

Two Days Interactive Training (PC Provided)

# MyKKP System - Step by Step Guides to New Users



HRDCorp Claimable SBL Khas Course No: 10001586130

## Training Objectives

This training is intended to provide an interactive, clear and effective guides to the new users of MyKKP system. The modules focus on understanding the types of notifications and applications required under the DOSH regulations, and how to correctly and effectively updating the MyKKP system.

**By the end of this training program, participants should be able to:**

- Identify and understand the purpose of each type of application and notification in the MyKKP System.
- Navigate the MyKKP System platform, submit and manage workplace and plant-related applications such as **PEMTK, PTI, PEMULA and PERIODIC**.
- Ensure compliance with DOSH (JKKP) requirements through accurate and timely submissions of the required reports such as **JKKP6, JKKP7 and JKKP8**.
- Understanding the workflows, required documentations and follow-up actions for each notification types.
- To comply with the regulatory requirements required by DOSH (JKKP).

## Intended Audience

OSH Coordinators, Safety and Health Officers (SHO), Company HR/Admin personnel, Engineers or Technical Staff handling safety documentations, Government Officers (DOSH staff) and other stakeholders involved in OSH compliance.

## Methodologies

Face to face training (PC provided for each participants), lecturing, practical case study workshop, discussions, video presentation and Q&A session.

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## Modules & Programme

### Day 1

#### Module 1

- Introduction of Workplace Notification (**PEMTK**)
- When is PEMTK required?
- Information and documents needed
- Submission process and status checking

#### Module 2

- Introduction of Construction Work (**JKKP12**)
- Legal reference - OSHA 1994 (2022)
- Required documentation (Project Brief, Safety Plan, etc.)
- Roles and responsibilities of Contractors and Developers

#### Module 3

- Introduction of Permission to Install (**PTI**)
- Types of installations that require PTI (e.g., boilers, pressure vessels)
- Submission steps, drawings, and documentations
- Common mistakes to avoid

#### Module 4

- Introduction of Plant to Start-up Inspection (**PEMULA**)
- When to apply for PEMULA?
- Inspection processes and preparations
- Follow-up after inspection

#### Module 5

- Introduction of Periodic Inspection (**PERIODIC**)
- Frequency and types of inspections (Based on Equipment)
- How to submit a Periodic Inspection Request
- Coordination with DOSH inspectors

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## Modules & Programme

### Day 2

#### Module 6

- Introduction of Accident Notification (**JKKP6, JKKP7 and JKKP8**)
- Differences in between JKKP6, JKKP7, and JKKP8
- Legal timelines for reporting
- Steps for online submission and follow-up
- **Case study (Accident Investigation and Report)**

#### Module 7

- Introduction of **Plant Status Notification** (Opening, Repair and Disposal)
- Plant Opening
- Undergoing Repair
- Decommissioning or Disposal
- Required supporting documents

#### Module 8

- Introduction of **Plant Transfer** (Plant and Owner)
- Process for transferring Plant Ownership
- Process for changing Plant Location

#### Module 9

- Introduction of **Design Approval**
- When is design approval mandatory?
- Required technical documents (drawings, calculations, specifications)
- Review process and timelines

# Trainer's Background

## Mr. Mohd Nizam Bin Ahmad

Master of OSH Risk Management (MOSHRM), OUM, TTT HRDCorp : Exempted  
IC No : **770123-03-5117**

Mr. Mohd Nizam Bin Ahmad has more than 20 years experience in Safety & Health Management and education. He earned his Master of OSH Risk Management (MOSHRM), from Open University Malaysia.

As a Trainer, Mr. Nizam had delivered various training regarding Safety & Health such as Ergonomic, Working at Height (WAH), Emergency Response Plan (ERP), Basic Fire Watch and OSHC.



His Professional Development is as per below :

1. Ergonomics Trained Person (ETP)
2. Initial ERA (1) & Advanced ERA (2), DOSH Malaysia
3. Safety & Health Officer (OYKSHO), DOSH Malaysia (HQ/22/SHO/00/04232)
4. Halal Executive, Majlis Profesional Halal, Jabatan Kemajuan Islam Malaysia (JAKIM)
5. Construction Safety & Health Trainers (CSHT), NIOSH Malaysia
6. Occupational Safety & Health Coordinator Course (OSHCoordinator), DOSH Malaysia
7. Safety & Health Assessment System In Construction (SHASSIC), Assessor (CIDB Malaysia)
8. Construction Safety & Health Officer (CSHO), CIDB Malaysia
9. Lead Auditor ISO 45001:2018, (OSHMS) & ISO 14001:2015 (EMS)
10. Exemplar Global Certified – SIRIM Malaysia
11. Accredited HRDCorp Trainer
12. Train The Trainer 1 (TTT1), NIOSH Malaysia

## Other Trainers, Assistant Trainers

Mr Mohamad Najip bin Mesman, Dr. Mohd Fadzil bin Harun and Officers from Department of Safety and Health, Malaysia (DOSH) / (JKKP).

# Popular HRDCorp Claimable Courses

## PUBLIC TRAINING PROGRAM

*Fees : All the below fees inclusive of Notes, Certificates, Meals, etc.*

### OSH Coordinator Course (3 Days)

RM 750 per participant (UNISEL, Shah Alam)

Click for VTT



[Click here to Request Quotation](#)

### Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

### First Aid, CPR & AED Training (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

### Emergency Res. Team / Fire Fighting (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



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### Safety and Health Committee Training (1 Day)

RM 430 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

### HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 860 per participant (UNISEL, Shah Alam)



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## Professional Certificate

### Forklift Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

## Professional Certificate

### Reach Truck Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Contact Suhaimi, Eddy : 03-6038.58.58, 017-406 5551, 013.512.7777

Training Collaboration



# Popular HRDCorp Claimable Courses

## IN-HOUSE TRAINING PROGRAM

( Venue: At your own premise )

*Fees : All the fees below inclusive of Notes, Certificates etc. for companies in Peninsular Malaysia.*

### OSH Coordinator Course (3 Days)

RM 12,800 for 20 to 30 Staffs (at your premise)

Click for VTT



[Click here to Request Module & Quotation](#)

### Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

### First Aid, CPR & AED Training (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

### Emergency Res. Team / Fire Fighting (1 Day)

RM 4,800 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

### Overhead Travelling Crane (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

### Ergonomic & Manual Handling in Workplace (1 Day)

RM 4,300 for 30 participants (at your premise)

[Click here to Request Module & Quotation](#)

### Safety and Health Committee Training (1 Day)

RM 4,300 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

### HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 8,600 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Contact Suhaimi, Eddy : 03-6038.58.58, 017-406 5551, 013.512.7777

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