APPENDIX 1

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

Revision: 15 October 2018
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