USER GUIDE

For

Lifting Equipment eService (Corppass)



Release Log

SN	Revision Number	Release Date	Release Log
1	V1.0	15 Nov 2023	iOSH 2.0 LE PV Release 1

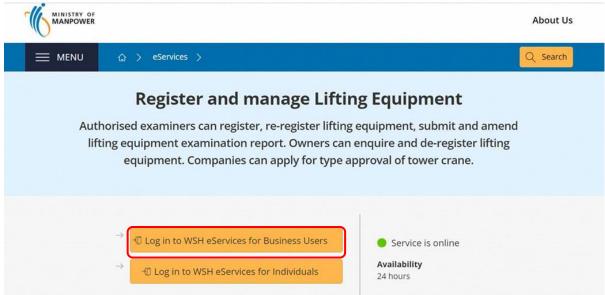
Lifting Equipment eService (Corppass)

Content

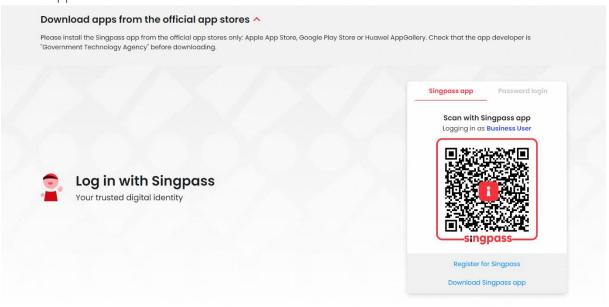
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- 1 Steps to access Lifting Equipment eService
- 1.1 Log in Lifting Equipment eService for Business Users

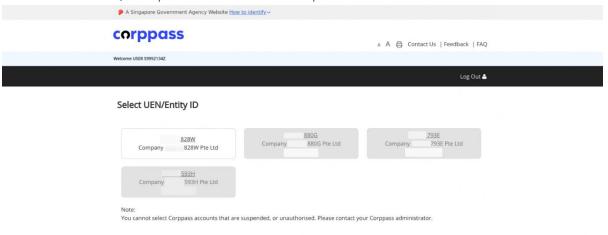




1.1.2 The user will be redirected to log in with Corppass, scan the QR code with the Singpass application



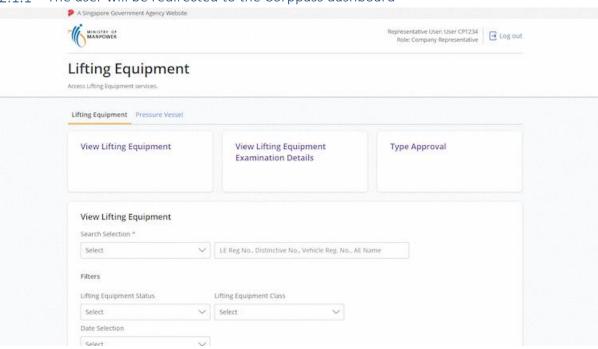
1.1.3 Select UEN/Entity ID if the user has multiple UENs



2 Corppass User

2.1 Lifting Equipment eService - Dashboard (Corppass)

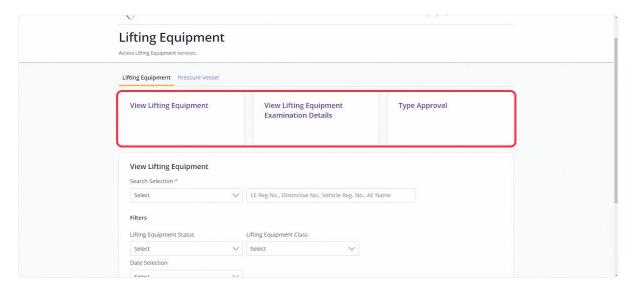
2.1.1 The user will be redirected to the Corppass dashboard



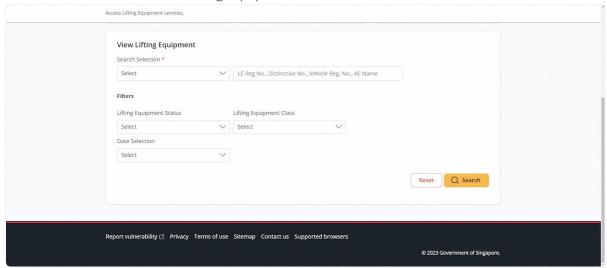
2.1.2 Quick access links

Description in details:

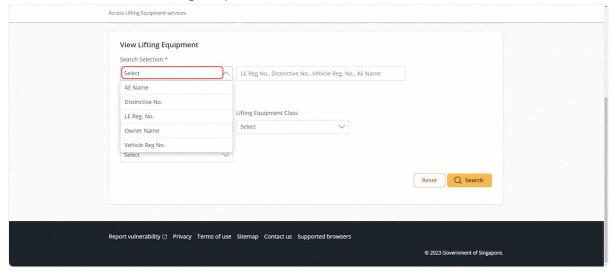
- View Lifting Equipment Navigate to View Lifting Equipment
- View Lifting Equipment Examination Details Navigate to View Lifting Equipment Examination details
- Type Approval Navigate to Type Approval application



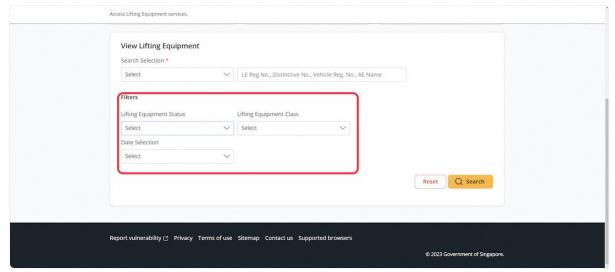
2.1.3 Scroll down to View Lifting Equipment



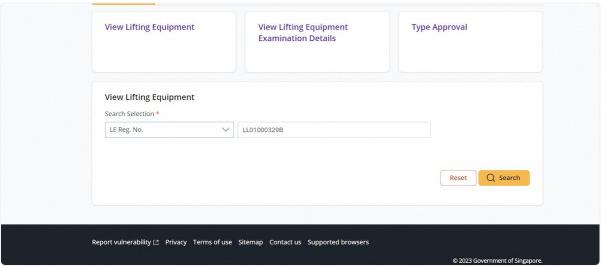
2.1.4 User can search using the parameters



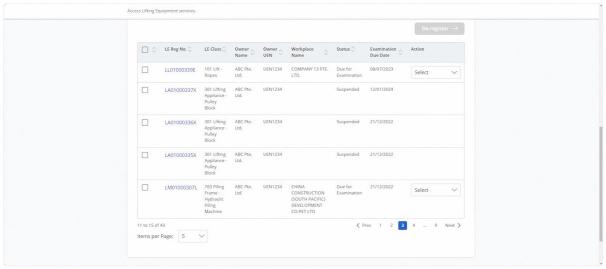
2.1.5 The user can use the additional filters to narrow down the search.



2.1.6 Lifting Equipment Registration Number search



2.1.7 Successful search will populate results in the below table

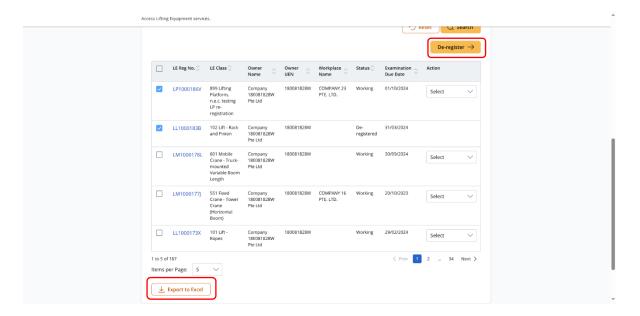


2.1.8 User can Export to Excel or De-register for checked entries

Description in details:

- Export to Excel Export and download an Excel file with the Lifting Equipment records
- De-register Redirect to the de-register module for de-registration.

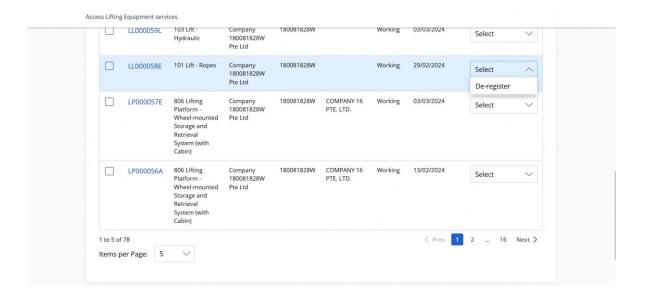
Multiple entries can be selected for both functions.



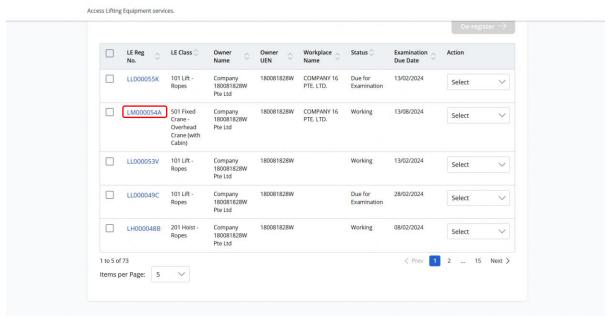
2.1.9 Corppass owner action dropdown

Description in details:

- De-register De-register the selected lifting equipment
- No action is available if the Lifting equipment is in suspended status.



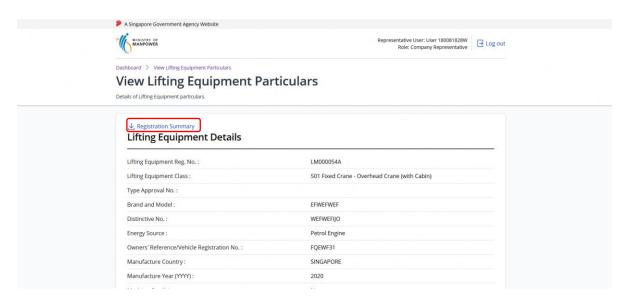
2.1.10 Click on the LE Reg. No. hyperlink to View Lifting Equipment Particulars



2.1.11 View Lifting Equipment Particulars

Description in details:

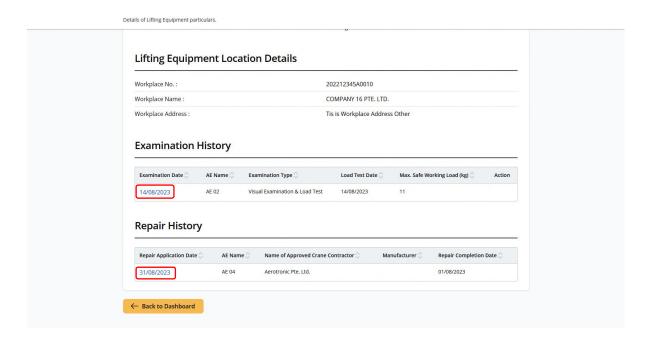
• Click on Registration Summary to download the PDF copy. Refer to Annex B for sample.



2.1.12 View Lifting Equipment Particulars (Continue)

Description in details:

- Click on Examination Date hyperlink to View Lifting Equipment Examination
- Click on Repair Application Date hyperlink to View Lifting Equipment Repair Record



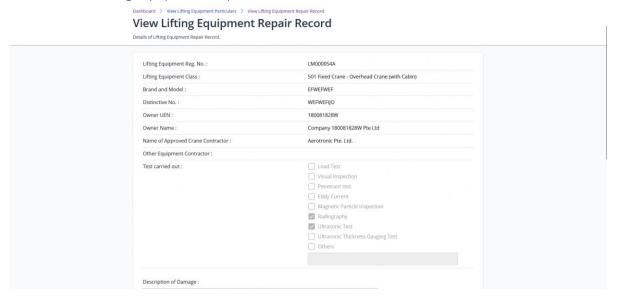
2.1.13 View Lifting Equipment Examination

View Lifting Equipment Examination Details of Lifting Equipment Examination.

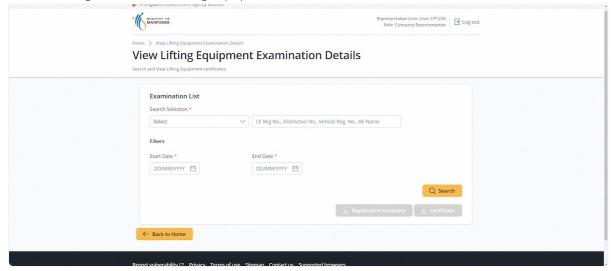
UEN/NRIC No.:	180081828W
	The second section and the second section of
Lifting Equipment Class :	501 Fixed Crane - Overhead Crane (with Cabin)
Type Approval No. :	
Workplace No.:	
Lifting Equipment Details	
NSS 102 104	0.00
Lifting Equipment Reg. No. ;	LM000054A
Brand and Model :	EFWEFWEF
Distinctive No. :	WEFWEFIJO
Distinctive No. :	
	Petrol Engine
Energy Source :	Petrol Engine SINGAPORE
Energy Source : Manufacture Country/Region :	
Energy Source : Manufacture Country/Region : Machine Condition : Nature of Installation :	SINGAPORE
Energy Source : Manufacture Country/Region : Machine Condition :	SINGAPORE New

xamination Date (DD/MM/YYYY) :	14/08/2023
fax. Safe Working Load (kg):	11
fax Test Load (kg) :	11
oad Test Date :	14/08/2023
xamination Type :	Visual Examination & Load Test
ue Date for Next Examination :	13/08/2024 Not Applicable Not Applicable Not Applicable
erification of Data logger :	
rand and Model of Data logger :	
the lifting equipment installed with an outrigger monitoring or tability control system? :	
rand and Model of outrigger monitoring or stability control system	Not Applicable
oad Test Details for Variable Working F	Radius

2.1.14 View Lifting Equipment Repair Record



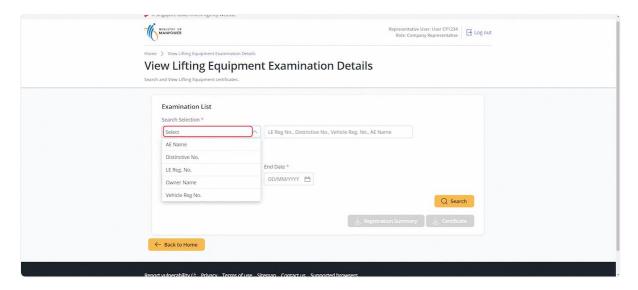
2.1.15 Navigate to View Lifting Equipment Examination Details from the Dashboard 2.1.2



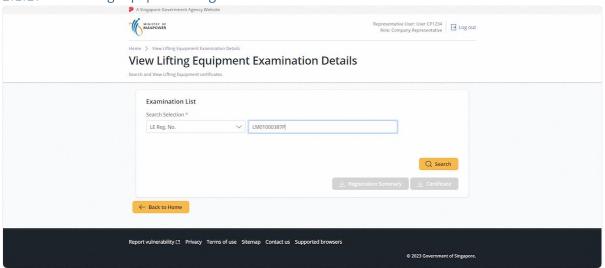
2.1.16 Search parameters available for selection

Search critieria in details:

- AE Name (Search can be based on beginning characters)
- Distinctive No. (Search must be exact match)
- LE Reg. No. (Search must be exact match)
- Owner Name (System Populated)
- Vehicle Reg No. (Search must be exact match)



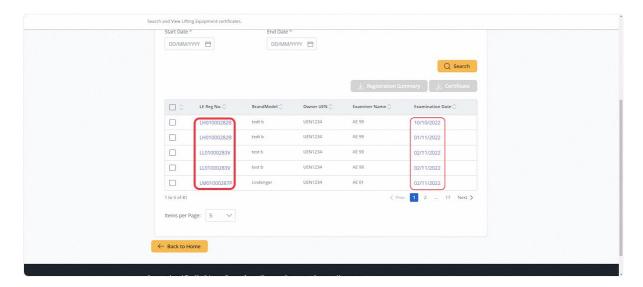
2.1.17 For Lifting Equipment Registration Number search



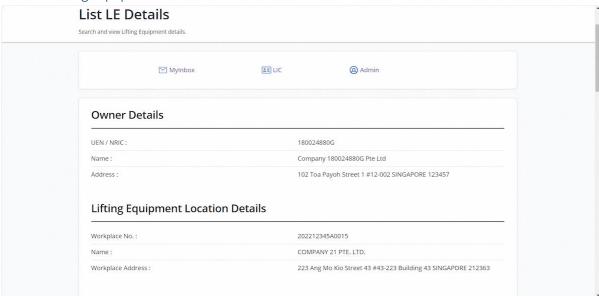
2.1.18 Successful search will populate the results in the below table

Description in details:

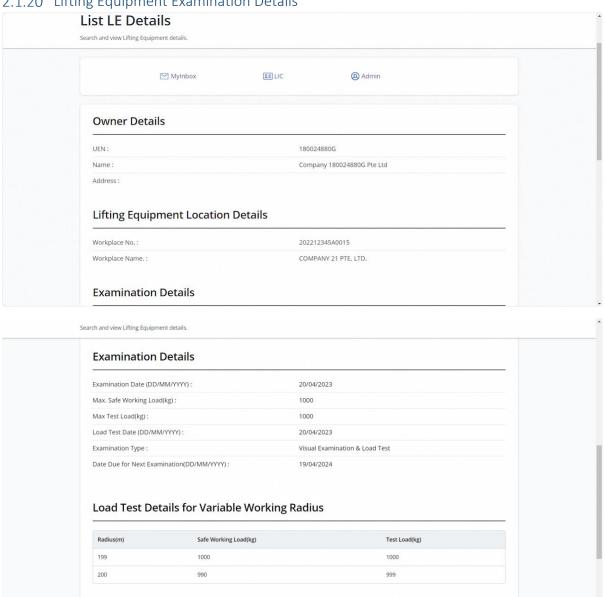
- LE Reg No. Navigate to view Lifting Equipment Details
- Examination Date Navigate to view Examination Details



2.1.19 Lifting Equipment Details



2.1.20 Lifting Equipment Examination Details

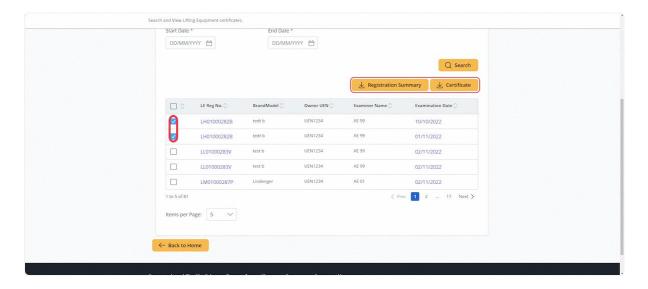


2.1.21 The user can check the entries to download the Registration Summary and Examination Certificate

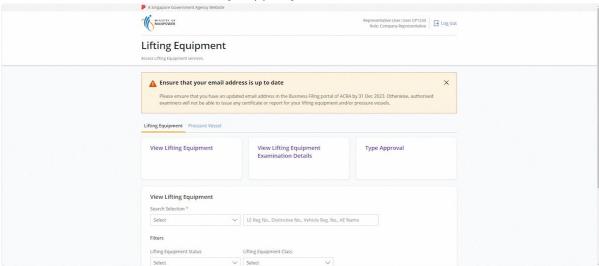
Description in details:

If more than one entry is selected, a zip file containing the documents will be downloaded.

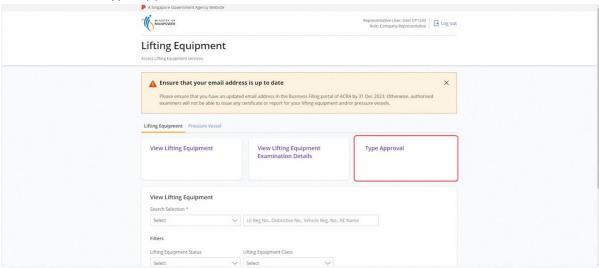
Refer to Annex B and Annex C for the Registration Summary and Examination Certificate.



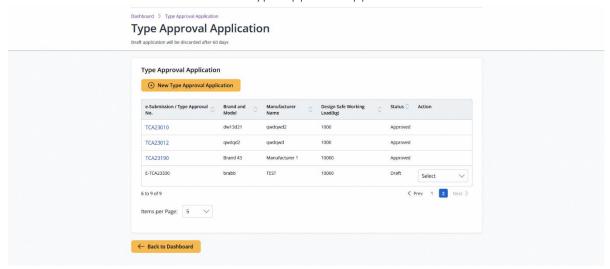
2.2.1 Access eService Dashboard [Corppass]



2.2.2 Click on Type Approval



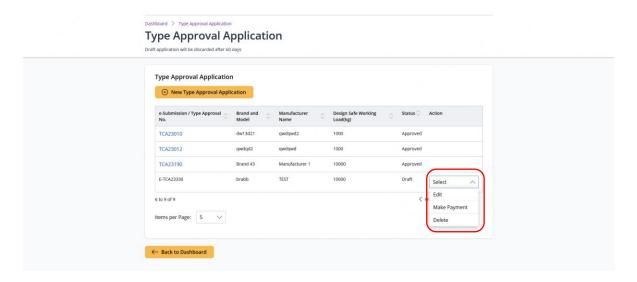
2.2.3 User will be redirected to the Type Approval Application



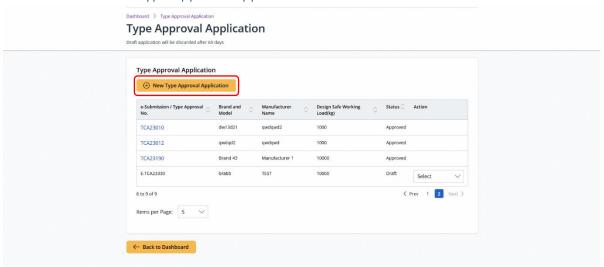
2.2.4 Click on the Action Dropdown

Description in details:

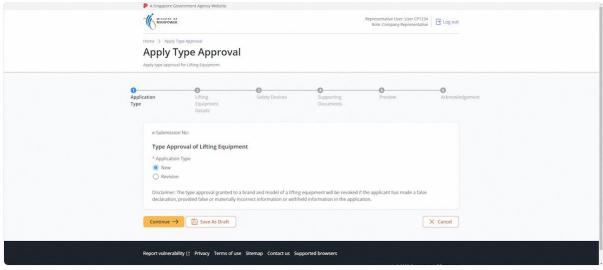
- Edit Edit the Type Approval Application
- Make Payment Make payment for the Type Approval Application
- Delete Delete the draft record



2.2.5 Click on New Type Approval Application



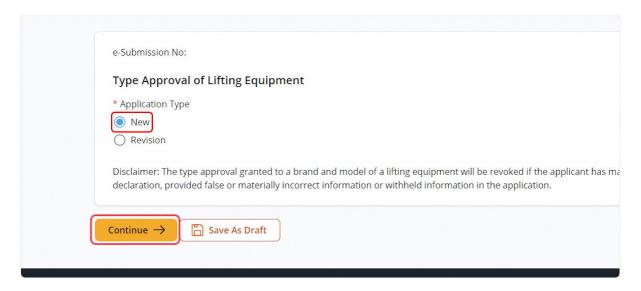
2.2.6 User will be redirected to the Application Type



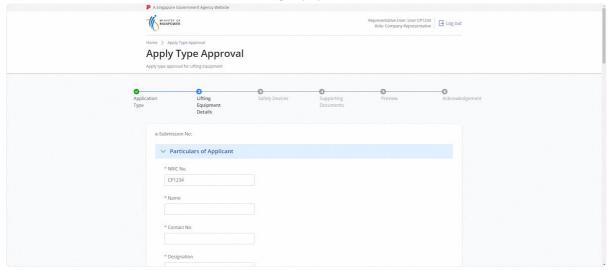
2.2.7 Select 'New' and click on Continue

Description in details:

Save as Draft - Save the application as Draft, which will be shown in the draft inbox.



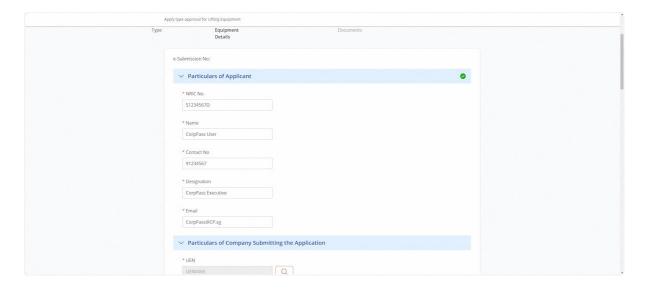
2.2.8 User will be redirected to the Lifting Equipment Details



2.2.9 Fill in the Particulars of Applicant

Description in details:

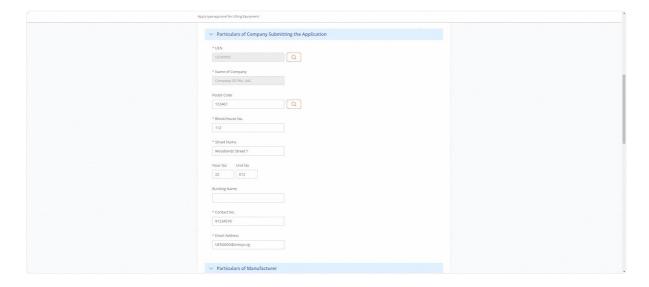
Fill in mandatory fields indicated with asterisks*.



2.2.10 Fill in the Particulars of Company Submitting the Application

Description in details:

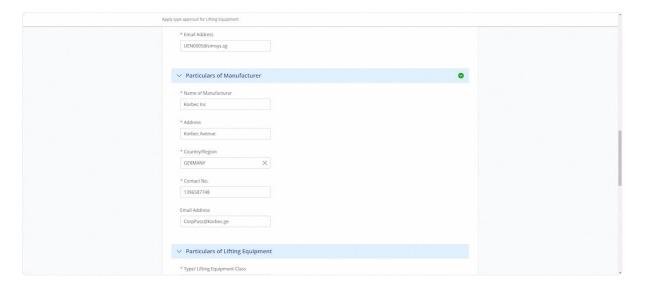
Fill in mandatory fields indicated with asterisks*.



2.2.11 Fill in the Particulars of Manufacturer

Description in details:

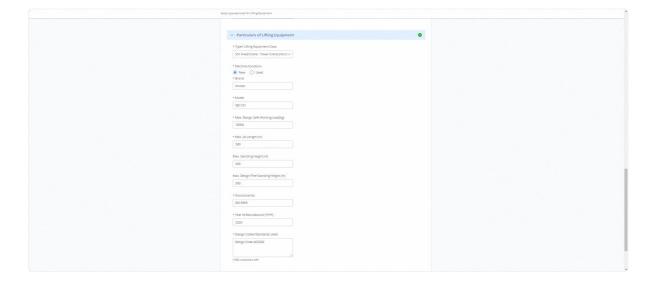
Fill in mandatory fields indicated with asterisks*.



2.2.12 Fill in the Particulars of Lifting Equipment

Description in details:

Fill in mandatory fields indicated with asterisks*.

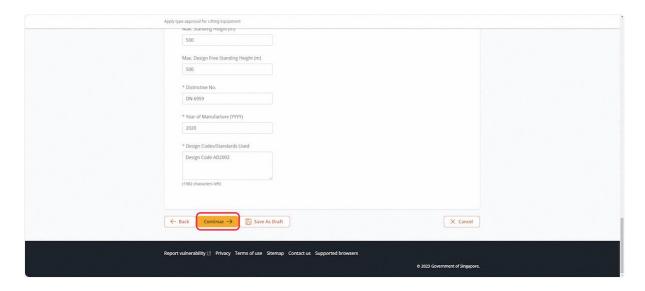


2.2.13 Click on Continue

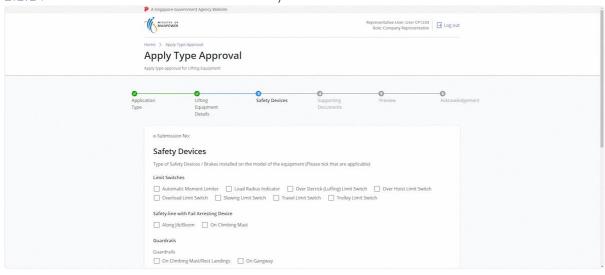
Description in details:

Back - Return to Previous Page

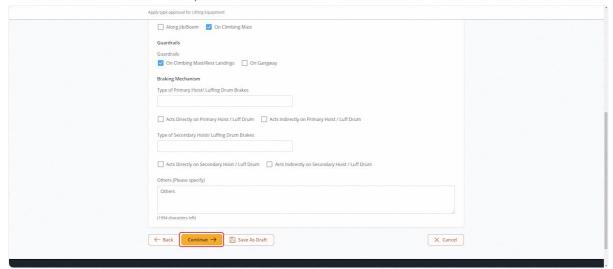
Cancel - Return to Dashboard



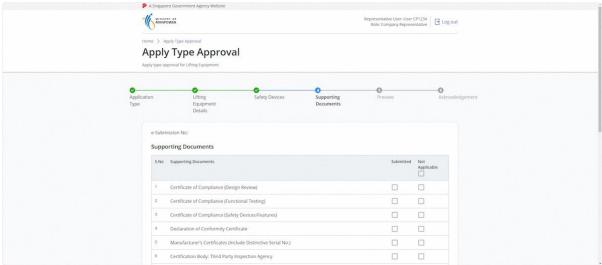
2.2.14 User will be redirected to the Safety Devices



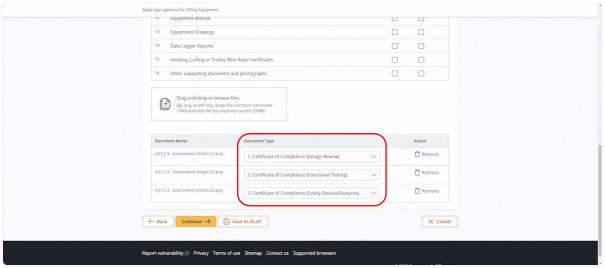
2.2.15 Fill in the information, click on Continue



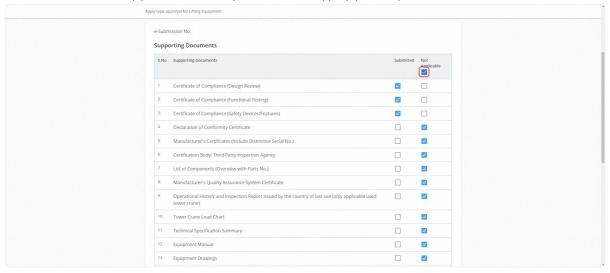
2.2.16 User will be redirected to the Supporting Documents



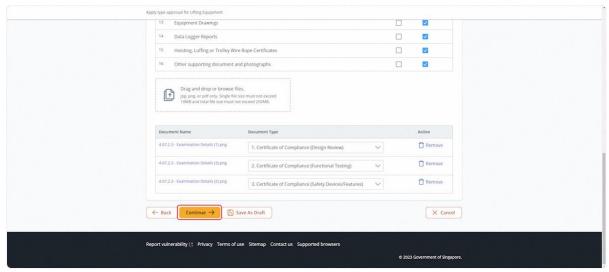
2.2.17 Upload and select the Document Type for all documents



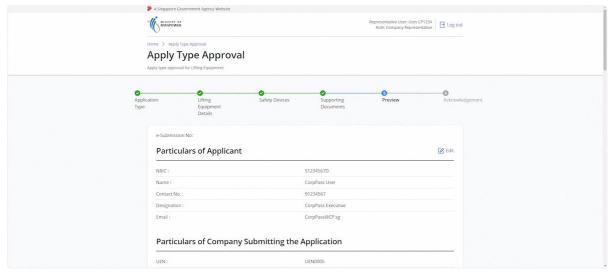
2.2.18 Check Not Applicable for any Document Type(s) not uploaded



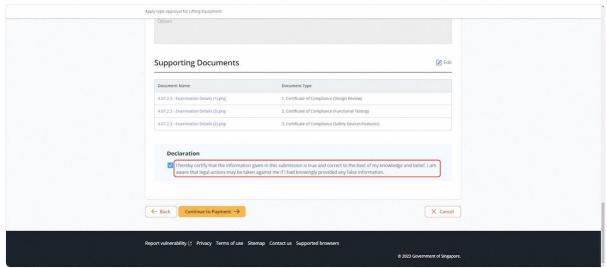
2.2.19 Click on Continue



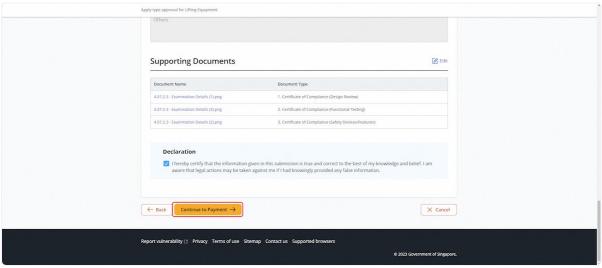
2.2.20 User will be redirected to Preview



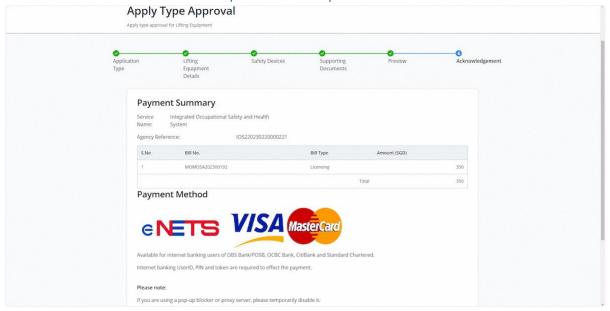
2.2.21 Check on Declaration



2.2.22 Click on Continue to Payment



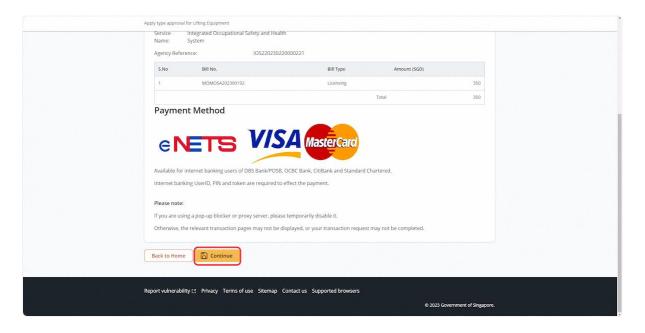
2.2.23 User is redirected to the Payment Summary



2.2.24 Click on Continue

Description in details:

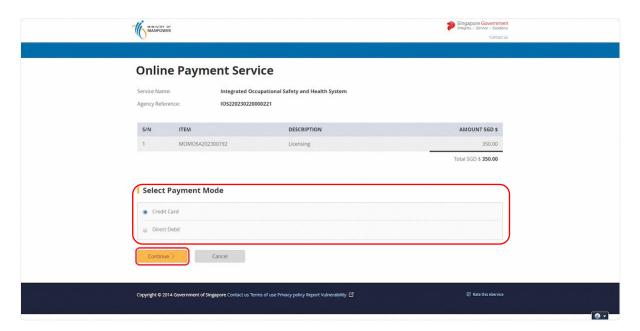
Back to Home - Return to Dashboard



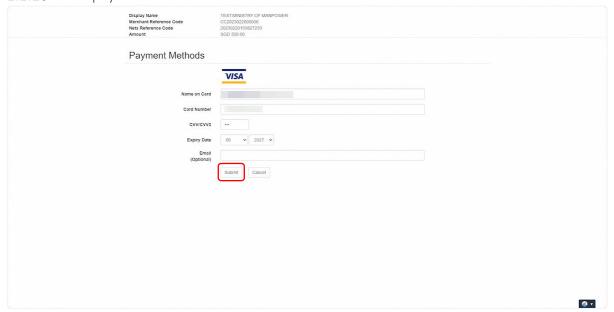
2.2.25 User is redirected to the Online Payment Service

Description in Details:

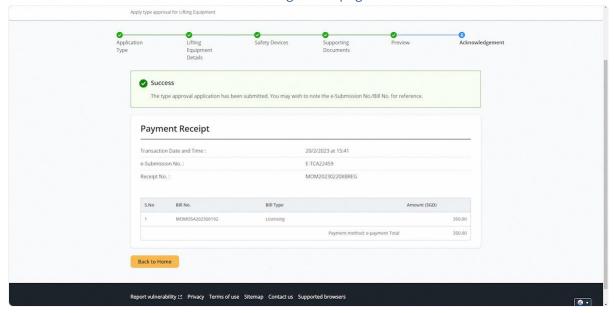
Select payment mode and click continue



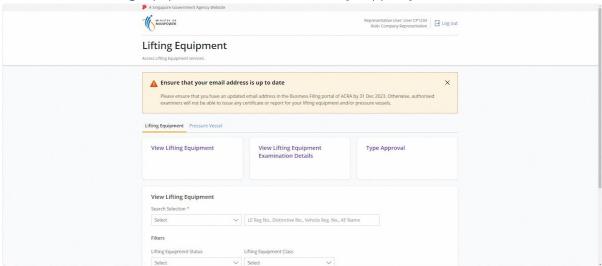
2.2.26 Fill in payment information and click submit



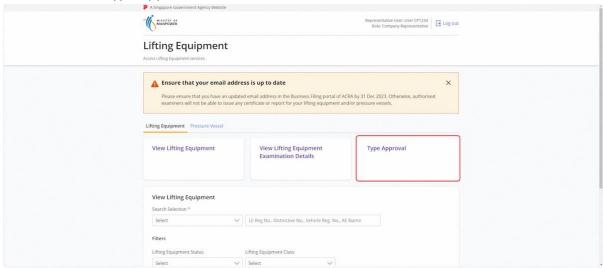
2.2.27 User is redirected to the Acknowledgement page.



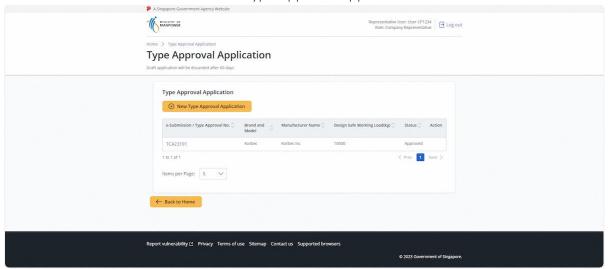
2.3.1 Access Lifting Equipment eService Dashboard [Corppass]



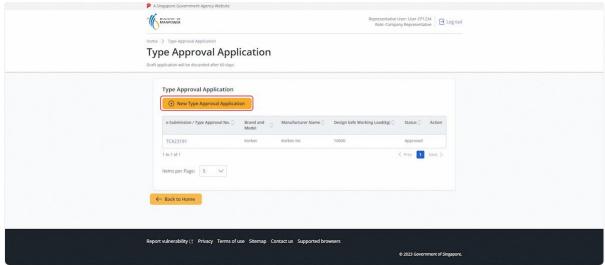
2.3.2 Click on Type Approval



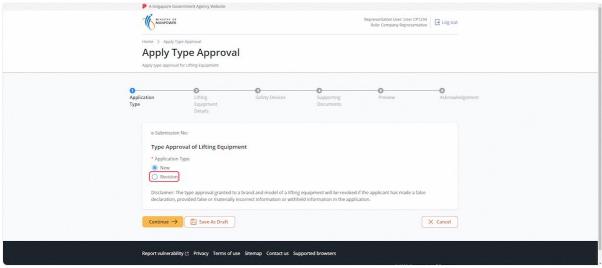
2.3.3 User will be redirected to the Type Approval Application



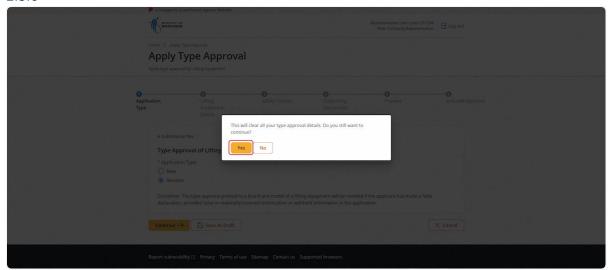
2.3.4 Click on New Type Approval Application



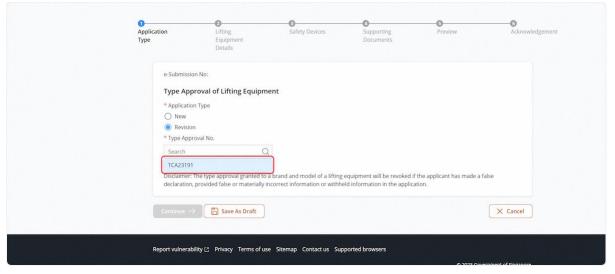
2.3.5 User will be redirected to the application type; Click on Revision



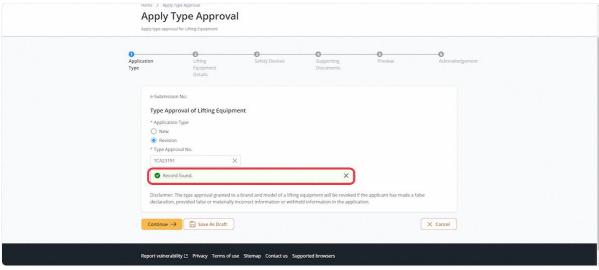
2.3.6 Click on Yes



2.3.7 Select the Type Approval No. from the dropdown list



2.3.8 Green banner message for successful retrieval of information

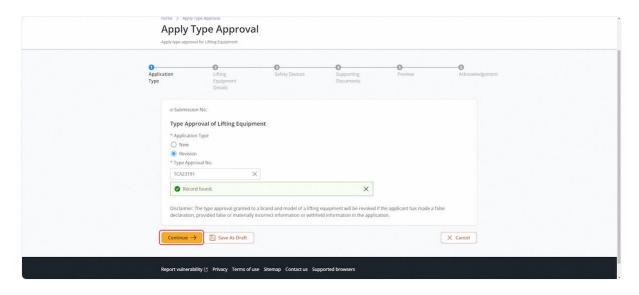


2.3.9 Click on Continue

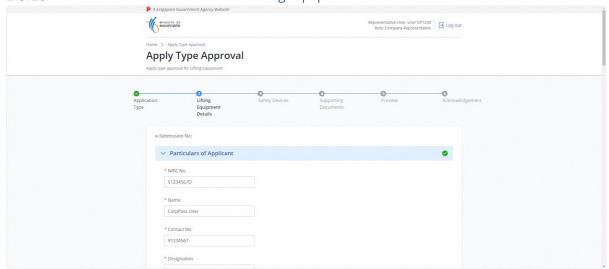
Description in details:

Save as Draft - Save the application as Draft, which will be shown in the draft inbox.

Cancel - Return to Dashboard



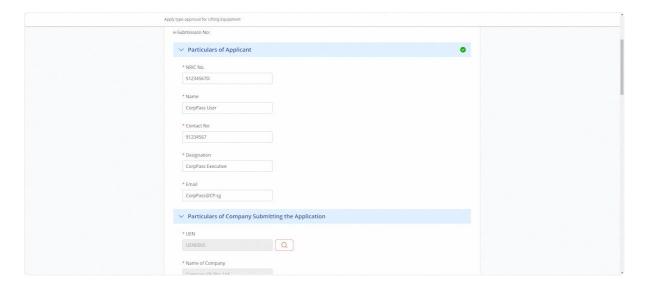
2.3.10 User will be redirected to the Lifting Equipment Details



2.3.11 Verify / Edit the populated information

Description in details:

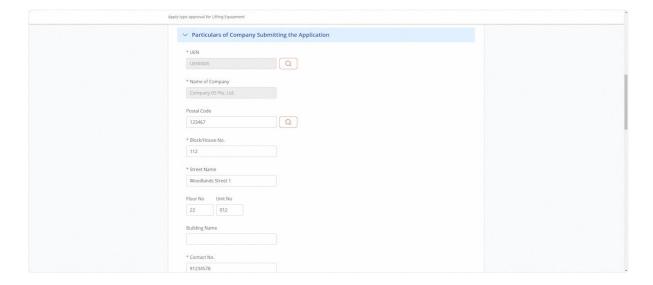
Fill in mandatory fields indicated with asterisks*



2.3.12 Verify / Edit the populated information

Description in details:

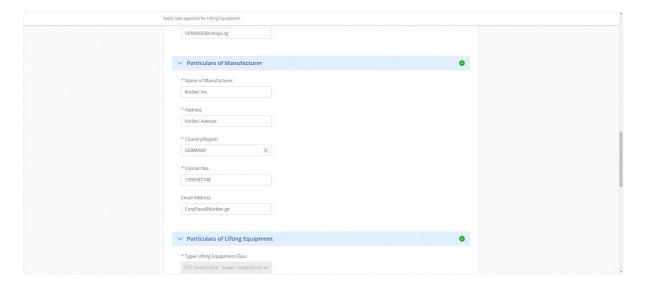
Fill in mandatory fields indicated with asterisks*



2.3.13 Verify / Edit the populated information

Description in details:

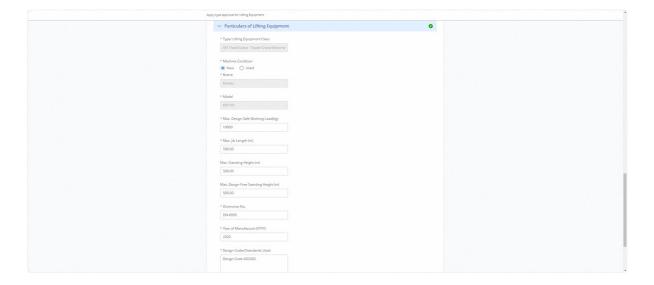
Fill in mandatory fields indicated with asterisks*



2.3.14 Verify / Edit the populated information

Description in details:

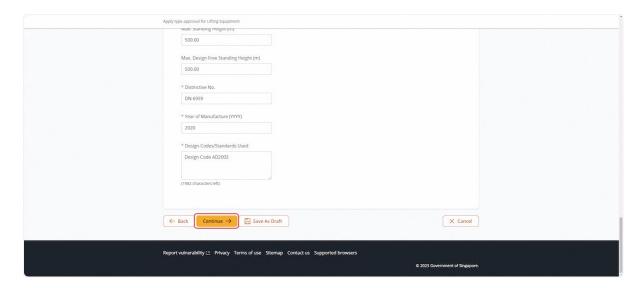
Fill in mandatory fields indicated with asterisks*



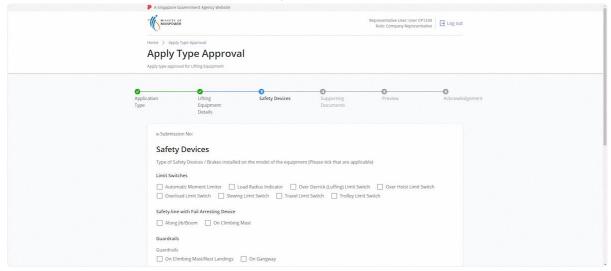
2.3.15 Click on Continue

Description in details:

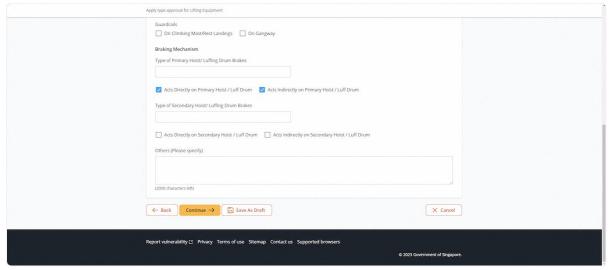
Save as Draft - Save the application as Draft, which will be shown in the draft inbox.



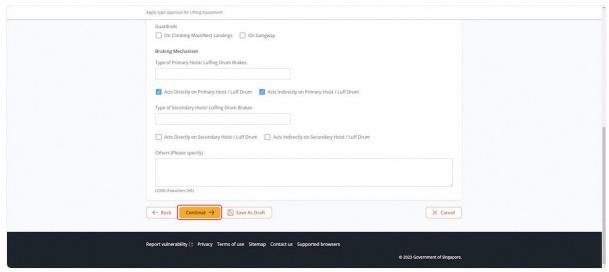
2.3.16 User will be redirected to the Safety Devices



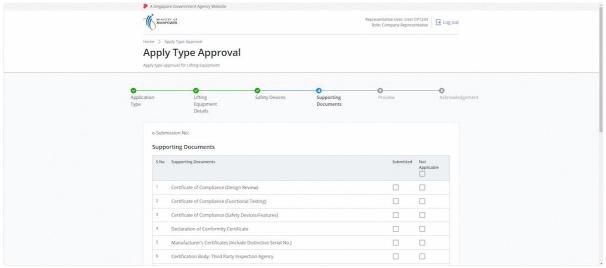
2.3.17 Fill in the applicable fields



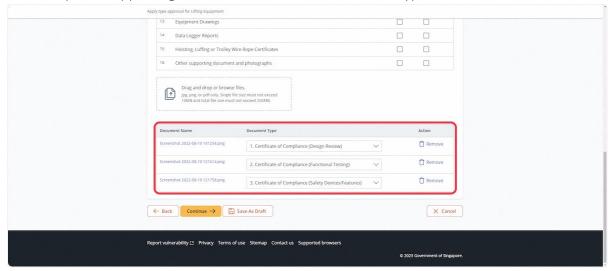
2.3.18 Click on Continue



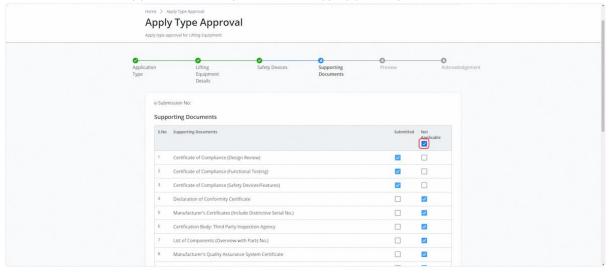
2.3.19 User will be redirected to Supporting Documents



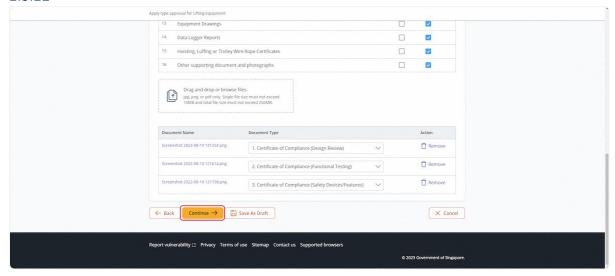
2.3.20 Upload Supporting Documents and select Document Types



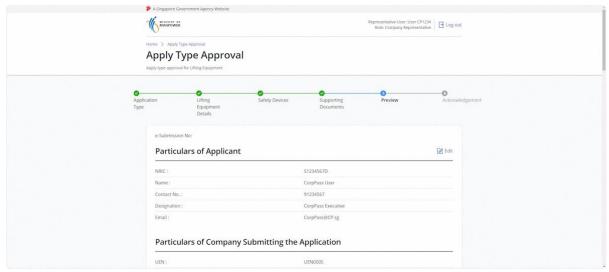
2.3.21 Check Not Applicable for any Document Type(s) not uploaded



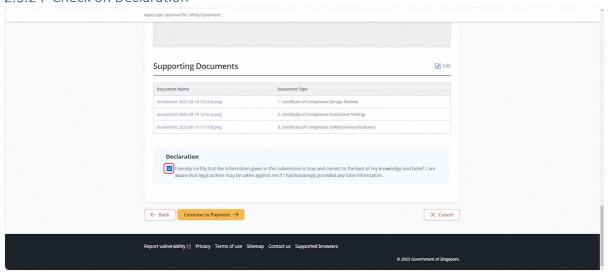
2.3.22 Click on Continue



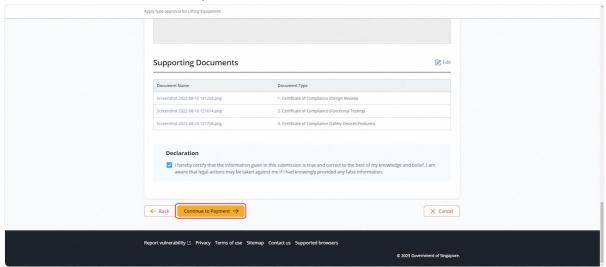
2.3.23 User will be redirected to Preview



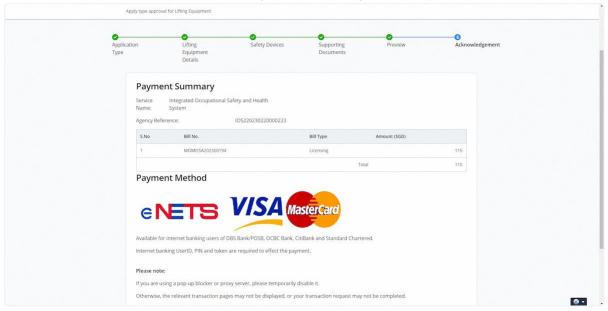
2.3.24 Check on Declaration



2.3.25 Click on Continue to Payment



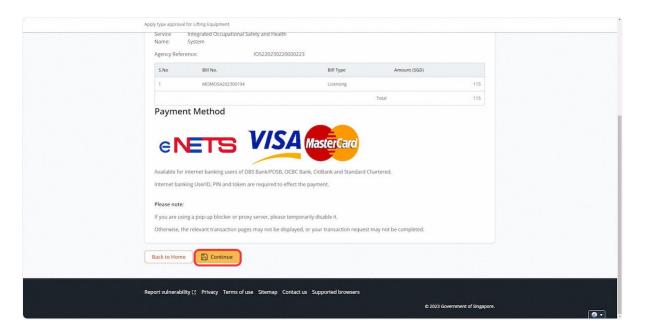
2.3.26 User will be redirected to the Payment Summary



2.3.27 Click on Continue

Description in details:

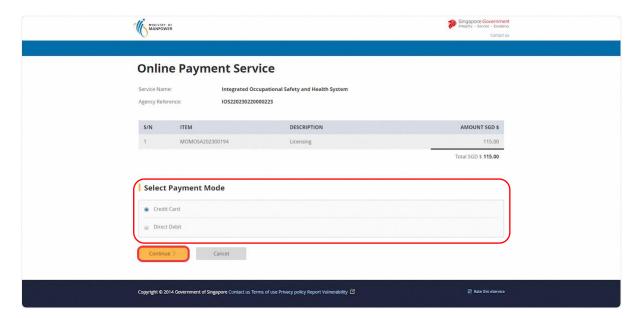
Back to Home - Return to Dashboard.



2.3.28 User will be redirected to the Online Payment Service

Description in details:

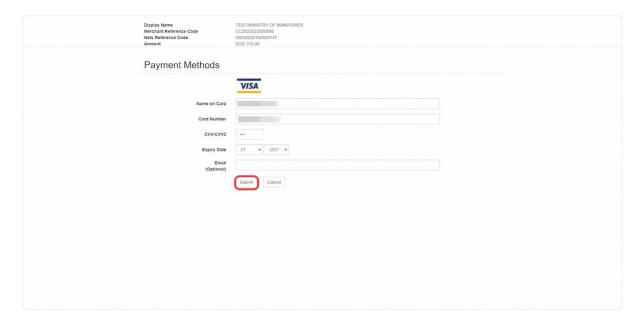
Select the payment mode and click continue.



2.3.29 User will be redirected to fill in the payment method

Description in details:

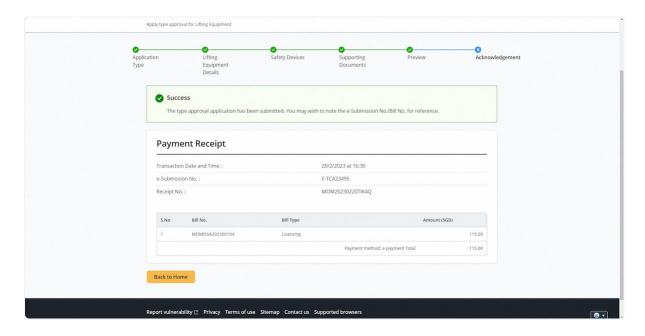
Click Submit when completed.



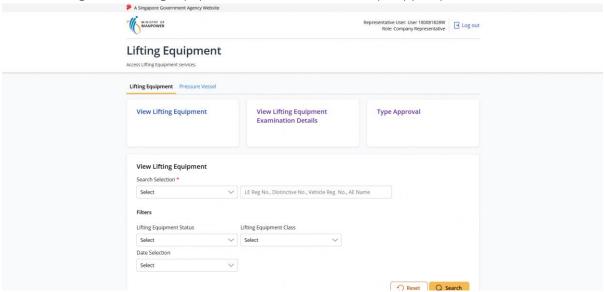
2.3.30 User will be redirected to the Acknowledgement page

Description in details:

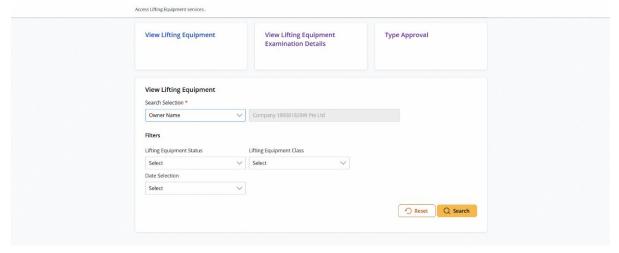
Back to Home - Return to Dashboard



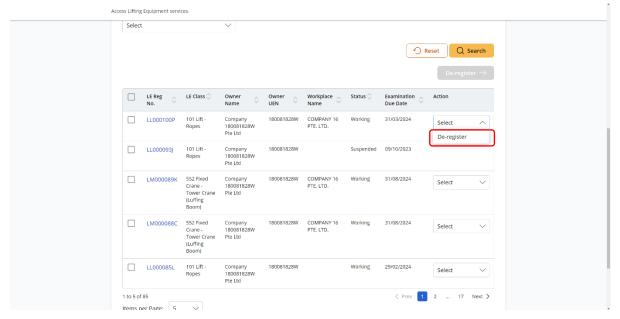
2.4.1 Navigate to Lifting Equipment eService Dashboard (Corppass)



2.4.2 Scroll down to View Lifting Equipment section and search for the lifting equipment



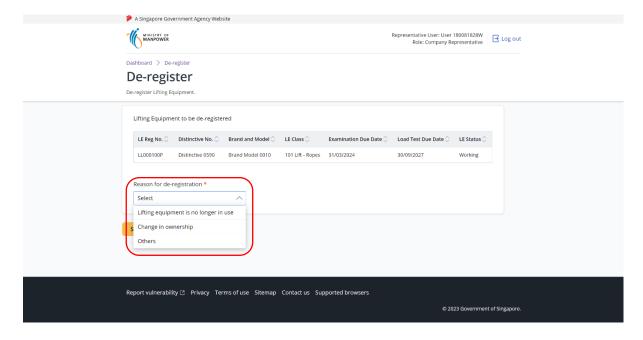
2.4.3 Select 'De-register' under the Action column of the selected lifting equipment



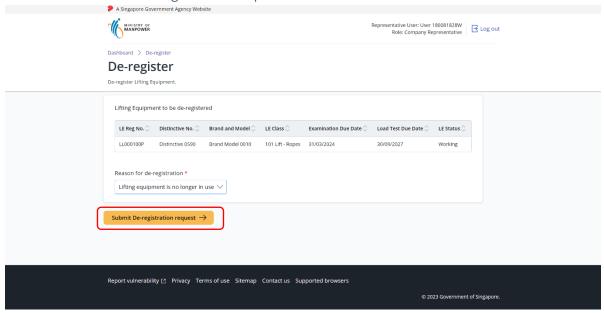
2.4.4 The user will be redirected to the De-registration module

Description in details:

Users can select the reason for de-registration.



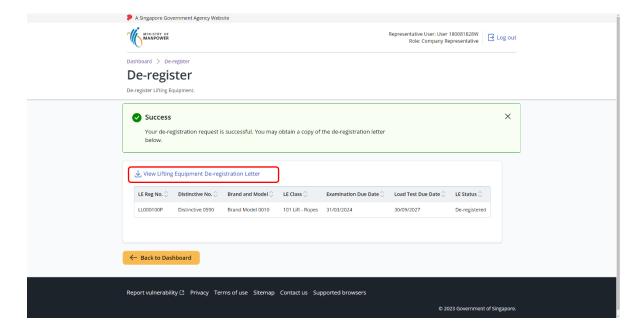
2.4.5 Click Submit De-registration request



2.4.6 User will be redirected to the Acknowledgement page.

Description in details:

Click on "View Lifting Equipment De-registration Letter" link to download the PDF copy.



2.4.7 (iOSH 2.0 Enhancement) De-registration letter



3.1 Annex A (List of Enhancements for iOSH 2.0)

- Single logon to access both Lifting Equipment and Pressure Vessel eService modules Users will only need to can access and toggle between the Lifting Equipment and Pressure Vessel tabs;
- Digital signing of certificates and reports All certificates generated for statutory equipment
 are digitally signed during the process of submission of examination records by Authorised
 Examiners. Hence, Authorised Examiners will not need to stamp or insert their wet-ink
 signatures on digitally signed certificates and reports. Please note that the submission is
 completed and the examination record is validated only after the certificates and reports have
 been digitally signed. Authorised Examiners can download and provide owners with the digitally
 signed copies of the examination certificates and reports;
- Draft certificate of test and examination, report of examination and certificate of extension –
 A draft copy of the certificate of test and examination, report of examination and extension
 certificate could be downloaded by Authorised Examiners before submitting and digitally signing
 the certificate or report. These draft copies are made available for the sole purpose of
 facilitating information verification;
- **Past examination records** Authorised Examiners will be able to view details of historical examination records:
- Updating of registration and examination records within 28 days of registration or
 examination date Most data fields in the registration record (except for owner and workplace
 details, registration number, and Lifting Equipment and Pressure Vessel class) and examination
 record will be made editable by Authorised Examiners, within 28 days from the registration or
 examination date;
- Restricting Upgrading of Maximum Safe Working Load Authorised Examiners would be provided with an option to restrict the upgrading of maximum safe working load of Lifting equipment(s) in subsequent examinations based on technical and professional judgement during examinations:
- Additional and mandatory data fields Lifting Equipment particulars such as brand and model
 of data logger and stability control system, and Pressure Vessel particulars such as design code
 and the manner in which water is fed into steam boilers is mandatory for input. Authorised
 Examiners will be prompted to enter the information when submitting the next examination
 record if such information in existing records are unavailable, with "Design Code (Sub)" referring
 to the specific section or division of the main design code; and
- Mandatory documents Validation checks are incorporated to ensure that all mandatory document types are uploaded before submission.

• Registration Summary with QR code

A new document "Registration Summary", showing key details of the Lifting Equipment and Pressure Vessel will be introduced. This document can be downloaded by owners upon logging in to iOSH 2.0. The Registration Summary shall be printed in any size depending on practicality and owner's preference, and affixed onto the Lifting Equipment or Pressure Vessel as a form of identification. With this, "silver stickers" traditionally used to fulfil such purpose will no longer be required. The Registration Summary includes a QR code that is unique to each Lifting Equipment and Pressure Vessel. Upon scanning the QR code with any internet-enabled device, further details of the Lifting Equipment or Pressure Vessel and its live registration status would be provided without the need for any login.



3.2 Annex B (Registration Summary)

3.2.1 Registration Summary

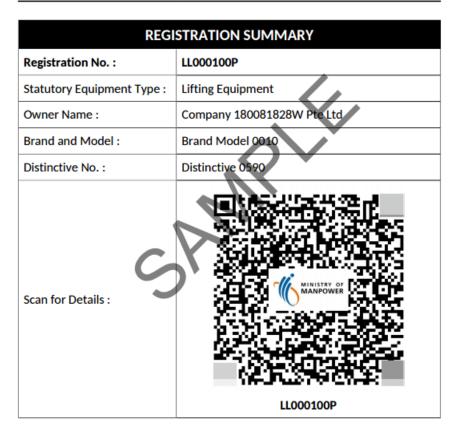
Description in details:

Scan the QR code to access the Registration Status of Statutory Equipment page.



Occupational Safety and Health Division

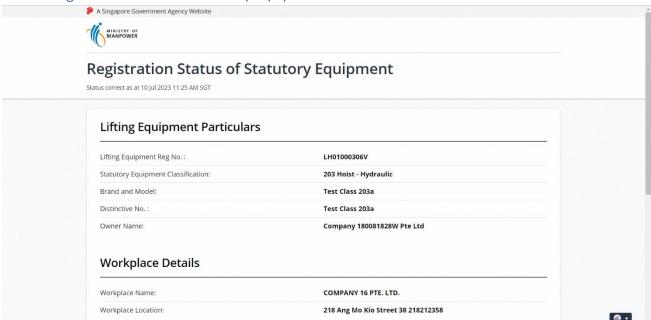
Registration of Statutory Equipment



This is a computer-generated document that requires no signature.

 $Contact\ MOM\ at\ 6438\ 5122\ or\ mom_oshd @mom.gov.sg\ for\ any\ clarification\ or\ feedback.$

3.2.2 Registration Status of Statutory Equipment



3.3 Annex C (Certificate of Test/Thorough Visual Examination of Lifting Equipment)

3.3.1 Examination Certificate



WORKPLACE SAFETY AND HEALTH ACT

CERTIFICATE OF TEST/THOROUGH VISUAL EXAMINATION OF LIFTING EQUIPMENT (LE)*

LE Registration No. : LL000059L UEN of Owner : 180081828W Workplace No. :

Workplace Occupier and Location of Lifting Equipment
At various locations

Type and Description of Lifting Equipment	103 Lift - Hydraulic		Classification Code		: 103
Brand and Model	: BM 9349	Distinctive No.**	:	DNo9 9843	1
Country/Region of Manufacture	: Singapore	Year of Manufactur	re :	2020	
Source of Power	: Diesel Engine	First Registration [Date :	04/09/2023	
Max. Safe Working Load	: 111 kg	Max. Boom Length	/Span :		
Owners' Reference/Vehicle Registration No.	£	Length of Fly Jib/Extension			

Particulars of Last Load Test	5				_	
Date of Load Test : 04/09/2023			Maximum Te	st Load : 111 kg		11.
	(1)	(2)	(3)	(4)	(5)	(6)
Radius (m) :	100.00	100.00				
Test Load (kg):	100	100				
Safe Working Load (kg):	100	100		_		

Comments/Observations	- 1/1	
fewfwef	" MI.	

I certify that on 04/09/2023 the lifting equipment described in this certificate was examined thoroughly by me, as far as its construction permits, and that the above is a true report of my examination.

I further certify that the lifting equipment is found to be in compliance with the requirements stipulated in the Workplace Safety and Health Act and its subsidiary legislations, and is safe for use.

Expiry Date of Certificate	Date of Print of Certificate	Authorised Examiner's Name	Signature of Authorised Examiner
03/03/2024	04/09/2023	AE 02	Digitally signed by AE 02 04 Sep 2023, 02:28:46 PM SGT

^{*} Lifting Equipment refers to lifting gear, lifting appliance, lifting machine, lift and hoist as defined under the Workplace Safety and Health (General Provisions) Regulations.

This certificate is digitally signed and current status of LE is verifiable through the QR code.



Regulations.
** Distinctive No. refers to the identification or serial number assigned to the equipment by the manufacturer.