



PETRONAS

PETRONAS Licensing & Registration

COMMON MISTAKES TO AVOID IN APPLICATION FOR SWEC

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Objective

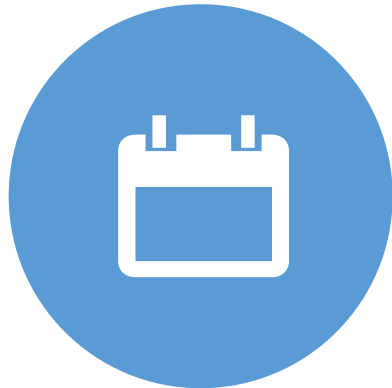
- To provide a brief guidance for vendors on common mistakes to be avoided when applying for work scope i.e. Standardised Work and Equipment Categories (SWEC)

Introduction

- This guide only covers the following five (5) area, where majority of errors were made by vendors in their submission
 - i. Agency Appointment Letter
 - ii. Key Personnel Experience
 - iii. Company/Principal Experience
 - iv. List of Equipment / Vessel
 - v. External Body Registration

- Please refer to the following documents (available on the PETRONAS' Licensing & Registration website) for more details on the application process
 - i. [PETRONAS Licensing and Registration General Guidelines](#)
 - ii. [Appendices to PETRONAS Licensing and Registration General Guidelines](#)
 - iii. [SWECs External \(PRODUCTS\)](#)
 - iv. [SWECs External \(SERVICES\)](#)
 - v. [Products & Services SWECs Minimum Technical Requirements](#)

1 - Agency Appointment Letter



Duration/Validity

No start or end date or duration of agency appointment.



List of Products / Services

Unclear description of products/ services in appointment letter.
Description not in line with SWEC description or broad statement such as "all product range by manufacturer".



Not Attaching Appointment Letter

Attaching other document instead of appointment letter e.g. agency agreement, authorization letter, product brochure, etc.



Not Covering the Whole Malaysia Oil & Gas Industry

Appointment is specific for PETRONAS only.

2 - Key Personnel Experience



Academic Qualification

Not meeting MTR,
or does not specify
area of
qualification.



Scope of Experience

Experience is not
relevant to the
SWEC as per MTR,
and details are not
sufficient.



Years of Experience

Did not meet the
minimum no. of
years required in
MTR.



Certification

Did not attach personnel's
certification from principal,
regulatory bodies or relevant
institute that provided the skill
certification.



See attachment for guide on how to fill in Key Personnel experience in SUS Portal.

3 - Company/Principal Experience



Insufficient Details

E.g. Missing project name (or contract title), did not mention nature of work.



Scope of Experience

Experience is not relevant to the SWEC as per MTR, and details are not sufficient.



Years of Experience

Did not meet the minimum no. of years required in MTR.



Indicating Principal Exp.

Did not indicate which experience belong to principal from the drop-down menu.



See attachment for guide on how to fill in Company and Principal experience in SUS Portal.

4 - List of Equipment / Vessel



Equipment Owner

Did not state the owner of equipment with rental/lease status.



Missing Equipment

Equipment specified in MTR not mentioned in the list.



Unsuitable Vessel

Proposing wrong type of vessel which is not related to SWEC applied.



Document of Compliance (DOC) not under Vessel Owner Name



See attachment for documents required for vessel-related SWECs.

5 - External Body Registration e.g. BEM, CIDB, DOSH, ISO, etc.



Lapsed Certification

Document submitted already pass its validity date.



Irrelevant Certification

Wrong document submitted.



Wrong Document Owner

Document submitted not in company's / principal's name.



Wrong CIDB Code / Grade

Company is not registered / certified under the correct CIDB code / grade.

For More Information



[Website: Licensing & Registration website](#)

Please read:

*PETRONAS Licensing and Registration General Guidelines, SWECs External (PRODUCTS), SWECs External (SERVICES), Products & Services
SWECs Minimum Technical Requirements*



[Email: lrs_enquiries@petronas.com.my](mailto:lrs_enquiries@petronas.com.my)



Call: 1-800-88-0011 or +603-23313040



Licensing & Registration Counter/Self-Service Kiosk

Location:

PETRONAS Twin Tower, PETRONAS Office Complex East Coast Regional Office, Bangunan PETRONAS Bandar Baru Uda, PETRONAS Sarawak Regional Office, PETRONAS Carigali Sdn Bhd – Sarawak Operation, PETRONAS Sabah/Labuan Regional Office

THANK YOU!

ATTACHMENTS

- HOW TO FILL IN KEY PERSONNEL EXPERIENCE
- HOW TO FILL IN COMPANY & PRINCIPAL EXPERIENCE
- DOCUMENTATION REQUIRED FOR MARINE VESSEL SWEC APPLICATION

Key Personnel Experience

SCENARIO 1 – Key Personnel MTR mentioned minimum no. of years and type of experience

MTR

Key Personnel	
Designation	Experience
Engineer	1.2 years experience in seal repair and maintenance 2. Trained and certified from Principal

Key Personnel Experience

Experience

Company name *

Company A

Client name *

Client A

Work Description *

Responsible for seal repair and maintenance

Start Date *

August-2012

End Date *

July-2014

Cancel

Ok

Must mention the name of company the personnel work for

Must mention the client's company name

Must mention and describe experience as per MTR or relevant to/in line with MTR description

Start date in Month-Year format

End date in Month-Year format

Cumulative duration must meet MTR i.e. 2 years in seal repair and maintenance

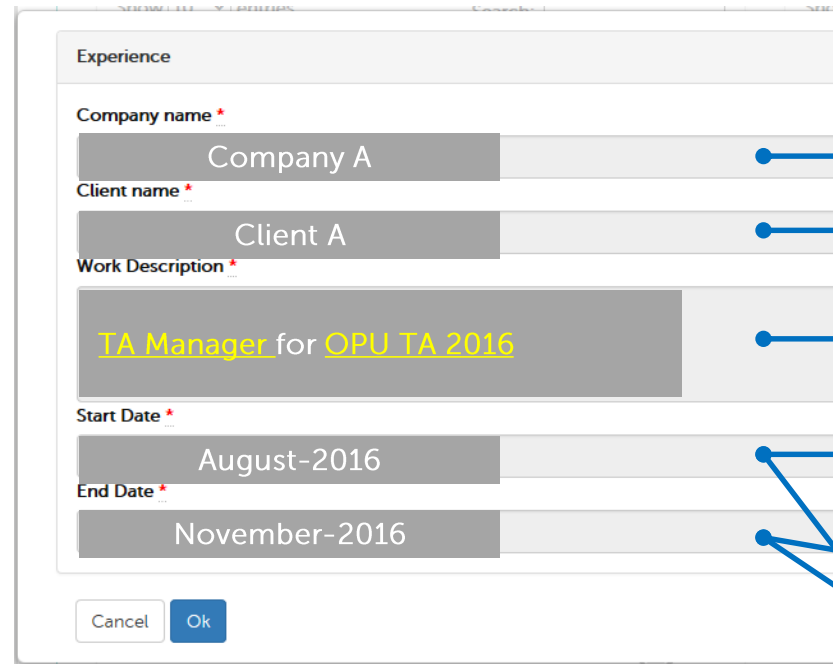
Key Personnel Experience

SCENARIO 2 – Key Personnel MTR mentioned minimum no. of years and type of experience, with experience in specific position

MTR

Key Personnel	
Designation	Experience
Turnaround Manager	<p>Shutdown/Turnaround Manager shall have minimum 7 years experience in oil & gas industry in mechanical work</p> <p>and</p> <p>Involved in a minimum of 2 Shutdown/Turnaround works as Shutdown/Turnaround Manager in the past 6 years in oil & gas shutdown/turnaround.</p>

Key Personnel Experience



The screenshot shows a form titled 'Experience' with the following fields and annotations:

- Company name ***: Field contains 'Company A'. Annotation: 'Must mention the name of company the personnel work for'.
- Client name ***: Field contains 'Client A'. Annotation: 'Must mention the client's company name'.
- Work Description ***: Field contains 'TA Manager for OPU TA 2016'. Annotation: 'Must mention position, project name (or contract title) and describe experience as per MTR or relevant to/in line with MTR'.
- Start Date ***: Field contains 'August-2016'. Annotation: 'Start date in Month-Year format, in this example must be no more than 6 years in the past from submission date'.
- End Date ***: Field contains 'November-2016'. Annotation: 'End date in Month-Year format'.
- Buttons: 'Cancel' and 'Ok'.

A cumulative duration annotation points to the date fields: 'Cumulative duration must meet MTR i.e. 7 years in mechanical work'.



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Company Experience

MTR

Company's Experience

Minimum of Five (5) years providing Daily Maintenance on Mechanical work in Oil/Gas/ Petchem plant within the last Ten (10) years

Company Experience

SWEC: Company Experience

Show 10 entries

Search:

Project Name	Project Description	Client Name	Start Year	End Year	Principal	Action
Project ABC	To perform mechanical seal replacement for Plant X	Client A	03-2015	02-2017	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>

Must mention project name (or contract title)

Must mention and describe experience as per MTR or relevant to/in line with MTR

Must mention the client's company name. In this example, the client must be from Oil/Gas/ Petchem industry

Start & end date in MM-YYYY format. Cumulative duration must meet MTR i.e. 5 years in mechanical work

Leave principal selection blank

> Next

Principal Experience

MTR

Company's Experience

Principal to have minimum 10 years experience in O&G Safety PLC related works

Principal Experience

SWEC: Company Experience

Show entries
Search:

Project Name	Project Description	Client Name	Start Year	End Year	Principal	Action
Contract ABC	Supply, install & commission safety PLC system	Client A	03-2015	02-2017	Principal X	

Must mention project name (or contract title)

Must mention and describe experience as per MTR or relevant to/in line with MTR

Must mention the client's company name. In this example, the client must be from Oil/Gas industry

Start & end date in MM-YYYY format. Cumulative duration must meet MTR i.e. 10 years in safety PLC related work

Please select the relevant principal from the drop-down menu



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Marine Vessel

DOCUMENTS/ MODE OF OPERATION	APPOINTMENT LETTER	CERTIFICATE REGISTRY OF VESSEL (COR)	*SAFETY MANAGEMENT CERTIFICATE (SMC)	*DOCUMENT OF COMPLIANCE (DOC)	REMARKS
AGENT	Must be from vessel owner	Must be under vessel owner's name	Must be under vessel's name	Must be under vessel owner's name	Appointment Letter, COR & DOC from Vessel Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure.
VESSEL OPERATOR				Must be under vessel operator's name	
VESSEL OWNER- OPERATOR	Not Applicable	Must be under vessel owner's name	Must be under vessel's name	Must be under vessel owner's name	COR & DOC from Vessel Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure.

**Not applicable for Vessel with <500 GRT.*

