



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
MINISTRY OF HUMAN RESOURCES  
MALAYSIA



## **GUIDELINES**

FOR REGISTRATION OF

# COMPETENT

FIRM (PETROLEUM CONTRACTOR)

**2018**



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## **1.0 INTRODUCTION**

Refer to sub-regulation 5(1), Petroleum (Safety Measures) (Transportation of Petroleum by Pipeline) regulations 1985 [P.U.(A) 85/1985] under the Petroleum (Safety Measures) Act 1984 – [P.U.(A) 302] (PSMA 1984).

***5(1) No person shall install or caused to be installed any pipeline unless he or his authorised representative has obtained a written permission from the Approving Authority.***

Based on the cited regulations, every company that performed the installation of pipeline related to petroleum must register with the Department of Occupational Safety and Health (DOSH) as a competent firm (FYK) – Petroleum Contractor before commencement of work.

## **2.0 PURPOSE**

The guidelines aim to explain the procedures and registration requirements by DOSH for the FYK - Petroleum Contractor.

The scope of registration includes:

- i) Onshore Petroleum Contractor (Pipeline) – [KPD 01]
- ii) Onshore Petroleum Contractor (Reticulation pipe) – [KPD 02]
- iii) Petroleum Contractor (Hot Tapping)– [KPT 01]
- iv) Offshore Petroleum Contractor (Pipeline) – [KPL 01]
- v) Non-Metallic Petroleum Contractor (Pipeline) – [KPN 01]

## **3.0 INTERPRETATION**

### **Director General**

Director General means Director General, Department of Occupational Safety and Health Malaysia.

### **Competent Firm (FYK)**

Competent Firm means a company that has obtained the written approval from the Director General.

### **Technical Staff**

Technical Staff means a responsible individual appointed permanently who represents the department of engineering / design, quality control, occupational safety and health (OSH) and includes the permanent welder.

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## **Pipeline Works – refer to the PSMA 1984 interpretation**

Pipeline works means installing, inspecting, testing, maintaining, adjusting, repairing, altering, renewing a pipeline or a length of pipeline, changing the position of a pipeline or a length of pipeline, or removing a pipeline or a length of pipeline onshore or offshore;

### **Scope of Registration**

#### ***Onshore Petroleum Contractor (Pipeline)– [KPD 01]***

Comprises onshore pipeline works that includes metering station.

#### ***Onshore Petroleum Contractor (Reticulation pipe) – [KPD 02]***

Comprises reticulation pipe works in the factory or bulk tank system.

#### ***Petroleum Contractor (Hot Tapping)– [KPT 01]***

The method of making a connection to existing pressurised pipeline without emptying or interrupting that section of pipe.

#### ***Offshore Petroleum Contractor (Pipeline)– [KPL 01]***

Comprises offshore pipeline works from the rig platform to platform and from the rig platform to the beach valve.

#### ***Non-Metallic Petroleum Contractor (Pipeline) – [KPN 01]***

Comprises onshore or offshore non-metallic pipeline works.

## **4.0 REGISTRATION AS A COMPETENT FIRM (FYK)**

### **4.1 Documents for application**

Each competent firm's application must be submitted with the following information –

- 4.1.1 Application letter.
- 4.1.2 Petroleum contractor application form.
- 4.1.3 Organisation chart.
- 4.1.4 Technical Staff.
- 4.1.5 Workplace Registration from DOSH state offices.
- 4.1.6 List of machinery and equipment.
- 4.1.7 List of pipeline works.
- 4.1.8 Quality Control Manual related to pipeline works.

- 4.1.9 Occupational Safety and Health (OSH) Manual.
- 4.1.10 Welding Records.
- 4.1.11 EPF Copy.
- 4.1.12 Related Training Programme for Technical Staff.

NOTE : All documents must be submitted in the form of hardcopy and softcopy.

#### **4.1.1 Application Letter**

Submit the application letter together and specify the purpose and scope of application for the Competent Firm's registration.

#### **4.1.2 Petroleum Contractor Application Form**

Applicant must complete the competent firm application form and fill in all the required information and submit together with the application.

#### **4.1.3 Organisation chart**

The latest organisation chart and management system in general must be attached together with the application. The organisation chart must incorporate each names and positions and include the technical staff.

#### **4.1.4 Technical Staff**

A person who has the following criteria and needs to be clearly stated in the resume. This resume needs to be submitted together with the application

##### **(a) Engineering / Design Department**

- i) Malaysian citizen;
- ii) Has attended any of code and standard related courses such as ASME B31.4, ASME B31.8, ASME B31.3 ASME B31.1, MS 830 and MS 930 or any other applicable codes related to pipeline; or knowledgeable in pipeline's design and calculation;
- iii) At least a diploma holder in engineering; or three(3) years working experience related to the applied scope; and
- iv) Knowledgeable in legislations related to pipeline.

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**(b) Quality Control Department (QA / QC)**

- i) Malaysian citizen;
- ii) Has attended courses related to quality control and welding such as welding inspector;
- iii) Knowledgeable with the Welding Procedures Specifications (WPS), Procedure Qualification Record (PQR), Welder Performance Qualification (WPQ) atau Welder Qualification Test (WQT) and other codes related to welding;
- iv) At least a diploma in engineering; or three (3) years working experience related to the applied scope; and
- v) Knowledgeable in legislations related to pipeline.

**(c) Occupational Safety and Health (OSH) Department**

- i) The company must appoint at least one OSH representative who has attended any OSH related courses at a training centre recognised by DOSH within 2 years;
- ii) Knowledgeable in legislations related to pipeline; and
- iii) Subjected to the following legislations;
  - (a) the company must appoint a Site safety supervisor (SSS), subjected to Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulation 25,1986 (BOWEC); or
  - (b) the company must appoint a Safety and health officer (SHO), subjected to Safety and Health (Occupational Safety and Health Officer) Order 1997.

**(d) Welding Department**

- i) The company must hire at least one (1) qualified welder permanently and must be a Malaysian citizen.

Note: Please attach certificates of academic qualification; or course certificates; or related competency certificates.



#### **4.1.5 Workplace Registration from DOSH state offices**

Every work place must be registered with DOSH state offices. Factory inspection report (JKJ 17); or registration slip for other sectors (TKLS) must be submitted with the application if relevant.

#### **4.1.6 List of machinery and equipment**

The company must have adequate machinery / equipment to perform works. The machinery / equipment are as follows but not limited to:-

- 1.1.2.1 Welding set,
- 1.1.2.2 Cutting Machine,
- 1.1.2.3 Grinder,
- 1.1.2.4 Hydrostatic Test Set,
- 1.1.2.5 Inspection tools (i.e: welding kit),
- 1.1.2.6 Hot tapping machine (if applicable),
- 1.1.2.7 Gas Detector (if applicable).

#### **4.1.7 List of pipeline works**

##### **4.1.7.1 New registration**

Applicant must list all past pipeline works experiences based on the scope applied including the design codes used.

##### **4.1.7.2 Registration renewal**

Applicant must list all the pipeline works performed within the scopes and the duration of approval including the design codes used.

#### **4.1.8 Quality Control Manual related to pipeline works**

4.1.8.1 Applicant must submit the company's quality control manual related to the applied scope. The following information must be included in the quality control manual:-

- a) latest quality policy signed by the employer and date;
- b) process flow chart that reflects the work process including the checklist used;

- 
- c) Inspection Test Plan (ITP) comprises the following:-
    - i) design control
    - ii) material control
    - iii) welding control
    - iv) process control

4.1.8.2 The technical staff stated in the quality control manual and the organisation's chart must be the same.

#### **4.1.9 Occupational Safety and Health (OSH) Manual**

Applicant must submit the company's OSH manual that comprises the following:

- a) latest safety and health policy signed by the employer and dated;
- b) organisation chart of the safety and health committee (if applicable);
- c) latest copy of the safety and health committee minutes of meeting (if applicable); and
- d) hazard identification, risk assessment and risk control methods for pipeline works activities.

#### **4.1.10 Welding Record**

4.1.10.1 Applicant must list the welding record based on the applied scope:-

- a) Welding Procedure Specification (WPS);
- b) Welder Performance Qualification (WPQ) or Welder Qualification Test (WQT);
- c) Procedure Qualification Record (PQR);
- d) Welder (i.e JKKP BP1 or KEJ.175A).

4.1.10.2 Each WPS, WPQ / WQT and PQR must be developed and tested in Malaysia and must be approved by the department or Inspecting Authorities recognised by the department.

4.1.10.3 Not applicable to Non-Metallic Pipeline Petroleum Contractor



#### **4.1.11 EPF Copy**

Applicant must submit the latest EPF copy of the technical staff as stated in the 4.1.4 paragraph for three (3) consecutive months. This is to ensure that the technical staff is the company's permanent staff.

#### **4.1.12 Related Training Programme for Technical Staff**

Applicant must submit one-year training plan and training records attended that are related to technical and OSH for the technical staff. Management related training is not required.

### **4.2 Additional requirements**

#### **4.2.1 Off shore Petroleum Contractor (Pipeline)**

The company must own or rent at least a barge / vessel complete with equipment / machinery appropriate for pipeline works and to register for other sectors (TKLS) with DOSH state office.

Ownership document or agreement must be submitted with the application.

List of Technical Staff who has attended BOSIET course must be submitted with the course certificates.

#### **4.2.2 Hot Tapping Petroleum Contractor**

The company must submit the Principal appointment and safe work procedures' documents and to register for other sectors (TKLS) with DOSH state office.

#### **4.2.3 Non-Metallic Petroleum Contractor**

- a) Pipeline installation methods; and
- b) Design codes used.

### **4.3 Registration Process**

4.3.1 Incomplete application will be REJECTED and applicant must re-apply.

4.3.2 COMPLETE application will be processed (will include interview session, technical briefing and site visit) within forty five (45) calendar days. The notification of success/ failure as the Petroleum Contractor Competent Firm will be issued within that period.

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#### **4.4 Duration for approval of registration**

- 4.4.1 For all applicants who have fulfilled the requirements, the duration of the approval for Petroleum Contractor Competent Firm is within three (3) years effective from the date of certificate issued.
- 4.4.2 A surveillance audit will be conducted on Petroleum Contractor Competent Firm throughout the approval period to ensure compliance to all prescribed requirements.

#### **4.5 Suspension and cancellation of registration**

Director General can suspend or terminate the Petroleum Contractor Competent Firm if found :

- a) To have breached any of the prescribed requirements set by DOSH as stated in the registration approval certificate or other requirements prescribed by DOSH from time to time; or
- b) To have registered through fraud; or
- c) To be bankrupt.

#### **4.6 Registration of application**

Each application must be submitted to:

**Director General**

**Department of Occupational Safety and Health Malaysia**

Level 1,3,4 & 5, Block D4, Kompleks D,  
Pusat Pentadbiran Kerajaan Persekutuan,  
62530, W.P Putrajaya  
(Attention to : Petroleum Safety Division)

*Prepared By: Petroleum Safety Department*

*Date: 5 October 2018*



**DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MALAYSIA**

Level 1,3,4 and 5, Block D4, Kompleks D,  
Pusat Pentadbiran Kerajaan Persekutuan,  
62530 W.P. Putrajaya

Tel : 03 – 88865343  
Fax : 03 – 88892346  
Email : jkkp@mohr.gov.my  
Website : www.dosh.gov.my

**PETROLEUM CONTRACTOR APPLICATION FORM**

<b>KPD 01 Onshore Pipeline</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal	<b>KPD 02 Reticulation</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal	<b>KPT 01 Hot Tapping</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal	<b>Registration No.</b> <b>BP 21 /</b>
<b>KPL 01 Offshore Pipeline</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal	<b>KPN 01 Non-Metallic Pipeline</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal		

**NOTES**

The form must be filled and submitted with the application letter to **Director General Department of Occupational Safety and Health Malaysia** to the above address.

**New Registration**

- (1) Please submit the documents required in the Guidelines for Registration of Competent Firm (Petroleum Contractor) in a hard copy and soft copy form.
- (2) Incomplete information will result in **REJECTION** of application
- (3) The company will have to submit additional information if required by the processing officer.
- (4) The application will be processed within forty five (45) calendar days of the date of complete information received.
- (5) Interview, technical briefing and site visit will be conducted.
- (6) Application decision will be based on the submitted documents, site visit and interview report.

(7) Checklist :

No	Description	(√)
1	Application Letter	
2	Petroleum Contractor Application Form	
3	Organisation Chart	
4	Technical Staff	
5	Workplace Registration from DOSH State Offices	
6	List of Machinery and Equipment	
7	List of Pipeline Works	
8	Quality Control Manual Related to Pipeline Works	
9	Occupational Safety and Health (OSH) Manual	
10	Welding Record	
11	EPF Copy	
12	Related Training Programme for Technical Staff	

**Renewal**

- (1) Renewal of application must be submitted to the Department two (2) months prior to the end date of approval.
- (2) Please prepare all the latest documents as stated in the Guidelines for Registration of Competent Firm (Petroleum Contractor) during the site visit, technical briefing and interview session.

### 1.0 COMPANY'S INFORMATION

1.1 Company Name :	1.2 ROC No. :
1.3 Mailing Address :	
1.4 Company Email :	1.5 Website :
1.6 Phone No. :	1.7 Fax No. :
1.8 Factory / Work Site Address:	
1.9 Phone No. :	1.10 Fax No. :
1.11 Factory / Work Site Registration No : (Please attach slip/letter/ Factory Inspection Report JKJ17)	
1.12 Officer to Contact :..... Position : ..... Phone No. : ..... HP: ..... Email: .....	
1.13 No. of workers Permanent :..... people                      Contract : .....people Total :..... people	
1.14 Company's organisation chart (Please attach)	

### 2.0 TECHNICAL STAFF INFORMATION

- 2.1 Engineering / Design Department
- 2.2 Quality Control Department (QA/QC)
- 2.3 Occupational Safety and Health (OSH) Department
- 2.4 Welding Department

Name	Position	Academic Qualification (Highest)	Experience in Pipeline Works	Competency Certificates

**\*\* Please use attachment for this section and attach the academic qualification certificates; or course certificates; or any related competency certificates**

### 3.0 MACHINERY

3.1 List of latest machinery and equipment owned

3.2 Additional equipment ( for Onshore Petroleum Contractor (Pipeline) applicant only)

*\*\* Please use attachment for this section.*

### 4.0 LIST OF PIPELINE WORKS

4.1 New registration

Applicant must list all the past work experiences based on the applied scope including the design codes used.

4.2 Renewal of registration

Applicant must list all the works within the scopes and duration of approval including the design codes used.

*\*\* Please use attachment for this section.*

### 5.0 QUALITY CONTROL MANUAL

The following information must be included in the quality control manual:

- a) latest quality policy signed by the employer and dated.
- b) process flow chart that reflects the work process including the checklist used.
- c) Inspection Test Plan (ITP) comprises the following:
  - design control
  - material control
  - welding control
  - process control

### 6.0 OSH MANUAL

Applicant must submit the company's OSH Manual which comprises the followings:

- a) latest safety and health policy signed by the employer and dated;
- b) latest safety and health committee organisation's chart (if applicable);
- c) copy of the latest minutes of meeting of the safety and health committee (if applicable); and
- d) hazard identification, risk assessment and risk control methods for pipeline work activities.

### **7.0 WELDING RECORD**

- a) Welding Procedure Specification (WPS);
- b) Welder Performance Qualification (WPQ) or Welder Qualification Test (WQT);
- c) Procedure Qualification Record (PQR)
- d) Welder (i.e JKPP BP1 or KEJ.175A).

*\*\*Not applicable to Non-Metallic Petroleum Contractor (Pipeline)*

### **8.0 TRAINING RECORD**

8.1 Technical Training

8.2 OSH Training

*\*\* Please use attachment for this section*

### **9.0 COMPANY'S ACKNOWLEDGMENT**

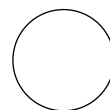
I declare that the information contained in this application is true. The Department may reject our application if the information provided is incomplete or inaccurate.

Signature : .....

Full Name : .....

Position : .....

Date : .....



Company



**10 FOR OFFICE USE**

1. Complete Documents ☐ Yes ☐ No

2. Additional Documents :

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

3. Audit Dates :

4. Remarks :

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NOTA



