



MANUAL PENGGUNA

Central Information Management System

Competency Management System (CMS)

**PENTAULIAHAN PUSAT LATIHAN BERTAULIAH (PLB)
KEMAHIRAN
(Panduan untuk pemohon)**

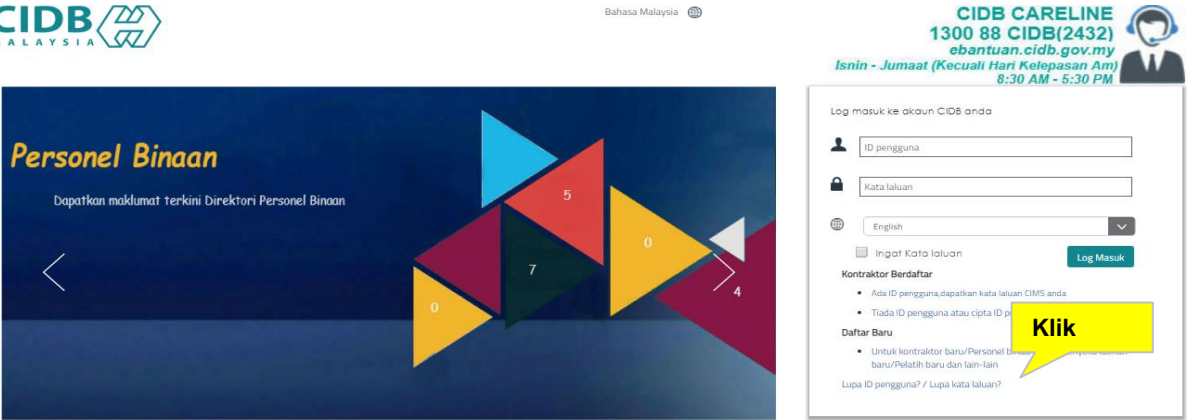
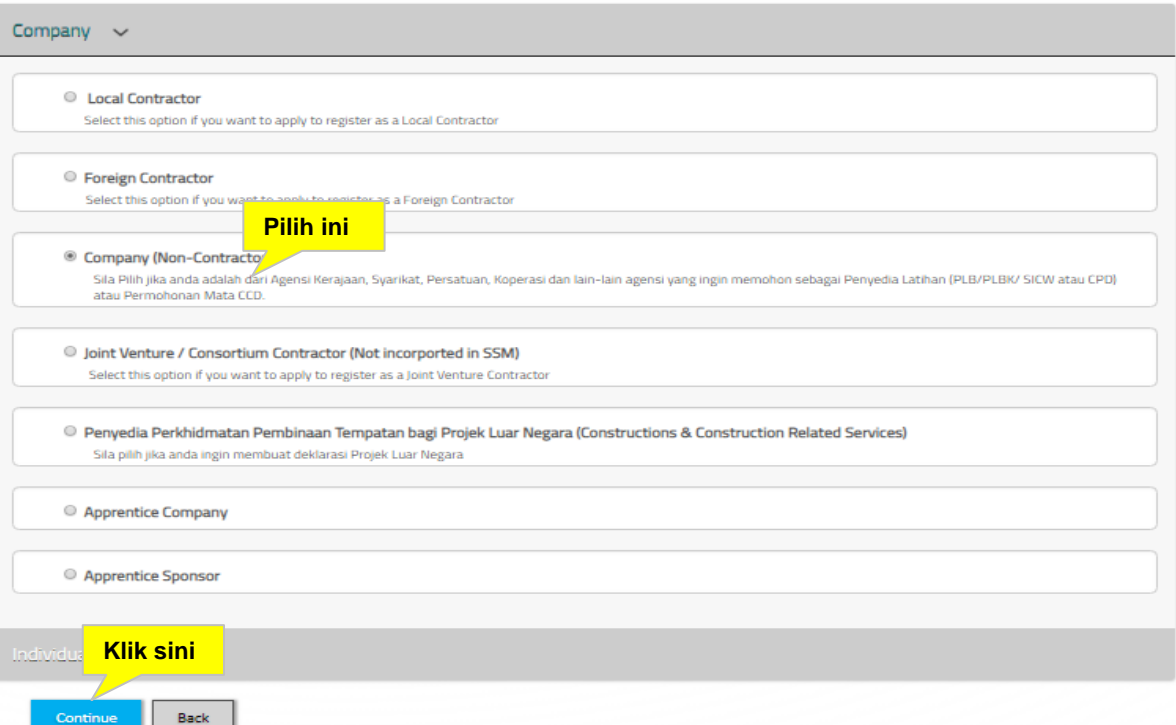
Versi 1.0

KANDUNGAN

1. PERMOHONAN	1
1.1 PENDAFTARAN SEBAGAI PENGGUNA CIMS	1
1.2 LENGKAPKAN PROFIL	3
1.3 PERMOHONAN	5
2. PROSES-PROSES KELULUSAN OLEH CIDB HQ	9
3. SEMAKAN STATUS & PEMBAYARAN PENTAULIAHAN	9


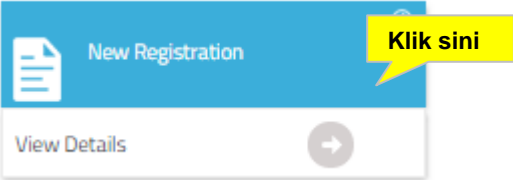
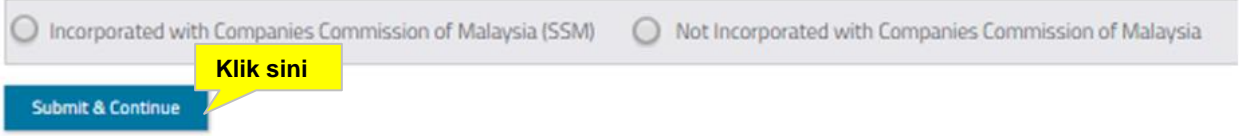
1. PERMOHONAN

1.1 PENDAFTARAN SEBAGAI PENGGUNA CIMS

No	Tindakan
1	<p>Untuk mengakses Sistem Maklumat Bersepadu (CIMS) anda dinasihatkan menggunakan aplikasi browser Chrome.</p> <p>Taip di browser Google Chrome anda http://cimsapp.cidb.gov.my/smis/regcontractor/index.vbhtml Peranan: Pengguna awam (PLB)</p> <ol style="list-style-type: none"> Klik untuk mendaftar.  <ol style="list-style-type: none"> Pilih sebagai Company (Non-Contractor) Klik untuk meneruskan proses <p>Please select the type of user you want to apply for registration as</p> 


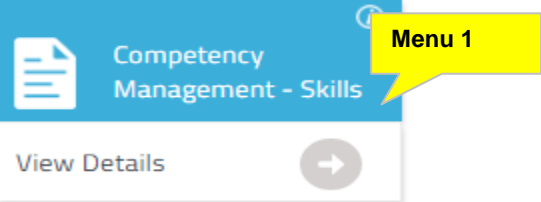
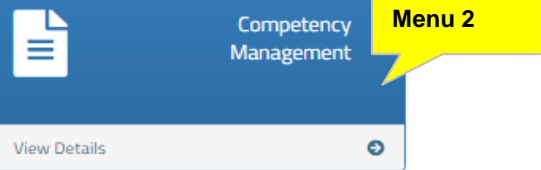
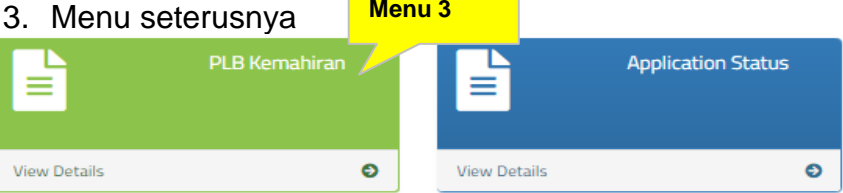
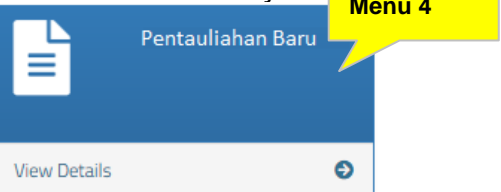
No	Tindakan
	<p>4. Isi maklumat asas sebagai pendaftar</p> <p>5. Klik untuk hantar</p> <div data-bbox="228 376 1286 1055"> <p>The screenshot shows a registration form with the following sections:</p> <ul style="list-style-type: none"> Applicant - Non Contractor Company: Fields for Applicant Name, Position, I/C No., H/P No., and E-mail. User Profile: A checkbox for 'Click here if user details are same as Applicant', followed by fields for Name, IC No., H/P No., and Position / Role. Login Details: Fields for User Name, Password, and Retype Password. submit button: A blue button at the bottom of the form. </div> <p>6. Semak emel untuk pengaktifan nama pengguna.</p>

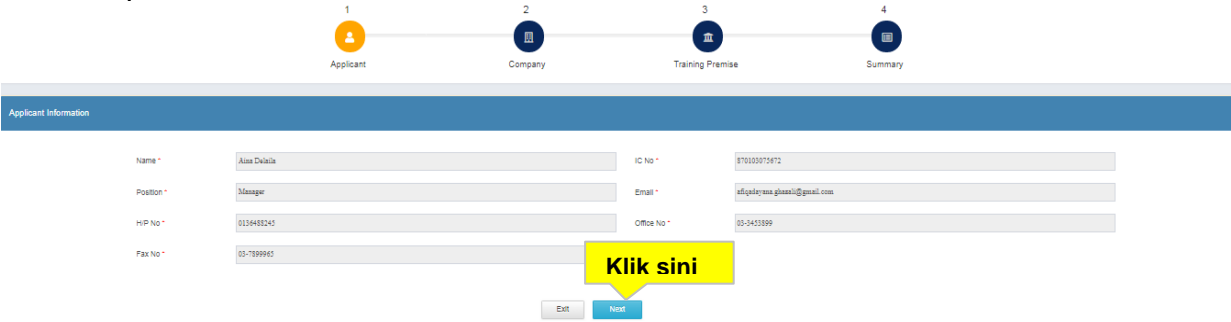
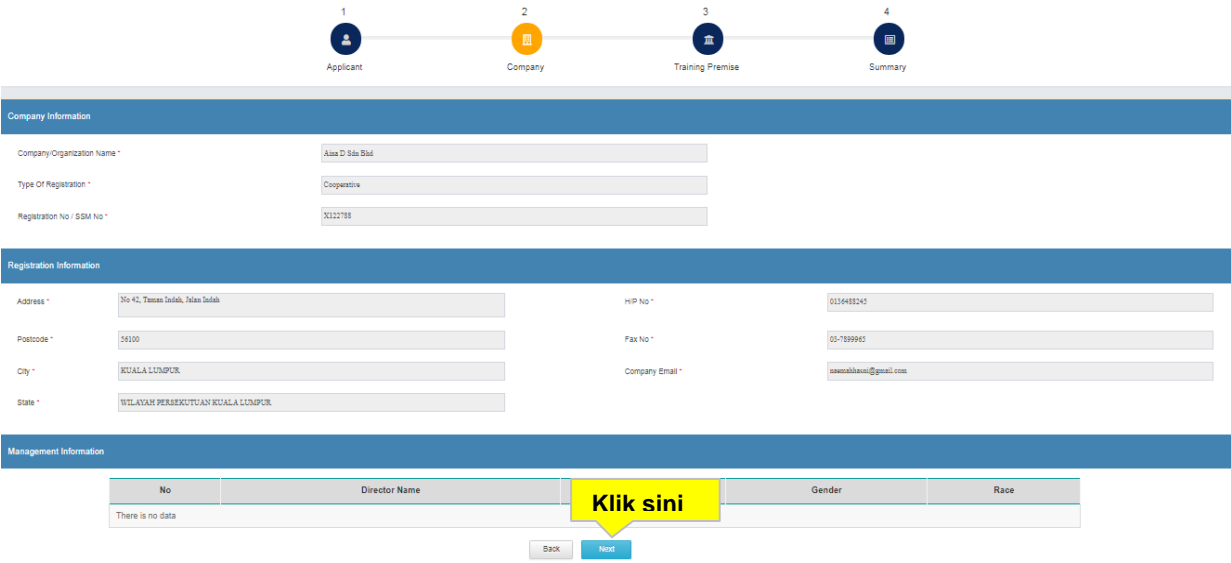
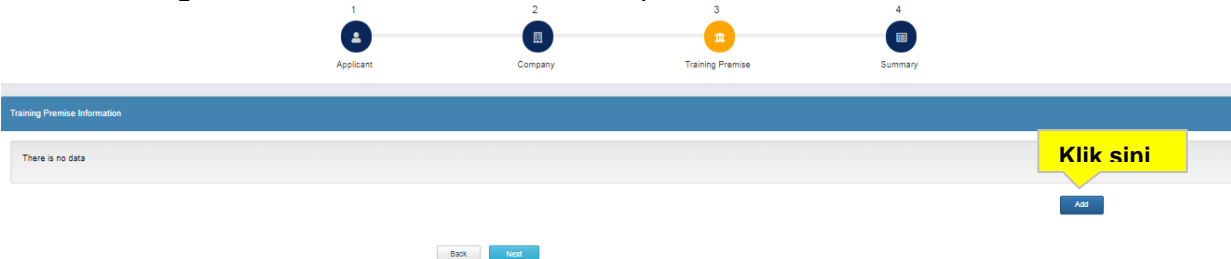
1.2 LENGKAPKAN PROFIL

No	Tindakan
1	<p>Untuk mengakses Sistem Maklumat Bersepadu (CIMS) anda dinasihatkan menggunakan aplikasi browser Chrome.</p> <p>Taip di browser Google Chrome anda http://cimsapp.cidb.gov.my/smis/regcontractor/index.vbhtml Peranan: Pengguna awam (PLB)</p> <ol style="list-style-type: none"> Log masuk menggunakan nama pengguna & kata laluan yang sah  <p>The screenshot shows the CIDB Malaysia website interface. On the left, there is a banner for 'Personel Binaan' with the text 'Dapatkan maklumat terkini Direktori Personel Binaan'. On the right, there is a login form titled 'Log masuk ke akaun CIDB anda'. The form includes fields for 'ID pengguna' and 'Kata laluan', a language dropdown set to 'English', and a 'Log Masuk' button. A yellow callout bubble with the text 'Masukkan maklumat' points to the login fields. Below the login form, there are sections for 'Kontraktor Berdaftar' and 'Daftar Baru' with bullet points.</p> <ol style="list-style-type: none"> Klik menu untuk mendaftar  <p>The screenshot shows a blue button labeled 'New Registration' with a document icon. A yellow callout bubble with the text 'Klik sini' points to the button. Below the button is a 'View Details' button with a right-pointing arrow.</p> <ol style="list-style-type: none"> Pilih dan klik untuk teruskan. Jika pilih Incorporated with Company Commission of Malaysia (SSM), akan ke skrin untuk pembelian nombor SSM.  <p>The screenshot shows a registration form with two radio buttons. The first radio button is selected and labeled 'Incorporated with Companies Commission of Malaysia (SSM)'. The second radio button is labeled 'Not Incorporated with Companies Commission of Malaysia'. Below the radio buttons is a blue button labeled 'Submit & Continue'. A yellow callout bubble with the text 'Klik sini' points to the 'Submit & Continue' button.</p>

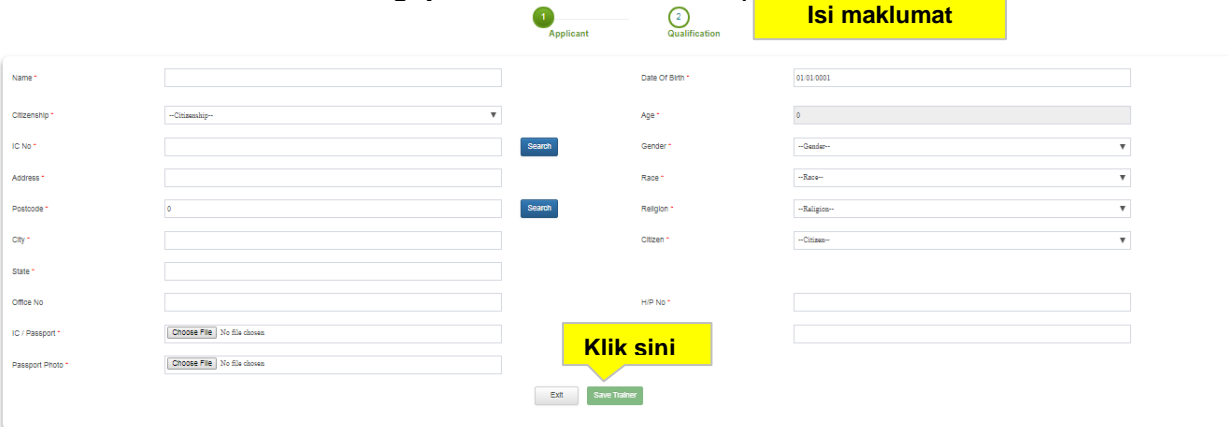
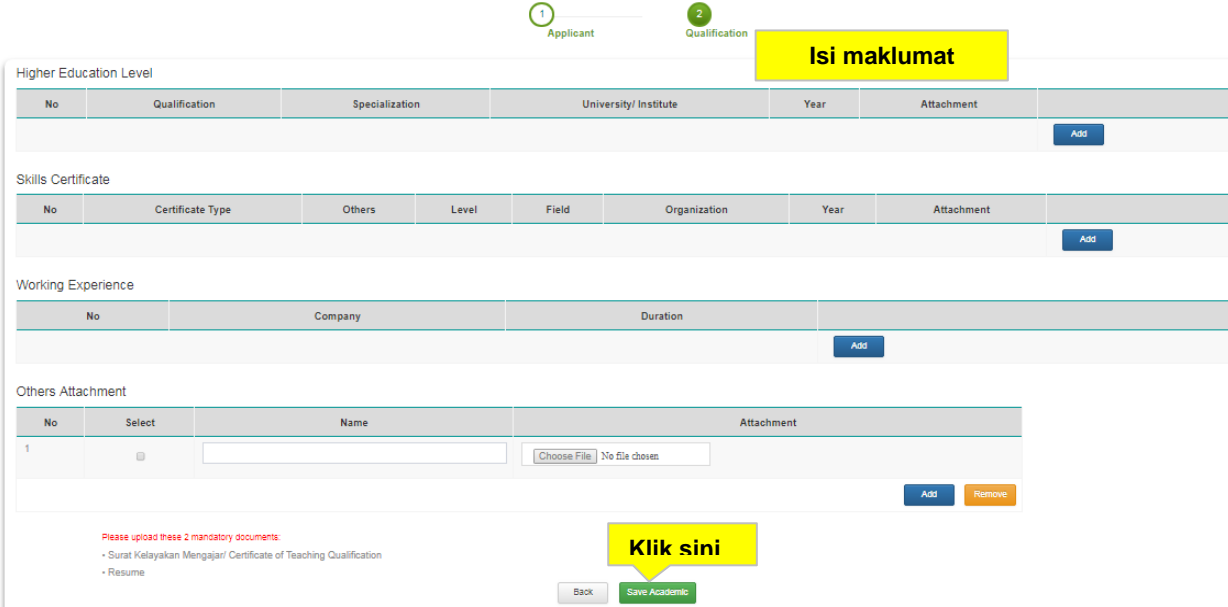
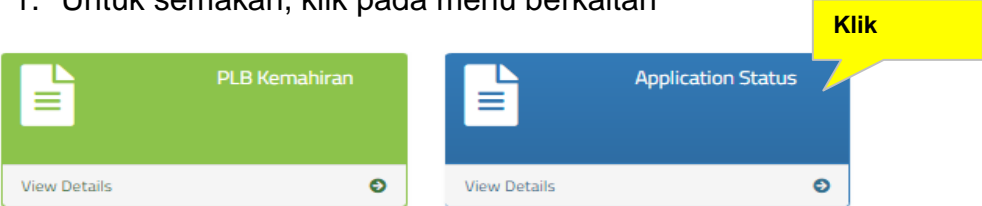
No	Tindakan
	<p>5. Masukkan maklumat 6. Klik untuk teruskan</p> <p>Company Details</p> <p>Agency* <input type="text" value="Please Select"/> Registered Address* <input type="text" value="Registered Address"/></p> <p>Organization Type* <input type="text" value="Please Select"/> Postcode* <input type="text" value="Postcode"/></p> <p>Ministry <input type="text" value="Please Select"/> State* <input type="text" value="Please Select"/></p> <p>Department / Agency <input type="text"/> District* <input type="text" value="Please Select"/></p> <p>Section <input type="text" value="Please Select"/> Isi maklumat <input type="text" value="Business Address"/></p> <p>Unit <input type="text"/> Correspondence Address <input type="text" value="Business Address"/></p> <p>Registration/Company ID No* <input type="text" value="Registration No"/> Postcode <input type="text" value="Postcode"/></p> <p>Company Name* <input type="text" value="Company Name"/> Correspondence State <input type="text" value="Please Select"/></p> <p>Registration Date* <input type="text" value="Registration Date"/> Correspondence District <input type="text" value="Please Select"/></p> <p>Country Incorporated* <input type="text" value="Malaysia"/> Business Address</p> <p>Nature of Business <input type="text" value="Nature of Business"/> Business Address <input type="text" value="Business Address"/></p> <p>Company Web Address <input type="text" value="Company Web Address"/> Postcode <input type="text" value="Postcode"/></p> <p>Office Tel. No. <input type="text" value="xxx-xxxxxx"/> Business State <input type="text" value="Please Select"/></p> <p>Office Fax No. <input type="text" value="xxx-xxxxxx"/> Business District <input type="text" value="Please Select"/></p> <p>E-mail* <input type="text" value="E-mail"/></p> <p>Principal Contact Person</p> <p><input type="checkbox"/> The Principal Contact person is the same as the Applicant</p> <p>Name* <input type="text" value="Name"/></p> <p>Position* <input type="text" value="Position"/></p> <p>H/P No.* <input type="text" value="H/P No."/></p> <p>E-mail* <input type="text" value="E-mail"/></p> <p style="text-align: right;">Save & Continue</p>

1.3 PERMOHONAN

No	Tindakan
1	<p>Untuk mengakses Sistem Maklumat Bersepadu (CIMS) anda dinasihatkan menggunakan aplikasi browser Chrome.</p> <p>Taip di browser Google Chrome anda http://cimsapp.cidb.gov.my/smis/regcontractor/index.vbhtml Peranan: Pengguna awam (PLB)</p> 
3	<p>1. Klik menu berikut</p>  <p>2. Menu seterusnya</p>  <p>3. Menu seterusnya</p>  <p>4. Menu seterusnya</p> 

No	Tindakan
4	<p>5. Tab pertama. Klik untuk teruskan</p>  <p>6. Tab kedua. Klik untuk teruskan</p>  <p>7. Tab ketiga. Klik untuk tambah maklumat premis latihan</p> 

No	Tindakan																																																																														
5	<p data-bbox="236 230 995 264">1. Isi maklumat premis. Klik untuk simpan maklumat</p> <div data-bbox="236 271 1477 1697"> <p data-bbox="236 275 331 293">Training Institution</p> <p data-bbox="236 315 363 329">Premise Training Information</p> <p data-bbox="624 304 777 331">Isi maklumat</p> <p data-bbox="261 344 443 360">Type * <input type="radio"/> Main <input type="radio"/> Branch</p> <p data-bbox="874 344 963 360">Training Premise Name * <input type="text"/></p> <p data-bbox="261 389 320 405">Tred to Apply</p> <table border="1" data-bbox="256 405 1209 434"> <thead> <tr> <th>No</th> <th>Select</th> <th>Tred</th> <th>Code</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="1182 445 1209 461">Add</p> <p data-bbox="261 490 300 506">Address * <input type="text"/></p> <p data-bbox="261 521 304 537">Postcode <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="261 553 288 568">City * <input type="text"/></p> <p data-bbox="261 584 288 600">State * <input type="text"/></p> <p data-bbox="261 613 352 629">Manager Information</p> <p data-bbox="261 645 300 660">Name * <input type="text"/> IC No * <input type="text"/></p> <p data-bbox="261 676 300 692">Email <input type="text"/> HR No <input type="text"/></p> <p data-bbox="261 707 304 723">Office No <input type="text"/> Fax No <input type="text"/></p> <p data-bbox="261 752 357 768">Ownership Information</p> <p data-bbox="261 770 485 786">Type of Ownership * <input checked="" type="radio"/> Own <input type="radio"/> Rent</p> <p data-bbox="261 815 341 831">Premise Facilities</p> <table border="1" data-bbox="368 842 1353 1122"> <thead> <tr> <th>No</th> <th>Facility</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Alat Keselamatan / Safety Tools</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Tandas / Toilets</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Alat Pemadam Api / Fire Extinguisher</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Meja & Kerusi / Tables & Chairs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>Peti Kecemasan / Emergency Box</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>Alatan Mengajar / Teaching Tools</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>Surau / Prayer Room</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p data-bbox="261 1151 341 1167">Trainer & Assessor</p> <p data-bbox="363 1178 395 1193">Trainer</p> <table border="1" data-bbox="368 1211 1353 1240"> <thead> <tr> <th>No</th> <th>Name</th> <th>IC No</th> <th>Tred</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="1278 1252 1305 1267">Add</p> <p data-bbox="363 1279 405 1294">Assessor</p> <table border="1" data-bbox="368 1312 1353 1341"> <thead> <tr> <th>No</th> <th>Name</th> <th>IC No</th> <th>Tred</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="1278 1352 1305 1368">Add</p> <p data-bbox="261 1384 309 1400">Document</p> <table border="1" data-bbox="368 1413 1353 1659"> <thead> <tr> <th>No</th> <th>Document</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Surat Kebenaran Bomba</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>2</td> <td>Profil pusat latihan</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>3</td> <td>Lesen Menjalankan Perniagaan dari PBT</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>4</td> <td>Kelulusan DOSH, ST, SPAN</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>5</td> <td>Profil pusat latihan</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>6</td> <td>Penyata bank akaun terkini</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> <tr> <td>7</td> <td>Lesen Menjalankan Perniagaan dari PBT</td> <td><input type="button" value="Choose File"/> No file chosen</td> </tr> </tbody> </table> <p data-bbox="852 1621 948 1648">Klik sini</p> <p data-bbox="820 1675 906 1691">Exit Save</p> </div>	No	Select	Tred	Code	Level						No	Facility		1	Alat Keselamatan / Safety Tools	<input type="checkbox"/>	2	Tandas / Toilets	<input type="checkbox"/>	3	Alat Pemadam Api / Fire Extinguisher	<input type="checkbox"/>	4	Meja & Kerusi / Tables & Chairs	<input type="checkbox"/>	5	Peti Kecemasan / Emergency Box	<input type="checkbox"/>	6	Alatan Mengajar / Teaching Tools	<input type="checkbox"/>	7	Surau / Prayer Room	<input type="checkbox"/>	No	Name	IC No	Tred							No	Name	IC No	Tred							No	Document	Upload	1	Surat Kebenaran Bomba	<input type="button" value="Choose File"/> No file chosen	2	Profil pusat latihan	<input type="button" value="Choose File"/> No file chosen	3	Lesen Menjalankan Perniagaan dari PBT	<input type="button" value="Choose File"/> No file chosen	4	Kelulusan DOSH, ST, SPAN	<input type="button" value="Choose File"/> No file chosen	5	Profil pusat latihan	<input type="button" value="Choose File"/> No file chosen	6	Penyata bank akaun terkini	<input type="button" value="Choose File"/> No file chosen	7	Lesen Menjalankan Perniagaan dari PBT	<input type="button" value="Choose File"/> No file chosen
No	Select	Tred	Code	Level																																																																											
No	Facility																																																																														
1	Alat Keselamatan / Safety Tools	<input type="checkbox"/>																																																																													
2	Tandas / Toilets	<input type="checkbox"/>																																																																													
3	Alat Pemadam Api / Fire Extinguisher	<input type="checkbox"/>																																																																													
4	Meja & Kerusi / Tables & Chairs	<input type="checkbox"/>																																																																													
5	Peti Kecemasan / Emergency Box	<input type="checkbox"/>																																																																													
6	Alatan Mengajar / Teaching Tools	<input type="checkbox"/>																																																																													
7	Surau / Prayer Room	<input type="checkbox"/>																																																																													
No	Name	IC No	Tred																																																																												
No	Name	IC No	Tred																																																																												
No	Document	Upload																																																																													
1	Surat Kebenaran Bomba	<input type="button" value="Choose File"/> No file chosen																																																																													
2	Profil pusat latihan	<input type="button" value="Choose File"/> No file chosen																																																																													
3	Lesen Menjalankan Perniagaan dari PBT	<input type="button" value="Choose File"/> No file chosen																																																																													
4	Kelulusan DOSH, ST, SPAN	<input type="button" value="Choose File"/> No file chosen																																																																													
5	Profil pusat latihan	<input type="button" value="Choose File"/> No file chosen																																																																													
6	Penyata bank akaun terkini	<input type="button" value="Choose File"/> No file chosen																																																																													
7	Lesen Menjalankan Perniagaan dari PBT	<input type="button" value="Choose File"/> No file chosen																																																																													


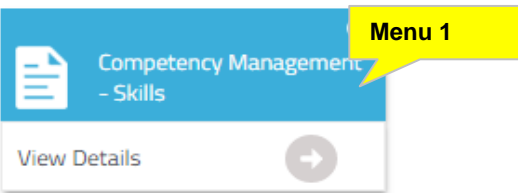
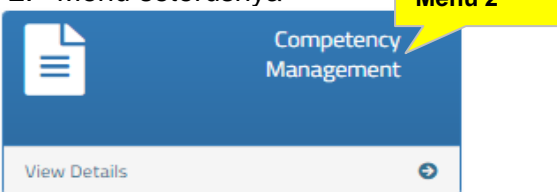
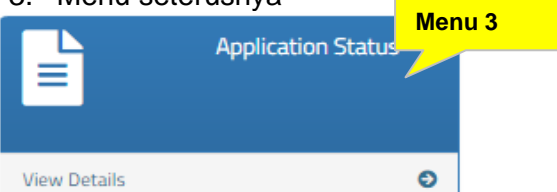
No	Tindakan
	<p>2. Tambah maklumat Pengajar dan Penilai . Terdapat 2 tab untuk diisi.</p>   <p>3. Klik untuk hantar permohonan dan jelaskan pembayaran yuran proses.</p>
6	<p>1. Untuk semakan, klik pada menu berkaitan</p> 

2. PROSES-PROSES KELULUSAN OLEH CIDB HQ

Proses yang dijalankan oleh CIDB HQ untuk meneliti permohonan

- i. Semakan oleh Penolong Pengurus
- ii. Pengesahan oleh Pengurus
- iii. Kelulusan oleh Pengurus Besar
- iv. Lawatan tapak
- v. Keputusan mesyuarat jawatankuasa

3. SEMAKAN STATUS & PEMBAYARAN PENTAULIAHAN

No	Tindakan
1	<p>Untuk mengakses Sistem Maklumat Bersepadu (CIMS) anda dinasihatkan menggunakan aplikasi browser Chrome.</p> <p>Taip di browser Google Chrome anda http://cimsapp.cidb.gov.my/smis/regcontractor/index.vbhtml Peranan: Pengguna awam (PLB)</p> <ol style="list-style-type: none"> 1. Log masuk menggunakan nama pengguna & kata laluan yang sah 
2	<ol style="list-style-type: none"> 1. Klik menu berikut  <ol style="list-style-type: none"> 2. Menu seterusnya  <ol style="list-style-type: none"> 3. Menu seterusnya 

No	Tindakan																									
	<p>4. Status akan dipaparkan. 5. Klik pautan untuk buat bayaran pentauliahann. 6. Sijil boleh dijana setelah pembayaran selesai.</p> <p>APPLICATION STATUS</p> <table border="1"><thead><tr><th>No</th><th>Application Date</th><th>Reference No</th><th>Company Name</th><th>Status</th><th>Application Payment</th><th>Certificate Payment</th><th>Certificate</th><th>Remark</th></tr></thead><tbody><tr><td>1</td><td>01-03-2019</td><td>PLBK2019022884</td><td>Akademi Binaan Malaysia (Jengka)</td><td>Approved</td><td>IPHQF31903000012</td><td>IPHQF31903300024</td><td>Certificate</td><td></td></tr></tbody></table>								No	Application Date	Reference No	Company Name	Status	Application Payment	Certificate Payment	Certificate	Remark	1	01-03-2019	PLBK2019022884	Akademi Binaan Malaysia (Jengka)	Approved	IPHQF31903000012	IPHQF31903300024	Certificate	
No	Application Date	Reference No	Company Name	Status	Application Payment	Certificate Payment	Certificate	Remark																		
1	01-03-2019	PLBK2019022884	Akademi Binaan Malaysia (Jengka)	Approved	IPHQF31903000012	IPHQF31903300024	Certificate																			