



USER MANUAL

Customer/Vendor

ABOUT

The Electronic Permit (E-Permit) system simplifies the permit application process. E-Permit integrates with the PTPACS system for a seamless online payment. Accessible from anywhere with an internet connection, making it easier for workers to manage their permits on the go.

Siti Nur Zuhairah | Smart Technology

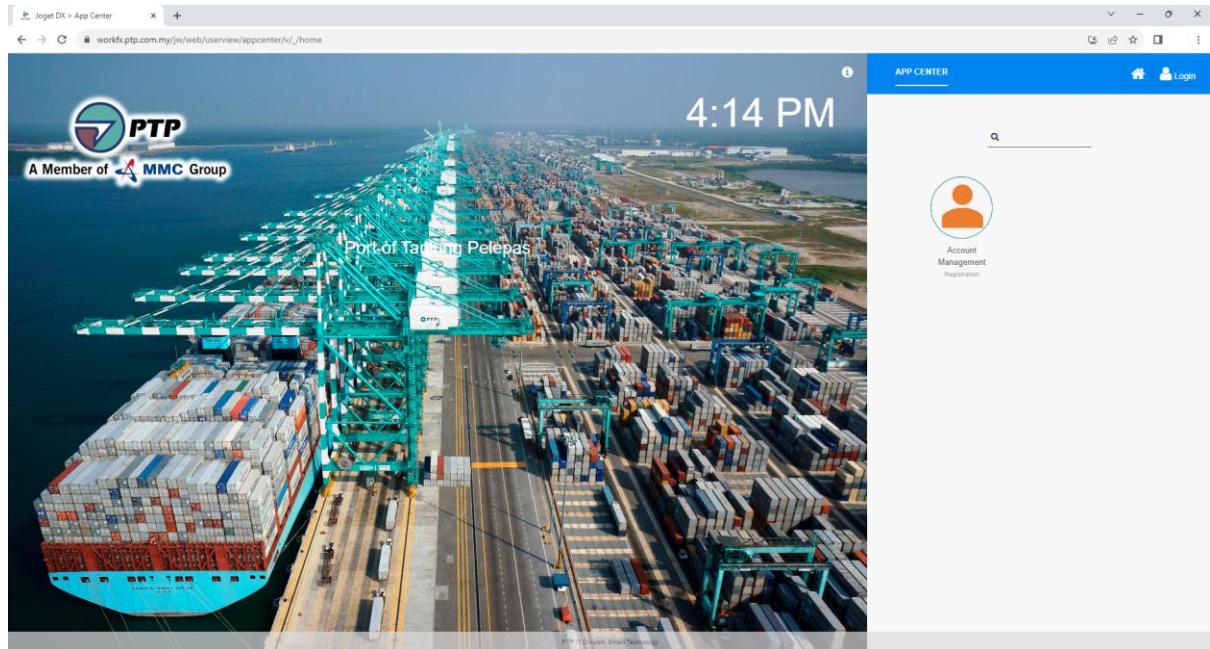
Version 2 – 15 February 2024

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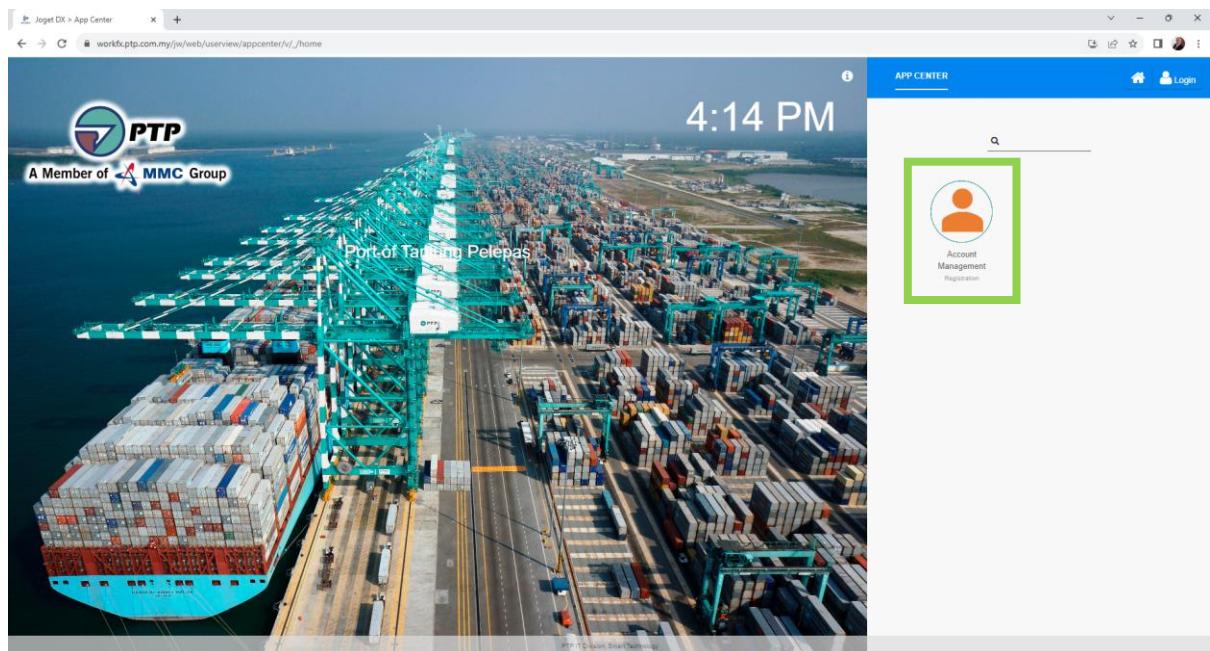
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1.0 WorkFx Registration

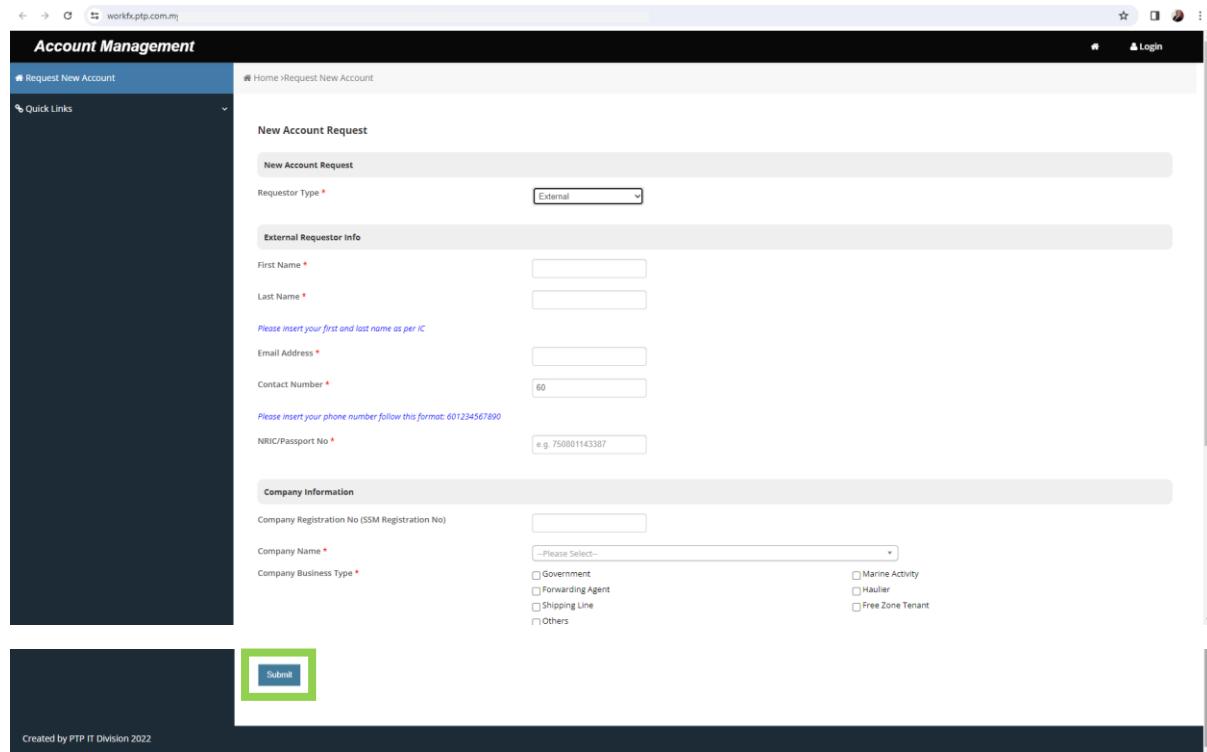
Step 1: Go to <https://workfx.ptp.com.my> or scan QR code



Step 2: Click  'Account Management' apps



Step 3: Select 'External' requestor type, fill up registration form and click on  button at the bottom of the page



Request New Account

New Account Request

Requestor Type *

External Requestor Info

First Name *

Last Name *

Please insert your first and last name as per IC

Email Address *

Contact Number *

Please insert your phone number follow this format: 601234567890

NRIC/Passport No *

Company Information

Company Registration No (SSM Registration No)

Company Name *

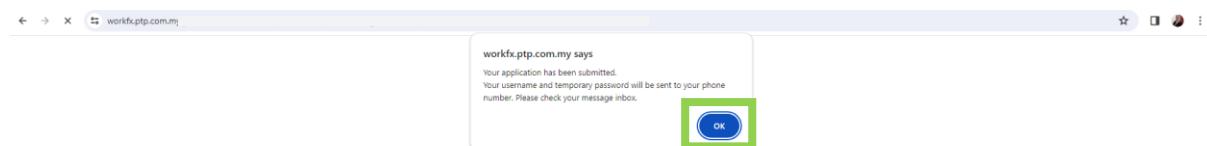
Company Business Type *

Government Forwarding Agent Shipping Line Others Marine Activity Haulier Free Zone Tenant

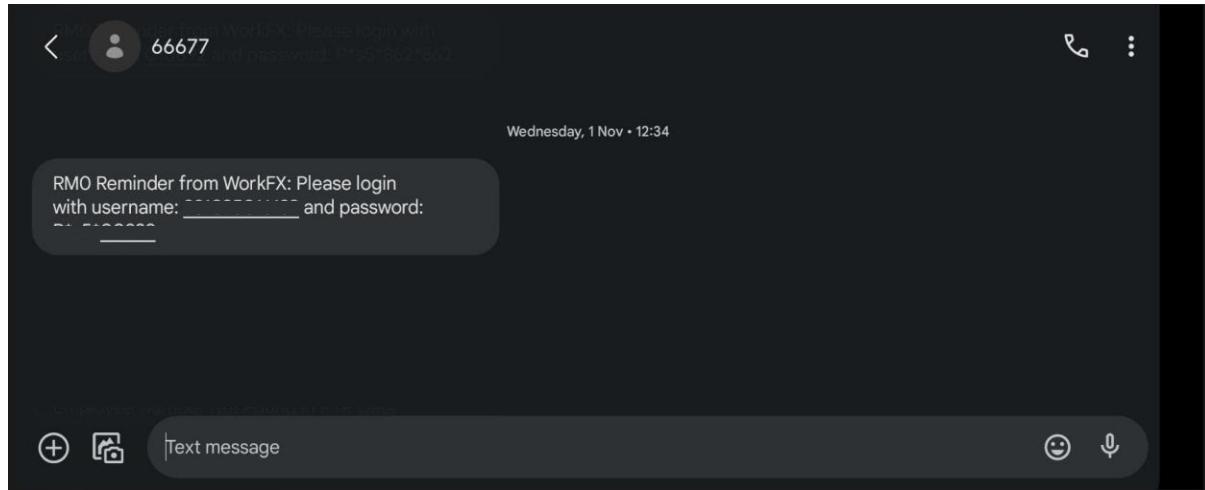
Submit

Created by PTP IT Division 2022

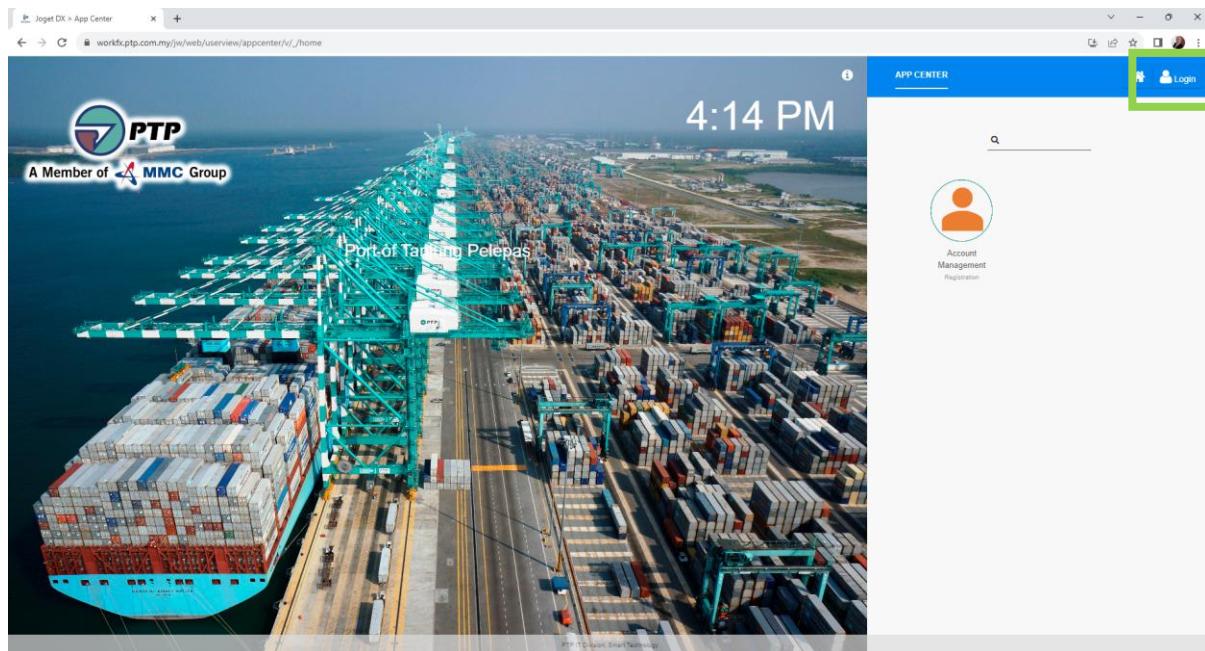
Step 4: Click  button



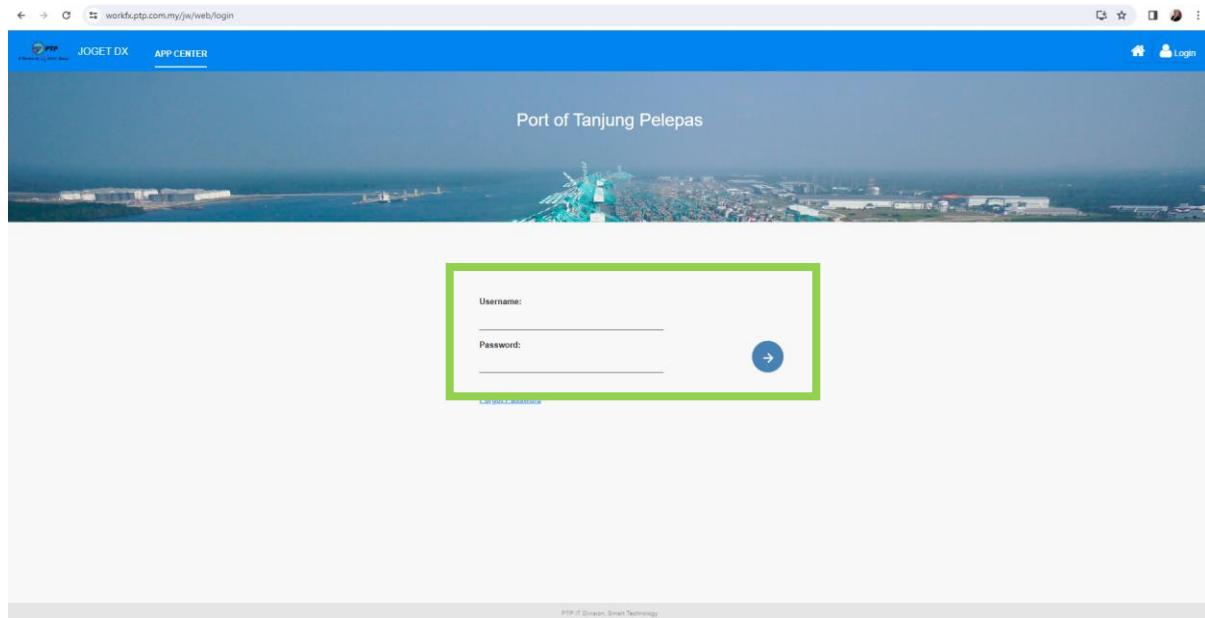
Step 5: Check messages inbox for username and temporary password. Username and temporary password will be given through SMS to registered mobile number after getting an approval from administrator



Step 6: Use given username and temporary password to login. Click  button

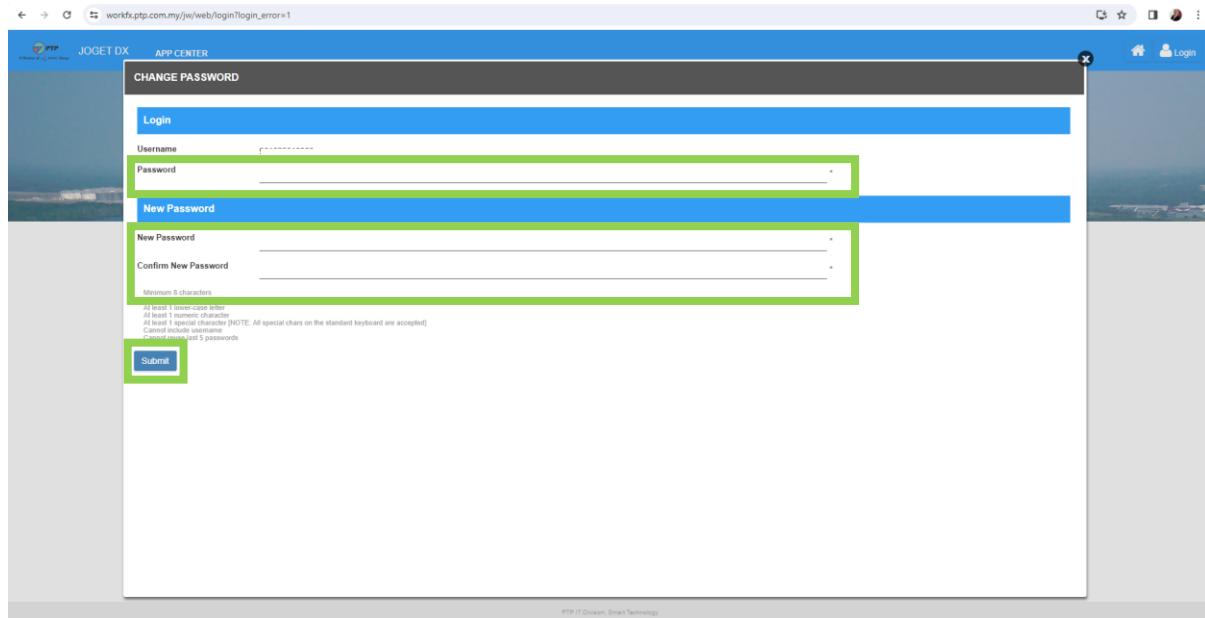


Step 7: Insert given username in 'Username' field and temporary password in 'Password' field then click 



The screenshot shows the PTP login interface. At the top, there is a blue header bar with the PTP logo, 'JOGET DX', and 'APP CENTER'. Below the header is a banner image of the 'Port of Tanjung Pelepas'. The main area contains a login form with two text input fields: 'Username:' and 'Password:', both of which are highlighted with a green border. To the right of the 'Password:' field is a blue 'Submit' button with a white arrow icon. The URL in the browser address bar is 'workx.ptp.com.my/jw/web/login'.

Step 8: Insert temporary password in 'Password' field, create new password following the password policy stated and click  button

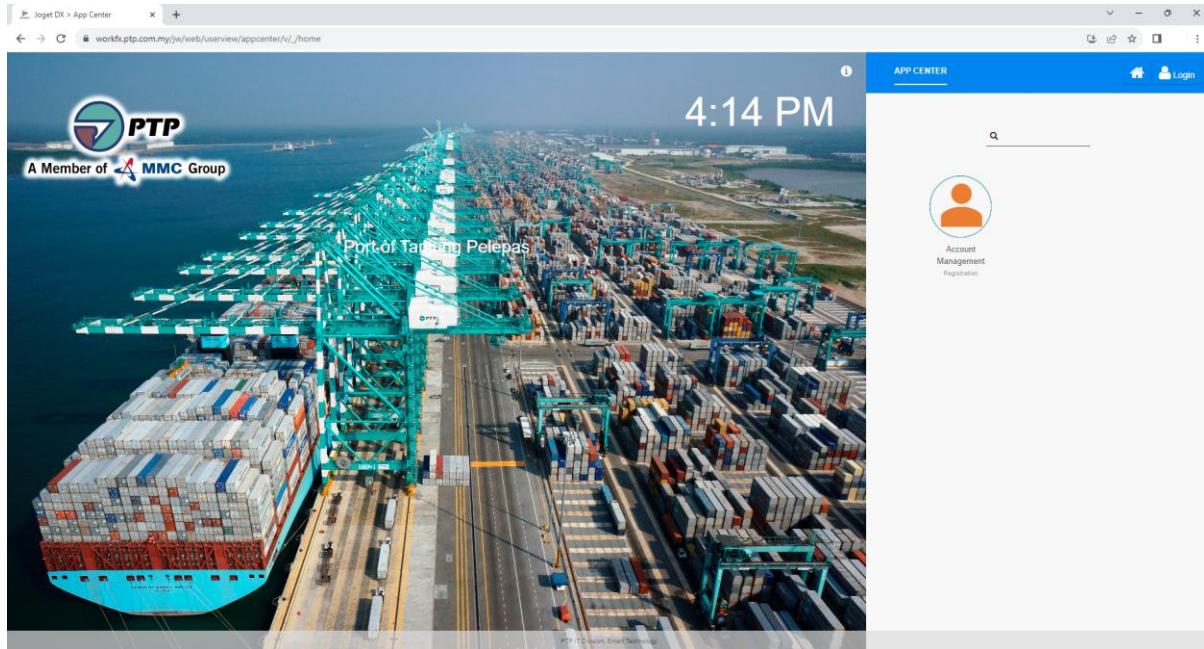


The screenshot shows the 'Change Password' page. The top navigation bar includes 'JOGET DX' and 'APP CENTER'. A central modal window is titled 'CHANGE PASSWORD' and contains four input fields: 'Username' (with placeholder '*****'), 'Password', 'New Password', and 'Confirm New Password', all of which are highlighted with a green border. Below these fields is a password policy note: 'Minimum 8 characters' and 'All must 3 letters case indo, All least 1 numeric character, All must 1 special character (NOTE: All special chars on the standard keyboard are accepted), Cannot include username, Cannot be the same 5 passwords'. At the bottom of the modal is a blue 'Submit' button. The URL in the browser address bar is 'workx.ptp.com.my/jw/web/login?login_error=1'.

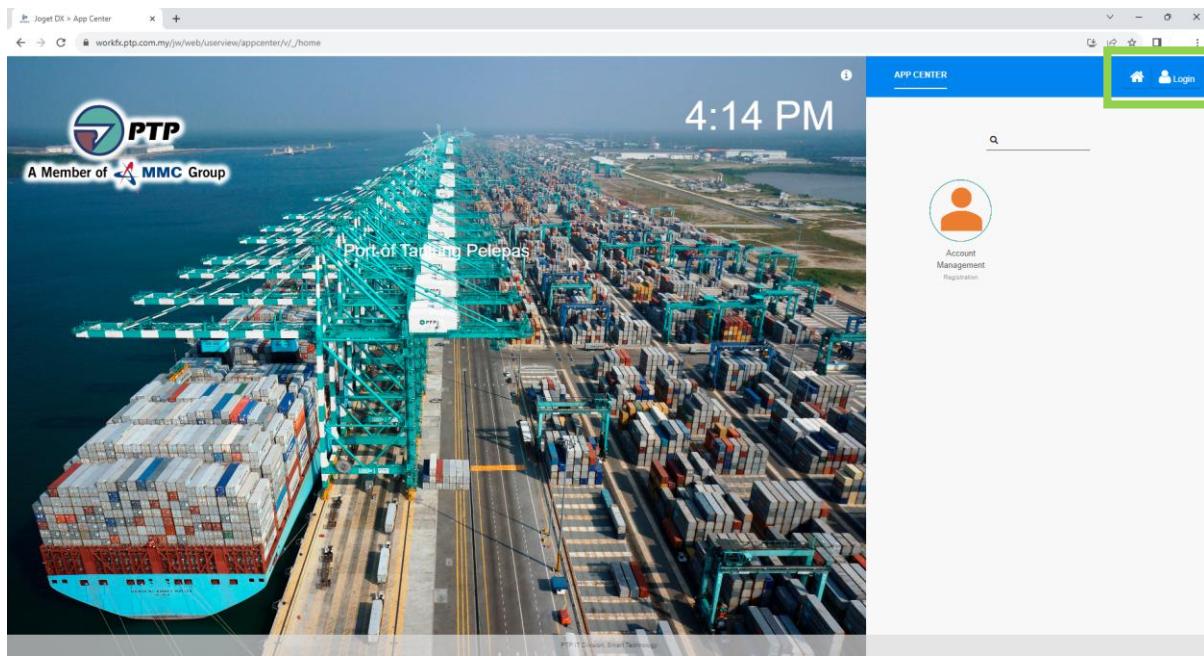
***Notes: Change Password is required for first time login only. New password will be used as password for credentials during login*

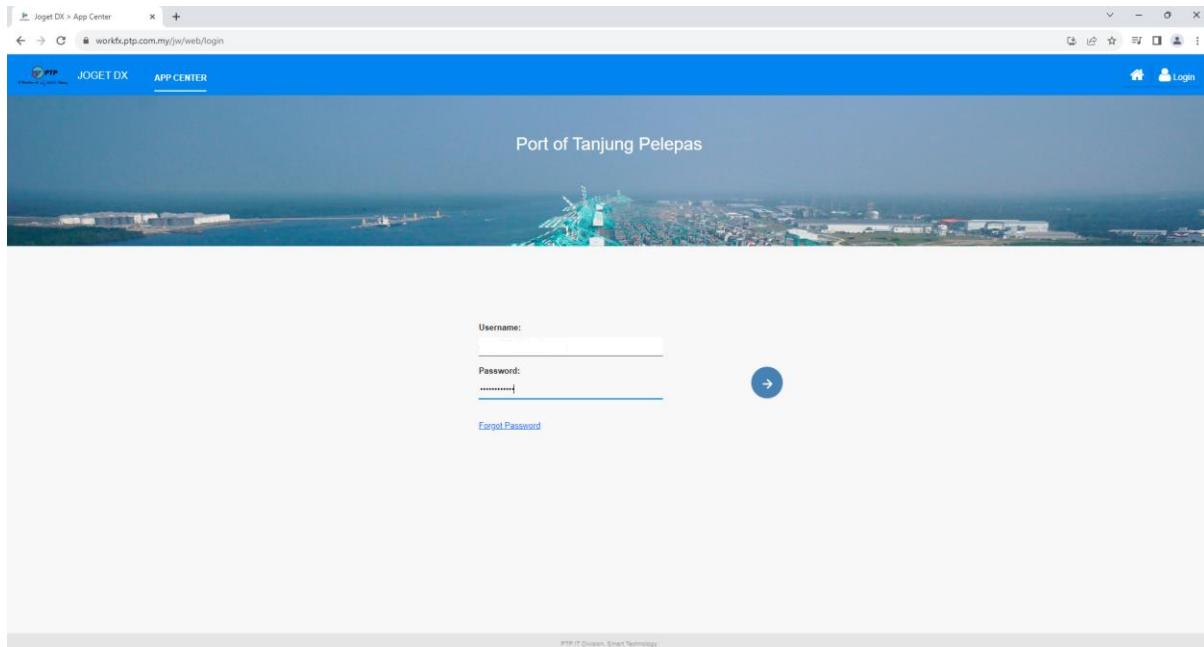
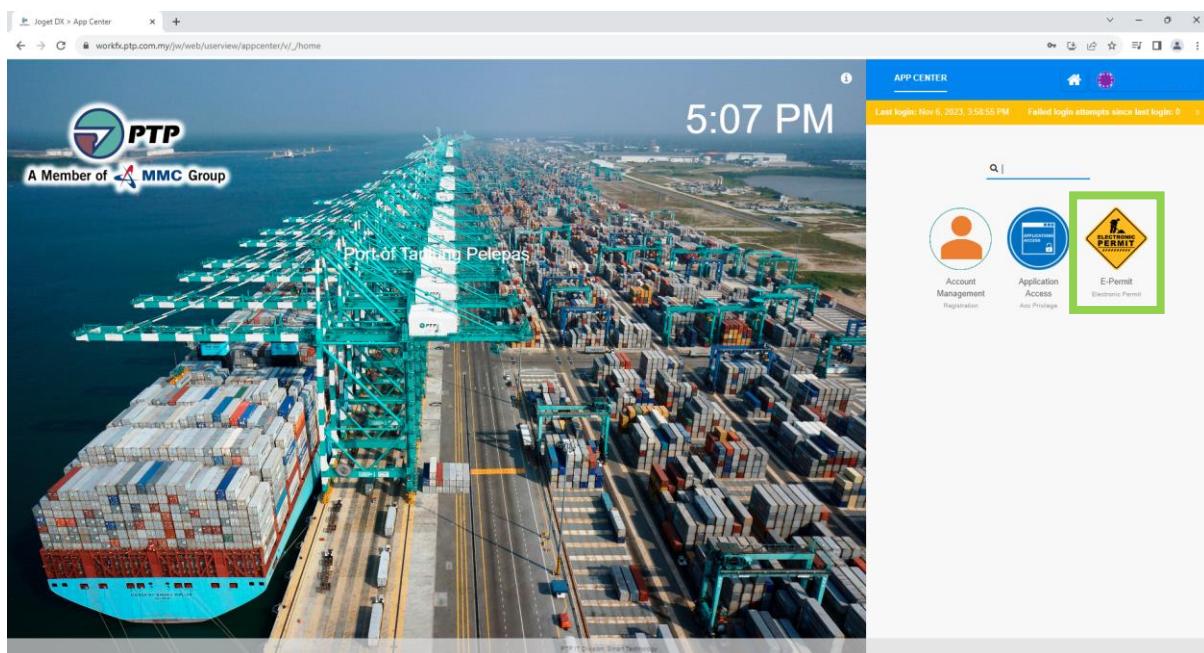
2.0 Job Permit Application

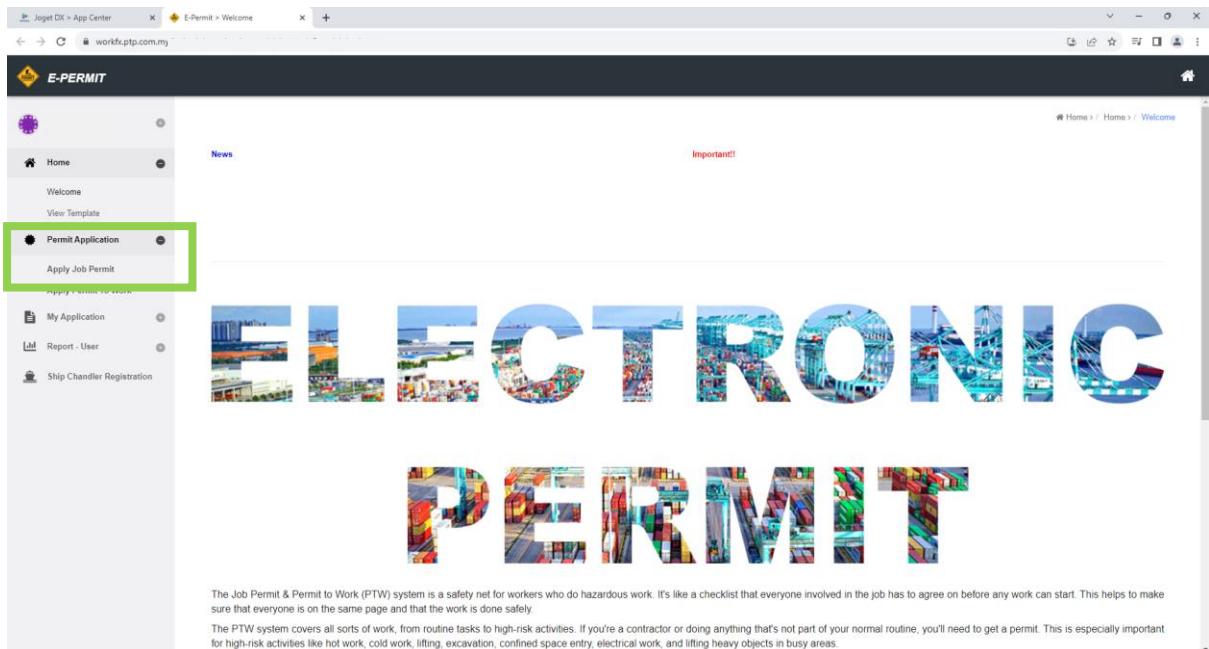
Step 1: Go to <https://workfx.ptp.com.my>

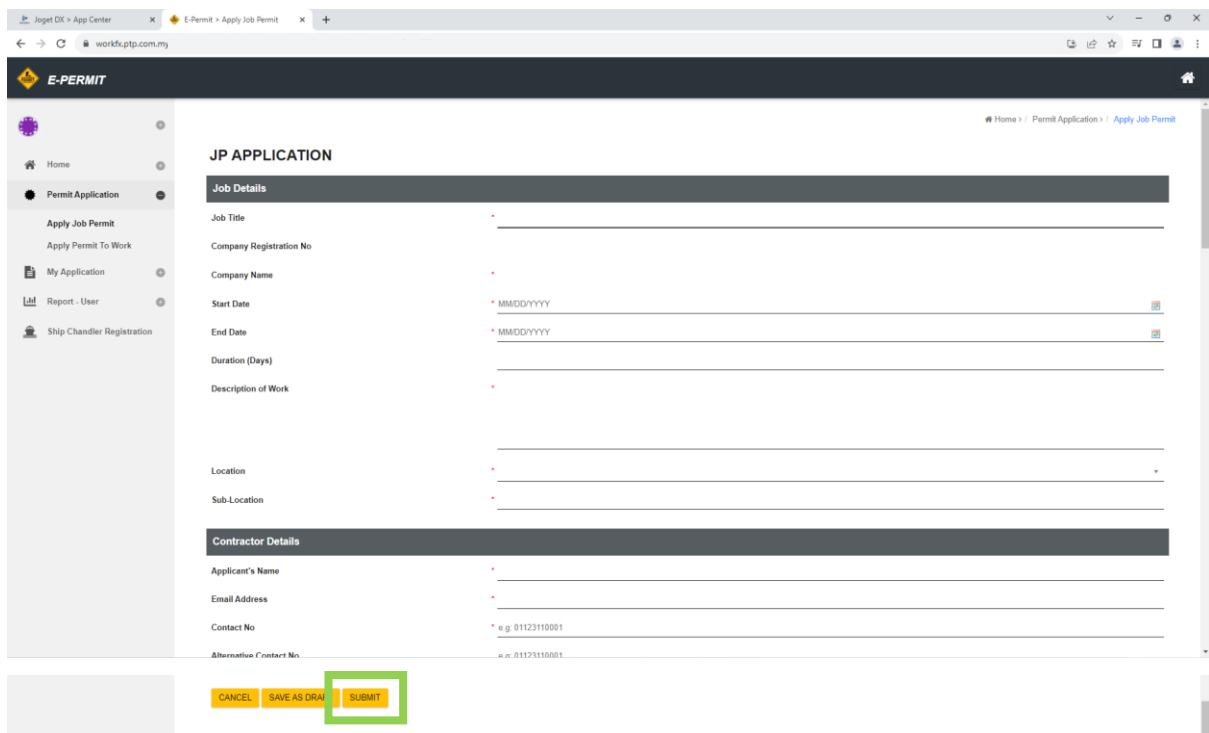


Step 2: Click  button



Step 3: Insert 'Username' and 'Password', then click **Step 4:** Click  icon

Step 5: Click  **Apply Job Permit** under 'Permit Application' on left menu

Step 6: Fill up JP Application form and click  button at the bottom of the page

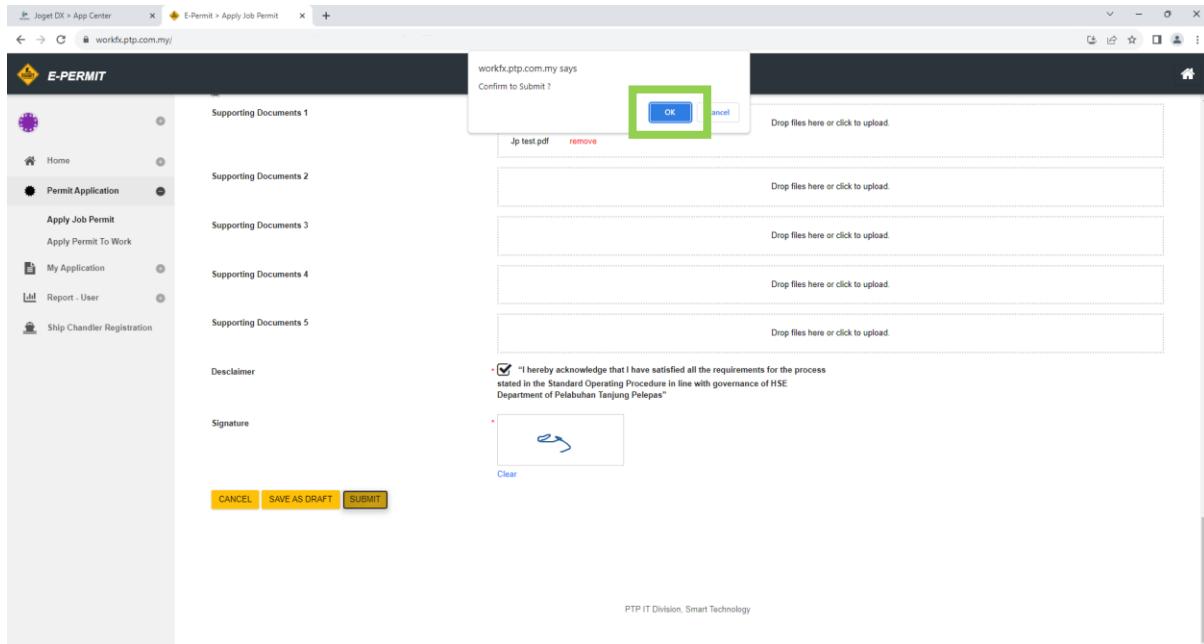


The screenshot shows the 'JP APPLICATION' form. The left sidebar of the page includes the same navigation menu as the homepage. The main form is divided into several sections: 'Job Details' (Job Title, Company Registration No., Company Name, Start Date, End Date, Duration (Days), Description of Work), 'Location' (Location, Sub-Location), and 'Contractor Details' (Applicant's Name, Email Address, Contact No., Alternative Contact No.). At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT' (which is highlighted with a green box). A note below the 'SUBMIT' button states: 'e.g. 01123110001'.

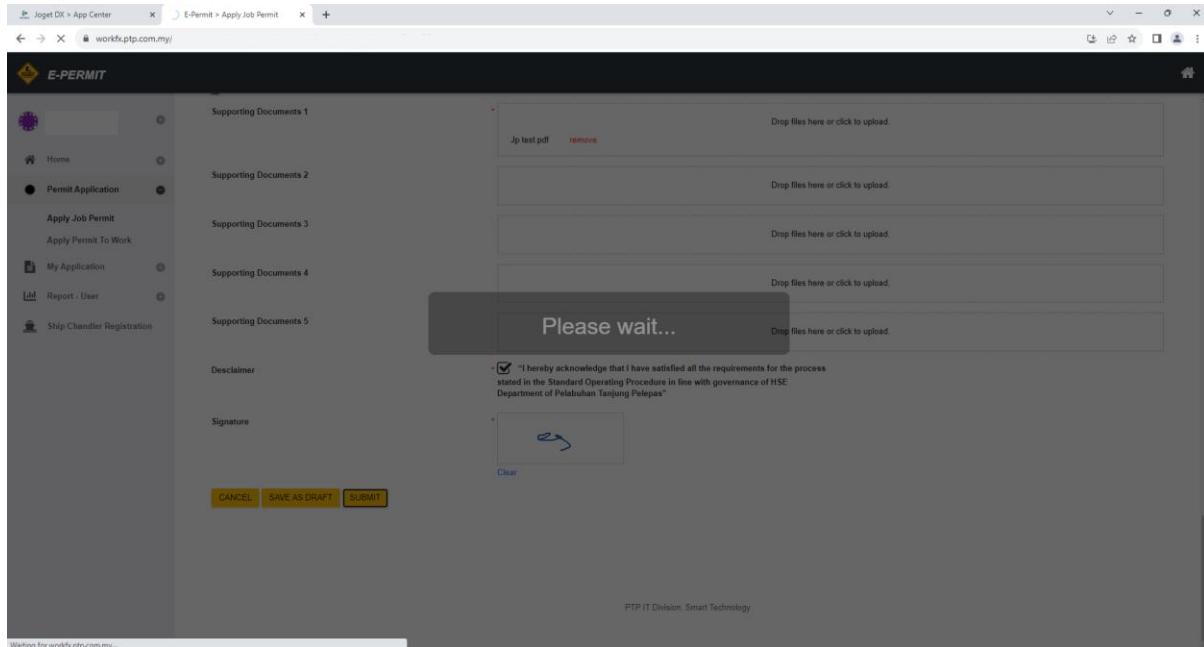
****Notes:**

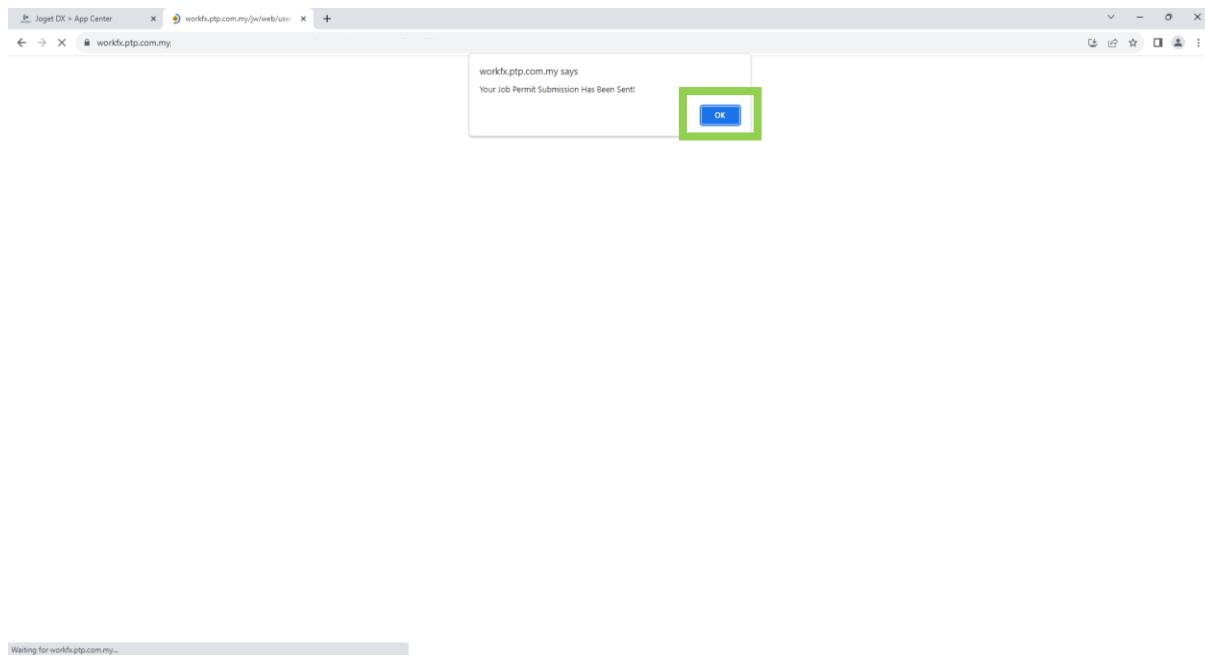
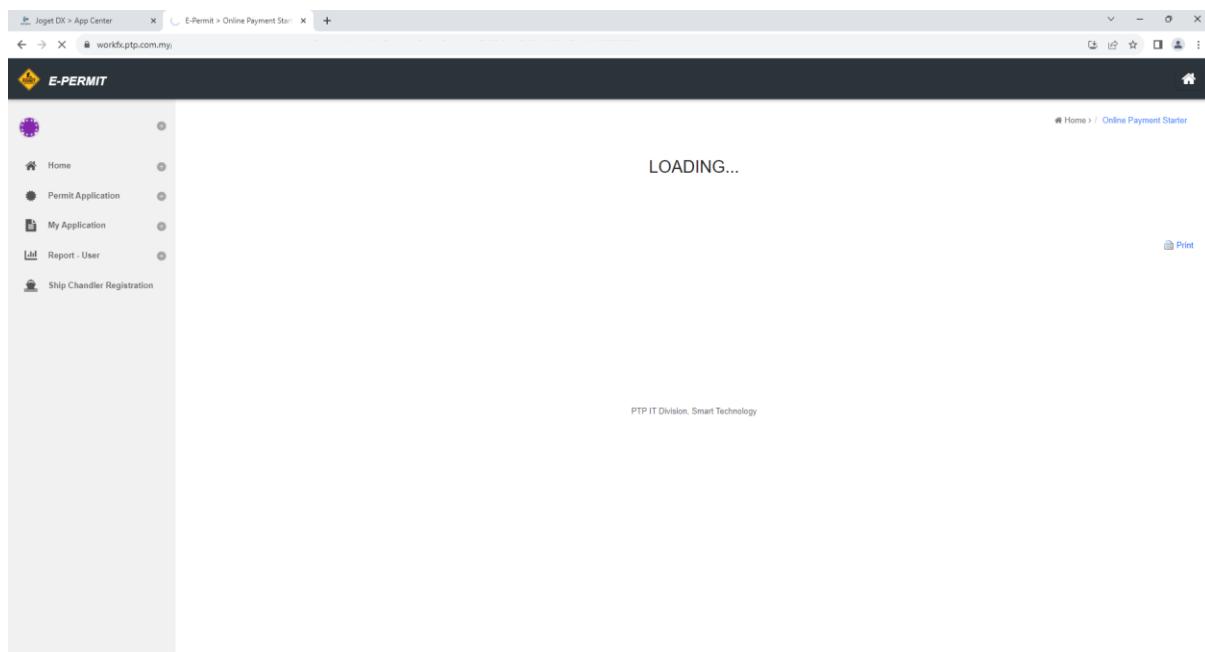
- i. Any field with * is mandatory field and require input
- ii. For Ship Chandelling work, Job Owner will be Ops Shift Manager Team and Area Owner will be Ops Shift Executive Team

Step 7: Confirm submission by clicking button on the dialog box

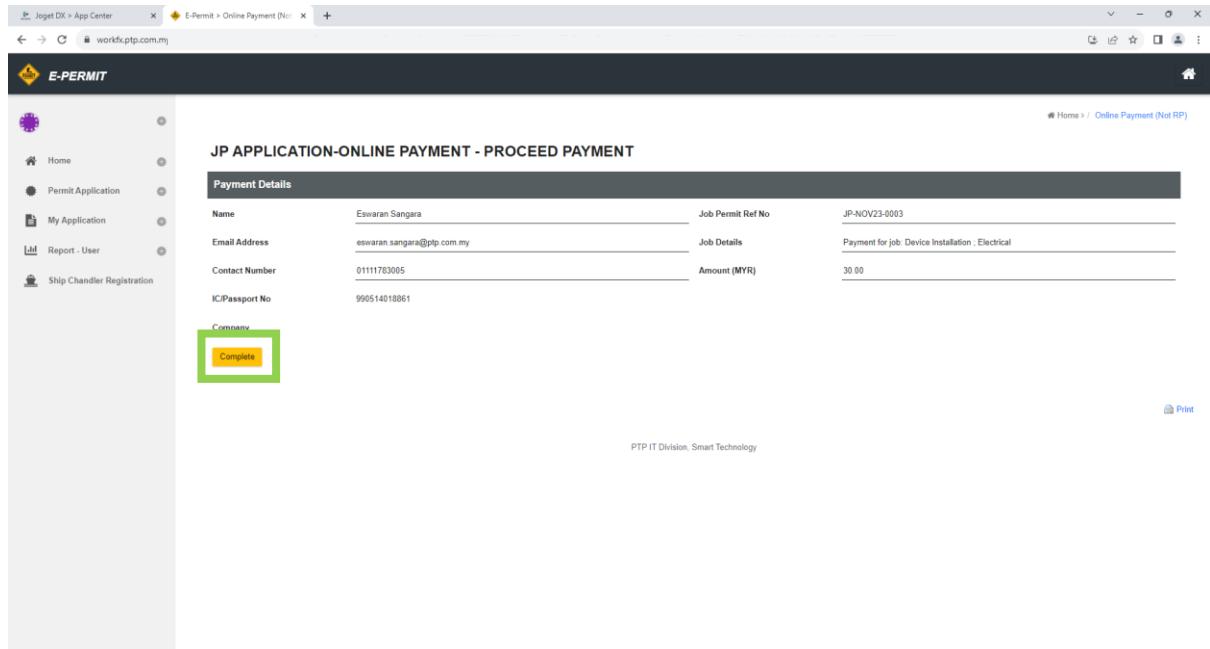


Step 8: Waiting page to be loaded



Step 9: Click  button on the dialog box**Step 10:** Waiting the next page to be loaded

Step 11: Click  button to proceed with online payment



JP APPLICATION-ONLINE PAYMENT - PROCEED PAYMENT

Payment Details

Name	Eswaran Sangara	Job Permit Ref No	JP-NOV23-0003
Email Address	eswaran.sangara@ptp.com.my	Job Details	Payment for job: Device Installation ; Electrical
Contact Number	01111783005	Amount (MYR)	30.00
IC/Passport No	990514018861		

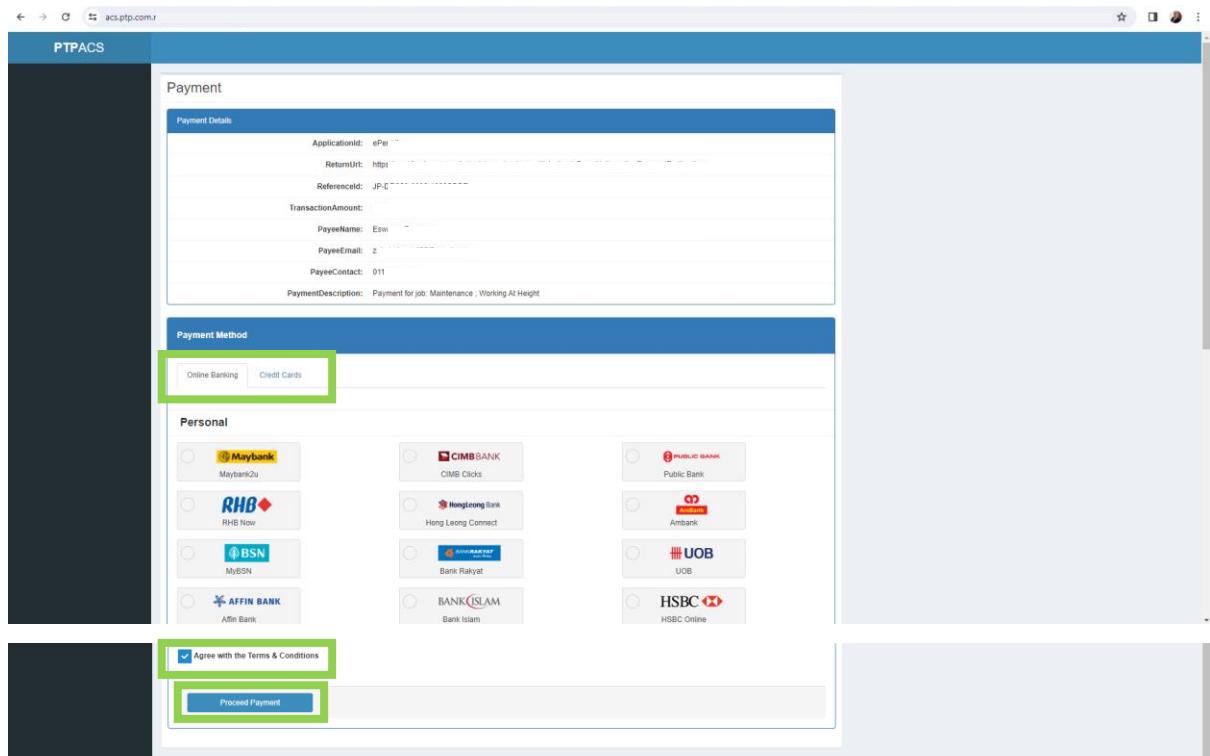
Company





PTP IT Division, Smart Technology

Step 12: Choose payment method, select bank, tick on Terms and Conditions checkbox and click  button to proceed make payment.



Payment

Payment Details

ApplicationId: EPermit	ReturnUrl: http://
ReferenceId: JP-C	
TransactionAmount:	
PayeeName: Eswi	
PayeeEmail: 2	
PayeeContact: 011	
PaymentDescription: Payment for job: Maintenance ; Working At Height	

Payment Method

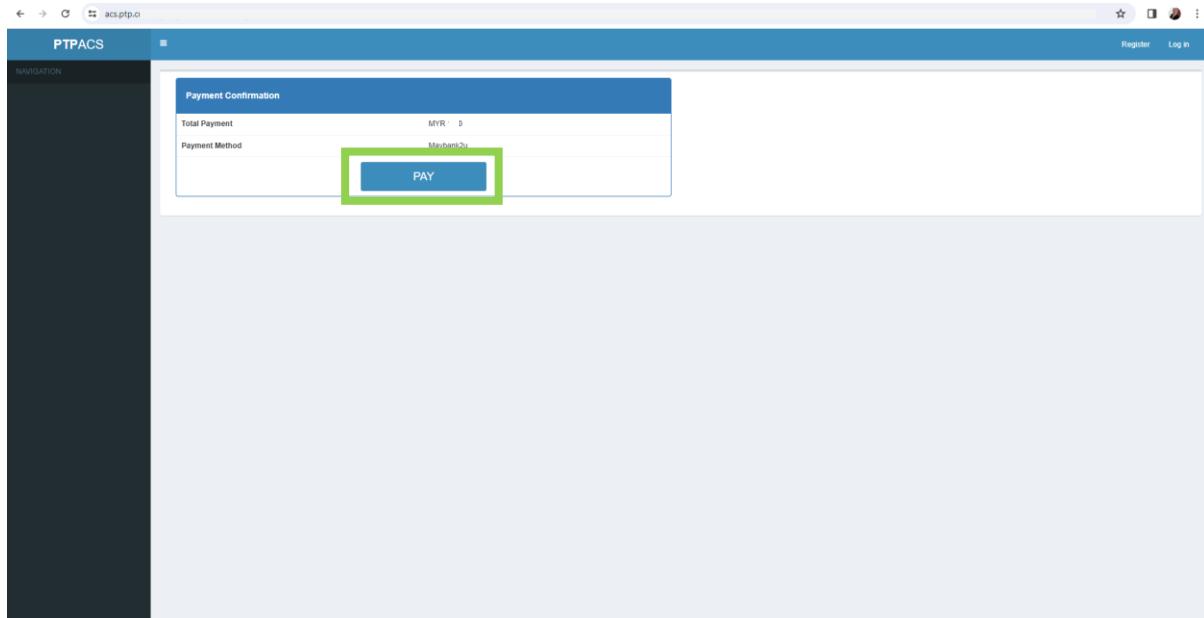
Personal

 Maybank2u	 CIMB Clicks	 Public Bank
 RHB Now	 Hong Leong Connect	 Ambank
 MyBSN	 Bank Rakyat	 UOB
 Affin Bank	 Bank Islam	 HSBC Online

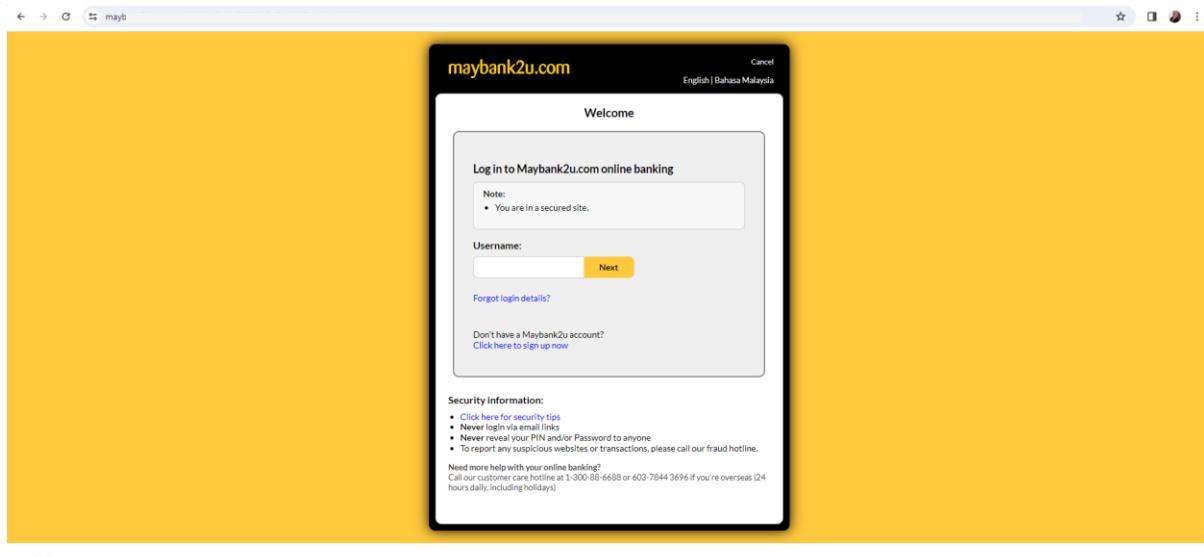
Agree with the Terms & Conditions



Step 13: Click  button to redirect to online banking site based on selected bank.

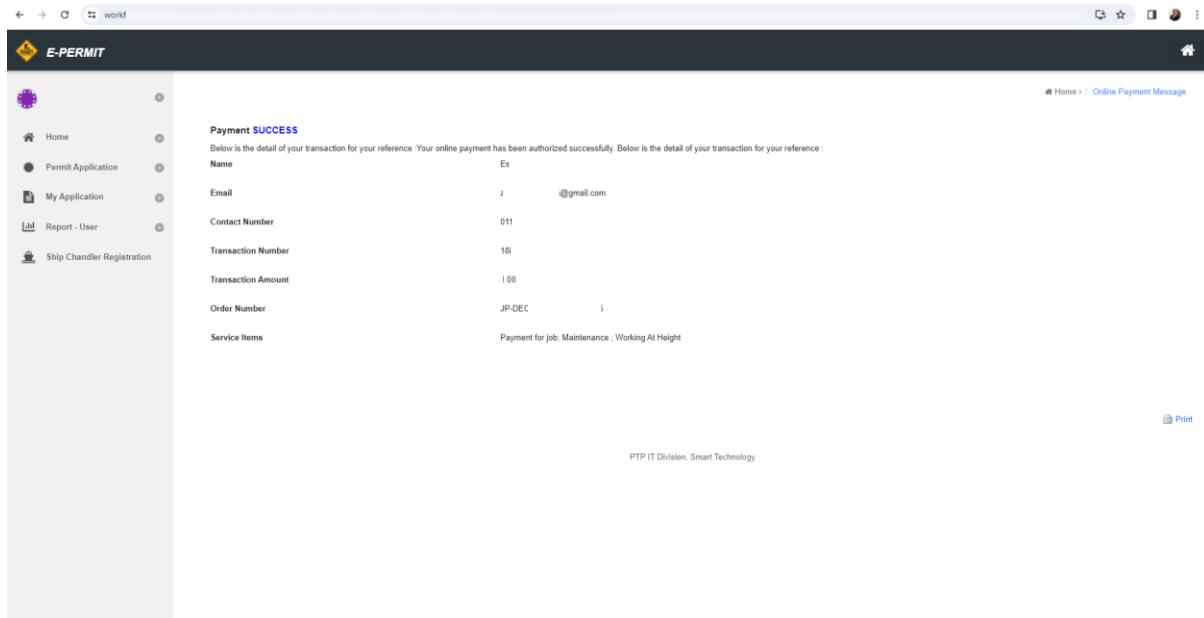


Step 14: Login to your online banking account, complete payment and return to merchant's page.



(Above image as an example purposes only)

Step 15: Merchant's page will show payment status and transaction details.

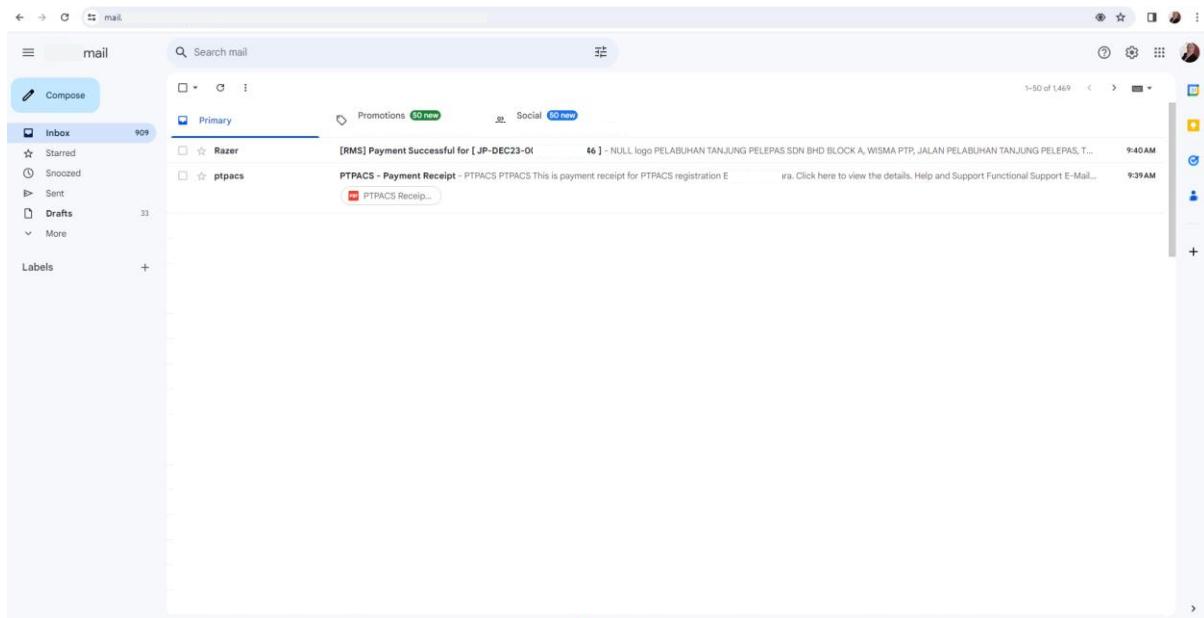


The screenshot shows a web browser window for 'E-PERMIT'. The main content area displays a 'Payment SUCCESS' message. Below it, transaction details are listed:

- Name: Es
- Email: z@gmail.com
- Contact Number: 011
- Transaction Number: 161
- Transaction Amount: 1.00
- Order Number: JP-DEC
- Service Items: Payment for job: Maintenance : Working At Height

At the bottom right, there is a 'Print' button.

Step 16: Check email inbox to retrieve the payment receipt from Razer and PTPACS.



The screenshot shows a Gmail inbox with two new messages:

- Razer**: [RMS] Payment Successful for [JP-DEC23-01] - NULL logo PELABUHAN TANJUNG PELEPAS SDN BHD BLOCK A, WISMA PTP, JALAN PELABUHAN TANJUNG PELEPAS, T...
- ptpacs**: PTPACS - Payment Receipt - PTPACS PTPACS This is payment receipt for PTPACS registration E ira. Click here to view the details. Help and Support Functional Support E-Mail...

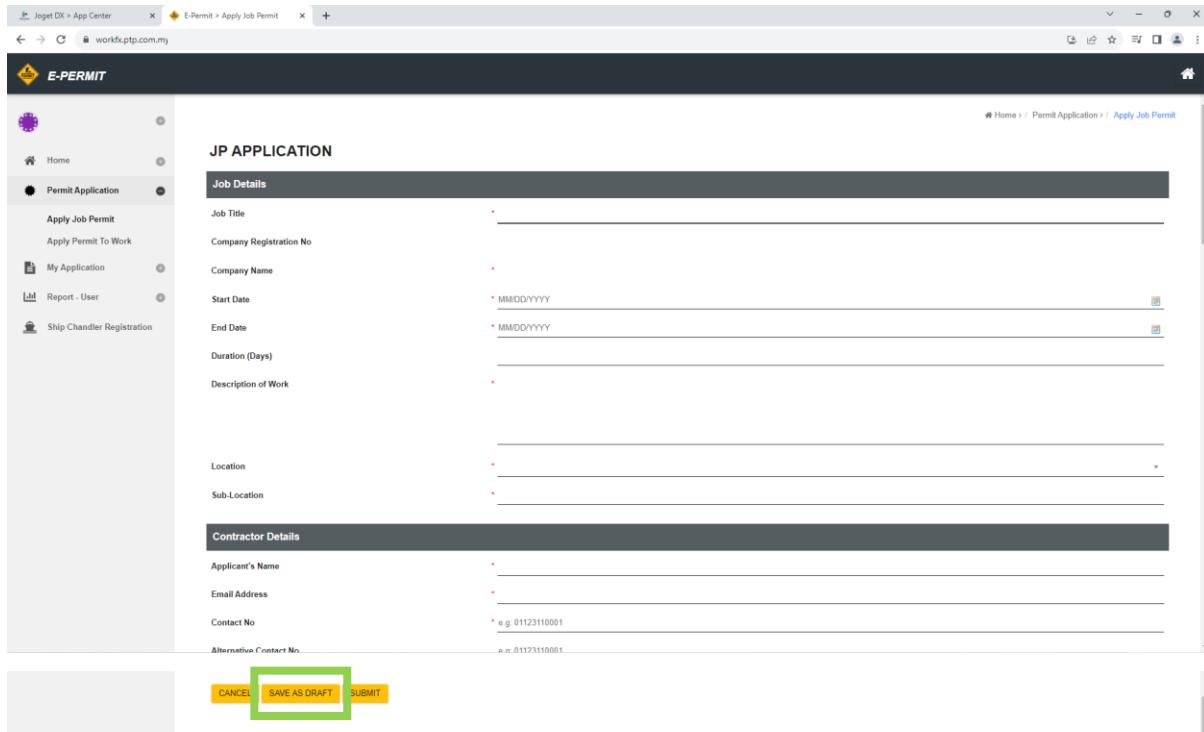
The message from Razer was sent at 9:40 AM and the message from PTPACS was sent at 9:39 AM.

(Refer Appendix I & II for example of receipt)

3.0 Job Permit Save As Draft Application

Step 1: Follow Step 1 – Step 5 of 2.0

Step 2: Fill up JP Application form and click **SAVE AS DRAFT** button at the bottom of the page

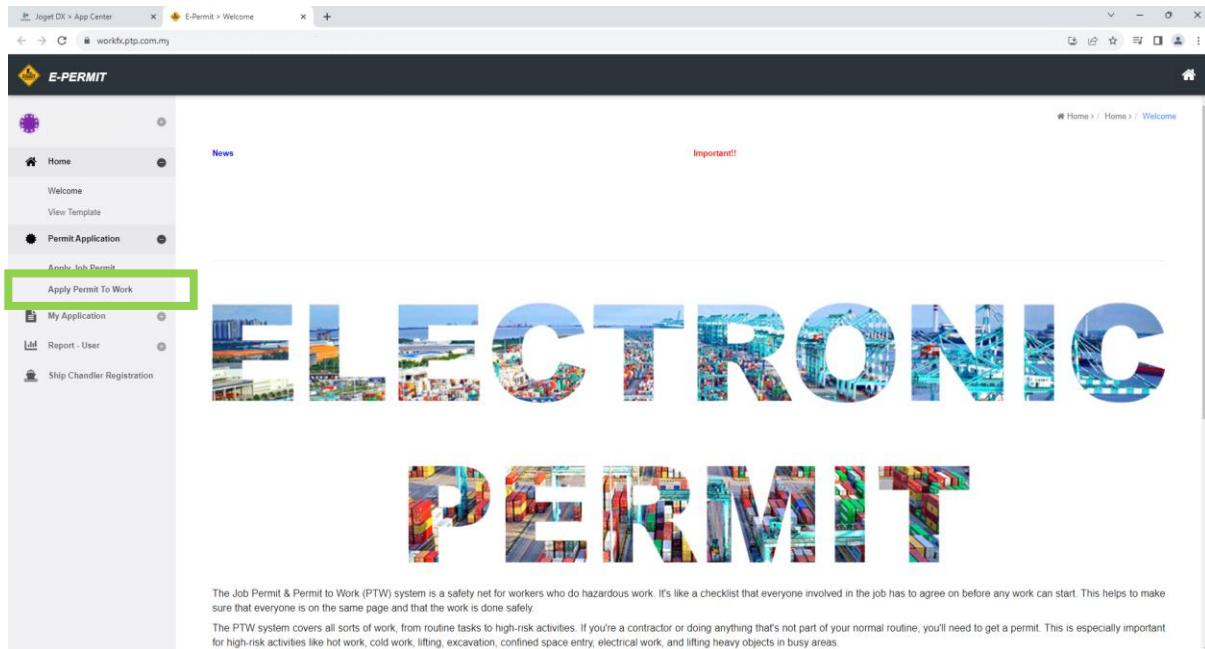


The screenshot shows the 'JP APPLICATION' form. The 'Job Details' section includes fields for Job Title, Company Registration No, Company Name, Start Date, End Date, Duration (Days), and Description of Work. The 'Contractor Details' section includes fields for Applicant's Name, Email Address, Contact No, and Alternative Contact No. At the bottom, there are three buttons: CANCEL, SAVE AS DRAFT (which is highlighted with a green box), and SUBMIT.

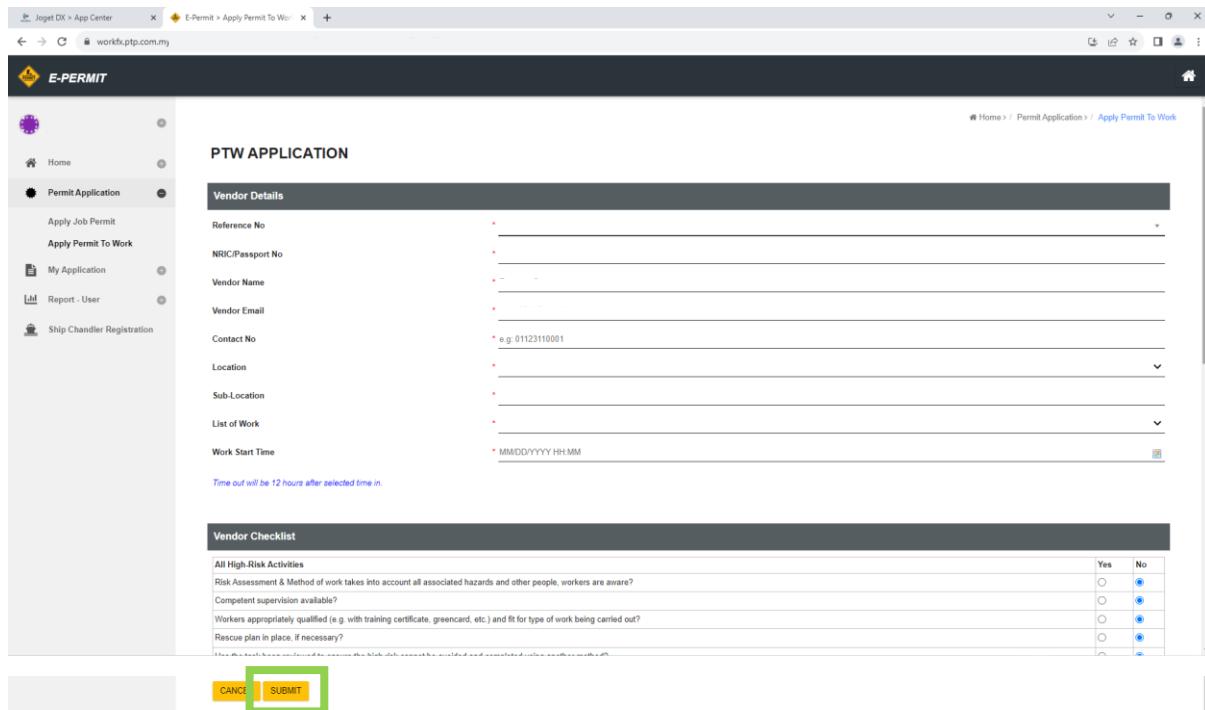
4.0 Permit To Work Application

Step 1: Follow Step 1 – Step 4 of 2.0

Step 2: Click  'Apply Permit To Work' under 'Permit Application' on left menu

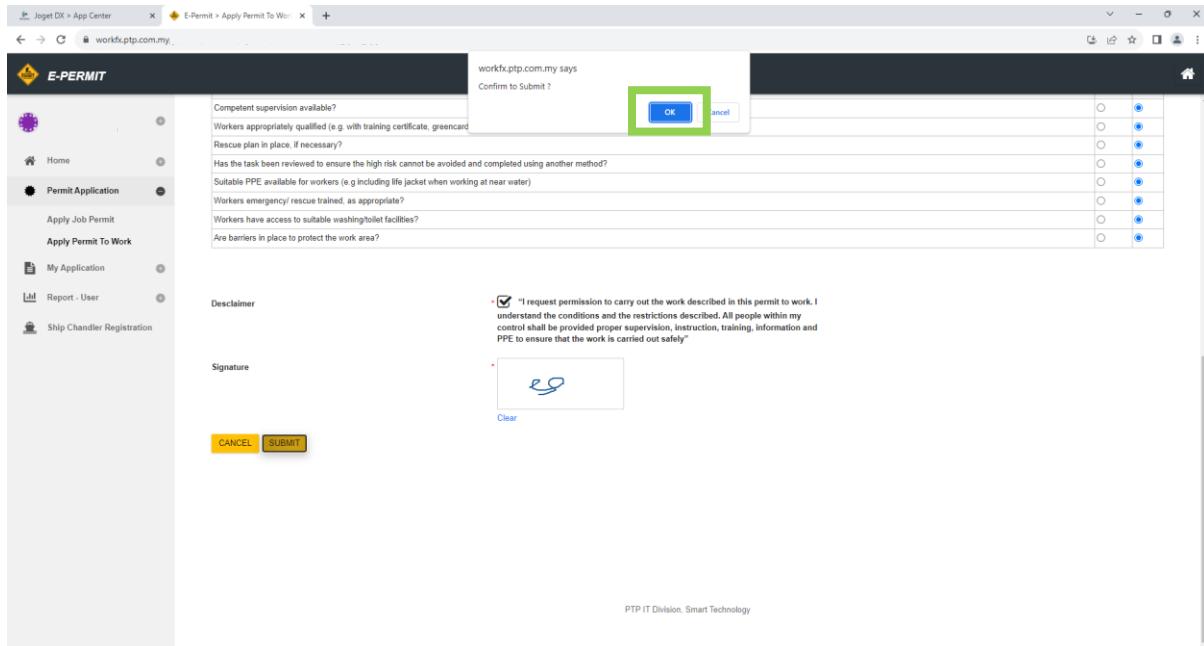
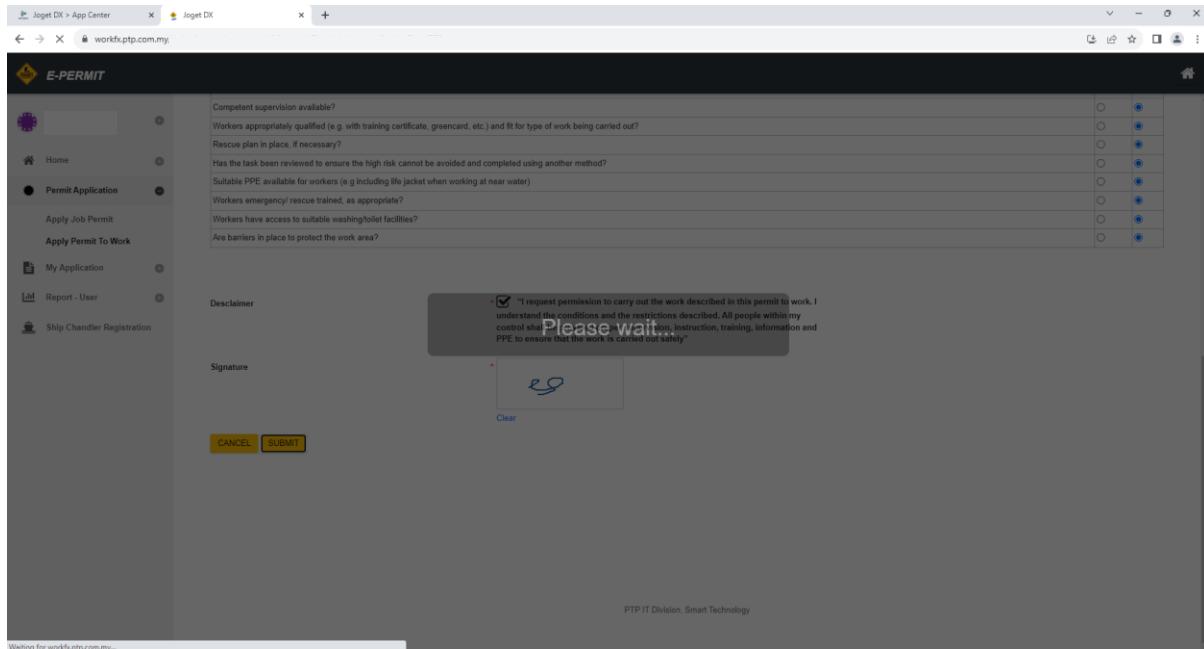


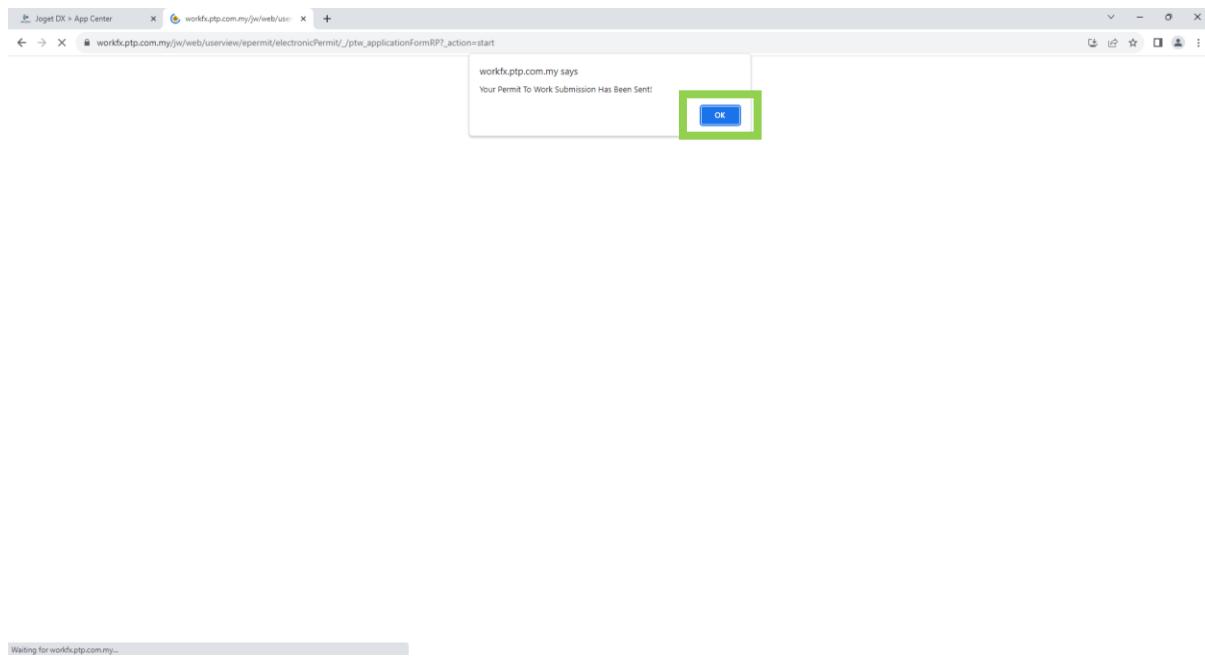
Step 3: Fill up PTW Application form and click  button at the bottom of the page



All High-Risk Activities	
Risk Assessment & Method of work takes into account all associated hazards and other people, workers are aware?	
Competent supervision available?	
Workers appropriately qualified (e.g. with training certificate, green card, etc.) and fit for type of work being carried out?	
Rescue plan in place, if necessary?	

***Notes: Reference No field only listed the Job Permit with high-risk activity that have been issued*

Step 4: Confirm submission by clicking  button on the dialog box

Step 5: Waiting page to be loaded


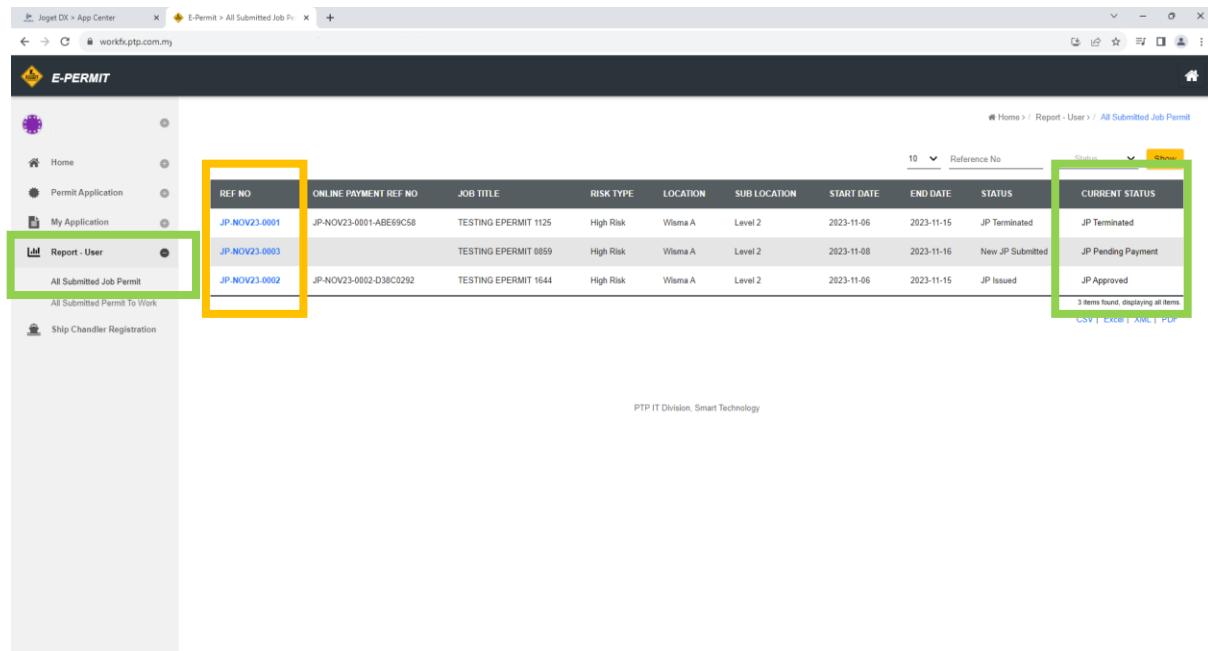
Step 6: Click  button on the dialog box****Notes:**

- i. Any field with * is mandatory field and require input
- ii. Selected date and time in field 'Work Start Time' will be the datetime for user to start work and will be expired after 12 hours

5.0 Monitor Submitted Job Permit Application Status

Step 1: Follow Step 1 – Step 4 of 2.0

Step 2: Click  'All Submitted Job Permit' under 'Report-User' on left menu



REF NO	ONLINE PAYMENT REF NO	JOB TITLE	RISK TYPE	LOCATION	SUB LOCATION	START DATE	END DATE	STATUS	CURRENT STATUS
JP-NOV23-0001	JP-NOV23-0001-ABE89C58	TESTING EPERMIT 1125	High Risk	Wisma A	Level 2	2023-11-06	2023-11-15	JP Terminated	JP Terminated
JP-NOV23-0003		TESTING EPERMIT 0859	High Risk	Wisma A	Level 2	2023-11-08	2023-11-16	New JP Submitted	JP Pending Payment
JP-NOV23-0002	JP-NOV23-0002-D38C0292	TESTING EPERMIT 1644	High Risk	Wisma A	Level 2	2023-11-06	2023-11-15	JP Issued	JP Approved

****Notes:**

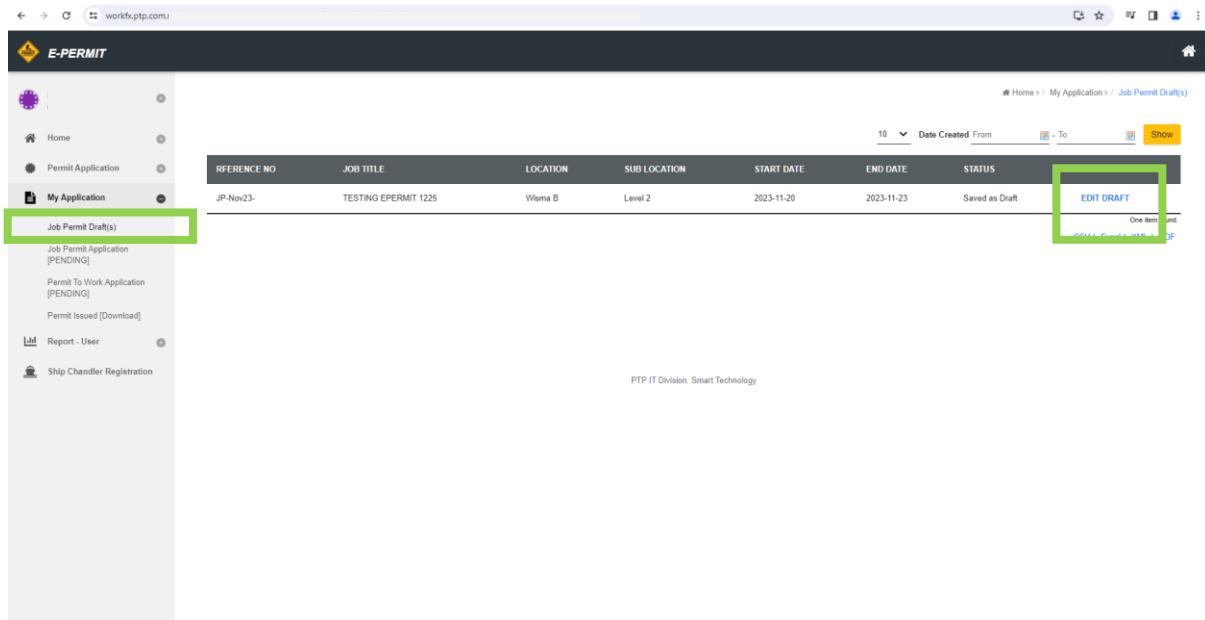
- i. User can refer to 'Current Status' field to get to know the current status of job permit submitted
- ii. User can view application details by clicking on JP reference number

6.0 List of Draft Job Permit

Step 1: Follow Step 1 – Step 4 of 2.0



Step 2: Click 'Job Permit Draft(s)' under 'My Application' on left menu



The screenshot shows the E-Permit application interface. The left sidebar has a 'My Application' section with a sub-item 'Job Permit Draft(s)' highlighted with a green box. The main content area displays a table with the following data:

REFERENCE NO	JOB TITLE	LOCATION	SUB LOCATION	START DATE	END DATE	STATUS
JP-Nov23-	TESTING EPERMIT 1225	Wisma B	Level 2	2023-11-20	2023-11-23	Saved as Draft

On the right, there is a 'Show' button and a 'EDIT DRAFT' button, which is also highlighted with a green box. The URL in the browser bar is `workfx.ptp.com`.

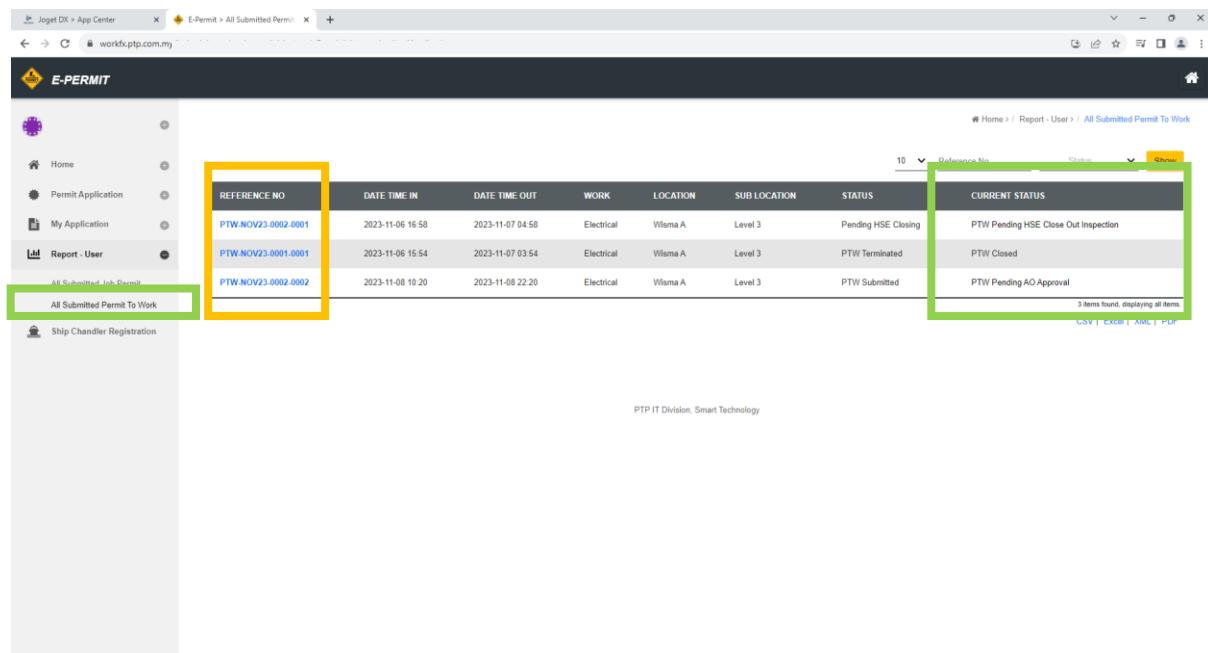
****Notes:**

- i. User can click on 'EDIT DRAFT' url to get to edit draft
- ii. Draft submission will only be available for 48 hours

7.0 Monitor Submitted Permit To Work Application Status

Step 1: Follow Step 1 – Step 4 of 2.0

Step 2: Click 'All Submitted Permit To Work' under 'Report-User' on left menu



REFERENCE NO	DATE TIME IN	DATE TIME OUT	WORK	LOCATION	SUB LOCATION	STATUS
PTW.NOV23.0002.0001	2023-11-06 16:58	2023-11-07 04:58	Electrical	Wisma A	Level 3	Pending HSE Closing
PTW.NOV23.0001.0001	2023-11-06 15:54	2023-11-07 03:54	Electrical	Wisma A	Level 3	PTW Terminated
PTW.NOV23.0002.0002	2023-11-08 10:20	2023-11-08 22:20	Electrical	Wisma A	Level 3	PTW Submitted

**Notes:

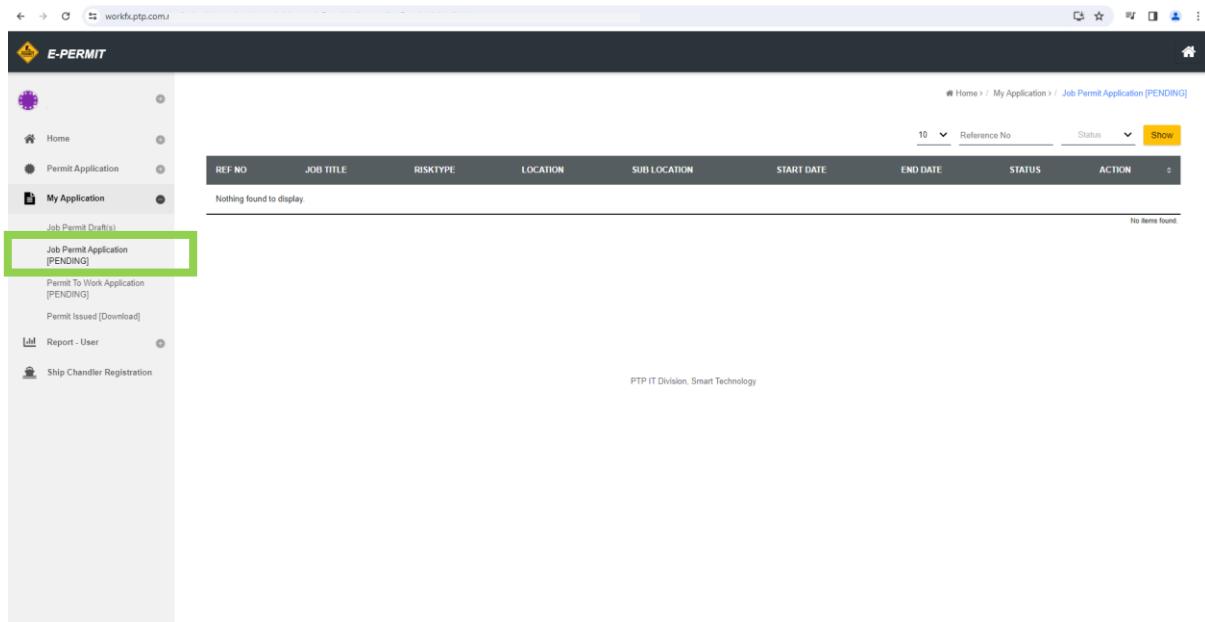
- User can refer to 'Current Status' field to get to know the current status of permit to work submitted
- User can view application details by clicking on PTW reference number

8.0 List of Action Required For Job Permit

Step 1: Follow Step 1 – Step 4 of 2.0



Step 2: Click 'Job Permit Application [PENDING]' under 'My Application' on left menu



****Notes:**

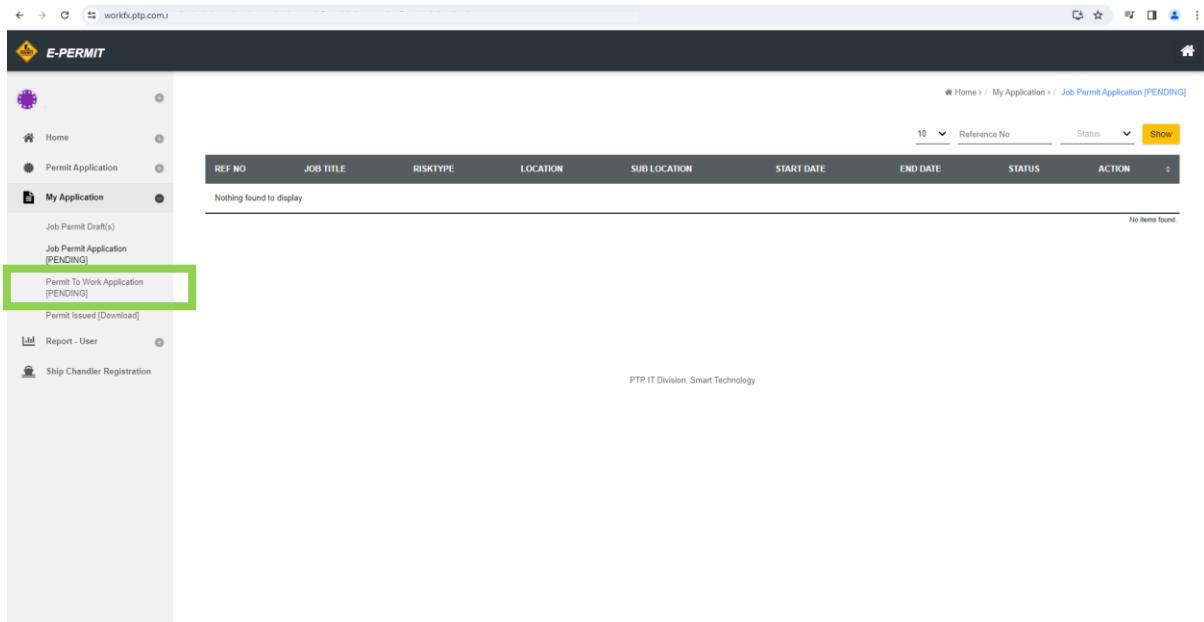
Action	Details
Pending Resubmission	<i>Job Permit pending user resubmit application due to rejected by any approver (Job Owner/Area Owner/HSE)</i>
Make Payment	<i>Pending user to make payment for submitted Job Permit</i>
Check Payment Status	<i>Job Permit pending payment verification from user, to check either payment success or fail</i>

9.0 List of Action Required For Permit To Work

Step 1: Follow Step 1 – Step 4 of 2.0



Step 2: Click  'Permit To Work Application [PENDING]' under 'My Application' on left menu



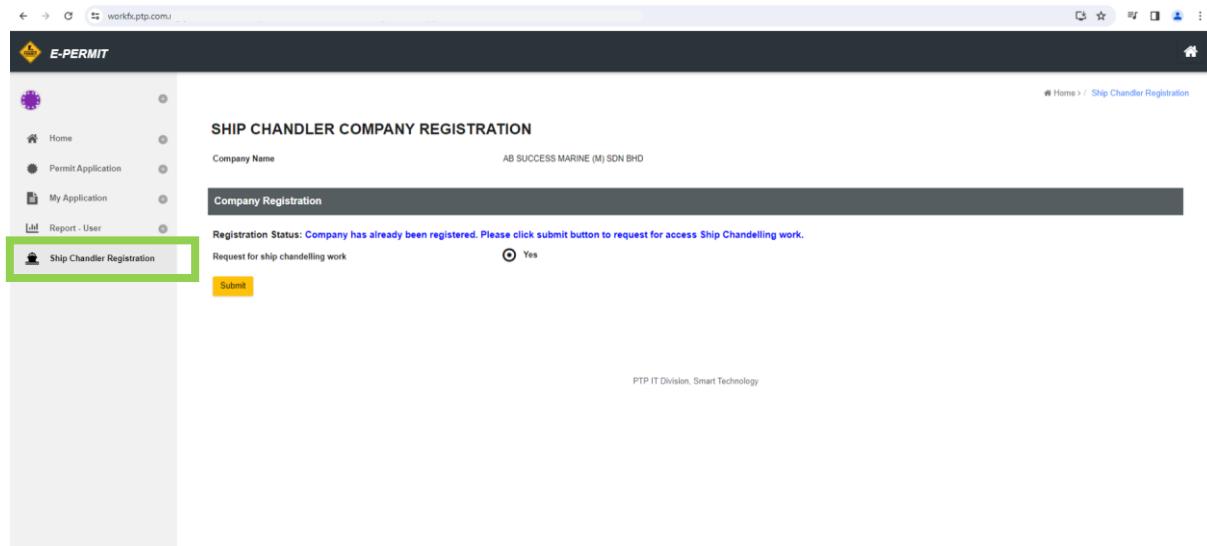
****Notes:**

Action	Details
Pending PTW Resubmission	PTW pending user resubmit application due to rejected by any approver (Area Owner/HSE)
PTW Pending User Close Out	PTW pending user to do a close out inspection after doing work

10.0 Request To Access Ship Chandelling Work Activity

Step 1: Follow Step 1 – Step 4 of 2.0

Step 2: Click  'Ship Chandler Registration' on left menu



The screenshot shows the E-Permit system interface. The left sidebar has a 'Ship Chandler Registration' menu item highlighted with a green box. The main content area is titled 'SHIP CHANDLER COMPANY REGISTRATION' and shows a company named 'AB SUCCESS MARINE (M) SDN BHD'. A message at the top says 'Registration Status: Company has already been registered. Please click submit button to request for access Ship Chandelling work.' Below this, there is a radio button labeled 'Yes' and a 'Submit' button. The bottom right of the page has a footer that says 'PTP IT Division, Smart Technology'.

****Notes:**

Registration Status	Action
<i>Company has already been registered. Please continue to apply for ship chandelling work</i>	<i>Can continue apply for ship chandelling work</i>
<i>Company does not exist. Please contact: AllARTeam@ptp.com.my or contact no: 07-5042222 ext: 7794 / 3374 / 7757 for registration process</i>	<i>Contact AR Team to register company under PTP</i>
<i>Company has already been registered. Please click submit button to request for access Ship Chandelling work</i>	<i>Click on  button to request access for ship chandelling work</i>
<i>Application has been made. Please wait for registration process by admin</i>	<i>Waiting admin to add your company to access ship chandelling work</i>
<i>Company has already been registered and inactive</i>	<i>Click on  button to request activate your company</i>
<i>Company has already been registered. Please wait for activation by admin</i>	<i>Waiting admin to activate your company</i>

11.0 Permit To Work Close Out Inspection

Step 1: Follow Step 1 – Step 4 of 2.0



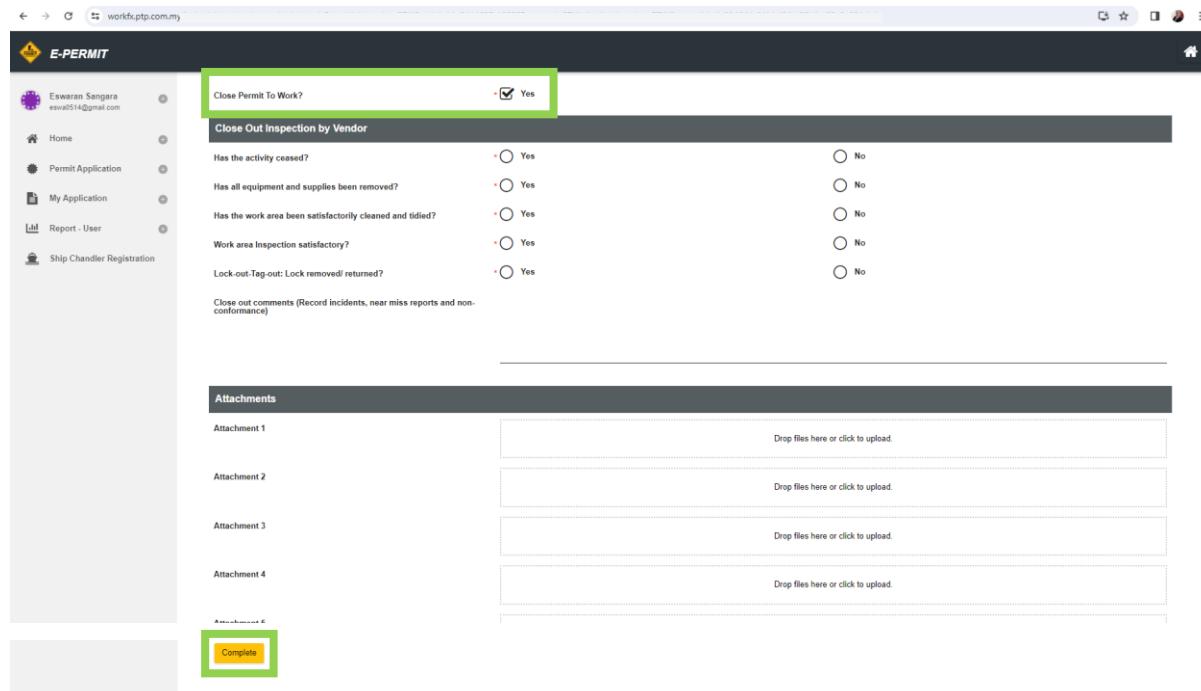
Step 2: Click 'Job Permit Application [PENDING]' under 'My Application' on left menu

REFERENCE NO	VENDOR NAME	DATE TIME IN	DATE TIME OUT	LOCATION	SUB LOCATION	STATUS	ACTION
PTW-DEC23-0008-0001	Eswaran Sangara	2023-12-11 15:00	2023-12-12 03:00	Wisma B	Level 3	PTW Issued	PTW Pending User Close Out

Step 3: Select Permit To Work application with status 'PTW Issued' and action 'PTW Approved. Pending User Close Out'. Click on Action URL

REFERENCE NO	VENDOR NAME	DATE TIME IN	DATE TIME OUT	LOCATION	SUB LOCATION	STATUS	ACTION
PTW-DEC23-0008-0001	Eswaran Sangara	2023-12-11 15:00	2023-12-12 03:00	Wisma B	Level 3	PTW Issued	PTW Pending User Close Out

Step 4: Tick on checkbox to close Permit To Work and click  button at the bottom of the page



Close Permit To Work? Yes

Close Out Inspection by Vendor

Has the activity ceased? Yes No

Has all equipment and supplies been removed? Yes No

Has the work area been satisfactorily cleaned and tidied? Yes No

Work area Inspection satisfactory? Yes No

Lock-out/Tag-out: Lock removed/ returned? Yes No

Close out comments (Record incidents, near miss reports and non-conformance)

Attachments

Attachment 1 Drop files here or click to upload.

Attachment 2 Drop files here or click to upload.

Attachment 3 Drop files here or click to upload.

Attachment 4 Drop files here or click to upload.

Attachment 5 Drop files here or click to upload.

Attachment 6 Drop files here or click to upload.

Complete

****Notes:** Any field with * is mandatory field and require input

12.0 Appendix

Appendix I

Example of online payment receipt from Razer

NULL PELABUHAN TANJUNG PELEPAS SDN BHD
logo BLOCK A, WISMA PTP, JALAN PELABUHAN TANJUNG PELEPAS, TST 507,
81560 GELANG PATAH, JOHOR
81560 GELANG PATAH, JOHOR,

NULL logo	NULL logo	NULL logo
6075042222	View Logos ...	View Logos



Payment Successful

Below is the detail of your transaction for your reference :

THANK YOU!

Appendix II

Example of online payment receipt from PTPACS



Pelabuhan Tanjung Pelepas Sdn. Bhd. (328719-K)
 Blok A, Wisma PTP, Jalan Pelabuhan Tanjung Pelepas,
 TST 507, 81560 Gelang Patah, Johor Darul Takzim, Malaysia.
 Tel: +607-504 2222 Fax: +607-504 2171

Website www.ptp.com.my

Billing Details

Name : EDWARDJUNG123@gmail.com
 E-Mail : EDWARDJUNG123@gmail.com
 Contact Number : 01170999999

Receipt No. : ACS-20231200048560

Order No. : JP-DEC23120004856000016

Receipt Date : 11/12/2023 9:39:27 AM

Amount (MYR) : MYR 100

No. Items	Quantity	Unit Price (MYR)	Paid Amount (MYR)
1. (JP-DEC23120004856000016) Name : EDWARDJUNG123 MyKad/Passport : Company : EPERMIT	1	100	100
Total Amount (MYR) : MYR 100			

THIS RECEIPT IS VALID UPON CLEARING OF THE PAYMENT.
 (COMPUTER GENERATED RECEIPT, NO SIGNATURE REQUIRED)



13.0 Contact Information

For inquiries regarding:

- i. Ship Chandelling and Provision Activities:

Job Owner

Shift Manager : +607-504 2285

Area Owner

- Shift Executive 1 : +6019-759 4443
- Shift Executive 2 : +6019-736 6151
- Shift Executive 3 : +6019-726 2335
- Shift Executive 4 : +6019-779 8622

HSE on Duty : +6019-777 6841

HSE on Duty : +6019-776 8304

- ii. Bunkering Activity:

Job Owner

Shift Manager : +607-504 2285

Area Owner

- Shift Executive 1 : +6019-759 4443
- Shift Executive 2 : +6019-736 6151
- Shift Executive 3 : +6019-726 2335
- Shift Executive 4 : +6019-779 8622

HSE on Duty : +6019-777 6841

HSE on Duty : +6019-776 8304

- iii. Other Inquiries:

For all other activities, please contact the job owner and area owner as specified in the contract.