



COURSE TITLE	: Understanding & Implementation of Permit to Work (Remote Learning)		
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	COURSE CODE	: UPTW-RL
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM 432.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Describe the Malaysian legal and other requirement in OSH pertaining to PTW.
- ii. Describe the fundamentals of PTW system for non-routine job.
- iii. Identify the various types of PTW and its application.
- iv. Describe the duties and responsibility of all parties involved in PTW system.
- v. Participate in PTW system activities.
- vi. Importance of PTW in order to prevent incident.

2. TARGET GROUP(S):

- i. OSH practitioners (SHO, SSS & etc.)
- ii. Operation / Safety Managers.
- iii. Engineers / Executives.
- iv. Supervisors / Technicians.
- v. Competent trainers.
- vi. Contractor's employees.
- vii. Safety & Health Committee members.
- viii. Auditors / Assessor.

3. ENTRY REQUIREMENT(S):

- i. Must have device (Computer/Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- ii. Must have good internet connection; **AND**
- iii. Zoom account registered with personal email.
- iv. Must use Google Chrome or Mozilla Firefox only.

4. TOPIC(S):

- i. Introduction to PTW.
- ii. PTW Duties & Responsibilities.
- iii. Type of Permit & Certificates.
- iv. The PTW System & Procedures.



- v. Issues & Challenges in PTW Implementation.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Industry Code of Practice for Safe Working in a Confined Space 2010.
- iv. Area Classification Definition as per industrial – API.
- v. Guideline on Permit to Work System - International Association of Oil & Gas Producers.

6. LIST OF TEACHING AID(S):

- i. Computer/ Laptop.
- ii. Learning accessories.
- iii. AV system.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Discussion.
- iii. Group presentation.
- iv. Checklist (How to fill up PTW form) - NIOSH Form.

COURSE TITLE: UNDERSTANDING & IMPLEMENTATION OF PERMIT TO WORK (REMOTE LEARNING)

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0900	0.50	Registration and Course Introduction	NIOSH
0900 – 1030	1.50	Topic 1: Introduction to PTW	
1030 – 1045	0.25	BREAK	
1045 – 1115	0.50	Continuation	
1115 – 1300	1.75	Topic 2: PTW Duties & Responsibilities	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Topic 3: Type of Permits & Certificates	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Topic 4: The PTW System & Procedures	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Topic 5: Issues & Challenges in PTW Implementation	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	6.50	END OF THE COURSE	