

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

## **User Manual Licensing Competent Organisation (CO) - Terminate License ( eServices )**

Version	1.1
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Prepared For	iOSH eService Users
Prepared By	ISTD

**REVISION HISTORY**

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

## **TABLE OF CONTENTS**

**1. LICENSING ( COMPETENT ORGANISATION ) – TERMINATE LICENSE ..... 5**

## 1. Licensing ( Competent Organisation ) – Terminate License

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

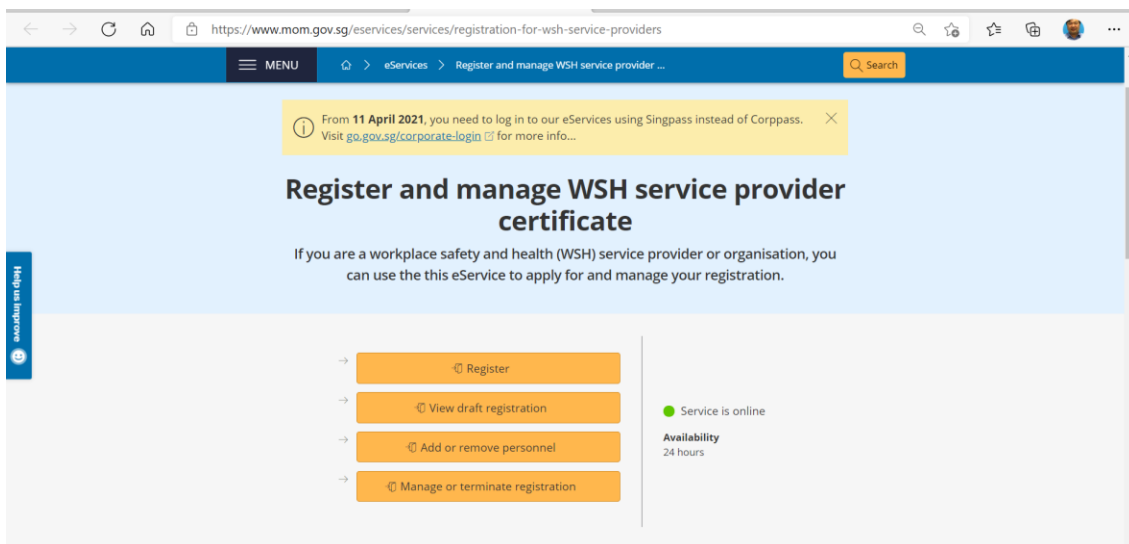


Figure 1

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

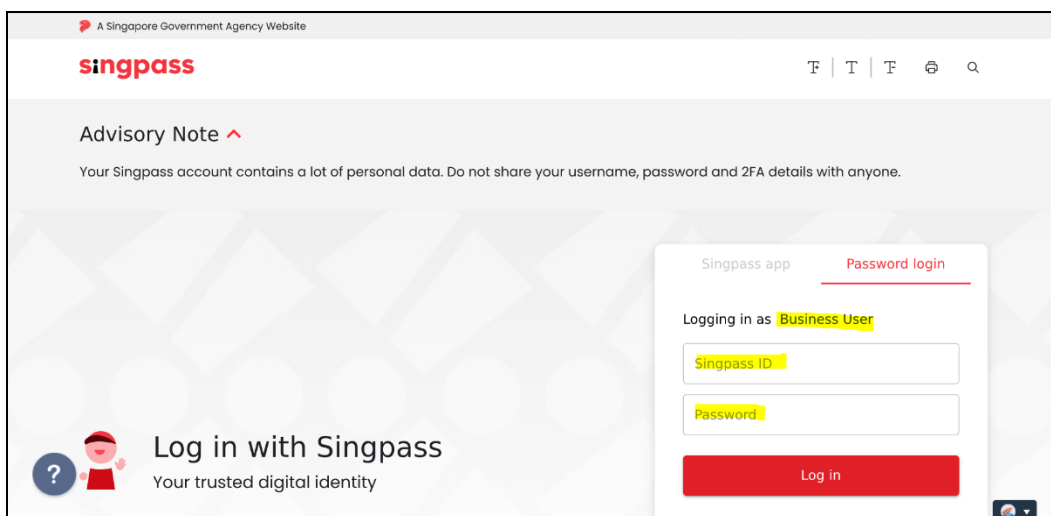


Figure 2

- 2) Upon successful login, System displays the landing page or the dashboard screen.
  - 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)**

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
008-014-00005	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Select action ▾
008-025-00015	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Add/Delete Personnel
008-030-00023	ACCREDITED TRAINING PROVIDER (ATP)	Skill / Specialised Courses	12/11/2015	12/10/2016		Update
008-015-00007	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Renew
008-011-00039	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	12/11/2015	12/10/2016		Terminate
						Print Receipt
						NA

**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
    - [\[Termination Details\]](#)
    - [\[Supporting Documents\]](#).

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WSH eServices Logout

## Terminate certificate

UEN: 200102574Z  
Organisation name: ABSOLUTE KINETICS CONSULTANCY PTE LTD  
Registration Number: 008-014-00005  
Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
Competency scope:  
Expiry date: 12/10/2016

### Termination details

Termination date

Day Month Years

Reason for terminating

### Supporting documents

Upload a copy of the certificate  
The maximum file size allowed is 3MB.

Choose file

Submit Cancel

- Termination Comments cannot be empty.
- Termination Date cannot be empty.

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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](#))

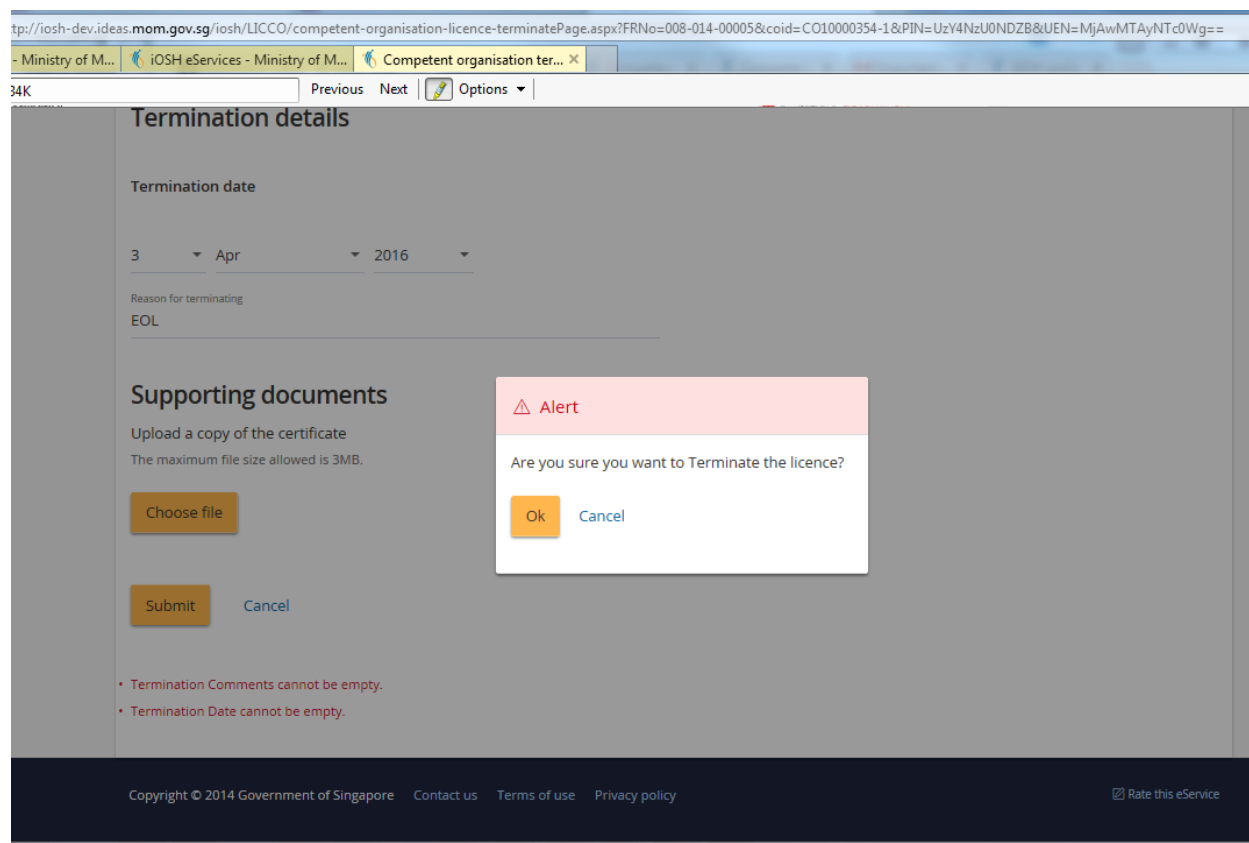


Figure 5

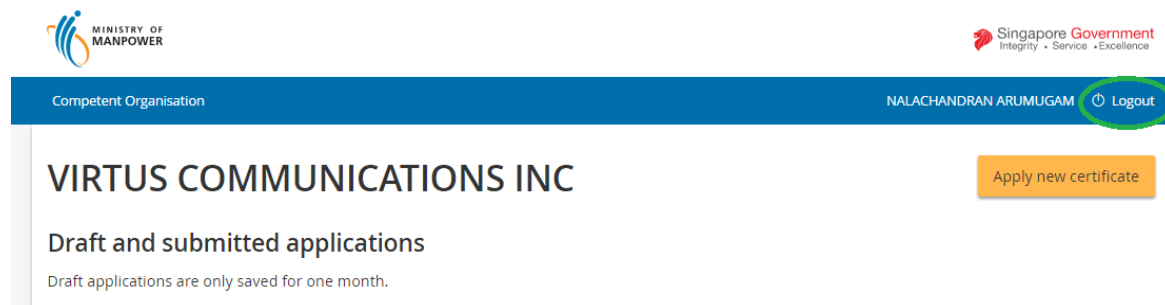
After clicking the OK button with a successful terminate, the page redirects back to the dashboard. No, the [Terminate] item is no longer shown from the Action column of the **Certificates**.  
 (Seen in Figure 6)

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
008-014-00005	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Select action
008-025-00015	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Add/Delete Personnel
008-030-00023	ACCREDITED TRAINING PROVIDER (ATP)	Skill / Specialised Courses	12/11/2015	12/10/2016		Update
008-015-00007	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Renew
						Print Receipt

Figure 6



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



**Figure 7**