



TAYLOR'S

E-Permit To Work (ePTW)

Simplified User Guide for Contractor

May 2022

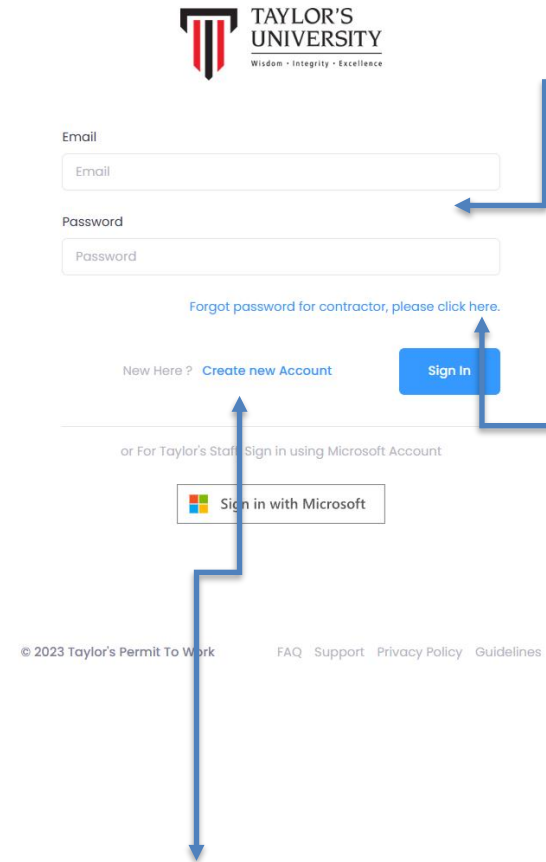
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Welcome to Permit To Work

A systematic process on authorizing controlled work.

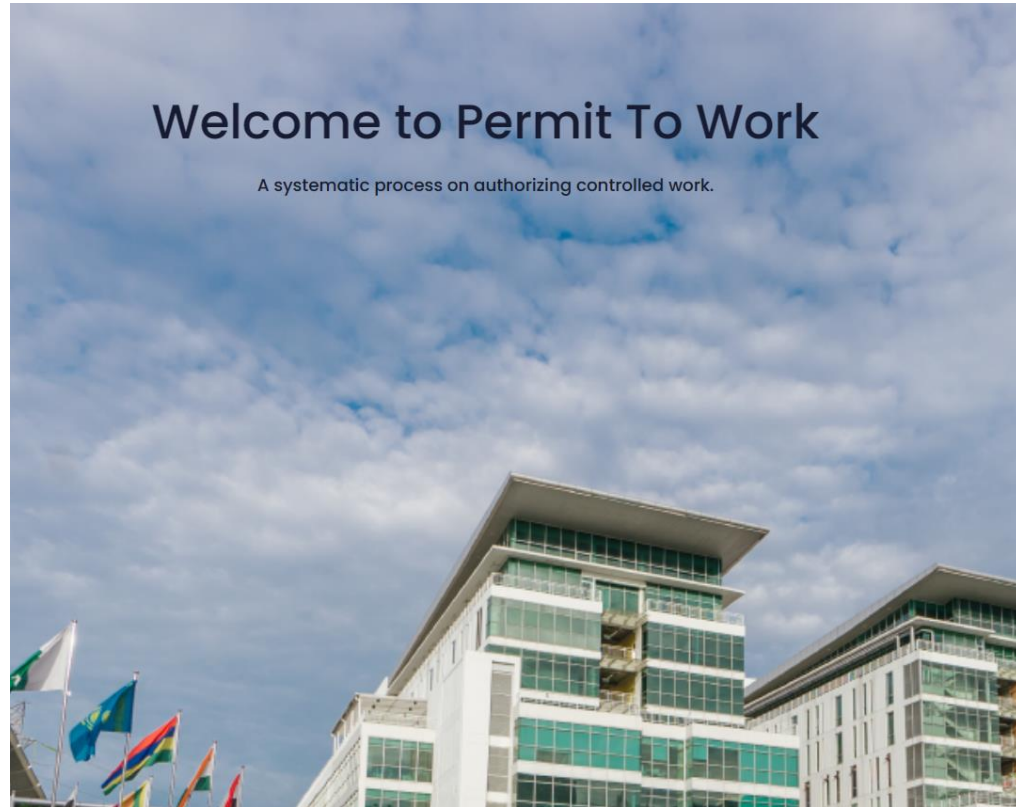


- A sign-in box to sign into using email and password

- To reset password click here

- For new Contractors click here to create new account

Create New Account



Name

Email

Password

*Password must be minimum 8 characters

*Contain at least one uppercase, One lowercase & One symbol

Confirm Password

I Agree [Terms and conditions.](#)

Cancel

Continue

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[FAQ](#) [Support](#) [Privacy Policy](#) [Guidelines](#)

- Click **“Create New Account”** on login page to be directed to sign up form page.
- Fill in the all the fields.
- Tick **“I Agree Terms and Conditions”** check box
- Click **“Continue”** to proceed with the registration process.

Create New Account




TAYLOR'S

Dashboard << **Company Registration**

- 1 Company Details**
Setup Your Company Details
- 2 Contact Person Details**
Setup Your Contact Person Details
- 3 Worker Details**
Setup Your Worker Details
- 4 Confirmation**

Setup Your Company Details



Company Name *

Company Registration No. *

Office Number *

Email *

- New Contractors must complete the company registration by filling out the wizard form with their information.
- There are 3 sections to be filled before New Contractor can submit.

Create New Account




1 Company Details
Setup Your Company Details

2 Contact Person Details
Setup Your Contact Person Details

3 Worker Details
Setup Your Worker Details

4 Confirmation

Setup Your Company Details



Company Name *

Company Registration No. *

Office Number *

Email *

Address Line 1 *

Address Line 2

- New Contractors can fill all the required fields.
- Click **“Save & Continue”** to proceed to the next section

Create New Account




✓ **Company Details**
Setup Your Company Details

2 **Contact Person Details**
Setup Your Contact Person Details

3 **Worker Details**
Setup Your Worker Details

4 **Confirmation**

Setup Your Contact Person Details



Fullname *

Email *

IC/Passport No. *

Contact No. *

Position in Company *

- New Contractors can fill all the required fields.
- Click **“Save & Continue”** to proceed to the next section

Create New Account



Setup Your Worker Details

Search

+ Add Worker

NO.	NAME	EMPLOYMENT STATUS	POSITION	WORK PERMIT EXPIRATION DATE	ACTION
No data available in table					

10 Showing no records

← Back Save & Continue →

Worker

Name *

IC/Passport No. *

Contact No. *

Employment Status *

Employment Type *

Employment Work Permit *

Position *

Work Permit Expiration Date *

Save Cancel

- Click **“Add Worker”** to fill worker details and Click **“Save”** to add.
- Click **“Save & Continue”** to proceed to the next section

Create New Account



✓ **Company Details**
Setup Your Company Details

✓ **Contact Person Details**
Setup Your Contact Person Details

✓ **Worker Details**
Setup Your Worker Details

✓ **Confirmation**

Are you sure to submit?

Once submit cannot be revert until further notice.

[← Back](#) [Submit →](#)

- New contractor may choose to review all sections before submitting.
- Click “**Submit**” to complete registration process.

Create New Account




Company Registration

Your submission has been successfully updated and submitted. Please wait for admin's approval.

- 1 Company Details**
Setup Your Company Details
- 2 Contact Person Details**
Setup Your Contact Person Details
- 3 Worker Details**
Setup Your Worker Details
- 4 Confirmation**

Setup Your Company Details



Company Name *

Company Registration No. *

- New Contractors registration will be in progress for Admin's approval.



The screenshot shows a web dashboard for Taylor's Permit To Work. The top navigation bar is dark blue with the Taylor's logo and a user profile icon 'G'. A dark sidebar on the left contains navigation links: Dashboard, My PTW, Company Users, and Company Details. The main content area has a teal header with a back arrow and the word 'Dashboard'. Below this are four stat cards for Permit Status: In Progress (8), Approved (3), Rejected (1), and Required Fix (1). A second section contains two stat cards: Company User (Total Company User, 1) and Worker (Total Worker, 2). The footer is dark blue with copyright text and links for FAQ, Support, Privacy Policy, and Guidelines.

Category	Count
Permit Status In Progress	8
Permit Status Approved	3
Permit Status Rejected	1
Permit Status Required Fix	1
Company User (Total Company User)	1
Worker (Total Worker)	2

- Once approved by Admin, Contractor will be able to access Dashboard, My PTW, Company Users and Company Details module.
- Contractor can view the stat cards on the Dashboard.














Dashboard

My PTW

Company Users

Company Details

Search

NO.	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1	070223	Non-Event	Maintenance & Repair	21/02/2023 12:00 pm	Approve	N/A	N/A	 
2	070223 - 2	Event	Maintenance & Repair	21/02/2023 12:00 pm	Require Fix	N/A	N/A	 
3	070223 - 3	Event	Maintenance & Repair	07/02/2023 12:00 pm	Draft	N/A	N/A	  
4	130223	Event	Inspection	13/02/2023 12:00 pm	In-progress	N/A	N/A	 
5	a	Event	Maintenance & Repair	03/02/2023 12:00 pm	In-progress	N/A	N/A	 

+ Apply Permit

- Contractor can view permit progress by clicking on My PTW from the menu bar.
- Directed to MY PTW page which will showcase all applied permits status.
- Contractor can submit permit form by clicking on **“Apply Permit”**.



Apply Permit
Dashboard - My PTW

PTW Form
Setup Your PTW Form

Enter your Taylor's University Permit To Work (PTW) Form

Project/Event Set-Up Title *

Detailed Project Description *

Permit Type *

Activity Type *

Specify Exact Location of Work

Location 1 * ?

Location 2 (optional) ?

- Contractor will be directed to a new page to fill all the required fields to apply for permit.
- Contractor can fill in the Main PTW form.



Additional EHS Permit *

-- Please Select --

Existing Service(s) at Risk *

-- Please Select --

Safety Equipment/ Tools *

-- Please Select --

Personal Protective Equipment *

-- Please Select --

Sponsor

-- Please Select --

Worker *

-- Please Select --

Save & Continue

Additional EHS Permit *

-- Please Select --

None

Energized Electrical Work (EEW)

Working at Heights Permit

Excavation/Trenching Permit

Scaffolding Permit

Permit Confined Space Entry

- Contractor can choose to select for additional permits
 - If there are no additional permits to be applied select “**None**”.
- Contractor can choose multiple permits options to be selected at once.
- Once filling all the required fields, click on “**Save & Continue**”



Apply Permit

Dashboard - My PTW

✓ **PTW Form**
Setup Your PTW Form

2 **Energized Electrical Work (EEW)**
Setup Your Energized Electrical Work (EEW)

3 **Confirmation**

Setup Your Energized Electrical Work (EEW)

Permit Requestor & Hand Phone#

Location (Block/Floor/Area)

(Block/Floor/Area)

Equipment Name

PTW Serial#

Supplier/ Contractor Company or TU Department Name

Project Supervisor/ Manager & Hand Phone#

- If Contractor selected additional permit they will be required to fill in another form.
- Complete filling all the fields.
- Click on **“Save & Continue”**.



✓ **PTW Form**
Setup Your PTW Form

✓ **Energized Electrical Work (EEW)**
Setup Your Energized Electrical Work (EEW)

✓ **Confirmation**

Are you sure to submit?

Once submit cannot be revert until further notice.












[← Back](#) [Submit →](#)

- Contractor can click on “Submit” to confirm the submission for apply permit.

My PTW Dashboard

+ Apply Permit

Search

NO.	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1	070223	Non-Event	Maintenance & Repair	21/02/2023 12:00 pm	Approve	N/A	N/A	 
2	070223 - 2	Event	Maintenance & Repair	21/02/2023 12:00 pm	Require Fix	N/A	N/A	 
3	070223 - 3	Event	Maintenance & Repair	07/02/2023 12:00 pm	Draft	N/A	N/A	  
4	130223	Event	Inspection	13/02/2023 12:00 pm	In-progress	N/A	N/A	 
5	a	Event	Maintenance & Repair	03/02/2023 12:00 pm	In-progress	N/A	N/A	 

View permit form

Delete draft permit

Edit permit form

Allows the user to clone permit and apply permit from the cloned permit

- Once submitted, Contractor can view the status and cannot edit it anymore
- If contractor only click “Save and Continue” and did not submit, the permit application yet, then the permit application can still be edited

Company Users



TAYLOR'S

Dashboard

My PTW

Company Users

Company Details

Company Users Dashboard

+ Add User

Search

NO.	NAME	LOGIN EMAIL	ACTION
1	Garry Gottlieb	contractor@eptw.com	

10 Showing 1 to 1 of 1 records

1

- Contractor can add users by clicking on Company Users from the menu bar.
- Directed to Company Users page which will showcase all users and invite users to the system.

Company Users



The screenshot shows a web application interface for managing company users. At the top left, there is a breadcrumb trail: < Company Users > Dashboard. In the top right corner, there is a blue button labeled '+ Add User' which is highlighted with an orange border. Below the breadcrumb is a search bar with the placeholder text 'Search'. The main content area features a table with the following structure:

NO.	NAME	EMAIL	ACTION
1	Garry Gottlieb		

Below the table, there is a pagination control showing '10' records per page and 'Showing 1 to 1 of 1 records'. A modal window titled 'User' is open in the center, containing two input fields: 'Name *' and 'Email *'. At the bottom of the modal are two buttons: 'Save' (blue) and 'Cancel' (red).

- Click on **"Add User"** to invite more users to the system.
- Fill in the fields and click **"Save"**.
- An invitation link will be sent to the user's email address.

Company Details



The screenshot displays the Taylor's web application interface. At the top left, the Taylor's logo and name are visible. A sidebar on the left contains navigation links: Dashboard, My PTW, Company Users, and Company Details (highlighted with an orange border). The main content area is titled 'Company Details' and includes a sub-header 'Dashboard'. Below this, there is a list of detail categories: Company Details, Contact Person Details, and Worker Details. The 'Company Details' category is selected, leading to a form with the following fields:

- Company Name:** Funk-Rolfson
- Company Registration No.:** 16535
- Valid Until:** 16/01/2023 to 16/01/2026
- Office Number:** 30489
- Email:** hill.kaelyn@yahoo.com
- Address Line 1:** Eunice Wells
- Address Line 2:** 126 Juana Island
- City:** North Jenniefurt

- Contractor can edit certain information on the company details by clicking on Company Details.
- Directed to Company Details page which will allow Contractor to update certain information on Company Details, Contact Person Details, and Worker Details.

Company Registration Renewal



- Dashboard
- My PTW
- Company Users
- Company Details

My PTW
Dashboard

Your company account was expired at 29/04/2022. Kindly [Renew](#) the company account to use our service.

Search

NO.	PERMIT ID	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1		test 123 abc		Non-Event					Apply Extension

Renew Account Company

Briefing Date *

-- Please Pick a Date --

I Accept the [Terms](#)

[Submit](#) [Cancel](#)

- Contractor's Company Registration in ePTW system has 3 years validity period from the first registration in ePTW system.
- Once the validity period is over, contractor need to renew the registration. Renewal button will be shown in contractor's account, which requires contractor to submit renewal application by entering the briefing date with Taylor's.

Company Registration Renewal



TAYLOR'S

Dashboard

My PTW Dashboard

Company account renewal status: Request Approval
Your briefing date at 09/02/2023
Please upload prove of attendant documentation here:- *

Choose Files No file chosen Upload file

*Upload maximum 3 files
Please contact Taylors if you miss or want to reschedule the date.

Search

NO.	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1	comp 3 project	Event	Inspection	23/01/2023 2:00 pm	Approve	N/A	In-progress	
2	comp 4 project	Event	Inspection	23/01/2023 2:00 pm	In-progress	N/A	N/A	

- Once the briefing date is approved, and contractor has attended the briefing offline, contractor need to continue the renewal process by uploading the briefing’s proof of attendance.
- Choose file, and then click ‘**upload file**’ button to upload. System allows uploading maximum 3 files.
- Once uploaded, click submit, and wait for Admin’s approval.
- After Admin approved, contractor can start to use ePTW system again to submit permit application.



TAYLOR'S

The End