



GUIDELINES

FOR REGISTRATION OF PERSONS

WITH THE CHIEF INSPECTOR OF FACTORIES AND MACHINERY

AS TOWER CRANE, PASSENGER&MATERIAL HOIST,

WORKING PLATFORM AND GONDOLA COMPETEN

PERSONS

DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MINISTRY OF HUMAN RESOURCES
MALAYSIA

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1.0 GENERAL

- 1.1 The purpose of these guidelines is to lay down the procedure, stipulate the qualifications and other conditions for the registration of persons who intend to carry out duties as a hoisting machine erection, maintenance and dismantling competent person in pursuance to the provisions of Section 29A, of the Factories and Machinery Act (Act 139), 1967 .
- 1.2 In pursuance to the provisions of section 29A, of the Factories and Machinery Act (Act 139), no person shall manufacture, fabricate, test, install, maintain, dismantle or repair any machinery which is prescribed unless he has a written authority issued by the Chief Inspector.

2.0 QUALIFICATION FOR REGISTRATION

- 2.1 A person applying to be registered with the Chief Inspector as a hoisting machine erection, maintenance and dismantling competent person shall-
- (a) Be a Malaysian citizen;
 - (b) Holds a qualification and experience of five (5) years working experience in **erection, maintenance, inspection and dismantling** of Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform;
 - (c) Attended Working at Height Course;
 - (d) Attended HIRARC/JSA Course;
 - (e) Attended of Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Mast Climbing Working Platform EMD familiarization course with the principal companies
 - (f) Medically fit;
 - (g) Has not been –
 - (i) Convicted of an offence under the Act or any regulations made hereunder;
 - (ii) Convicted of an offence under the Occupational Safety and Health Act, 1994 or any regulations made hereunder; or
 - (iii) Convicted of an offence and sentenced to more than one year imprisonment or a fine of more than two thousand ringgit;
 - (h) Has fulfilled such other conditions as may be prescribed under the Act or any regulations made there under.

3.0 APPLICATION PROCEDURE

- 3.1 An application to be registered with the Chief Inspector must be forwarded by the approved Erection, Maintenance and Dismantling firm and the firm has to certify the experiences of the applicant on the respective area.

- 3.2 Registration as Competen Person is valid accordance with the validity period of the Erection, Maintenance and Dismantling Approved Firms the competen person is working with.
- 3.3 A competent person who has ceased to work with an approved firm and intends to work with another firm has to reapply (by the new firm) and has to sit for another interview to re-register him as a competent person.
- 3.4 The documents need to be submit with the application are as per stipulated in Appendix I.

4.0 POWER OF THE CHIEF INSPECTOR

- 4.1 **Refusal to register.** The Chief Inspector may refuse to register any application made if he is satisfied that the applicant does not meet the requirements as outlined in Clause 2 or failed an interview as prescribed under Paragraph 6.
- 4.2 **Cancellation of registration.** The Chief Inspector may canceled at any time, registration of any competent person if he:-
 - (a) has ceased to work with the approved firm;
 - (b) has declared by Medical Officer or Occupational Health Doctor as medically unfit;
 - (c) has not meet any requirements set by the Chief Inspector;
 - (d) has failed to perform his duties as outlined in Paragraph 5; or
 - (e) has committed any of the misconduct as outlined in Paragraph 7.

5.0 DUTIES OF HOISTING MACHINE ERECTION, MAINTENANCE AND DISMANTLING COMPETENT PERSON

- 5.1 The Hoisting Machine Erection, Maintenance And Dismantling Competent Person shall:-
 - (a) Fulfill all of the duties as prescribed under Section 29A, of the Factories and Machinery Act (Act 139), 1967.
 - (b) Present and provide full supervision of erection, inspection, maintenance and dismantling carry out on Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform.
 - (c) Ensure the safety and health of the person who is under his or her supervision during erection, inspection, maintenance and dismantling carry out on Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform.
 - (d) To inform the Department (State DOSH) on any defects encountered on crane structure and components which is under his area of supervision.
 - (e) To carry out regular inspection and prepare a report accordingly on all cranes under the supervision at a minimum once in a month.

- (f) To carry out the duty as Crane Competent Persons on full time basis. No Part time Job is allowed (employed full time by one (1) competent Firm only).
- (g) Maximum allowable crane supervision is only 18 unit/competent person.
- (h) Acknowledge all the Jacking activities carry out.
- (i) To carry out Load Test, Function Test and Foundation Test prior any Inspection by DOSH Officer.
- (j) To Provide a training on “Do and Don’ts” Procedure before handing over the Crane operation to the site manager.

5.2 Any Competent Person who fails to carry out the duties as prescribed under Paragraph 5.1 shall be considered as having committed a misconduct.

6.0 INTERVIEW

6.1 An Interview or a technical presentation shall be conducted for a candidate in order to determine his knowledge and experiences. Such oral examination shall include -

- (a) **Part I – Act and Regulations;** on safety and health.
- (b) **Part 11 – Inspection;** to determine experience and knowledge of candidate in Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform inspection; and
- (c) **Part III - Erection, maintenance, and dismantling;** to determine the experience and knowledge of candidates in erection, maintenance, inspection and dismantling of Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform; and
- (d) **Part IV – Design and Code of Practice;** to determine the experience and knowledge of candidates pertaining to code of practice and relevant design matters.

7.0 MISCONDUCT

7.1 For the purpose of these guidelines, misconduct means:

- (a) Failure to carry-out the duties as prescribed under Paragraph 5;
- (b) Delegates the duties to another person who is not registered with the Chief inspector;
- (c) Failure to advice the occupier or owner of any defect in Tower Crane / Passenger Hoisting Machine / Material Hoisting Machine / Gondola / Mast Climbing Working Platform which is likely to cause danger to life or property while such tower crane is under his supervision;

7.2 Any competent person who was found to have committed a misconduct, his/her competency shall be terminated immediately.

- 7.3 Any competent person who had been negligent in his/her duties and caused an accident or dangerous occurrence of the Tower Crane / Passenger and Goods Hoisting Machine / Gondola / Mast Climbing Working Platform under his supervision, he or she shall be charged under the relevant Act or Regulations.

Appendix 1



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MALAYSIA

Affix Passport size

APPLICATION FOR REGISTRATION OF TOWER CRANE, PASSENGER/MATERIAL HOIST, WORKING PLATFORM AND GONDOLA COMPETENT PERSON

1.0 PERSONAL PARTICULARS:

- 1.1 Name (in block letter):
1.2 Sex : Male / Female
1.3 Date Of Birth :
1.4 Home Address:
1.5 Date Of Birth :
1.6 Identity Card Number :
1.7 Citizenship:
1.8 Tel. No. (Home) :
(Mobile) :
1.9 Emel :

2.0 EMPLOYER PARTICULARS:

- 2.1 Name and Employer Address:
2.2 Company Registration Number
2.3 Tel.No. (office) :
2.4 Fax. No. (office):

3.0 WORKING EXPERIENCE :

Table with 3 columns: Title, Year from To, Employer. Includes dotted lines for data entry.

4.0 QUALIFICATION AND TRAINNING : (Please enclosed certified copy)

- 4.1 Highest Education Qualification:
4.2 Training related with crane operation:

5.0 DECLARATION

I certify that the information contained in this application is true. I am healthy and have a capabilities to manage the crane in safely.

Signature	:	Employer's Stamp	
Name	:	Signature	:
Date	:	Witness Name	:
		Position	:
		Date	:

Appendix II



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MALAYSIA

Affix
Passport size

APPLICATION FOR RENEWAL OF TOWER CRANE, PASSENGER/MATERIAL HOIST, WORKING PLATFORM AND GONDOLA COMPETENT PERSON

1.0 PERSONAL PARTICULARS:

- 1.1 Name (in block letter): 1.6 Age :
- 1.7 Identity Card Number :
- 1.2 Registration Number :
- 1.3 Sex : Male / Female
- 1.4 Date Of Birth : 1.8 Citizenship:
- 1.5 Home Address: 1.9 Tel. No. (Home) :
..... (Mobile) :
- 2.0 Email :

2.0 EMPLOYER PARTICULARS:

- 2.1 Name and Employer Address: 2.2 Company Registration Number 2.3 Tel.No. (office) :
- 2.4 Fax. No. (office):

3.0 LIST OF INSTALLATION AND DISMANTLE DURING LAST APPROVAL

Project Name	Duration	Client Name
.....to.....
.....to.....
.....to.....
.....to.....
.....to.....
.....to.....
.....to.....

(*** Please used attachment if needed)

4.0 TRAINNING ATTENDED: (Please enclosed certified copy)

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4.1 Highest Education Qualification:

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5.0 DECLARATION

I certify that the information contained in this application is true. I am healthy and have a capabilities to manage the crane in safely.

Signature	:	Employer's Stamp	
Name	:	Signature	:
Date	:	Witness Name	:
		Position	:
		Date	: