might affect their judgement or the results of their inspections.

9. The Inspection Agency shall ensure the impartiality of all their inspection staff. Their remuneration shall not directly depend on the number of inspections and assessments carried out and in no case on the results of such inspections and assessments.

10. The Inspection Agency shall ensure the continuous maintenance of adequate technical competency and compliance with the quality management control outlined in your quality manual that you have submitted to us.

Revocation

11. The Commissioner for Workplace Safety and Health, Singapore reserves the right to:-

- vary any or all of the conditions attached to this Authorisation, or
- revoke any authorisation without prior notice.

12. The conditions for revocation shall include but will not be limited to the following circumstances:

- If you have made false statements in your application; or
- If you have failed to maintain a pool of qualified and competent inspectors; or
- If you have failed to properly carry out the assessment in accordance to the established extension criteria; or
- If you have violated any of the conditions stated in this document.

13. If the authorisation is revoked under paragraph 11 at any time, the Commissioner for Workplace Safety and Health, Singapore reserves the rights to reject the Certificate of Compliance (Design Review & Functional Testings) and Certificate of Compliance (Safety Devices/Features) which do not comply with our requirements.

Others

14. The Commissioner for Workplace Safety and Health, Singapore may, by giving notice in writing, carry out such investigations and enquiries into the Inspection Agency as may be necessary to determine its competence and suitability for appointment, and the Inspection Agency shall provide all facilities necessary to enable such investigations and enquiries to be carried out.

DECLARATION

I have read and understood the above Terms and Condition and agree to abide by it.

I Agree I Disagree

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Figure 9

1.4 Applicant can update the logged in Person Profile

NOTE: Should a new applicant (none profile or a new profiler user) does not exists in the database, the page redirects to the Personal profile page upon successful SingPass sign in.

- 1) Applicant may change the Person profile by clicking the [[Person name](#)] hyperlink from the header. (Seen in Figure 10.a)

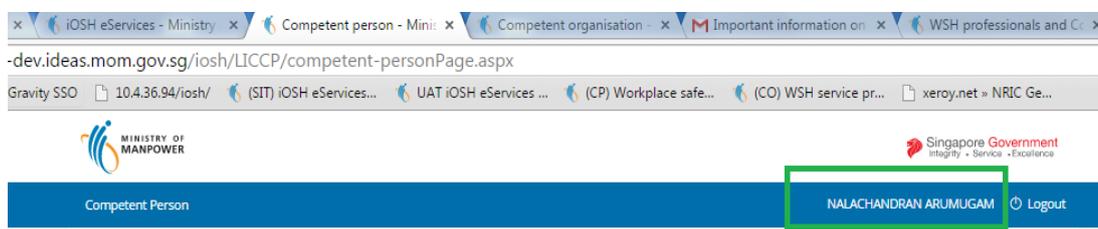


Figure 10.a

- 2) Applicant can click the [[Edit profile](#)] button to edit the non-material information in this Profile page. (Seen in Figure 10.b)

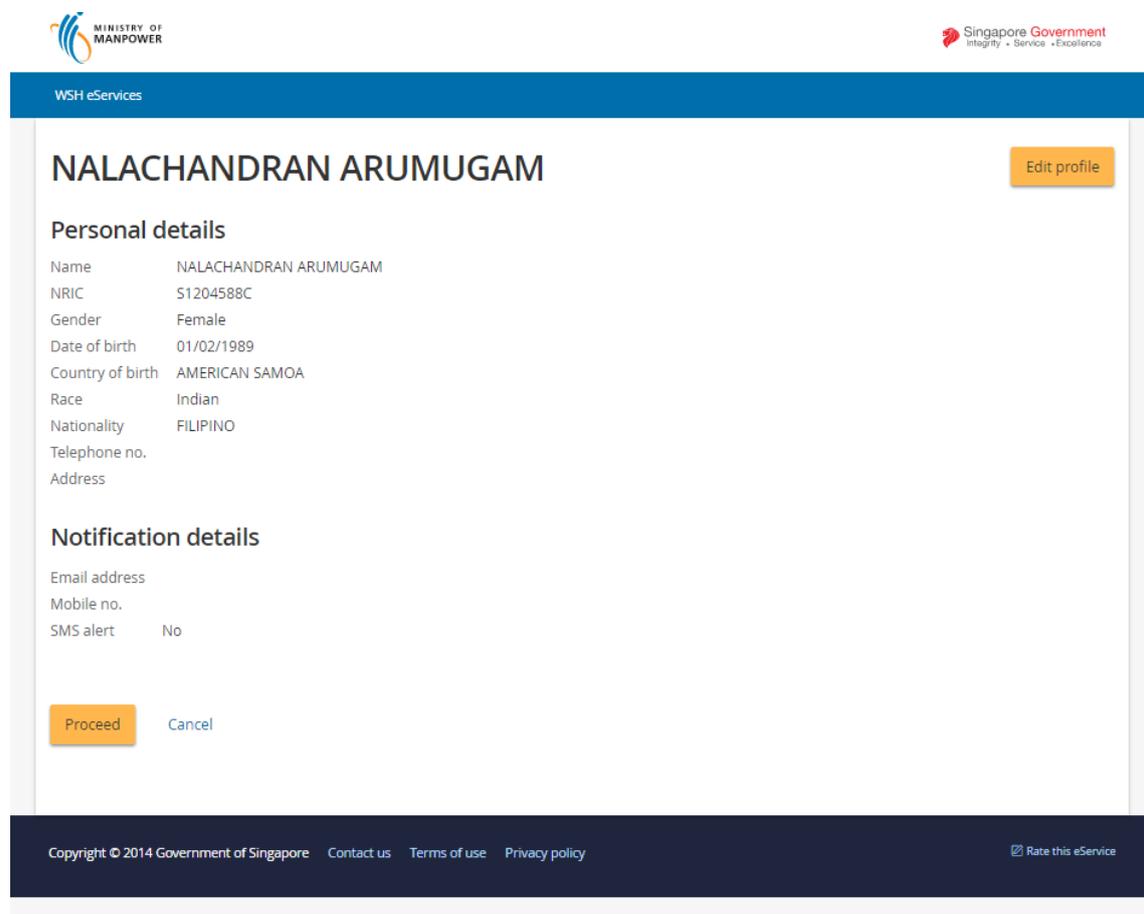


Figure 10.b

- 3) Applicant can click the [[Submit](#)] button to save the person details/non-material information in this update Profile page. (Seen in Figure 10.c)

Applicant may wish to click the [\[Cancel\]](#) button to abort the update of the Person Profile details.

The screenshot shows the 'Personal profile' page in the WSH eServices system. The page header includes the Ministry of Manpower logo and the Singapore Government logo. The main content area is titled 'Personal profile' and contains a message: 'Please complete your personal profile in before using iOSH eServices.' Below this, there are sections for 'Personal details' and 'Address'. The 'Personal details' section includes fields for NRIC (S1204588C), Name (NALACHANDRAN ARUMUGAM), Gender (Female selected), Date of birth (1 Feb 1989), and dropdown menus for AMERICAN SAMOA and FILIPINO. There is also a 'Telephone no.' field. The 'Address' section includes fields for Postal code (with a 'Retrieve' button), Block/House no., Street name, Floor no., Unit no., and Building name (optional). The 'Notification details' section includes fields for Email and Mobile no., and a checkbox for 'Select if you would like to receive SMS notifications'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains copyright information for 2014 Government of Singapore, links for Contact us, Terms of use, and Privacy policy, and a 'Rate this eService' link.

Figure 10.c

1.5 Provide Details for New Application

4) Applicant can add / update details (where applicable) under the following tab page screens:

- a) [\[Competency Details\]](#)
- b) [\[Personnel List\]](#)
- c) [\[Supporting Documents\]](#)

Note: Refer to subsequent sections below for details.

5) Applicant can navigate across the sequential tab page screen.
(Seen in Figure 10)

- The succeeding tab page allows user to use the [\[Next\]](#), [\[Previous\]](#) buttons to move to the sequential tab page screen.
- To cancel the transaction from any the tabs, click [\[Cancel\]](#) button. A prompt dialog pops up by the page when the applicant clicks on the cancel button.
- Applicant will be rerquired to upload required documents under the appropriate document tags (in the pull-down menu) where it is highlighted as mandatory.

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Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval for THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)

1 Company details 2 Personnel list 3 Supporting documents

Organisation particulars details

Competency type	THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)
UEN	T10UF0018A
Organisation name	VIRTUS COMMUNICATIONS INC
Organisation address	P.O. BOX 957 OFFSHORE INCORPORATIONS CENTRE, ROAD TOWN, TORTOLA, BRITISH VIRGIN ISLANDS
Nature of business	NA
Competency scope	AFGHANISTAN BARBADOS BELARUS
Competency sub scope	NA

Staff keying in Application, Preparing and Uploading documents

Name of contact person _____

Designation _____

Office no. _____

Mobile no. _____ Check if you would like to receive SMS alerts (optional)

Email address _____

Next Save as draft Cancel

Figure 10

- 6) For draft/new applications, [\[Save as Draft\]](#) button is also available for Applicant to save whatever that have been entered without submitting the application.
- Applicant can re-accesses the created draft application by clicking the [\[Application No\]](#) hyperlink from the CO Dashboard. (Seen in Figure 11).
 - After applicant has clicked the [\[Application no\]](#) link button from the dashboard **Draft and submitted applications** section, the page redirects to the **Preview Submit page**. (Seen in Figure 12). Applicant can click the specific [\[Edit\]](#) button from this page and choose which specific section they have left out to continue with the application.

The screenshot displays the user interface for the iOSH system. At the top, there is a blue header bar with the Ministry of Manpower logo on the left and the user's name 'NALACHANDRAN ARUMUGAM' and a 'Logout' button on the right. Below the header, the main content area is titled 'VIRTUS COMMUNICATIONS INC' and includes an 'Apply new certificate' button. A section titled 'Draft and submitted applications' contains a note: 'Draft applications are only saved for one month.' Below this is a table with columns: Application No, File Reference No, Application date, Competency type, Competency scope, Application Type, Status, and Action. One row is visible with 'CO15000257' in the Application No column, 'THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)' in the Competency type column, 'AFGHANISTAN BARBADOS BELARUS' in the Competency scope column, 'New' in the Application Type column, and 'Draft' in the Status column. The Action column for this row contains a 'Select action' dropdown menu. Below the table is a section titled 'Certificates' with a table that has columns: File Reference No, Competency type, Competency scope, Start date, Expiry Date, bizSAFE Expiry Date, and Actions. At the bottom of the page, there is a dark blue footer bar containing copyright information 'Copyright © 2014 Government of Singapore', links for 'Contact us', 'Terms of use', and 'Privacy policy', and a 'Rate this eService' button.

Figure 11

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Application for certificate of approval for THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)

Organisation details [Edit](#)

Competency type: THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)
 Competency scope: AFGHANISTAN, BARBADOS, BELARUS
 Competency subscope: NA
 UEN: T10UF0018A
 Organisation name: VIRTUS COMMUNICATIONS INC
 Organisation address: P.O. BOX 957 OFFSHORE INCORPORATIONS CENTRE, ROAD TOWN, TORTOLA, BRITISH VIRGIN ISLANDS
 Nature of business: NA

Name of contact person: Test Contact Person
 Designation: Designation 1
 Office no.: 82118730
 Mobile no.: 97207948
 Email: vergel_jan@mom.gov.sg

Personnel lists [Edit](#)

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
----------------	------	----------------------------	--------	---------

Supporting documents [Edit](#)

Declaration

I have read, understood and agree to comply with the above requirements, upon the approval of my certificate of approval to be a Third Party Inspection Agency (TPIA) by the Commissioner for Workplace Safety and Health.

I declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

Privacy Statement

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Back Submit Cancel

Figure 12

1.6 Provide Details for Company Details

- 1) Provide inputs to [\[Competency Details\]](#) screen.

Applicant can update all the fields other than the **Organisation particulars details** section.

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Competent Organisation NALACHANDRAN ARUMUGAM Logout

Application for certificate of approval for THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)

1 Company details 2 Personnel list 3 Supporting documents

Organisation particulars details

Competency type	THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)
UEN	T10UF0018A
Organisation name	VIRTUS COMMUNICATIONS INC
Organisation address	P.O. BOX 957 OFFSHORE INCORPORATIONS CENTRE, ROAD TOWN, TORTOLA, BRITISH VIRGIN ISLANDS
Nature of business	NA
Competency scope	AFGHANISTAN BARBADOS BELARUS
Competency sub scope	NA

Staff keying in Application, Preparing and Uploading documents

Name of contact person _____

Designation _____

Office no. _____

Mobile no. _____ Check if you would like to receive SMS alerts (optional)

Email address _____

Next Save as draft Cancel

Figure 13

1.7 Add details to Personnel List

- 1) Proceed to [\[Personnel List\]](#) screen to add personnel details. (Seen in **Figure 14**)
 - Applicant can click the [\[Add personnel\]](#) link button to add new personnel details and the page will redirect to the Add Personnel page. (Seen in **Figure 15**)

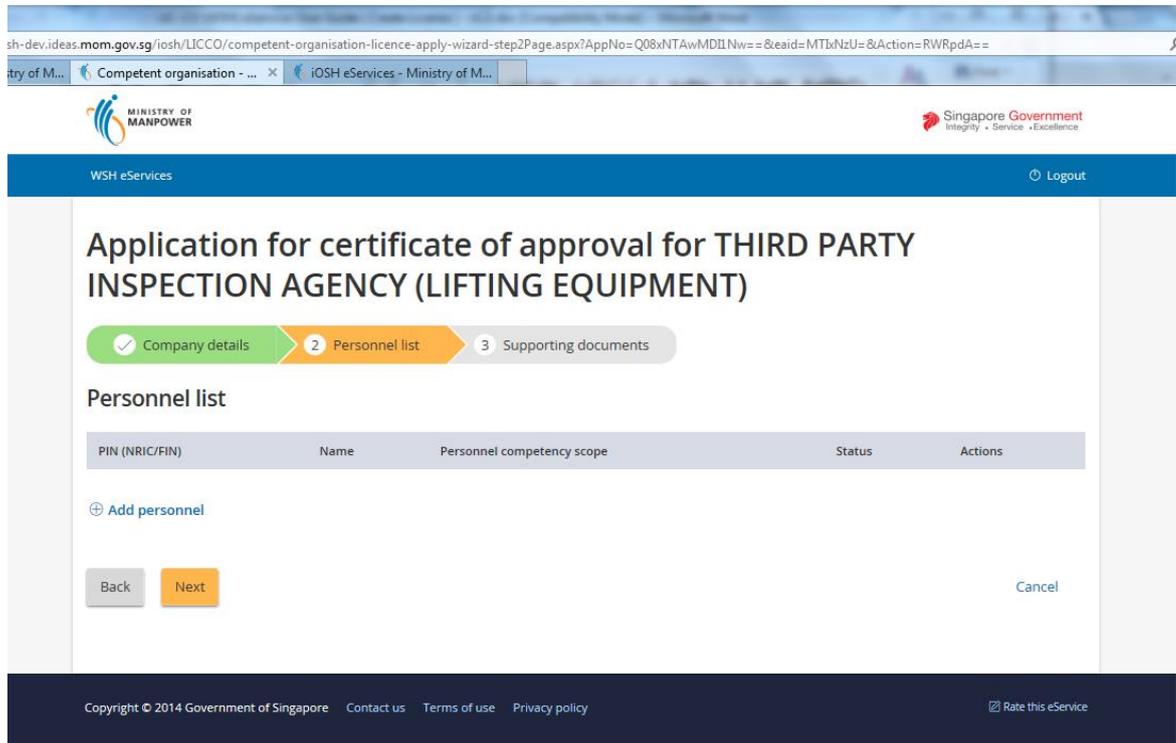


Figure 14

WSH eServices Logout

[Back to personnel list](#)

Add personnel

Personnel details

(NRIC/FIN)

Name

Gender

Date of birth

Place of birth

Nationality

Race

Work experience

Employer	Designation	Start date	End date
----------	-------------	------------	----------

[Add work experience](#)

Upload the following Required Documents

- Inspector Application - A completed Personal Data Sheet including the marking and stamp used by the respective proposed inspector (Note: Above 21 years old and below 65 years old at last birthday).
- For each Inspector: Certificates of the academic qualification achieved: Basic degree in an engineering discipline from a university or college recognized by the Singapore Professional Engineers Board.
- For each inspector: Certificates of professional qualifications in welding technology, welding inspection, lifting equipment inspection, non-destructive testing and other related technologies, including knowledge in design and manufacturing of mobile cranes/tower cranes. The inspector must also have familiarity with at least two of the following Standards and Codes- ISO, BSI, ANSI, EN, DIN, ASME, SS, FEM. Working knowledge in English.
- For each inspector: Detail on the projects which the inspectors have handled for the past 5 to 7 years, to show their experience in welding technology, welding inspection, lifting equipment inspection, non-destructive testing and other related technologies, including knowledge in design and manufacturing of mobile cranes/tower cranes.

The maximum file size allowed is 3MB.

[Back to personnel list](#)

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Figure 15

- After filling-in the **Personnel details fields**, the applicant can click the [\[Add work experience\]](#) link button. This will redirect to the Add work experience page on click. (**Seen in Figure 16**)
- 2) Add details to [\[Work Experience\]](#) section by clicking [\[Add work experience\]](#) button to launch the screen below. After all required inputs are provided, click [\[Save\]](#) button to create an entry as shown under Figure 17. Multiple entries for Work Experience can be created by clicking the [\[Save and add another work experience\]](#) button.

Applicant may click the [\[Back to add personnel\]](#) button to cancel the work entry. This will redirect back to the Person page.

The [\[Save\]](#) button on user click redirects the page back to the Person page when work entry is successfully saved.

The screenshot shows the 'Add work experience' form. At the top left is the Ministry of Manpower logo. At the top right is the Singapore Government logo. Below the logos is a blue header bar with 'Competent Organisation' on the left and 'NALACHANDRAN ARUMUGAM Logout' on the right. The main content area has a back arrow and 'Back to add personnel' link. The title 'Add work experience' is prominently displayed. Below the title are input fields for 'Employer', 'Designation', and 'Employment Duration'. The 'Employment Duration' field consists of two date pickers: 'Jan 2015' and 'Jan 2015' with a 'to' separator. Below these is a text area for 'Brief work experience scope'. At the bottom of the form are two buttons: an orange 'Save' button and a grey 'Save and add another work experience' button. The footer contains copyright information for the Government of Singapore, contact links, and a 'Rate this eService' link.

Figure 3

- 3) Uploading person's document attachment is required. This can be seen on the **Upload the following Required Documents** portion just below the Add work experience link button. Applicant must follow this list on attaching a document type.

Applicant must click the [\[Choose file\]](#) button to upload a .pdf file.

Applicant can remove the attached files by clicking the [\[Remove\]](#) button from the user control.

Employer	Designation	Start date	End date	
e1	d1	Jan 2009	Jan 2015	Edit Remove

[+ Add work experience](#)

Upload the following Required Documents

1. Inspector Application - A completed Personal Data Sheet including the marking and stamp used by the respective proposed inspector (Note: Above 21 years old and below 65 years old at last birthday).
2. For each Inspector: Certificates of the academic qualification achieved: Basic degree in an engineering discipline from a university or college recognized by the Singapore Professional Engineers Board.
3. For each inspector: Certificates of professional qualifications in welding technology, welding inspection, lifting equipment inspection, non-destructive testing and other related technologies, including knowledge in design and manufacturing of mobile cranes/tower cranes. The inspector must also have familiarity with at least two of the following Standards and Codes- ISO, BSI, ANSI, EN, DIN, ASME, SS, FEM. Working knowledge in English.
4. For each inspector: Detail on the projects which the inspectors have handled for the past 5 to 7 years, to show their experience in welding technology, welding inspection, lifting equipment inspection, non-destructive testing and other related technologies, including knowledge in design and manufacturing of mobile cranes/tower cranes.

The maximum file size allowed is 3MB.

CP Card Size Certificate.pdf (40kb)	For each Inspector: A completed Personal Data Sheet	Remove
CP Card Size Certificate.pdf (40kb)	For each Inspector: Certificates of the academic qualification	Remove
CP_UpdateScript_ReActivateExpired License for UAT test data.pdf (17kb)	For each Inspector: Certificates of professional qualifications	Remove

[Choose file](#)

[Save](#) [Save and add another personnel](#) [Back to personnel list](#)

Figure 4

- Applicant can use the [\[Save\]](#) and [\[Save and add another personnel\]](#) button to add the person in the personnel list.
- Applicant can also go back to the Personnel tab page by clicking the [\[Back to personnel list\]](#) link button.

Applicant can use the [\[Add Personnel\]](#) or from the Action column, [\[Edit\]](#) / [\[Remove\]](#) buttons from the Personnel list tab page to add or edit/remove accordingly. (Seen in Figure 18)

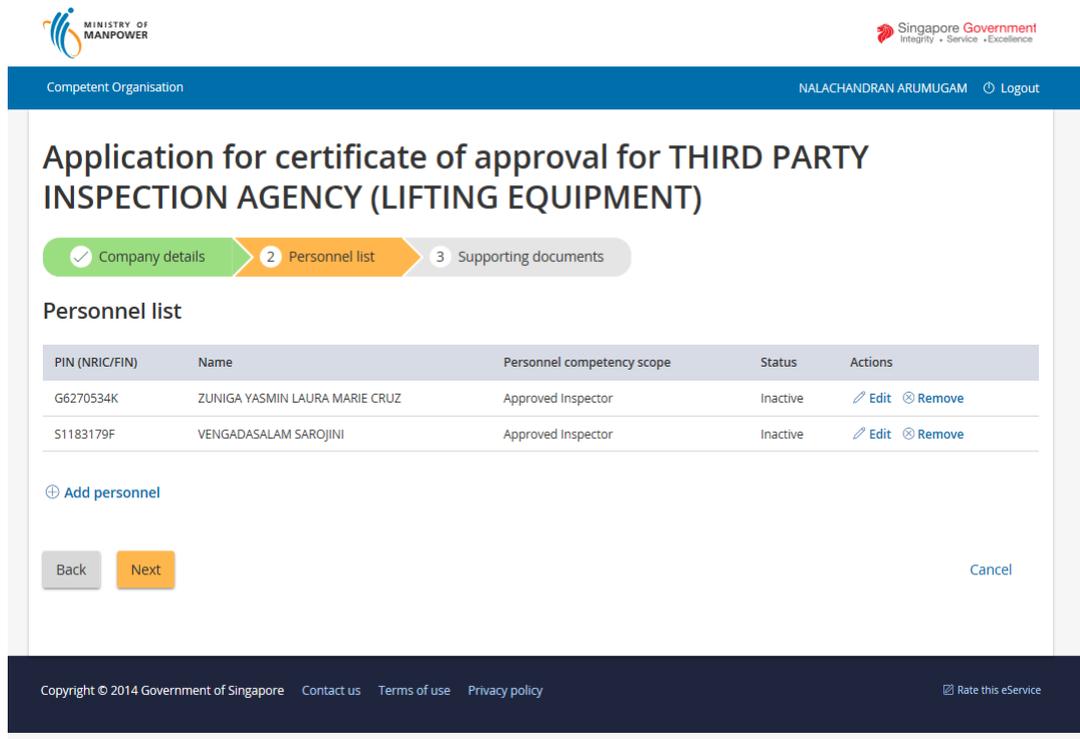


Figure 18

Note: All mandatory field needs to be filled-out in order to save the personnel entry. Otherwise, a validation prompts for the required minimum personnel/work experience/field/attachments.

1.8 Provide Details for Supporting Documents

- 1) Upload supporting documents under [Supporting Document] screen; multiple documents can be uploaded.
- 4) Upload Supporting documents using [Choose file] button.
 - Applicant can click the [Back] button to navigate back to the previous page
 - Applicant can click the [Ready for submission] to submit and prepare for payment after all the pertinent attachments are added.
- 2) Refer to Appendix A for further details.

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Application for certificate of approval for THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)

✓ Company details → ✓ Personnel list → 3 Supporting documents

Supporting documents

1. Submit Application form (download latest copy from MOM website).
2. New Application- Company profile stating company goal, type of services, company network and accreditation.
3. Documentary proof that the branch is a subsidiary of the company, located in a country other than the head office.
4. Project and services provided by the company for the past 3 years in the scope of work applied for.
5. Sample copies of test reports/inspection reports/certificates/technical reports/magazines published by company or inspectors.
6. A copy of the organisation chart of the Head or Branch office.
7. A valid ISO 9001 certificate or equivalent certification.
8. A valid Inspection Body Accreditation Certificate to ISO/IEC 17020 and any other relevant letters/certificates of approval/testimonials for company.

Upload documents

Upload a copy of Supporting document
The maximum file size allowed is 3MB.

Choose file

Back Ready for submission Save as draft Cancel

Figure 19

1.9 Preview Submit page

- 1) A preview submit page is shown after the applicant has clicked the [\[Ready for submission\]](#) button. This page allows the user to have a view of the entries of the submitted application. (**See Figure 20**)
 - Applicant has to tick/check the mandatory [\[Declaration\]](#) checkbox to acknowledge and also to read carefully the Privacy Statement section before submitting.
 - Applicant can click the [\[Submit\]](#) button to submit for billing.
 - Applicant can click the [\[Cancel\]](#) button to abort the submission.



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Application for certificate of approval for THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)

Organisation details [Edit](#)

Competency type	THIRD PARTY INSPECTION AGENCY (LIFTING EQUIPMENT)
Competency scope	AFGHANISTAN BARBADOS BELARUS
Competency subscope	NA
UEN	T10UF0018A
Organisation name	VIRTUS COMMUNICATIONS INC
Organisation address	P.O. BOX 957 OFFSHORE INCORPORATIONS CENTRE, ROAD TOWN, TORTOLA, BRITISH VIRGIN ISLANDS
Nature of business	NA
Name of contact person	Test Contact Person
Designation	Designation 1
Office no.	82118730
Mobile no.	97207948
Email	vergel_jan@mom.gov.sg

Personnel lists [Edit](#)

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
G6270534K	ZUNIGA YASMIN LAURA MARIE CRUZ	Approved Inspector	Inactive	Edit Remove
G6249128R	VO HOI TRUNG TRUC	Approved Inspector	Inactive	Edit Remove

Supporting documents [Edit](#)

- [CP Card Size Certificate.pdf \(40kb\)](#)
- [CP_UpdateScript_ReActivateExpired License for UAT test data.pdf \(17kb\)](#)
- [CP Card Size Certificate.pdf \(40kb\)](#)
- [\(UAT Accepted in Service Portal\) MOM-2015-15086.pdf \(40kb\)](#)
- [CP Card Size Certificate.pdf \(40kb\)](#)

Declaration

- I have read, understood and agree to comply with the above requirements, upon the approval of my certificate of approval to be a Third Party Inspection Agency (TPIA) by the Commissioner for Workplace Safety and Health.
- I declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

Privacy Statement

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Back
Submit

[Cancel](#)

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Figure 20

1.10 Payment Summary

Applicant will be prompted with the payment summary. Clicking the [\[Continue\]](#) button proceeds to the payment.

Applicant may also click the [\[Back\]](#) button to navigate back to the Preview Submit page.

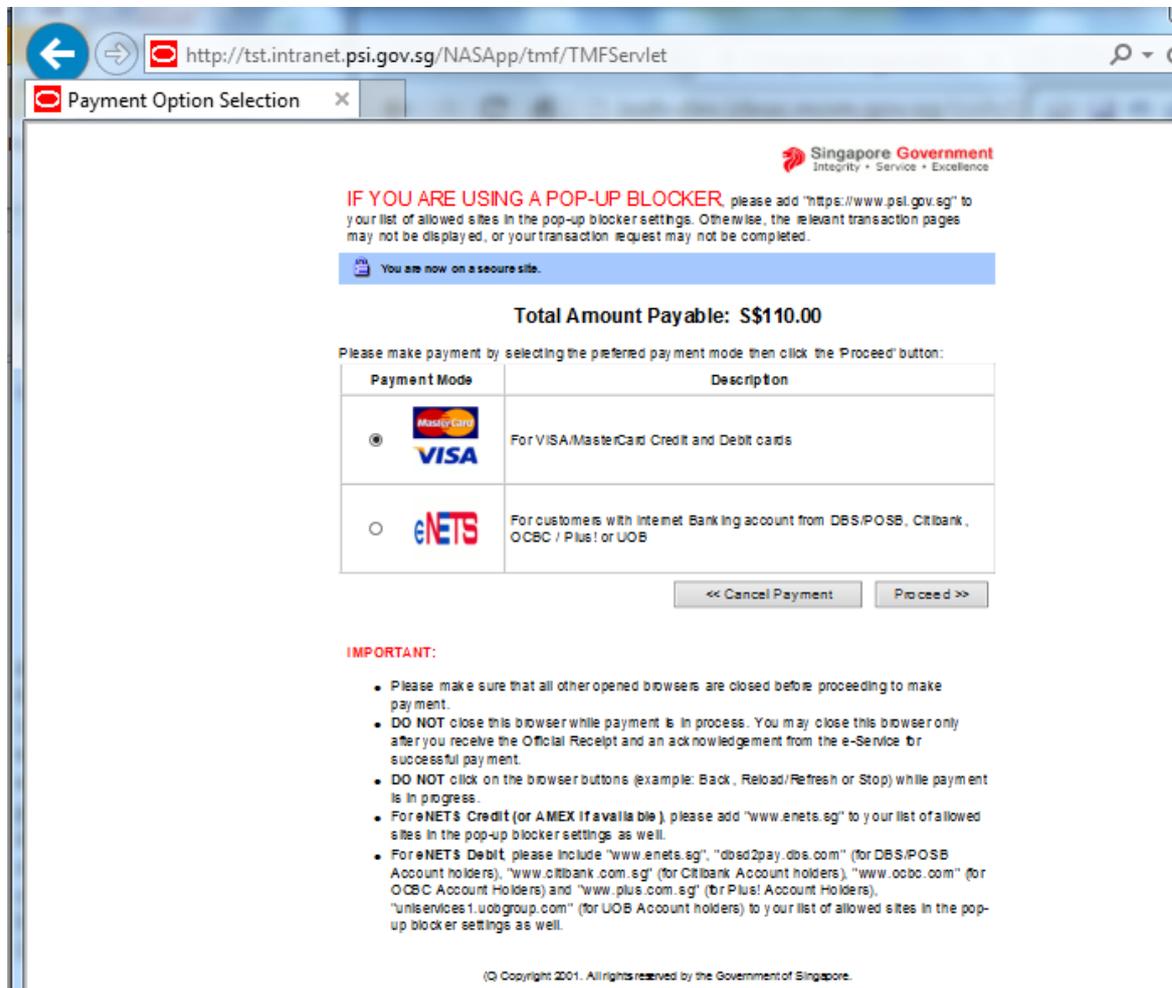


Figure 21

- 1) Click [\[Proceed to Payment\]](#) button to make payment.

The screenshot displays the eNETS credit/debit card payment interface. At the top left is the eNETS logo, and at the top right is the date 'Tuesday, 28 June 2011'. A navigation menu on the left includes 'Consumer eNETS', 'Privacy Policy', 'Security Guidelines', and 'Customer Service'. The main heading is 'credit/debit card payment', with a sub-heading 'Fast, Secure & Hassle-free transactions' and an image of a child holding a teddy bear. The page is divided into two main sections: 'TRANSACTION INFORMATION' and 'CREDIT/DEBIT CARD INFORMATION'. The transaction information includes Merchant Name (Psi Test Internet Cred Card4), Merchant Reference Code (CC11082814083440), NETS Reference Code (20110828140756775), and Amount (SGD 110.00). The card information section includes Name on Card (TAN MEI LENG), Card Number (4111111111111111), CVV / CVC2 (123), and Expiry Date (January 2015). A checkbox is checked, indicating acceptance of the return and refund policy. At the bottom, there is a 'SUBMIT' button and a 'CANCEL' button. A footer note states '© eNETS is a product of Network for Electronic Transfers (Singapore) Pte. Ltd.' and includes logos for 'eNETS' and 'NETS make life great'.

Figure 22

- 2) To pay by Credit/Debit cards, click [\[eNETS Credit/Debit Card\]](#) icon under Figure 26. Input data to all fields under **Figure 27** and click [\[Submit\]](#) button.

IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here!](#)

 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card - MasterCard Credit Card - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 110.00 Total payable: S\$ 110.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 110.00 Total payable: S\$ 110.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com (for DBS/POSB Account holders)", "uniservices1.uobgroup.com (for UOB Account holders)", "www.citibank.com.sg (for Citibank Account holders)", "www.ocbc.com (for OCBC Account Holders)" and "www.plus.com.sg (for Plus! Account Holders)" to your list of allowed sites in the pop-up blocker settings as well.
- For **NETS CashCard**, please add "cashcardservices.nets.com.sg" to your list of allowed sites in the pop-up blocker settings as well.

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Figure 23

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

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Payment receipt

Print

Date 01/12/2015
Receipt no. MOM2015R003082
Company Name VIRTUS COMMUNICATIONS INC
UEN T10UF0018A
Address NA

SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001011	Licensing - CO	180	0	180

Payment method: e-payment **Total amount paid \$180**

Occupational Safety and Health Division
MOM Services Centre 1500 Bendemeer Road, Singapore 339946

Fax: (65) 6692 1027
www.mom.gov.sg/oshd
GST REG NO.: MG-8400000-5

Next

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Figure 24

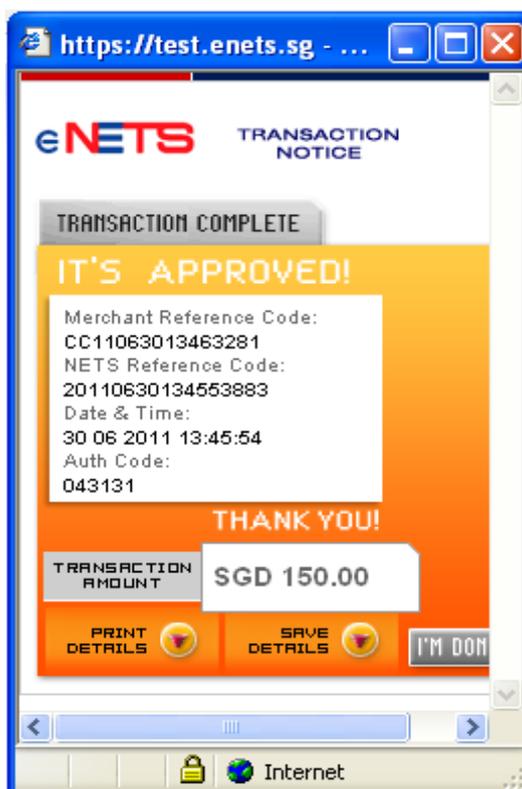


Figure 25

- 4) **Note** : In the event that the Applicant did not complete the payment successfully, he will see an entry under [\[Applications – Pending Payment\]](#) table when he accesses [\[Create Application\]](#) function. To proceed with the payment transaction flow, Applicant just needs to click the [\[e-Payment\]](#) hyperlink to trigger the screen flow from Figure 21 – 25.

1.11 Acknowledgement of New Application Submission

Applicant will be prompted with the Acknowledgement page. Clicking the [\[Continue\]](#) button proceeds to the payment.

- 1) Applicant can click [\[Logoff\]](#) hyperlink from the dashboard to exit.



Figure 26