



**INDUSTRIAL SAFETY DIVISION**  
**DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MALAYSIA**

**APPLICATION GUIDE FOR ALTERATION APPROVAL OF LIFT DESIGN**

**2025**

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## **1.0 INTRODUCTION**

This application guide serves as a reference for applicants submitting online application of lift design alteration approval via MySKUD system. This aims to provide applicants with clear and accurate guidance to help them meet all application requirements.

## **2.0 ENABLER**

The Occupational Safety and Health (Plant Requiring Certificate of Fitness) Regulations 2024 are provisioned under the Occupational Safety and Health Act 1994. These regulations come into operation on 1<sup>st</sup> June 2024. Lifting machinery is classified as one of the plants requiring Certificate of Fitness (CF).

## **3.0 INTERPRETATION**

**3.1** "Lifting machinery" means any equipment for lifting, raising, transporting or lowering loads.

**3.2** "Lift" means a lifting machine with traction, positive, or hydraulic drive, functioning at specific levels and having a carrier that moving along guides which are rigid and inclined at an angle of more than 15 degrees to the horizontal, or along a fixed course even where it does not move along rigid guides, for the purposes of the transporting of persons only, or persons and goods, but it does not include lifts with a rated speed less than 0.15 meters per second.

**3.3** "Alteration" means any alteration to:

- a) the design that may affect the strength, integrity or functional capability of any of the plant requiring a certificate of fitness;
- b) the safe working pressure for steam boilers and pressure vessels;
- c) the safe working load for lifting machinery; or
- d) the travel distance, size, rated speed, or rated load for lifts.

## **4.0 SCOPE OF APPLICATION**

### **4.1 Any alteration to**

- i. Travel distance; or
- ii. Size; or
- iii. Rated speed; or
- iv. Rated load

### **4.2 Alteration involving the system design of**

- i. Roping system; or
- ii. Change of traction (geared to gearless), change of roping ratio and change of construction ropes.

#### **4.3 After an accident has occurred, provided that**

- i. Lift had hit the buffer;
- ii. Lift had hit the headroom at the highest floor.

### **5.0 APPLICATION REQUIREMENTS**

Application must comply with the following conditions:

- i. Applications can only be submitted by a Competent Person (Company).
- ii. Qualified Person Lift is responsible for reviewing and ensuring that the submitted application fully complies with the provisions of this application guide, the Occupational Safety and Health (Plant Requiring Certificate of Fitness) Regulations 2024, and recognized standards.
- iii. Each alteration application submitted shall be limited to one workplace only;
- iv. Application will be rejected if the submitted documents are difficult to read or verify / unclear / written in other than Malay or English (translations from an official translation institute are acceptable).
- v. Information entered through the online system (MySKUD) must match the details stated in the attached documents.
- vi. Copy-and-paste signatures are not permitted on any documents requiring Qualified Person Lift verification.
- vii. Submitted documents must be scanned from the original or certified true copies without any editing.
- viii. Payment of fee must be made prior to submitting the application.

Every application for approval of alterations shall be accompanied with a processing fee as specified in the Sixth Schedule.

### **6.0 INSTRUCTION FOR FILLING OUT APPLICATION DETAILS**

Please refer to the Application Guide for Alteration Approval of Lift Design in the MySKUD system.

### **7.0 APPLICATION DOCUMENTS**

Application must be attached with an official letter, uploaded in the 'Other Documents' folder, and must include the following:

- i. A letterhead containing the name and address of the Competent Person (Company);
- ii. Reference number and date of the letter;
- iii. The subject/title of the letter, stating the scope of modification.

## 7.1 List of document

The following documents shall be submitted during the application process

### 7.1.1 Design Drawings

- 7.1.1.1 Standard/generic/master design drawings that have been verified by an Authorized Inspecting Body or design drawings from the manufacturer for the applied model;
- 7.1.1.2 Lift model, recognized standard, and lift manufacturer information shall be stated clearly;
- 7.1.1.3 Cover all aspects of the lift model as per stated in the Certificate and Test Report of Lift System.

### 7.1.2 Design Calculations

- 7.1.2.1 Documents must include complete calculations (Model Design Calculation / Product Model Design Calculation Book or equivalent) based on the latest edition of a recognized standard.
- 7.1.2.2 Lift design calculations must be complete and not limited to the items listed in Appendix 1.

### 7.1.3 Certificate/Declaration

#### 7.1.3.1 **Situation 1:** Lift Alteration by Origin Manufacturer

A declaration from the origin manufacturer as follow:  
List of scope of alteration work along with an acknowledgement confirming that the alteration work complies with the recognized standard and the altered lift is safe to be used.

#### 7.1.3.2 **Situation 2:** Lift Alteration by Non-Origin Manufacturer

A certification and assessment report issued by an Authorized Inspecting Body for the scope of alteration must be submitted.

#### 7.1.3.3 **Situation 3:** System Design Alteration

A technical report from the manufacturer for the lift design changes, along with an acknowledgement confirming that the alteration work complies with the recognized standards and the altered lift are safe to be used.

#### 7.1.3.4 **Situation 4:** Alteration after an Accident

An acknowledgment or assessment report issued by an Authorized Inspecting Body for the scope of the alteration works, including building structure assessment, and confirming that the alteration work complies with the recognized standards and the altered lift are safe to be used.

#### 7.1.4 Table of Specification Comparison

A comparison table of the existing and alteration specifications, verified (with stamp and signature) by the Qualified Person Lift.

#### 7.1.5 Other Documents

7.1.5.1 An application letter as stated in item 7 of this application guide.

7.1.5.2 Other relevant supporting documents.

\* Any takeover by a party other than the original manufacturer must first obtain approval for the takeover before submitting any alteration application.

### 8.0 INFORMATION

The Department may reject the application and revoke alteration approval if it is found that:

- i. Does not comply with or violates any terms and conditions stipulated by the Director General under Section 27C.(3) of the Occupational Safety and Health Act 1994, as stated in the verification letter; or
- ii. There is falsification of documents or information in the application; or
- iii. There has been a violation of any other conditions issued by the Department of Occupational Safety and Health (DOSH) from time to time.

### 9.0 FEES

Every application for approval of alterations shall be accompanied with a processing fee as follow,

No.	Matter	Fee (RM)
1.	Process for alteration of lift	RM 300

Any fee paid for this lift design alteration approval application shall not be refundable.

### 10.0 CLIENT CHARTER

Applications submitted with complete documentation will be processed within 30 working days from the date of receipt of the application.

**Lift Unit**  
**Design Approval Section**  
**Industrial Safety Division**  
**Department of Occupational Safety and Health**  
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## **Appendix 1 – List of Design Calculations Information**

- (A) General information that must be included in the design calculations document:
- i. Recognized standard;
  - ii. Model;
  - iii. Manufacturer information;
- (B) The list of design calculations scope must include, but not limited to, the following:
- i. Main parameters;
  - ii. Calculation of traction capacity;
  - iii. Calculation of the safety of traction ropes;
  - iv. Calculation of the car guides;
  - v. Calculation of the safety gear;
  - vi. Calculation of the speed governor;
  - vii. Calculation of the overspeed governor rope.