COURSE TITLE: Understanding & Implementation of Permit to Work

COURSE DURATION: 2-day(s) / 13.00-hour(s)  
COURSE CATEGORY: Non-Competency  
COURSE LEVEL: Basic  
COURSE CODE: UPTW  
HRDF SCHEME: SBL  
COURSE FEE: RM848.00 (inclusive of 6% 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. None.

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):**
   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. LCD projector.
   ii. Computer.
   iii. White board with accessories.
   iv. Flip chart with accessories.
   v. AV system.

7. **LIST OF CLASSROOM ACTIVITIES:**
   i. Lecture.
   ii. Discussion.
   iii. Group presentation.
COURSE TITLE: UNDERSTANDING & IMPLEMENTATION OF PERMIT TO WORK

DAY ONE

<table>
<thead>
<tr>
<th>TIME</th>
<th>HOUR</th>
<th>TOPICS</th>
<th>TRAINER / FACILITATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0830 - 0900</td>
<td>0.50</td>
<td>Registration and Course Introduction</td>
<td>NIOSH</td>
</tr>
<tr>
<td>0900 - 1030</td>
<td>1.50</td>
<td>Topic 1: Introduction to PTW</td>
<td></td>
</tr>
<tr>
<td>1030 - 1045</td>
<td>0.25</td>
<td>MORNING TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1045 - 1115</td>
<td>0.50</td>
<td>Continuation</td>
<td></td>
</tr>
<tr>
<td>1115 - 1300</td>
<td>1.75</td>
<td>Topic 2: PTW Duties &amp; Responsibilities</td>
<td></td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>1.00</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td>1400 - 1530</td>
<td>1.50</td>
<td>Topic 3: Type of Permits &amp; Certificates</td>
<td></td>
</tr>
<tr>
<td>1530 - 1545</td>
<td>0.25</td>
<td>AFTERNOON TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1545 - 1700</td>
<td>1.25</td>
<td>Continuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.50</td>
<td>END OF DAY ONE</td>
<td></td>
</tr>
</tbody>
</table>

DAY TWO

<table>
<thead>
<tr>
<th>TIME</th>
<th>HOUR</th>
<th>TOPICS</th>
<th>TRAINER / FACILITATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 - 1030</td>
<td>1.50</td>
<td>Topic 4: The PTW System &amp; Procedures</td>
<td></td>
</tr>
<tr>
<td>1030 - 1045</td>
<td>0.25</td>
<td>MORNING TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1045 - 1300</td>
<td>2.25</td>
<td>Continuation</td>
<td></td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>1.00</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td>1400 - 1530</td>
<td>1.50</td>
<td>Topic 5: Issues &amp; Challenges in PTW Implementation</td>
<td></td>
</tr>
<tr>
<td>1530 - 1545</td>
<td>0.25</td>
<td>AFTERNOON TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1545 - 1700</td>
<td>1.25</td>
<td>Continuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.50</td>
<td>END OF THE COURSE</td>
<td></td>
</tr>
</tbody>
</table>