



PTAPTW Guidelines

Instruction/Manual of Permit Application.

- The revise PTAPTW form is designed to ease customers, visitors, provider filling the form.
- Any parties required to access the strict zone, you may directly discuss/contact with irix noc noc@irix.my or +60 19 828 4028.
- Nominate “irix Person in Charge” must acknowledge requestor parties entering the facility and attend for guide.

Section	Example	Descriptions
A	<div> <div>SECTION A: Applicants request information</div> <div> <div>Requestor Name : Ahmad Sukarno Bin Ahmad Malisan</div> <div>Company & Position : Abcdefgh Sdn Bhd</div> <div>Contact Number : 012 3456 789</div> <div>Access Date & Time : 24 – 28 December 2026, 10:00 – 16:00</div> </div> <div> <div>This box will be filled by irix management.</div> <div> <input type="checkbox"/> Permit to Works <input type="checkbox"/> Permit to Access </div> </div> <div> <div>Please mark the applicable working / activity zone(s)</div> <div> <div> <input checked="" type="checkbox"/> Front of House <input type="checkbox"/> Data Hall A <input type="checkbox"/> Network Room </div> <div> <input checked="" type="checkbox"/> Technician Workspace <input type="checkbox"/> Data Hall B <input type="checkbox"/> Spare / Tool Room </div> <div> <input type="checkbox"/> Facility Team Office <input checked="" type="checkbox"/> Data Hall C <input type="checkbox"/> Powerhouse </div> <div> <input type="checkbox"/> Monitoring Room <input type="checkbox"/> MMR A <input checked="" type="checkbox"/> Others: Meeting Room </div> <div> <input type="checkbox"/> Cable Landing Station <input type="checkbox"/> MMR B </div> </div> </div> <div> <div>Please specify and elaborate Works / Activities:</div> <div> <ul style="list-style-type: none"> Discussion with contractor and configure equipment xx in Rack Cxxx. </div> </div> </div>	<ul style="list-style-type: none"> • In this section, requestor or person that fill the form needs to fill in their own name, company, position and contact number. • Requestors need to write the requested date and time they want to access / apply. • Fill in on the section you want to access or if the area is not stated, mark on others and write down the area you need. • State your reason for access or elaborate your activity in the facility requested. • From the purpose or activities that have been elaborate, irix management decide and mark on the permit requested.



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B	<div>SECTION B: Details of personnel accessing the facilities</div> <table border="1"><thead><tr><th>No</th><th>Full Name (as per IC/Passport)</th><th>Vehicle No</th><th>IC/Passport No</th><th>Contact No</th><th>Remarks</th></tr></thead><tbody><tr><td>1</td><td>Jamirudin, ak Benedict</td><td>QSB9876</td><td>Ø71209-52-5739</td><td>Ø12 996 0393</td><td>Project Manager</td></tr><tr><td>2</td><td>Julia binti Morshidi</td><td>[]</td><td>Ø80622-12-6734</td><td>Ø17 987 3789</td><td>Programmer</td></tr><tr><td>3</td><td>Christ, Chen Lok Hieng</td><td>[]</td><td>ØG9280129</td><td>[]</td><td>YB DUN N7</td></tr><tr><td>4</td><td>Adenan Saufai bin Jamali</td><td>ØBK 98 P</td><td>Ø91212-19-2928</td><td>[]</td><td>Wheelchair, OKU</td></tr><tr><td>5</td><td>Claudia ak Josh Samuel</td><td>ØKK 289M</td><td>Ø30303-12-3984</td><td>Ø1118283973</td><td>ISP provider-TM</td></tr><tr><td>6</td><td>Robert Henry Jackson</td><td>[]</td><td>ØKJ2829102</td><td>Ø183989499</td><td>Sinchan Auditor</td></tr><tr><td>7</td><td>Kastoria Esmelda A/P Ragusan</td><td>ØP192T</td><td>Ø730914-13-9283</td><td>Ø19 9238 398</td><td>Secretary</td></tr><tr><td>8</td><td>Maizura Kagura Mayasaki</td><td>[]</td><td>ØSP128938</td><td>[]</td><td>VIP – Infrastructure</td></tr><tr><td>9</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>10</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td></tr></tbody></table>	No	Full Name (as per IC/Passport)	Vehicle No	IC/Passport No	Contact No	Remarks	1	Jamirudin, ak Benedict	QSB9876	Ø71209-52-5739	Ø12 996 0393	Project Manager	2	Julia binti Morshidi	[]	Ø80622-12-6734	Ø17 987 3789	Programmer	3	Christ, Chen Lok Hieng	[]	ØG9280129	[]	YB DUN N7	4	Adenan Saufai bin Jamali	ØBK 98 P	Ø91212-19-2928	[]	Wheelchair, OKU	5	Claudia ak Josh Samuel	ØKK 289M	Ø30303-12-3984	Ø1118283973	ISP provider-TM	6	Robert Henry Jackson	[]	ØKJ2829102	Ø183989499	Sinchan Auditor	7	Kastoria Esmelda A/P Ragusan	ØP192T	Ø730914-13-9283	Ø19 9238 398	Secretary	8	Maizura Kagura Mayasaki	[]	ØSP128938	[]	VIP – Infrastructure	9	[]	[]	[]	[]	[]	10	[]	[]	[]	[]	[]	<ul style="list-style-type: none">In this section, requestor needs to list all personnel that will be accessing the facility.This included the requestor detail if the requestor is also accessing the facility.Any personnel that are not listed in this section are prohibited to access the facility.Any needs or additional information of the personnel is highly appreciated.
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C	<div>SECTION C: Declaration for terms and conditions</div> <p>Requestor Declarations</p> <p><small>I / We understand and accept all the terms and conditions the work prescribed is to be carried out and safety precautions that are necessary to complete the work safely as outlined in the appropriate method statement and risk assessments. If conditions are such that the method statement and risk assessments become invalid, it is my responsibility to stop work immediately and notify the person who authorized this permit to work. The disposal of any residues of the hazardous material used will be in accordance with the Environmental Quality Act. The person who undertakes this work also liable to comply to all the Statutory Requirement imposed by the authorities. We will check and clean up the work area related. irix reserves the right to recall us if the work is unsatisfactory or still not tidy up.</small></p> <p>Declared by</p> <p>X <u>Testing</u></p> <p>Name: <u>Ahmad Sukarno Bin Ahmad Malsan</u></p> <p>Date : <u>30 November 2026</u></p>	<ul style="list-style-type: none">Requestors need to fill in and sign this section as agreed to be responsible for access and follow any rules or safety precaution given by the irix DC management.																																																																		
D	<div>SECTION D: Access Grant by irix Management</div> <table border="1"><thead><tr><th colspan="2">Nominate irix Person in Charges</th><th>Remarks</th></tr></thead><tbody><tr><td>Name</td><td>Jenny Sim Law</td><td rowspan="2">Please make sure cust/provider clean the area after work P26113001</td></tr><tr><td>Contact No.</td><td>016 892 6365</td></tr></tbody></table> <p>Verified By</p> <p>X <u>Testing</u></p> <p>Name : <u>Jack Lebron Ronaldo</u></p> <p>Date : <u>2 December 2026</u></p> <p>Position : <u>irix NOC Team</u></p> <p>Approved By</p> <p>X <u>Testing</u></p> <p>Name : <u>Yasin bin Kadrie</u></p> <p>Date : <u>3 December 2026</u></p> <p>Position : <u>Facility Manager</u></p>	Nominate irix Person in Charges		Remarks	Name	Jenny Sim Law	Please make sure cust/provider clean the area after work P26113001	Contact No.	016 892 6365	<ul style="list-style-type: none">This section will be filled by irix DC management.irix NOC will check the details in the documents or TCR (depending on the purpose) and verify the access.irix DC Facility Manager will give the decision to grant access of the permit application.																																																										
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