

## GUIDELINES FOR e-SAFETY INDUCTION FOR CONSTRUCTION WORKERS (e-SICW CIDBH) COURSE THROUGH ONLINE

WORK PROCESS	DESCRIPTION	ROLES / RESPONSIBILITY	DURATION (WORKING DAYS)
START			
CIDBLINK REGISTRATION (NEW REGISTRATION)	a) User to fill up application form at <a href="http://www.cidblink.com">www.cidblink.com</a> (To click <b>New Registration</b> ) b) User sign up CIDBLINK Portal to create Login ID and Password. c) User need to choose the registration category: ▪ Company / Government Agency / Individual ( <b>Individual is only for Malaysian</b> ) d) User to verify email registered before sign in.	User / Individual  User / Individual  User / Individual	
SIGN IN TO CIDBLINK BY USER / INDIVIDUAL	a) User sign in to CIDBLINK Portal using username and password created.	User / Individual	
KEY IN WORKERS REGISTRATION DATA IN CIDBLINK	b) i. User to register workers in CIDBLINK (To click <b>Staff Management</b> ) ii. Key in data required and <b>COMPULSORY</b> to upload photo (passport size)(photo of workers / individual) – Single pax/ Bulk pax registration.	User	
USER TO CHOOSE SERVICE	c) i. User to choose service required in CIDBLINK Portal (To click <b>e-SICW CIDBH (Kursus Kad Hijau)</b> service)	User / Individual	
USER TO CREATE A BOOKING	d) User to tick (/) worker's name / individual's name and click ( <b>Apply Course / Activate Course at personnel info</b> ) to create a course booking.	User / Individual	
USER TO MAKE A PAYMENT	a) User to make payment to CIDB Holdings Sdn Bhd through online banking.	User / Individual	Within 5 days
SIGN IN COURSE BY WORKER / INDIVIDUAL	a) Workers / individual sign in to CIDBLINK Portal by using username, password, URL Link given through email worker's/ individual's registered or CIDBLINK Portal.	Workers / Individual	Within 14 days / 24 hours
e-SICW CIDBH MODULE LEARNING	b) Module learning activation is within <b>14 days</b> start from date of user/ individual received username and password or payment status is paid. Worker / Individual to select only <b>one (1) language</b> for module learning and assessment.	Workers / Individual	Within 14 days / 24 hours
e-SICW CIDBH SELF-ASSESSMENT	a) Self-assessment activation is <b>within 14 days</b> start from date of module learning completion. b) <b>50 objective questions</b> within <b>one (1) hour with 50% passing marks (Photo will randomly captured during online assessment)</b> c) If workers / individual <b>failed</b> e-SICW CIDBH assessment, <b>re-test</b> can be done after 1 hour of first assessment or within 14 days given. Should worker / individual <b>failed again</b> , user must <b>re-apply the course</b> from the beginning.	Workers / Individual  Workers / Individual  Workers / User / Individual	Within 14 days / 1 hour
RESULT & e-CERT. ISSUANCE	a) <b>e-Certificate of Achievement</b> can be view and download by user / individual through CIDBLINK Portal after <b>CIDBH admin verify the assessment result</b> .	User / Individual	<b>CIDBH Admin to verify result within 24 hours working days</b>
END	b) User / Individual to proceed for <b>Registration of Construction Personnel (CIDB Malaysia Green Card)</b> at <a href="https://cims.cidb.gov.my">https://cims.cidb.gov.my</a> .	User / Individual	1 day after get the e-cert.