



LPJ Permit To Work
User Manual
(Applicant)

10th May 2016

Document Version 1.0

LPJ Permit To Work User Manual

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1. Accessing the System

1.1 Login

1. To start accessing the LPJ Console Permit To Work Module, open up the web browser (e.g. Google Chrome) and type in the given URL:

<http://www.lpjpcs.gov.my>

2. This will bring up LPJ Console Applicant Page as shown below.



3. Enter ROC No, User ID and Password then click on [Login] button.



4. The menu available for PTW user are as follows:

 **The menu list will be filtered based on user access right.**

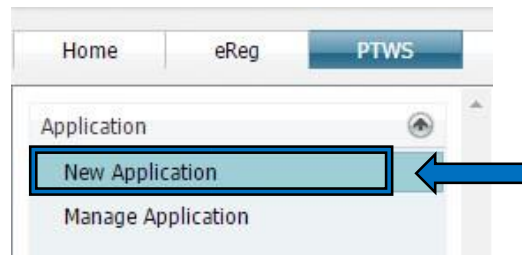
- ◆ New Application
- ◆ Manage Application
 - Edit Application

- View Application
- Resubmit Application
- View Permit
- Permit Extension
- Permit Termination

2. New Application

1. Click on [New Application] menu as shown below.

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2. Select Flag Type, Search Type and key in Search field. Then, click on the [Search] button.

New Permit Application

SEARCH VESSEL INFORMATION

Flag Type Search Type Search Field

3. System will show the list of vessel in the grid as below.

No	Vessel Name	Official Number	IMO Number
1	1MAS 300	334282	
2	1MAS-300	334282	-
3	A.S.1	324054	
4	ABADI 112	332520	-
5	ABASA NO. 1	328584	Nil
6	ABERIC 88	329160	Nil
7	ABERLITE	330885	NIL
8	ABLE ADMIRAL	326974	7234959
9	ABLE ENSIGN	327252	8116843
10	ABLE FUSILIER	327327	8106654
11	ABLE HELMSMAN	327331	
12	ABRAHAM	332904	NIL
13	ACCARES 1	328777	8864191
14	ACE 28	327040	

4. To create new application click on [Vessel Name] link.

No	Vessel Name	Official Number	IMO Number
1	1MAS 300	334282	
2	1MAS-300	334282	-
3	A.S.1	324054	
4	ABADI 112	332520	-
5	ABASA NO. 1	328584	Nil
6	ABERIC 88	329160	Nil
7	ABERLITE	330885	NIL

5. Fill in the permit application details information:

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Application Information

Flag Type	Malaysia Flag
Name of Vessel	ACE BERKASA
Port of Registry	PELABANG KELANG
Gross Tonnage	3224.00
Vessel/Ship location in port limit *	

Name of contractor engaged for the maintenance / hot work: *

Description of proposed job: *

Brief description of last cargo carried on board vessel: *

Exact Repair areas on vessel where the maintenance / hot work is to be carried out: *

Description of the type and quantity of every cargo currently on board vessel, especially dangerous goods, petroleum and explosives: *

6. Upload permit application documents by selecting document type, then browse for local file and click on [Upload] button to upload the document. Successfully uploaded file will display in the below list.

SUPPORTING DOCUMENT INFORMATION

All document must be in A4 size (Upload will not be successful if the file is not in pdf format or in jpeg format or file size is greater than 2 Mb)

Document
Select File

* Location Plan Onboard Maintenance / Hot Work

Browse...

Upload

Uploaded File

Description	Date Upload	Action
1 Vessel General Arrangement	19-05-2016	Delete Download
2 Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download

7. Upon completion, then click on [Save] button to save the form or [Submit] button to submit the application. Then, a message will appear to inform that your application has been submitted successfully. Click on the [Back] button to go back to the Manage Application page.

SUPPORTING DOCUMENT INFORMATION

All document must be in A4 size (Upload will not be successful if the file is not in pdf format or in jpeg format or file size is greater than 2 Mb)

Document
Select File

* Location Plan Onboard Maintenance / Hot Work

Browse...

Upload

Uploaded File

Description	Date Upload	Action
1 Vessel General Arrangement	19-05-2016	Delete Download
2 Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download

Back

Save

Submit

3. Manage Application

3.1 Edit Application


1. Click on [Manage Application] menu as shown below.



2. This will bring up list of permit application :

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled
5		LPJ/PTW/16-00035	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Approved
6		LPJ/PTW/16-00034	ALLIED ASIATIC 5	Ahmad Dahlan	06/05/2016	Resubmit-New
7		LPJ/PTW/16-00032	SPECO QUEEN	Ahmad Dahlan	06/05/2016	Resubmit-Draft
8		LPJ/PTW/16-00030	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Resubmit-Draft

3. Click on [Edit] icon as shown below.



No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

4. Make changes on the application. Then click [Submit] button to submit the application or click [Save] button to save the application.

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Edit Permit Application

APPLICATION INFORMATION

Flag Type	Malaysian Flag
Name of Vessel	ABLE HELMSMAN
Port of Registry	PELABUHAN KELANG
Gross Tonnage	4337.00
Vessel/Ship location in port limit *	Kuala Sungai Johor

Name of contractor engaged for the maintenance / hot work: *
Ship Crew

Description of proposed job: *
Welding and Cutting

Brief description of last cargo carried on board vessel: *
NA

Exact Repair areas on vessel where the maintenance / hot work is to be carried out. *
Heli Deck

Description of the type and quantity of every cargo currently on board vessel, especially dangerous goods, petroleum and explosives: *
NA

PERMIT INFORMATION

Requested Permit Start Date: 19/05/2016

Requested Permit End Date: 31/05/2016

Working Hour : 7am-7pm 24 Hours

SUPPORTING DOCUMENT INFORMATION

All document must be in A4 size (upload will not be successful if the file is not in pdf format or in jpeg format or file size is greater than 2 Mb)

Document
Select File

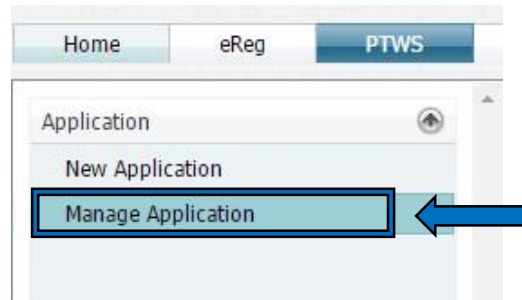
Upload

Uploaded File

	Description	Date Upload	Action
1	Vessel General Arrangement	19-05-2016	Delete Download
2	Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download
3	Gas Free Certificate	19-05-2016	Delete Download
4	Crew List	19-05-2016	Delete Download
5	Lay Up License	19-05-2016	Delete Download

3.2 View Application

1. Click on [Manage Application] menu as shown below.



2. This will bring up list of permit application:

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled
5		LPJ/PTW/16-00035	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Approved
6		LPJ/PTW/16-00034	ALLIED ASIATIC 5	Ahmad Dahlan	06/05/2016	Resubmit-New
7		LPJ/PTW/16-00032	SPECO QUEEN	Ahmad Dahlan	06/05/2016	Resubmit-Draft
8		LPJ/PTW/16-00030	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Resubmit-Draft

3. Click on [View] icon as shown below.

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

4. View the information of the application:

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View Application

Application Information

Current Case Number	LPJPTW/15-0011
Flag Type	Foreign Flag
Name of Vessel	WESTERN TIGER
Port of Registry	PANAMA CITY
Gross Tonnage	10000
Vessel/Ship location in port level	Route/Surge Area

Name of contractor engaged for the maintenance / hot work: *

Ship Crew

Description of proposed job: *

Welding and Cutting

Brief description of last cargo carried on board vessel: *

N/A

Exact Repair areas on vessel where the maintenance / hot work is to be carried out: *

Hull Deck

Description of the type and quantity of every cargo currently on board vessel, especially dangerous goods, petroleum and explosives: *

N/A

Supported Document Information

Description	Date Upload	Action
1 Location Plan Onboard Maintenance / Hot Work	08-05-2018	Download
2 Location Plan Onboard Maintenance / Hot Work	08-05-2018	Download
3 Vessel General Arrangement	08-05-2018	Download

5. Click on [Back] button to go back to the list of permit application.

Approve / Reject Information

Reason Code

Remarks

Back

3.3 Resubmit Application

1. Click on [Manage Application] menu as shown below.

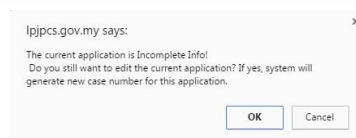
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
2. This will bring up list of permit application:

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00016	ABLE HELMSMAN	Ahmad Dahlan	19/05/2016	Rejected
2		LPJ/PTW/16-00014	ACE BERJAYA	Ahmad Dahlan	11/05/2016	Approved
3		LPJ/PTW/16-00013	WESTERN TRIDENT	Ahmad Dahlan	09/05/2016	Approved
4		LPJ/PTW/16-00011	BUNGA RAYA TIGA	Ahmad Dahlan	09/05/2016	Rejected
5		LPJ/PTW/16-00010	FV PERLON EX CHERNE	Ahmad Dahlan	08/05/2016	Approved
6		LPJ/PTW/16-00008	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Approved
7		LPJ/PTW/16-00007	KM ARIFIN JAYA	Ahmad Dahlan	08/05/2016	Cancelled
8		LPJ/PTW/16-00006	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Cancelled
9		LPJ/PTW/16-00004	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated
10		LPJ/PTW/16-00002	TRITON SEAGULL	Ahmad Dahlan	08/05/2016	Cancelled
11		LPJ/PTW/16-00001	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated

Page 1 of 1 (11 items) Page size: 20



3. Click on [Edit] icon as shown below.



No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00016	ABLE HELMSMAN	Ahmad Dahlan	19/05/2016	Rejected
2		LPJ/PTW/16-00014	ACE BERJAYA	Ahmad Dahlan	11/05/2016	Approved
3		LPJ/PTW/16-00013	WESTERN TRIDENT	Ahmad Dahlan	09/05/2016	Approved
4		LPJ/PTW/16-00011	BUNGA RAYA TIGA	Ahmad Dahlan	09/05/2016	Rejected
5		LPJ/PTW/16-00010	FV PERLON EX CHERNE	Ahmad Dahlan	08/05/2016	Approved
6		LPJ/PTW/16-00008	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Approved
7		LPJ/PTW/16-00007	KM ARIFIN JAYA	Ahmad Dahlan	08/05/2016	Cancelled
8		LPJ/PTW/16-00006	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Cancelled
9		LPJ/PTW/16-00004	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated
10		LPJ/PTW/16-00002	TRITON SEAGULL	Ahmad Dahlan	08/05/2016	Cancelled
11		LPJ/PTW/16-00001	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated

Page 1 of 1 (11 items) Page size: 20

4. Make changes on the application. Then click [Submit] button to submit the application or click [Save] button to save the application.

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Edit Permit Application

APPLICATION INFORMATION

Flag Type	Malaysian Flag
Name of Vessel	ABLE HELMSMAN
Port of Registry	PELABUHAN KELANG
Gross Tonnage	4337.00
Vessel/Ship location in port limit *	Kuala Sungai Johor
Name of contractor engaged for the maintenance / hot work: *	Ship Crew
Description of proposed job: *	Welding and Cutting
Brief description of last cargo carried on board vessel: *	NA
Exact Repair areas on vessel where the maintenance / hot work is to be carried out. *	Heli Deck
Description of the type and quantity of every cargo currently on board vessel, especially dangerous goods, petroleum and explosives: *	NA

PERMIT INFORMATION

Requested Permit Start Date:	19/05/2016
Requested Permit End Date:	31/05/2016
Working Hour :	<input type="radio"/> 7am-7pm <input checked="" type="radio"/> 24 Hours

SUPPORTING DOCUMENT INFORMATION

All document must be in A4 size (Upload will not be successful if the file is not in pdf format or in jpeg format or file size is greater than 2 Mb)

Document
Select File *

Upload

Uploaded File

Description	Date Upload	Action
1 Vessel General Arrangement	19-05-2016	Delete Download
2 Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download
3 Gas Free Certificate	19-05-2016	Delete Download
4 Crew List	19-05-2016	Delete Download
5 Lay Up License	19-05-2016	Delete Download






3.4 View Permit

1. Click on [Manage Application] menu as shown below.



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- This will bring up list of permit application. To view the permit, click on [Permit] icon of that application and system will display the approved permit.

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3	 	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

Serial No : PTW-16-00010

JOHOR PORT AUTHORITY

PERMIT APPLICATION FOR VESSEL TO CARRY OUT MAINTENANCE / HOT WORK ONBOARD

Please submit the completed form together with all other supporting documents to :

JOHOR PORT AUTHORITY
JALAN MAWAR MERAH 2, PUSAT PERDAGANGAN PASIR GUDANG 2,
81700 PASIR GUDANG, JOHOR, MALAYSIA.
TEL : 07-2534000 FAX : 07-2534000

PART I (To be completed by the Owners, Agent or Master of the vessel)

1. Name of Vessel	: WESTERN TRIDENT	2. Part of Registry	: PANAMA CITY
3. Flag Type	: Foreign	4. Gross Tonnage	: 8369.00
5. Vessel/Ship location in port limit	: Kuala Sungai Johor		

6. Name of contractor engaged for the maintenance / hot work:

Ship Crew

7. Exact repair areas on vessel where the maintenance / hot work is to be carried out (Plan is to be attached):

Heli Deck

8. Description of proposed job :

Welding and Cutting

9. Brief description of last cargo carried on board vessel :

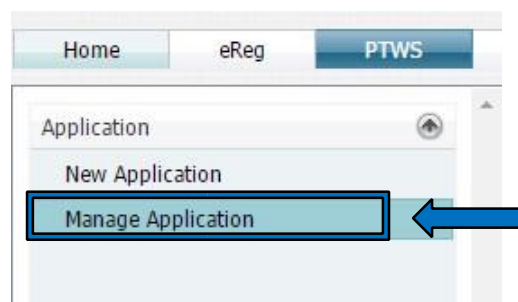
NA

10. Description of the type and quantity of every cargo currently on board vessel, especially dangerous goods, petroleum and explosives. (Attach storage plan as necessary) :

NA

3.5 Permit Extension

- Click on [Manage Application] menu as shown below.



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- This will bring up list of permit application. To extend permit, click on [Extend] icon of that application and system will display information about the application.

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

- Then, select New Permit End Date. Upon completion, then click on [Save] button to save the form or [Submit] button to submit the application. Then, a message will appear to inform you that your application has been submitted successfully. Click on the [Back] button to go back to the list of permit application.

PERMIT INFORMATION

Permit Start Date : 11/05/2016
Permit End Date : 31/05/2016
New Permit End Date : 31/05/2016
Working Hour : 7am-7pm 24 Hours

SUPPORTING DOCUMENT INFORMATION

All document must be in A4 size (Upload will not be successful if the file is not in pdf format or in jpeg format or file size is greater than 2 Mb)

Document
Select File

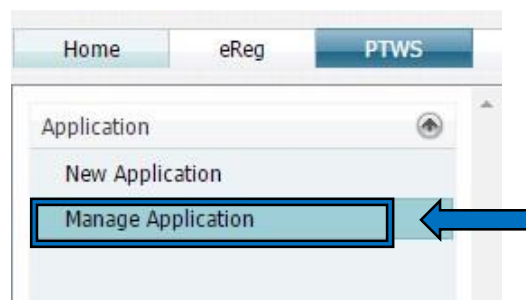
Upload

Uploaded File

Description	Date Upload	Action
1 Vessel General Arrangement	11-05-2016	Delete Download
2 Location Plan Onboard Maintenance / Hot Work	11-05-2016	Delete Download
3 Gas Free Certificate	11-05-2016	Delete Download
4 Crew List	11-05-2016	Delete Download
5 Lay Up License	11-05-2016	Delete Download





3.6 Permit Termination

- Click on [Manage Application] menu as shown below.



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- This will bring up list of permit application. To terminate permit, click on [Terminate] icon of that application and system will display information about the application.

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
1		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2		LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4		LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

- Then, fill comment on [Remarks] box and click on [Confirm] button to terminate the permit.

Terminate Permit

APPLICATION INFORMATION

Current Case Number

STATUS OF WORK INFORMATION

Remarks