





USER MANUAL PERMIT TO WORK APPLICATION SYSTEM

Date: 1 October 2025

Version 3.0

User Roles







Permit Issuer



Approving Authority



SHE

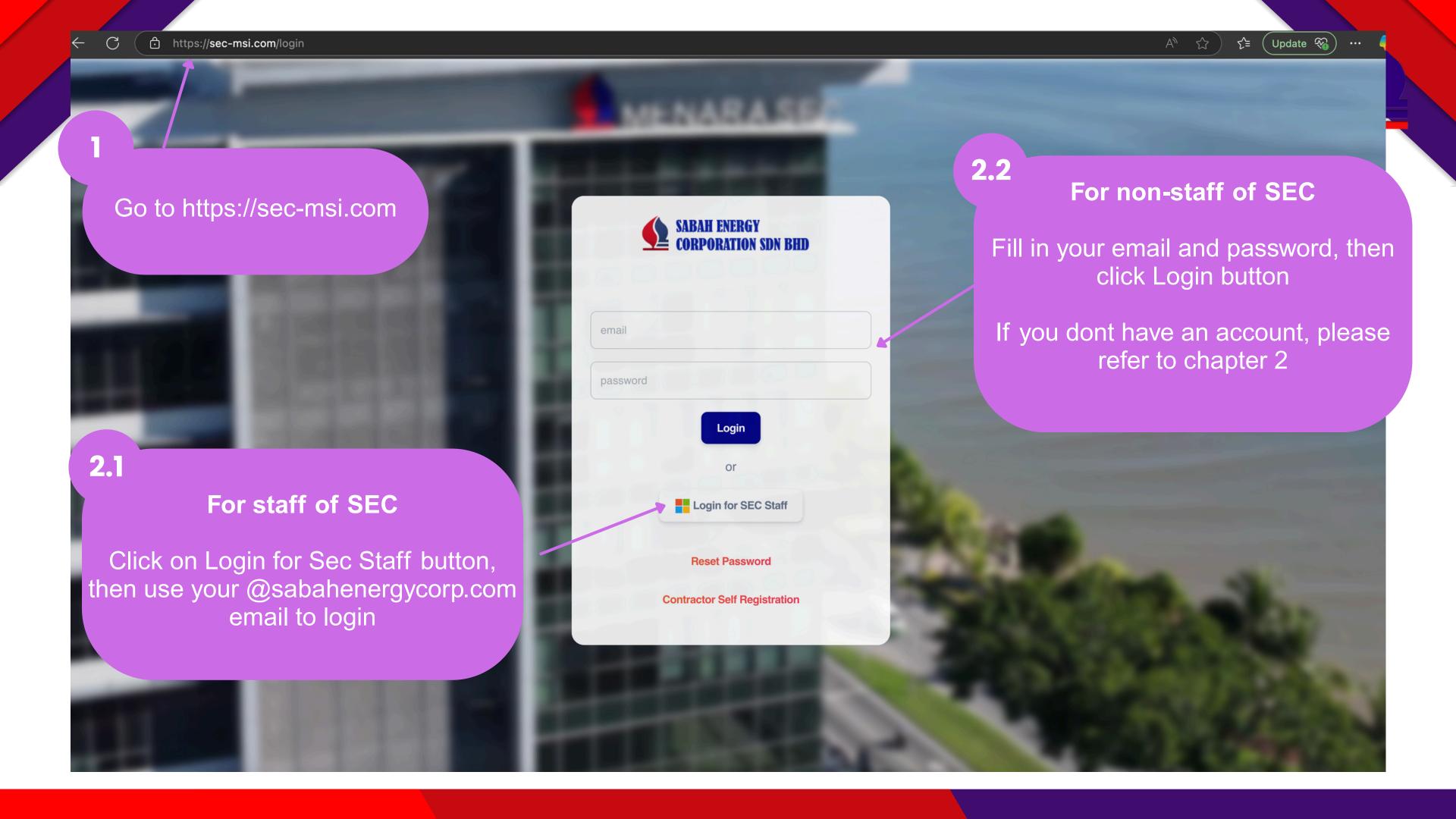
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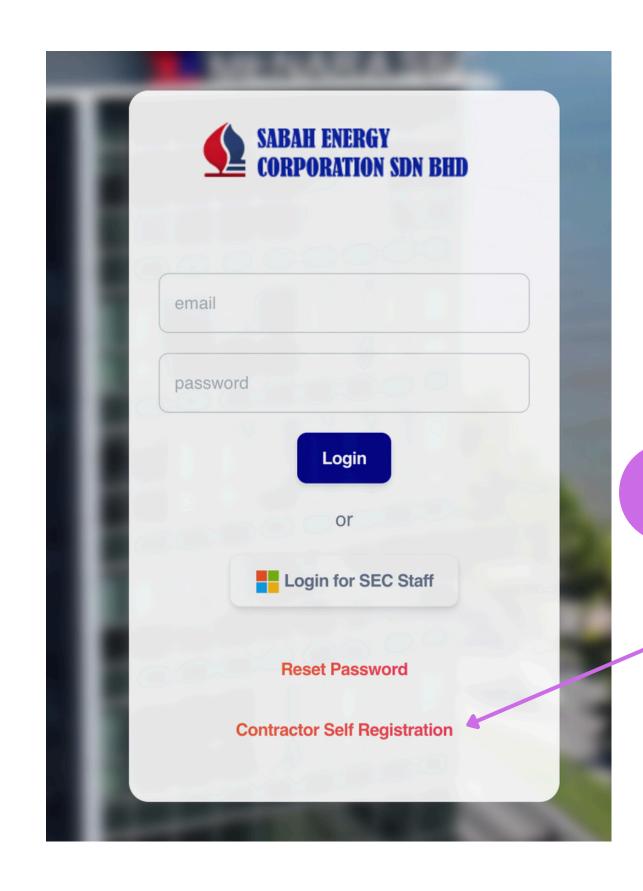
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How to login?



2

Contractor Self Registration



Click on Contractor Self Registration



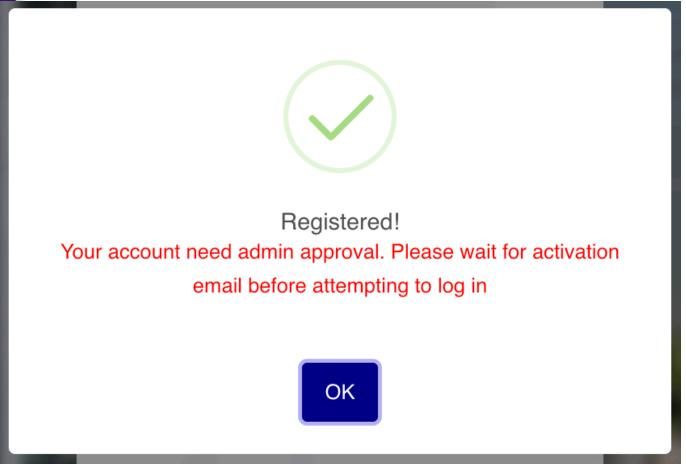
CONTRACTOR SELF REGISTRATION

♣ Upload profile image

Fullname *
Name
Company *
Company
Contact Number *
Contact Number
Email *
Email
Password *
Password
I agree the Terms and Conditions
er 🔨

2

Fill in all details and click button Register



Registered!
ur account need admin approval. Please wait for activation
email before attempting to log in

OK

You can now log in to the system using the following link:

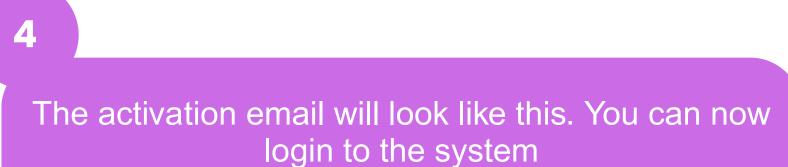
Login here

PTW Account Registration Inbox x

SEC - NO REPLY <noreply@sabahenergycorp.com>

This message confirms that your registration was submitted. However, your account still needs to be activated by SHE.

Please wait for the activation email, which will be sent to your registered email address.

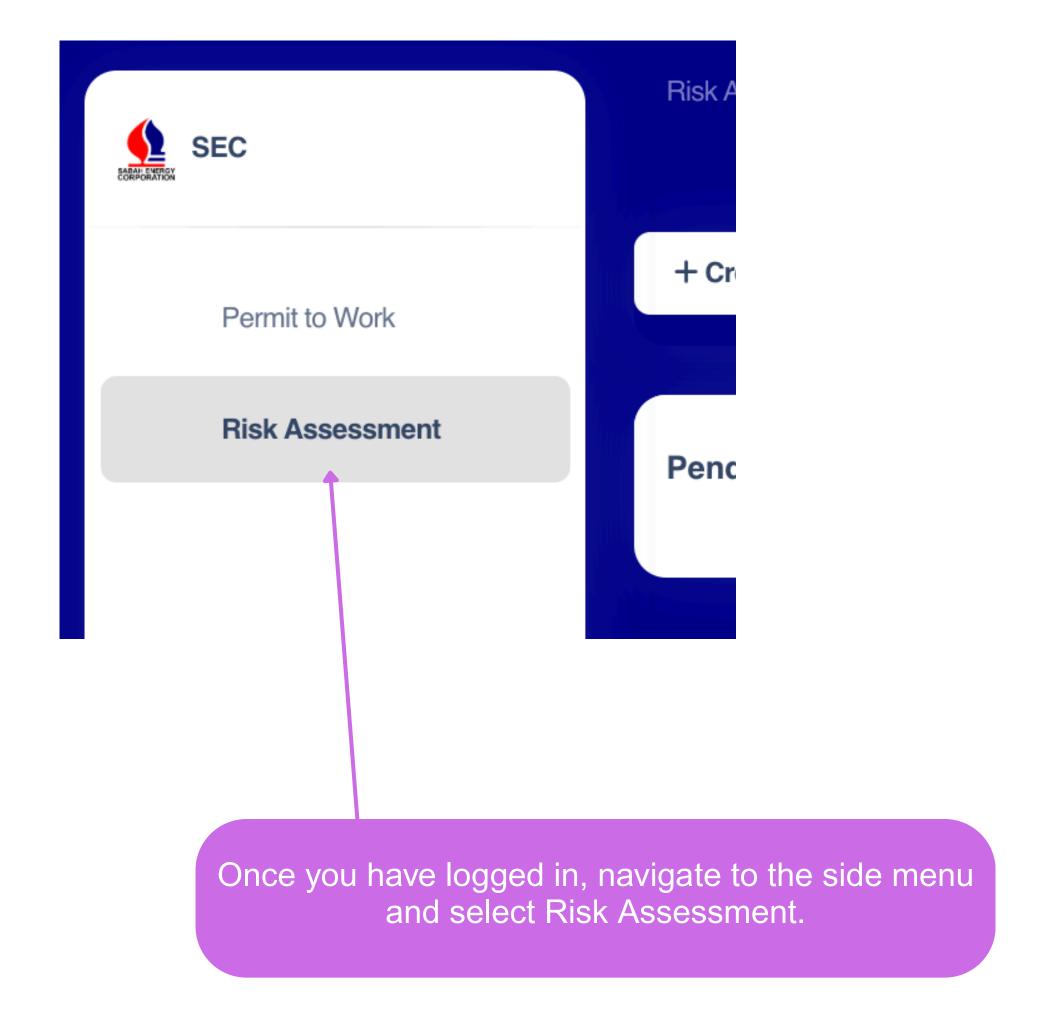


09:34 (0 minutes ago

3

Risk Assessment (RA) Application

Complete this step before submitting your Permit to Work application



3.1 Landing Page of RA

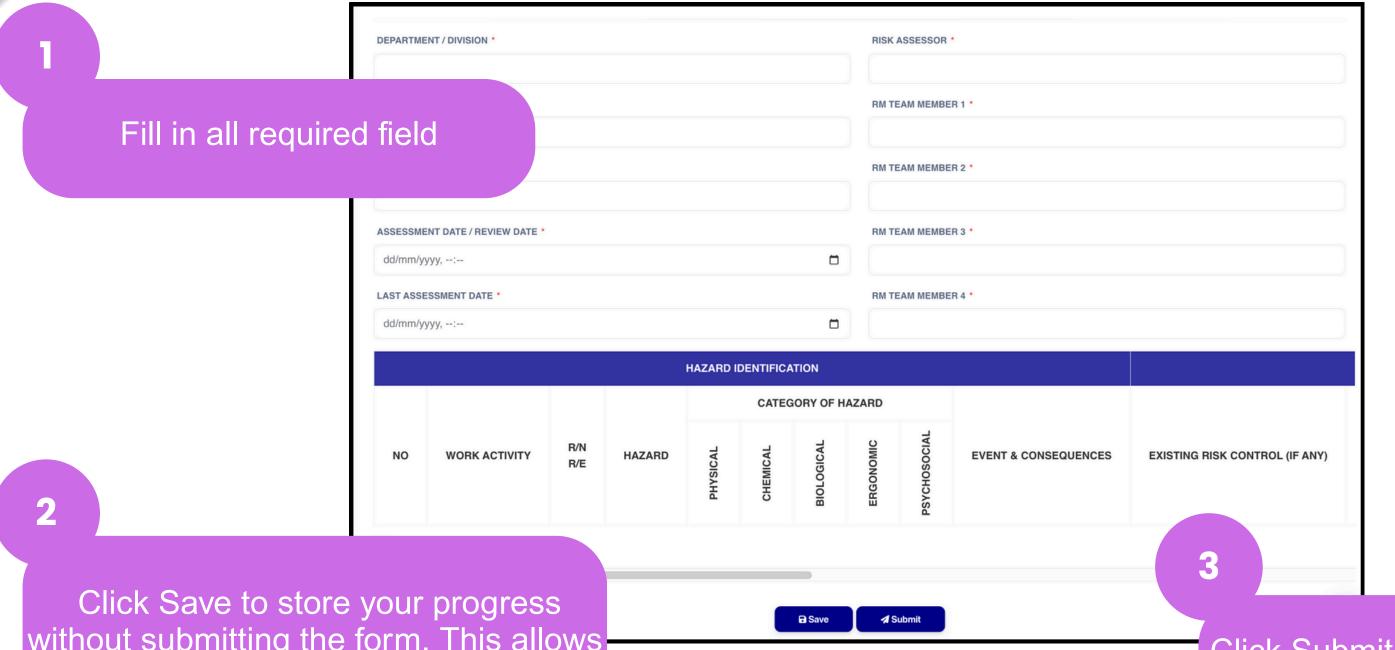
Click this button to create new RA
Application

Refer chapter 3.2

Click this button to view all your RA Application

Click this button to search RA Application by entering its RA Number Risk Assessment / + Create New RA **∷** List of RA Q Search by RA NO Pending task 0

3.2 Create new RA application



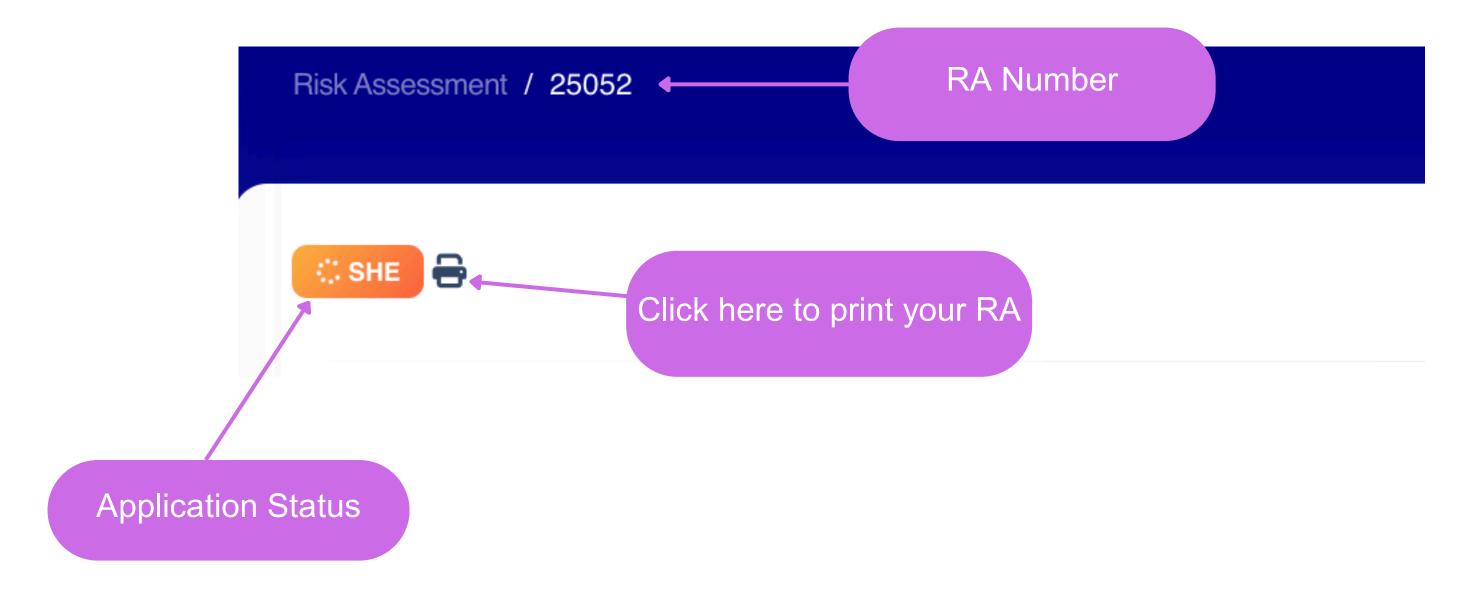
Always doublecheck your information before clicking Submit, especially for mandatory fields marked with a red asterisk (*)

Click Save to store your progress without submitting the form. This allows you to return later and complete it. Use this if you're not yet ready to submit or need to gather more information.

Click Submit when you are ready to send the form for review or processing. Once submitted, you are not be able to make further changes

3.3 User View After Submission

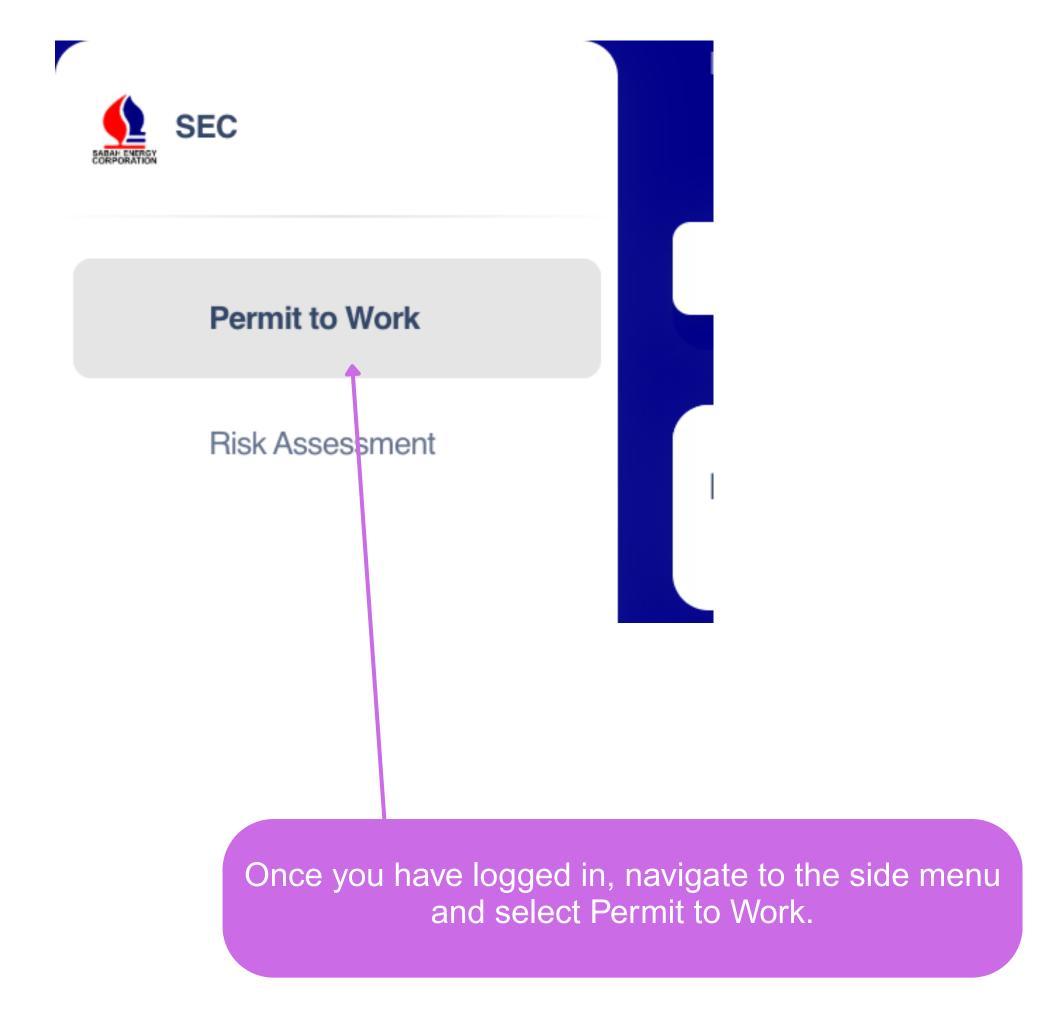
You will see the following indicator at the top of your form after successfully submitting the application



3.4 RA application status

DRAFT	The application has been created but not yet submitted. You can still edit the information. Property Tip: Remember to click Submit once you're ready to send the application
∵ SHE	The application is submitted and awaiting approval from the SHE division
REQUEST REVISION	You are required to make the necessary changes and resubmit the application Property Tip: Check the reviewer's notes or comments carefully to understand what needs to be corrected
✓ APPROVED	Your application has been successfully approved
REJECTED	The application was not approved. Review the feedback provided. A new application may need to be submitted.
€ AA	The application is submitted and awaiting approval from Approving Authority(AA). Approval will be granted once the Permit to Work (PTW) linked to the corresponding Risk Assessment (RA) has been approved by AA.

Permit to Work (PTW) Application



4.1 Landing Page of PTW

Click this button to create new PTW Application

Then, refer chapter 4.2

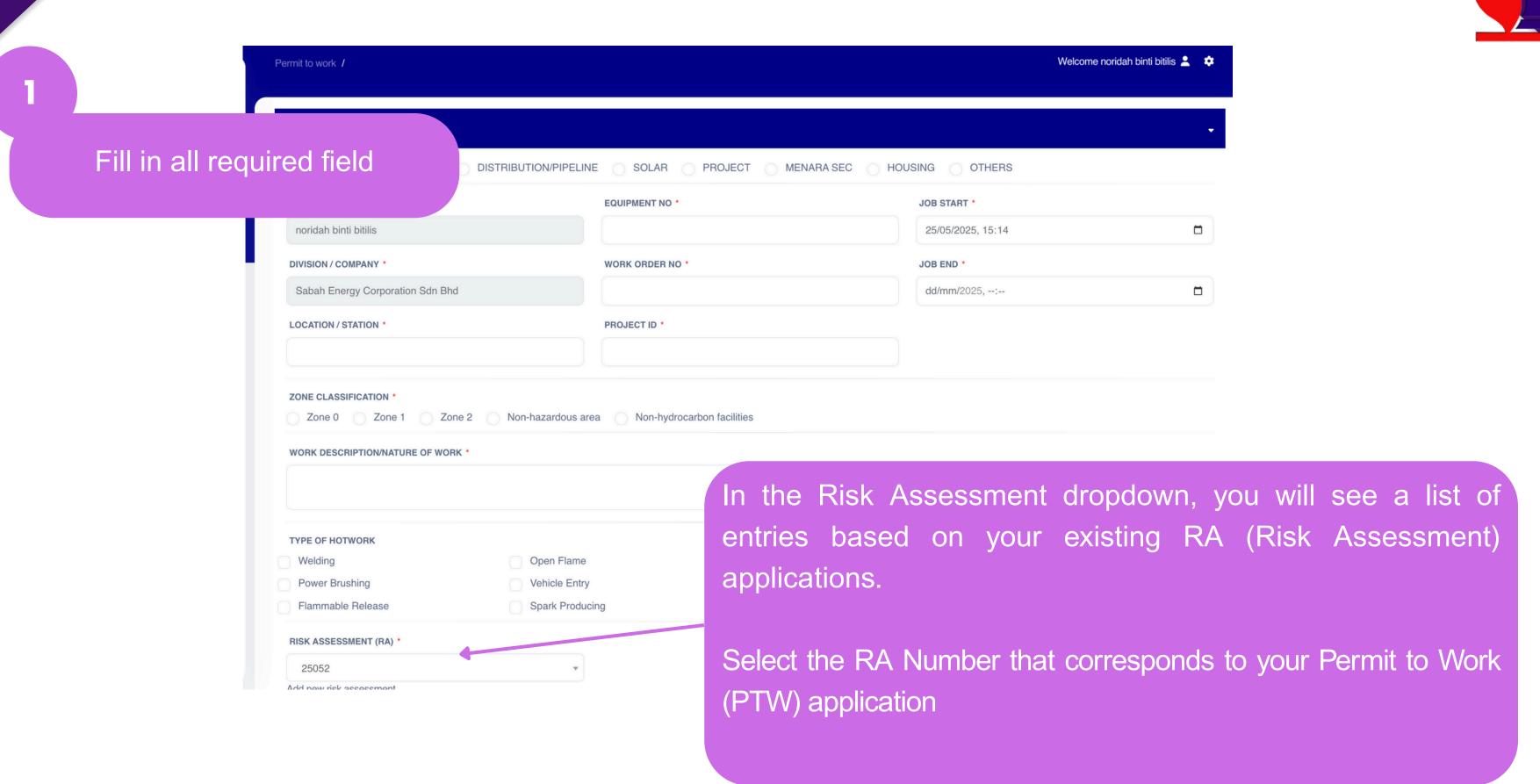
Permit to work / its PTW Number + Create New Application **∷** List of Application Q Search by PTW NO

Click this button to view all your PTW Application

Pending task

Click this button to search PTW Application by entering

4.2 Create new PTW application



4.3 Update Gas Test

PART E - GAS TEST (If Applicable)

Instruction:

- 1. Download the Confined Space Entry Certificate and/or Gas Test Log templates provided.
 - ▲ Confined Space Entry Certificate
- 2. Complete the forms with the required gas test information.
- 3. Upload the completed documents back into the e-PTW system for submission.

Upload Completed Confined Space Entry Certificate

No file chosen	
d Gas Test Log	1
No file chosen	
	d Gas Test Log

a gas test is required, you will see this section on your ptw orm. You can update this section later, even after ubmission.

4.4 Save vs Submit

Save vs Submit

At the bottom of the form, you will see two buttons: **Save** and **Submit**.

Save:

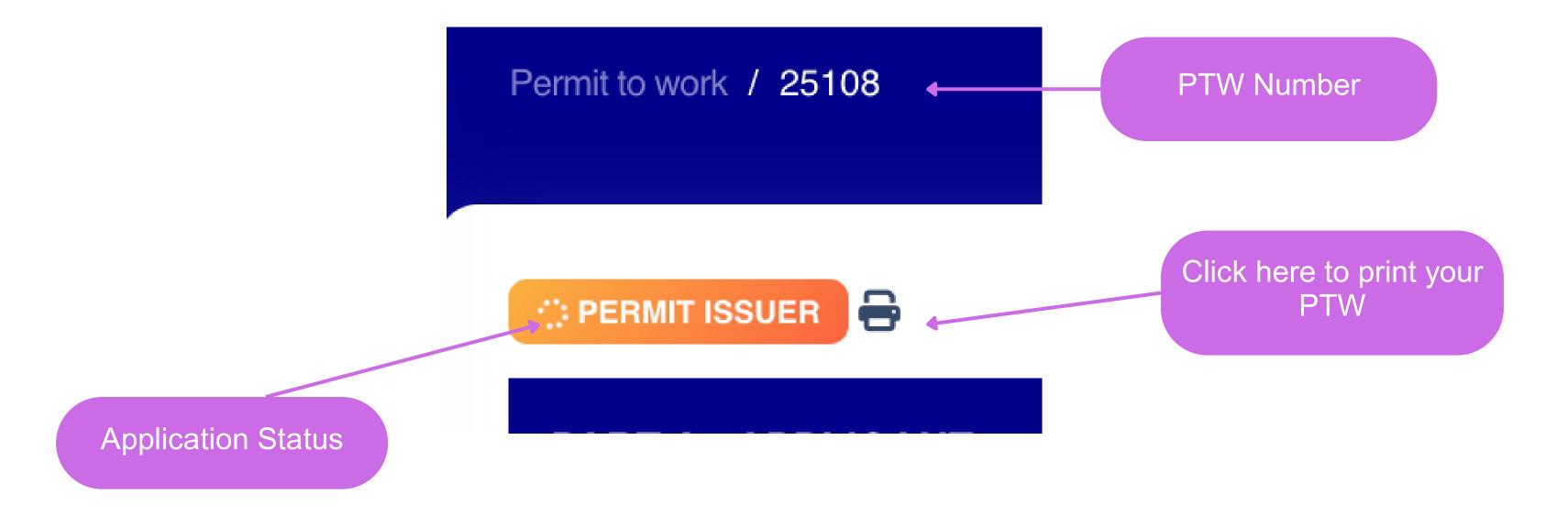
• Click Save to store your progress without submitting the form. This allows you to return later and complete it. Use this if you're not yet ready to submit or need to gather more information.

Submit:

• Click Submit when you have completed all required fields and are ready to send the form for review or processing. Once submitted, you may not be able to make further changes.

4.5 User View After Submission

You will see the following indicator at the top of your form after successfully submitting the application



4.6 PTW application status

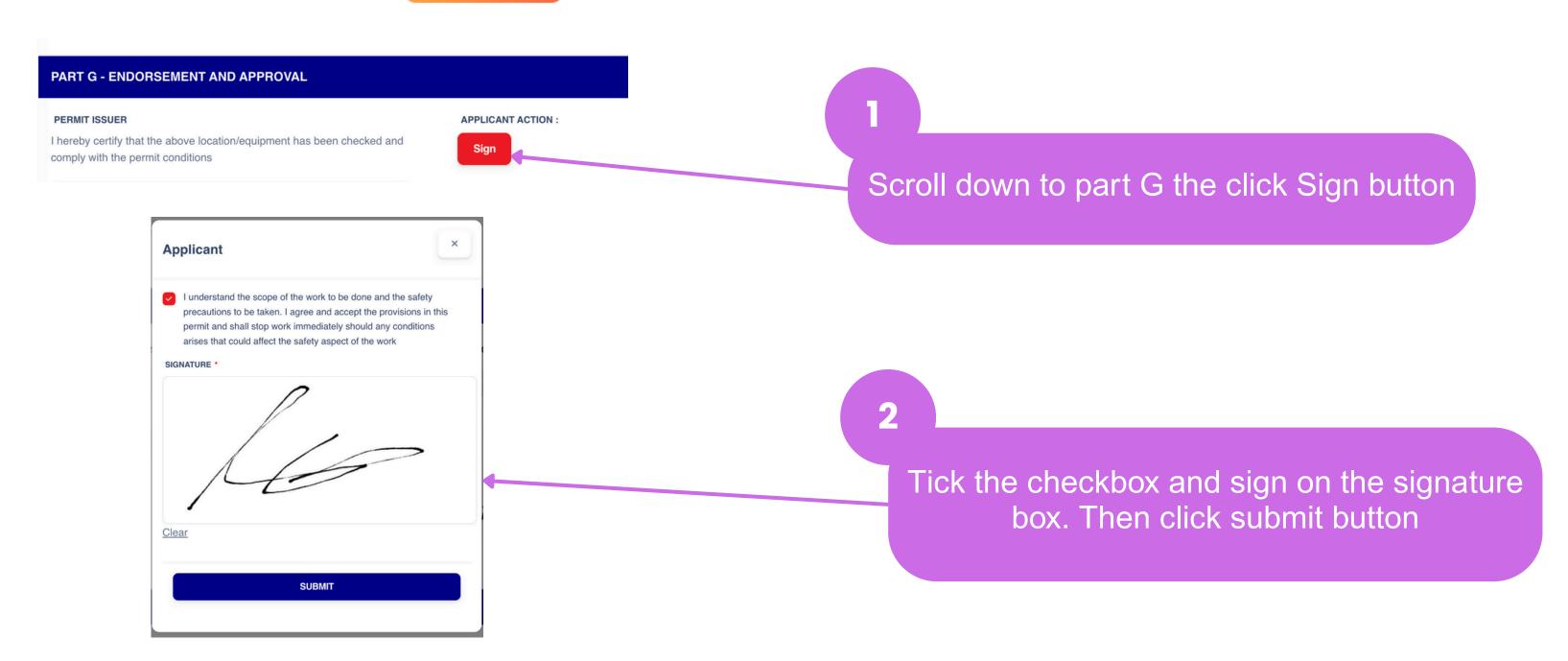
DRAFT	The application has been created but not yet submitted. You can still edit the information. Property Tip: Remember to click Submit once you're ready to send the application
	The application is currently waiting for review by the Permit Issuer
(): APPLICANT	The application is currently waiting for your sign
⇒ SHE	The application is currently waiting for review by the SHE
: APPROVING AUTHORITY	The application is currently waiting for review by the Approving Authority

4.6 PTW application status

REQUEST REVISION	You are required to make the necessary changes and resubmit the application Tip: Check the reviewer's notes or comments carefully to understand what needs to be corrected
:: EXTENSION REQUEST APPROVAL	Request to extend the validity of the permit has been submitted and is currently awaiting approval from
:: PERMIT ISSUER	The work has been marked as completed, and the application is now awaiting review by the Permit Issuer.
: APPROVING AUTHORITY	The work has been marked as completed, and the application is now awaiting review by the Approving Authority.
✓ COMPLETED	No further action is required. The permit is now officially closed and recorded as completed in the system.
SUSPENDED	The application has been suspended

4.7 How to sign your application

If your application status is pricant, follow the steps below to sign

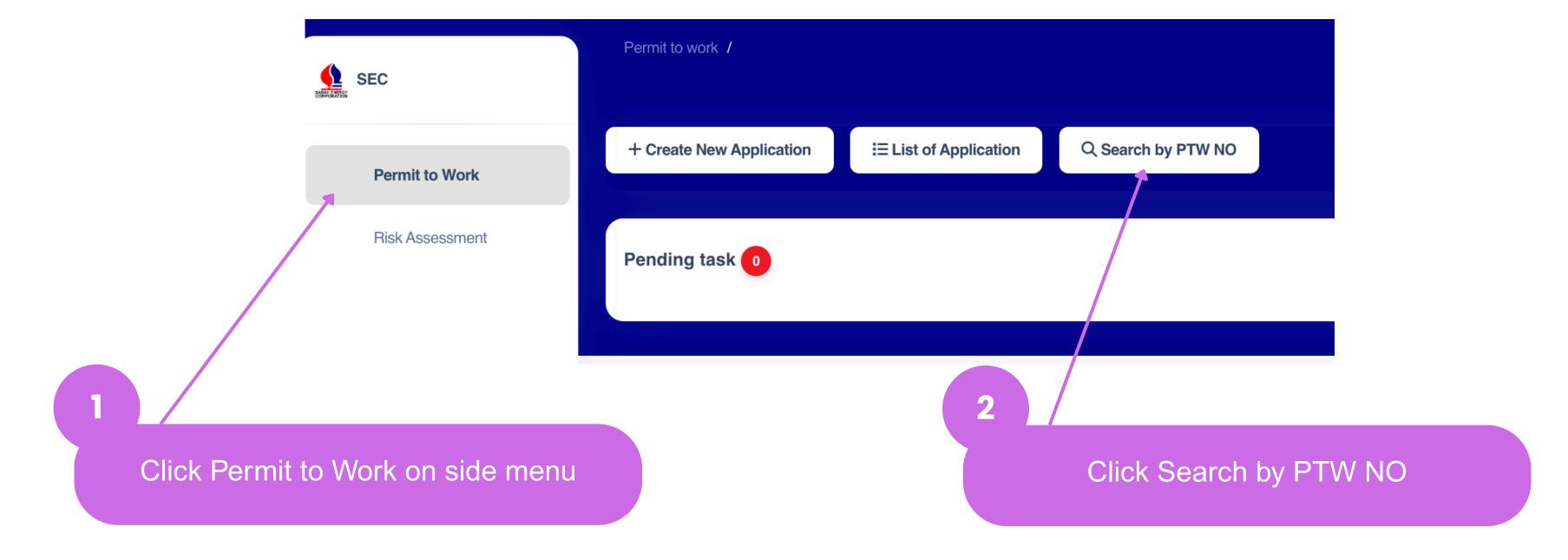


5

Permit to Work (PTW) Approval

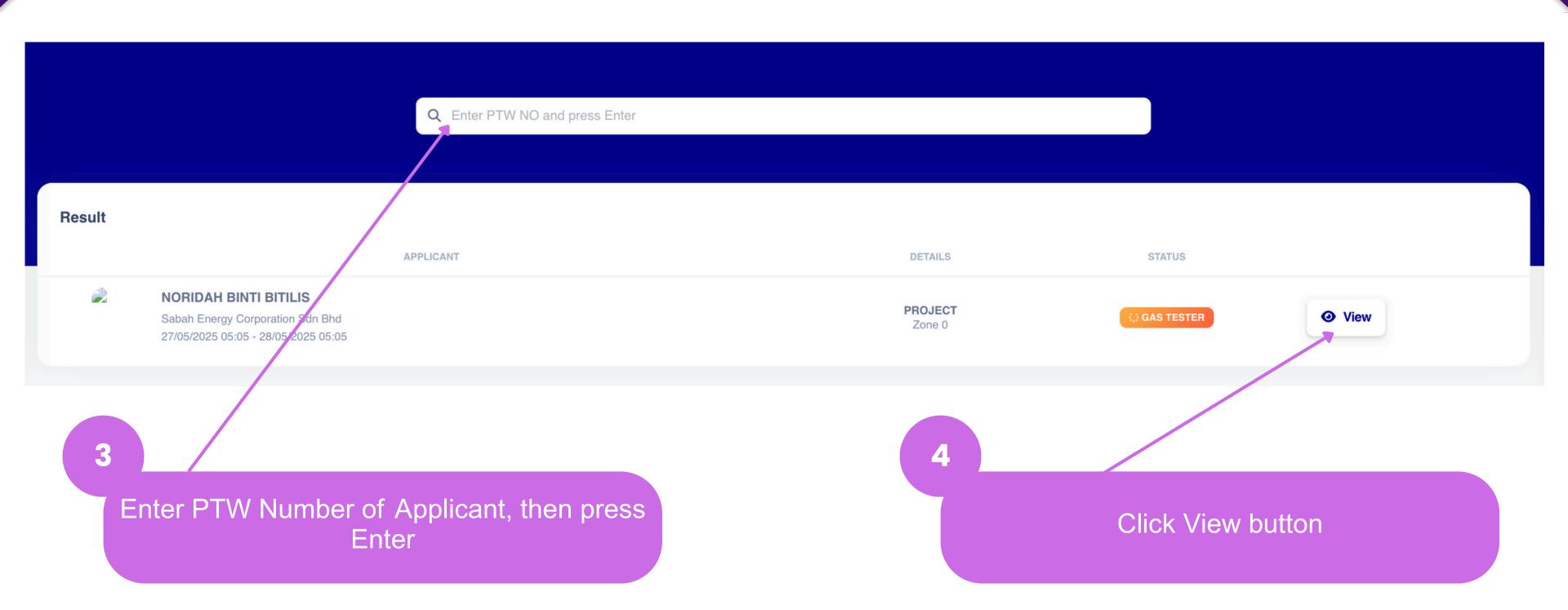
Reference for approvers (Permit Issuer, Approving Authory, SHE)

5.1 Search Application



5.1 Search Application





5.3 Permit Issuer

1

View applicant's application by searching refer chapter 5.1

or

Click the link provided in the email (if you have received it) to go directly to the applicant's application in the system.

or

Click View under pending task section on the landing page (if exist)

5.3 Permit Issuer

2

You may update Part A, B, or C of the application if needed, then click Save.

PART G - ENDORSEMENT AND APPROVAL

PERMIT ISSUER ACTION:

Sign Request Revision Reject

3

Scroll down to Part G of the application to make your endorsement. You have the following options:

- ✓ Sign Confirms your approval and moves the application to the next stage.
- Request Revision Sends the application back to the applicant for correction or additional information.
- Reject Declines the application. The process stops, and the applicant is notified.

5.4 Approving Authority

1

View applicant's application by searching refer chapter 5.1

or

Click the link provided in the email (if you have received it) to go directly to the applicant's application in the system.

or

Click View under pending task section on the landing page (if exist)

5.4 Approving Authority

2

You may update Part A, B, or C of the application if needed, then click Save.

PERMIT ISSUER
I hereby certify that the above location/equipment has been checked and comply with the permit conditions

APPLICANT
I understand the scope of the work to be done and the safety precautions to be taken. I agree and accept the provisions in this permit and shall stop work immediately should any conditions arises that could affect the safety aspect of the work

APPROVING AUTHORITY ACTION:

Sign Request Revision Reject

3

Scroll down to Part G of the application to make your endorsement. You have the following options:

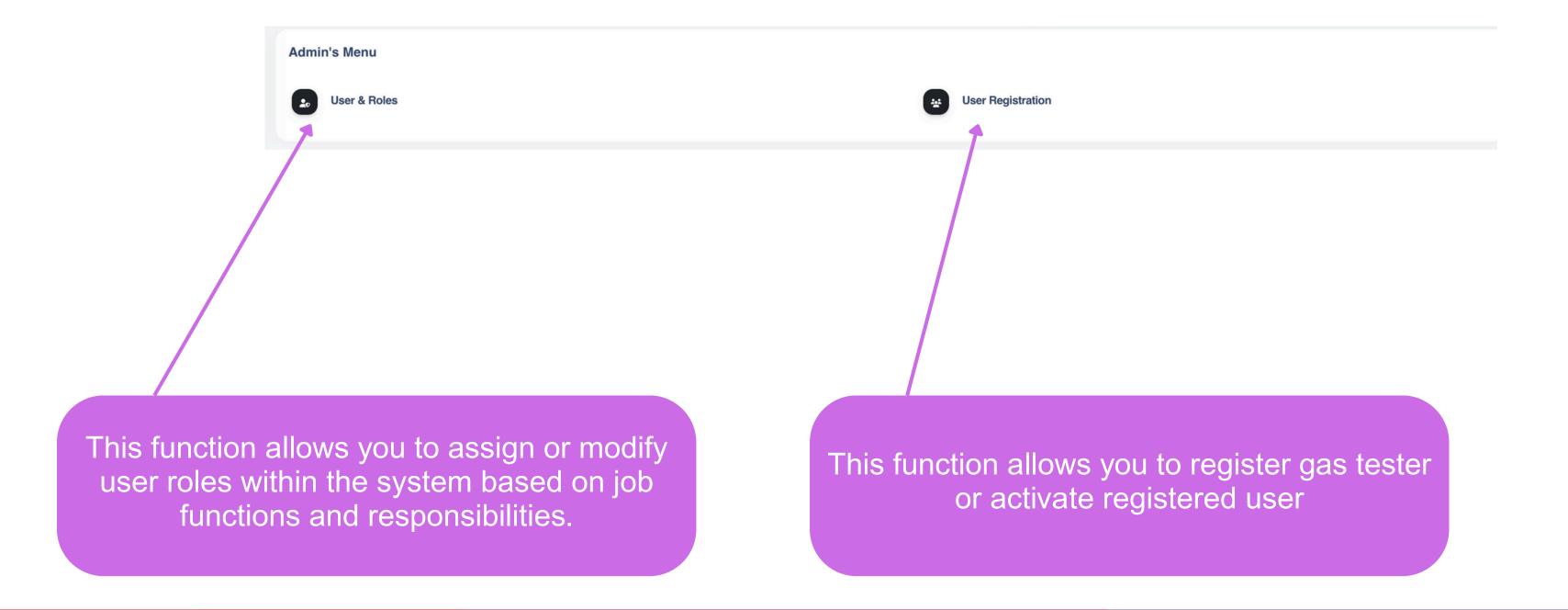
- ✓ Sign Confirms your approval and moves the application to the next stage.
- Request Revision Sends the application back to the applicant for correction or additional information.
- X Reject Declines the application. The process stops, and the applicant is notified.

6

Permit to Work (PTW) Admin Role (SHE)

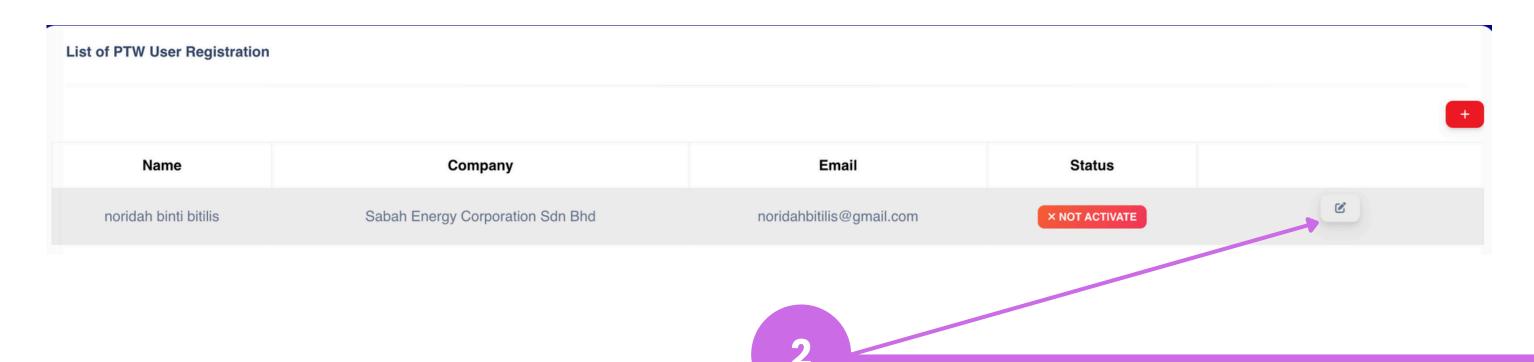
6.1 Landing page

If you have an Admin role, you will see this menu on the landing page after logging in.



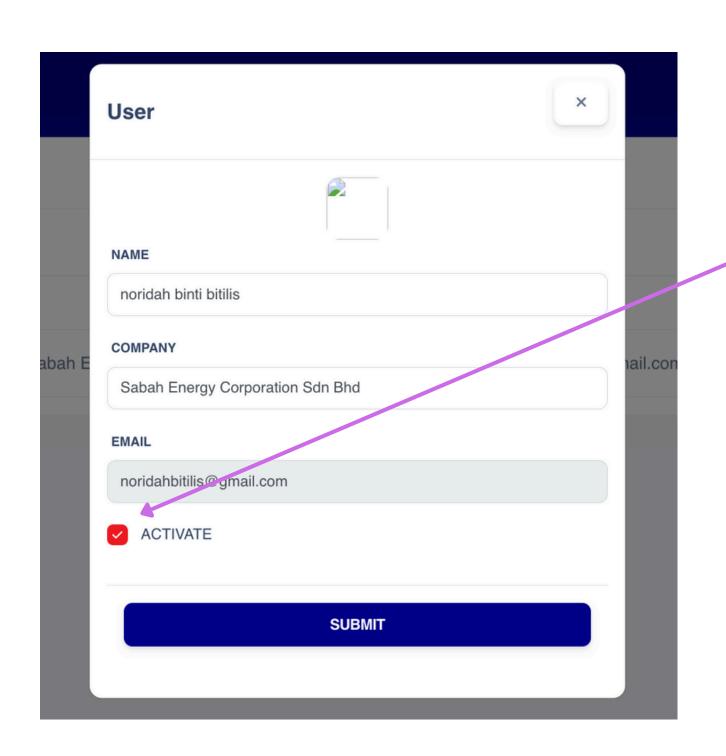
6.2 Activate User

Click on User Registration under Admin Menu on landing page



Click the pencil icon in the same row as the user's name in the list.

6.2 Activate User



Check the box next to "Activate", then click Submit

The user will receive an email once activated