

## EVENT PERMIT TO WORK (PTW)

### PART A : MAKLUMAT PEMOHON (DIISI OLEH Co-X)

#### REQUESTOR INFORMATION (TO BE FILLED BY Co-X)

|                                |  |                                      |  |
|--------------------------------|--|--------------------------------------|--|
| JABATAN<br>DEPARTMENT          |  | NO. RUJUKAN PTW<br>PTW REFERENCE NO. |  |
| NAMA PEMOHON<br>REQUESTOR NAME |  | NO. RUJUKAN EO<br>EO REFERENCE NO.   |  |
| JAWATAN<br>POSITION            |  | NO. TEL. BIMBIT<br>HANDPHONE NO.     |  |

### PART B: MAKLUMAT KONTRAKTOR

#### CONTRACTOR INFORMATION

|                                                       |  |                                                              |  |
|-------------------------------------------------------|--|--------------------------------------------------------------|--|
| NAMA SYARIKAT<br>COMPANY NAME                         |  | NO. PENDAFTARAN<br>KONTRAKTOR<br>CONTRACTOR REGISTRATION NO. |  |
| ALAMAT SYARIKAT<br>COMPANY ADDRESS                    |  | NO. TELEFON<br>TELEPHONE NO.                                 |  |
| INDIVIDU YANG BERTANGGUNGJAWAB<br>PERSON IN CHARGE    |  | NO. TEL. BIMBIT<br>HANDPHONE NO.                             |  |
| TARIKH MULA KERJA<br>WORK START DATE (SETUP)          |  | MASA MASUK/KELUAR<br>TIME IN/OUT                             |  |
| TARIKH SIAP KERJA<br>WORK COMPLETION DATE (DISMANTLE) |  | MASA MASUK/KELUAR<br>TIME IN/OUT                             |  |
| NAMA ACARA<br>EVENT NAME                              |  |                                                              |  |
| LOKASI TEMPAT KERJA<br>WORKSITE LOCATION              |  |                                                              |  |

| KETERANGAN KERJA YANG DILAKUKAN<br>WORK DESCRIPTION | JENIS KERJA YANG DILAKUKAN<br>TYPE OF WORK DONE                              | YA<br>YES                        | TIDAK<br>NO |
|-----------------------------------------------------|------------------------------------------------------------------------------|----------------------------------|-------------|
|                                                     | Kerja Elektrik<br>Electrical Work                                            |                                  |             |
|                                                     | Kerja Tempat Tinggi – melebihi 2 meter<br>Working at Height – above 2 metres |                                  |             |
|                                                     | Pemasangan Gerai / Belakang Tabir<br>Booth / Backdrop Installation           |                                  |             |
|                                                     | Lain-lain, sila nyatakan : _____<br>Others, please specify                   |                                  |             |
| PEGAWAI Co-X UNTUK DIHUBUNGI<br>Co-X CONTACT PERSON |                                                                              | NO. TEL. BIMBIT<br>HANDPHONE NO. |             |

### PERAKUAN KONTRAKTOR

#### DECLARATION BY CONTRACTOR

- Saya akan bertanggungjawab sepenuhnya terhadap kerugian, kerosakan atau kecederaan ke atas premis PICC / kakitangan / orang awam yang menggunakan premis PICC termasuk setiap tempat letak kenderaan atau kemudahan lain.  
*I will accept total responsibility for all loss, damage or injury of PICC premise / staff / public who are using the PICC premise including each car park or facilities.*
- Saya mempunyai perlindungan insurans penuh yang tidak terhad dan memahami serta bersetuju dengan skop kerja yang perlu dilakukan dan langkah-langkah keselamatan yang perlu diambil.  
*I have full unlimited insurance cover and I understood and agreed with the scope of work to be done and the safety precautions to be taken.*
- Saya tidak akan cuba untuk mengubah, mengendalikan atau mengganggu peralatan tanpa kebenaran bertulis daripada pihak Co-X.  
*I will not try to move, handle or disturb the equipment without the prior written permission from Co-X.*

I HAVE READ AND UNDERSTAND THE ABOVE DECLARATION.

Nama :

Name

No. Kad Pengenalan :

I/C No.

Cop Syarikat :

Company Stamp

Jawatan :

Position

Tandatangan :

Sign

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### PART C : DIISI OLEH Co-X UNTUK PENGESAHAN

TO BE FILLED BY Co-X FOR VERIFICATION

| JABATAN PENGURUSAN FASILITI<br>FACILITY MANAGEMENT DEPARTMENT | JABATAN KESELAMATAN<br>SECURITY DEPARTMENT                  | JABATAN KUALITI, KESIHATAN, KESELAMATAN &<br>ALAM SEKITAR<br>QUALITY, HEALTH, SAFETY & ENVIRONMENT DEPARTMENT |
|---------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Nama :<br>Name                                                | Nama :<br>Name                                              | Nama :<br>Name                                                                                                |
| Jawatan :<br>Position                                         | Jawatan :<br>Position                                       | Jawatan :<br>Position                                                                                         |
| Tandatangan :<br>Sign                                         | Tandatangan :<br>Sign                                       | Tandatangan :<br>Sign                                                                                         |
| Tarikh :<br>Date                                              | Tarikh :<br>Date                                            | Tarikh :<br>Date                                                                                              |
| Pegawai Yang<br>Dipertanggungjawabkan :<br>Person In Charge   | Pegawai Yang<br>Dipertanggungjawabkan :<br>Person In Charge | Pegawai Yang<br>Dipertanggungjawabkan :<br>Person In Charge                                                   |
| No. Tel. Bimbit :<br>Handphone No.                            | No. Tel. Bimbit :<br>Handphone No.                          | No. Tel. Bimbit :<br>Handphone No.                                                                            |

### PART D : KELULUSAN UNTUK MELAKSANAKAN KERJA (DIISI OLEH Co-X)

APPROVAL FOR IMPLEMENTATION OF WORK (TO BE FILLED BY Co-X)

|                         |  |                                                    |  |
|-------------------------|--|----------------------------------------------------|--|
| MASA MASUK<br>TIME IN   |  | MASA KERJA TAMBAHAN<br>ADDITIONAL WORKING<br>HOURS |  |
| MASA KELUAR<br>TIME OUT |  |                                                    |  |

### SEKSYEN KHIDMAT KONVENSYEN CONVENTION SERVICES SECTION

|                       |                       |                      |
|-----------------------|-----------------------|----------------------|
| Nama :<br>Name        | Tandatangan :<br>Sign | Catatan :<br>Remarks |
| Jawatan :<br>Position | Tarikh :<br>Date      |                      |

### PART E : MAKLUMAT DIRI PEKERJA KONTRAKTOR

CONTRACTOR WORKER PERSONAL INFORMATION

#### NOTA PENTING :

##### Important Notes

- Waktu bekerja yang dibenarkan adalah dari jam **6.00 PETANG SEHINGGA 12.00 TENGAH MALAM.**  
Allowable working hours are from **6.00 PM UNTIL 12.00 MIDNIGHT.**
- Kontraktor / subkontraktor hendaklah memohon kebenaran dari pihak Co-X sekiranya memerlukan masa kerja tambahan tertakluk kepada terma dan syarat.  
The contractor / subcontractor should apply for Co-X's permission if requires additional working hours subject to term & conditions.
- Sebarang kerja pemasangan, pemuatan atau pemungghahan **TIDAK DIBENARKAN** apabila terdapat acara yang sedang berlangsung.  
Any installation, loading or unloading work is **NOT ALLOWED** when there is ongoing event.
- Bagi warganegara asing, sila kepilkan bersama satu salinan fotostat **PASPOT DAN PERMIT KERJA** yang masih sah.  
For foreigner, please enclose a photocopy of valid **PASSPORT AND WORK PERMIT.**

| BIL.<br>NO. | NAMA<br>NAME | KO. KAD<br>PENGENALAN /<br>NO. PASPOT<br>I/C NO. / PASSPORT<br>NO. | ALAMAT<br>ADDRESS | JENIS KENDERAAN<br>TYPE OF VEHICLE | NO. PLAT<br>KENDERAAN<br>VEHICLE PLAT NO. |
|-------------|--------------|--------------------------------------------------------------------|-------------------|------------------------------------|-------------------------------------------|
|             |              |                                                                    |                   |                                    |                                           |
|             |              |                                                                    |                   |                                    |                                           |
|             |              |                                                                    |                   |                                    |                                           |
|             |              |                                                                    |                   |                                    |                                           |
|             |              |                                                                    |                   |                                    |                                           |
|             |              |                                                                    |                   |                                    |                                           |

\*\* Sila lampirkan kertas berasingan jika ruangan di atas tidak mencukupi.  
Please attach a separate sheet if the above space is insufficient.

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### PART F : SYARAT-SYARAT MELAKUKAN KERJA DI DALAM PREMIS PICC WORK CONDITION IN PICC PREMISE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Pastikan Permit Bekerja telah <b>DISAHKAN</b> sebelum kerja dijalankan.</p> <p>2. Lapor di Pos Pengawal Keselamatan (Loading Bay) dan mohon <b>PAS KONTRAKTOR</b> dan patuhi syarat-syarat yang tertera di pas tersebut.</p> <p>3. Pergerakan seseorang / pekerja hanya terhad di kawasan kerja sahaja.</p> <p>4. Dilarang sama sekali membuat sambungan kuasa elektrik atau air tanpa kebenaran pihak Co-X.</p> <p>5. Sebarang aktiviti kerja mestilah diselia oleh penyelia kontraktor terbabit.</p> <p>6. Kontraktor / penyelia / pekerja yang didapati merosakkan, mengotorkan premis PICC, pihak Co-X berhak untuk membatalkan Permit Bekerja serta merta.</p> <p>7. Kontraktor dan pekerja bertanggungjawab ke atas sebarang kerosakan di kawasan tempat kerja.</p> <p>8. <b>Mematuhi Akta Keselamatan &amp; Kesihatan Pekerjaan (OSHA) 1994, Akta Kilang &amp; Jentera (FMA) 1967 dan Akta Kualiti Alam Sekeliling (EQA) 1974.</b></p> <p>9. Kontraktor <b>WAJIB</b> menggunakan <b>ALAT PELINDUNG DIRI (PPE)</b> untuk sebarang aktiviti kerja yang hendak dilakukan.</p> <p>10. Kontraktor / subkontraktor hendaklah bertanggungjawab pada setiap masa bagi tingkah laku pekerja mereka sama ada secara sengaja atau sebaliknya.</p> <p>11. Pihak Co-X berhak untuk membatalkan / menamatkan Permit Bekerja jika tidak mematuhi terma dan syarat atau apa-apa arahan lain dari semasa ke semasa.</p> <p>12. Prosedur dan peraturan keselamatan perlu dipatuhi pada setiap masa semasa kerja dijalankan.</p> | <p>1. Make sure that the Permit To Work (PTW) has been <b>APPROVED</b> before the work is carried out.</p> <p>2. Report at the Security Post (Loading Bay) and apply <b>CONTRACTOR PASS</b> and follow the conditions stated in the pass.</p> <p>3. Workers movement is / are only restricted to the work area.</p> <p>4. Prohibited to connect electricity or water without the permission of Co-X.</p> <p>5. All the work should be supervise by the contractor's supervisor.</p> <p>6. The contractor / supervisor / workers are found to damage, dirty the PICC premise, Co-X reserves the right to revoke the Permit To Work (PTW) immediately.</p> <p>7. The contractor and employees responsible for any damage in the workplace.</p> <p>8. <b>Comply Occupational Safety &amp; Health Act (OSHA) 1994, Factory &amp; Machinery Act (FMA) 1967 and Environmental Quality Act (EQA) 1974.</b></p> <p>9. Contractor <b>MUST</b> wear <b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> for any work activity to be done.</p> <p>10. The contractor / subcontractor shall be responsible at all time for the behavior of their employees either intentionally or otherwise.</p> <p>11. Co-X reserves the right to cancel / terminate a Permit To Work (PTW) if not comply with the terms and conditions or any other instructions from time to time.</p> <p>12. Safety procedures and regulation must be adhered at all time during the work in progress.</p> |
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