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If you are unable to perform your duties for any period of time in respect of the electrical installation under your charge, you are required to seek EMA's approval for another LEW (who has consented) to stand-in for you during such period.

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Step 1: LEW logon to EMA Web and Sign In to ELISE with UserID and Password.

Step 2: Select "Stand-in Arrangement" on the top navigation menu.

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Step 3: Click "Create Stand-in Arrangement".

Apply For Stand-In Arrangement	
If you are unable to perform your duties for any period of time in respect of the electrical installation under your charge, you are required to seek EMA's approval for another LEW (who has consented) to stand-in for you during such period.	ř.
Please create stand-in arrangement and thereafter inform your stand-in partner to give his consent. Create Stand-in Arrangement	
Please click here to view your stand-in arrangement.	
If you agree to stand-in for your partner, please submit your consent form to EMA.	
Upon approval, please print the stand-in arrangement approval letter for reference.	

Step 4: Select the type of Stand-in Activity from the drop down box in the Activity field.

There are 3 choices:

- A. Take charge of all installations: You may authorise one LEW to take charge of all the installations under your charge.
- B. For turn on installation: You may authorise a LEW to attend to the turn on of a particular installation.
- C. Take charge of installations by voltage levels: You may authorise more than one LEWs to take charge of installations according to the voltage levels. A maximum of 3 LEWs are allowed. For example: one LEW to take charge of all installations rated up to 1000 V, a second LEW to take charge of all the installations rated at 6.6 kV and 22 kV and a third LEW to take charge of installation rated at 66 kV.

Once the arrangement has been made, an email will be sent to the stand-in LEW to inform him or her on the arrangement. At the same time, a stand-in record will be created in the list. Click on the record to view the stand-in record. The status of the stand-in arrangement will be changed from "In Process" to "Approved" or "Disapproved" once it has been processed by the authorised EMA officer.

By Examples

Example 1: Take charge of all installations Example 2: Turn on installation Example 3: To authorise more than one LEWs to take charge of installations at different voltage levels.

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Apply for LEW Stand-In Arrangement Example 1: Take charge of all installations

Step 1: Select "Take charge of all installations".

Activity	Take charge of a	all installations	
Period	09/10/2006	E (From) 09/10/2006	(То)
Reasons*	Please select an ('Others', please sp	pecify)	
		×.	
2. Stand-In LEW Assignment	wing numbers of	installations:	
 Stand-In LEW Assignment ou are currently in charge of the follo pproved Load 	wing numbers of	installations: No. of Installations	
2. Stand-In LEW Assignment ou are currently in charge of the follo proved Load p to 1,000 V	wing numbers of	installations: No. of Installations 7	

Step 2: Enter the Period of stand-in, the Reason for stand-in and the required particulars.

Step 3: Scroll down the form page and enter the licence no. of the Authorized Stand-in LEW. Make sure that the 'All installations' box is checked. If you wish to explicitly assign a LEW to a specific installation, check on "Specific Installation" checkbox and specify the licence no. of the LEW and the installation.

Step 4: Click on the declaration notes and then "Next".

Step 5: Verify and confirm on the details of the Stand-in Arrangement. Click "Confirm" to submit the application.

Arrange for Licenced Electrical Worker Stand In

Please confirm and submit your stand	l-in arrangement for further processing.	Guide
All the relevant parties will be inform Please verify and amend the email as	ed through emails. ddress below if necessary.	To view a detailed Step by Step Guide, please click <u>here</u> .
>> Stand-In Information		
Stand-In PeriodFrom 2 ReasonMedica	3/01/2007 To 23/01/2007 Leave	
>>> Arrangement for All Insta	allations	
The following LEW will be in charge of Worker Licence No.91 Name of LEWMAH	all the installations, unless otherwise stated in "Ins	stallation-Specific" arrangement.

Step 6: Take note of the reference number generated for future reference. Click "reference no.", if you wish to view the Stand-in Arrangement details.

Stand in Arrange	ment: Create	View Reply	Print
List of Stand	In Arrangement		
Sort By:	Reference No 💌	Go	
Reference	Date	Period	Status
1.ST03000203	29/09/2003	From 14/10/2003 to 16/10/2003	Approved
2.ST03000353	30/12/2003	From 08/01/2004 to 08/01/2004	In Process
3.ST06000382	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
4.ST06000383	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
5.ST06000384	19/10/2006	From 24/10/2006 to 23/11/2006	In Process
6. <u>ST06000385</u>	20/10/2006	From 24/11/2006 to 25/11/2006	In Process

Step 7: Click on the link to see arrangement details.

Stand In Arrangement Details

>> 1	. Arrangement Information		
	Date of Application 2	0/10/2006	
	Application Reference No.S	T06000385	
	Application Status	n Process	
	Submitted By		
	LEW Licence No.9	1	
	Stand-In PeriodF	rom 24/11/2006 to 25/11	/2006
	Reasons	fedical Leave	
>> 2. S	Stand-In Activities		
5/No	Activity	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Accepted by Stand-In LEW on 20/10/2006
		Done	

By Examples

Example 1: Take charge of all installations Example 2: Turn on installation Example 3: To authorise more than one LEWs to take charge of installations at different voltage levels.

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Next Topic> Example 2: Turn on installation:

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Apply for LEW	Stand-In	Arrangement
Example 2:	Turn on i	nstallation

Step 1: Select "Turn on installation" as the activity.

Activity*	Turn on installation
Period*	23/10/2006 (From) 23/10/2006 (To)
Reasons*	Please select an option V (Others', please specify)
21 Stand In LEW Assignment	
will like to authorise the following LEV Authorised LEW Licence No	W to carry out the required activity for this specific installation.
will like to authorise the following LEV authorised LEW Licence No Installation	W to carry out the required activity for this specific installation.
will like to authorise the following LEV uthorised LEW Licence No nstallation 3. Declarations *	W to carry out the required activity for this specific installation.

Step 2: Enter the Period of stand-in, the Reason for stand-in and the required particulars.

- **Step 3:** Scroll down the form page and enter the licence no. of the Authorized Stand-in LEW and the licence no. of the installation to turn on.
- Step 4: Click on the declaration notes and then "Next".
- **Step 5:** Verify and confirm on the details of the Stand-in Arrangement. Click "Confirm" to submit the application.

Arrange for Licenced Electrical Worker Stand In

Please confirm and submit your sta	and-in arrangement for further processing.	Step by Step Guide
All the relevant parties will be infor Please verify and amend the email	rmed through emails. I address below if necessary.	To view a detailed Step by Step Guide, please click <u>here</u> .
>>> Stand-In Information		
Stand-In PeriodFrom ReasonMed	n 23/10/2006 To 23/10/2006 ical Leave	
>> Activity Information		
>> Activity Information Worker Licence No.91 Name of LEWMAH		
Activity Information Worker Licence No.91 Name of LEWMAH Email address		

Step 6: Take note of the reference number generated for future reference. Click "reference no.", if you wish to view the Stand-in Arrangement details.

Stand in Arrange	ment: Create	View Reply	Print
List of Stand	In Arrangement		
Sort By:	Reference No 💌	Go	
Reference	Date	Period	Status
1.ST03000203	29/09/2003	From 14/10/2003 to 16/10/2003	Approved
2.ST03000353	30/12/2003	From 08/01/2004 to 08/01/2004	In Process
3.ST06000382	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
4.ST06000383	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
5.ST06000384	19/10/2005	From 24/10/2006 to 23/11/2006	In Process
6.ST06000385	20/10/2006	From 24/11/2006 to 25/11/2006	In Process

Step 7: Click on the link to see arrangement details.

Stand In Arrangement Details

>> 1.	Arrangement Information		
	Date of Application	20/10/2006	
	Application Reference No.	ST06000385	
	Application Status	In Process	
	Submitted By		
	LEW Licence No.	91	
	Stand-In Period	From 24/11/2006 to 25/11	/2006
	Reasons	Medical Leave	
2.5	tand-In Activities		
/No	Activity	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Accepted by Stand-In LEW on 20/10/2006

By Examples

Example 1: Take charge of all installations Example 2: Turn on installation Example 3: To authorise more than one LEWs to take charge of installations at different voltage levels.

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Back Next Topic> Example 3: To authorise more than one LEWs to take charge of installations at different voltage levels.

Apply for LEW Stand-In Arrangement Example 3: To authorise more than one LEWs to take charge of installations at different voltage levels.

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Step 1: Select "To take charge of installations by voltage levels"

Activity*	Take charge of in	stallations by v	oltage levels 💌	
Period*	23/10/2006	E (From)	23/10/2006	(То)
Reasons*	Please select an ('Others', please sp	option v ecify)	~	
>> 2. Stand-In LEW Assignment				
fou are currently in charge of the follow	wing numbers of	installations:		
Approved Load	ing nambers of	No. of I	stallations	
Up to 1,000 V		144		
5.6 kV and 22 kV (or 66kV with 22kV operati	ons)	7		
Up to 1000 V installations Authorised LEW Licence No*	erations' installation			
5.6 KV and 22 KV (or 66KV with 22KV ope	erations) installation	15		
You are allowed to make only 1 install:	ation-specific arr	angement.)		
Specific Arrangement				
Authorised LEW Licence No				
Installation		0	Select	
			1.00	
>> 3. Declarations *				
3. Declarations * I declare that the information given in	this application is tr	rue and correct.		

Step 2: Enter the Period of stand-in, the Reason for stand-in and the required particulars.

- **Step 3:** Scroll down the form page and enter the licence no. of the Authorized Stand-in LEW for each voltage rating. Make sure that the checkbox beside each rating is checked.
- Step 4: Click on the declaration notes and then "Next".
- **Step 5:** Verify and confirm on the details of the Stand-in Arrangement. Click "Confirm" to submit the application.

Arrange for Licenced Electrical Worker Stand In

Please confirm and submit your stand-in arrangement for further processing. All the relevant parties will be informed through emails. Please verify and amend the email address below if necessary.



22	Stand-In Information
	Stand-In Period From 23/10/2006 To 23/10/2006 Reason Medical Leave
>>	Arrangement for 6.6kV and 22kV Installations
The fol	lowing LEW will be taking charge of all the 6.6 kV and 22kV (or 66kV with 22kV operations) installations, unless ise stated in the "Installation-Specific" arrangement.
	LEW Licence No.9 Name of LEWMAH
	Email address
>>	Arrangement for up to 1000 V Installations
The fol	lowing LEW will be taking charge of all the installations up to 1000 V, unless otherwise stated in "Installation-Specific
arrang	ement.
arrang	ement. LEW Licence No.91 Name of LEWMA

Step 6: Take note of the reference number generated for future reference. Click "reference no.", if you wish to view the Stand-in Arrangement details.

Stand in Arrange	ment: Create	View Reply	Print
List of Stand	In Arrangement		
Sort By:	Reference No 💌	Go	
Reference	Date	Period	Status
1.ST03000203	29/09/2003	From 14/10/2003 to 16/10/2003	Approved
2.ST03000353	30/12/2003	From 08/01/2004 to 08/01/2004	In Process
3.ST06000382	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
4.ST06000383	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
5.ST06000384	19/10/2006	From 24/10/2006 to 23/11/2006	In Process
6.ST06000385	20/10/2006	From 24/11/2006 to 25/11/2006	In Process

Step 7: Click on the link to see arrangement details.

Stand In Arrangement Details

	Date of Application	20/10/2006	
	Application Reference No.	ST06000385	
	Application Status	n Process	
	Submitted By		
	LEW Licence No.	91	
	Stand-In Periodi	rom 24/11/2006 to 25/11	/2006
	Reasons	fedical Leave	
	Reasons	fedical Leave	
	Reasons	fedical Leave	
>> 2. 9	Reasons! Stand-In Activities	fedical Leave	
>> 2. ! /No	Reasons: Stand-In Activities Activity	Stand-In LEW	Reply Status

By Examples Example 1: Take charge of all installations Example 2: Turn on installation

Example 3: To authorise more than one LEWs to take charge of installations at different

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Step 1: LEW logon to EMA Web and Sign In to ELISE with UserID and Password.

Step 2: Select "Stand-in Arrangement" on the top navigation menu.



Step 3: Click "Reply To Stand-in Arrangement".

Apply For Stand-in Arrangement

If you are unable to perform your duties for any period of time in respect of the electrical installation under your charge, you are required to seek EMA's approval for another LEW (who has consented) to stand-in for you during such period.

Please create stand-in arrangement and thereafter inform your stand-in partner to give his consent.

Please click here to view your stand-in arrangement.

View Stand-in Arrangemen

If you agree to stand-in for your partner, please submit your consent form to EMA. Reply To Stand-in Arrangement

Upon approval, please print the stand-in arrangement approval letter for reference.

Step 4: Select the "Reference No." of the arrangement to reply to.

eference Authorised by Date Stand-In Period Statu .5T06000382 913100 19/10/2006 From 22/10/2006 to 22/10/2006 In Pro 22/10/2006 In Pro 22/10/2006 .ST06000383 913100 19/10/2006 From 24/10/2006 to 22/11/2006 In Pro 23/11/2006 .ST06000384 913100 19/10/2006 From 24/10/2006 to 23/11/2006 In Pro 25/11/2006 .ST06000385 913100 20/10/2006 From 24/11/2006 to 25/11/2006 In Pro .ST06000386 913100 20/10/2006 From 24/11/2006 to 25/11/2006 In Pro	Reply to Stand In Ar	rangement			
ST06000382 913100 19/10/2006 From 22/10/2006 to 22/10/2006 In Pro 22/10/2006 ST06000383 913100 19/10/2006 From 22/10/2006 to 22/10/2006 In Pro 22/10/2006 ST06000384 913100 19/10/2006 From 24/10/2006 to 23/11/2006 In Pro 23/11/2006 ST06000385 913100 20/10/2006 From 24/11/2006 to 25/11/2006 In Pro ST06000386 913100 20/10/2006 From 24/10/2007 to 25/11/2006 In Pro	Reference	Authorised by	Date	Stand-In Period	Status
ST06000383 913100 19/10/2006 From 22/10/2006 to 22/10/2006 In Pro 22/10/2006 .ST06000384 913100 19/10/2006 From 24/10/2006 to 23/11/2006 In Pro .ST06000385 913100 20/10/2006 From 24/11/2006 to 23/11/2006 In Pro .ST06000385 913100 20/10/2006 From 23/01/2007 to 20/10/2007 In Pro	1. <u>5T06000382</u>	913100	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
ST06000384 913100 19/10/2006 From 24/10/2006 to 23/11/2006 In Pro ST06000385 913100 20/10/2006 20/10/2006 In Pro ST06000386 913100 20/10/2006 From 24/10/2006 to 25/11/2006 to In Pro ST06000386 913100 20/10/2006 From 23/01/2007 to In Pro	2. <u>ST06000383</u>	913100	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
ST06000385 913100 20/10/2006 From 24/11/2006 to 25/11/2006 In Pro ST06000386 913100 20/10/2006 From 23/01/2007 to 20/10/2007 In Pro	3. <u>ST06000384</u>	913100	19/10/2006	From 24/10/2006 to 23/11/2006	In Process
.5T06000386 913100 20/10/2006 From 23/01/2007 to In Pro	4. <u>ST06000385</u>	913100	20/10/2006	From 24/11/2006 to 25/11/2006	In Process
23/01/200/	5. <u>5T06000386</u>	913100	20/10/2006	From 23/01/2007 to 23/01/2007	In Process

Step 5: Stand-in LEW click "Accept"(if he accepts the arrangement) or "Reject" (if he rejects the arrangement)

Stand i	n Arrangement:	Create	View		Reply	Print
Reply	to Stand In Arra	angement				
	1 Arrangement	Information				
11	1. Arrangement	Information				
		Date o	of Application	n 20/10/200	6	
		Application R	eference No	.ST0600038	36	
		Application	Active Statu	s In Process		
			Submitted B	YTAN		
		LEV	V Licence No	d Ecom 22/0	12007 10 22/0	1/2007
		50	Peacon	Medical Le	1/2007 to 23/0	1/2007
			Reason	arrearear co		
-						
->>	2. Stand In Activ	rities				
S/No	Activity Code	and the second se	Stand-In	LEW	Reply Status	
1	Stand-in for all inst	tallations	91		Waiting for Re	sply from Stand In LEW
1.5	3 Acknowledem	ant				
11	5. Acknowledgin	ent				
Do you	agree to stand in fo	r the following acti	vities over the	above-me	ntioned period?	,
S/No	Activity Code		Stand-In	LEW	Reply Status	•
1	Stand-in for all inst	tallations	91		Waiting for Re	sply from Stand In LEW
			Iccont]	Paiact	Cancel	
		-	(ccept	reject	Cancel	

Once the Stand-In LEW has acknowledged the arrangement, an email will be sent to the LEW authorised the stand-in to inform him or her on the stand-in LEW's decision.

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Step 1: LEW logon to EMA Web and Sign In to ELISE with UserID and Password.

Step 2: Select "Stand-in Arrangement" on the top navigation menu.

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Step 3: Select "View Stand-in Arrangement".



Step 4: Once application for Stand-In is approved, you can proceed to print approval letter.

Stand in Arrange	ment:	Create	View	Reply	Print	
List of Stand	In Arranger	ment				
Sort By:	Reference N	• •	Go			
Reference	Date		Period			Status
1.ST03000203	29/09	9/2003	From 14/10/2003 to	0 16/10/2003		Approved
2.ST03000353	30/12	2/2003	From 08/01/2004 to	08/01/2004		In Process
3.ST06000382	19/10	/2006	From 22/10/2006 to	22/10/2006		In Process
4.ST06000383	19/10	/2006	From 22/10/2006 to	22/10/2006		In Process
5.ST06000384	19/10	/2006	From 24/10/2006 to	23/11/2006		In Process
6.ST06000385	20/10	/2006	From 24/11/2006 to	0 25/11/2006		In Process

Step 5: Select "Print" tab.

Stand in Arrangement:	Create	View	Reply	Print

Step 6: Select the "Reference No." of the arrangement to print the approval letter. The approval letter will be posted once the stand-in arrangement has been approved by EMA.

Stand in Arrangement:	Create	ew Reply	Print
List of Stand In Arran	gement		
Reference	Date	Period	Approval Date
	na ina ina an	++/+0/0000 +c/+0/0000	01/10/0000

Step 7: Once the approval letter of the selected arrangement has been displayed, Click on the Printer icon at the top left corner to print the approval letter.

Stand In Approva	Letter - Microsoft Internet Explorer	×
Close this Wi	ndow	
		ENERGY
		MARKET AUTHORITY
Our Ref	0407	
Ref S10310	1121	
Mr THNG 1	(Licence No.: 9	
Dear Sir		
RESPONSIBILITY	OF LEW FOR LICENSED ELECTRICAL INS	TALLATIONS
We refer to 06/03/2003 reques	o your on-line application (reference no.: ST03 ing for approval for the following stand-in arrar	100187) dated ngement/s.
Mr NG electrical ins	(Licence No.: 92) to be responsible tallation(s) under your charge.	for all the
2 We are ple arrangement for the responsible for the	ased to inform you that we have no objection to a above-mentioned licenced electrical worker/s respective electrical / supply installations under	o your (LEW) to be r your charge _

The approval letter will be removed from the web at the end of the stand-in period.

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