

# LPJ Permit To Work

# User Manual

# (Applicant)

10<sup>th</sup> May 2016

Document Version 1.0

**LPJ Permit To Work User Manual** 

# TABLE OF CONTENTS

3
3
4
6
7
9
10
12
13
14

# 1. Accessing the System

## 1.1 Login

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

nt C	Gover	nment		
2	ent C	ent 🦳 Gover	ent 🔘 Government	ent © Government

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

W 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.

	eReg	PTWS
pplication		۲
New Applic	ation	

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

New Permit Applic			
Flag Type	Search Type	Search Field	Search

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
	1MAS 300	334282	
2	1MAS-300	334282	
3	<u>A.S.1</u>	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:

lag Type	Malaysia Plag	63
lame of Vessel	ACE: BERLANA	
fort of Registry	PELARAWA RELANS	
ross Tonnage	3224.00	
essel/Ship location in port limit	e *	
Description of proposed job.		
Description of proposes job.		
Description of proposed job: Brief description of last cargo Enact Repair areas on vessel		

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

ument	Locatio	n Plan Onboard Maintenance / Hot Work			
ct File		Browse			
		Upload			
		oproau			
aded File	D	escription	Date Upload	Action	
aded File			Date Upload 19-05-2016		

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.

Document Select File	EUCI	ation Plan Onboard Maintenance / Hot Work Y 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	

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	9	LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2	<b>(</b>	LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3	, 300	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	<b>A</b>	LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled
5	Ø. OV	LPJ/PTW/16-00035	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Approved
6	<b>\$</b>	LPJ/PTW/16-00034	ALLIED ASIATIC 5	Ahmad Dahlan	06/05/2016	Resubmit-New
7	9	LPJ/PTW/16-00032	SPECO QUEEN	Ahmad Dahlan	06/05/2016	Resubmit-Draft
8	9	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
⇒		LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2	9	LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3	Ø. 00	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	9	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.

Edit Permit Application

Flag Type	Malaysian Flag
Name of Vessel	ABLE HELMSMAN
Port of Registry	PELABUHAN KELANG
Gross Tonnage	4337.00
/essel/Ship location in port limit	Kuala Sungai Johor
Name of contractor engaged for t	he maintenance / bot work: *
Ship Crew	
Description of proposed job: * Welding and Cutting Brief description of last carmo carri	ied on board vessel: *
	ied on board vessel: *
Welding and Cutting Brief description of last cargo carri NA	ied on board vessel: * re the maintenance / hot work is to be carried out. *
Welding and Cutting Brief description of last cargo carri NA	
Welding and Cutting Brief description of last cargo carri NA Exact Repair areas on vessel wher Heli Deck	

Requested Permit Start Date:	19/05/2016	
lequested Permit Start Date: lequested Permit End Date:	31/05/2016	-
Working Hour :	🔿 7am-7pm 🖷 24 Hours	

Document	*	~	864	
Select File		Browse		
		Upload		
Uploaded File		Description	Date Upload	Action
		March Concellation and American		Delete Developed
	1	Vessel General Arrangement	19-05-2016	Delete Download
	1 2	Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download
	2	Location Plan Onboard Maintenance / Hot Work	19-05-2016	Delete Download

Back

Save

Submit

#### 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	9	LPJ/PTW/16-00040	BISTARI BAIDURI	Ahmad Dahlan	06/05/2016	Draft
2	9	LPJ/PTW/16-00039	CE AQUARIUS	Ahmad Dahlan	06/05/2016	New
3	Ø. OU	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	<b>A</b>	LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled
5	Ø . 00	LPJ/PTW/16-00035	OCEAN QUEEN I	Ahmad Dahlan	06/05/2016	Approved
6	9	LPJ/PTW/16-00034	ALLIED ASIATIC 5	Ahmad Dahlan	06/05/2016	Resubmit-New
7	9	LPJ/PTW/16-00032	SPECO QUEEN	Ahmad Dahlan	06/05/2016	Resubmit-Draft
8	9	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	Ø . OU	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	9	LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

4. View the information of the application:

Current Case Number	LP39TW035-00013		
Tag Type	Printige Rag	10	
Name of Vessel	WESTERN TRIDENT		
lat of Registry	PRANMA CITY		
Sicis Tomage	10110-00		
insel/Siglocation in part limit.	* Austo Sarga Xitur		
Name of contractor engaged for t	the maintenance ( but work ) 1		
Ship Crew	and a second table state and the	812	
Description of proposed july *			
Hiskling and Cutting			
Brief description of liest cargo car	mined on brand university in		
Tel:			
Hell Deck	ere the maintenance / hut work is to be carried out		
N. 1999. 199			
Description of the type and quark	Ry of every cargo carrently indearch vecsel, expe	silly degenue goods, petroleum and explosives: *	
Description of the type and quark	ity of every cargo carrently on board vected, exper	only despirate goods, petroleaes and explosives: $^{\circ}$	
Description of the type and quark	έτι σ' every cargo carrently on board vecsel, esper	only despense goods, petrolean and equivalent: $^{\circ}$	
Description of the type and quark	Ry of every cargo carrently in board vector, expe	cally dirighton goods, patrolisan and explosition: *	
Description of the type and quest		cally diagenus good, patrolisan and explorition: *	
Description of the type and quark		sally singerous goods, patrolisam and explositions: *	
Amongstran of the type and quest		sally dangerous goods, paintieum and explosives: *	
Amorgation of the type and quark		only despects goods, patroleum and explositions: *	Atlan
Description of the type and quark set	9860704		Adam
Description of the type and querk NA . Sudiensming-Document Info	offication	Detropoed	

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

Approve / Reject In Reason Code	formation
Remarks	
Remarks	

## 3.3 Resubmit Application

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

Back



2. This will bring up list of permit application:

Vo	Action	Case Number	Vessel Name	Created By	Created Date	App Status
					•	
1	99	LPJ/PTW/16-00016	ABLE HELMSMAN	Ahmad Dahlan	19/05/2016	Rejected
2	Q.00	LPJ/PTW/16-00014	ACE BERJAYA	Ahmad Dahlan	11/05/2016	Approved
3	A. O.	LPJ/PTW/16-00013	WESTERN TRIDENT	Ahmad Dahlan	09/05/2016	Approved
4	(Q)	LPJ/PTW/16-00011	BUNGA RAYA TIGA	Ahmad Dahlan	09/05/2016	Rejected
5	Ø.0·0	LPJ/PTW/16-00010	FV PERLON EX CHERNE	Ahmad Dahlan	08/05/2016	Approved
6	Ø. O	LPJ/PTW/16-00008	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Approved
7	1	LPJ/PTW/16-00007	KM ARIFIN JAYA	Ahmad Dahlan	08/05/2016	Cancelled
8	<b>A</b>	LPJ/PTW/16-00006	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Cancelled
9	<b>(</b>	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	<b>A</b>	LPJ/PTW/16-00001	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated

lpjpcs.gov.my says:		×
The current application is Incomplet Do you still want to edit the current generate new case number for this a	application? If yes, syst	em will
	OK	Cancel

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

No	Action	Case Number	Vessel Name	Created By	Created Date	App Status
					-	
		LPJ/PTW/16-00016	ABLE HELMSMAN	Ahmad Dahlan	19/05/2016	Rejected
2	A	LPJ/PTW/16-00014	ACE BERJAYA	Ahmad Dahlan	11/05/2016	Approved
3	9.00	LPJ/PTW/16-00013	WESTERN TRIDENT	Ahmad Dahlan	09/05/2016	Approved
4	<b>\$</b>	LPJ/PTW/16-00011	BUNGA RAYA TIGA	Ahmad Dahlan	09/05/2016	Rejected
5	9.00	LPJ/PTW/16-00010	FV PERLON EX CHERNE	Ahmad Dahlan	08/05/2016	Approved
6	Ø. 8	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	2	LPJ/PTW/16-00006	WESTERN TRIDENT	Ahmad Dahlan	08/05/2016	Cancelled
9	2	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	2	LPJ/PTW/16-00001	SELATAN DATANG	Ahmad Dahlan	08/05/2016	Terminated

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

Edit Permit Application

Flag Type	1	Malaysian Flag		10
Name of Vessel		ABLE HELMSMAN		
Port of Registry		PELABUHAN KELANG		
Gross Tonnage		4337.00		
Vessel/Ship location in port l	limit *	Kuala Sungai Johor		
Name of contractor engage Ship Crew	d for the	maintenance / hot work: *		
Description of proposed job	o: *			
Welding and Cutting				
Brief description of last carg	go carried	on board vessel: *		
NA				
	1.1			
Exact Repair areas on vesse Heli Deck	el where t	the maintenance / hot work is to be carried out. *		
200 (190 (197 (197 )) 1				
	quantity	of every cargo currently on board vessel, especiall	ly <mark>d</mark> angerous goods, petr	oleum and explosives: *
NA				
1.10.00				
-				
				2
	te:	19/05/2016	*	
- PERMIT INFORMATION		19/05/2016 31/05/2016	-	
- PERMIT INFORMATION Requested Permit Start Date Requested Permit End Date				
- PERMIT INFORMATION		31/05/2016		
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		31/05/2016 7am-7pm 24 Hours te successful if the file is not in pdf formation in joeg form	af or the size is greater than	2 Mb)
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_ PERMIT INFORMATION	et ATION d will not to Descript Vessel ( Location Gas Fre	31/05/2016 7am-7pm 24 Hours e successful if the file is not in pdf format or in joeg form Browse Upload tion Seneral Arrangement n Plan Onboard Maintenance / Hot Work re Certificate	Date Upload 19-05-2016 19-05-2016 19-05-2016	Action Delete Download Delete Download Delete Download
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Save

Submit

### 3.4 View Permit

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

Home	eReg	PTWS	
Application		۲	
New Applic	ation		
Manage Ap	plication		_

Back

2. 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	<b></b>	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
⇒	1.00	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	99	LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled

			ial No : PTW-16-00010
		JOHOR PORT AUTHORITY	
BOHOR		T APPLICATION FOR VESSEL TO CARE AINTENANCE / HOT WORK ONBOAR	
JOHOR PORT AUTHO	mpleted form together with all other DRITY AH 2, PUSAT PERDAGANGAN PASIR G G, JOHOR, MALAYSIA. FAX: 07-2534000		
PART I (To be comp	pleted by the Owners, Agent or Maste	er of the vessel)	
1. Name of Vessel	: WESTERN TRIDENT	2. Port of Registry	: PANAMA CITY
3. Flag Type	: Foreign	4. Gross Tonnage	: 8369.00
5. Vessel/Ship locatio	n : Kuala Sungai Johor		-1
	on vessel where the maintenance / he	ot work is to be carried out (Plan is t	to be attached) :
7. Exact repair areas o	on vessel where the maintenance / he	ot work is to be carried out (Plan is 1	o be attached) :
7. Exact repair areas o Heli Deck		ot work is to be carried out (Plan is 1	io be attached) :
7. Exact repair areas o Heli Deck 8. Description of prop		ot work is to be carried out (Plan is 1	io be attached) :
7. Exact repair areas o Heli Deck 8. Description of prop Welding and Cutting		ot work is to be carried out (Plan is 1	io be attached) :
Heli Deck 8. Description of prop Welding and Cutting	nosed job :	ot work is to be carried out (Plan is 1	to be attached) :

### 3.5 Permit Extension

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

Home	eReg	PTWS	
Application		۲	*
New Applic	ation		
Manage Ap	plication		_

2. 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	9	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
2		LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved
4	9	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 Start Date : Permit End Date :		11/05/2016 31/05/2016		
New Permit End Date :		31/05/2016	-	
Working Hour :		🥶 7am-7pm 🔘 24 Hours		
SUPPORTING DOCUMENT	T INFOR	MATION		
All document must be in A4 size	(Upload	will not be successful if the file is not in pdf format or in jpeg form	nat or file size is greater than 2 M	Mb)
Contraction of the second s	*	×		
	*	Browse		
	*	Vpload		
Select File	*		Date Upload	Action
Select File	*	Upload	Date Upload 11-05-2016	Action Delete Download
Select File	*	Upload		
Document Select File Uploaded File	227	Upload Description Vessel General Arrangement	11-05-2016	Delete Download
Select File	2	Upload Description Vessel General Arrangement Location Plan Onboard Maintenance / Hot Work	11-05-2016 11-05-2016	<u>Delete</u> <u>Download</u> <u>Delete</u> <u>Download</u>
Select File	2 3	Upload Description Vessel General Arrangement Location Plan Onboard Maintenance / Hot Work Gas Free Certificate	11-05-2016 11-05-2016 11-05-2016	Delete         Download           Delete         Download           Delete         Download

### 3.6 Permit Termination

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



 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	9	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	
2	-> 🐼	LPJ/PTW/16-00038	DURRAH	Ahmad Dahlan	06/05/2016	Approved	
4	99	LPJ/PTW/16-00036	EVER CARRIER	Ahmad Dahlan	06/05/2016	Cancelled	

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

	nit		
Current Case Number	LPJ/PTW/16-00038		
STATUS OF WORK INFOR	RMATION		
	Back	Confirm	