



**MINISTRY OF HUMAN RESOURCES
DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH**

**DETAILS INFORMATION REQUIRED FOR OYK AGTES
REGISTRATION/RENEWAL APPLICATION**

Review on 5th Mei 2024

THE INFORMATION REQUIRED FOR REGISTRATION/RENEWAL OF AGREEMENT

a) General Information

- a) The applicant must provide the following information:
 - i. Full Name
 - ii. Identification Card Number
 - iii. Date of Birth
 - iv. Gender
 - v. Ethnicity
 - vi. State of Birth
 - vii. Nationality
 - viii. Mailing Address
 - ix. Mobile/Home Phone Number
 - x. Applicant's Email
 - xi. Photograph (frontal view covering at least **50%-60%** of the frame and must be clear) with a blue background.

B. Employer Information

- a) The applicant must provide the following information:
 - i. Employer's Name
 - ii. ROC/ROB Number
 - iii. JKKP Registration Number
 - iv. Address
 - v. Industry Sector
 - vi. Phone Number
 - vii. Email

C. Workplace Information

- a) The workplace information should be filled out according to the position and owner of the enclosed space.
- b) Select **YES** if the enclosed space belongs to the applicant company.
- c) Select **NO** if the enclosed space does not belong to the applicant company and you need to enter the name of the company that owns the enclosed space.
- d) Ensure that the project start date and end date are the same as specified in the LOA attachment.
- e) Ensure that the project name matches the LOA attachment.

D. Related Course Information

a) AGTES

- i. Ensure that the information provided in this section matches the details in the Qualification Certificate and Attendance Certificate attached.
- ii. AGTES Qualification Certificate must still be valid for a minimum of **3 months**.

b) AESP

- i. Ensure that the information provided in this section matches the details in the Training Certificate Card and Attendance Certificate attached.
- ii. AESP Training Certificate Card must still be valid (for new applications).

E. Supporting Documents

a) Company Profile

- i. It should contain information such as:
 - The company's workflow or services provided;
 - A list of enclosed space activities at the employer's company;
 - A list of machinery/enclosed spaces and a copy of the CF (if applicable);
 - A list of enclosed space-related projects (if there are no enclosed space activities/work on the employer's premises); and
 - Pictures of enclosed space-related work.

b) Contract/LOA/Purchase Order

- i. Must be submitted if the employer is not the owner of the enclosed space site.
- ii. Must have contract continuity from the project owner, main contractor to subcontractors.
- iii. Original contract scan must be submitted.
- iv. Should contain information such as:
 - Clearly stated project start and end dates;
 - Project name and position; and
 - Signed by both parties (employer and site owner).

c) Employer Confirmation Letter

- i. Must be on official letterhead.
- ii. The letter must be current (at least **3 months** from the date of application).
- iii. Should contain information such as:
 - Applicant's name & identification number.
 - Start date of involvement in enclosed space work.
 - Detailed description of duties, involvement, and experience in enclosed space work.
- iv. If the applicant's experience with the current company is less than 3 years, a confirmation letter from the previous company must be included.

d) Academic Certificate

- i. Applicants need to attach a copy of their SPM/STPM certificate (with credit in Science/Physics/Chemistry/Biology subjects).
- ii. Applicants need to attach relevant Science/Engineering/Occupational Safety and Health certificates/diplomas/degrees if they do not have credit in Science/Physics/Chemistry/Biology subjects or if they do not have an SPM/STPM certificate.
- iii. In addition to SPM/STPM certificates, applicants need to attach copies of MQA certificates and examination transcripts.

e) Attendance Certificate/Qualification Certificate/Training Certificate Card

- i. Copies of both front and back sides.
- ii. Information on the Certificate/Training Certificate Card must be clear.
- iii. Information must match the AGTES and AESP Related Course Information section.

f) Identification Card

- i. Copies of both the front and back sides.
- ii. Information on the copy of the Identification Card must be clear.
- iii. Information must match the General Information section.