



PETRONAS

PETRONAS **myArrival USER MANUAL**

13.06.2022

Version 1.0

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VERSION HISTORY

Version	Date	Author	Comments
1.0	13 June 2022	Nabila	Initiation
1.1	29 Sept 2022	Nabila	



1

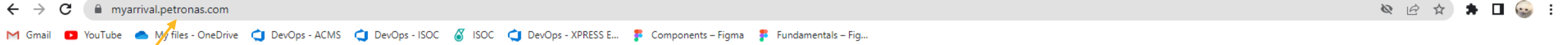
How to login?

This module is a step-by-step on how to login for existing users in myArrival.

URL

myarrival.petronas.com

HOW TO LOGIN



1 In browser, enter URL :
<https://myarrival.petronas.com/>

PETRONAS

LOGIN INTO YOUR ACCOUNT

Login with PETRONAS ID

Login with Google Account

If you continue with Google and don't already have an account on this website, you are creating an account and you agree to our [Terms and Conditions](#).

2 For PETRONAS Staff:
i. Click on Login with PETRONAS ID
For others:
i. Click on Login with Google Account

HOW TO LOGIN

PETRONAS

Sign in

username@petronas.com

Can't access your account?

Back Next

Please login using your PETRONAS.com email address (example: username@petronas.com)

Sign-in options

PETRONAS

← lim.mingjoon@petronas.com

Enter password

Password

Forgot my password

Sign in

Please login using your PETRONAS.com email address (example: username@petronas.com)

PETRONAS

lim.mingjoon@petronas.com

Enter code

Enter the code displayed in the authenticator app on your mobile device

Code

More information

Cancel Verify

Please login using your PETRONAS.com email address (example: username@petronas.com)

- 3.1** For PETRONAS Staff:
- i. Input your PETRONAS email address
 - ii. Enter password
 - iii. Enter MFA authentication code from device

- 3.2** For Others:
- i. Input gmail email and password

Sign in with Google

Sign in

to continue to petronas.com

Email or phone

Forgot email?

To continue, Google will share your name, email address, language preference and profile picture with petronas.com.

Create account Next

Sign in with Google

Welcome

mingjoontest2@gmail.com

Enter your password

Show password

To continue, Google will share your name, email address, language preference and profile picture with petronas.com.

Forgot password? Next

2

New user?

This module is a step-by-step on how to register as a new user in myArrival.

SIGN UP FOR MYARRIVAL

1

After login user will directed to Sign Up for first time users

The screenshot shows the 'Sign up' form with the 'NRIC' radio button selected. The form includes fields for 'First Name / Given Name', 'Last Name / Surname', and 'NRIC Number'. Below these is a section for document upload with a green checkmark and the text 'Upload Copy of NRIC Please attach front and back copy of IC'. A large dashed box contains the text 'Click to upload document(s)'. At the bottom, there is a 'Country Code' dropdown, a 'Contact Number' field, a checkbox for 'I accept the Terms and Conditions and Privacy Policy', and 'CANCEL' and 'CREATE ACCOUNT' buttons.

2

Choose to sign up using NRIC (for Malaysians) or Passport (for non-Malaysians) by clicking on radio button

The screenshot shows the 'Sign up' form with the 'Passport' radio button selected. The form includes fields for 'First Name / Given Name', 'Last Name / Surname', and 'Passport Number'. Below these are two document upload sections, each with a green checkmark: 'Upload Copy of Passport' and 'Upload Copy of Visa/Work Permit'. Each section has a dashed box with the text 'Click to upload document(s)'. At the bottom, there is a 'Country Code' dropdown, a 'Contact Number' field, a checkbox for 'I accept the Terms and Conditions and Privacy Policy', and 'CANCEL' and 'CREATE ACCOUNT' buttons.

3

Input all details and click on CREATE ACCOUNT button

3.1

Landing Page for Visitors

This module shows the main homepage for all visitors.

APPLICATION HISTORY



PETRONAS MyArrival

Lim Joon



Full Name : Lim Joon
Designation : N/A
Staff No : N/A
IC/Passport No : MB1234

Company : N/A
Contact No : 132445663
Email : mingjoontest2@gmail.com
Security Vetting Status : **PENDING FOR APPROVAL**

1

By default, Security Vetting Status will be: PENDING FOR APPROVAL. Visitors require to be screened before accessing the system.

Once PIC Security has reviewed your application, status shall change to APPROVED.

If status is REJECTED, you are not allowed to apply.

Host Name	Application Date	Location	Validity Date	Final Status	Action
-----------	------------------	----------	---------------	--------------	--------

PETRONAS MyArrival

Lim Joon



Full Name : Lim Joon
Designation : N/A
Staff No : N/A
IC/Passport No : MB1234

Company : N/A
Contact No : 60132445663
Email : mingjoontest2@gmail.com
Security Vetting Status : **APPROVED**

Application History

No	Host Name	Application Date	Location	Validity Date	Final Status	Action
----	-----------	------------------	----------	---------------	--------------	--------

3.2

Landing Page for PETRONAS Staff

This module shows the main homepage for all PETRONAS Staff.

APPLICATION HISTORY (PETRONAS STAFF)



PETRONAS MyArrival



Lim Ming Joon



Full Name : Lim Ming Joon
Designation : Executive (Software Engineering)
Staff No : 1053790
IC/Passport No :

Company : PETRONAS Digital Sdn.Bhd.
Contact No : N/A
Email : lim.mingjoon@petronas.com.my
Security Vetting Status : **COMPLETED**

Application History

No	Host Name	Application Date	Location	Validity Date	Final Status	Action
1.		01/06/2022	PIC	08/06/2022		

1 to 1 of 1 items

1

For PETRONAS Staff, Security Vetting is auto-COMPLETED after login.

4

Security Vetting

This module shows the review page for security to conduct security vetting.

SECURITY VETTING

Filter

Filter the result by inputting/selecting values

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel



Result

Displays result of all visitor sign up request based on filter

DATE	NAME	ID / IC / PASSPORT	EMAIL ADDRESS	SECURITY VETTING STATUS	ACTION
06/07/2022	Lim Joon	MB1234	mingjoontest2@gmail.com	APPROVED	
	Nurul Nabila Sharifuddin	1053879	nurunabila.sharifu@petronas.com.my	COMPLETED	

1 Click on to review request

SECURITY VETTING

 **PETRONAS MyArrival**  Lim Ming Joon

SECURITY VETTING

Name :	Lim Joon	Company :	
Passport Number :	MB1234	Security Vetting Status :	APPROVED
Email Address :	mingjoontest2@gmail.com	Blacklist Status :	NOT BLACKLISTED

Misconduct Info :

OPU	MISCONDUCT TYPE	MISCONDUCT INFORMATION

To add multiple tabs:
1. Internal Misconduct
2. External Misconduct

Upload Copy of Passport

PIC Park Rules (2).pdf

Uploaded Copy of Visa/Work Permit

PC INA HSE Induction Test (1) (1).pdf

2 Clicking on APPROVE will allow user to access myArrival. Clicking on REJECT will deny access to myArrival



5

New Application

This module shows how to create a new application in myArrival.

NEW APPLICATION

The image shows a mobile notification card. At the top right, there is a bell icon with a red circle containing the number '1'. A yellow arrow points from this icon to a yellow callout box on the left containing the number '1' and the text 'Click on Bell icon'. Below the bell icon, the notification card has a header with 'Notifications' on the left and 'Mark All as Read' on the right. The main content of the notification is a rounded rectangle containing a green dot, the date '06 July 2022', the name 'Lim Ming Joon', and the word 'General'. A yellow arrow points from this notification content to a yellow callout box on the right containing the number '2' and the text 'Click on Host invitation detail'. At the bottom of the notification card, there is a 'See All' link.

Additional Note: If there are no invitation detail found, please inform your Host to resend the invitation. Ensure that your email and name is correctly provided.

NEW APPLICATION (VISITOR)

Personnel Information



Full Name :

Designation :

Staff No/IC No/Passport :

Location :

Type :

Company :

Contact No :

Email :

3.1

For visitors, section 5 and 7 is disabled.

Safety Briefing (Section 1) is mandatory to be completed.

For other sections, click on toggle to enable/disable. All fields are marked as mandatory if toggle is enabled.

▶ 1.0 SAFETY BRIEFING(MANDATORY)	<input checked="" type="checkbox"/>
▶ 2.0 COVID-19 OUTBREAK CONTROL PRE-ARRIVAL/ HEALTH DECLARATION (MANDATORY FOR NON-VACCINATED)	<input checked="" type="checkbox"/>
▶ 3.0 GATE AND BUILDING ACCESS REQUEST	<input checked="" type="checkbox"/>
▶ 4.0 TEMPORARY VEHICLE PASS (TVP)	<input checked="" type="checkbox"/>
▶ 5.0 VEHICLE ACCESS PASS (VAP)	<input type="checkbox"/>
▶ 6.0 DECLARATION OF EQUIPMENT	<input checked="" type="checkbox"/>
▶ 7.0 MATERIAL GATE PASS (MGP)	<input type="checkbox"/>

NEW APPLICATION (CONTRACTOR)

Personnel Information



Full Name : Nurul Na'bila Sharifuddin

Designation : N/A

Staff No/IC No/Passport : 930814126659

Location : PIC

Type : Contractor

3.2

For contractors, section 1 is disabled.

For other sections, click on toggle to enable/disable. All fields are marked as mandatory if toggle is enabled.

▶ 1.0 SAFETY BRIEFING	
▶ 2.0 COVID-19 OUTBREAK CONTROL PRE-ARRIVAL/ HEALTH DECLARATION (MANDATORY FOR NON-VACCINATED)	<input type="checkbox"/>
▶ 3.0 VISITOR PASS AND BUILDING ACCESS REQUEST	<input type="checkbox"/>
▶ 4.0 TEMPORARY VEHICLE PASS (TVP)	<input type="checkbox"/>
▶ 5.0 VEHICLE ACCESS PASS (VAP)	<input type="checkbox"/>
▶ 6.0 DECLARATION OF EQUIPMENT	<input type="checkbox"/>
▶ 7.0 MATERIAL GATE PASS (MGP)	<input type="checkbox"/>

NEW APPLICATION (PETRONAS STAFF)

Personnel Information



Full Name :

Designation :

Staff No/IC No/Passport :

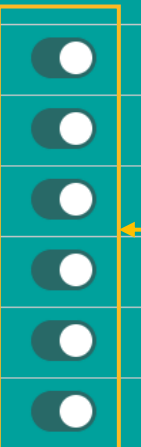
Location :

Type : 

3.2 For PETRONAS Staff, Safety Briefing (Section 1) is not mandatory to be completed.

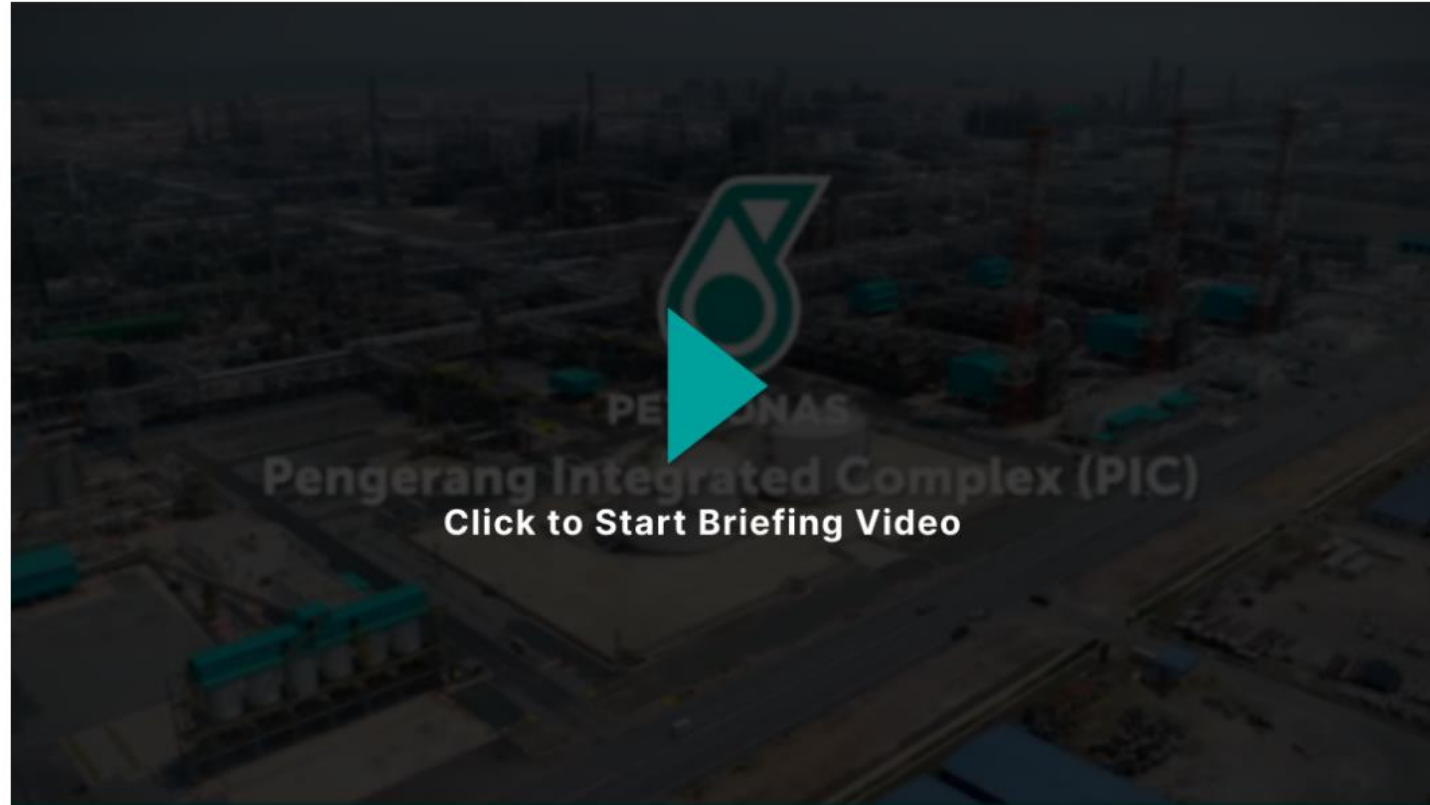
For other sections, click on toggle to enable/disable. All fields are marked as mandatory if toggle is enabled.

- ▶ 1.0 SAFETY BRIEFING
- ▶ 2.0 COVID-19 OUTBREAK CONTROL PRE-ARRIVAL/ HEALTH DECLARATION (MANDATORY FOR NON-VACCINATED)
- ▶ 3.0 GATE AND BUILDING ACCESS REQUEST
- ▶ 4.0 TEMPORARY VEHICLE PASS (TVP)
- ▶ 5.0 VEHICLE ACCESS PASS (VAP)
- ▶ 6.0 DECLARATION OF EQUIPMENT
- ▶ 7.0 MATERIAL GATE PASS (MGP)



1.0 SAFETY BRIEFING

1.0 SAFETY BRIEFING(MANDATORY)




- I here by confirm that I have undergone and understand PIC HSSE Briefing Video.
- I agree to follow the instructions and HSSE rules that apply in Pengerang Integrated Complex (PIC).
- I will accept any penalties mentioned in PARK Rules if I violate any rules in PIC.

[Click here to download PIC Park Rules.](#)

2.0 HEALTH DECLARATION (1)

Group

Contractor 

OPU/Tenant/Division of AA




Travel Origin Address

Input Address Here 

MySejahtera Risk Classification



Expected Arrival Date



 dd/mm/yyyy


Destination


- The Hive/ SPC accomodations
- The Hive Management Office
- Process Area
- Others

Vaccination Status

- Fully vaccination status at MySejahtera
- Partial vaccination status at MySejahtera (primary vaccine Sinovac & age more than 60 years old)
- No vaccination

 Upload Documents
Please attach RTK-Antigen result / RT-PCR test result / Vaccination Certificate / Release letter from MOH 

 Click to upload document(s)

 Validity of RTK-Antigen result / RT-PCR test result

Sampling date

 Sampling date

Test result time

--:--:-- 

Name of clinic and location (Optional)

Name of doctor/ medical officer for negative result (Optional)

Section
This section is only mandatory for Non-Vaccinated users. All details are mandatory to be filled in



2.0 HEALTH DECLARATION (2)

Please answer the questions and check where appropriate.

PERSONAL HISTORY

QUESTIONS		YES	NO
1	Are you exhibiting any symptoms listed below? <ul style="list-style-type: none"> • Fever • Chills • Shivering • Body ache • Headache • Sore throat • Nausea or vomiting • Diarrhea • Fatigue • Runny nose or nasal congestion • Cough • Difficulty breathing • Loss of smell • Loss of taste 	<input type="radio"/>	<input checked="" type="radio"/>
2	Have you attended any event / areas associated with known COVID-19 clusters?	<input type="radio"/>	<input checked="" type="radio"/>
3	Have you had close contact to confirmed or suspected case of COVID-19 within the past 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
4	Have you travelled to any country outside Malaysia within the past 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
5	Are you a MOH COVID-19 volunteer in the last 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
6	Are you currently serving Home Surveillance Order (HSO)?	<input type="radio"/>	<input checked="" type="radio"/>

Personal History Questions

Any information that is selected as YES will be subject to review from Health reviewers.

In accordance with Malaysia's Personal Data Protection Act 2010 and the EU General Data Protection Regulation (GDPR), your personal or sensitive data is being collected for the purpose of workplace infection control in relation to the COVID-19 outbreak.

- I declare negative RTK result submitted to superior / area manager / contract owner.
- I consent to the collection and processing of my data for the above purpose.
- I declare that my close contacts and I did not engage in any activities or have any contacts that may potentially expose us to COVID-19.
- I declare that RTK Antigen / RT PCR test is eligible and conducted as per PIC entry requirement.
- I agree that all information declared are accurate and any false declaration could result in consequence management.

3.0 VISITOR PASS AND BUILDING ACCESS REQUEST

3.0 VISITOR PASS AND BUILDING ACCESS REQUEST

Start Date: 03/10/2022 End Date: 05/10/2022

Entry Gate :

- Main Gate
- Process Gate

Building Access :

- Main Control Building (MCB)
- Operator Shelter Building (OSB)
- HIVE / THMO
- Control Metering House
- Sub-Station
- Laboratory Building
- Field Auxiliary Room (FAR)
- Main Warehouse Building
- Local Control Building / Room
- Others

MG2 PG M1

Select Select Select Select Select Select Select Select Select

Entry Gate

Entry gate is auto-populated based on input from Host. Any changes to the gate is not allowed by the user.

Upload Documents

Please attach email communication for each building access request

Click to upload document

Name of Entry Gate/ Building Access (eg: MCB601)

UPLOAD

NAME OF GATE AND BUILDING ACCESS	ATTACHMENT	ACTION
No item to show...		

4.0 TEMPORARY VEHICLE PASS (TVP) (1)

TVP Type
Contractor

Start Date
Start Date

Application Type
Personal Vehicle

Vehicle Registration No

TVP Requirement

OPU/Tenant/Division Of AA

Purpose

End Date
End Date

Type Of Vehicle

Roadtax Expiry Date
Expiry Date

Driver's license expiry date
Expiry Date

TVP Collection Point

Upload Documents

Click to upload document

UPLOAD

4.0 TEMPORARY VEHICLE PASS (TVP) (2)

Document to upload for Personal vehicle

Document to upload for Company vehicle

DOCUMENT NAME	ATTACHMENT	ACTION
---------------	------------	--------

Declaration :

- I agree that the Vehicle will be used and operated in full compliance to PIC Park Rules, all road traffic regulations issued by the relevant authorities, relevant PIC traffic procedures, and other applicable vehicle-use requirements or guidelines issued by PRPC from time to time.
- I agree that the Vehicle in good working condition and safe including being operated in a reasonable manner that will not cause unnecessary damage to the Vehicle, other vehicles or the surrounding assets or area, injury to self, vehicle occupants or people in surrounding area, or damage to PETRONAS' reputation.
- I will be responsible to conduct general inspection of the Vehicle to ensure its road worthiness every time prior to the Vehicle being operated, including checking the functionality of the Vehicle's system such as the signal, rear and headlights, tire pressure and conditions, brake functionality, and other critical vehicle functions.
- I will fully responsible and accountable for all costs associated with the Vehicle being operated not in compliance and also be subjected to applicable Consequence Management (CM) actions to the above Requirements. This includes damages to the Vehicle, fines or penalties by relevant authorities such as the police, PIC Security or other parties having jurisdiction, resulting from negligence, accidents, wrongful operation or usage, overloading, legal actions, speeding, illegal parking, etc.

5.0 VEHICLE ACCESS PASS (VAP) (1)

Application Date

VAP Type

Purpose

Driver's license expiry date

Application Type

Type of Vehicle

Vehicle Registration No

Roadtax Expiry Date

Vehicle Make

VAP Personal Vehicle

Vehicle Model


Vehicle Body Color

RESET

ADD

APPLICATION TYPE	TYPE OF VEHICLE	VEHICLE REGISTRATION NO	DRIVER'S LICENSE EXPIRY DATE	PUSPAKOM EXPIRY DATE	PSV EXPIRY DATE	GDL EXPIRY DATE	ROADTAX EXPIRY DATE	MAKE AND MODEL	BODY COLOR	PURPOSE	VAP		ACTION	PAYMENT RECEIPT ⓘ
											PERSONAL VEHICLE	COMPANY VEHICLE		
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>														

5.0 VEHICLE ACCESS PASS (VAP) (2)

 Upload Documents


Click to upload document

Document to upload for Personal vehicle

Document to upload for Company vehicle

DOCUMENT NAME	ATTACHMENT	ACTION
---------------	------------	--------

VAP Period

 03/10/2022 - 03/10/2023

OPU/Tenant/ Division of AA

Declaration :

- I agree that the Vehicle will be used and operated in full compliance to PIC Park Rules, all road traffic regulations issued by the relevant authorities, relevant PIC traffic procedures, and other applicable vehicle-use requirements or guidelines issued by PRPC from time to time.
- I agree that the Vehicle in good working condition and safe including being operated in a reasonable manner that will not cause unnecessary damage to the Vehicle, other vehicles or the surrounding assets or area, injury to self, vehicle occupants or people in surrounding area, or damage to PETRONAS' reputation.
- I will be responsible to conduct general inspection of the Vehicle to ensure its road worthiness every time prior to the Vehicle being operated, including checking the functionality of the Vehicle's system such as the signal, rear and headlights, tire pressure and conditions, brake functionality, and other critical vehicle functions.
- I will fully responsible and accountable for all costs associated with the Vehicle being operated not in compliance and also be subjected to applicable Consequence Management (CM) actions to the above Requirements. This includes damages to the Vehicle, fines or penalties by relevant authorities such as the police, PIC Security or other parties having jurisdiction, resulting from negligence, accidents, wrongful operation or usage, overloading, legal actions, speeding, illegal parking, etc.



6.0 DECLARATION OF EQUIPMENT

Category Item	Brand/Model/Specification	Serial No	Quantity	Remark	-	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

7.0 MATERIAL GATE PASS (1)

7.0 MATERIAL GATE PASS (MGP) ☰

<p>Driver's Company Name</p> <input type="text" value="Select..."/>	<p>Applicant/Host Name</p> <input type="text" value="Nurul Na'bila Sharifuddin"/>
<p>Driver Name</p> <input type="text"/>	<p>Driver IC No / Passport No</p> <input type="text"/>
<p>Vehicle Registration No</p> <input type="text"/>	<p>Vehicle Type</p> <input type="text"/>
<p>Collecting Point</p> <input type="text"/>	<p>Delivery Point</p> <input type="text"/>
<p>Date</p> <input type="text" value="03/10/2022"/>	<p>Material Category</p> <input type="text"/>
<p>Purpose</p> <input type="text"/>	<p><input checked="" type="checkbox"/> Upload Consignment Note (Optional) ▲</p> <div><p>Click to upload document(s)</p></div>

7.0 MATERIAL GATE PASS (2)

Item Description

Quantity

Remark

Click to upload item photo



Approver

OPU/Tenant/ Division of AA

Contractor

CANCEL

SAVE DRAFT

SUBMIT

6

Review (Health Declaration)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (HEALTH DECLARATION)

This page allows Health Declaration AA to review Health Declaration Form

PENDING REVIEW (HEALTH DECLARATION FORM)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
04-07-2022	IZATUL HAFINAZ RAJAB	850614016842	N/A	izatulahfinaz@gmail.com	APPROVED	
04-07-2022	Kharul Anwar Johari	840504045619	EXACT OIL & GAS SDN BHD	jkharulanwar@gmail.com	PENDING APPROVAL	
04-07-2022	Ahmad Kamal Abu Bakar	770420026698	EXACT OIL & GAS SDN BHD	ahkamal129@gmail.com	APPROVED	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1

Click on to review form

REVIEW (HEALTH DECLARATION)

Form

Reviewer will be able to view details but cannot edit

PETRONAS MyArrival Lim Ming Joon

• Loss of taste		
2 Have you attended any event / areas associated with known COVID-19 clusters?	<input type="radio"/>	<input checked="" type="radio"/>
3 Have you had close contact to confirmed or suspected case of COVID-19 within the past 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
4 Have you travelled to any country outside Malaysia within the past 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
5 Are you a MOH COVID-19 volunteer in the last 14 days?	<input type="radio"/>	<input checked="" type="radio"/>
6 Are you currently serving Home Surveillance Order (HSO)?	<input type="radio"/>	<input checked="" type="radio"/>

In accordance with Malaysia's Personal Data Protection Act 2010 and the EU General Data Protection Regulation (GDPR), your personal or sensitive data is being collected for the purpose of workplace infection control in relation to the COVID-19 outbreak.

- I declare negative RTK result submitted to superior / area manager / contract owner.
- I consent to the collection and processing of my data for the above purpose.
- I declare that my close contacts and I did not engage in any activities or have any contacts that may potentially expose us to COVID-19.
- I declare that RTK Antigen / RT PCR test is eligible and conducted as per PIC entry requirement.
- I agree that all information declared are accurate and any false declaration could result in consequence management.

Cancel

REJECT

APPROVE

2 Click on review to approve form



7

Review (Gate and Building Access)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (GATE AND BUILDING ACCESS)

This page allows AA to review Gate and Building Access

PENDING REVIEW (GATE AND BUILDING ACCESS REQUEST)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
04-07-2022	IZATUL HAFINAZ RAJAB	850614016842	N/A	izatulhafinaz@gmail.com	APPROVED	
04-07-2022	Kharul Anwar Johari	840504045619	EXACT OIL & GAS SDN BHD	jkharulanwar@gmail.com	APPROVED	
04-07-2022	Ahmad Sabrun Ihsan	1059918	Pengerang Refining Company Sdn. Bhd.	ahmadsabrun.ihsa@prefchem.com	APPROVED	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1

Click on to review form

REVIEW (GATE AND BUILDING ACCESS)

PETRONAS MyArrival Lim Ming Joon

- HIVE / THMO Select
- Control Metering House Select
- Sub-Station Select
- Laboratory Building Select
- Building Select
- Field Auxiliary Room (FAR) Select
- Main Warehouse Building Select
- Local Control Building / Room Select
- Others Select

NAME OF GATE AND BUILDING ACCESS	ATTACHMENT
No item to show...	

Form

Reviewer will be able to view details but cannot edit

Cancel REJECT APPROVE

2 Click on review to approve form



8

Review (Temporary Vehicle Pass)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (TEMPORARY VEHICLE PASS)

This page allows AA to review Temporary Vehicle Pass section

PENDING REVIEW (TEMPORARY VEHICLE PASS)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
04-07-2022	IZATUL HAFINAZ RAJAB	850614016842	N/A	izatulhafinaz@gmail.com	APPROVED	
04-07-2022	Kharul Anwar Johari	840504045619	EXACT OIL & GAS SDN BHD	jkharulanwar@gmail.com	PENDING APPROVAL	
04-07-2022	Musa Albakri Saad	C0055250	N/A	musaalbakri.saad@prefchem.com	APPROVED	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filter values
Export to excel: to download result table into excel

1 Click on to review form

REVIEW (TEMPORARY VEHICLE PASS)



Insurance Cover Note	WhatsApp Image 2022-06-26 at 1.10.02 PM.jpeg
Malaysia / International Driving License	WhatsApp Image 2022-06-26 at 1.09.50 PM.jpeg
For HIVE/ SPC resident	Competency.pdf
PUSPAKOM	WhatsApp Image 2022-06-28 at 12.02.43 PM.jpeg

Declaration :

- I agree that the Vehicle will be used and operated in full compliance to PIC Park Rules, all road traffic regulations issued by the relevant authorities, relevant PIC traffic procedures, and other applicable vehicle-use requirements or guidelines issued by PRPC from time to time.
- I agree that the Vehicle in good working condition and safe including being operated in a reasonable manner that will not cause unnecessary damage to the Vehicle, other vehicles or the surrounding assets or area, injury to self, vehicle occupants or people in surrounding area, or damage to PETRONAS' reputation.
- I will be responsible to conduct general inspection of the Vehicle to ensure its road worthiness every time prior to the Vehicle being operated, including checking the functionality of the Vehicle's system such as the signal, rear and headlights, tire pressure and conditions, brake functionality, and other critical vehicle functions.
- I will fully responsible and accountable for all costs associated with the Vehicle being operated not in compliance and also be subjected to applicable Consequence Management (CM) actions to the above Requirements. This includes damages to the Vehicle, fines or penalties by relevant authorities such as the police, PIC Security or other parties having jurisdiction, resulting from negligence, accidents, wrongful operation or usage, overloading, legal actions, speeding, illegal parking, etc.

Cancel REJECT APPROVE

Form

Reviewer will be able to view details but cannot edit

2 Click on review to approve form

9

Review (Vehicle Access Pass)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (VEHICLE ACCESS PASS)

This page allows AA to review Vehicle Access Pass section.

PENDING REVIEW (VEHICLE ACCESS PASS)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
01-07-2022	Lim Ming Joon	951123146581	N/A	limmingjoon@gmail.com	APPROVED	
28-06-2022	Nurul Nabila Sharifuddin	1053879	N/A	nurulnabila.sharifu@petronas.com.my	APPROVED	
28-06-2022	Trinh Van Hai	6666666	Pengerang Refining Company Sdn. Bhd.	haitrinh.dev666@gmail.com	PENDING APPROVAL	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on to review form

REVIEW (VEHICLE ACCESS PASS)

PETRONAS MyArrival Lim Ming Joon

Malaysia / International Driving License MB Synergy DO (1) (1) (1).pdf

VAP Period: 28/06/2022 - 28/06/2023

OPU/Tenant/ Division of AA: P37 Solar Staff

Declaration :

- I agree that the Vehicle will be used and operated in full compliance to PIC Park Rules, all road traffic regulations issued by the relevant authorities, relevant PIC traffic procedures, and other applicable vehicle-use requirements or guidelines issued by PRPC from time to time.
- I agree that the Vehicle in good working condition and safe including being operated in a reasonable manner that will not cause unnecessary damage to the Vehicle, other vehicles or the surrounding assets or area, injury to self, vehicle occupants or people in surrounding area, or damage to PETRONAS' reputation.
- I will be responsible to conduct general inspection of the Vehicle to ensure its road worthiness every time prior to the Vehicle being operated, including checking the functionality of the Vehicle's system such as the signal, rear and headlights, tire pressure and conditions, brake functionality, and other critical vehicle functions.
- I will fully responsible and accountable for all costs associated with the Vehicle being operated not in compliance and also be subjected to applicable Consequence Management (CM) actions to the above Requirements. This includes damages to the Vehicle, fines or penalties by relevant authorities such as the police, PIC Security or other parties having jurisdiction, resulting from negligence, accidents, wrongful operation or usage, overloading, legal actions, speeding, illegal parking, etc.

Cancel REJECT APPROVE

Form

Reviewer will be able to view details but cannot edit

2 Click on review to approve form

10

Review (Declaration of Equipment)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (DECLARATION OF EQUIPMENT)

This page allows AA to review Declaration of Equipment section.

PENDING REVIEW (DECLARATION OF EQUIPMENT)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
04-07-2022	IZATUL HAFINAZ RAJAB	850614016842	N/A	izatulhafinaz@gmail.com	APPROVED	
04-07-2022	Kharul Anwar Johari	840504045619	EXACT OIL & GAS SDN BHD	jkharulanwar@gmail.com	APPROVED	
04-07-2022	Musa Albakri Saad	C0055250	N/A	musaalbakri.saad@prefchem.com	APPROVED	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1

Click on to review form

REVIEW (VEHICLE ACCESS PASS)

PETRONAS MyArrival Lim Joon

Personnel Information

Full Name : Lim Joon Company : N/A

Designation : N/A Contact No : 60132445663

Staff No/IC No/Passport : MB1234 Email : * mingjoontest2@gmail.com

Location : PIC

Type : Visitor/ Vendor/ Service Provider

1.0 DECLARATION OF EQUIPMENT

Category Item	Brand/Model/Specification	Serial No	Quantity	Remark
Digital and Electronic Item	HP	S1234	1	LAPTOP
Digital and Electronic Item	ONE PLUS	OP32421	1	PHONE

Cancel REJECT APPROVE

Form

Reviewer will be able to view details but cannot edit

2 Click on review to approve form



11

Review (Material Gate Pass)

This module is for all reviewers to review (approve/reject) details of users.

REVIEW (MATERIAL GATE PASS)

This page allows AA to review Declaration of Equipment section.

PENDING REVIEW (MATERIAL GATE PASS)

Submission Date :

Name :

ID/IC No/Passport :

Company :

Email Address :

Form Status :

EXPORT TO EXCEL **RESET** **SEARCH**

SUBMISSION DATE	NAME	ID	COMPANY	EMAIL ADDRESS	FORM STATUS	ACTION
01-07-2022	Lim Ming Joon	951123146581	N/A	limmingjoon@gmail.com	APPROVED	
28-06-2022	Nurul Nabila Sharifuddin	1053879	N/A	nurulnabila.sharifu@petronas.com.my	APPROVED	
27-06-2022	Nurul Nabila Sharifuddin		N/A	nurulnabila.sharifu@petronas.com.my	APPROVED	

Filter

Filter the result by inputting/selecting values

Result

Displays result of all contractor forms based on filter

Buttons

Search: to search based on filter selection
Reset: to clear all filters
Export to excel: download result table into excel

1 Click on to review form

REVIEW (MATERIAL GATE PASS)

PETRONAS MyArrival

Lim Ming Joon

MGP shall be rejected if NO Consignment Note attached

EVITTING AISAH (1).pdf x

Item Description	Quantity	Remark
No item to show...		

Approver

OPU/Tenant/ Division of AA

Contractor

PREFCHEM

PREFCHEM

Cancel REJECT APPROVE

Form

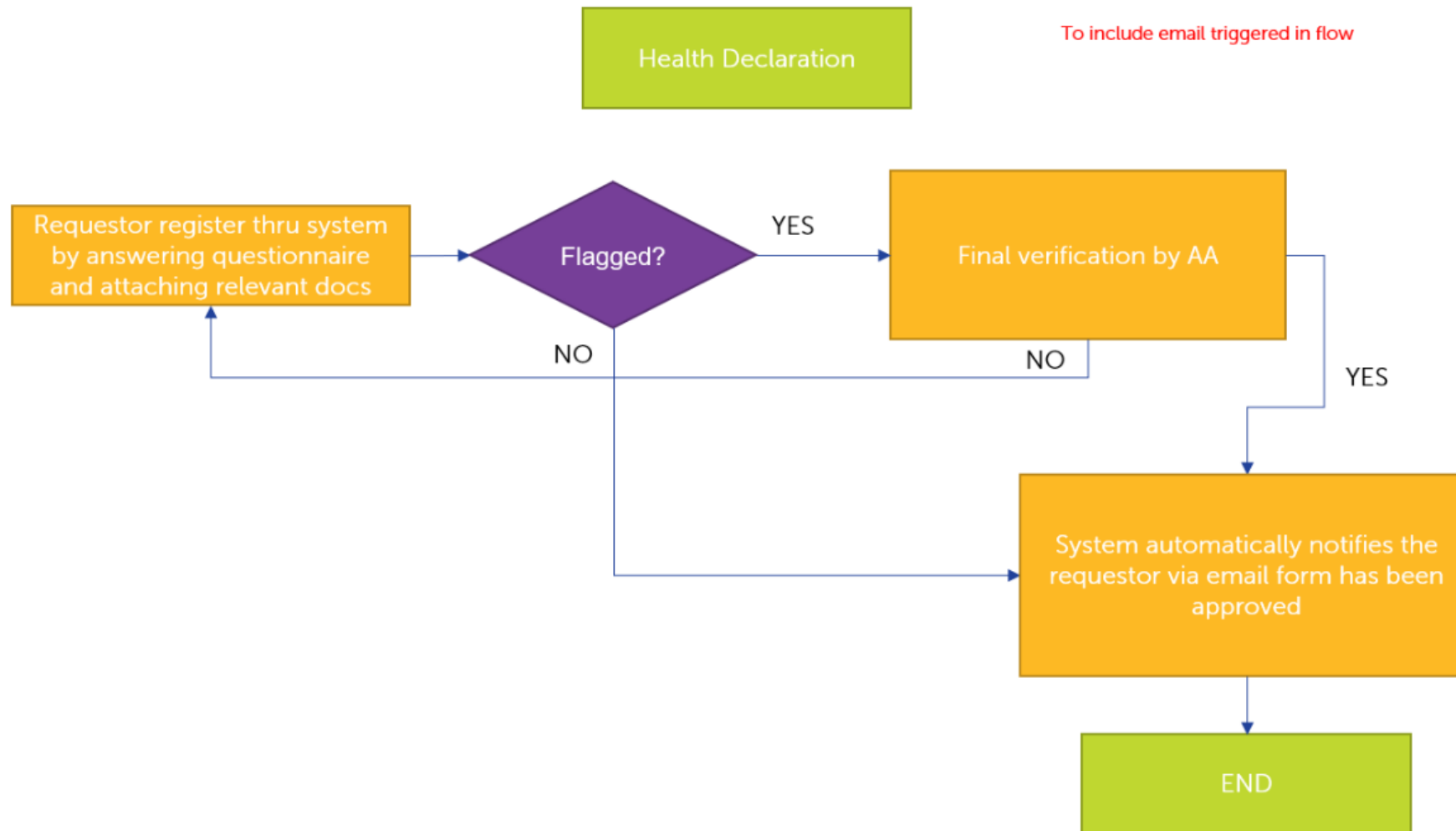
Reviewer will be able to view details but cannot edit

2 Click on review to approve form

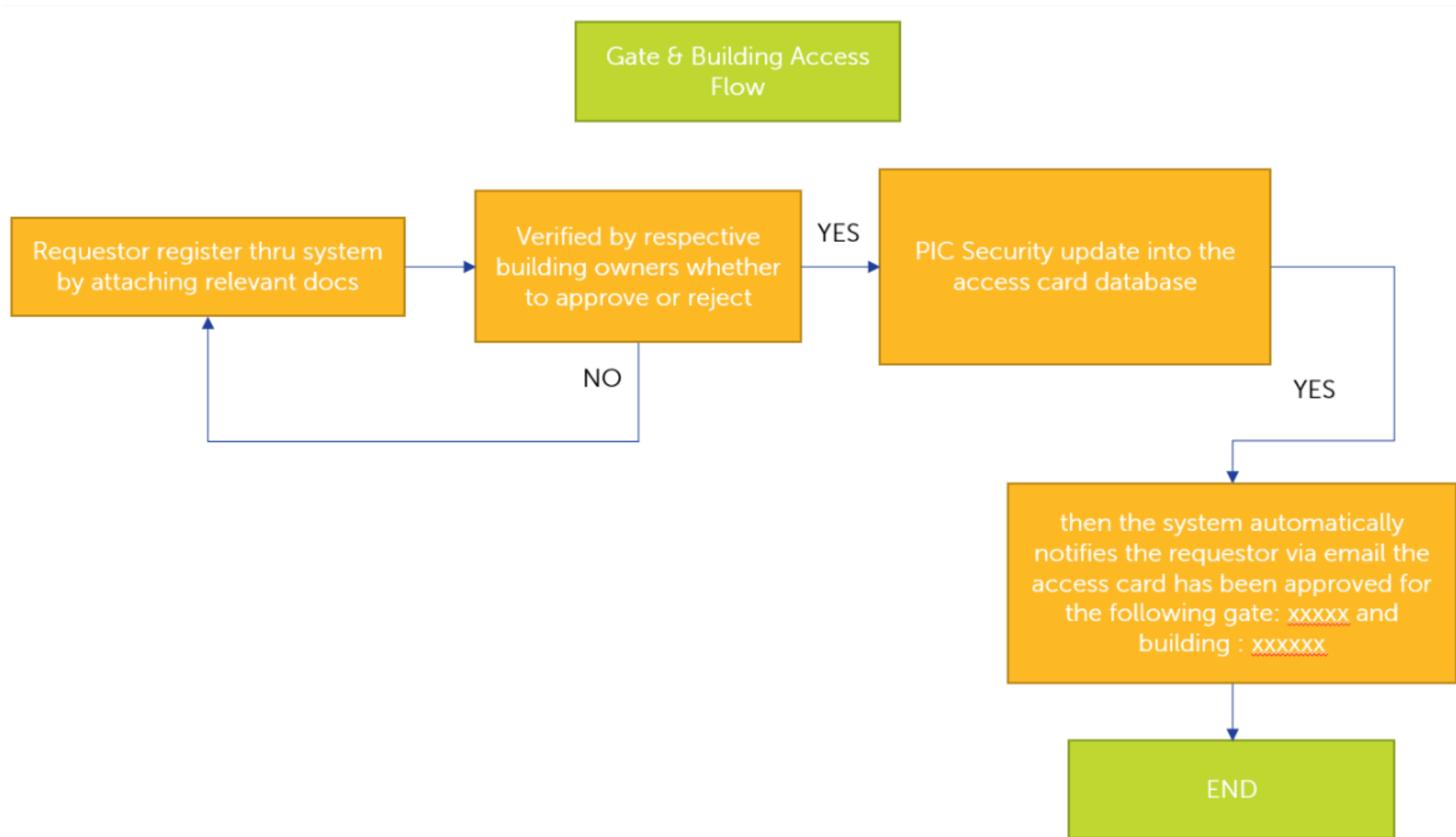
12

Workflow

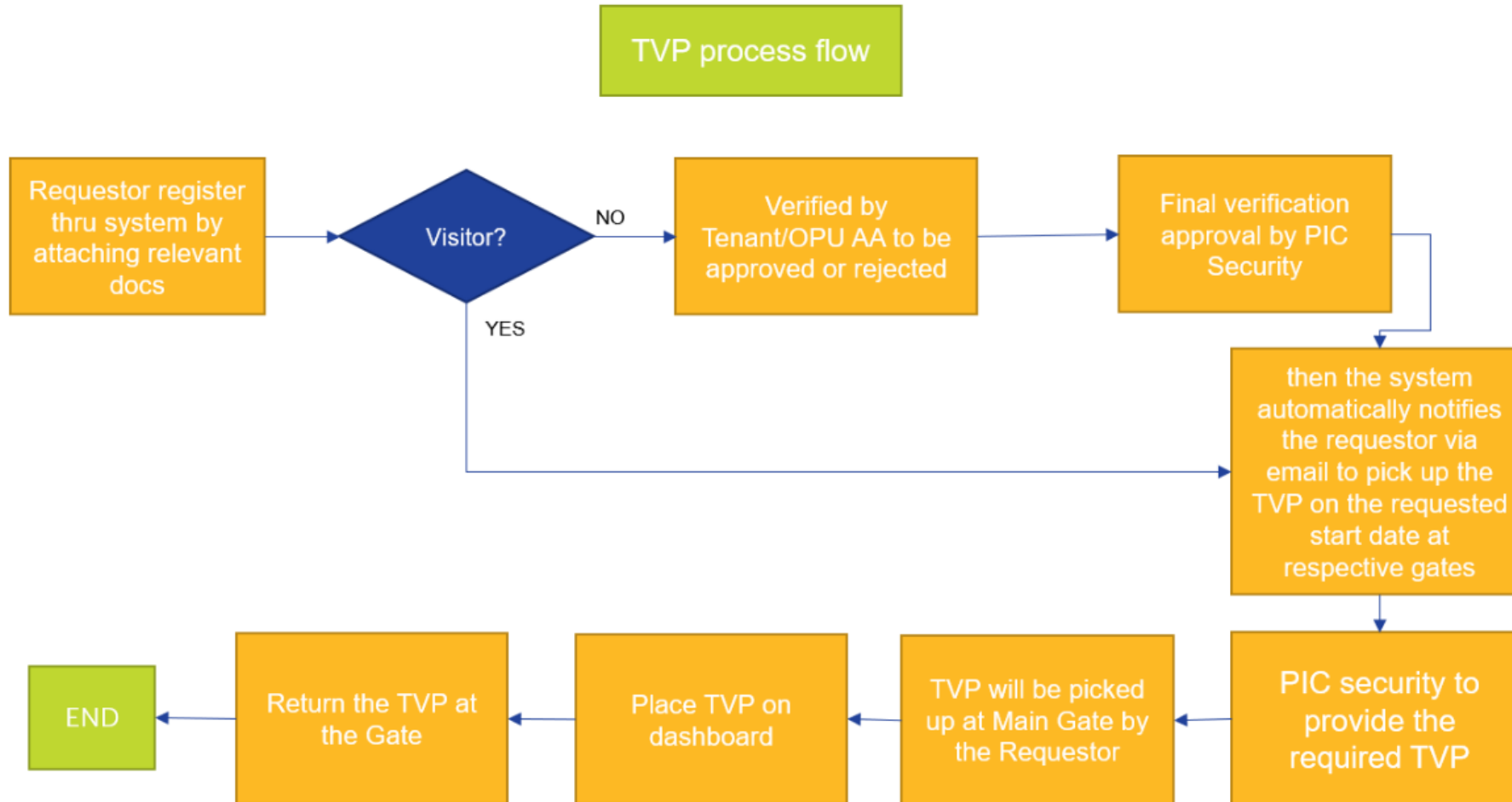
Health Declaration Form



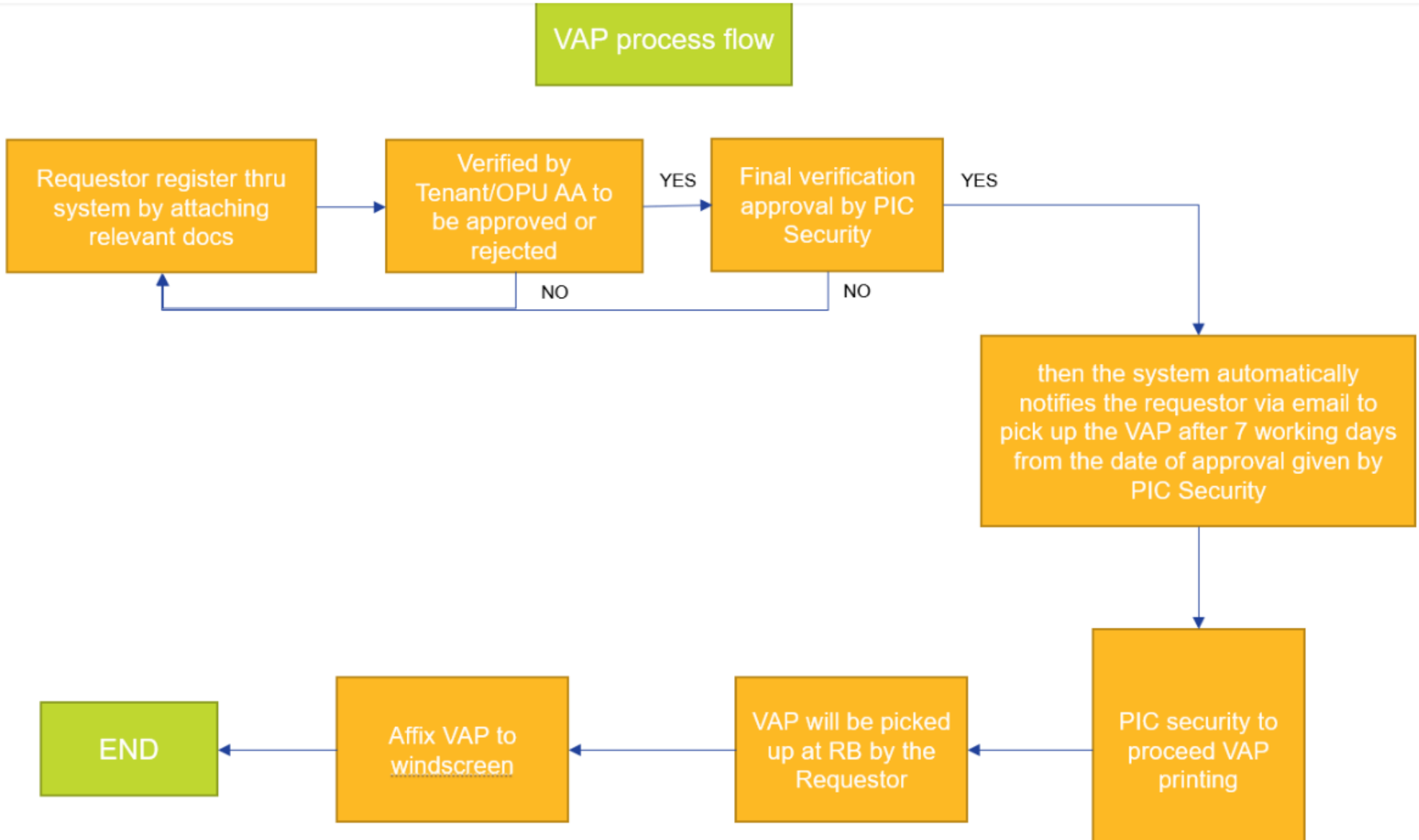
Gate and Building Access



Temporary Visitor Pass

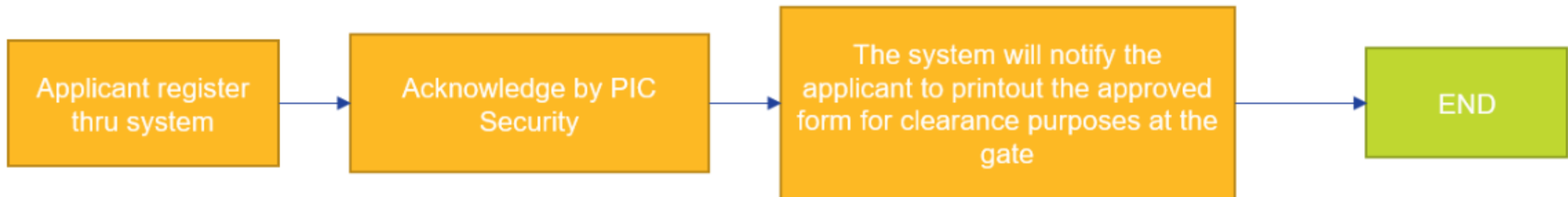


Vehicle Access Pass

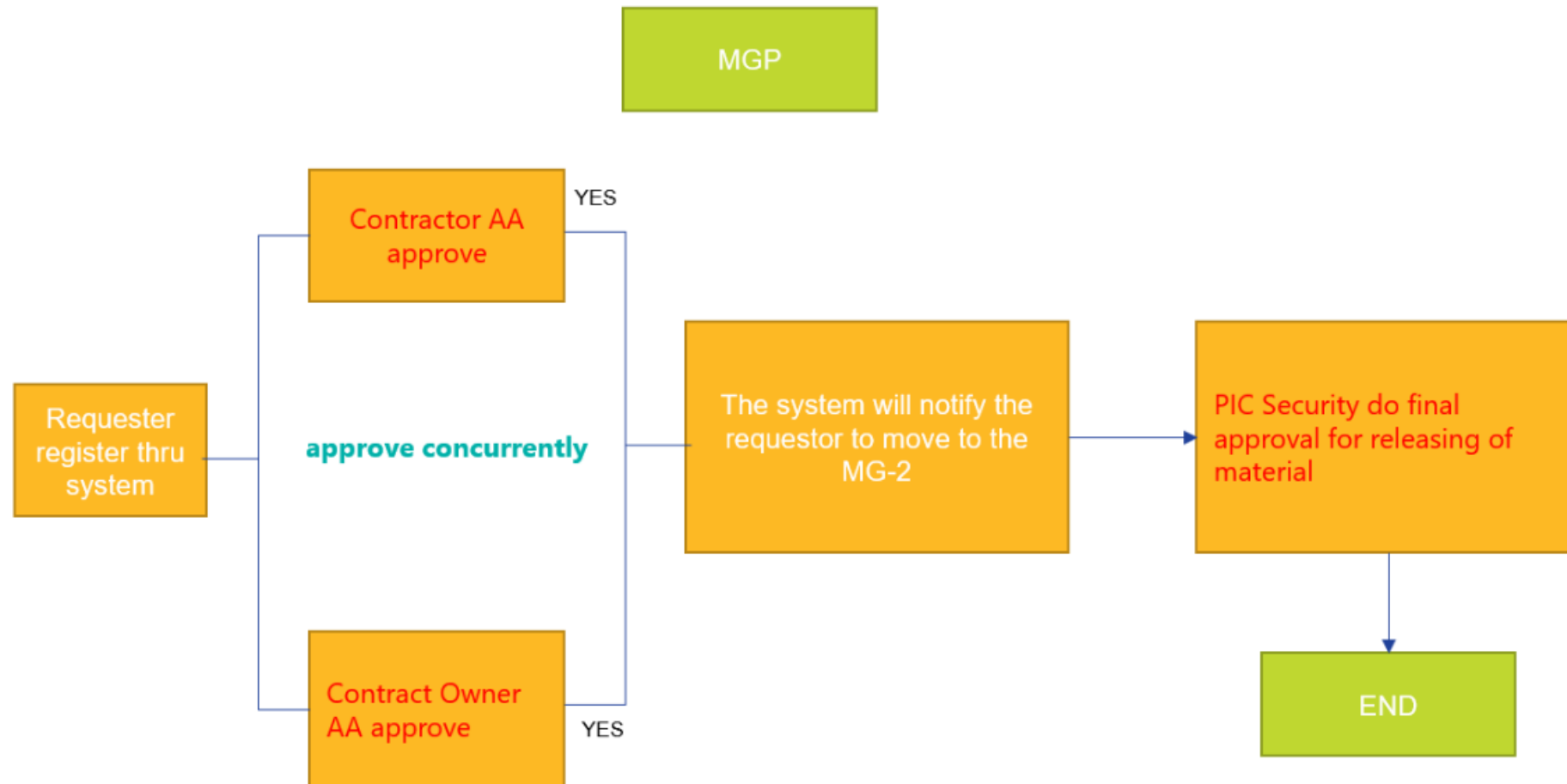


Declaration of Equipment

Declaration of equipment



Material Gate Pass



13

FAQ

Frequently Asked Questions (FAQ)

1) I have access to PIC/buildings previously and returning after quite a period.

How shall I access to my Arrival? Host to invite the personnel and send new application

2) Is personal email address other than Gmail/company email accepted?

Only Gmail and company email will be accepted.

3) Does everyone despite vaccination status required to submit COVID-19 Online health and Declaration?

Online declaration only required to non/partially vaccinated group.

4) I am not vaccinated and required to conduct weekly RTK and submit online declaration. How can I submit a weekly declaration?

Host/Contract owner/Superior (staff) to assign you every week.

5) Can the host submit on behalf on his visitor/contractor/authority?

Yes, the host can submit on behalf of their visitor/contractor/authority

Frequently Asked Questions (FAQ)

6) What is the condition to apply for Main Gate Pass via myArrival?

You shall need to register with XPRESS prior requesting into myArrival. Contractors who are yet to register with XPRESS are required to log in as visitor (assigned by host) and submit their request. myArrival – cross check IC number and any link with XPRESS. If otherwise, they can utilize as visitor and log in XPRESS to complete their profile update. Internal Internal

7) I cannot access the section in myArrival, how can I request the section to be enabled?

Inform host to enable the required section.

8) Do PIC (Pengerang Integrated Complex) staff need to complete all myArrival section?

No

9) How to counter-check staff who are no longer required to attend briefing

Declaration

10) Is myArrival only applicable at PIC or whole PETRONAS OPU?

Currently only for PIC.

Frequently Asked Questions (FAQ)

11) How early should we invite a guest? Can we invite them on the same day? (Or a few hours before they come in)

There is no definite time to invite any guest, however one invitation is only valid up to the expected arrival date set by the inviter. If the invitee does not respond to the invitation within the timeline, the invitation will be discarded automatically.

12) If I have 10 visitors for a meeting or visit, do I need to send out 10 invitations? (Pool invitation)

Yes, it must be an individual invitation as each of the guests might have some different entry application.

13) Does a visitor need to fill in all the details?

Yes, all the details are required to be filled up by the visitor.

14) If the visitor is the VIP or authority do, they still need to fill up all the details?

Yes, they need to fill themselves or by their assigned admin. In this system we shall comply with the Personal Data Protection Act (PDPA) when the visitor declares personal data themselves.

15) How long for an account take to get approved?

It depends on the security team to approve your profile.

Frequently Asked Questions (FAQ)

16) Does it take time to get approval from AA (Approving Authority)?

We believe it will take up to 7 working days, however it depends entirely on the AA's review before giving approval.

17) Is declaration equipment for delivery needed to declare based on delivery order or just general?

Declaration of equipment is only applicable for the equipment/items that the visitor requires to bring in.

18) If there are 4 areas of application being applied (e.g., Health Declaration, Gate Access, TVP (TEMPORARY VEHICLE PASS), Declaration Equipment) and all approved, so the visitor must print every single approved sheet?

Currently, the system does not have a primary sheet, visitors need to print each application.

19) Is it possible if we do not print out the application?

Yes. Visitors may show the softcopy of the application

20) How long does it take for MGP (Main Gate Pass) to be approved?

It is totally depending to the contract owner and contractor AA to approve it.

Frequently Asked Questions (FAQ)

21) Can visitors submit the MGP 2/3 days in advance before the date for the item to be collected?

To follow the current process, MGP is only allowed to submit during the day of the item to be collected.

22) My contract owner got an email about to approved for health declaration of mine but where he wants to check it?

Contract Owner will only receive email to approve MGP. They can check it from email or accessing into the myArrival

23) Is there any expiry date for gate access e.g., staff coming back from long leave/outstation?

The card will be active for 1 month only. Then the staff need to reactivate the card at the gate counter to enter the PIC

24) Do we need to submit myArrival whenever we exit from the PIC?

Depending on the validity of your application period. Internal Internal

25) Can a visitor select more than one (1) entry gate?

Yes. Hosts have the option to select more than 1 main gate, however it is subjected to the PIC Security to approve any application.

Frequently Asked Questions (FAQ)

26) In case we are choosing process gate, then which main gate can the guest/visitor enter?

hosts/staff should select the main gate they need for visitors to enter the site

27) How about the visitor that has no Google email?

The visitor can create a new Gmail account. As of now the system only allows one Gmail account for one visitor to access myArrival

28) Will there be any limitation on file size uploaded in the new system too?

There is no limitation on the size of the file except for the file type only in the myArrival system.

29) What is the main difference between TVP and VAP (VEHICLE ACCESS PASS)?

Vehicle Access Pass (VAP) is permanent sticker for staff or in-house contractor while Temporary Vehicle Pass (TVP) is placard for temporary use / short term duration by visitor or contractor or for pregnant ladies

30) What happens if the applicant wrongly chooses TVP then already submits the application?

The visitor needs to resubmit a new application for TVP.

31) Will myArrival replace VMS (Visitor Management System)?

Yes, myArrival will be replacing VMS. So, in future whoever enters PIC will have to go through myArrival, and not VMS anymore.

