KP *PERMANENT* PASSCARD FLOW CHART

STEP 01

ID REGISTRATION

Company will register in Safe-G.

APPROVED

STEP 02

APPLICATION

Apply online Port Pass (New or Renewal).

RESUBMIT

STEP 03

CHECK

Port Police Officer will check the application within 48 Hours.

REJECTED

APPROVED

STEP 04

URINE TEST & SAFETY BRIEFIING

Attending Urine test & HSE Safety Briefing.

REJECTED

STEP 05

REJECT

Failing Urine Test:
Ban from enter the port

APPROVED

STEP 06

PROCESSING

Photo taken, card printed and activated.

STEP 07

END

Update receipt number, collector name and Identification Number.

KUANTAN PORT

An IJM Company

KP *TEMPORARY* PASSCARD FLOW CHART

STEP 01

APPROVAL

User send email to the area owner for entrance approval.

APPROVED

STEP 02

INVITATION

Kuantan Port department representative will send invitation link through Safe-G.

STEP 03

SUBMISSION

User click on the link given and required to attach all important documentation.

- Screenshot of email approval
- Identification card
- License and roadtax if needed.

STEP 04

CHECKING & APPROVAL

OSC staff will check all the required documents first before approving. Any incomplete document will be automatically rejected.

REJECTED

Remark the rejection reason and user need to click again the invitation link for re-submission.

APPROVED

STEP 05

BRIEFING

Remark details and date to the user for safety briefing.

STEP 06

PASS COLLECTION

Visitor pass approval will be send out to the user via email. User must bring the printed slip for approval after the saftey briefing.

If no safety briefing required, make sure the user are escorted by the involved department before exchanging the passcard.

STEP 07

PASSCARD EXCHANGE

User must bring the verified slip by the HSE and hand it to the gate for passcard exchange.

KP 'AD-HOC' TEMPORARY PASS FLOW CHART

STEP 01

ID APPLICATION

User must applied ID request to area owner of Kuantan Port 1 or Kuantan Port 2 including all the related documents.

APPROVED

STEP 02

SUBMISSION

Bring all the related copy of forms that were approved by the area owner to the gate.

STEP 03

KEY IN

Gate supervisor will key in and attach all the user's documents into the Safe-G.

STEP 04

SAFETY BRIEFIING

Gate supervisor will set a date for the user to attend the safety briefing from the Safe-G. Compulsary for the user to attend the briefing at the given date.

STEP 05

PASSCARD EXCHANGE

After completed the safety briefing, user will go the gate for passcard exchange process.

If no safety briefing required, make sure the user are escorted by the involved department before exchanging the passcard.

STEP 06

INSPECTION

Identity card and user's information inspection. User must make sure to remark 'yes' in the training attendance.

STEP 07

ACTIVATION

If no issue were raised after the inspection, user can printout the entrance slip and activate the temporary passcard.