

**DETAILS OF DOCUMENTS FOR DESIGN APPROVAL OF HOISTING MACHINE**

**1. Official Application Letter**

- ❖ The letter should have a company letterhead complete with its contact details
- ❖ The letter should include type of hoisting machine, model, serial number (if any), manufacturer, country of origin and installation location.

**2. Design Drawing**

- ❖ Ideally be A1 size
- ❖ Detail assembly drawing with dimensions
- ❖ Complete with title and drawing number
- ❖ Details of the material grade and specification
- ❖ Electrical/Hydraulic diagram, as applicable

**3. Design Calculation**

- ❖ Design calculation based on the design code the machine is designed

**4. Catalogue/Technical Specification**

- ❖ Manufacturer's catalogue with detailed technical specification of the machinery

**5. Load Chart**

- ❖ Chart with details of SWL at the corresponding work radius and boom length

**6. Manufacturer's Certificate/Certificate of Origin/Declaration of Conformity**

- ❖ **Manufacturer's certificate:** confirmation document from the manufacturer that the said machinery (complete with model and serial number) is fabricated by them and passed the inspection
- ❖ **Certificate of Origin:** Certificate issued by the country of origin which should include the model and serial number of the machinery
- ❖ **Declaration of Conformity:** Document either by the manufacturer or third party which certify the machinery conform to a specified standard or Machinery Directive.

**7. Manufacturing License From State Authority (Manufacturer License)**

- ❖ Permission to fabricate the said machinery from the state authority (as applicable)

**8. Operational, Installation and Maintenance Manual**

- ❖ Latest version of the manual to illustrate clearly on procedure to operate, install and maintain the said machinery

- ❖ Electrical/Hydraulic diagram, as applicable

**9. Hoist/Winch/Drive Motor/Strand Jack Certificate or Inspection Report**

- ❖ Certificate from the manufacturer complete with model, serial number and capacity
- ❖ Inspection report from CNAS accredited bodies if the machinery is from China

**10. Wire Rope/Chain Certificate/Specification**

- ❖ Test certificate with details such construction, lays, diameter, breaking load, core and etc.
- ❖ The specification shall be the same as outlined in manufacturer's manual

**11. List of Safety Features and Description of Their Functions**

- ❖ A summary/table of the safety features fitted and description of their functions

**12. Safety Devices Certificate/Test Report**

- ❖ Certificate from manufacturer or test report by an independent body

**13. Import License (AP) From Ministry of Trade and Industry (MITI)**

- ❖ JK69 form approved by MITI
- ❖ Endorsement by Custom if possible
- ❖ Actual year built to be indicated

**14. Load and Function Test Procedure**

- ❖ Proposed procedure for overload or function test on the machinery

**15. Type Test Report**

- ❖ Model prototype test report by bodies accredited by CNAS (China National Accreditation Service) for machine designed according to GB Code

**16. Integrity Inspection/Special Assessment Report**

- ❖ Assessment inspection report by Competent Firm registered with DOSH in the scope of the said hoisting machinery or appropriate parties for other used or re-engineering machinery

**17. Appendix for Goods Hoist**

- ❖ Relevant information for goods hoist

**18. Appendix for Scissor Lift**

- ❖ Relevant information for customized or re-engineering scissor lift

### **19. Latest Model Approval Letter**

- ❖ For model re-approval application for tower crane and passenger hoist only

### **20. Competent Firm Appointment Letter**

- ❖ For machinery which required to be erected by a competent firm registered with DOSH (if the application is submitted other than the competent firm)

### **21. QA/QC Certification/Inspection Report From Manufacturer**

- ❖ Report/Certification which certified/detailing each unit (with serial number) has been inspected by the overseas manufacturer's QA/QC department and built in accordance to the relevant standard and code.
- ❖ Manufacturing Data Records (MDR), as applicable

### **22. Sheave/Pulley Details & Analysis**

- ❖ Certification/drawing/specification/information on the sheave/pulley such as pulley material, dimension, groove details, pitch diameter, outside diameter, bore diameter and etc. Analysis of the suitability of the MC nylon sheave/pulley to be included.

### **23. Certificate of Accreditation of the Manufacturer's Quality Assurance System**

- ❖ ISO 9001 is the international standards that specifies requirements for a quality management system. Manufacturers adopt this standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.
- ❖ Applicable for overseas manufacturers only.

### **NOTE**

- Only new unit of tower crane, passenger hoist, mast climbing work platform, derrick crane and self climbing scaffold/platform are allowed.
- Application using fraud documents will be rejected.
- Each soft copy of the documents must be legible and in pdf format only.
- All documents must be in the language of English or Bahasa Malaysia or translated to those languages. The content must be grammatically correct and easily understood.
- The Department may request additional information/documentation for verification purpose when reviewing the application.
- Avoid any security setting in the pdf files.
- Each of the files must be labeled appropriately without any foreign symbols such as "?", "\*" and etc.
- Maximum allowable size for each file is 20MB
- Total allocated space for each submission is 297.20MB
- All relevant details inside the checklist must be filled up accordingly