Purpose:	To ensure applicable projects are declared, notified or registered with DOSH and CIDB within current statutory and authority requirements.
Scope:	This procedure applies to awarded Malaysian construction, installation, maintenance and related projects requiring DOSH or CIDB submission.
Duties & Responsibilities	(1) Administration Manager (AM): Controls authority submissions and the registration register. (2) Project Manager (PM): Provides accurate project details and confirms the planned start date. (3) Safety and Health Officer (SHO): Determines DOSH requirements and provides safety information. (4) Contracts Manager (CM): Provides award, contract value and scope documents. (5) Administration Executive (AE): Prepares online submissions, monitors status and retains approvals.
ISO Reference:	MS ISO 45001:2018 Clause 8

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 8

Abbreviation & Definition	
CIDB	Construction Industry Development Board Malaysia
CIMS	Centralised Information Management System
DOSH	Department of Occupational Safety and Health Malaysia
AM	Head of Administration
MyKKP	DOSH online service system
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	**Registration Assessment** **1.1 Award Notification** CM shall notify the AM, PM and SHO promptly after a construction-related contract is awarded. **1.2 Applicability** SHO and AM shall determine applicable DOSH notification or registration requirements using the current project scope, value, duration, workforce and work type.	AM / PM / SHO / CM	Letter of Award; Contract; Registration checklist

Step	Activity	PIC	Reference
	1.3 CIDB Declaration Construction work including electrical and mechanical work shall be assessed for mandatory declaration to CIDB. **1.4 Register** The project shall be entered in the authority registration register with required dates and assigned PICs.		
2	**<u>Required Information</u>** **2.1 Project Details** PM shall provide the client, site address, scope, value, programme, start date, workforce and project organisation. **2.2 Supporting Documents** CM shall provide the Letter of Award, signed contract or other acceptable award evidence and detailed scope. **2.3 Safety Information** SHO shall provide required safety personnel, project arrangements and other DOSH information. **2.4 Verification** Information shall be checked against approved contract documents before submission.	PM / SHO / CM / AE	Project information form; Award documents
3	**<u>CIDB Project Declaration</u>** **3.1 Time Requirement** The AE shall declare awarded construction work within 14 days after award or 14 days before work starts, whichever is earlier, subject to current CIDB requirements. **3.2 Online Submission** The declaration shall be made through CIMS with the required supporting documents. Manual submission shall not be used unless CIDB formally directs otherwise. **3.3 Accuracy** The contract value, scope, parties and dates shall be complete and consistent with the award documents. **3.4 Acknowledgement** The project declaration, reference and CIDB acknowledgement shall be retained.	AM / AE / CM	CIMS submission; CIDB acknowledgement

Step	Activity	PIC	Reference
4	**CIDB Levy and Changes** **4.1 Levy Notice** Any CIDB levy notice shall be checked against the declared contract value and forwarded for authorised payment within the stated period. **4.2 Evidence** The payment receipt, exemption or adjustment decision shall be retained with the project record. **4.3 Contract Changes** Changes in contract value or other declared information shall be updated through CIMS with supporting evidence as required. **4.4 Completion** Final account information shall be submitted when required for final adjustment or project closure.	AM / CM / AE	CIDB levy notice; Receipt; Change documents
5	**DOSH Submission** **5.1 Current Requirement** SHO shall confirm the current form, timing and information required for the project or construction site. **5.2 Online Process** AE shall submit through MyKKP or another DOSH-directed channel and monitor queries or additional requirements. **5.3 Supporting Evidence** Relevant project, contractor, safety personnel and commencement information shall be attached as required. **5.4 Acceptance** The DOSH acknowledgement, registration or notification reference shall be retained and provided to the PM.	AM / SHO / AE	MyKKP submission; DOSH acknowledgement
6	**Monitoring and Escalation** **6.1 Tracker** AE shall track submission date, reference, status, payment, expiry, query and completion. **6.2 Follow-up** Authority queries shall be assigned promptly to the relevant PIC and answered with verified information.	AM / PM / SHO / AE	Authority registration register; Correspondence

Step	Activity	PIC	Reference
	6.3 Escalation Missing documents or delayed approval that may affect mobilisation shall be escalated to the AM and PM. **6.4 Start Control** Work shall not commence where an applicable authority requirement remains unsatisfied.		
7	**<u>Records and Review</u>** **7.1 Records** Award documents, assessments, submissions, acknowledgements, payments, changes and close-out evidence shall be retained. **7.2 Access** Current registration references shall be available to project management and safety personnel. **7.3 Review** The AM and SHO shall periodically verify the register against active projects and current authority requirements. **7.4 Improvement** Submission errors, delays and authority feedback shall be used to improve the process.	AM / SHO / AE	Authority registration register; OHSMS-10W

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026

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