

1.0 PURPOSE (S)

- 1.1 To stipulate the requirement for procurement, registration and maintenance of machinery with COF.

2.0 SCOPE

- 2.1 This procedure is applicable to all machineries which require COF from DOSH in accordance with FMA 1967 under UMPSA.

3.0 REFERENCE (S)

- 3.1 FMA 1967
- 3.2 Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations, 1970
- 3.3 Factories and Machinery (Exemption of Certificate of Fitness for Unfired Pressure Vessel) Order 2017

4.0 DEFINITION (S)

No.	Terms	Descriptions
4.1	Boiler	Any closed vessel that generates steam at a pressure above atmospheric pressure.
4.2	COF	Certificate of fitness issued under the Factories and Machinery Act 1967, which proved the machine fulfill the requirements during the examination process and can be operated.
4.3	DOSH	Department of Occupational Safety & Health Malaysia.
4.4	Fired Pressure Vessel	Any vessel that closed above atmospheric pressure and subject to 'direct firing' as thermal oil heater (thermal oil heater), hot water boiler (hot water boiler) and autoclave but does not include a steam boiler.
4.5	FMA 1967	Factories and Machinery Act 1967 (Act 139).

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No.	Terms	Descriptions
4.6	Hoisting Machine	Any equipment for lifting, raising or lowering load such as lift, escalator, hoist, crane, winch, dragline, piling machine, aerial cableway, funicular railway, access platform, dumbwaiter, vertical conveyor lifter and mechanical loading ramp, and includes transporter, walkalator and other similar equipment, but does not include manual hoist and material handling equipment.
4.7	Machinery	Any machinery that requires a valid COF before the machine is allowed to operate (the boiler, fired and unfired pressure vessels; and hoisting machinery).
4.8	OSH	Occupational Safety & Health.
4.9	OSHMO	Occupational Safety & Health Management Unit.
4.10	PTJ	Responsibility Centre.
4.11	Unfired Pressure Vessel	Vessel closed at pressures above atmospheric pressure to contain any type of gas or gas mixtures or combinations including the vessel under pressure of a liquid or gas or both as bulk storage tanks, vessels are also under less pressure than the pressure atmosphere but not including gas cylinder.
4.12	The validity of the COF	COF is valid for 15 months from the date of inspection.

5.0 RESPONSIBILITY AND AUTHORITY

No.	Person In Charge	Responsibility and Authority
5.1	Head of PTJ	<ul style="list-style-type: none"> i. To ensure implementation and enforcement of this procedure. ii. To allocate appropriate resources for maintenance of machinery at PTJ.
5.2	OSHMO	To monitor compliance of this procedure.
5.3	Contractor/Vendor	<ul style="list-style-type: none"> i. To make sure machinery supplied has a complete documentation for COF registration. ii. To register machinery supplied with DOSH until COF issued.

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6.0 PROCEDURES

FMA 1967, Section 19 (1) – No person shall operate or cause or permit to be operated any machinery in respect of which a COF is prescribed, unless there is in force in relation to the operation of the machinery a valid COF issued under this Act.

The management of successful companies shall ensure any machinery/equipment supplied which listed in Part II of Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations such as steam boiler, unfired pressure vessel or hoisting machine (other than a hoisting machine driven by manual power) shall hold a valid COF from DOSH. However, all unfired pressure vessel specific in the schedule under Factories and Machinery (Exemption of Certificate of Fitness for Unfired Pressure Vessel) Order 2017 are exempted from the following provision.

- 6.1 PTJ must identify suitable location and any other requirements for example power supply, water source, etc. associated with the machinery before proceeding with quotation request.
- 6.2 OSH element as below or equivalent statement must be clearly stated in quotation and/or Local Order issued:

Vendor hendaklah memastikan jentera ini di daftarkan dengan Jabatan Keselamatan dan Kesihatan Pekerjaan Malaysia sehingga mendapat Nombor Perakuan Kelayakan (COF) dan segala kos yang terlibat hendaklah ditanggung sepenuhnya oleh vendor.

- 6.3 Contractor/Vendor must give a copy of form JKJ 105 and/or JKJ 127 (fired and unfired pressure vessel) stamped with received date by DOSH Pahang to PTJ and OSHMO as an evidence to show that machinery supplied can be registered with DOSH.
- 6.4 PTJ must ensure all information stated in JKJ 105 and/or JKJ 127 is similar with data plate fixed at machinery body.
- 6.5 Contractor/Vendor must give a complete manual for the machinery including maintenance guidelines and PTJ shall keep it for future references.
- 6.6 Contractor/Vendor must give an adequate briefing or training regarding to machinery supplied but not limited to:
 - 6.6.1 Related to the use of machinery
 - 6.6.2 Safety equipment fitted.
 - 6.6.3 Test procedures.

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- 6.6.4 Safety precautions required during the inspection, testing and machinery in operation and in the event of an emergency.
- 6.7 Payment only shall be made after the COF registration number is received by PTJ and PTJ shall inform OSHMO this number for record.
- 6.8 PTJ must keep COF and make a copy to be displayed near the machinery concerned. This machinery also must be labelled with COF Registration Number with font and number not less than 3cm height.
- 6.9 PTJ must ensure that the machinery is maintained according to manufacturer recommendation by conducting preventive maintenance for safe operation.
- 6.10 The COF of machinery will be renewed with coordination from OSHMO before it's expiry date (15 months) and PTJ shall ensure that the machinery to be renewed COF is in good condition and operable. PTJ also need to prepare any information and record(s) required by DOSH during COF renewal visit such as maintenance record.

7.0 APPENDIX (S)

- 7.1 List of COF exemption under Factories and Machinery (Exemption of Certificate of Fitness for Unfired Pressure Vessel) Order 2017
- 7.2 C1: Certificate of fitness – Sample
- 7.3 C2: JKJ 105 – Sample
- 7.4 C3: JKJ 127 – Sample
- 7.5 C4: Equipment Layout Location - Sample

8.0 RECORD (S)

- 8.1 COF
- 8.2 Machinery usage record
- 8.3 Maintenance record (s) – Preventive and Corrective

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