

EHS360 – ENHANCEMENT TO WSHIR: LICENCE/PERMIT/WAIVER SECTION

OBJECTIVE OF PRESENTATION

1. Update WHSIR users on:
 - a. Enhancements made to the WSHIR:
Licence/Permit/Waiver Section

PRESENTATION OUTLINE

1. Background and current situation
2. Enhancements to Licence/Permit/Waiver section
3. Transfer of existing records in WSHIR
4. Timeline
5. Conclusion

BACKGROUND AND CURRENT SITUATION

LICENCE/PERMIT/WAIVER SECTION - CURRENT

1. Limited information is provided in the summary table in WSHIR.

Licence/Permit/Waiver				
<u>ID</u>	<u>Name of licence/permit/waiver</u>	<u>Licence/Permit/Waiver Holder</u>	<u>Start date of licence/permit/waiver</u>	<u>Expiry date of licence/permit/waiver</u>
366505	R1	Person 1	01 September 2017	31 August 2019

2. No indicator is provided for easy reference on status of licence/permit/waiver in the summary table.

LICENCE/PERMIT/WAIVER SECTION

- CURRENT

3. Users do not receive any reminders when the licence / permit / waiver is expiring.
4. List of licences / permits / waivers is only available for viewing at each PI's WSHIR entry. Department is unable to generate a report of all the licences / permits / waivers within the department.

Licence/Permit/Waiver

<u>ID</u>	<u>Name of licence/permit/waiver</u>	<u>Licence/Permit/Waiver Holder</u>	<u>Start date of licence/permit/waiver</u>	<u>Expiry date of licence/permit/waiver</u>
366505	R1	Person 1	01 September 2017	31 August 2019
366513	R1	Person 2	01 September 2017	31 August 2018
494884	R1	Person 3	01 November 2017	31 October 2019
494891	R1	Person 4	01 November 2016	31 October 2018
495592	R1	Person 5	01 June 2017	31 May 2019
495593	R1	Person 6	01 November 2017	31 October 2018

LICENCE/PERMIT/WAIVER SECTION - CURRENT

5. Section in WSHIR only allows user to input basic information such as the expiry date and upload soft copy of the licence/permit/waiver

Licence/Permit/Waiver

Name of licence/permit/waiver:

Regulatory Authority:

Name of licence/permit/waiver Holder:

Licence/Permit/Waiver No.

Start date of licence/permit/waiver:

Expiry date of licence/permit/waiver:

ENHANCEMENTS TO LICENCE/PERMIT/WAIVER SECTION




SUMMARY OF ENHANCEMENTS

S/No	Existing System	Enhanced System
1	Limited information is provided in the summary table in WSHIR	Enhanced summary table to provide more information
2	No indicator provided for easy reference on status of licence/permit/waiver	Column to reflect status of Licence/Permit/Waiver
3	No reminders sent when the licence/permit/waiver is expiring	Reminders on licence/permit/waiver expiry
4	Department is unable to generate a report of all the licences/permits/waivers within the department	New reporting function
5	Section in WSHIR only allows user to input basic information such as the expiry date and upload soft copy of the licence/permit/waiver	Radiation licence section enhanced to facilitate tracking of information related to licence

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ENHANCED SUMMARY TABLE TO PROVIDE MORE INFORMATION

1. New fields such as the regulatory authority, type and status of licence/permit/waiver have been included in the summary table.

Licence/Permit/Waiver													
Options	ID	Type	Regulatory Authority	Radiation ▲	Chemical	Biological	Others	Licence Holder / Responsible Person	Licence / Permit / Waiver Number	Approval Date	Expiry Date	Termination Date	Status
	502053	Chemical	National Environmental Agency		Hazardous Substance Permit			Francis Zheng	FZC001	01 July 2017	30 September 2018	None specified	Active
	502054	Biological	Agri-Food & Veterinary Authority of Singapore			MOH-Non-Advanced Gen. HIV Lentivirus Vectors		Francis Zheng	FZB001	01 May 2016	19 July 2018	None specified	Expiring
	501374	Radiation	NEA-Radiation Protection and Nuclear Science Department	L2 licence				GAN ENG WEE, ALVIN	FZ007	02 July 2018	03 July 2018	None specified	Active

2. Users can filter based on licence type to view information in the summary table

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COLUMN TO REFLECT STATUS OF LICENCE/PERMIT/WAIVER

- The status of the licence/permit/waiver is reflected in the summary page (Active/Expiring/Expired/Terminated) for easy identification and reference.

Licence/Permit/Waiver

Options	ID	Type	Regulatory Authority	Radiation	Chemical	Biological	Others	Licence Holder / Responsible Person	Licence / Permit / Waiver Number	Approval Date	Expiry Date	Termination Date	Status
	502053	Chemical	National Environmental Agency		Hazardous Substance Permit			Francis Zheng	FZC001	01 July 2017	30 September 2018	None specified	Active
	502054	Biological	Agri-Food & Veterinary Authority of Singapore			MOH-Non-Advanced Gen. HIV Lentivirus Vectors		Francis Zheng	FZB001	01 May 2016	19 July 2018	None specified	Expiring
	501374	Radiation	NEA-Radiation Protection and Nuclear Science Department	L2 licence				GAN ENG WEE, ALVIN	FZ007	02 July 2018	03 July 2018	None specified	Active

- Users can keep records of terminated licences/permits/waivers for reference or update the expiry date if the item is renewed.

3 REMINDERS ON LICENCE/WAIVER/PERMIT EXPIRY

1. The responsible person or licence/permit/waiver holder will receive reminder emails prior to the expiry of the item.

Licence type	1 st reminder	2 nd reminder
Biological	90 days before expiry	60 days before expiry
Chemical / Radiation / Others	45 days before expiry	30 days before expiry

First reminder on Licence / Permit / Waiver expiry.

The following Licence/Permit/Waiver is approaching expiry.

Licence/Permit/Waiver details:

WSHIR Reference number: 497930

ID: 502054

Type of Licence/Permit/Waiver: Biological

Name of Licence/Permit/Waiver: MOH-Non-Advanced Gen. HIV Lentivirus Vectors

Expiry Date: 19 July 2018

This is an automated email to remind that the licence/permit/waiver is about to expire. Kindly renew/cancel the licence/permit/waiver as required and notify the safety officer.

This email is from Office of Safety, Health and Environment. It is an auto-generated email. Please do not reply. Contact your safety officer if you have any questions.

Please logon to [EHS360](#) via the Staff Portal and navigate to the **WSHIR** tab to update the information.

Best Regards,

EHS360 Administrator
Office of Safety, Health and Environment
ehs360@nus.edu.sg

3 REMINDERS ON

LICENCE/WAIVER/PERMIT EXPIRY

2. Users can include additional persons to receive the reminder emails.

Additional persons to be notified for licence expiry

Additional person 1:	Select...
Additional person 2:	Select...
Additional person 3:	Select...
Additional person 4:	Select...
Additional person 5:	Select...

3. This would help users monitor licence expiry dates better and to ensure that licences are renewed in a timely manner.

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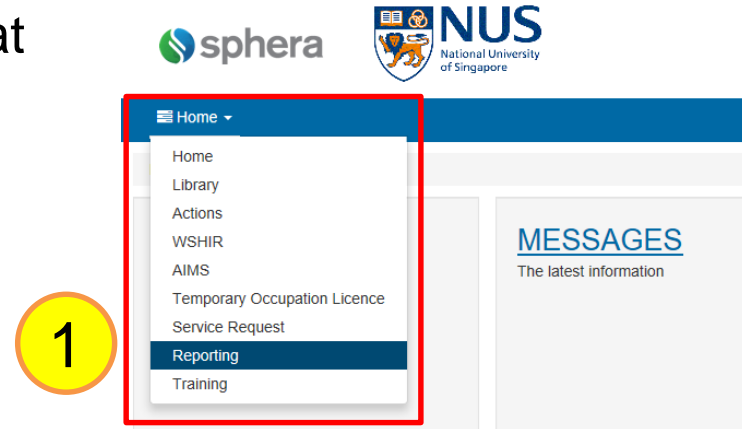
NEW REPORTING FUNCTION

1. SHCs can generate a report to list the licence/permits/waivers under their department WSHIR and PI WSHIRs under the department.
2. This allows the department to have an oversight on all the equipment and user licences held by staff.
3. Function complements the change in user licence applications for licences under NEA RPNSD (N3/L5/L6/R1) by giving departments an avenue for tracking user licences
 - a. Users licences can no longer be applied through the department
 - b. Department can use the WSHIR reporting function to track the total number of user licences as well as expiry dates

4

NEW REPORTING FUNCTION

1. Select the “Reporting” function at the home page

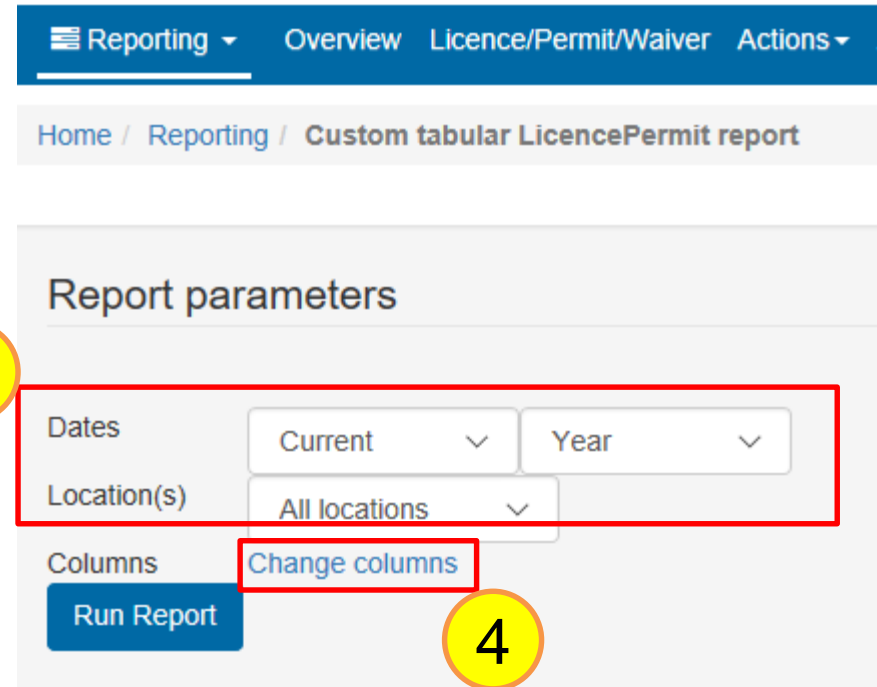


2. Select “Custom tabular report for objects” to create the report template.



4 NEW REPORTING FUNCTION

3. Input the time frame for report and location(s) (depending on access rights).
4. Select “Change columns” to choose the parameters to be exported.



The screenshot shows a web interface for generating reports. At the top, there is a navigation bar with 'Reporting' selected, and sub-menus for 'Overview', 'Licence/Permit/Waiver', and 'Actions'. Below this is a breadcrumb trail: 'Home / Reporting / Custom tabular LicencePermit report'. The main section is titled 'Report parameters' and contains several input fields: 'Dates' with 'Current' and 'Year' dropdowns, 'Location(s)' with 'All locations' dropdown, and 'Columns' with a 'Change columns' link. A blue 'Run Report' button is at the bottom. A red box highlights the 'Dates' and 'Location(s)' fields, with a yellow circle containing the number '3' next to it. Another yellow circle containing the number '4' is next to the 'Run Report' button.

4 NEW REPORTING FUNCTION

5. Select the parameters that are to be displayed in the report by using the “Edit”, “Remove” and “Add column” buttons.
6. Click on the “Save” button when done.

Reporting Overview Licence/Permit/Waiver Actions AIMS Favourites

Home / Reporting / Edit report

Columns

Note: use drag and drop to re-order the columns

Column name	Width	Edit	Remove
Licences, Permits ID		Edit	Remove
WSHIR ID		Edit	Remove
Type of Licence/Permit/Waiver		Edit	Remove
Licence/Permit/Waiver Number		Edit	Remove
Name of Licence/Permit/Waiver Holder/Person Responsible		Edit	Remove

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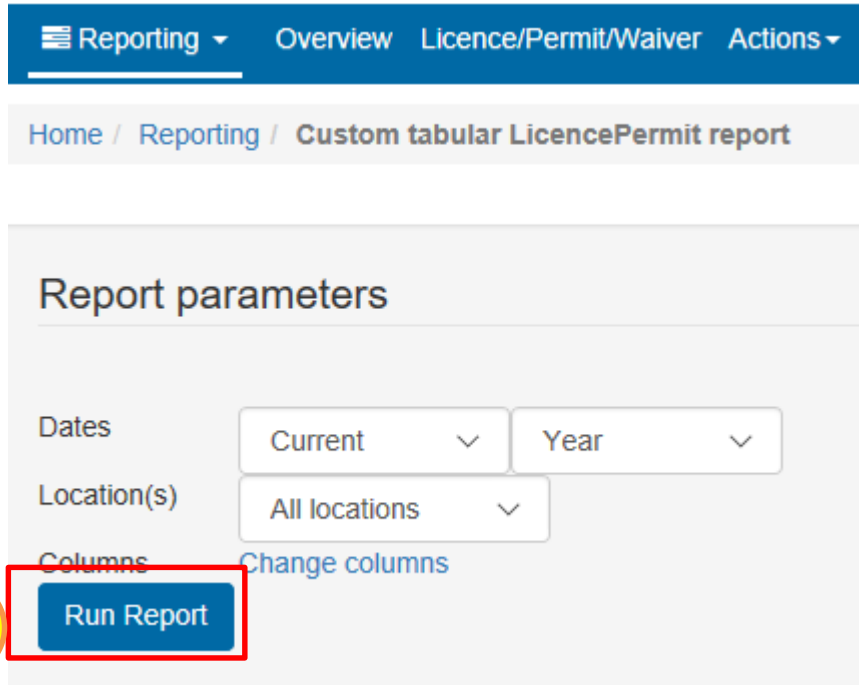
Additional Person 5 Add column

6

Save Cancel

4 NEW REPORTING FUNCTION

7. Click on “Run Report”

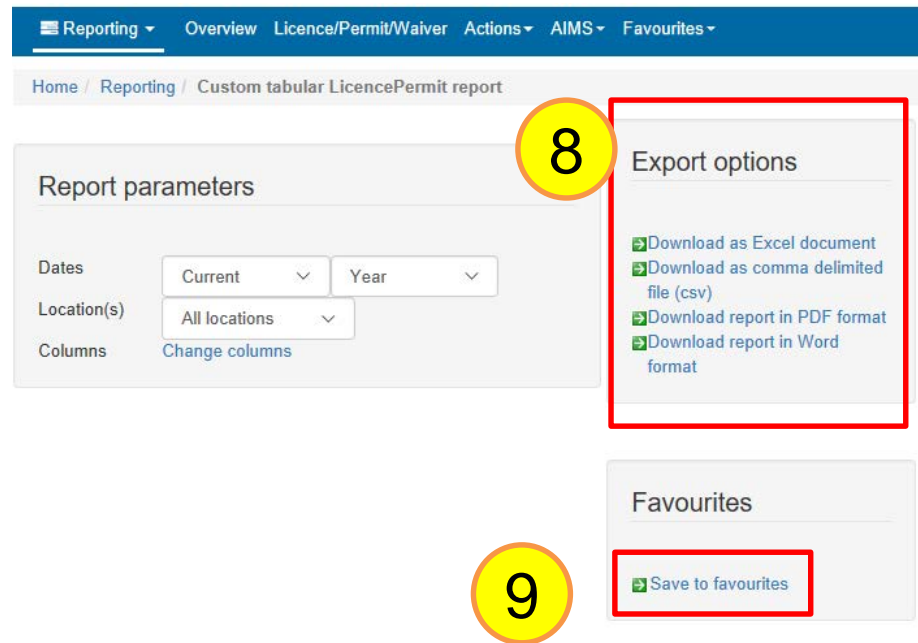


The screenshot shows a web interface for reporting. At the top, there is a blue navigation bar with the following items: a hamburger menu icon, 'Reporting' (with a dropdown arrow), 'Overview', 'Licence/Permit/Waiver', and 'Actions' (with a dropdown arrow). Below this is a breadcrumb trail: 'Home / Reporting / Custom tabular LicencePermit report'. The main content area is titled 'Report parameters' and contains three rows of controls: 'Dates' with 'Current' and 'Year' dropdown menus; 'Location(s)' with an 'All locations' dropdown menu; and 'Columns' with a 'Change columns' link. A blue 'Run Report' button is located at the bottom left of the form, highlighted with a red rectangular box. To the left of this box is a yellow circle containing the number '7'.

4 NEW REPORTING FUNCTION

8. View report online or select the type of file to export data to.

9. Select “Save to favourites” to save template (selected parameters) for future report generation



The screenshot displays a web application interface for reporting. At the top, a navigation bar includes 'Reporting', 'Overview', 'Licence/Permit/Waiver', 'Actions', 'AIMS', and 'Favourites'. Below this, a breadcrumb trail reads 'Home / Reporting / Custom tabular LicencePermit report'. The main content area is divided into two sections. The first section, 'Report parameters', contains dropdown menus for 'Dates' (set to 'Current') and 'Year', a dropdown for 'Location(s)' (set to 'All locations'), and a 'Columns' section with a 'Change columns' link. A yellow circle with the number '8' is positioned over the 'Export options' section. The second section, 'Export options', is enclosed in a red border and lists four actions: 'Download as Excel document', 'Download as comma delimited file (csv)', 'Download report in PDF format', and 'Download report in Word format'. Below this is a 'Favourites' section, also enclosed in a red border, which contains a 'Save to favourites' button. A yellow circle with the number '9' is positioned over this button.

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RADIATION LICENCE ENHANCEMENTS

1. NEA requires each L3 and L4 licence to have at least one L5 and L6 licensee to be responsible for the safe use of the equipment or radioactive material respectively.

<p>L3 - Application for a licence to keep or possess an irradiating apparatus for use other than sale</p>	<p>Owners of ionising radiation irradiating apparatus need to apply for a L3 licence for the possession of each irradiating apparatus owned by the company. At least one applicant for the L5 licence to be responsible for the safe use of the irradiating apparatus is required and any other person using the apparatus has to apply for R1 registration to work under the supervision of the L5 licensee</p>
<p>L4 - Application for a licence to keep or possess radioactive materials for use other than sale. [docx, 57KB]</p>	<p>Owners of radioactive materials need to apply for a L4 licence for the possession of the radioactive materials owned by the company. At least one applicant for the L6 licence to be responsible for the safe use of the radioactive materials is required and any other person using the materials has to apply for R1 registration to work under the supervision of the L6 licensee.</p>

From: <https://www.nea.gov.sg/e-services-forms/licences-permits-building-plan-clearances/radiation>

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RADIATION LICENCE ENHANCEMENTS

2. New L3 and L4 licence entries allow user to indicate the responsible L5 and L6 licensees.
3. An email will be sent to L5 and L6 licensees to inform them that they have been put in charge or the safe use of the equipment or radioactive material.
4. More than one L5 or L6 licensee can be added per L3 or L4 licence respectively

Name(s) of L5 Licensee(s) in charge of Ionising apparatus (responsible for safe use of equipment)

* L5 Licensee 1: [Select...](#)

L5 Licensee 2: [Select...](#)

L5 Licensee 3: [Select...](#)

L5 Licensee 4: [Select...](#)

L5 Licensee 5: [Select...](#)

Name(s) of L6 Licensee(s) in charge of radioactive materials (responsible for safe use of radioactive materials)

* L6 Licensee 1: [Select...](#)

L6 Licensee 2: [Select...](#)

L6 Licensee 3: [Select...](#)

L6 Licensee 4: [Select...](#)

L6 Licensee 5: [Select...](#)

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RADIATION LICENCE ENHANCEMENTS

- 5. More information fields added to facilitate management of licence register at the department level.

Example: Additional fields for N2 laser licence

Other Information

Manufacturer	<input type="text"/>
Storage location	<input type="text"/>
Equipment Name	<input type="text"/>
Serial Number	<input type="text"/>
Model	<input type="text"/>
* Type of Non-ionising apparatus	<input type="text" value="Class 3B Lasers"/> <input type="button" value="v"/>
Type of Laser (eg. argon, HeNE, Nd-TAG)	<input type="text"/>
Wavelength (in nm)	<input type="text"/>
Maximum Power (Please state unit clearly)	<input type="text"/>
Continuous wave laser and/or Pulsed laser	<input type="checkbox"/> Continuous wave laser <input type="checkbox"/> Pulsed laser
* The equipment is a class 3b or 4 laser that is part of a confocal microscope system?	<input type="radio"/> No <input type="radio"/> Yes

BENEFITS OF USING WSHIR

Functions	LicenceOne	WSHIR
Email reminders prior to licence expiry	<ul style="list-style-type: none"> a) Email reminder sent by NEA before licence expiry. b) Email reminder is only sent to one recipient (licence in-charge or licensee). 	<ul style="list-style-type: none"> a) 2 emails reminders sent before licence expiry. b) Final email to notify users on licence expiry. c) User can indicate staff who will need to receive reminder emails.
Generating reports for monitoring at RIRC / department /faculty level	<ul style="list-style-type: none"> a) Licence information cannot be exported from system as a report. b) Department cannot access user licence records (requires user's SingPass). 	<ul style="list-style-type: none"> a) SHCs can generate a report to list all licences in department and PI WSHIR records.
Tracking of information related to licence	<ul style="list-style-type: none"> a) Limited information on licence available in the system. b) Soft copies of licences are not stored in the system. 	<ul style="list-style-type: none"> a) Users can input licence details such as equipment location, type of equipment, responsible licensees in charge of equipment etc. b) Soft copies of licences can be uploaded.

TRANSFER OF EXISTING RECORDS IN WSHIR

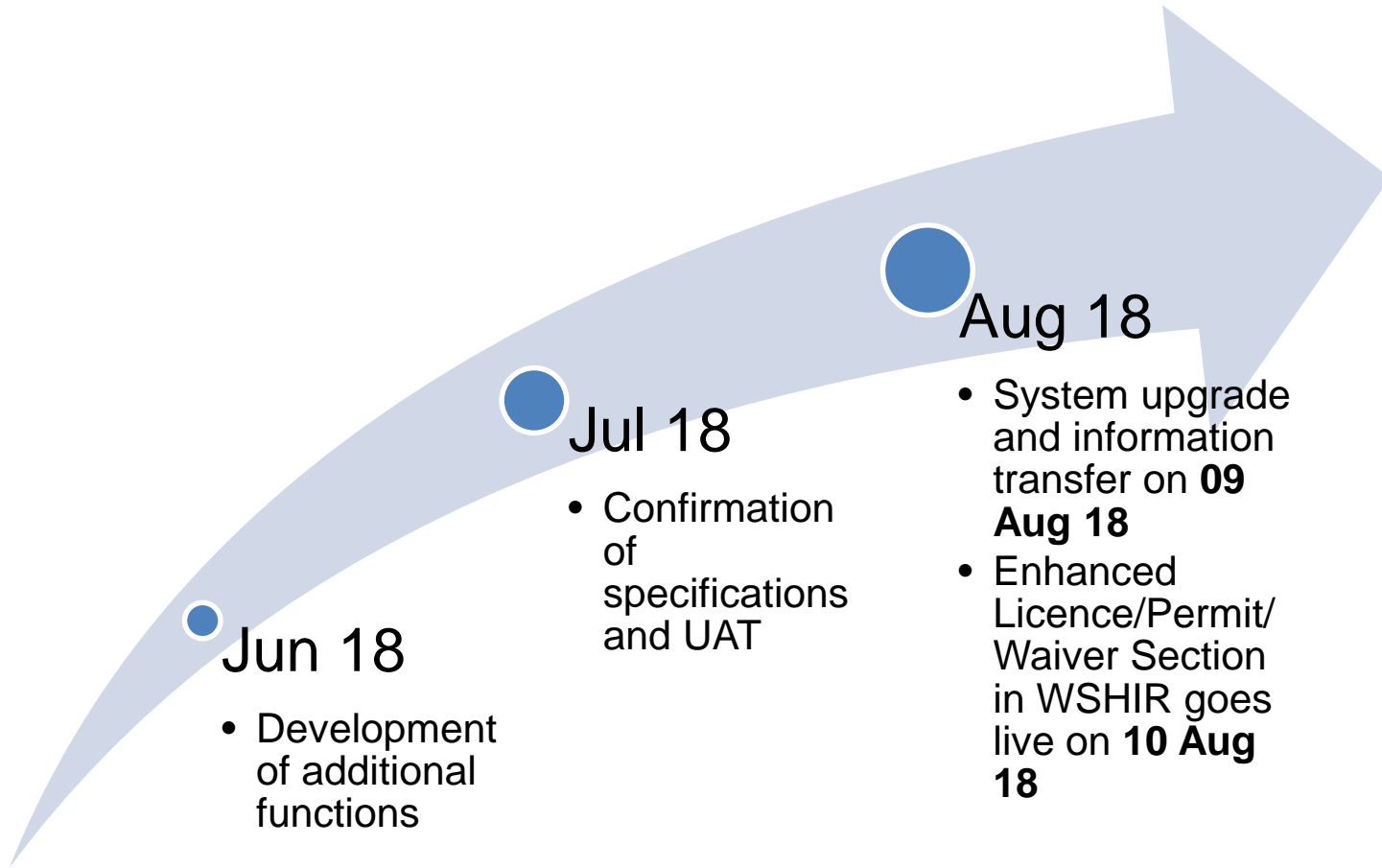
TRANSFER OF EXISTING RECORDS IN WSHIR

1. Records in the existing department and PI WSHIR accounts (before 09 Aug 2018) will be moved to the enhanced system.
2. The default “Type” for the moved records will be “Radiation”. Users need to change the type if required and input new fields accordingly when updating the records.
3. Email reminders for these moved records will only be activated when the moved records are updated and saved.

TIMELINE



TIMELINE FOR LAUNCH



USEFUL LINKS

1. EHS360 main portal:

<https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360.html>

2. EHS360 WSHIR sign-in page:

<https://ap1.rivosafeguard.com/auth/saml/SignIn?idp=https://vafs.nus.edu.sg/adfs/services/trust>

3. Updated WSHIR user guide:

<https://inetapps.nus.edu.sg/osh/portal/eServices/EHS360%20User%20Guide%20-%20WSHIR.pdf>

THANK YOU!