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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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Apply for LEW Stand-In Arrangement

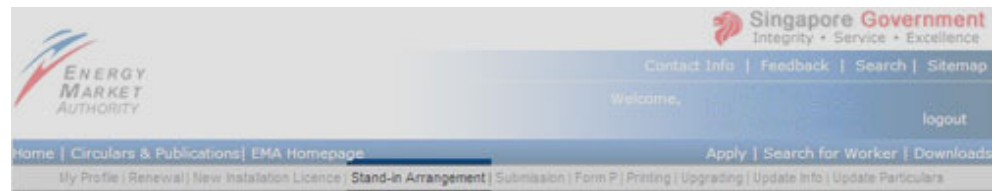
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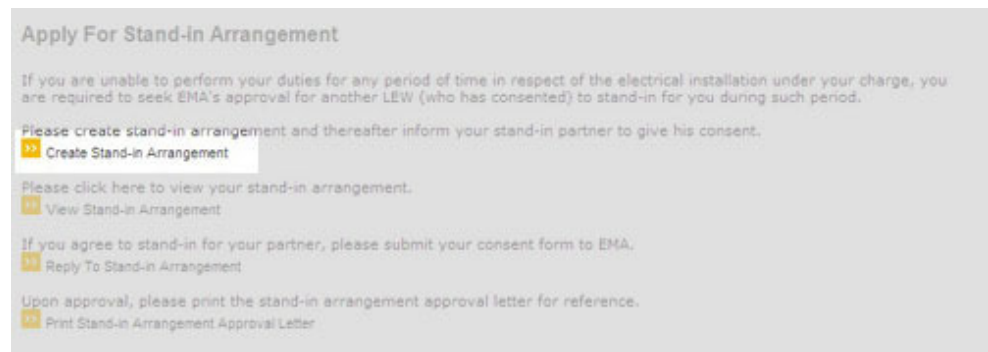
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Step 1: LEW logon to EMA Web and Sign In to ELISE with UserID and Password.

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



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



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.

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

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

* - Required field.

>> 1. Stand-In Activities

Activity* Take charge of all installations

Period* 09/10/2006 (From) 09/10/2006 (To)

Reasons* Please select an option
(Others', please specify)

>> 2. Stand-In LEW Assignment

You are currently in charge of the following numbers of installations:

Approved Load	No. of Installations
Up to 1,000 V	7
6.6 kV and 22 kV (or 66kV with 22kV operations)	0
66 kV	0

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



>> Stand-In Information

Stand-In Period From 23/01/2007 To 23/01/2007

Reason Medical Leave

>> Arrangement for All Installations

The following LEW will be in charge of all the installations, unless otherwise stated in "Installation-Specific" arrangement.

Worker Licence No. 91

Name of LEW MAH

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.

List of Stand In Arrangement

Sort By:

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

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. Stand-In Activities			
S/No	Activity	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Accepted by Stand-In LEW on 20/10/2006

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

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

* - Required field.

1. Stand-In Activities

Activity* Turn on installation

Period* 23/10/2006 (From) 23/10/2006 (To)

Reasons* Please select an option
(Others, please specify)

2. Stand-In LEW Assignment

I will like to authorise the following LEW to carry out the required activity for this specific installation.

Authorised LEW Licence No

Installation

3. Declarations *

I declare that the information given in this application is true and correct.

I understand that my proposed stand-in arrangement is subjected to consent of the LEW(s) whose name(s) is/are shown above, and he has/they have full knowledge of all the relevant licensed electrical installation(s).

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 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.



Stand-In Information

Stand-In Period From 23/10/2006 To 23/10/2006

Reason Medical Leave

Activity Information

Worker Licence No. 91

Name of LEW MAH

Email address

Activity Turn on installation

Installation Licence No. E

Installation Name

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.

List of Stand In Arrangement

Sort By:

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

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. Stand-In Activities			
S/No	Activity	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Accepted by Stand-In LEW on 20/10/2006

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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"

>> 1. Stand-In Activities

Activity* Take charge of installations by voltage levels

Period* 23/10/2006 (From) 23/10/2006 (To)

Reasons* Please select an option
(Others, please specify)

>> 2. Stand-In LEW Assignment

You are currently in charge of the following numbers of installations:

Approved Load	No. of Installations
Up to 1,000 V	144
6.6 kV and 22 kV (or 66kV with 22kV operations)	7
66 kV	0

Up to 1000 V installations
Authorised LEW Licence No*

6.6 kV and 22 kV (or 66kV with 22kV operations) installations
Authorised LEW Licence No*

(You are allowed to make only 1 installation-specific arrangement.)

Specific Arrangement
Authorised LEW Licence No
Installation

>> 3. Declarations *

I declare that the information given in this application is true and correct.

I understand that my proposed stand-in arrangement is subjected to consent of the LEW(s) whose name(s) is/are shown above, and he has/they have full knowledge of all the relevant licensed electrical installation(s).

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.



>> 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 following LEW will be taking charge of all the 6.6 kV and 22kV (or 66kV with 22kV operations) installations, unless otherwise stated in the "Installation-Specific" arrangement.
LEW Licence No. 9
Name of LEW MAH
Email address

>> Arrangement for up to 1000 V Installations

The following LEW will be taking charge of all the installations up to 1000 V, unless otherwise stated in "Installation-Specific" arrangement.
LEW Licence No. 91
Name of LEW MA
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 Arrangement:

List of Stand In Arrangement

Sort By:

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

>> 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. Stand-In Activities

S/No	Activity	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Accepted by Stand-In LEW on 20/10/2006

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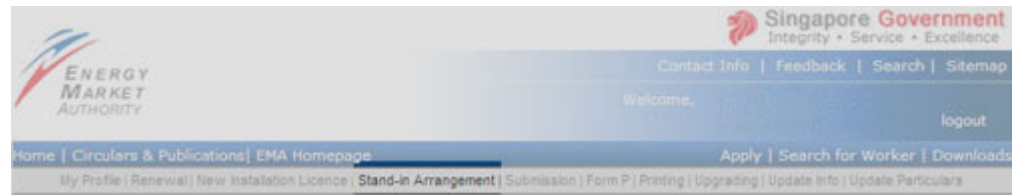
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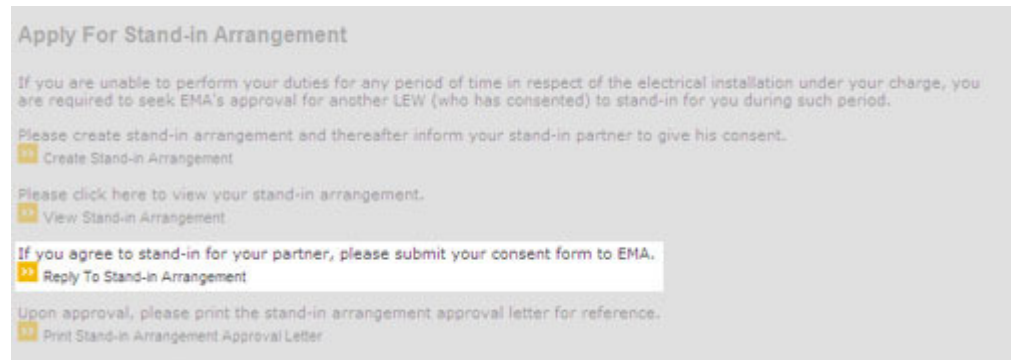
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Step 1: LEW logon to EMA Web and Sign In to ELISE with UserID and Password.

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



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



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

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Reply to Stand In Arrangement

Reference	Authorised by	Date	Stand-In Period	Status
1.ST06000382	913100	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
2.ST06000383	913100	19/10/2006	From 22/10/2006 to 22/10/2006	In Process
3.ST06000384	913100	19/10/2006	From 24/10/2006 to 23/11/2006	In Process
4.ST06000385	913100	20/10/2006	From 24/11/2006 to 25/11/2006	In Process
5.ST06000386	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)

Reply to Stand In Arrangement

>> 1. Arrangement Information

Date of Application	20/10/2006
Application Reference No.	ST06000386
Application Active Status	In Process
Submitted By	TAN
LEW Licence No.	9
Stand In Period	From 23/01/2007 to 23/01/2007
Reasons	Medical Leave

>> 2. Stand In Activities

S/No	Activity Code	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Waiting for Reply from Stand In LEW

>> 3. Acknowledgment

Do you agree to stand in for the following activities over the above-mentioned period?

S/No	Activity Code	Stand-In LEW	Reply Status
1	Stand-in for all installations	91	Waiting for Reply from Stand In LEW

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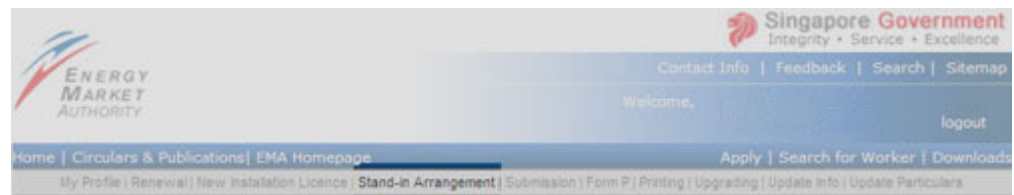
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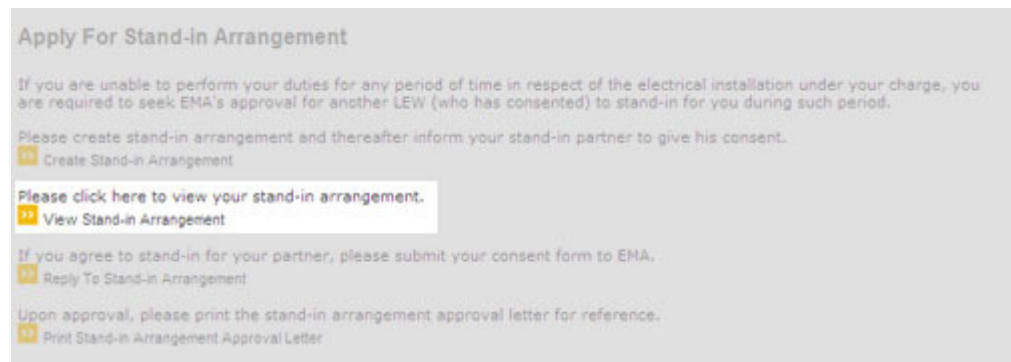
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Step 1: LEW login to EMA Web and Sign In to ELISE with UserID and Password.

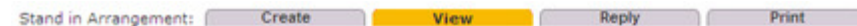
Step 2: Select "Stand-in Arrangement" on the top navigation menu.



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



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

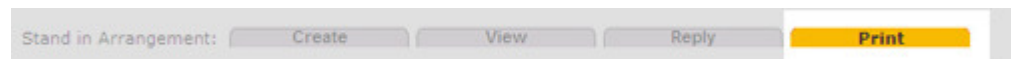


List of Stand In Arrangement

Sort By: Reference No

Reference	Date	Period	Status
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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 5: Select "Print" tab.



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.





List of Stand In Arrangement

Reference	Date	Period	Approval Date
1. ST03000203	29/09/2003	14/10/2003 - 16/10/2003	01/10/2003

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 Approval Letter - Microsoft Internet Explorer

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Our Ref :
Your Ref : ST03100187

Mr THNG [REDACTED] (Licence No.: 9 [REDACTED])

Dear Sir

RESPONSIBILITY OF LEW FOR LICENSED ELECTRICAL INSTALLATIONS

We refer to your on-line application (reference no.: ST03100187) dated 06/03/2003 requesting for approval for the following stand-in arrangement/s.

Mr NG [REDACTED] (Licence No.: 92 [REDACTED]) to be responsible for all the electrical installation(s) under your charge.

2 We are pleased to inform you that we have no objection to your arrangement for the above-mentioned licenced electrical worker/s (LEW) to be responsible for the respective electrical / supply installations under your charge

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

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