

MOM WSH eServices

User Guide – Submit SS651 Audit Finding Report (SysSASS) eServices

Version 2.3

REVISION HISTORY

Version	Effective Date	SUMMARY OF CHANGES	Remarks
1.0	05/02/2015		
2.0	05/06/2015		
2.1	14/12/2017	Revised guide document of SysSASS eServices.	
2.2	31/08/2018	Remove SingPass login with CorpPass User Login	Enhance Login
2.3	11/03/2022	Revised guide document to replace SS506 part 3 with SS651	

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1. SUBMIT SS651 AUDIT FINDINGS REPORT (SysSASS) eServices

1.1 Steps to access SysSASS eServices.

1.1.1 Go to <u>www.mom.gov.sg</u>. Fill in 'SS651 AUDIT' and Click on [Submit Audit Findings] (Figure 1) the search box, and then click [Search] button (Figure 1).

https://w	www.mom	.gov.sg							Ð	6	Ui	•
Chemical	accident	🗅 Chemwatch - Log	in 🌠 C&L Inventory	- EC 🎦 DC Bootcamp 2021.	. 🚯 Data Science Conn	DEUROPA - MINERV	🌔 GeoSpace Map Vie	🔲 Document informat	🕒 ISO Electronic Appli	💿 Licence	ne Intranet	:
;	🤌 A S	Singapore Go	vernment Age	ncy Website								
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		E Pa	ge 🕻	Submit an → What is SS6	5 S651 audit 51	>			Î	_		
		🔳 Pa	ge	Submit a Co	onSASS audit							
		~			F	igure 1						

1.1.2 Click the hyperlink on [Submit an SS651 Part 3 audit] (Figure 2).



Submit an SS651 audit

Certain companies need to submit their workplace's safety and health management system (<u>SHMS</u>) audit findings based on SS651.

At a glance Who are those companies Factory that processes or manufactures petroleum, petroleum products, petrochemicals or petrochemic products.

companies	petroleum products, petrochemicals or petrochemical products.
	 Premises that stores toxic or flammable liquids at a storage capacity of 5,000 or more cubic metres.
	 Factory manufacturing fluorine, chlorine, hydrogen fluoride, carbon monoxide and synthetic polymers.
	 Factory manufacturing pharmaceutical products or their intermediates.
	Factory manufacturing semiconductor wafers.
Who can submit	Company eService userApproved personnel of Workplace Safety and Health
	Auditing Organisation
When to submit	Every 24 months
Related eServices	Submit and retrieve SS651 audit

Figure 2

1.1.3 You will then be redirected to [Submit and retrieve SS651 Audit] landing page, and then click [Log in to WSH eServices] button (Figure 3).



1.1.4 You will be redirected to [CorpPASS] page (Figure 4).

Corp Pass Corr	A A Contact Us Feedback Sitemap FAQ
Is your business CorpPass-ready? From 1 Sep 2018, business entities can ONLY use CorpPass to log in to gov agencies such as CPF, IRAS and MOM, to prevent disruption to your busine	ernment digital services. Set up your access now to transact with ss flow.
Log in with C	CorpPass
UEN/ENTITY ID	Ø
CORPPASS ID	Ø
Password	Ø
Remember Entity ID	٥
Forgot <u>Entity / CorpPass ID</u> or <u>Pa</u>	Login ▶
Don't have a CorpP Get Start	ed
Privacy Statement Terms of Use Rate this Website	Last updated on 5 August 2018 © 2018 Government of Singapore
	Figure 4

Note:

Using Auditor login (registered as CorpPass User) will see all ConSASS report's status in Draft, Submitted, and Rejected for resubmissions for his/her auditors under the WSHAO.

Using WSHAO login (registered as WSHAO's UEN CorpPass Admin) will see all ConSASS report's status in Draft, Submitted, and Rejected for resubmissions for all auditors under the WSHAO.

Using Occupier login (registered as Occupier's UEN CorpPass User or CorpPass Admin) will see all ConSASS Drafts and Submissions made for the Occupier.

1.2 eService Login

1.2.1 Auditor Dashboard.

- 1.2.1.1 You will be redirected to [CorpPASS] page (Figure 5).
- 1.2.1.2 Fill in [UEN/ENTITY ID], [CORPPASS ID] and [Password], and then click [Login] button (Figure 5).

Note:

Using Auditor login (registered as CorpPass User) will see all ConSass report's status in Draft, Submitted, and Rejected for resubmissions for his/her auditors under the WSHAO.

Corprass		A A Contact Us Feedback Sitemap FAQ
Is your business CorpPass-ready? From 1 Sep 2018, business entities can ONLY agencies such as CPF, IRAS and MOM, to pre	use CorpPass to log in to government digital services event disruption to your business flow.	. Set up your access now to transact with
	Log in with CorpPass	
UEI	WENTITY ID	Ø
CO	RPPASS ID	0
Pas	sword	Ø
	member Entity ID	0
Forgo	t <u>Entity / CorpPass ID</u> or <u>Password</u> Cancel Login •	
	Don't have a CorpPass Account? Get Started	
Privacy Statement Terms of Use Rate this Website		Last updated on 5 August 2018 © 2018 Government of Singapore

Figure 5

Submit SS651 Audit Findings Report (SysSASS) eServices

Version 2.3

1.2.1.3 User will be navigated to [Auditor Dashboard] if Auditor logins (Figure 6).

MINISTRY OF MANPOWER	Singapore Government Integrity - Service - Excellence Sitemap Contact us		
			xiuhua 🔿 Logout
			Greate report
Q Use search filters for	or faster results		~
UEN	Workplace No.	Occupier Name	
Workplace Address	Postal Code		
O Draft O Rejected	O Submitted		

Draft Submissions List

43 items | Page 1 2 3 4 5 > >

SNo.	Report Reference No.	UEN	Workplace No.	Occupier Name	Report Type	Action
1	1656	00022100K	00022100K0001	A Y ABDUL RAHIMAN	SYSTEM_SAFETY	EDIT
2	1655	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
3	1637	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
4	1576	199508859K	199508859K0001	A & G INDUSTRIAL GAS TRADING PTE LTD	SYSTEM_SAFETY	EDIT
5	1572	198901084M	198901084M0001	A & B FILMS PTE LTD	SYSTEM_SAFETY	EDIT

Rejected Reports for Resubmission

1 items |Page 1

SNo.	Report Reference No.	Workplace No.	Occupier Name	Report Type	Action
1	1069	198104180D0003	TUNG HAI RESTAURANT PTE LTD	SYSTEM_SAFETY	EDIT

Submitted Reports List

16 items | Page 1 2 3 4 > >

SNo.	Report Reference No.	Workplace No.	Occupier Name	Workplace Address	Application Status
1	1740	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	PENDING
2	1738	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	ACCEPTED
3	1669	39005400C0002	K & A PACKAGING INDUSTRIES	55 AYER RAJAH CRESCENT,# 02-25/26	ACCEPTED
4	1650	198901084M0001	A & B FILMS PTE LTD	5 KIM CHUAN TERRACE	PENDING
5	1649	00022100K0001	A Y ABDUL RAHIMAN	5 ANG MO KIO STREET 62 #- NCS HUB SINGAPORE 569141	PENDING

Figure 6

1.2.2 WSHAO and Occupier Representative Dashboard

- 1.2.2.1 You will be redirected to [CorpPass] page (Figure 7).
- 1.2.2.2 Fill in [UEN/ENTITY ID], [CORPPASS ID] and [Password], and then click [Login] button (Figure 7).

Note:

Using WSHAO login (registered as WSHAO's UEN CorpPASS Admin) will see all ConSASS report's status in Draft, Submitted, and Rejected for resubmissions for all auditors under the WSHAO.

Singapore Corporate Access Pass Data		Singapore Government Integrity - Service - Excellence A A Contact Us Feedback Sitemap FAQ
Is your business CorpPass- From 1 Sep 2018, business entities o agencies such as CPF, IRAS and MC	eady? an ONLY use CorpPass to log in to government digital s M, to prevent disruption to your business flow.	ervices. Set up your access now to transact with
	Log in with CorpPa	SS
	UEN/ENTITY ID	Ø
	CORPPASS ID	Ø
	Password	Ø
	Remember Entity ID	Ø
	Forgot Entity / CorpPass ID or Password	
	Cancel Login >	l
	Don't have a CorpPass Account? Get Started	
Privacy Statement Terms of Use Rate this V	Nebsite	Last updated on 5 August 2018 © 2018 Government of Singapore

Figure 7

1.2.2.3 For WSHAO login the system will be navigated to [Auditor Dashboard] (Figure 8).

	Singapore Government Integrity - Service - Excellence Sitemap Contact us		
分 System Safety Audit Scoring System			xiuhua 🔿 Logout
			Greate report
Q Use search filters	for faster results		~
UEN	Workplace No.	Occupier Name	
Workplace Address	Postal Code		
O Draft O Rejected	O Submitted		

Draft Submissions List

43 items | Page 1 2 3 4 5 > >

SNo.	Report Reference No.	UEN	Workplace No.	Occupier Name	Report Type	Action
1	1656	00022100K	00022100K0001	A Y ABDUL RAHIMAN	SYSTEM_SAFETY	EDIT
2	1655	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
3	1637	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
4	1576	199508859K	199508859K0001	A & G INDUSTRIAL GAS TRADING PTE LTD	SYSTEM_SAFETY	EDIT
5	1572	198901084M	198901084M0001	A & B FILMS PTE LTD	SYSTEM_SAFETY	EDIT

Rejected Reports for Resubmission

				1 it	ems Page 1
SNo.	Report Reference No.	Workplace No.	Occupier Name	Report Type	Action
1	1069	198104180D0003	TUNG HAI RESTAURANT PTE LTD	SYSTEM_SAFETY	EDIT

Submitted Reports List

				16 items	s Page 1 2 3 4 > >
SNo.	Report Reference No.	Workplace No.	Occupier Name	Workplace Address	Application Status
1	1740	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	PENDING
2	1738	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	ACCEPTED
3	1669	39005400C0002	K & A PACKAGING INDUSTRIES	55 AYER RAJAH CRESCENT,# 02-25/26	ACCEPTED
4	1650	198901084M0001	A & B FILMS PTE LTD	5 KIM CHUAN TERRACE	PENDING
5	1649	00022100K0001	A Y ABDUL RAHIMAN	5 ANG MO KIO STREET 62 #- NCS HUB SINGAPORE 569141	PENDING

Figure 8

1.2.2.4 For Occupier Representative Login the system will be navigated to [Auditor Dashboard] (Figure 9).

Note:

ht © 2017 G

Using Occupier login (registered as Occupier's UEN CorpPASS User or CorpPASS Admin) will see all ConSASS Drafts and Submissions made for the Occupier.

☆ System Safety Audit Scoring System			xiuhua 🕀 Logout
			① Create report
Q Use search filters for	r faster results		^
UEN	Workplace No.	Occupier Name	
Workplace Address	Postal Code		
• Draft • Rejected	Submitted		
Q Search			

Draft Submissions List

43 items | Page 1 2 3 4 5 > >

SNo.	Report Reference No.	UEN	Workplace No.	Occupier Name	Report Type	Action
1	1656	00022100K	00022100K0001	A Y ABDUL RAHIMAN	SYSTEM_SAFETY	EDIT
2	1655	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
3	1637	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
4	1576	199508859K	199508859K0001	A & G INDUSTRIAL GAS TRADING PTE LTD	SYSTEM_SAFETY	EDIT
5	1572	198901084M	198901084M0001	A & B FILMS PTE LTD	SYSTEM_SAFETY	EDIT

Rejected Reports for Resubmission

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SNo.	Report Reference No.	Workplace No.	Occupier Name	Report Type	Action
1	1069	198104180D0003	TUNG HAI RESTAURANT PTE LTD	SYSTEM_SAFETY	EDIT

Submitted Reports List

16 items | Page 1 2 3 4 > >

	SNo.	Report Reference No.	Workplace No.	Occupier Name	Workplace Address	Application Status
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	2	1738	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	ACCEPTED
	3	1669	39005400C0002	K & A PACKAGING INDUSTRIES	55 AYER RAJAH CRESCENT,# 02-25/26	ACCEPTED
	4	1650	198901084M0001	A & B FILMS PTE LTD	5 KIM CHUAN TERRACE	PENDING
	5	1649	00022100K0001	A Y ABDUL RAHIMAN	5 ANG MO KIO STREET 62 #- NCS HUB SINGAPORE 569141	PENDING
right (0 2017 Gover	nment of Singapore Contact us Ter	ms of use Privacy policy			

Figure 9

1.3 Create Report.

1.3.1 Click [Create Report] to submit new report (Figure 10).

MINISTRY OF	Singapore Government Integrity - Service - Excellence Sitemap Contact us		
습 System Safety Audit Scoring System			xiuhua 🔿 Logout
			© Create report
Q Use search filters	for faster results		~
UEN	Workplace No.	Occupier Name	
Workplace Address	Postal Code		
O Draft O Rejected	O Submitted		

Figure 10

1.3.2 Filter the Workplace using UEN or Workplace No. or Occupier Name or Workplace Address or Postal Code (Figure 11)

MINISTRY OF MANPOWER		Singapore Government Integrity - Service - Excellence Sitemap Contact us
ជ	System Safety Audit Scoring System	TESTER OLogout

SS506 Part 1/Part 3 Audit Finding Submission Workplace List

Q Use Search filters fo	or faster results		^
Workplace Address	Postal Code	Occupier Name	
Q Search			

Figure 11

1.3.3 Click on [Workplace No] link to start submitting the report (Figure 12)

MINISTRY OF MANPOWER		Singapore Government Integrity - Service - Excellence Sitemap Contact us
ណ	System Safety Audit Scoring System	TESTER OLogout

SS506 Part 1/Part 3 Audit Finding Submission Workplace List

Q	Use Search	n filters for faster resul Workplace No. 198901084MC	ts 0001	Occupier Name	^
Workplac	ce Address	Postal Code			
					1 items Page 1
SNo.	UEN	Workplace No.	Occupier Name	Workplace Address	
1	198901084M	(198901084M0001)	A & B FILMS PTE LTD	5 KIM CHUAN TERRACE	

Figure 12

System Safety Audit Sc	oring System			TESTER တိLo
0	2	3	4	5
Workplace Details	Auditors Details	Audit Scoring Details	Preview & declare	Acknowledgement
Workplace Details				
ccupier Name:	A & B FILMS PTE LTD			
EN:	198901084M			
ilC:	32504			
orkplace Name:	108463_Fty_Name			
o.of Workplaces:	4			
orkplace Address:	5 KIM CHUAN TERRACE			
orkplace No.:	198901084M0001			
orkplace Representative:	382139_Name			
ntact No.:	91634316			
x No.:	65918380			

1.3.4 Click the button [Continue] system will load the workplace details (Figure 13).



1.3.5 Provide the Occupier/Workplace Contact details and Auditors Details and Click the button on [Continue] (Figure 14).

MINISTRY OF MANPOWER				Singapore Government Integrity - Service - Excellence Sitemap Contact us
☆ System Safety Audit	Scoring System			TESTER OLogout
System Safe	ety Audit Scor	ring System		
Workplace Details	2 Auditors Details	3 Audit Scoring Details	4 Preview & declare	5 Acknowledgement
Occupier/Workplace Cont	tact Details			
Occupier/Workplace Contact	Person			
* Occupier Contact Person				
Mobile No				
* 98765432				
Email				
* WORKPLACE@OCCUPIER.	COM			

Lead Auditor		
Auditor Name * LEAD AUDITOR		
NRIC/FIN No. * \$1234567D		
Mobile No * 87654321		
Email * AUDITOR@AUDIT.COM		
Audit Date		
Auditor 1		
Auditor Name		
NRIC/FIN No.		
Mobile No		
Email		
Add ⊕		
Back Continue Save /	As Draft	× Cancel

Figure 14

1.3.6 Provide the Scorecard entries (Figure 15)

☆ System Safety Audit Scoring System eServices	OLogout
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System Safety Audit Scoring System

Vorkplace Detail	Is Auditors Details Audit Scoring Details	4 Preview & declare		Ackn	5 owledgement
Audit Det	ails				
Element No	System Element	Band I	Band II	Band III	Band IV
1	OSH Policy				
2	Planning for hazard identification, risk assessment and risk control	0	0.	.0	(R)
3	Legal and other requirements				
4	Objectives	0	0	0	0
5	OSH Management Programme(s)				
6	Structure and responsibility	0	0	0	0
7	Training, awareness and competence				
8	Consultation and communication	30	0	-0	0
9	Documentation				
10	Document and data control	0	0		(R.)
11	Operational control				
12	Emergency preparedness and response	0	0	0	0
13	Performance measurement and monitoring				
14	Accidents, incidents, non-conformances and corrective and preventive action	0	ø	0	0
15	Records and records management				
16	Audit	30	0	.0	0
17	Management review				

Check here to skip score card entries

Figure 15

1.3.7 Upload supporting documents followed by click on [Continue button].

	ct a file from your computer uments uploading should be less than 2MB	
Back Continue >	🖾 Save As Draft	× Cancel
	Figure 16	

Open	A COMPANY AND			X
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Organize 👻 New folder				= • 🔟 🔞
☆ Favorites	Name	D	ate modified	Туре
Nesktop	Final Audit Report.docx	8/	22/2017 9:47 AM	Microsoft Word D,
 Recent Places Libraries Documents Music Pictures Subversion Videos 				
🖳 Computer				
🏭 Windows (C:) 🔹 🔹		m		
File nan	Final Audit Report.docx		All Files Open 🛛	Cancel

Figure 17

Select the Document Type as [SHMS Documents] if you are submitting SS651 findings report as shown in Figure 18.

下	Select a file from your computer Documents uploading should be less th	han 2MB	
Document Name	Doc	ument Type	Action XRemove
	G	Select >	
Back Contin	e > Bave As Draft Si	HMS Documents upporting Documents	× Cancel



Click on [Continue] button, (Figure 19)

	ents uploading should be less	s than 2MB		
ument Name	D	ocument Type		Action
Audit Report.docx	SI	HMS Documents		- ×Remove
Continue	Save As Draft	uro 19		X Ca
	ı ıg	ule 19		
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System Safety Audit Sco	ring System			TESTER OLog
System Safety Audit Sco	ring System Y Audit Repoi	rt		TESTER OLogout
System Safety Audit Sco Ystem Safet	ring System y Audit Repoi	rt	0	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details	ring System Y Audit Repo Auditors Details	rt Audit Scoring Details	4 Preview & declare	TESTER OLogout 5 Acknowledgement
System Safety Audit Sco ystem Safety Workplace Details Workplace Details	ring System Y Audit Repo Auditors Details	r t Audit Scoring Details	4 Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Dccupier Name:	A & B FILMS PTE LTD	rt Audit Scoring Details	Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Dccupier Name: JEN:	Auditors Details	r t Audit Scoring Details	Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: ISIC:	Auditors Details	r t Audit Scoring Details		TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: SSIC: Vorkplace Name:	Auditors Details	rt Audit Scoring Details	Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: SIC: Vorkplace Name: No.of Workplaces:	Auditors Details	rt Audit Scoring Details	Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: ISIC: Vorkplace Name: No.of Workplaces: Workplace Address:	Auditors Details	rt Audit Scoring Details	Image: Control of the second	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: SSIC: Workplace Name: No.of Workplaces: Workplace Address: Workplace No.:	A & B FILMS PTE LTD 198901084M 32504 108463_Fty_Name 4 5 KIM CHUAN TERRACE 198901084M00001	rt Audit Scoring Details	Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Occupier Name: JEN: SSIC: Norkplace Name: No.of Workplaces: Workplace Address: Workplace Representative:	Auditors Details A & B FILMS PTE LTD 198901084M 32504 108463_Fty_Name 4 5 KIM CHUAN TERRACE 198901084M0001 382139_Name	rt Audit Scoring Details	4 Preview & declare	TESTER OLogout
System Safety Audit Sco ystem Safety Workplace Details Workplace Details Decupier Name: JEN: SSIC: Norkplace Name: No.of Workplaces: Norkplace Address: Norkplace No.: Workplace Representative: Contact No.:	Auditors Details	rt Audit Scoring Details	Preview & declare	CESTER OLogout

Submit SS651 Audit Findings Report (SysSASS) eServices

AUDITOR@AUDIT.COM

03/01/2018

Occupier/Workplace Conta	ct Details	🖉 Edit
Occupier/Workplace Contact Person	Occupier Contact Person	
Mobile No	98765432	
Email	WORKPLACE@OCCUPIER.COM	
Lead Auditor		🖉 Edit
Auditor Name	LEAD AUDITOR	
NRIC/FIN No.	S1234567D	
Mobile No	87654321	

I	Audit	Details
	a concrete	Discomb

Email Audit Date

Element No	System Element	Band I	Band II	Band III	Band IV
1	OSH Policy				0
2	Planning for hazard identification, risk assessment and risk control	0	0	0	0
3	Legal and other requirements				0
4	Objectives	0	0	0	0
5	OSH Management Programme(s)	0	0	0	0
6	Structure and responsibility	0	0	0	0
7	Training, awareness and competence				0
8	Consultation and communication	0	0	0	0
9	Documentation				0
10	Document and data control	0	0	0	0
11	Operational control	0	0	0	0
12	Emergency preparedness and response	0	0	0	0
13	Performance measurement and monitoring				0
14	Accidents, incidents, non-conformances and corrective and preventive action	0	0	0	0
15	Records and records management	0	0	0	0
16	Audit	0	0	0	0
17	Management review				0

ScoreCard Entries have been skipped

Figure 20

🕫 Edit

Page 18 of 32

1.3.9 Select the declaration [Check box] and Click the button [Submit], page (Figure 21), system will navigate to [Acknowledgement] page (Figure 22).

Upload Supporting	Documents			🖉 Edit
Select a	a file from your computer ents uploading should be less	s than 2MB		
Document Name	Do	cument Type		Action
Final Audit Report.doc	SH	MS Documents		- ×Remove
Declaration I hereby certify that the i act Submit >	nformation given in this subm	iission is true and correct to the	best of my knowledge.	× Cancel
(Figure 21		singapore Governmen
MANPOWER				Integrity - Service - Excellenc Sitemap Contact u
Workplace Details	Auditors Details	Audit Scoring Details	Preview & declare	
Acknowledgment				Print
Thank you for your report Date Submitted Report Reference Number	1/16/2018 5:16:46 PM 1770			
Go to Homepage >				

Figure 22

1.3.10 Click the button on [Back to Dashboard], system will navigate to [SysSASS Dashboard] (Figure 6).

1.4 Save as Draft Report

- **1.4.1** Click [Create Report] to submit new report (Figure 10).
- **1.4.2** Filter the Workplace using UEN or Workplace No. or Occupier Name or Workplace Address or Postal Code (Figure 11)
- **1.4.3** Click on [Workplace No] link to start submitting the report (Figure 12)

Version 2.3

Submit SS651 Audit Findings Report (SysSASS) eServices

1.4.4 Provide the Occupier/Workplace Contact details and Auditors Details and Click the button on [Continue] (Figure 13). Or Click on button on [Save As Draft] (Figure 23)

Auditor 1		
Auditor Name		
NRIC/FIN No.		
Mobile No		
Email		
Add ⊕		
Back Continue Save As	Draft	X Can

Figure 23

- **1.4.5** If want to save Auditor details and Scorecard Elements Click on button [Continue] (Figure 19) system will navigate to [Audit Score Details] (Figure 15).
- **1.4.6** Click the button on [Save As Draft] (Figure 24) to save and navigate to [Acknowledgement Page] (Figure 25).

Select a file fi Documents u	om your computer ploading should be less than 2MB	
Document Name	Document Type	Action
Upload Report (1).xls	SHMS Documents	- XRemove
Back Continue >	🖹 Save As Draft	× Cancel
	Figure 24	

-(((MINISTRY OJ MANPOWER	Singapore Government Integrity - Service - Excellence Sitemap Contact us
ធ	System Safety Audit Scoring System	TESTER OLogout
S	ystem Safety Audit Report	
	Vour draft Report has been saved successfully.	

Draft Saved

Your Draft report has been save successfully, but not submitted yet. You can retrieve the Draft to submit. Report reference no.: 1667

Go to Homepage \geq

Figure 25

Version 2.3

1.4.7 Click the button on [Go to Homepage] (Figure 26) return to [SysSASS Dashboard] (Figure 6).

1h;	MINISTRY OF MANPOWER	Singapore Government Integrity - Service - Excellence
U)		Sitemap Contact us
ធ	System Safety Audit Scoring System	TESTER ①Logout

System Safety Audit Report

Success		
Your draft Report has be	en saved successfully.	
Draft Saved		
Your Draft report has been sa	ave successfully, but not submitted yet. You can retrieve the Draft to submit.	
Report reference no.:	1667	
Go to Homepage >		
	Figure 26	

1.5 Submit Draft Report

1.5.1 Click the hyperlink on [Edit], Page (Figure 27) on Dashboard system will navigate to [Preview and Declare] page (Figure 20).

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分 System Safety Audit Scoring System			xiuhua 🔿 Logout
			Greate report
Q Use search filters	for faster results		~
UEN	Workplace No.	Occupier Name	
Workplace Address	Postal Code		
Draft O Rejected Search	O Submitted		

Draft Submissions List

					43 items Page 1 2 3	345>>
SNo.	Report Reference No.	UEN	Workplace No.	Occupier Name	Report Type	Action
1	1656	00022100K	00022100K0001	A Y ABDUL RAHIMAN	SYSTEM_SAFETY	EDIT
2	1655	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
3	1637	198001191N	198001191N0002	NCS COLD STORES (S) PTE LTD	SYSTEM_SAFETY	EDIT
4	1576	199508859K	199508859K0001	A & G INDUSTRIAL GAS TRADING PTE LTD	SYSTEM_SAFETY	EDIT
5	1572	198901084M	19890 <mark>1</mark> 084M0001	A & B FILMS PTE LTD	SYSTEM_SAFETY	EDIT



1.5.2 Click on hyperlink [Edit], Page (Figure 28), to navigate to [Auditor] (Figure 13) or [Audit Scoring Details] (Figure 14).

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vstem Safety	Audit Repo	ort		
<u></u>			0	5
Workplace Details	Auditors Details	Audit Scoring Details	Preview & declare	Acknowledgement
Occupier Name:	A & B FILMS PTE LTD			
Occupier Name:	A & B FILMS PTE LTD			
SSIC:	32504			
Workplace Name:	108463_Fty_Name			
No.of Workplaces:	4	5		
Workplace Address:	5 KIM CHUAN TERRACE			
Workplace No.:	198901084M0001			
Workplace Representative:	382139_Name			
Contact No.:	91634316			
Fax No.:	65918380			

Submit SS651 Audit Findings Report (SysSASS) eServices

🕑 Edit

Occupier/Workplace Contact	Details	🖉 Edit
Occupier/Workplace Contact Person	Occupier Contact Person	
Mobile No	98765432	
Email	WORKPLACE@OCCUPIER.COM	
Lead Auditor		Edit
Auditor Name	LEAD AUDITOR	
NRIC/FIN No.	S1234567D	
Mobile No	87654321	
Email	AUDITOR@AUDIT.COM	
Audit Date	03/01/2018	

Audit Details

Element No	System Element	Band I	Band II	Band III	Band IV
1	OSH Palicy	0	0		
2	Planning for hazard identification, risk assessment and risk control	0	0	0	0
3	Legal and other requirements	0	0		
4	Objectives	0	0	0	0
5	OSH Management Programme(s)	0	0		
6	Structure and responsibility	0	0	0	0
7	Training, awareness and competence	0	0	0	0
8	Consultation and communication	0	0	0	0
9	Documentation	0	0		
10	Document and data control	0	0	0	0
11	Operational control	0	0		
12	Emergency preparedness and response	0	0	0	0
13	Performance measurement and monitoring	0	0		
14	Accidents, incidents, non-conformances and corrective and preventive action	0	0	0	0
15	Records and records management.	0	0		
16	Audit	0	0	0	0
17	Management review	0	0	0	0

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Declaration		
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- **1.5.3** Click on button [Continue] (Figure 19) system will navigate to [Preview and Declare Page] (Figure 20).
- **1.5.4** Click the button on [Submit] (Figure 21) to submit and navigate to [Acknowledgement] (Figure 22).
- **1.5.5** Click the button on [Go to Homepage] to return to [SysSASS Dashboard] (Figure 6).

1.6 Submit Returned Report.

1.6.1 Click the hyperlink on [Edit] or [Workplace No], Page (Figure 29) on Dashboard system will navigate to [Preview and Declare] page (Figure 20).

					1 items Page 1
SNo.	Report Reference No.	Workplace No.	Occupier Name	Report Type	Action
1	1069	198104180D0003	TUNG HAI RESTAURANT PTE LTD	SYSTEM_SAFETY	EDIT





1.6.2 Click on hyperlink [Edit], Page (Figure 30), to navigate to [Auditor] (Figure 13) or [Audit Scoring Details] (Figure 14).

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System Safet	v Audit Report		
		0	
Workplace Details	Auditors Details Audit Scoring Details	Preview & declare	Acknowledgement
Workplace Details			
Occupier Name:	A & B FILMS PTE LTD		
UEN:	198901084M		
SSIC:	32504		
Workplace Name:	108463_Fty_Name		
No.of Workplaces:	4		
Workplace Address:	5 KIM CHUAN TERRACE		
Workplace No.:	198901084M0001		
Workplace Representative:	382139_Name		
Contact No.:	91634316		
Fax No.:	65918380		
Occupier/Workplace Contact D Occupier/Workplace Contact Person Mobile No Email	etails Occupier Contact Person 98765432 WORKPLACE@OCCUPIER.COM		€ Edi
Lead Auditor			Ed
Auditor Name	LEAD AUDITOR		
NRIC/FIN No.	\$1234567D		
Nobile No	87654321		
Email	AUDITOR@AUDIT.COM		
	02/01/2018		

Submit SS651 Audit Findings Report (SysSASS) eServices

Audit Details					PR E
Element No	System Element	Band I	Band II	Band III	Band IV
1	OSH Policy	0	0	0	
2	Planning for hazard identification, risk assessment and risk control	0	0	0	0
3	Legal and other requirements	0	0	0	
4	Objectives	0	0	0	0
5	OSH Management Programme(s)	0	0	0	0
6	Structure and responsibility	0	0	0	0
7	Training, awareness and competence	0	0	0	
8	Consultation and communication	0	0	0	0
9	Documentation	0	0	0	
10	Document and data control	0	0	0	0
11	Operational control	0	0	0	0
12	Emergency preparedness and response	0	0	0	0
13	Performance measurement and monitoring	0	0	0	
14	Accidents, incidents, non-conformances and corrective and preventive action	0	0	0	0
15	Records and records management	0	0	0	0
16	Audit	0	0	0	0
17	Management review	0	0	0	

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Declaration		
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Figure 30

Submit SS651 Audit Findings Report (SysSASS) eServices

- **1.6.3** Click on button [Continue] (Figure 19) system will navigate to [Preview and Declare Page] (Figure 20).
- **1.6.4** Click the button on [Submit] (Figure 31) to submit and navigate to [Acknowledgement] (Figure 22) or click on button [Save] (Figure 31) to navigate to [Save Acknowledgement] (Figure 32)



1.6.5 Click the button on [Go to Homepage] (Figure 33) to return to [SysSASS Dashboard] (Figure 6).

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System Safety Audit Report

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Your changes has been s	saved successfully.			
Save Successful				
Your changes has been saved	d successfully.			
Report reference no.:	1069			
Go to Homepage >				
		Figure 33	3	

1.7 View Submitted Report.

1.7.1 Click the hyperlink on [Workplace No], Page (Figure 34) on Dashboard system will navigate to [View Submitted Scorecard Screen] page (Figure 35).

Submitted Reports List

				16 items	Page 1 2 3 4 > >
SNo.	Report Reference No.	Workplace No.	Occupier Name	Workplace Address	Application Status
1	1740	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	PENDING
2	1738	199004233H0003	H & D CONSTRUCTION & ENGINEERING PTE LTD	22 WOODLANDS LINK #02-11 Singapore 738734	ACCEPTED
3	1669	39005400C0002	K & A PACKAGING INDUSTRIES	55 AYER RAJAH CRESCENT,# 02-25/26	ACCEPTED
4	1650	198901084M0001	A & B FILMS PTE LTD	5 KIM CHUAN TERRACE	PENDING
5	1649	00022100K0001	A Y ABDUL RAHIMAN	5 ANG MO KIO STREET 62 #- NCS HUB SINGAPORE 569141	PENDING

Figure 34



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System Safety Audit Report

Workplace Details

Occupier Name:	A & B FILMS PTE LTD
UEN:	198901084M
SSIC:	32504
Workplace Name:	108463_Fty_Name
No.of Workplaces:	4
Workplace Address:	5 KIM CHUAN TERRACE
Workplace No.:	198901084M0001
Workplace Representative:	382139_Name
Contact No.:	91634316
Fax No.:	65918380

AUDITOR@AUDIT.COM

03/01/2018

Occupier/Workplace Contact Details

Email Audit Date

Occupier/Workplace Contact Person	Occupier Contact Person	
Mobile No	98765432	
Email	WORKPLACE@OCCUPIER.COM	
-		
Lead Auditor		
Auditor Name	LEAD AUDITOR	
NRIC/FIN No.	\$1234567D	
Mobile No	87654321	

Submit SS651 Audit Findings Report (SysSASS) eServices

Element No	System Element	Band I	Band II	Band III	Band IV
1	OSH Policy				
2	Planning for hazard identification, risk assessment and risk control				0
3	Legal and other requirements				
4	Objectives	0	0		
5	OSH Management Programme(s)				
6	Structure and responsibility				0
7	Training, awareness and competence				
8	Consultation and communication				0
9	Documentation				
10	Document and data control				
11	Operational control				
12	Emergency preparedness and response				0
13	Performance measurement and monitoring				
14	Accidents, incidents, non-conformances and corrective and preventive action				
15	Records and records management				
16	Audit				0
17	Management review				

Audit Details

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Figure 35

1.7.2 Click the hyperlink on [Cancel], Page (Figure 36) system will navigate to [SysSASS Dashboard] page (Figure 6).

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Declaration	

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Figure 36