



وزارة الأشغال
Ministry of Works

Aug 2024

Procedures & Requirements for Work Permit E-System

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#فريق_البحرين
#TeamBahrain



1. Permit to Work Requirements

PERMIT TO WORK REQUIREMENTS (Confined Space - More than 1.5m)		
Serial No.	Topic of Contents	Remarks
1	Method Statement	Depends on nature of the work
2	Risk Assessment	Depends on nature of the work
3	Drawings to show level's depth	As per MOW, >= 1.5m is considered as a confined space
4	Multi Gas detector/Gas Monitoring - (Min of 4) with Valid Calibration Certificates	H ₂ S - CO - O ₂ - LEL
5	Road Traffic Permit (If any)	Barricading and signage
6	Emergency Resue Team / Confined Space (Min of 4) with Valid Training Certificates	* Expiry of the certificate (valid for 1 year only)
7	First Aider with a Valid Certificate	
8	MOW Approved Safety Officer	MOW's approval letter
9	Self-Contained Breathing Apparatus (SCBA)	* Expires after 5 years + Report of examination
10	Hydrotest Certificate for Cylinders	
11	Trolley	
12	Rescue Equipment (Third Party Certificate) * Lifting Gear * Crane * Tripod and Winch	
13	Lifting Plan * Crane * Toolbox Talk * Drawings * Aluminum Ladders * Crane (Crane Operator Certificate - Third Party)	
14	Emergency Plan	
15	Saftey Harness and Lanyard with Calibration Results	Satisfactory and valid
16	Ventillation System	
17	Material Basket Certificate	
18	Trained Banksman Certificate	
19	Fire Fighting Systems & Fire Marshals.	

1. Permit to Work Requirements

PERMIT TO WORK REQUIREMENTS (Non-Confined Space)		
Breakdown Maintenance for Minor Pumping Stations / Trial Holes / CCTV Surveys		
Serial No.	Topic of Contents	Remarks
1	Method Statement	Depends on nature of the work
2	Risk Assessment	Depends on nature of the work
3	Drawings to show level's depth	
4	Multi Gas detector/Gas Monitoring - (Min of 4) with Valid Calibration Certificates	H ₂ S - CO - O ₂ - LEL
5	Emergency Resue Team / Confined Space (Min of 4) with Valid Training Certificates	* Expiry of the certificate (valid for 1 year only)
6	First Aider with a Valid Certificate	
7	MOW Approved Safety Officer	MOW's approval letter
8	Self-Contained Breathing Apparatus (SCBA)	* Expires after 5 years + Report of examination
9	Hydrotest Certificate for Cylinders	
10	Trolley	
11	Rescue Equipment (Third Party Certificate) * Crane * Tripod and Winch	
12	Fire Fighting Systems & Fire Marshals.	

2. E-System – Request Work Permit

The screenshot displays the website for the Ministry of Works. At the top left is the Ministry's logo and name in Arabic and English. A search bar and utility icons (language, accessibility, etc.) are in the top right. The main navigation bar includes 'Brief', 'What We Do', 'Our Strategy', and 'More From Us'. The 'What We Do' dropdown menu is open, listing 'Projects', 'Services', 'Tenders/PreQ', and 'Customer Charter'. Below the navigation is a large banner image with a '60°' graphic and a map. A secondary navigation bar at the bottom of the banner offers 'OUR E-SERVICES' for 'Individuals', 'Business', and 'Government'. On the right side, there are quick links for 'Tenders/PreQ', 'Media Center', 'Our Awards', and 'Tell US'. The main content area features three sections: 'News' with an announcement about road paving, 'Our Projects' with a photo of Saar Street development, and 'Explore More' with links to the Annual Report 2020, Approved Material List, and Global Award for Women's Empowerment.

Ministry of Works

Search... [Advanced Search]

AAA | Phone | User | Mail | Briefcase | FAQ | Print | Star | عربي

Brief | What We Do | Our Strategy | More From Us

Projects

Services

Tenders/PreQ

Customer Charter

Tenders/PreQ

Media Center

Our Awards

Tell US

OUR E-SERVICES | Individuals | Business | Government

News

Announcements

WORKS MINISTRY COMPLETES THE PAVING OF DIRT ROADS IN BLOCK 624 IN AI-AKER

The Roads Assistant Undersecretary of the

View All

Our Projects

THE DEVELOPMENT OF SAAR STREET...

View All

Explore More

- Annual Report 2020
- Approved Material List
- Global Award for Women's Empowerment

2. E-System – Request Work Permit

The screenshot displays a web application interface for requesting work permits. It features a left-hand navigation menu and a main content area with several service categories.

Navigation Menu (Left):

- Services
 - Materials Engineering Services
 - Roads Services
 - Sanitary Services
 - Financial Resources Services
 - General Services

Main Content Area (Right):

- Roads eServices**
 - Roads Other Services
- Sanitary Services**
 - Application Criteria
 - Required Documents
 - Sanitary eServices
 - Sanitary Other Services
- Human Resources Services**
 - Application Criteria
 - Careers
 - Human Resources eServices
 - Internal Training
 - Internships
 - Other Human Resources Services
- General Services**
 - General eServices
- Building Other Services**
- Cost Engineering Services**
 - Cost Engineering eServices
- Material Engineering Services**
 - Forms and Documents
 - Material Engineering eServices
 - Materials Engineering Other Services
- Financial Resources Services**
 - Financial Resources eServices

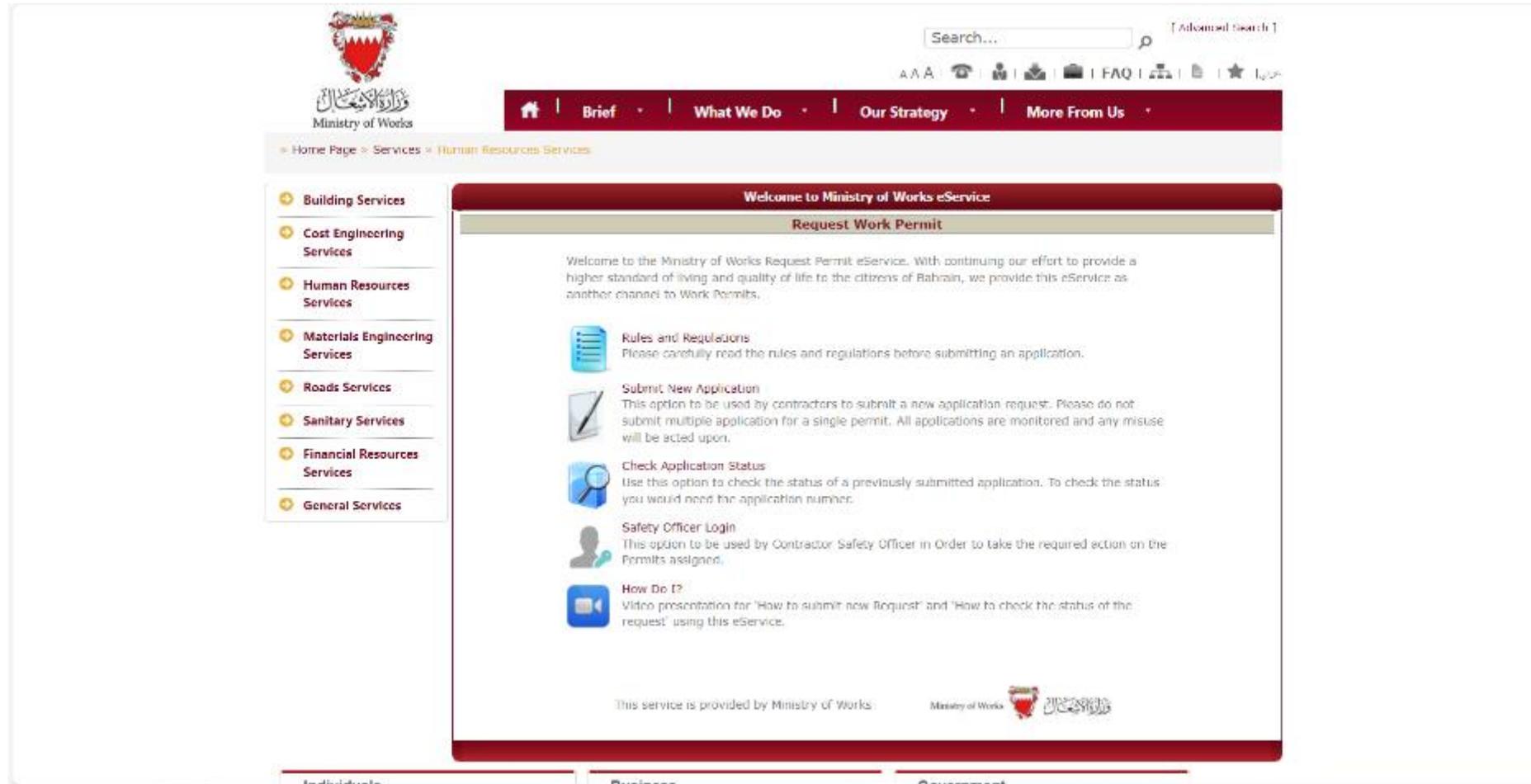
Bottom Section (Request Types):

- Individuals**
 - Sanitary Maintenance Requests
 - Sanitary Connection
 - Traffic Signal Service
 - Road Level Request
 - Publications and Technical References
- Business**
 - Abnormal Load Permission
 - Contractor Prequalification
 - Materials Testing Results (QC)
 - Traffic Diversions Requests
 - Material/Product Assessment (eMAS)
- Government**
 - Maintenance Request for Government Building
 - Application FollowUp
 - Sanitary Connection

2. E-System – Request Work Permit (Contractor)

You can reach to the PTW SYSTEM through the below link

[Request a Work Permit eServices - Welcome Page \(works.gov.bh\)](http://works.gov.bh)



The screenshot displays the 'Request Work Permit' eService page from the Ministry of Works. The page features a dark red header with navigation links: 'Brief', 'What We Do', 'Our Strategy', and 'More From Us'. A search bar and utility icons (language, accessibility, etc.) are located in the top right. The main content area is titled 'Welcome to Ministry of Works eService' and 'Request Work Permit'. It includes a welcome message and a list of service options with icons and descriptions:

- Rules and Regulations:** Please carefully read the rules and regulations before submitting an application.
- Submit New Application:** This option to be used by contractors to submit a new application request. Please do not submit multiple application for a single permit. All applications are monitored and any misuse will be acted upon.
- Check Application Status:** Use this option to check the status of a previously submitted application. To check the status you would need the application number.
- Safety Officer Login:** This option to be used by Contractor Safety Officer in Order to take the required action on the Permits assigned.
- How Do I?:** Video presentation for 'How to submit new Request' and 'How to check the status of the request' using this eService.

The footer contains the text 'This service is provided by Ministry of Works' and the Ministry of Works logo.

2. E-System – Request Work Permit (Contractor)

The screenshot shows the Ministry of Works eService portal. The header includes the Ministry of Works logo, a search bar, and navigation links. The main content area is titled "Request Work Permit" and contains a list of service options. The "Submit New Application" option is circled in black, and an arrow points from it to a callout box. The sidebar on the left lists various service categories.

Ministry of Works

Search... [Advanced Search]

Home Page » Services » Human Resources Services

Building Services

Cost Engineering Services

Human Resources Services

Materials Engineering Services

Roads Services

Sanitary Services

Financial Resources Services

General Services

Welcome to Ministry of Works eService

Request Work Permit

Welcome to the Ministry of Works Request Permit eService. With continuing our effort to provide a higher standard of living and quality of life to the citizens of Bahrain, we provide this eService as another channel to Work Permits.

Rules and Regulations
Please carefully read the rules and regulations before submitting an application.

Submit New Application
This option to be used by contractors to submit a new application request. Please do not submit multiple application for a single permit. All applications are monitored and any misuse will be acted upon.

Check Application Status
Use this option to check the status of a previously submitted application. To check the status you would need the application number.

Safety Officer Login
This option to be used by Contractor Safety Officer in Order to take the required action on the Permits assigned.

How Do I?
Video presentation for 'How to submit new Request' and 'How to check the status of the request' using this eService.

This service is provided by Ministry of Works

Click
"Submit New Application"

2. E-System – Request Work Permit (Contractor)

The screenshot shows the Ministry of Works eService portal. The main heading is "Request Work Permit" with a sub-heading "Submit Work Permit". Below this, there are instructions for users. A "Search Criteria" form is visible, with a dropdown menu for "Permit Type" that is open, showing options: "Summer Curfew Permit" and "Confined Spaces Permit". The "Permit Type" field is circled in black. The page also features a navigation menu on the left with categories like Building Services, Cost Engineering Services, Human Resources Services, Materials Engineering Services, Roads Services, Sanitary Services, Financial Resources Services, and General Services. At the bottom, there are three columns for "Individuals", "Business", and "Government" services.

Choose the type of required PTW
"Summer Curfew Permit"
Or
"Confined Spaces Permit"

3. Confined Space Permit (Contractor)

The screenshot shows the Ministry of Works eService portal. The main heading is "Request Work Permit" with a sub-heading "Submit Work Permit". A "Search Criteria" section contains a dropdown for "Permit Type" set to "Confined Spaces Permit" and another dropdown for "Application Type" which is open, showing "New Application" and "Renew Application" as options. A black oval highlights the "Application Type" dropdown, and an arrow points from it to a text box on the right.

Ministry of Works

Search... [Advanced Search]

Home Page > Services > Human Resources Services

Building Services
Cost Engineering Services
Human Resources Services
Materials Engineering Services
Roads Services
Sanitary Services
Financial Resources Services
General Services

Welcome to Ministry of Works eService

Request Work Permit

Submit Work Permit

Instructions

- Please select the Permit Type
- Please select the Application Type
- Please enter the Contractor CR or Application Number and Email based on your selections
- Contractor's Safety Officer should be registered with in Ministry of Works
- Summer permit requests can only be received during the months of June, July, and August

Search Criteria

Permit Type * Confined Spaces Permit

Application Type * -- Select Options --

- Select Options
- New Application
- Renew Application

Individuals

- Sanitary Maintenance Requests
- Sanitary Connection
- Traffic Signal Service
- Road Level Request
- Publications and Technical References

Business

- Abnormal Load Permission
- Contractor Prequalification
- Materials Testing Results (QC)
- Traffic Diversions Requests
- Material/Product Assessment (eMAE)

Government

- Maintenance Request for Government Building
- Application FollowUp
- Sanitary Connection

Choose the Application type
"New Application"
Or
"Renew Application"

3. Confined Space Permit (Contractor)

Ministry of Works

Search... [Advanced Search]

Home | Brief | What We Do | Our Strategy | More From Us

> Home Page > Services > Human Resources Services

Building Services
Cost Engineering Services
Human Resources Services
Materials Engineering Services
Roads Services
Sanitary Services
Financial Resources Services
General Services

Welcome to Ministry of Works eService

Request Work Permit

Submit Work Permit

Instructions

- Please select the Permit Type
- Please select the Application Type
- Please enter the Contractor CR or Application Number and Email based on your selections
- Contractor's Safety Officer should be registered with in Ministry of Works
- Summer permit requests can only be received during the months of June, July, and August

Search Criteria

Permit Type *	Confined Spaces Permit
Application Type *	New Application
Commercial Registration No. *	<input type="text"/> <small>The first 6 digits are the CR Number and the Branch Number after the dash.</small>

Next Exit

Individuals
Sanitary Maintenance Requests
Sanitary Connection

Business
Abnormal Load Permission
Contractor Prequalification

Government
Maintenance Request for Government Building
Application FollowUp

Commercial Registration No. is unique for every Company, and you can ask the HR in your company for this number.
If you have a doubt you can communicate with MOW-SSS.

3. Confined Space Permit (Contractor)

Request Work Permit	
Instructions	
<ul style="list-style-type: none">• Provide the correct contact information• Click 'Next' button to proceed to the next step of your application	
Note	
<ul style="list-style-type: none">• This application subject for review and allow at least 3 working days to process.	
Application Details	
Project Number *	<input type="text"/>
Road *	<input type="text"/>
Block *	<input type="text"/>
Area *	<input type="text"/>
Actual manhole Nos. where entry is required	<input type="text"/>
Nature of work *	<input type="text"/>
SystemType *	-- Select Options --
Does the work involve entry to confined space *	<input type="radio"/> Yes <input type="radio"/> No
Expected date *	<input type="text"/> 
Days *	<input type="text"/>
Hours *	<input type="text"/>
Start Time *	-- Select Options --
End Time *	-- Select Options --
Request Section	
Contractor *	<input type="text"/>
Contractor's Engineer *	<input type="text"/>
Contractor's Engineer Mobile *	<input type="text"/>

- Fill all the blanks.
- If it is marked with the Red Star (*); then it is mandatory.
- Ensure to insert correct details.

3. Confined Space Permit (Contractor)

SystemType *	Foul Sewer
Does the work involve entry to confined space *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Expected date *	12/12/2023
Days *	21
Hours *	10
Start Time *	12:10 AM
End Time *	12:50 AM
Request Section	
Contractor *	Agency
Contractor's Engineer *	Engineer
Contractor's Engineer Mobile *	
Contractor's Engineer Email *	
Consultant/MOW *	
Directorate *	-- Select Options --
Consultant/MOW Engineer *	
Consultant/MOW Engineer Mobile *	
Consultant/MOW Engineer Email *	
Safety Equipment	
Gas monitor No. *	
Trolley Sets *	
Cylinders (Hydrostatic Certificate) *	
SCBA No. *	
Tripod & Winch system No. *	
Safety Hareness *	
Ventilation Exhaust fan *	
Ladder *	
No. of trained staff in site *	

- In the same email, the Engineer will receive the confirmation of Permit submission.
- The same Email will be used also to check the Permit status.

- State wither there is Consultant or directly under MOW.
e.g, if there is Consultant then state the name of the Consultant in the box (M/s XYZ); otherwise directly state the concerned directorate (e.g. RPMD).

3. Confined Space Permit (Contractor)

SystemType *	Foul Sewer
Does the work involve entry to confined space *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Expected date *	12/12/2023
Days *	21
Hours *	10
Start Time *	12:10 AM
End Time *	12:50 AM
Request Section	
Contractor *	Agency
Contractor's Engineer *	Engineer
Contractor's Engineer Mobile *	
Contractor's Engineer Email *	
Consultant/MOW *	
Directorate *	-- Select Options --
Consultant/MOW Engineer *	
Consultant/MOW Engineer Mobile *	
Consultant/MOW Engineer Email *	
Safety Equipment	
Gas monitor No. *	
Trolley Sets *	
Cylinders (Hydrostatic Certificate) *	
SCBA No. *	
Tripod & Winch system No. *	
Safety Hareness *	
Ventilation Exhaust fan *	
Ladder *	
No. of trained staff in site *	

- In the same email, the Engineer will receive the confirmation of Permit submission.

- In the same email, the Consultant/MOW Engineer will receive the confirmation of Permit submission and he/she will be able to approve or reject the permit.
- If the Permit was approved by the Consultant/MOW Engineer; then SSS team will receive the details of the PTW through the system and they will be able to review them.
- If all the details were satisfactory; then a confirmation will be sent through the email and the details also can be reviewed through the system as it going to be shown in the coming slides.

3. Confined Space Permit (Contractor)

Directorate *	-- Select Options --
Consultant/MOW Engineer *	<input type="text"/>
Consultant/MOW Engineer Mobile *	<input type="text"/>
Consultant/MOW Engineer Email *	<input type="text"/>
Safety Equipment	
Gas monitor No. *	<input type="text"/>
Trolley Sets *	<input type="text"/>
Cylinders (Hydrostatic Certificate) *	<input type="text"/>
SCBA No. *	<input type="text"/>
Tripod & Winch system No. *	<input type="text"/>
Safety Hareness *	<input type="text"/>
Ventilation Exhaust fan *	<input type="text"/>
Ladder *	<input type="text"/>
No. of trained staff in site *	<input type="text"/>
Remarks *	<input type="text"/>
Application Assignment	
Safety Officer Email *	<input type="text"/>

Items marked with * are required.

Next Exit

In these boxes you have to enter the quantity of equipment that you have at the site currently; do not enter the serial number of the devices, **only the quantity**. e.g., **3 Gas Monitors**.

Must be the same email with the MOW-SSS records, the approved safety officer can communicate directly with SSS to check/update the email.

3. Confined Space Permit (Contractor)

- Roads Services
- Sanitary Services
- Financial Resources Services
- General Services

• Click the 'Submit' button to confirm your application

Note					
• This application subject for review and allow at least 3 working days to process.					
Application Details					
Application Type	New Application				
Project Number	1234				
Road	1111				
Block	1254				
Area	Area				
Actual manhole Nos. where entry is required	12 to 15, & 17 to 22				
Nature of work	Storm Water				
SystemType	Foul Sewer				
Does the work involve entry to confined space	Yes				
Expected date	13/02/2024				
Days	15				
Hours	10				
Start Time	5:30 AM				
End Time	12:00 PM				
Request Section					
Contractor	Agency				
Contractor's Engineer	Hassan				
Contractor's Engineer Mobile	22222222				
Contractor's Engineer Email	eng.test101@outlook.com				
Consultant/MOW	ConsultantXYZ				
Directorate	Roads Projects & Maintenance Directorate (RPMD)				
Consultant/MOW Engineer	Engineer XYZ				
Consultant/MOW Engineer Mobile	22222222				
Consultant/MOW Engineer Email	Con.test101@outlook.com				
Safety Equipment					
Gas monitor No.	1				
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment

Ensure that all the entered details are correct.

3. Confined Space Permit (Contractor)

Safety Equipment					
Gas monitor No.		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	1353	14/08/2023	26/08/2023	142433	<input type="button" value="Choose File"/> Inspection Ar... - 2023-64.pdf
Trolley Sets		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	23	06/08/2023	28/08/2023		<input type="button" value="Choose File"/> AlFateh - NA... 2022-490.pdf
Cylinders (Hydrostatic Certificate)		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	45	06/08/2023	30/08/2023	4535	<input type="button" value="Choose File"/> IR - ARAD BL...022 - 374.pdf
SCBA No.		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	466	06/08/2023	30/08/2023	4242	<input type="button" value="Choose File"/> The Kingdom...022- 630.pdf
Tripod & Winch system No.		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	4647	15/09/2023	30/08/2024	76242	<input type="button" value="Choose File"/> The Kingdom...022- 630.pdf
Safety Hareness		1			
#	Serial Number	Calibration Date	Due Date	Certificate Number	Attachment
1	57	06/08/2023	16/08/2023	4742	<input type="button" value="Choose File"/> IR - ARAD BL...022 - 374.pdf
Ventilation Exhaust fan		1			
#	Serial Number				
1	42				
Ladder		1			

Enter All the details as appear in the Certificates and upload the certificates in the designated location.

3. Confined Space Permit (Contractor)

1	46			
No. of trained staff in site 1				
# Name	Issued Date	Due Date	Certificate Number	Attachment
1 io	06/08/2023	16/08/2024	45	<input type="button" value="Choose File"/> Kingdom Asp... 2022 466.pdf
Remarks		All Valid		
Application Assignment				
Safety Officer Email		SO.test101@outlook.com Ahmed Abbas Mohammad		
Required Documents				
Attachments Instructions				
<ul style="list-style-type: none">• Select the document type you want to attach. Click on 'Browse' or 'Choose' then select a file name need to be attached• Documents to be attached should be in BMP/PNG/PDF/JPG/JPEG/GIF format• The file size should not exceed 3 MB				
Document Type		Actions		
Certificates and qualifications of the safety officer authorized *		<input type="button" value="Choose File"/> The Kingdom...022- 630.pdf		
Scope of Works Document for the allocated activates *		<input type="button" value="Choose File"/> IR - ARAD BL...022 - 374.pdf		
Risk Assessment Document for each activity *		<input type="button" value="Choose File"/> AlFateh - NA... 2022-490.pdf		
Engineering drawings showing the level of depth of work required activities *		<input type="button" value="Choose File"/> Kingdom Asp... 2022 466.pdf		
Valid first aid training certificate and license *		<input type="button" value="Choose File"/> INSTRUKCJA ...CAT S850.pdf		
Training certificates for Mows contractors' workers & theirs supervisors *		<input type="button" value="Choose File"/> Kingdom Asp... 2022 466.pdf		

Follow the instructions carefully while uploading the required documents.

Items marked with * are required.

3. Confined Space Permit (Contractor)

1	46			
No. of trained staff in site	1			
# Name	Issued Date	Due Date	Certificate Number	Attachment
1 io	06/08/2023	16/08/2024	45	<input type="button" value="Choose File"/> Capture.PNG
Remarks		All Valid		
Application Assignment				
Safety Officer Email		SO.test101@outlook.com Ahmed Abbas Mohammad		
Required Documents				
Attachments Instructions				
<ul style="list-style-type: none">Select the document type you want to attach. Click on 'Browse' or 'Choose' then select a file name need to be attachedDocuments to be attached should be in BMP/PNG/PDF/JPG/JPEG/GIF formatThe file size should not exceed 3 MB				
Document Type		Actions		
Certificates and qualifications of the safety officer authorized *		<input type="button" value="Choose File"/> 8.PNG		
Scope of Works Document for the allocated activates *		<input type="button" value="Choose File"/> bb.PNG		
Risk Assessment Document for each activity *		<input type="button" value="Choose File"/> 3.PNG		
Engineering drawings showing the level of depth of work required activities *		<input type="button" value="Choose File"/> 1.PNG		
Valid first aid training certificate and license *		<input type="button" value="Choose File"/> 5.PNG		
Training certificates for Mows contractors workers & their supervisors *		<input type="button" value="Choose File"/> Capture1.PNG		
Filename is invalid. Not allowed with symbols or special characters				
Items marked with * are required.				
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Exit"/>				

Upload only a valid Files.

Filename is invalid. Not allowed with symbols or special characters

3. Confined Space Permit (Contractor)

Ladder		1			
#	Serial Number				
1	46				
No. of trained staff in site		1			
#	Name	Issued Date	Due Date	Certificate Number	Attachment
1	io	06/08/2023	06/02/2024	45	<input type="button" value="Choose File"/> No file chosen
Remarks		Will be Full time at the working site.			
Application Assignment					
Safety Officer Email		SO.test101@outlook.com Ahmed Abbas Mohammad			
Required Documents					
Attachments Instructions					
<ul style="list-style-type: none">Select the document type you want to attach. Click on 'Browse' or 'Choose' then select a file name need to be attachedDocuments to be attached should be in BMP/PNG/PDF/JPG/JPEG/GIF formatThe file size should not exceed 3 MB					
Document Type				Actions	
Certificates and qualifications of the safety officer authorized *				<input type="button" value="Choose File"/>	No file chosen
Scope of Works Document for the allocated activates *				<input type="button" value="Choose File"/>	No file chosen
Risk Assessment Document for each activity *				<input type="button" value="Choose File"/>	No file chosen
Engineering drawings showing the level of depth of work required activities *				<input type="button" value="Choose File"/>	No file chosen
Valid first aid training certificate and license *				<input type="button" value="Choose File"/>	No file chosen
Training certificates for Mows contractors' workers & theirs supervisors *				<input type="button" value="Choose File"/>	No file chosen
The file size should not exceed 3MB					
Items marked with * are required.					
<input type="button" value="Submit"/>		<input type="button" value="Back"/>		<input type="button" value="Exit"/>	

Upload only a valid Files.

- Individuals
 - Sanitary Maintenance Requests
 - Sanitary Connection

- Business
 - Abnormal Load Permission
 - Contractor Prequalification

- Government
 - Maintenance Request for Government Building

3. Confined Space Permit (Contractor)

Search... [Advanced Search]

AAAI | 📞 | 👤 | 📧 | 📁 | FAQ | 🏢 | 📄 | ⭐ | عربي

Home | Brief | What We Do | Our Strategy | More From Us

Human Resources Services

Welcome to Ministry of Works eService

Request Work Permit

Submit New Application

Instructions

- Take note the application number for your future reference
- Click the 'Print' button to print a copy
- Provide more documents (if needed)
- Click the 'Exit' button to exit from this page

Note

- This application subject for review and allow at least 3 working days to process.
- You can also attach the required documents as supporting documents to the application.

New Application was submitted successfully.

Status Details	
Application Number	3
Application Type	New Application
Submitted Date/Time	12/02/2024 02:52 AM
Status	Submitted
Safety Officer Email	SO.test101@outlook.com
Safety Officer	Ahmed Abbas Mohammad

Applicant Details	
Contractor	Agency
Contractor's Engineer	Hassan
Contractor's Engineer Mobile	22222222
Contractor's Engineer Email	enq.test101@outlook.com

Successfully submitted.

3. Confined Space Permit (Contractor)

3.PNG	Cylinders (Hydrostatic Certificate)	14:52:00	29.3 KB		
4.PNG	SCBA No.	12/02/2024 14:52:00	26.2 KB		
5.PNG	Tripod	12/02/2024 14:52:00	26.2 KB		
6.PNG	Safety Harness	12/02/2024 14:52:00	25.9 KB		
Capture.PNG	No. of trained staff in site	12/02/2024 14:52:00	320.0 bytes		
8.PNG	Certificates and qualifications of the safety officer authorized	12/02/2024 14:52:00	27.5 KB		
bb.PNG	Scope of Works Document for the allocated activates	12/02/2024 14:52:00	352.0 bytes		
3.PNG	Risk Assessment Document for each activity	12/02/2024 14:52:00	25.5 KB		
1.PNG	Engineering drawings showing the level of depth of work required activities	12/02/2024 14:52:00	25.6 KB		
5.PNG	Valid first aid training certificate and license	12/02/2024 14:52:00	26.2 KB		
Capture1.PNG	Training certificates for Mows contractors' workers	12/02/2024 14:52:00	336.0 bytes		

Print Exit

Ministry of Works



وزارة الأشغال

HRD Work Permit Request - Confined Spaces Work Permit

Application Summary

Request Number 3
Request Date 12/02/2024 02:52 AM
Contractor Agency
Contractor's Engineer Hassan
Application Status Submitted
Applicant Email eng.test101@outlook.com
Area Area
System Type Foul Sewer
Expected Date 13/02/2024 12:00 PM

Press the print button and save the details as you are going to need it in the coming stages.

3. Confined Space Permit (Contractor)

The screenshot shows a web browser with a 'Pop-up blocked' notification in the address bar. The page is the Ministry of Works eService portal. The main content area displays a 'Request Work Permit' section with a 'Submit New Application' button. Below this, there are 'Instructions' and a 'Note' section. A success message states 'New Application was submitted successfully.' followed by a table of application details.

Status Details	
Application Number	6
Application Type	New Application
Submitted Date/Time	15/08/2024 09:20 AM
Status	Submitted
Safety Officer Email	SO.test101@outlook.com
Safety Officer	Ahmed Abbas Mohammad

Applicant Details	
Contractor	Contractor
Contractor's Engineer	Engineer
Contractor's Engineer Mobile	22222222

In the previous step, if you are not transferred to the print page, that means the Pop-up blocked, press on it and go to the link.

3. Confined Space Permit (Contractor)



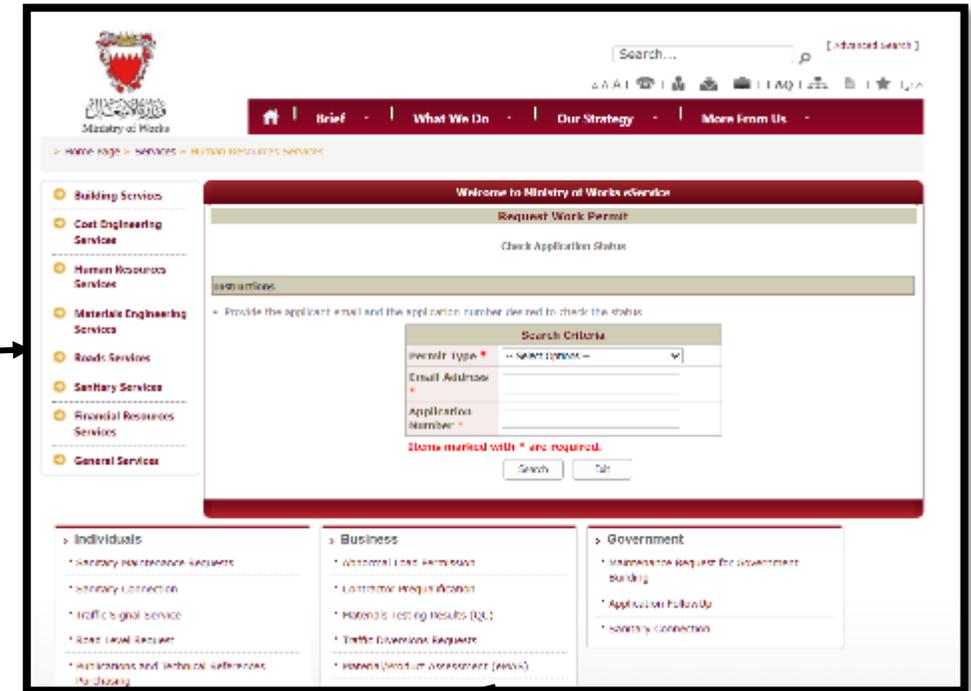
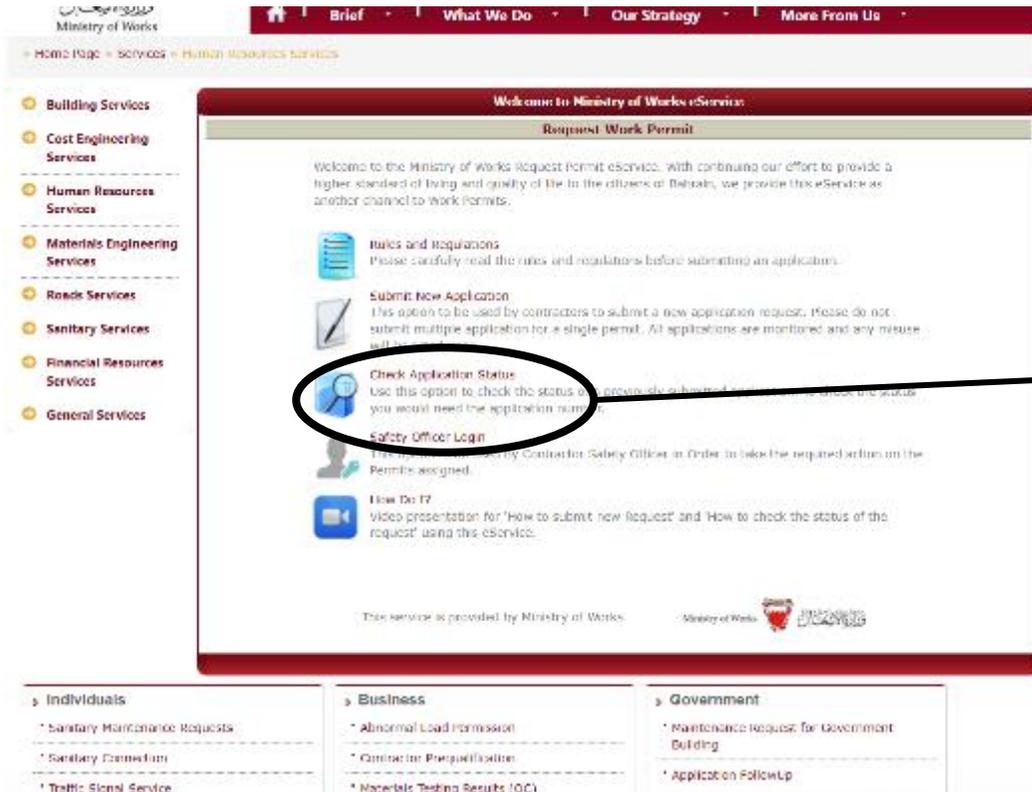
The Engineer will receive this email as an indication of successfully submitting the permit request.

Title of the email:
MOW HRD Permits no-reply@works.gov.bh
MOW eService - Registered application via eService

3. Confined Space Permit (Contractor)

To Check the status, go to the below link and follow the instructions

[Request a Work Permit eServices - Welcome Page \(works.gov.bh\)](http://works.gov.bh)

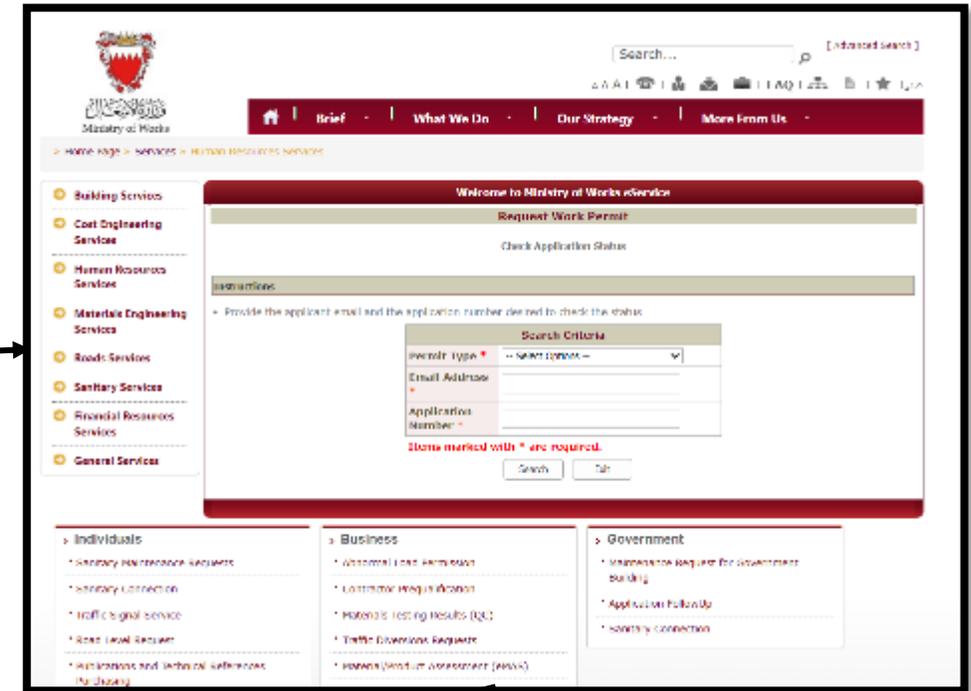
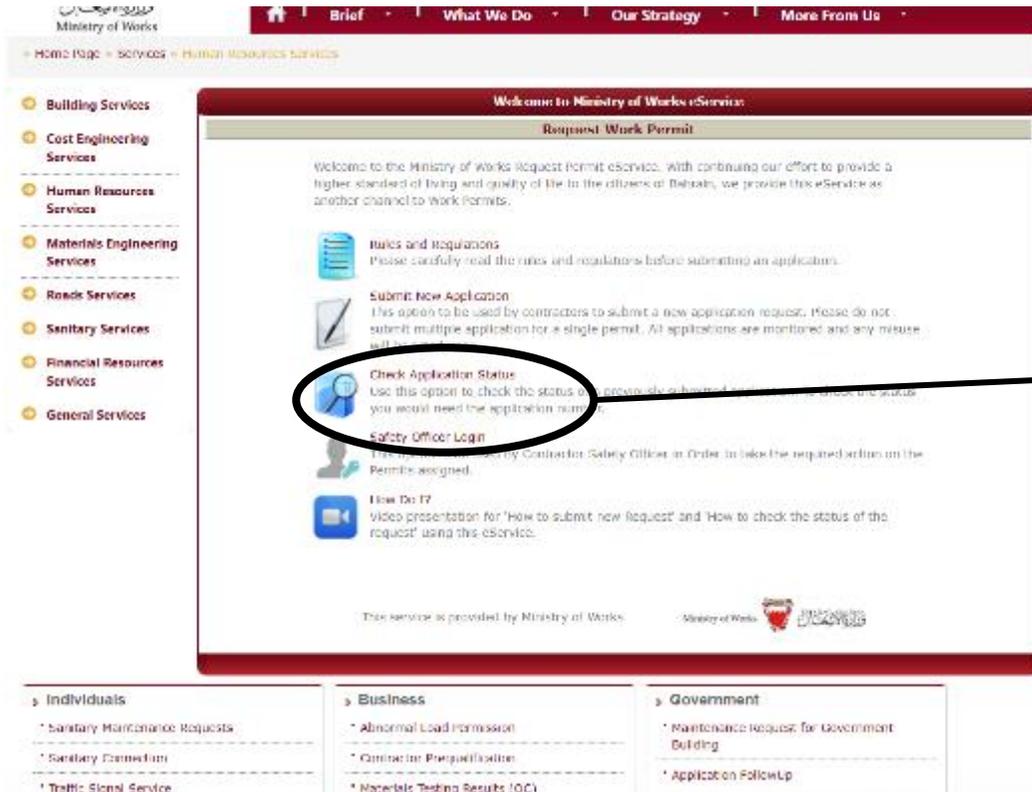


Go to "Check Application Status", then insert the Engineer's Email and the request number as appears in the saved printed details in previous stages (slide number 18),

3. Confined Space Permit (Contractor)

To Check the status, go to the below link and follow the instructions

[Request a Work Permit eServices - Welcome Page \(works.gov.bh\)](http://works.gov.bh)



Go to "Check Application Status", then insert the Engineer's Email and the request number as appears in the saved printed details in previous stages (slide number 18),

3. Confined Space Permit (MOW / Consultant)



After the contractor successfully submitted the Permit Request, The Mow concerned directorate/ Consultant will receive this email from MOW HRD Permits <no-reply@works.gov.bh>

Where the MOW /Consultant will need to check the insert details. Accordingly, they need to Approve or Reject the permit Request.

To check the details the MOW/ Consultant needs to Click in this link.

3. Confined Space Permit (MOW / Consultant)

The screenshot shows the Ministry of Works eService portal. The main content area is titled "Request Work Permit" and "Consultant Approval". Under the "Instructions" section, it says "Please enter the required information to access form details for approval". Below this is an "Application Details" form with two fields: "Application Number" and "Consultant/MOW Engineer Mobile". The "Consultant/MOW Engineer Mobile" field is highlighted with a red box and has a red asterisk next to it, indicating it is a required field. Below the form, there is a note: "Items marked with * are required." and two buttons: "Search" and "Exit".

Application Details

Application Number *	<input type="text"/>
Consultant/MOW Engineer Mobile *	<input type="text"/>

Items marked with * are required.

The MOW/ Consultant must enter the same Mobile number that has been entered by the contractor in the submission stages.

3. Confined Space Permit (MOW / Consultant)

Home > Resources > Services

Welcome to Ministry of Work eService

Request Work Permit

Check application status

Instructions

- Upload more documents (if needed)
- Click the 'Back' button to go back from previous page
- Click the 'Next' button to exit from this page
- Click the 'Save' button to save the changes

Notes

- You can also attach the required documents as supporting documents to the application.

Application was updated successfully.

Status Details	
Application Number	3
Application Type	New Application
Submitted Date/Time	12/02/2024 09:52 AM
Status	Submitted
Safety officer email	h012024101@outlook.com
Safety Officer	Ahmed Abbas Muhammad
Applicant Details	
Contractor	Agency
Contractor's Engineer	Hassan
Contractor's Engineer Mobile	99999999
Contractor's Engineer Email	aaq204101@outlook.com
Consultant/MOW	Consultant XYZ
Discipline	IUPM
Consultant/MOW Engineer	Engineer XYZ
Consultant/MOW Engineer Mobile	99999999
Consultant/MOW Engineer Email	h012024101@outlook.com

• The file size should not exceed 5 MB

Document Type: **Supporting Documents** | Filename: | |

Attached Documents					
Filename	Description	Uploaded Date	File Size	Actions	
1.PNG	Gas Monitor No.	12/02/2024 14:52:00	25.5 KB		
2.PNG	Trolley Sets	12/02/2024 14:52:00	24.0 KB		
3.PNG	Cylinders (Hydraulic Certificate)	12/02/2024 14:52:00	25.5 KB		
4.PNG	SCBA No.	12/02/2024 14:52:00	26.2 KB		
5.PNG	Input	12/02/2024 14:52:00	26.7 KB		
6.PNG	Safety Harness	12/02/2024 14:52:00	25.4 KB		
Capture.PNG	No. of trained staff in site	12/02/2024 14:52:00	320.0 bytes		
8.PNG	Certificate and qualifications of the safety officer authorized	12/02/2024 14:52:00	27.5 KB		
10.PNG	scope of work document for the allowed someone	12/02/2024 14:52:00	252.0 bytes		
11.PNG	Risk assessment Document for each activity	12/02/2024 14:52:00	25.5 KB		
12.PNG	Engineering drawings showing the level of depth of work required activities	12/02/2024 14:52:00	25.6 KB		
13.PNG	Wild First Aid training certificate and license	12/02/2024 14:52:00	26.2 KB		
capture work	Training certificate for Mow contractors' workers	12/02/2024 14:52:00	348.0 bytes		

> Business
> Government

3. Confined Space Permit (MOW / Consultant)

the file size should not exceed 5 MB

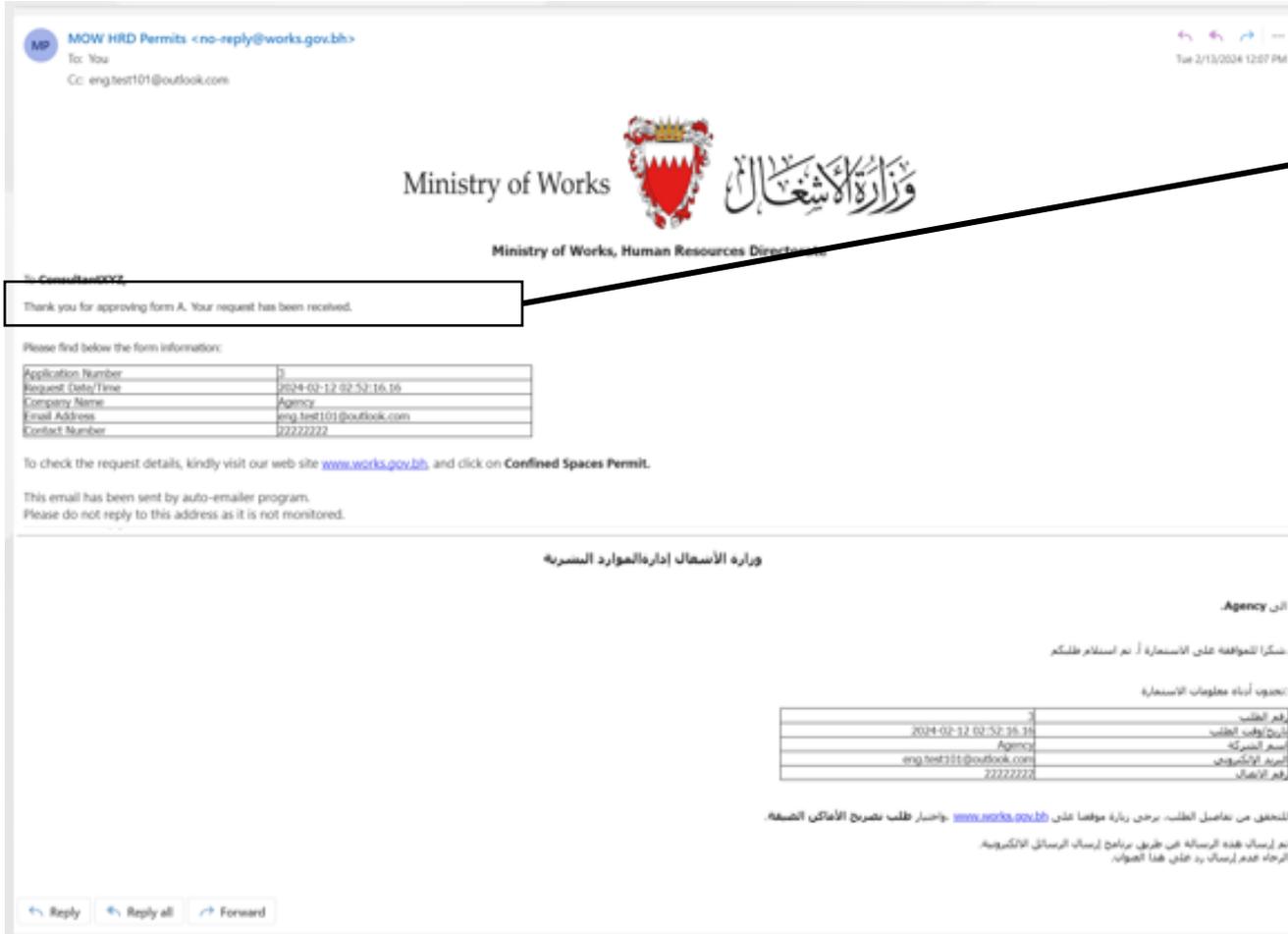
Document Type: **Special Certificate** | Filename: | Choose File | No file chosen

Attached Documents				
Filename	Description	Uploaded Date	File Size	Actions
1.PNG	Gas monitor No.	12/02/2024 14:52:00	25.5 KB	
2.PNG	Trolley Size	12/02/2024 14:52:00	24.0 KB	
3.PNG	Cylinders (Hydrostatic Certificate)	12/02/2024 14:52:00	25.5 KB	
4.PNG	SCBA No.	12/02/2024 14:52:00	26.2 KB	
5.PNG	Input	12/02/2024 14:52:00	26.2 KB	
6.PNG	safety harness	12/02/2024 14:52:00	25.9 KB	
Capture.PNG	No. of trained staff in site	12/02/2024 14:52:00	220.0 bytes	
8.PNG	Certificates and qualifications of the safety officer authorized	12/02/2024 14:52:00	27.5 KB	
10.PNG	scope of work document for the allocated activities	12/02/2024 14:52:00	252.0 bytes	
1.PNG	Risk Assessment document for each activity	12/02/2024 14:52:00	25.5 KB	
1.PNG	Diagramming drawings showing the level of depth of work required activities	12/02/2024 14:52:00	25.6 KB	
5.PNG	Valid first aid training certificates and license	12/02/2024 14:52:00	26.2 KB	
Capture.PNG	Training certificates for Mow contractors' workers	12/02/2024 14:52:00	164.0 bytes	

No Attachment could be removed unless it replaced.

As it is the responsibilities of the MOW/ Consultant also to review the submitted details, they can review the documents and provide their comments and/ or reject the submission.

3. Confined Space Permit (MOW / Consultant)



The email state that:

”Thank you for approving form A. Your request has been received”.

After the MOW/ Consultant Approving the Permit Request, The Contractor’s Engineer and the MOW concerned directorate/ Consultant will receive this email from
MOW HRD Permits <no-reply@works.gov.bh>

Which is confirming that the submission is already approved and reached to MOW-SSS for their action.

The email will:

To: **Consultant/ MOW Engineer**

CC: **Contractor Engineer**

4. Summer Curfew Permit

The screenshot shows the Ministry of Works eService portal. At the top left is the Ministry of Works logo and a 25th anniversary emblem. A search bar is located at the top right. Below the header is a navigation menu with options: Home, Brief, What We Do, Our Strategy, and More From Us. A breadcrumb trail reads: Home Page > Services > Human Resources Services. On the left side, there is a vertical menu with categories: Building Services, Cost Engineering Services, Human Resources Services, Materials Engineering Services, Roads Services, Sanitary Services, Financial Resources Services, and General Services. The main content area is titled 'Welcome to Ministry of Works eService' and 'Request Work Permit'. Below this is a 'Submit Work Permit' section with 'Instructions' and a 'Search Criteria' form. The 'Search Criteria' form has a dropdown for 'Permit Type' set to 'Summer Curfew Permit' and a text input for 'Commercial Registration No. *'. A note below the input states: 'The first 6 digits are the CR Number and the Branch Number after the dash.' There are 'Next' and 'Exit' buttons at the bottom of the form. At the bottom of the page, there are three columns of services: 'Individuals' (Sanitary Maintenance Requests, Sanitary Connection, Traffic Signal Service, Road Level Request), 'Business' (Abnormal Load Permission, Contractor Prequalification, Materials Testing Results (QC), Traffic Diversions Requests), and 'Government' (Maintenance Request for Government Building, Application FollowUp, Sanitary Connection).

Choose the type of required PTW
"Summer Curfew Permit"

Commercial Registration No. is unique for every Company, and you can ask the HR in your company for this number.

If you have a doubt you can communicate with MOW-SSS.

4. Summer Curfew Permit

Human Resources Services

Materials Engineering Services

Roads Services

Sanitary Services

Financial Resources Services

General Services

Instructions	
<ul style="list-style-type: none">• Provide the correct contact information• Click 'Next' button to proceed to the next step of your application	
Note	
<ul style="list-style-type: none">• This application subject for review and allow at least 3 working days to process.	
Originator Form	
Name of Agency (Contractor / MOW) *	<input type="text" value="Contractor"/>
Name of Section *	<input type="text" value="RPMD"/>
Location *	<input type="text" value="Area 2"/>
Type of Work *	<input type="text" value="Emergency Work"/>
Valid From *	<input type="text" value="22/08/2024"/>
Valid To *	<input type="text" value="30/08/2024"/>
Basic Checks	
Depressurising / Draining / Isolation Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Flammable Substance / Chemicals Cleared *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Electrical / Mechanical Isolation Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Temporary / Hard Barricade Recommended *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Lights & Ventilation Adequate / Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
If 'Confined Space Entry Permit' Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Risk Assessment Has Been Made *	<input type="radio"/> Yes <input checked="" type="radio"/> No
ERP/ Evacuation Access Checked & Found O.K. *	<input type="radio"/> Yes <input type="radio"/> No
Pre Recommendation	
Respirator / SCBA *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Face/Ear/Eye Protective *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Safety Belt/Harness *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Helmet/Shoes/Gumboot *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Chem. / Disp. Overall *	<input checked="" type="radio"/> Yes <input type="radio"/> No

Fill All the blanks

4. Summer Curfew Permit

Basic Checks	
Depressurising / Draining / Isolation Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Flammable Substance / Chemicals Cleared *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Electrical / Mechanical Isolation Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Temporary / Hard Barricade Recommended *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Lights & Ventilation Adequate / Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
If 'Confined Space Entry Permit' Required *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Risk Assessment Has Been Made *	<input type="radio"/> Yes <input checked="" type="radio"/> No
ERP/ Evacuation Access Checked & Found O.K. *	<input type="radio"/> Yes <input type="radio"/> No
Pre Recommendation	
Respirator / SCBA *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Face/Ear/Eye Protective *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Safety Belt/Harness *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Helmet/Shoes/Gumboot *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Chem. / Disp. Overall *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Applicant Details	
Originator Name *	<input type="text" value="Engineer Engineer"/>
Originator Position *	<input type="text" value="Site Engineer"/>
Email Address *	<input type="text" value="eng.test101@outlook.com"/>
Confirm Email *	<input type="text" value="eng.test101@outlook.com"/>
Application Assignment	
Directorate *	<input type="text" value="Roads Projects & Maintenance Direct"/>
Employee Email *	<input type="text" value="Con.test101@outlook.com"/>
Performer Email *	<input type="text" value="SO.test101@outlook.com"/>

Items marked with * are required.

Next Exit

Originator Name is the Contractor's representative Either the project Manager or the Site Engineer & his/ her email must be filled.

The Directorate and MOW's Employee email must be filled.

The Approved Safety Officer Email.

4. Summer Curfew Permit

Welcome to Ministry of Works eService

Request Work Permit

Check Application Status

Instructions

- Provide more documents (if needed)
- Click the 'Back' button to go back from previous page
- Click the 'Exit' button to exit from this page

Note

Status Details	
Application Number	AC/37/2023
Submitted Date/Time	27/08/2023 09:41 AM
Status	Action Completed Application is assigned to concerned directorate
Directorate	RPMD
Employee	ZAINAB MOOSA JAAFAR
MOW Remarks	The contractor submitted the required documents, but fail to nominate the approved SO.

Applicant Details	
Name of Agency (Contractor / MOW)	XYZ
Name of Section	RCS
Originator Name	SO

- Building Services
- Cost Engineering Services
- Human Resources Services
- Materials Engineering Services
- Roads Services
- Sanitary Services
- Financial Resources Services
- General Services

4. Summer Curfew Permit

HRD Summer Curfew Work Permits

Home Applications Search Report Options ZAINAB MOOSA JAAFAR

Date/Time

Electrical / Instrumentation Checks

Checked Electrical equipment / system & isolated
 Yes No

Isolation locks & tags provided
 Yes No

Local control
 LIVE DEAD

If any rout alteration / diversion required
 Yes No

Process / Mechanical Checks

Checked existing services & isolated as required
 Yes No

Isolation locks & tags provided
 Yes No

If process alteration / diversion required
 Yes No

If environmental condition is conducive to carry out Work
 Yes No

5. Responsible Persons Details in MOW-SSS

For All E-System PTW inquiries, you may communicate Eng. Hasan Alhaddad on 17545962

Directorate	Responsible Employees-SSS	Email Address	Tel No
Roads Projects & Maintenance	Sharifa Alaraibi	SharifaRH@works.gov.bh	17545910
Roads Planning & Projects	Sharifa Alaraibi	SharifaRH@works.gov.bh	17545910
Sanitary Engineering Planning & Projects	Hasan Alhaddad	HasanBAH@works.gov.bh	17545962
	Ahmed Almulla	AhmedAMA@works.gov.bh	17545957
Sanitary Engineering Operations & Maintenance	Abdulla Alfoulad	AbdullaAAF@works.gov.bh	17545735
Special Projects	Vijairaj Maran	vijairajM@works.gov.bh	17545727
Building Maintenance Directorate	Abdulla Alfoulad	AbdullaAAF@works.gov.bh	17545735
Constructions Projects Directorate	Ahmed Almulla	AhmedAMA@works.gov.bh	17545957
Strategic Projects Directorate	Vijairaj Maran	vijairajM@works.gov.bh	17545727