

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

## **User Manual Licensing Competent Person (CP) - Terminate License (eServices)**

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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	13 Jul 2021	Changed Singpass Logo/Text/Labels	Chung Woon Chuan

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

### 1.1 Access Function to Terminate License

- 1) Click on [\[Log in to WSH eServices\]](https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons) hyperlink to access the module page at <https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons>.

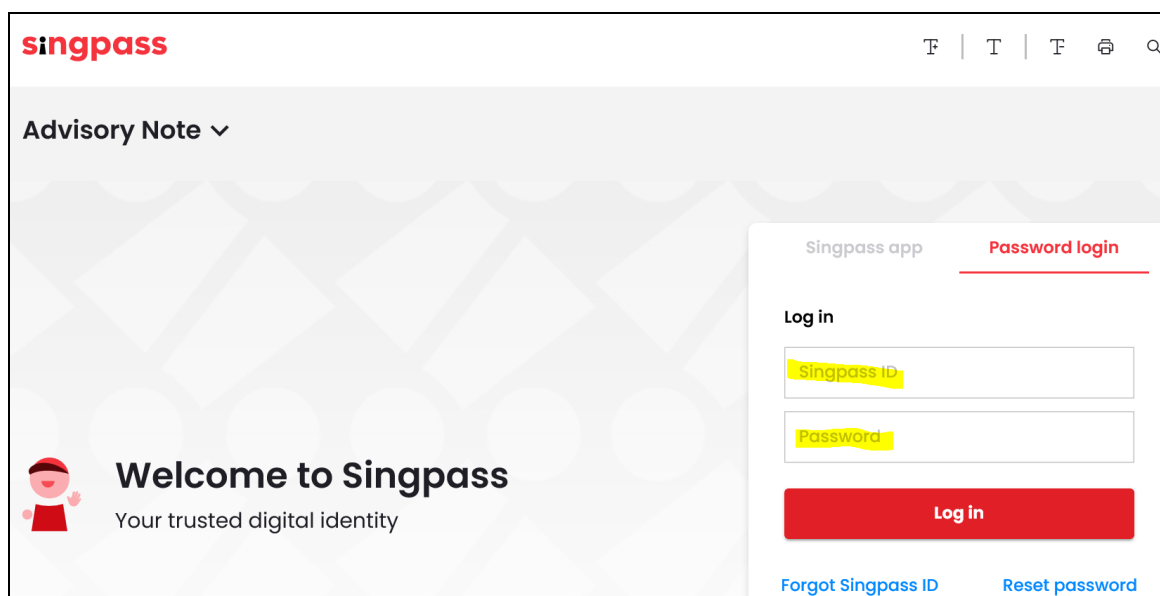
(Seen in Figure 1).



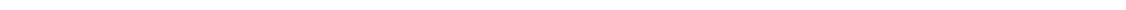
Figure 1

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

(Seen in Figure 2)



**Figure 2**



- 3) Upon successful login, System displays the landing page or the dashboard screen. Applicant should be able to see the Certificates section from the dashboard. The Certificates section shows the entire active license.

Applicant can click on the Terminate item from the Action dropdown to access the Terminate function (**Seen in Figure 3**).

The screenshot shows the user interface for a Competent Person. At the top, there are logos for the Ministry of Manpower and Singapore Government. The user's name, CHUA SOOK TEE, and a Logout button are visible. The main content area is divided into two sections: 'Draft and submitted applications' and 'Certificates'. The 'Draft and submitted applications' section includes a table with columns for Application No, Application date, Competency type, Competency scope, Application Type, Status, and Action. Below this is the 'Certificates' section, which also has a table with columns for Registration Number, Competency type, Competency scope, Start date, Expiry Date, and Action. An action dropdown menu is open for the second certificate, showing options: Add Scope, Terminate, and Print Receipt. The 'Terminate' option is highlighted with a red circle.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
015-001-00219	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
016-001-00137	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		Select action
028-073-03391	Workplace Safety and Health Officer		02/11/2015	02/11/2015	Print Receipt

**Figure 3**

## 1.2 Terminate License page

The system redirects to the Terminate license page after applicant has clicked the Terminate item from the Action dropdown from the dashboard.

The screenshot shows a web interface for terminating a license. At the top left is the Ministry of Manpower logo, and at the top right is the Singapore Government logo. A blue header bar contains the text 'Competent Person' on the left and 'CHUA SOOK TEE Logout' on the right. The main content area has a title 'Terminate for certificate of approval for Authorised Examiner (Pressure Vessel)'. Below the title, the user's details are listed: NRIC (S0017376B), Name (CHUA SOOK TEE), and Expiry date (01/01/0001). A section titled 'Termination details' contains a 'Termination date' field with dropdown menus for Day, Month, and Year. Below this is a 'Comments' text area. The 'Supporting documents' section includes a note that the maximum file size allowed is 3MB, a 'Choose file' button, and 'Submit' and 'Cancel' buttons at the bottom.

Figure 4

### 1.3 Input of Termination Details & Upload Supporting Documents

1) Input details to the fields under sections for :

- [\[Termination Details\]](#) sections fields are mandatory.
- [\[Supporting Documents\]](#) section.

For [\[Supporting Documents\]](#) section, click [\[Choose file\]](#) button to upload the document once the details are entered. More than 1 document can be uploaded. **(Seen in Figure 5).**

Competent Person CHUA SOOK TEE Logout

## Terminate for certificate of approval for Authorised Examiner (Pressure Vessel)

NRIC 50017376B  
Name CHUA SOOK TEE  
Expiry date 01/01/0001

### Termination details

Termination date

Day Month Year

Comments

### Supporting documents

The maximum file size allowed is 3MB.

Choose file

Submit Cancel

Figure 5



## 1.4 Submission of License Termination

- 1) Click [\[Submit\]](#) button to proceed.

Fill in the details for Terminate of license. (**Seen in Figure 6**).

The screenshot shows a web interface for terminating a license. At the top, there are logos for the Ministry of Manpower and Singapore Government. The user is identified as CHUA SOOK TEE. The main heading is 'Terminate for certificate of approval for Authorised Examiner (Pressure Vessel)'. Below this, personal details are listed: NRIC (S0017376B), Name (CHUA SOOK TEE), and Expiry date (01/01/0001). The 'Termination details' section includes a 'Termination date' field set to 1 Dec 2016 and a 'Comments' field containing 'EOL license'. The 'Supporting documents' section shows two uploaded files: 'CP Card Size Certificate.pdf (40kb)' and 'CP\_UpdateScript\_ReActivateExpired License for UAT test data.pdf (17kb)'. At the bottom, there are 'Choose file', 'Submit', and 'Cancel' buttons.

Figure 6

2) System displays the acknowledgement screen.

Applicant can click the [\[Back to main\]](#) button to navigate back to the dashboard page. (Seen in Figure 8).

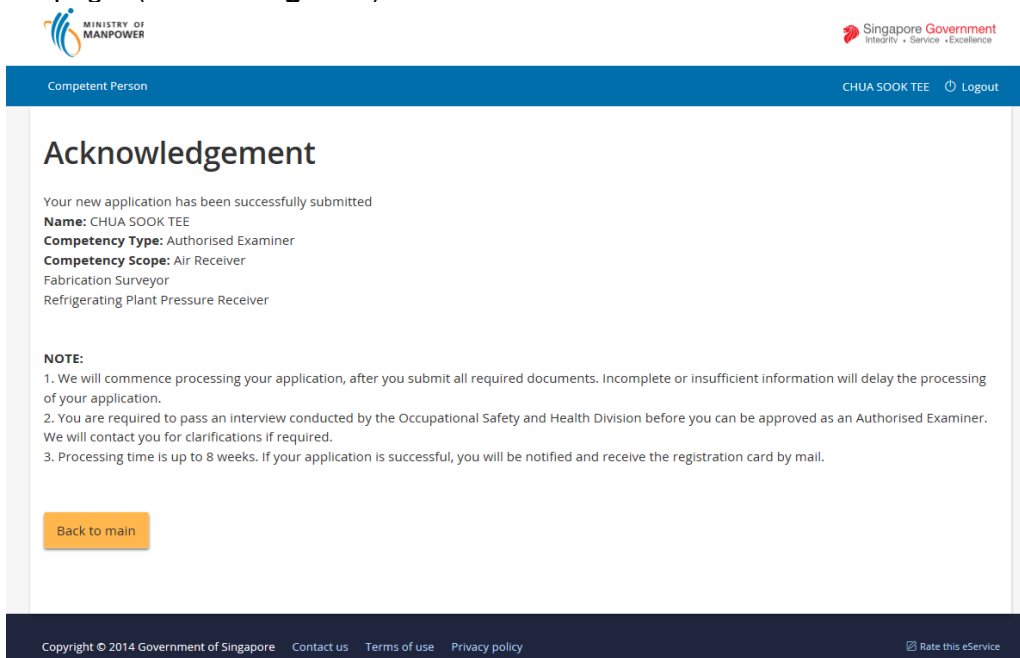


Figure 7

3) System redirects back to the Dashboard page on click of the Back to main button from the Acknowledgement page.

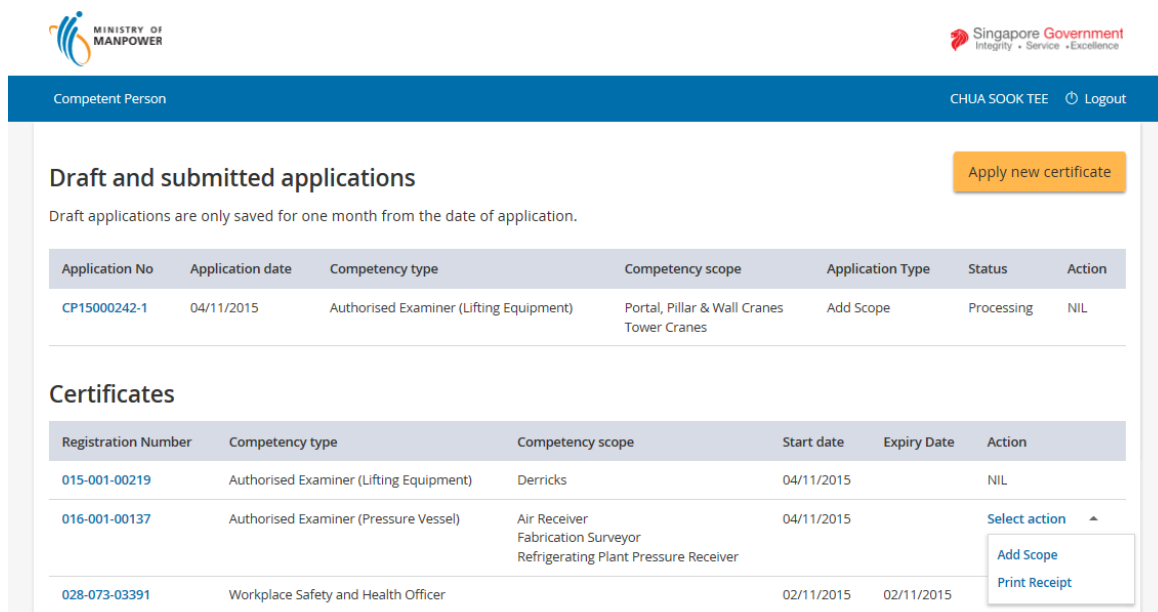


Figure 8

- Noticed that upon Submit of the Terminate request, the Terminate Action is removed from the Certificates Action column dropdown.

4) Click [\[Logoff\]](#) hyperlink from the header to exit.

The screenshot displays the user interface for a 'Competent Person' (CHUA SOOK TEI). The header includes the Ministry of Manpower logo and the Singapore Government logo. A 'Logout' button is highlighted with a green box. 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 from the date of application.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL

**Certificates**

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
<a href="#">015-001-00219</a>	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
<a href="#">016-001-00137</a>	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		<a href="#">Select action</a> ▼
<a href="#">028-073-03391</a>	Workplace Safety and Health Officer		02/11/2015	02/11/2015	<a href="#">Select action</a> ▼

**Figure 9**