



PETRONAS

PETRONAS XPRESS USER MANUAL AND FAQ

29.09.2022

Version 1.1

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VERSION HISTORY

Version	Date	Author	Comments
1.0	13 June 2022	Nabila	Initiation
1.1	29 Sept 2022	Nabila	Self Registration Form (Contract info update and security), permissions, header descriptions, FAQ

BACKGROUND

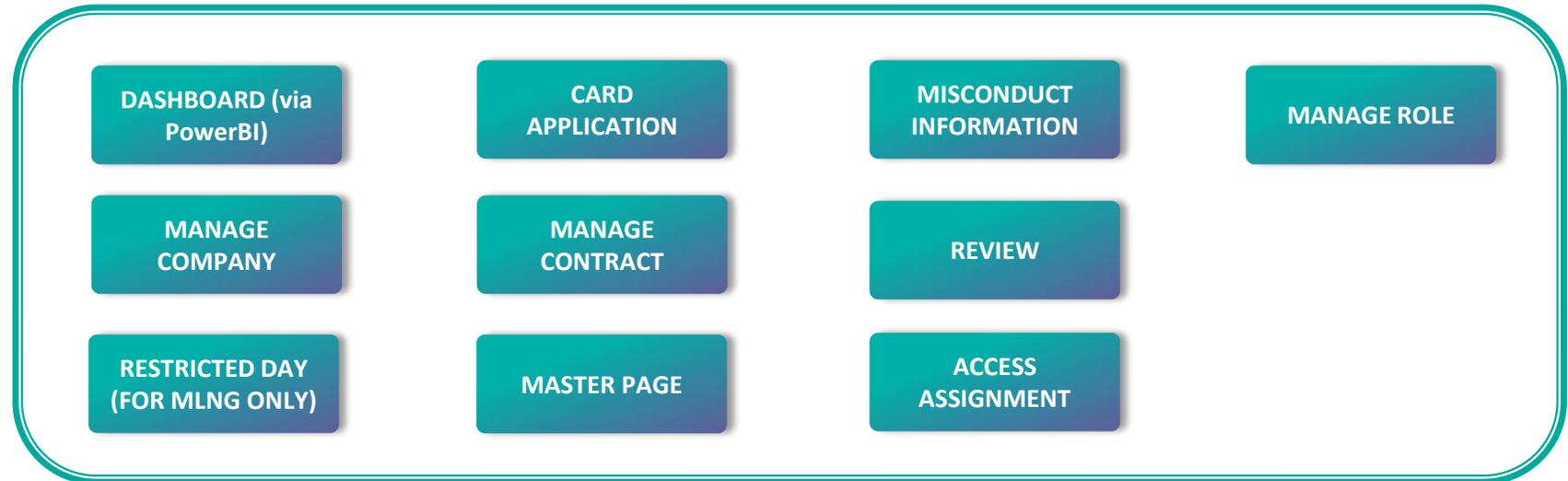
XPRESS

XPRESS is an online platform for contractors to pre-register prior to working with PETRONAS.

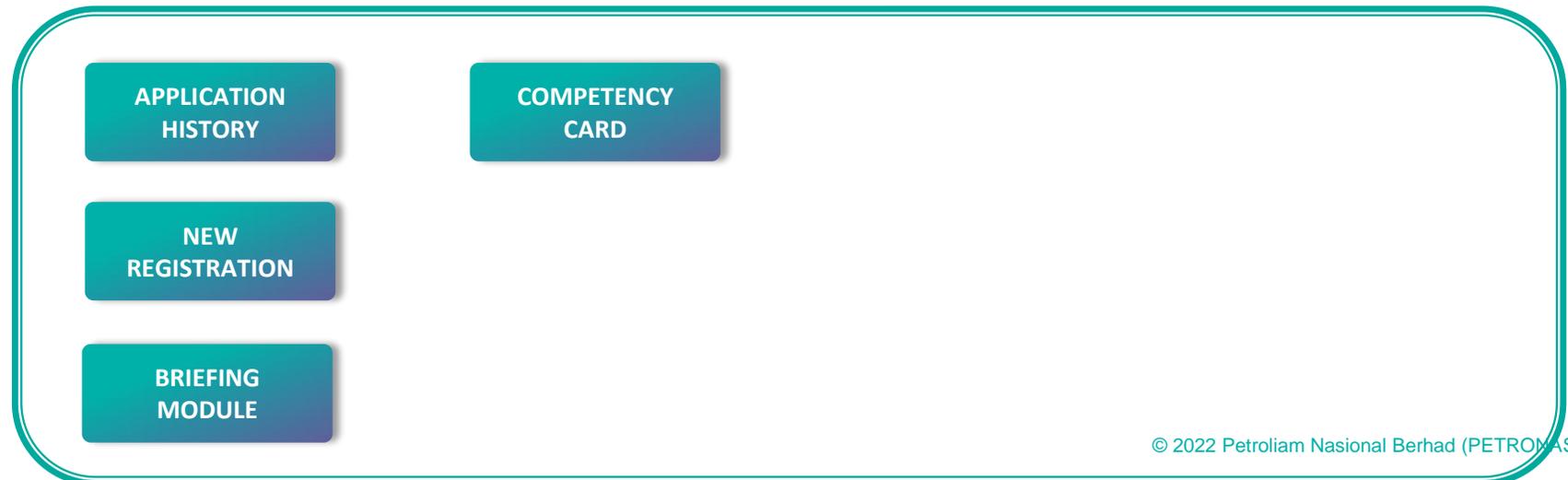


Modules in XPRESS

PETRONAS Staff



Contractors





1

User roles & modules

Contains all users inside XPRESS

XPRESS USER ROLES

There are in total 7 user roles in XPRESS which consists of Contractors, Contractor Focal, OPU Admin, Contract Focal and Reviewers (Medical/Competency/Security), Auxiliary Police and Training Coordinators.



**Contractors
(Applicant)**



OPU Admin



**Reviewers
(Medical/Competency/
Security)**



Auxiliary Police



**Training
Coordinator**



**Contractor Focal
(Applicant with
Reviewer role)**



Contract Focal

2

How to login?

This module is a step-by-step on how to access the system for existing users.

HOW TO LOGIN

1 In browser, enter URL :
https://acm.petronas.com/

PETRONAS

Access Control Management System (ACMS)

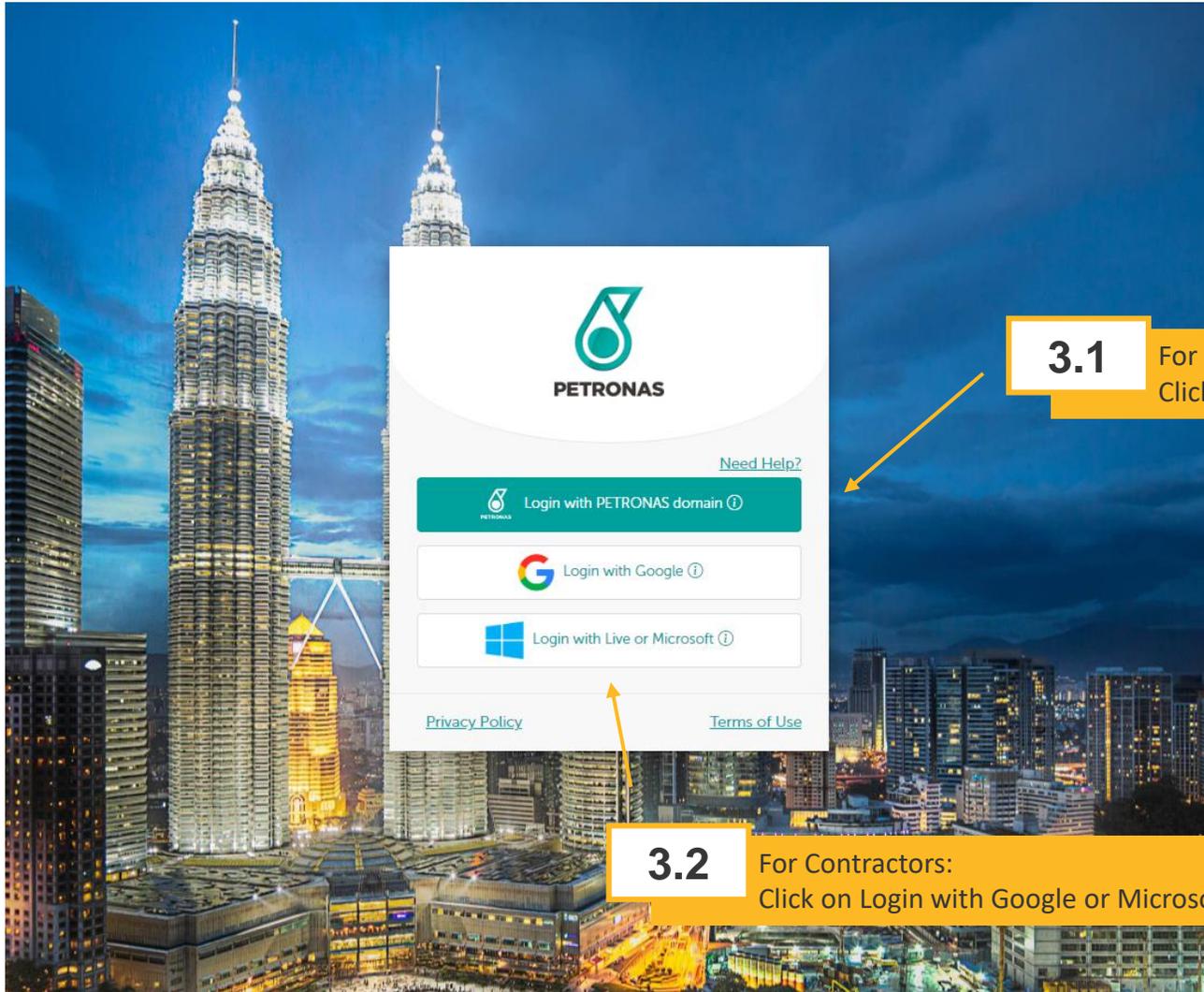
Sign In With Email Address

Sign In With Phone Number

2 Click on Sign In With Email Address

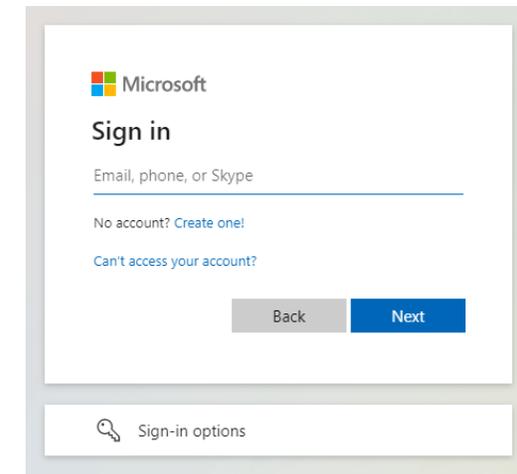
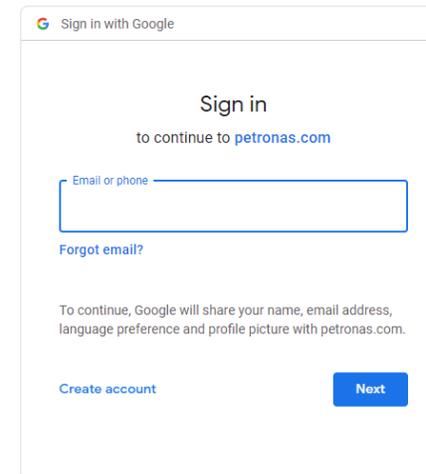
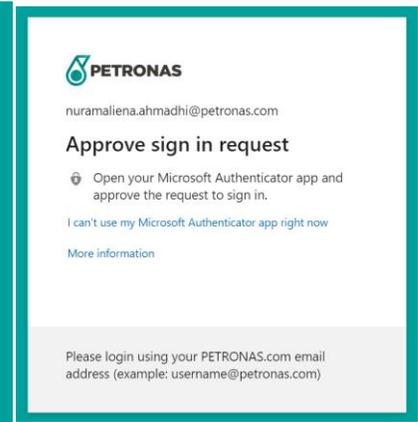
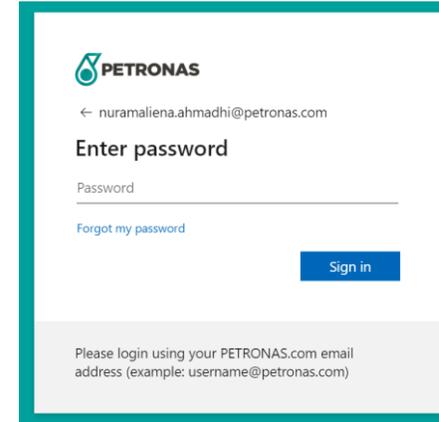
[User Guide](#) [Video Guide](#)

HOW TO LOGIN



3.1 For PETRONAS Staff:
Click on Login with Petronas Domain

3.2 For Contractors:
Click on Login with Google or Microsoft



English (United Kingdom) Help Privacy Terms

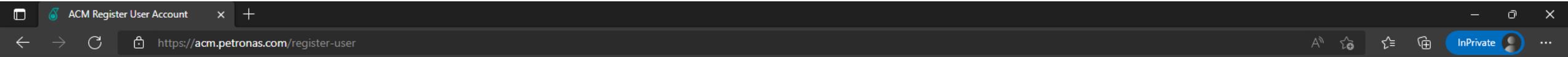


3

New user?

This module is a step-by-step on how to register as a new user in XPRESS.

SIGN UP FOR XPRESS



1 After login user will directed to Sign Up for first time users

Sign Up

First Name/Given Name Last Name/Surname

NRIC Passport

NRIC Number

nnabila19000@gmail.com

Select country cod... Contact Number

I accept the [Terms and Conditions](#) and [Privacy Policy](#)

Additional Notes
For Contractor Focal: Please use option to Sign Up With Email

2 Input all details and click on CREATE ACCOUNT button

SIGN UP FOR XPRESS

PDPA CONSENT

3 Click on Bahasa Melayu or English

Bahasa Melayu

English

Please read and scroll until the end before clicking "Agree and Continue"

AGREE AND CONTINUE CANCEL

5 Click on AGREE AND CONTINUE

PDPA CONSENT

may transfer your personal data to another member of the Group or third party service or product providers within or outside the country in which the Company is established, under strict conditions of confidentiality and similar levels of security safeguards.

Data Security & Safeguards

We consider it is our responsibility to provide our investors/analysts/shareholders with reasonable protection in respect of their personal data protections. We shall endeavor to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your personal data and the accidental loss or destruction of, or damage to, your personal data.

Your rights of Access and Corrections

- You have the right to request access to and the correction of information about you, held by the Company and you may write to us at the address provided below if you wish to:-
 - o check whether the Company holds or uses your personal data and request access to and/or a copy of such data that we retain about you;
 - o request that the Company correct any of your personal data that is inaccurate, incomplete or out-of-date;
 - o request that the Company cease processing your personal data. However, please note that this may result in us not being able to properly perform or discharge our obligations to you; or
- The contact to whom written requests for access to personal data or correction and/or deletion of personal data or for information regarding policies and procedures and types of personal data handled by the Company is the Investor Relations Officer.

4

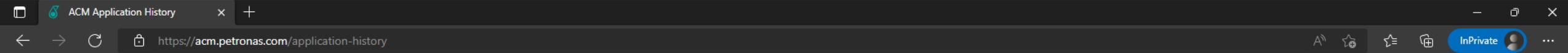
Read and scroll all the way to the bottom of the page. User must do this to enable AGREE AND CONTINUE button

4.1

Landing Page for Contractor

This module shows the main homepage for all contractors

APPLICATION HISTORY



OGSP
Validity: N/A

E-VETTING
Validity: N/A

MEDICAL
Validity: N/A

WORK PERMIT
Validity: N/A

APPLICATION HISTORY



Full Name: Nurul Nabila Sharifuddin
IC/Passport No: 930915-08-5510
Badge Access:

LOCATION	BADGE VALIDITY DATE
No records available.	

0 items per page | No items to display

Search

Add/Manage Application

Register for Briefing

APPLICATION DATE	COMPANY NAME	LOCATION	CONTRACT	EVENT	VALIDITY DATE	STATUS	ACTION
No records available.							

0 items per page | No items to display

4.2

Landing Page for PETRONAS Staff

This module shows the main homepage for
all PETRONAS Staff

LANDING PAGE (ACMS)

The screenshot shows the ACMS landing page. At the top, the browser address bar displays 'https://acm.petronas.com/cardholder-information'. The page header includes the PETRONAS logo and the title 'ACCESS CONTROL MANAGEMENT SYSTEM (ACMS)'. On the right side of the header, the user is identified as 'Hi Nagaraj Samogaratnam'. The main content area features a teal background with a white dot pattern. A yellow callout box with the number '1' and an arrow points to the second icon in the left-hand navigation menu. The text inside the callout reads: 'Click on second icon at left panel'. Below the navigation menu, the page says 'Welcome to PETRONAS Online Application Security Pass Portal' and provides a brief description: 'security pass and discover new ways to renew pass through a single click'. A user profile card for Nagaraj Samogaratnam (DE-PM/DIGITAL) is shown, including his position as SOFTWARE ENGINEER and Staff ID C0022818, with a 'View more >' button. On the right side, under the heading 'I want to:', there is a vertical list of seven purple buttons: 'Request Access', 'Manage Pending Access', 'Apply for Card Replacement', 'Badge Information', 'Attendance List', 'Blacklist Status', and 'Additional Information'. The PETRONAS logo is visible in the bottom left corner, and the footer contains the text '© 2024 Petronas Nasional Berhad (PETRONAS) | 15'.

LANDING PAGE (ACMS)

The screenshot shows the ACMS landing page. The browser address bar displays `https://acm.petrinas.com/cardholder-information`. The page header includes the Petronas logo and the title "ACCESS CONTROL MANAGEMENT SYSTEM (ACMS)". The user is logged in as "Hi Nagaraj Samogaratnam".

The left sidebar contains the following menu items:

- XPRESS
 - REGISTRATION FORM
 - CARD APPLICATION REQUEST
 - MANAGE ROLE
 - MANAGE COMPANY
 - MANAGE CONTRACT
 - MANAGE COMPETENCY
 - MANAGE BRIEFING
 - REVIEW (BRIEFING)
 - SECURITY VETTING
 - REVIEW (COMPETENCY)
 - REVIEW (MEDICAL)
 - REVIEW (SECURITY)
 - REVIEW (HSSE)
 - ACCESS ASSIGNMENT
 - P2K SYNC LOG

The main content area is titled "Application Security Pass Portal" and shows the user's name "Nagaraj Samogaratnam (DE-PM/DIGITAL)".

A callout box with the number "2" contains the text: "Options for XPRESS is available based on role. If you are unable to see any options, please contact OPU Admin to request for access."

The right side of the page features a section titled "I want to :" with the following buttons:

- Request Access
- Manage Pending Access
- Apply for Card Replacement
- Badge Information
- Attendance List
- Blacklist Status
- Additional Information

5

Navigation menu

This module contains all permissions to access menu in XPRESS

NAVIGATION MENU AND PERMISSIONS

Menu bar

Click on  icon to navigate to XPRESS modules

XPRESS
MISCONDUCT INFORMATION
CARD APPLICATION REQUEST
MANAGE ROLE
UPDATE USER RECORD
MANAGE COMPANY
MANAGE CONTRACT
MANAGE COMPETENCY
MANAGE BRIEFING
REVIEW (BRIEFING)
SECURITY VETTING
REVIEW (COMPETENCY)
REVIEW (MEDICAL)
REVIEW (SECURITY)
REVIEW (HSSE)
ACCESS ASSIGNMENT
P2K SYNC LOG
OVERVIEW
MASTER PAGE
RESTRICTED DAY ACCESS
MANAGE RESTRICTED DAY ACCESS

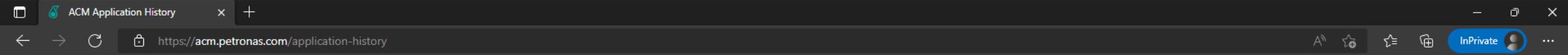
Modules/Roles	OPU Admin	Contract Admin	Reviewer (Medical)	Reviewer (Competency)	Reviewer (Security)	Reviewer (HSSE)	Training Coordinator
Update User Record	✓						
Misconduct Information	✓	✓					
Card Application Request					✓		
Manage Role	✓	✓					
Manage Company	✓	✓					
Manage Contract	✓	✓					
Manage Competency	✓			✓			
Manage Briefing							✓
Review (Briefing)	✓	✓	✓	✓	✓	✓	✓
Security Vetting					✓		
Review (Competency)	✓	✓	✓	✓	✓	✓	
Review (Medical)	✓	✓	✓	✓	✓	✓	
Review (Security)	✓	✓	✓	✓	✓	✓	
Review (HSSE)	✓	✓	✓	✓	✓	✓	
Access Assignment					✓		
P2K Sync Log					✓		
Master Page	✓						
Restricted Day Access	✓						

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Self Registration Form

This module is for all contractors to provide details of their company, competency, medical details prior to working at PETRONAS

NEW APPLICATION



OGSP
Validity: N/A

E-VETTING
Validity: N/A

MEDICAL
Validity: N/A

WORK PERMIT
Validity: N/A

APPLICATION HISTORY



Full Name: Nurul Nabila Sharifuddin
IC/Passport No: 930915-08-5510
Badge Access:

LOCATION	BADGE VALIDITY DATE
No records available.	

0 items per page

Search

Add/Manage Application

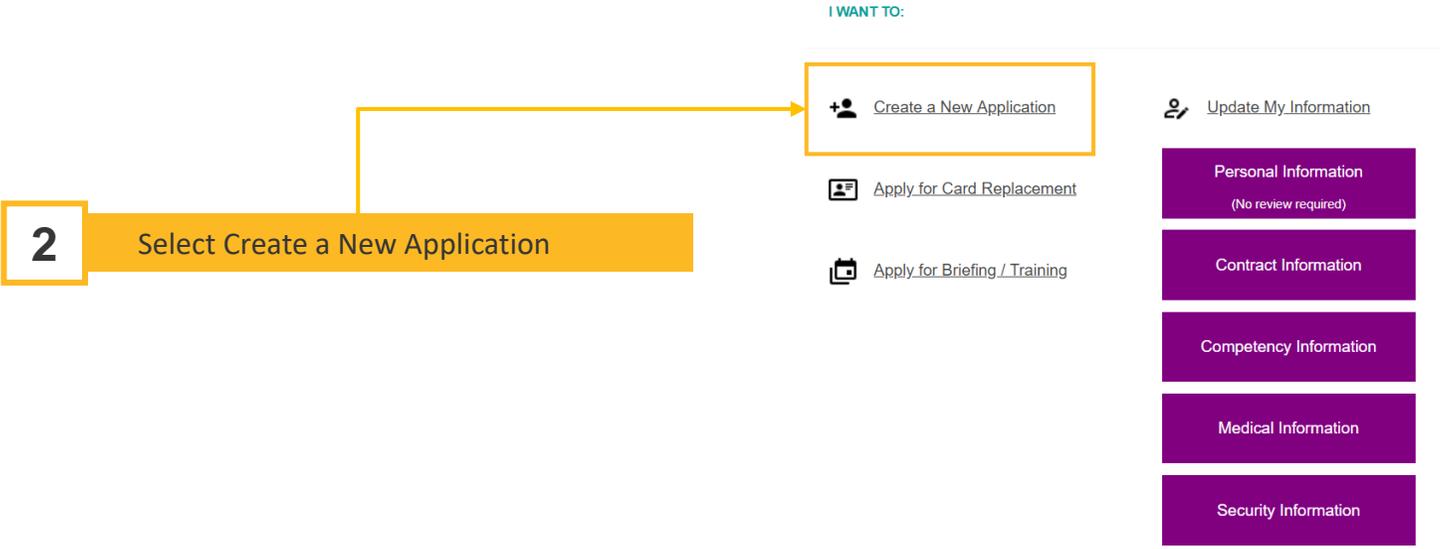
Register for Briefing

APPLICATION DATE	COMPANY NAME	LOCATION	CONTRACT	EVENT	VALIDITY DA	STATUS	ACTION
No records available.							

0 items per page

1 Click on Add/Manage Application to create a new registration form

NEW APPLICATION



2 Select Create a New Application

SELF-REGISTRATION FORM (LEFT MENU AND PROFILE PHOTO INFORMATION)



Nurul Nabila Sharifuddin

ICNo : 930915-08-5518

Email : nabilasharifuddin@gmail.com

Last Update : 30 August 2021

PERSONAL INFORMATION

Please upload a profile photo according to the photo guideline

ADD PROFILE PHOTO

3

Click on ADD PROFILE PHOTO

SELF-REGISTRATION FORM (PERSONAL INFORMATION [1])

PERSONAL INFORMATION

Please upload a profile photo according to the photo guideline

ADD PROFILE PHOTO

First Name *	Last Name *	
<input type="text" value="Nurul Nabila"/>	<input type="text" value="Sharifuddin"/>	
<input checked="" type="radio"/> IC <input type="radio"/> Passport		
IC Type/Issuer Country *	IC Number *	
<input type="text" value="Select IC Type ..."/>	<input type="text" value="871123-09-1122"/>	
State of Birth *	Date of Birth *	Gender *
<input type="text" value="PERLIS"/>	<input type="text" value="23-11-1987"/>	<input type="text" value="Female"/>
Religion *	Race *	
<input type="text" value="Select Religion ..."/>	<input type="text" value="Please specify ..."/>	
Contact Number *		
<input type="text" value="(Malaysia) +60"/>	<input type="text" value="3241234"/>	

4

Input as below:

First Name (auto-populated from Sign Up page)

Last Name (auto-populated from Sign Up page)

Choose radio button IC/Passport

Choose IC Type (for IC) or Issuer Country (for Passport selection)

IC Number (auto-populated from Sign Up page)

State of Birth, Date of Birth and Gender (auto-populated from IC Number) (not applicable for Passport selection)

Choose Religion (if unlisted select Others)

Choose Race (if unlisted select Others)

Contact Number (auto-populated from Sign Up page)

Additional Note: all fields marked with asterisk () is mandatory to be filled.*

Additional Note: For Sarawakians, please choose IC Type = MyKad (Sarawak) to disable Work Permit input.

SELF-REGISTRATION FORM (PERSONAL INFORMATION [2])

RESIDENTIAL ADDRESS

Country *

NEXT OF KIN INFORMATION

Name *

Relationship *

Note : Next of Kin will only be contacted during emergency related to the applicant

Contact Number 1 *

Contact Number 2

5

Input as below:

Choose Country (State, City, Zipcode and Address will only appear if selection is "Malaysia")
Choose State (not applicable for countries other than Malaysia)
Choose City (not applicable for countries other than Malaysia)
Input Zip Code (not applicable for countries other than Malaysia)
Input Address (not applicable for countries other than Malaysia)
Input Next of Kin Name (for emergency contact)
Choose Relationship (select Others if not listed)
Select Country Code and input contact number 1 and 2.

Additional Note: Contact Number 2 is not mandatory.

SELF-REGISTRATION FORM (CONTRACT INFORMATION)

CONTRACT INFORMATION

CONTRACT INFORMATION

Main Contractor *
EXACT OIL & GAS SDN BHD

Contract Title and Number *
Contract Title for PIC/Contract No for PIC

BU/OPU *
PIC

Event Name *
Event Name for PIC

Start Validity Date *
2022-01-01

End Validity Date *
2022-12-31

+ ADD UPDATE DELETE

CONTRACT	EVENT	BU/OPU	START DATE	END DATE	ACTION
No records available.					

0 10 items per page No items to display

6

Contract Information:

- Choose Main Contractor (if unlisted, please contact Contract Focal)
- Choose Contract Title and Number (if unlisted please, contact Contract Focal)
- BU/OPU is auto-populated
- Choose Event Name
- Start Validity Date and End Validity Date
- Click on ADD to details in table

Additional information: User can only add one record per registration form. For any users working on multiple company or multiple working area, please create separate application form.

EMPLOYER INFORMATION

Sub Contractor/Direct Employer *
EXACT OIL & GAS SDN BHD

Contact Number (Subcon Number) *
Select country code ...

ACCESS REQUIREMENT

Access Type *
Select access type ...

Access Gate *
Select access gate ...

7

Employer Information

Input Sub Contractor/Direct Employer information

Choose Country Code and Input Contact Number

Access Requirement (access request for Auxiliary Police reference)

Choose Access Type (Plant Area or Non-Plant access)

Select Gate to Access (user can choose more than 1)

Click on **NEXT** to proceed to next page

SELF-REGISTRATION FORM (COMPETENCY INFORMATION [1])

COMPETENCY INFORMATION

POSITION/ SKILL INFORMATION

Please upload all original copies of competency certificate.

COMPETENCY/ CERTIFICATE

Click to upload ...

Select file

Category *
Select category ...

Competency Expiry Date
[Calendar icon]

Position and skill *
Select position and skill ...

CIDB Registered?

CATEGORY	POSITION AND SKILL	ATTACHMENT	CIDB	EXPIRY DATE	ACTION
Authority	DOSH Officer, Bomba, Minister, etc(Authority)	View	No	09-08-2021	Edit

10 items per page | 1 - 1 of 1 items

8 Position/Skill Information

- i. Click on **Select file** to upload Competency Certificate
- ii. Certificate
- iii. Choose Category of work
- iv. Choose Position/Skill of work
- v. Check on CIDB checkbox (if applicable)
- vi. Choose Competency Expiry Date
- vii. Click on **Add** to Add fields into table below.

Additional Note: **Add** button is disabled if all mandatory fields has not been inputted

SELF-REGISTRATION FORM (COMPETENCY INFORMATION [2])

PROJECT/ WORKING EXPERIENCE

Project Name/Company *

Position/Job Title *

Location *

I am currently working in this role

From Month-Year *

Until Month-Year *

Years *

PROJECT NAME / COMPANY	POSITION / JOB TITLE	LOCATION	FROM DATE	UNTIL DATE	CURRENT EMPLOYMENT	YEARS	ACTION
No records available.							

0 10 items per page No items to display

8

Project/ Working Experience
Input name of Company or Project
Input Position/Job Title
Input Location
Select from and until Month-Year
Years is auto-populated based on Month-Year.
Click on to save into table below.

Additional Note: button is disabled if all mandatory fields has not been inputted

SELF-REGISTRATION FORM (COMPETENCY INFORMATION [3])

EDUCATION HISTORY

Education Level *

Field of Study *

School/Institute/University *

Graduation Year *

EDUCATION LEVEL	FIELD OF STUDY	SCHOOL/INSTITUTE/UNIVERSITY	GRADUATION YEAR	ACTION
No records available.				

10 items per page

No items to display

9

Education History

- Choose Education Level
- Input Field of Study
- Input School/Institute/University
- Choose Graduation Year
- Click on to save information into table.
- Click on to proceed to next page

Additional Note: button is disabled if all mandatory fields has not been inputted

SELF-REGISTRATION FORM (MEDICAL INFORMATION)

MEDICAL INFORMATION

MEDICAL CHECKUP

Medical Check Up Type *
Select medical...

Medical Approved Date *
[Date Picker]

Clinic/Hospital *
[Text Input]

Clinic Contact Number *
[Text Input]

Blood Type *
Select blood type...

Please select option for validity date:
 24 months 12 months 6 months Others

Validity Date *
[Date Picker]

MEDICAL CHECK UP TYPE	MEDICAL APPROVED DATE	CLINIC/HOSPITAL	CLINIC CONTACT NUMBER	BLOOD TYPE	VALIDITY DATE	ACTION
Breathing apparatus user	11-08-2021	sdic	23	A-	10-08-2023	[Edit]

1C Items per page 1 - 1 of 1 items

Please select to upload MEDEX or Medical Examination form

MEDEX Medical Examination Form

MEDEX

Complexity vs Management Style.JPG

Select file

Download Blank Form

Other Attachment

e/g: Audiometric Test / Drug Test

Select file

ATTACHMENT	DESCRIPTION	ACTION
kat.JPG	I CAT	[Delete]

10

Medical Checkup
Choose Medical Checkup Type
Choose Medical Approved Date
Input Clinic/Hospital of Medical Checkup
Validity Date is auto-populated
Choose Blood Type
Choose option to upload MEDEX or Medical Examination Form
Upload MEDEX for Medical Examination Form document.
Upload other attachment (e/g: Drug Test if applicable)
Input description for Other Attachment
Click on **NEXT** to navigate to next page.

Additional Note: **Add** button is disabled
description of Other Attachment is not inputted.

SELF-REGISTRATION FORM (SECURITY INFORMATION)

SECURITY INFORMATION

OIL & GAS SAFETY PASSPORT (OGSP)
Please upload both front and back of the OGSP card.

OGSP *

Click to upload ...

Select file

OGSP Card OGSP Exemption Letter

OGSP Number *
Example: OG061388T

OGSP Expiry Date *
day-month-year

PDRM'S E-VETTING SUBMISSION
Please upload only front cover of e-vetting.

E-Vetting *

Click to upload ...

Select file

Submission Date *
day-month-year

5 years 4 years 3 years 2 years 1 year

Expired Date
day-month-year

E-vetting Registered Company *

11

Oil & Gas Safety Passport (OGSP)

- i. Choose to upload OGSP Card or OGSP Exemption Letter
- ii. Input OGSP Number
- iii. Choose OGSP Expiry Date
- iv. PDRM'S e-Vetting Submission
- v. Choose Submission Date
- vi. Expiry Date is auto-populated based on Submission Date

** System may display additional field in Security Information to upload Work Permit for Non-Malaysians only.

SELF-REGISTRATION FORM (OTHER INFORMATION)

OTHER INFORMATION

Payment *(Note that any payment made is non-refundable)*

I have an existing Petronas access card

I want to apply for a new Petronas access card

Upload Existing Access Card ⌵

Please attach access card front and back for proof

Click to upload document

Select file

Status: ⚠ Pending Verification

Date: 25/08/2022 03:23:18

SAVE DRAFT BACK SUBMIT

12.1

Payment

- i. Choose I have an existing Petronas card for any user who has an active access card.
- ii. Upload Existing Access Card by clicking on



- i. Click on SUBMIT to submit all forms

SELF-REGISTRATION FORM (OTHER INFORMATION)

OTHER INFORMATION

Payment *(Note that any payment made is non-refundable)*

I have an existing Petronas access card

I want to apply for a new Petronas access card

Click on button below to make a payment:

PAY NOW

Status: ⚠ Not paid

Date: 25/08/2022 03:23:18

SAVE DRAFT **BACK** **SUBMIT**

12.2

Payment

- i. Choose I want to pay for a new Petronas access card for users who doesn't have an active Petronas access card.
- ii. Click on PAY NOW to make payment
- iii. User will be redirected to payment merchant page. (refer to 12.3)
- iv. Once completed, status will change from Not paid to Paid.
- v. Click on SUBMIT to submit all forms

SELF-REGISTRATION FORM (PAYMENT MERCHANT PAGE)

- 12.3 Payment
- i. Select Online Banking
 - ii. Choose Bank
 - iii. Click on Proceed to redirect to bank page
 - iv. Example for maybank2u below:

Simple. Convenient. Secure.

iPay88

*iPay88 is Online Payment Service provided by Mohd88.Com Sdn. Bhd.

Available Payment Method:

- Credit / Debit Card
- Online Banking**
- eWallet

Summary Of Transaction

Net Charges	MYR 1.00
Pay To	DemoAcc339 - PETRONAS Digital Sdn Bhd
Payment of	Photo Print
Reference No / Payment ID	PIC97201412 / T127736525722

I agree with the [Terms and Conditions](#).

Timeout in : 04:46

[Proceed](#) [Cancel](#)

I have read & agreed to [iPay88 Privacy Statement](#).

iPay88.com © 2006 - 2022. All Rights Reserved.
Customer Careline: +60-3-2261 4668, 8.30 am - 6.00 pm (Mon - Fri) Email: support@ipay88.com

maybank2u.com

Cancel

English | Bahasa Malaysia

Welcome

Log in to Maybank2u.com online banking

Note:

- You are in a secured site.

Username:

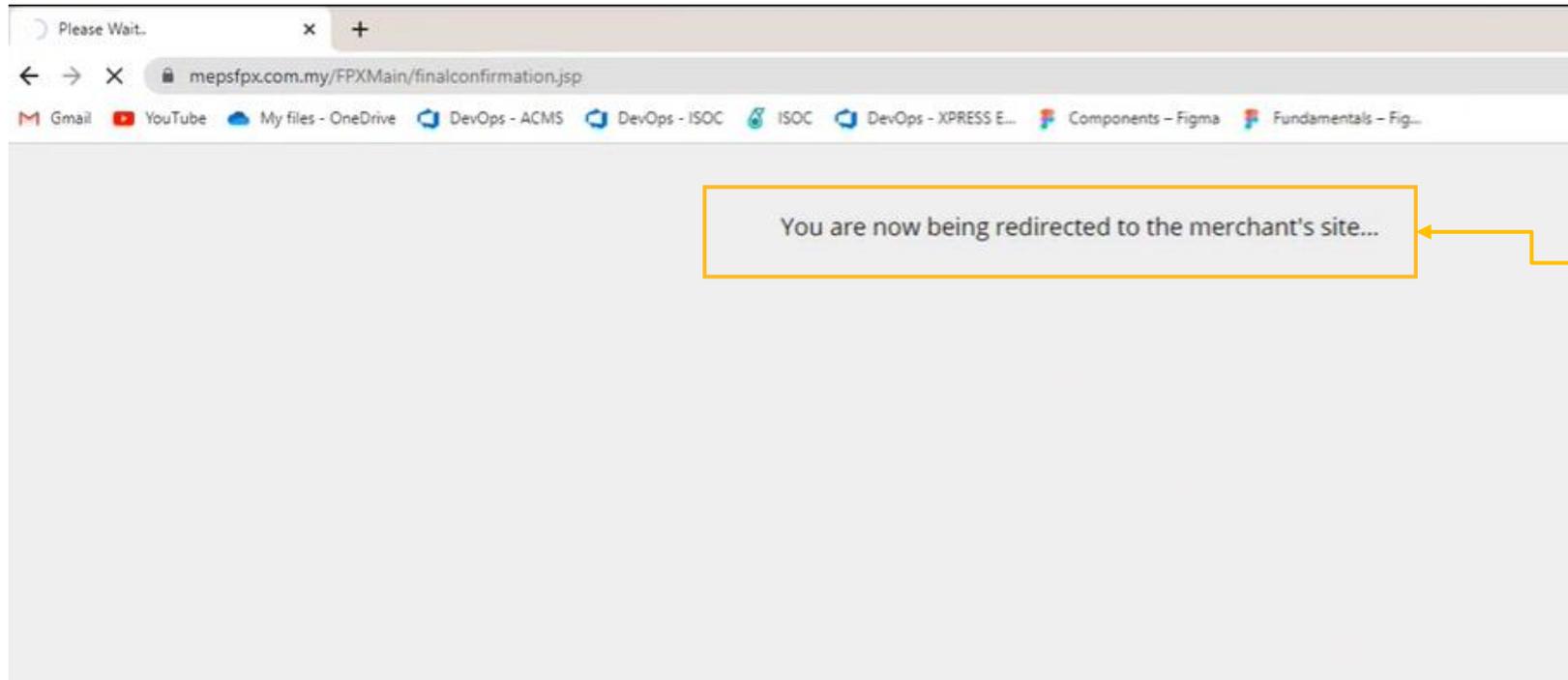
[Next](#)

Don't have a Maybank2U account?
[Click here for information on opening an account](#)

Security information:

- [Click here for security tips](#)

SELF-REGISTRATION FORM (PAYMENT MERCHANT PAGE)



12.4

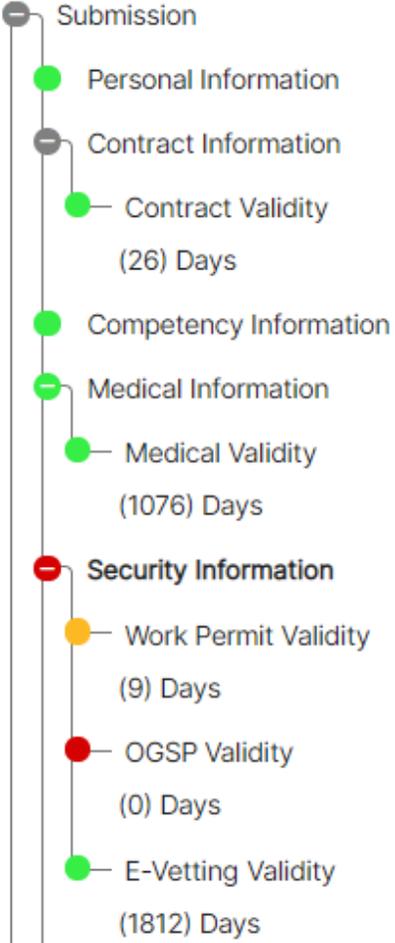
Once completed user will be redirected back to XPRESS page with the status PAID

18

Process flow and trail

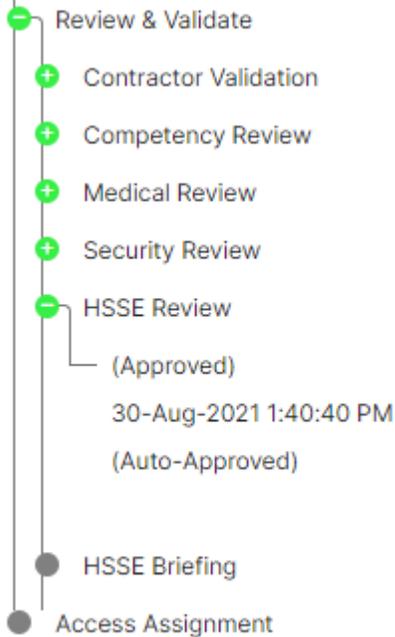
This module contains the color indicators and meanings for the process flow and trail in Self-Registration Form.

SELF-REGISTRATION FORM (PROCESS FLOW AND TRAIL [1])



Color Indicator	Description
●	Missing fields
●	Completed Process
●	Validity Less than 14 days
●	Validity Expired

SELF-REGISTRATION FORM (PROCESS FLOW AND TRAIL [2])



Color Indicator	Description
●	Review has not been done
●	Reviewed/Approved
●	Needs Amendments
●	Rejected

14

Review (Contractor Focal)

This module is for all contractor focal to review (approve/revert/reject) details of their contractors.

Additional Note: Focal is prohibited to distribute or disseminate any documents obtained from the system

REVIEW (CONTRACTOR FOCAL)

This page allows contractor focal to review contractor form for all sections.

 EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS) Hi ABCD EFGH  

REVIEW (CONTRACTOR FOCAL)

Name IC/Passport No

Company Location

Contract Area

Event Date

Status

[EXPORT TO EXCEL](#) [RESET](#) [SEARCH](#)

DATE	NAME	IC/PASSPORT	LOCATION	AREA	CONTRACT NAME	EVENT	APPLICATION TYPE	REVIEW STATUS	REGISTRATION STATUS	ACTION
01-07-2022	ABCD EFGH	781103-10-5266	PIC	PC INA	TITLE EXAMPLE FOR EXACT OIL	EVENT 1	Contract Update	Pending Review	Completed	NEW APPLICATION 
03-07-2022	ABCD EFGH	781103-10-5266	PIC	PC INA	TITLE EXAMPLE FOR EXACT OIL	EVENT 1	Contract Update	Pending Review	Completed	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1

Click on  to review form

REVIEW (CONTRACTOR FOCAL)

All sections

Reviewer will be able to view all contractor details but cannot edit

Submission
Nabila Sharifuddin
15-September-2022 8:16 AM

Personal Information

Contract Information
Bella Contract Contract Bella (114 Days) POSSB

Competency Information

Medical Information
Medical Validity (729) Days

Security Information
OOSP Validity (23) Days
E-Vetting Validity (1825) Days

Other Information

Review & Validate
Contractor Validation
Competency Review
Medical Review
Security Review
HSSE Review

Main Contractor *
Company Bella

Contract Title and Number *
Bella contract/Contract bella

BU/OPU *
PIC

Event Name *
Select Event Name

Start Validity Date *
2022-09-01

End Validity Date *
2023-01-07

CONTRACT	EVENT	BU/OPU	START DATE	END DATE	ACTION
Bella contract Contract bella	POSSB event	PIC	01-06-2022	07-21-2023	

EMPLOYER INFORMATION

Sub Contractor/Direct Employer *
Company Bella

Contact Number (Subcon Number) *
(Malaysia) +60 0103332233

ACCESS REQUIREMENT

Access Type *
Plant & Non-Plant Area

Access Gate *
Plant access via Main Gate 3

Release Letter
Select file

REJECT **SEND FOR AMENDMENT** **REVIEW**

Button	Description
REVIEW	Satisfy with the form submission (Based on Reviewer Section)
SEND FOR AMENDMENT	Require Changes to the Form. Contractor is able to resubmit for Review
REJECT	Not satisfy with the form submission. Contractor has to create a new form, if needed.

2 Click on review to approve form

14

Review (Competency)

This module is for all competency reviewers to review (approve/revert/reject) details of contractors based on contract.

REVIEW (COMPETENCY)

This page allows competency reviewer to review contractor form for competency section.

The screenshot shows the 'REVIEW (COMPETENCY)' interface. A sidebar on the left contains navigation icons. The main area features a filter section with fields for Name, Location, Area, Status, IC/Passport No, Category, Position And Skill, and Date. Below the filters are buttons for 'EXPORT TO EXCEL', 'RESET', and 'SEARCH'. A table displays the results of the filter, with columns for DATE, NAME, IC/PASSPORT, LOCATION, AREA, COMPANY NAME, EVENT, CATEGORY, POSITION AND SKILL, APPLICATION TYPE, REVIEW STATUS, REGISTRATION STATUS, and ACTION. The ACTION column contains edit icons. A callout box on the right lists the functions of the buttons: Search (to search based on filter selection), Reset (to clear all filters), and Export to excel (to download result table into excel). A callout box at the bottom right shows a numbered step: '1 Click on [edit icon] to review form'.

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on  to review form

DATE	NAME	IC/PASSPORT	LOCATION	AREA	COMPANY NAME	EVENT	CATEGORY	POSITION AND SKILL	APPLICATION TYPE	REVIEW STATUS	REGISTRATION STATUS	ACTION
21-06-2022	Nurul Nabila Sharifuddin	871123-09-1122	MLNG	MLNG	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Administration	Document Controller	Competency Update	Pending Review	Completed	
13-06-2022	Nurul Nabila	930910-14-2345	PGB-GPU	PGB-UG	EXACT OIL & GAS SDN BHD	Event Name for PGB-GPU	Administrative	Admin		Completed	Pending Briefing Application	
15-06-2022	Huy Nguyen The	901221-23-4574	MLNG	MLNG	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Administration	Clerk		Completed	Pending Review	

REVIEW (COMPETENCY)

Competency section

Reviewer will be able to view contractor details but cannot edit

PROJECT NAME / COMPANY	POSITION / JOB TITLE	LOCATION	FROM DATE	UNTIL DATE	CURRENT EMPLOYMENT	YEARS	ACTION
33	33	33	02-2022	06-2022		0.3	

10 items per page | 1 - 1 of 1 items

EDUCATION HISTORY

Education Level *

Field of Study *

School/Institute/University *

Graduation Year *

EDUCATION LEVEL	FIELD OF STUDY	SCHOOL/INSTITUTE/UNIVERSITY	GRADUATION YEAR	ACTION
Others	3sdf	sdf	1965	

10 items per page | 1 - 1 of 1 items

REJECT
SEND FOR AMENDMENT
REVIEW

2 Click on review to approve form

Button	Description
	Satisfy with the form submission (Based on Reviewer Section)
	Require Changes to the Form. Contractor is able to resubmit for Review
	Not satisfy with the form submission. Contractor has to create a new form, if needed.



15

Review (Medical)

This module is for all medical reviewers to review (approve/revert/reject) details of contractors based on working area.

REVIEW (MEDICAL)

This page allows medical reviewer to review contractor form for medical section.

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on [edit icon] to review form

DATE	NAME	IC/PASSPORT	LOCATION	AREA	COMPANY NAME	EVENT	CATEGORY	POSITION AND SKILL	CHECKUP TYPE	APPLICATION TYPE	REVIEW STATUS	REGISTRATION STATUS	ACTION
21-06-2022	Nurul Nabila Sharifuddin	871123-09-1122	MLNG	MLNG	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Administration	Document Controller	Crane and Forklift operator	Medical Update	Pending Review	Completed	[edit icon]
13-06-2022	Nurul Nabila	930910-14-2345	PGB-GPU	PGB-UG	EXACT OIL & GAS SDN BHD	Event Name for PGB-GPU	Administrative	Admin	Breathing apparatus user		Completed	Pending Briefing Application	[edit icon]
15-06-2022	Huy Nguyen The	901221-23-4574	MLNG	MLNG	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Administration	Clerk	Breathing apparatus user		Completed	Pending Review	[edit icon]

REVIEW (MEDICAL)

MEDICAL INFORMATION

MEDICAL CHECKUP

Medical Check Up Type *

Medical Approved Date *

Clinic/Hospital *

Clinic Contact Number *

Blood Type *

Please select option for validity date:
 24 months 12 months 6 months Others

Validity Date *

Medical section

Reviewer will be able to view and edit contractor validity date if necessary

3 Click on Update to save information

MEDICAL CHECK UP TYPE	MEDICAL APPROVED DATE	CLINIC/HOSPITAL	CLINIC CONTACT NUMBER	BLOOD TYPE	VALIDITY DATE	ACTION
Crane and Forklift operator	14-06-2022	aa	2	A+	13-06-2023	

1 - 1 of 1 items

2 Click on pencil icon to edit validity date of medical (if necessary)

4 Click on review to approve form

Button	Description
<input type="button" value="REVIEW"/>	Satisfy with the form submission (Based on Reviewer Section)
<input type="button" value="SEND FOR AMENDMENT"/>	Require Changes to the Form. Contractor is able to resubmit for Review
<input type="button" value="REJECT"/>	Not satisfy with the form submission. Contractor has to create a new form, if needed.

15

Review (Security)

This module is for all security reviewers to review (approve/revert/reject) details of all contractors.

REVIEW (SECURITY)

This page allows security reviewer to review contractor form for security and other information section.

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

Result
Displays result of all contractor forms based on filter

DATE	NAME	IC/PASSPORT	LOCATION	AREA	OGSP NUMBER	COMPANY NAME	EVENT	BLACKLIST STATUS	APPLICATION TYPE	REVIEW STATUS	REGISTRATION STATUS	ACTION
21-06-2022	Nurul Nabila Sharifuddin	871123-09-1122	MLNG	MLNG	OG069506T22	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Not Blacklisted	Security Update	Pending Review	Completed	
21-06-2022	Nurul Nabila Sharifuddin	871123-09-1122	MLNG	MLNG	OG069506T22	EXACT OIL & GAS SDN BHD	Event Name for MLNG	Not Blacklisted	Security Update	Pending Review	Completed	
13-06-2022	Nurul Nabila	930910-14-2345	PGB-GPU	PGB-UG	og321231t	EXACT OIL & GAS SDN BHD	Event Name for PGB-GPU	Not Blacklisted		Completed	Pending Briefing Application	
13-06-2022	Nurul Nabila	930910-14-2345	PGB-GTR	RGTP, RGTSU, Kuantan RO	OG12312S	EXACT OIL & GAS SDN BHD	Event Name for GTR	Not Blacklisted		Completed	Pending Briefing Review	

1 Click on to review form

REVIEW (SECURITY)

SECURITY INFORMATION

WORK PERMIT

WORK PERMIT

WORKPERMIT Muhamad Huzaifah Bin Md Salleh.pdf

Select file

IDENTIFICATION PROOF

OGSP/PICSP

IC-OGSP-CIDB Y2022.pdf

Select file

CGSO E-VETTING SUBMISSION

E-Vetting

Evetting Huzaifah .pdf

Select file

Work Permit Surat Akuan

Work Permit Number *

PF2683602

Work Permit Expiry Date *

24-12-2021

OGSP Card OGSP Exemption Letter

OGSP Number *

OG054541N

OGSP Expiry Date *

06-12-2021

Submission Date *

28-09-2021

5 years 4 years 3 years 2 years 1 year

Expired Date

27-09-2026

E-vetting Registered Company *

AFFINITY TEST SERVICES

Button	Description
REVIEW	Satisfy with the form submission (Based on Reviewer Section)
SEND FOR AMENDMENT	Require Changes to the Form. Contractor is able to resubmit for Review
REJECT	Not satisfy with the form submission. Contractor has to create a new form, if needed.

ICMS STATUS

ICMS INFRINGEMENT STATUS

NOT BLACKLISTED

Last updated:

02 Oct 2022 11:13 PM

ICMS Status

Will display latest status of ICMS for the contractor:
BLACKLISTED or **NOT BLACKLISTED**

2 Click on review to approve form



19

Apply for Briefing

This module is for all contractors to apply and attend briefing through XPRESS.

APPLY NEW BRIEFING

This page shows how to attend training online

Additional Note: Button will only be enabled after all reviews are completed

1

Click on "Register for Briefing"

Register for Briefing

APPLICATION DATE	COMPANY NAME	LOCATION	CONTRACT	EVENT	VALIDITY DATE	STATUS	ACTION
	ASAGA CORPORATION SDN BHD (PrefChem)	PIC	View	Instrument Maintenance	2023-06-01	Draft	  
DATE ↑		UPDATE			VALIDITY DATE	STATUS	ACTION
 0							No items to display
	null					Cancel	
DATE ↑		UPDATE			VALIDITY DATE	STATUS	ACTION
 0							No items to display
2022-07-12	PGBTesting 2 (PGB-GPS)	PGB-GPU	PGBTesting 2	PGBTesting 2 Event	2023-06-29	Completed	   
DATE ↑		UPDATE			VALIDITY DATE	STATUS	ACTION

2

Click on wrench icon

APPLY NEW BRIEFING

This page shows how to attend training online

REGISTER BRIEFING

Current Briefing Validity: N/A

▼ 1.0 Select Current OPU

Select OPU

PIC

I want to attend online induction

I have an existing briefing

3

Select Location

3.1

For PIC, choose:

- I want to attend online induction
- OR
- I have an existing briefing

APPLY NEW BRIEFING (2)

2.0 PIC Briefing Video



14

Watch PIC Briefing Video until the end.

15

Read and check on all checkboxes

- I here confirm that i have undergone and understand PIC HSSE briefing Video
- I agree to follow the intructions and HSSE rules that apply in Pengerang integrated Complex (PIC) .
- I will accept any mentioned in PARK Rules if I violate any rules in PIC

[Click here to download PIC Park Rules](#)

Next

16

Click on Next

APPLY NEW BRIEFING (3)

3.0 PRPC UF



5:10 / 5:10

is required at all time when you are at process area

Click here to complete assessment

18 Click on button to answer all questions

Additional Information: User must get all answers correct (10/10) in order to proceed.

17 Watch OPC Training Video

19 Once completed. Click on Submit. Status of form will automatically change to Pending Badge Assignment/Completed.

Submit

16

Access Assignment

This module is for Security to grant access for contractors through XPRESS.

ACCESS ASSIGNMENT

This page shows list of all status of access card assignment.

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filter values
Export to excel: to download result table into excel

1 Click on to assign badge number

NAME	EMAIL	IC/PASSPORT	COMPANY NAME	LOCATION	STATUS	ACTION
khuat vinh952	vinhkm952@gmail.com	901211-24-2212	Bumitech Global Energy Sdn Bhd	PIC	Completed	
Nurul Nabila Sharifuddin	nnabila19000@gmail.com	871123-09-1122	EXACT OIL & GAS SDN BHD	MLNG	Completed	
Vinh1 khuat1	vinhkm953@gmail.com	901214-11-2311	EXACT OIL & GAS SDN BHD	MLNG	Completed	

ACCESS ASSIGNMENT

ASSIGN BADGE NUMBER

khuat vinh952

901211242212

vinhkm952@gmail.com

Application Status : Completed

Last Update : 13 June 2022

Other Information:

Desc	Validity	Additional Info
Briefing		
Contract		
Evetting	15/06/2027	zdxxxxcvxv
Medical		
OGSP	14/06/2022	24444
WorkPermit		

Company Name: Bumitech Global Energy Sdn Bhd

CONTRACT	EVENT	AREA	START DATE	END DATE
Provision of Pan Malaysia for Inspection, Corrosio CTC-HC/GP-2017/54	Petronas Refinery & Petrochemical Corporation Utilities & Facilities (PRPC UF)	PRPC UF	15/06/2018	14/06/2023

Access Group Requested: • Plant access via Visitor - VISITOR MG2

Competency Information:

Category	Position and skill	Expired Date	CIDB
Chemical Handler	Chemical Handler	13/06/2022	Yes

Summary

Contains summary of contractor's form such as Personal details, Company and contract details and other information.

Misconduct

If contractor has an active misconduct it will be displayed. And submit button will be disabled.

Misconduct Information:

Type	Date From	Date Until	Misconduct Information
ZETO Rules	22/06/2022	01/07/2022	Not abiding ZERO Rules

Access Assignment not required

Badge Number / OGSP Badge Number*

Start Date*

0001-01-01T00:00:00

Expired Date*

14-06-2022

Based on OGSP Expiry Date

OPU*

Access Group*

Time Zone*

Add

OPU	Access Group	Time Zone	Action

RESET

SUBMIT

Submit button disabled due to misconduct

2

Input all details. Fields marked asterisk (*) are mandatory.

3

Click on Add

4

Click on SUBMIT to sync data into P2000



6

Registration Form

REGISTRATION FORM

This page allows you view all contractor form as an OPU Admin.

EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)

Hi Nagaraj Samogaratnam

REGISTRATION FORM

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

Result
Displays result of all contractor form that has been completed (in completed status)

Action
Click on icon to download form

NAME	EMAIL	COMPANY	CONTRACT	LOCATION	ACTION
AAN ADIT	aanadivista@gmail.com	SAPURA BAKER HUGHES TPS SDN. BHD.	CONTRACTUAL SERVICE AGREEMENT (CSA) FOR MAINTENANC/CTC-BTU/MLNG/2019/353	MLNG	
Aaron joe bluko	aaronjoabluko@gmail.com	Rahabco Engineering and Construction Sdn. Bhd	Provision of Civil Steel Asset Integrity Maintenance/DTC-BTU/MLNG/2020/16	MLNG	
Aaron Lau	hicojayaaronlau@gmail.com	Maysville Sdn. Bhd	Groupwide Master Service Agreement (MSA) for Integ/CTC/HC-GP/2017/131	MLNG	
AARON MERISI	aaron.kerr91@gmail.com	Serba Dinamik Sdn Bhd	TERM CONTRACT FOR ROTATING EQUIPMENT SERVICES FOR /DTC-BTU/MLNG/2017/43	MLNG	
Aaron Raymond Roy Anak Arit	aaronraymondarit@gmail.com	Amalgamated Plant Engineering Sdn. Bhd	Groupwide Master Service Agreement (MSA) for Integ/CTC/HC-GP/2017/131	MLNG	

7

Misconduct Information

This module is for admin to log and update misconduct information of contractors in XPRESS.

Misconduct information will appear during access assignment for Security.

MISCONDUCT INFORMATION

This page allows you to manage misconduct information of contractors in XPRESS.

The screenshot shows the 'MISCONDUCT INFORMATION' page in the XPRESS system. The page header includes the PETRONAS logo, the title 'EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)', and the user name 'Hi Nagaraj Samogaratnam'. The main content area is divided into a filter section and a table of results.

Filter Section: This section contains several input fields for filtering results:

- Name: Text input field
- Location: Dropdown menu with 'Select location...' placeholder
- Contract: Dropdown menu with 'Select contract ...' placeholder
- Reference Number: Text input field
- Email: Text input field
- Company Name: Dropdown menu with 'Select company ...' placeholder
- IC Number/Passport: Text input field
- Misconduct Information: Text input field

Buttons: Below the filter section are three buttons: 'EXPORT TO EXCEL', 'RESET', and 'SEARCH'.

Table: The table displays the results of the search. It has the following columns: NAME, EMAIL, COMPANY, CONTRACT, LOCATION, IC NUMBER/PASSPORT, and ACTION. The table contains three rows of data:

NAME	EMAIL	COMPANY	CONTRACT	LOCATION	IC NUMBER/PASSPORT	ACTION
khuat vinh952	vinhkm952@gmail.com	Bumitech Global Energy Sdn Bhd	Provision of Pan Malaysia for Inspection, Corrosio/CTC-HC/GP-2017/54	PIC	901211-24-2212	[Action icons]
Nurul Nabila Sharifuddin	nnabila19000@gmail.com	EXACT OIL & GAS SDN BHD	Contract Title for MLNG/Contract No for MLNG	MLNG	871123-09-1122	[Action icons]
Vinh1 khuat1	vinhkm953@gmail.com	EXACT OIL & GAS SDN BHD	Contract Title for MLNG/Contract No for MLNG	MLNG	901214-11-2311	[Action icons]

Callouts:

- Filter:** Filter the result by inputting/selecting values
- Result:** Displays result of all contractors in XPRESS
- Buttons:** Search: to search based on filter selection; Reset: to clear all filters; Export to excel: download result table into excel
- Action:** Click on [icon] to manage misconduct (refer next slide)

ADD NEW MISCONDUCT INFORMATION

EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)

Hi Nagaraj Samogaratnam

MISCONDUCT INFORMATION

USER DETAILS:

Name: Nurul Nabila Sharifuddin
 Company: EXACT OIL & GAS SDN BHD

IC/Passport Number: 871123-09-1122
 Attachment: Allow upload for file type: png, pdf, docx, doc, jpg, jpeg, eml
 Select file

OPU *
 Type of Misconduct *
 Misconduct Date and Time
 Date From
 Date Until
 ICMS Status: NOT BLACKLISTED

Misconduct Information: *
 Reference Number:

EXPORT TO EXCEL RESET SUBMIT

OPU	TYPE OF MISCONDUCT	MISCONDUCT DATE AND TIME	DATE FROM	DATE UNTIL	ATTACHMENT	MISCONDUCT INFORMATION	ACTION
PIC	Level 1 (Smoking / vaping at non designated area)	07/06/2022 02:00	01/06/2022	03/06/2022	View	Vaping at corridor	

1 Input/select misconduct details. Fields marked asterisk (*) are mandatory.

2 Click on SUBMIT to save misconduct in table below

Result
 Displays result of all misconducts (both active and past) contractors

Date from/until
 Refers to the range of date to temporarily block user access. If date from and date until is left blank, user is permanently blocked.

Action
 Click on icon to update or delete misconduct

9

Manage Role

This module is for all admin to manage (add/edit/delete) role for other users in XPRESS.

MANAGE ROLE

This page allows you manage user access in XPRESS

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

Result
Displays result of all user with roles in XPRESS

1 Click on + ADD NEW to add new role

Action
Click on icon to edit user access
Click on icon to delete user access

NAME	EMAIL	ROLE	LOCATION	ACTION
A Halim B Nordin	ahalim.nordin@petronas.com.my	Contract Holder	PGB-GPU	
A Hamid B Jamal	hamid.jamal@petronas.com.my	Contract Holder	PGB-GPU	
Aaron Clay Jimel	aaron.clayjimel@petronas.com.my	Contract Holder	MLNG	

ADD A NEW ROLE

ASSIGN ROLE TO USER



1 Click to input email. Form will auto-suggest email of user

Email*

Full Name*

OPU / Location*

Area for Medical Review*

Role*

- OPU Admin
- Contract Holder
- Reviewer (Medical)
- Reviewer (Security)
- Training Coordinator
- HSSE Reviewer
- Auxiliary Police (EXPRESS)

2 Select OPU/Location

3 Select Role(s)

3.1 If Reviewer (Medical) is selected, user must input Area

4 Click on ADD to save records

10

Manage Company

This module is for OPU Admin and Contract Holder to manage company list in XPRESS.

MANAGE COMPANY

This page allows you manage all company details of contractor in XPRESS.

The screenshot shows the 'MANAGE COMPANY' page in the XPRESS system. The page header includes the Petronas logo, the title 'EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)', and the user name 'Hi Nagaraj Samogaratnam'. The main content area is titled 'MANAGE COMPANY' and contains a search form with fields for 'Company Name', 'Company Registration No', and 'Branch/Alternate Location'. Below the form are buttons for 'EXPORT TO EXCEL', '+ ADD NEW COMPANY', 'RESET', and 'SEARCH'. A table below the form lists registered companies with columns for 'COMPANY NAME', 'COMPANY REGISTRATION NO.', 'BRANCH/ALTERNATE LOCATION', and 'ACTION'. The table contains four rows of data. Annotations with callouts explain the 'Filter' section, the 'Buttons' section, the 'Result' section, and the 'Action' section. A yellow callout box with the number '1' points to the '+ ADD NEW COMPANY' button.

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on + ADD NEW COMPANY

Result
Displays result of all companies in XPRESS

Action
Click on icon to edit company
Click on icon to delete. Trash icon is disabled if there are contracts registered under it

COMPANY NAME	COMPANY REGISTRATION NO.	BRANCH/ALTERNATE LOCATION	ACTION
ALAF KORIDOR SDN BHD	958583-D	PAHANG	
ABB (M) SDN BHD	210262-T	SELANGOR	
ACCUMAX RESOURCES SDN BHD	1278367V	SELANGOR	
ACENERGY ENGINEERING SDN BHD	1180244U	JOHOR	

ADD A NEW COMPANY

ADD NEW COMPANY

COMPANY INFORMATION

Company Name*	<input type="text"/>	Company Registration No*	<input type="text"/>
Branch/Alternate Location*	<input type="text"/>		
Country*	<input type="text" value="Select country ..."/>	Address*	<input type="text"/>
Zip Code*	<input type="text"/>		

COMPANY CONTACT INFORMATION

Email*	<input type="text"/>	Contact Number*	<input type="text" value="Selec..."/>	<input type="text"/>	<input type="button" value="+"/>
Fax	<input type="text"/>				

CANCEL

Add

1 Add company information and contact information. Fields marked asterisk (*) are mandatory.

Branch/Alternate Location is auto-populated based on City

4 Click on ADD to save records

11

Manage Contract

This module is for OPU Admin and Contract Holder to manage contract list in XPRESS.

MANAGE CONTRACT

This page allows you manage all contract details of contractor in XPRESS.

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on + ADD NEW CONTRACT

Result
Displays result of contracts within a company in XPRESS

Action
Click on icon to edit contract
Click on icon to delete

EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)
Hi Nagaraj Samogaratnam

MANAGE CONTRACT

Company Name Contract No
Contract Title Event Name

EXPORT TO EXCEL + ADD NEW CONTRACT RESET SEARCH

COMPANY NAME	CONTRACT NO.	EVENT NAME	ACTION
GEMBA TRANS & TOURS SDN BHD	DTC-PNG/PRPC/2019/0043	TERM CONTRACT FOR MULTI-PURPOSE VEHICLES (MPV) WIT	PGSSB - TERM CONTRACT FOR MULTI-PURPOSE VEHICLES (
VINH COMPANY	2343	VINH CONTRACT TITLE	EVENT 7.EVENT 2.EVENT 5.EVENT 4.EVENT 8.EVENT 1.EVENT 3.EVENT 6
TRISYSTEMS ENGINEERING SDN BHD	CONTRACT NO FOR GTR - REQUIRED EVETTING	CONTRACT TITLE FOR GTR - REQUIRED EVETTING	EVENT NAME FOR GTR - REQUIRED EVETTING
BUMITECH GLOBAL ENERGY SDN BHD	123456789	QA CONTRACT	ANOTHER EXTRA EVENT QA.EXTRA EVENT QA.EVENT QA TEST
EXACT OIL & GAS SDN BHD	CONTRACT NO FOR GTR	CONTRACT TITLE FOR GTR	EVENT NAME FOR GTR

ADD A NEW CONTRACT

ADD/MANAGE CONTRACT PROFILE ✕

▼ Contract Information

▼ Event Information

▼ Reviewer Contractor Focal Information

▼ Reviewer Competency Information

2 Click to expand each section

CANCEL

RESET

Add

ADD A NEW CONTRACT – CONTRACT INFORMATION

ADD/MANAGE CONTRACT PROFILE

3 Add contract information. Fields marked asterisk (*) are mandatory.

Branch/Alternate Location is auto-populated based on selection of Main Contractor

OPU

The contract will be tied to the selected OPU. Contractors will be able to view this information during form entry.

The screenshot displays the 'ADD/MANAGE CONTRACT PROFILE' form. The 'Contract Information' section is expanded, showing the following fields:

- Main Contractor***: A dropdown menu with the placeholder text 'Select company ...'.
- Contract No***: A text input field.
- Branch/Alternate Location***: A text input field.
- Contract Title***: A text input field.
- OPU***: A dropdown menu with the placeholder text 'Select OPU ...'.

The 'OPU*' field is highlighted with a yellow callout box, and an arrow points from the 'OPU' callout box to this field.

ADD A NEW CONTRACT – EVENT INFORMATION

4 Add event information. Fields marked asterisk (*) are mandatory.

Contract Information

Event Information

Event Name* Event Type*

Event Start Date* Event End Date*

Area*

Add

Reviewer Contractor Focal Information

Area

work area where COMPANY, CONTRACTORS, SERVICE PROVIDER's or its SUB-CONTRACTORS and other related personal will be assigned and performing their work

Event Type

means the work or to be performed and/or services and/or contracts to be rendered by the COMPANY, CONTRACTORS, SERVICE PROVIDER's or its SUB-CONTRACTOR, which is more particularly described as SCOPE OF WORKS or WORK ACTIVITY

5 Click on Add to add event information in table. One contract can have multiple events

ADD A NEW CONTRACT – REVIEWER INFORMATION

6 Add contractor focal email address. System will auto-suggest email and name of contractor upon typing.

Contractor Focal

Contractor focal must be registered in XPRESS before assigning as a focal.

▼ Reviewer Contractor Focal Information

Email*

Name

Add

7 Click on Add to add record.

Add

User can add multiple focal and reviewers in a contract

▼ Reviewer Competency Information

Email Address*

Select or enter an option



Name

Add

9 Click on Add to add record.

8 Add competency reviewer email address. System will auto-suggest email and name of user upon typing.

CANCEL

RESET

Add

10 Click on Add to save all records into database

12

Manage Competency

This module is for OPU Admin and Competency Reviewer to manage competency list in XPRESS.

MANAGE COMPETENCY

This page allows you manage all competency information displayed in contractor self registration form.

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on + ADD NEW

Result
Displays result of all competencies based on filter in XPRESS

Action
Click on icon to edit competency
Click on icon to delete

EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)
Hi Nagaraj Samogaratnam

MANAGE COMPETENCY

Location: PIC
Competency Name: Select competency...
Position And Skill: Select position and skill...

EXPORT TO EXCEL + ADD NEW RESET SEARCH

LOCATION	COMPETENCY	ATTACHMENT REQUIRE	DATE REQUIRE	ACTION
PIC	Driver	4WD	Yes	
PIC	Administrative	Admin	No	
PIC	Inspector	Assistant Radiographer	Yes	
PIC	Authority	Authority	No	
PIC	Confined Spaces	Authorized Entrant (AE)	No	
PIC	Confined Spaces	Authorized Gas Tester (AGT)	Yes	
PIC	Operator	Backhoe	Yes	

MANAGE COMPETENCY

This page allows you manage all competency information displayed in contractor self registration form.

ADD NEW COMPETENCY

COMPETENCY INFORMATION

Location Name*	<input type="text" value="PIC"/>	Competency Name*	<input type="text" value="Inspector"/>
Position And Skill*	<input type="text" value="Assistant Radiographer"/>	Require Attachment	<input type="checkbox"/>
Require Date	<input checked="" type="checkbox"/>		

2 Add competency information. Fields marked asterisk (*) are mandatory.

Checkbox
Clicking on checkbox will make date/attachment mandatory in contractor's form

CANCEL

Add

3 Click on Add to save records

13

Manage Briefing

This module is for training coordinator to manage briefing slot in XPRESS.

Not applicable for PIC

MANAGE BRIEFING

This page allows training coordinator to add/edit/delete a training slot and mark contractor's attendance.

The screenshot shows the 'MANAGE BRIEFING' interface. At the top, there's a header with the PETRONAS logo, the title 'EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)', and the user name 'Hi Nagaraj Samogaratnam'. Below the header, the page title 'MANAGE BRIEFING' is displayed. The main content area contains a search and filter section with fields for 'Briefing ID', 'Date', 'Status' (set to 'Active'), and 'Person In Charge'. Below this are buttons for '+ UPLOAD SESSION', '+ EXPORT TO EXCEL', '+ ADD TRAINING SLOT', 'RESET', and 'SEARCH'. A table below the buttons lists training slots with columns: BRIEFING ID, DATE, START TIME & END TIME, TITLE, VENUE, NO OF SEATS, PERSON IN CHARGE, and ACTION. A callout '1 Click on + ADD TRAINING SLOT' points to the '+ ADD TRAINING SLOT' button. The table contains three rows of data. The 'ACTION' column for each row contains icons for edit, delete, and view attendance.

Filter
Filter the result by inputting/selecting values

Buttons
Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on + ADD TRAINING SLOT

Result
Displays result of all trainings based on filter in XPRESS

Action
Click on icon to training slot
Click on icon to delete
Click on to view attendance list

BRIEFING ID	DATE	START TIME & END TIME	TITLE	VENUE	NO OF SEATS	PERSON IN CHARGE	ACTION
B_PSSB_000001	25/03/2023	11:30 to 02:00	123Testawefdsfaf	123123	41/42	Vinh Khat Manh vinh.khatmanh@petronas.com.my (+60)123123123	
B_PSSB_SecurityBriefing_000001	25/03/2023	08:00 to 15:34	Online MLNG	Online	15/15	Nagaraj Samogaratnam nagaraj.samogaratna@petronas.com.my (+60)454123321	
B_PSSB_000001	22/03/2023	11:30 to 03:30	123333	123	236/236	Nagaraj Samogaratnam nagaraj.samogaratna@petronas.com.my (+60)123	

20

Apply for Card Replacement

This module is for contractors to report and request for access card replacement in XPRESS.

APPLY FOR CARD REPLACEMENT

This page shows how to report and apply for a new access card

1 **Select Reason for Applying:**
If Damaged: Must upload broken card image
If Lost/Missing Card: Must upload police report.

2 **Input all required fields.**
Fields marked asterisk (*) are mandatory.

3 **Click on SUBMIT to submit for review**

The form contains the following fields and sections:

- Reason for Applying *** (Dropdown menu)
- Select Badge Number *** (Dropdown menu)
- Description** (Text input field)
- Upload Payment *** (File upload area with "Click to t ..." and "Select file" button)
- Upload Broken Card Image *** (File upload area with "Click to upload ..." and "Select file" button)
- Payment Date *** (Date picker)
- Payment Ref No *** (Text input field)
- Upload Police Report *** (File upload area with "Click to upload ..." and "Select file" button)
- Payment Date *** (Date picker)
- Payment Ref No *** (Text input field)
- SUBMIT** (Form submission button)

8

Card Application

for Security Review

This module is for security to review request for access card replacement in XPRESS.

CARD APPLICATION

This page allows you view all card application requests from contractors

EXPRESS REGISTRATION FOR EXTERNAL SERVICE SUPPLIER (XPRESS)

Hi Nagaraj Samogaratnam

CARD APPLICATION

Name IC/Passport No

Company Name Contract

Location Status

[EXPORT TO EXCEL](#) [RESET](#) [SEARCH](#)

NAME	IC/PASSPORT	COMPANY	CONTRACT	LOCATION	STATUS	ACTION
Hung Vu	890320-11-2233				Rejected	
Hung Vu	890320-11-2233				Pending For Approval	
Vinh1 khuat1	901214-11-2311				Rejected	

1 - 3 of 3 items

Filter

Filter the result by inputting/selecting values

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

History

icon displays history of all card applications of user

1

Click on icon to view detail of request.

REVIEW CARD APPLICATION

Card Replacement Details

Reason for Applying : Lost/Missing Card
Badge Number : 151957
Payment Date : 09 May 2021
Payment Ref No : 977255743

Upload Payment

Bodypass Payment 2.pdf

Upload Police Report

RESIT KEHILANGAN PELBAGAI DOKUMEN
CATREINE ANAK SULAW.pdf

Badge Number / OGSP Badge Number*

Access Group*

Time Zone*

Start Date*

Expired Date*

Details

Contains all information about the request including proof of attachment

2 Assign new badge detail. Fields marked asterisk (*) are mandatory.

3 Click on APPROVE or REJECT. Clicking on approve will send data to P2000

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Open

Frequently Asked Questions (FAQ)

1) Can I have 2 XPRESS account at the same time?

Your personal details are linked in XPRESS with a unique ID, which is IC or Passport. Therefore, it is not possible to have more than 1 account at a time.

2) What happens if I accidentally register with a wrong IC/Passport?

You may contact OPU Admin to change it for you.

3) I am not able to find Company name in list.

You may liaise with your OPU Admin to register for a new Company.

4) I am not able to download Competency Card.

Competency card can be downloaded by clicking on this icon () during "Pending Badge Assignment" and "Completed" status only.

Frequently Asked Questions (FAQ)

5) What happens if I am unable to attend briefing at the chosen date?

For MLNG: Please liaise with your training coordinator to reschedule your training.

For PGB: You may choose another available slot by selecting any available session. Alternatively, you may contact your Training Coordinator to reschedule for you.

For PIC: Training will be done online. User does not require to schedule training session

6) How to change my profile detail?

You may change any information that is not disabled. If you require to change any pre-disabled information, you may contact your OPU Admin.

7) When can I edit information in XPRESS system?

You may edit for other than status Draft, Pending Badge Assignment and Completed in Application History.

8) How to change my briefing date?

You may re-select another slot by clicking on "Register for Briefing" in Application History page. However, do note that you may only do that for status "Pending Briefing Attendance". For any other status, you may liaise with your OPU Focal. This only apply for MLNG and PGB

Frequently Asked Questions (FAQ)

9) Can I create XPRESS profile to others?

XPRESS account is unique to the individual's email address; therefore, it is not advisable to create one on behalf of others.

10) How to change my company and contract?

You may click on "Add/Manage Application" and select "Update My Information: Contract Information". Do note that you need to obtain release letter and upload into the system as well during the process.

11) Is there any user guide for XPRESS system?

Yes. You may login into acm.petronas.com, click on profile icon on top-right corner of page and select "User Guide" option.

12) How would I know if my application were approved or rejected?

System will email to you on any status change from the system. Another option is you can login to the system and view the application status in application history page.

Frequently Asked Questions (FAQ)

13) How long would it take to complete my application until I received the email notification?

This will depend on when reviewer reviewed your application

14) How should I prepare to avoid rejection by the reviewers or failing to obtain PSAC?

Make sure all your documents are valid, the copy is cleared, and you are free from any previous or recent criminal convictions or involvement.

15) Can I get my payment refunded in the event of application cancellation or permanent rejection due to my unfitness?

No, the processing fee is unreturnable.

16) Do I need to make a payment if I decided to change my company in XPRESS?

If the area of the new company/contract is the same, payment is not required.

Example 1: Ali has registered as Company A working under area PRPC (CFS) in XPRESS. Ali then change into Company B working under area PRPC (CFS) in XPRESS. Ali does not need to make payment.

Example 2: Ali has registered as Company A working under area PRPC (CFS) in XPRESS. Ali then updates company into Company B working under area PrefChem. Ali need to make payment again (RM80).

Frequently Asked Questions (FAQ)

17) Do I need to make a payment if my contract in XPRESS has expired?

If the existing contract is still valid, payment is not required.

Example 1: Ali has registered as Company A, Contract A in XPRESS but contract A has expired. Ali then updates contract to Contract B. Ali needs to make payment again (RM80).

Example 2: Ali has registered as Company A, Contract A in XPRESS but then updates contract to Contract B. Contract A is still valid. No payment is required.

18) My access card is missing/damaged. What should I do?

Use the Apply for Card Replacement function in XPRESS. For missing and damaged reason, RM80 of access card processing fee will be imposed. For broken chip reason. No payment is required.

19) How do I apply for other working areas in XPRESS? (eg: IRSO etc)

Ensure that the contract and working area is correctly selected in Self Registration Form: Contract Information.

20) PIC's Specific Tenant Safety passport consists of:

Solid Product Jetty (SPJ)

21) Can PICSP be used at other OPU other than PIC?



