

**CIRCULAR**

**Regulating and providing guidance on application and appraisal procedures of machinery, equipment, materials, and substances with strict occupational safety, hygiene and health requirements**

In accordance with Government Decree No. 110/2002/ND-CP dated 27<sup>th</sup> December 2002 on amendments and supplements of some articles of Decree No. 06/CP dated 20 January 1995, regulating in detail some articles of Labour Code on labour safety, hygiene and health, after being consulted by the Ministries of Health, the Ministry of Justice, the Ministry of Internal Affairs and other related bodies, the Ministry of Labour, Invalids and Social Affairs regulates and provides guidance on application for operational licence and appraisal procedures of machinery, equipment, materials, and substances with strict occupational safety, hygiene, and health requirements as follows:

**I. SCOPE AND SUBJECTS OF APPLICATION**

Enterprises, companies, organizations and individuals (hereinafter referred to as units) using machinery, equipment, materials, and substances with strict occupational safety, hygiene, and health requirements (hereinafter referred to as objects) subject to the lists regulated by the Ministry of Labour, Invalids, and Social Affairs in Appendix No. 01 attached to this Circular, and by the Ministry of Health in the Appendix attached to Circular No. 05/1999/TT-BYT dated 27<sup>th</sup> March 1999 regulating the declaration, application, and issuance of licences towards substances with strict occupational hygiene and health requirements, shall apply for operational licence and appraisal before the machinery, equipment, materials, and substances with strict occupational safety, hygiene, and health requirements are used:

- Undertakings established and operating under the State Enterprise Law include: trading and manufacturing undertakings, undertakings of public interest, and undertakings of armed forces;
- Undertakings established and operating under the Enterprise Law include: limited liability companies, joint stock companies, partnerships, and private enterprises;
- Undertakings established and operating under the Law on Foreign Investment in Vietnam include: joint-venture enterprises, and enterprises with 100% foreign-invested capital;
- Undertakings of political organizations and socio-political organizations;
- Households, individual businesses, co-operative business groups, co-operatives and individuals;
- Administrative and non-productive bodies, political organizations, socio-political organizations, socio-politic-trade organizations, and other social organizations including: units entitled to perform manufacturing, trading, servicing activities belonging to administrative and non-productive bodies, the Communist Party, unions, and self-financed public gatherings;
- Semi-state owned units, people-run units and private units working in culture, health, education, training, science, gymnastics and sport and other non-productive institutions;
- Clinics in communes, wards and towns;

- Foreign companies, organizations and individuals or international organizations located in Vietnam except for the cases operating under different regulations in international treaties in which Vietnam is a signatory or a supporting member.

## **II. APPRAISAL**

Appraisal is the supervision, testing, and analysis of appraisal bodies to assess the level of safety of machinery, equipment, materials, and substances with strict occupational safety, hygiene, and health requirements as stipulated in the State's occupational safety, hygiene, and health practice codes and standards.

The appraisal procedures are stipulated as follows:

### **1. As for the unit:**

- a. To directly request the appraisal body to implement the appraisal requirement as necessity arises;
- b. To submit technical documents related to the objects appraised and to nominate a representative to witness the appraisal process;
- c. To mitigate problems causing safety concerns related to the appraisal work.

### **2. As for the appraisal body:**

- a. To implement the appraisal within 10 working days from the receipt of request by the unit; however, in case the request from the unit cannot be executed within 5 working days after the receipt of the request, the appraisal body shall reply to the unit with a written notice clearly stating their rational behind the delay or inability;
- b. To implement the appraisal on the objects in accordance with the appraisal procedures promulgated by the Ministry of Labour, Invalids and Social Affairs and the State's occupational safety, hygiene, and health practice codes and standards.
- c. To write appraisal minutes and note down all the appraisal results in accordance with the object's record;
- d. If the object meets the strict occupational safety, hygiene, and health requirements to be put into operation, within 5 working days from the announcement of the appraisal minute, the appraisal body shall provide the unit with an appraisal result note (02 copies) in the form as specified in Appendix 2 attached to this Circular;
- e. During the course of the appraisal, if the object is found to potentially lead to occupational problems or occupational accidents, the appraisal body shall stop the appraisal and report the unit for mitigating solutions;
- f. During the course of the appraisal, if any of the appraisal procedures or the State's occupational safety, hygiene, and health practice codes and standards are violated, leading to material losses to the unit, the material losses shall be compensated as regulated by the law.

## **III. APPLICATION FOR OPERATIONAL LICENCE**

The application for operational licence of the objects is stipulated as follows: a mobile object shall be applied for operational licence at the Department of Labour, Invalids, and Social Affairs where the unit is headquartered; a stationary object shall be applied for operational licence at the Department of Labour, Invalids, and Social Affairs where the object is installed and operated. The application for operational licence takes place only once before the object is put into operation.

### **1. As for the unit:**

- a. Within 5 working days after the receipt of the appraisal result note, an application file shall be submitted to the local Department of Labour, Invalids, and Social Affairs;
- b. The application file for operational licence includes:
  - An application form subject to Appendix 3 attached to this Circular;
  - The object's record as stipulated in the State's occupational safety, hygiene, and health practice codes and standards; as for substances with strict occupational hygiene and health requirements and industrial explosive materials, there is a form subject to Appendix 4 attached to this Circular;
  - An appraisal result note; or a copy of "Licence for use of industrial explosive materials" as for industrial explosive materials;
- c. If the object's ownership is transferred, re-application shall be carried out; if the technical data of the object applied are altered as a result of any upgrading or repairing to the object, re-appraisal and re-application shall be carried out.

## **2. As for the Department of Labour, Invalids, and Social Affairs:**

- a. To provide the unit with a receipt of the application file as stipulated in Appendix 5 attached to this Circular;
- b. To implement the application procedures (the form of an application book is subject to Appendix 6 attached to this Circular) within 10 working days from the receipt of a valid application file; to sign and stamp on the section reserved for the application body in the object's record (as for substances with strict occupational hygiene and health requirements and industrial explosive materials: to sign and stamp at the bottom of the brief record).

After all the above procedures are completed, the appraisal body shall provide the unit with an application certificate subject to Appendix 7 attached to this Circular, return the object's record to the unit, and retrieve the receipt of the application file, which has been issued.

If the object is not qualified for the application, the appraisal body shall advise the unit in writing stating all reasons subject to Appendix 8 attached to this Circular.

## **IV. IMPLEMENTATION**

### **1. The unit is responsible:**

- a. To check all objects subject to application and appraisal under the unit's management responsibility to implement the application and appraisal as regulated in this Circular;
- b. To make an annual plan on the appraisal of objects so the appraisal body can be requested for object appraisal;
- c. To fully and strictly administer and operate the object as regulated by the State's standards and practice codes on occupational safety, hygiene and health;
- d. If the validity of the usage period of an object applied and licensed for use has not expired before this Circular is valid, the object shall remain legitimate in use. Once the validity of the usage period expires, its application and appraisal shall be implemented as regulated in this Circular.

### **2. Appraisal bodies are responsible:**

- a. To implement appraisal at the request of the unit in a timely manner;

b. To make a three-month report (before day 5 of the following quarter) to the Department of Labour, Invalids, and Social Affairs, where the object was applied for use, subject to Appendix 9 attached to this Circular.

**3. The Department of Labour, Invalids and Social Affairs is responsible:**

a. To implement the application within its regulated jurisdiction by this Circular, creating favorable conditions for the unit to quickly complete the application procedures;

b. To inspect and supervise the appraisal and usage of the object under its management jurisdiction;

c. To uniformly administer application certificates as regulated in this Circular; to periodically make 6-month (before the 20th of July) and 1-year (before the 31st of January of the following year) reports to the Ministry of Labour, Invalids, and Social Affairs on the local application for operational licence and appraisal situation subject to Appendix 10 attached to this Circular.

**4. The Bureau of Occupational Safety is responsible:**

a. To help the Ministry of Labour, Invalids, and Social Affairs with the State's uniform administration on application and appraisal and setting forms of application certificates;

b. To circulate, guide, and supervise the implementation of this Circular;

c. To periodically make 6-month and 1-year general reports to the leaders of the Ministry of Labour, Invalids and Social Affairs on the application and appraisal situation nationwide.

**5. Ministries, Ministry-equivalent bodies, governmental institutions, Provincial and Municipal People's Committees under the Centre** are responsible for instructing, supervising, and accelerating progress for the units under their administration to implement the regulations of this Circular.

This Circular is valid 15 days after being published on the official gazette and supersedes Circular No.22/TT-LDTBXH dated 8<sup>th</sup> November, 1996 by the Ministry of Labour, Invalids and Social Affairs providing guidance of declaration, application for usage and issuance of licences for machinery, equipment, materials and substances with strict occupational safety, hygiene and health requirements.

During the implementation course, any questions or problems that arise shall be addressed to the Ministry of Labour, Invalids and Social Affairs for reviewing and solutions./.

**Places to deliver:**

- Ministries, Ministry- equivalent bodies, Governmental organizations;
- Provincial, Municipal People's Committee under the Centre;
- Government Office;
- President Office;
- Office of the Central Party and committees of the Party;
- Office of the National Assembly;
- People's Supreme Procuracy;
- People's Supreme Court;
- Central organizations of unions;
- Departments of Labour, Invalids and Social Affairs of provinces and cities

**MINISTER**  
**THE MINISTRY OF LABOUR, INVALIDS AND**  
**SOCIAL AFFAIRS**  
(Signed and sealed)

**Nguyen Thi Hang**

under the Centre;  
- Official gazette;  
- Kept in Office, Bureau of  
Occupational Safety.

**APPENDIX 1**  
**LIST OF MACHINERY, EQUIPMENT, MATERIALS**  
**AND SUBSTANCES WITH STRICT OCCUPATIONAL SAFETY**  
**REQUIREMENTS**

(Promulgated in Attachment to Circular No. 23/2003/TT-LDTBXH dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

1. Various steam boilers (including heating sets and boiling sets) with pressed pressure of steam more than 0.7Kg/cm<sup>2</sup>;
2. Heat cookers with agent temperature exceeding 115<sup>o</sup>C;
3. Various pressure tanks with pressed operational pressure of more than 0.7Kg/cm<sup>2</sup> (without taking into account hydraulic static pressure) except tanks with volume of less than 25 little if the multiply between volume (by little) with pressure (by cm<sup>2</sup>) is not bigger than 200 and tanks are not made of metal;
4. Tanks, barrels used for storage, delivery of liquefied air and other liquidated substances with operational pressure of more than 0.7 KG/cm<sup>2</sup> or liquid, solid substances in form of powder without pressure but to be opened for use by air pressure of more than 0.7 KG/cm<sup>2</sup>;
5. Various air conditioning systems (except systems that have operational refrigerant by water, air; systems that have volume of loaded refrigerant of less than 5 Kg for refrigerant of group 1, less than 2.5 Kg for refrigerant of group 2 (as classified by Vietnamese Standards 6104: 1996);
6. Steam, boiled water pipelines of category I and II with the external diameter of 51mm and above, pipelines of category III and IV with the external diameter of 76mm and above (as classified by Vietnamese Standards 6158 and 6159: 1996);
7. Various gas pipelines;
8. Various cranes: car cranes, rubber wheel cranes, chain wheel cranes, rail cranes, pyramid cranes, console cranes, motored winch cranes, small cranes;
9. Bridge cranes: rolling bridge cranes, hinge cranes.
10. Traveling cranes: traveling cranes, semi-bridge traveling cranes
11. Winch hosts
12. Winch rope hosts
13. Electrical cable cars installed above the ground or floor slab,
14. Electrical winches to host weight vertically;
15. Winches (manual, electrical) to lift people.
16. Lift operating machines
17. Bottles used for storage and delivery of compressed air, liquefied air, mixed air with operational pressure of more than 0.7 KG/cm<sup>2</sup>;
18. Valve systems for air, liquefied air, mixed air, soluble air;
19. Various lifts;
20. Escalators;
21. Various explosives;
22. Explosive means (explodes, explosive lines, delay lines...)

## **LIST OF SUBSTANCES WITH STRICT LABOUR HYGIENE AND HEALTH REQUIREMENTS**

(Promulgated in Attachment to Circular No. 05/1999/TT-BYT dated 27/03/1999 of the Ministry of Health)

### **I. LIST OF CATEGORY I- SUBSTANCES SUBJECT TO STRICT LABOUR SANITATION REQUIREMENTS**

1. 2- Acetylaminofluorene
2. 4- Aminobiphenyl (M3)
3. Arsenic and arsenic compounds (1A)
4. Asbestos (amosite and chrysotil)
5. Benzene (T1, M1)
6. Benzidine (1A)
7. Bis (chloromethyl) ether
8. 1, 4- Butanediol dimethanesulfonate (M3)
9. Cyclophosphamide (T2, M2)
10. Diamino- 4,4 diphenyl
11. Diethylstilboestrol
12. 4- Dimethylaminoazobenzene
13. Naphthylamine (A and B)
14. Thorium dioxide
15. 4- Amino 10- methyl formic acid (T1)
16. Dinitrogen pentoxide (T1)
17. 2,4 DB
18. 2,4 DP
19. 2,4,5 D
20. 2,4,5 T
21. Plant protection chemicals on the list of those restricted for use in Vietnam (according to the list issued by the Ministry of Agriculture and Rural Development).

### **II. LIST OF CATEGORY II- SUBSTANCES SUBJECT TO STRICT LABOUR SANITATION REQUIREMENTS**

1. Acetothioamide
2. Acrylic amide
3. Alachlor
4. Allyl catechol methylene ether
5. 2- Aminofluorene
6. 3 -Amino 1,2,4- triazole
7. Aniline and its compounds
8. Antimony and its compounds (1 B)
9. Aziridine
10. Benzidine dihydro chloride
11. 2, 3- Benzofluoroethene
12. 2, 3- Benzophenanthrene
13. Benzo (a) pyrene (C2)
14. (Bis (Chloro- 2 ethyl) amino) phenyl butyric acid (T3)
15. Bis chloroethyl nitroso urea (T3 M3)
16. Benomyl
17. Benzyl chloride

18. Beryllium and its compounds
19. Boric acid and borates
20. Bromodichloromethane
21. Cadmium and its compounds (1A)
22. Calcium cyanide
23. Carbondisulfide (T3, A800)
24. Carbon monoxide
25. Carbon tetrachloride
26. Chloroethyl ether
27. Chloromethyl ether
28. Chloropicrine
29. Chromium and its compounds (C1)
30. Coal tar (C1)
31. Dactinomycin
32. Daunorubicin (T3)
33. Dementia (o & s)
34. Dieldrin
35. Di-sec-octyl phthalate
36. Dibenz (A-H) anthracene
37. 1, 4- Dichlorobenzene
38. Diethylstilboestrol
39. Dimethylformamide
40. 1, 4- Dioxane (C1)
41. Dimethyl mercury
42. Dinitro toluene (DNT)
43. Dinitrogen pentoxide.
44. Dioxin and its derivatives
45. Endosulfan
46. Epichlorohydrin (C3, 1A)
47. Enoxyl-propanol
48. Ethylene dibromide (C2)
49. Ethylene dichloride
50. Ethylene dioxide (C2, 1A)
51. Fluorouracil
52. Formalin
53. Formaldehyde (1A)
54. Hexa methyl phosphoramide (C2)
55. Hydrazine and hydrazine hydrate, hydrazine sulfate (1A)
56. Lead and compounds containing lead
57. Mechloethamine
58. Mechloethamine hydrochloride (C2, T2, A0600, A0800)
59. Melfalan (A0600, A0800)
60. Mercury and its compounds
61. Endrine
62. Methylal chloride
63. 2- Methyl aziridine Mercury and its compounds (1A)

64. Methylazoxy methanol B-D- Glucosite
65. Methyl bromide
66. Methyl chloride
67. Methylen chloride
68. Nickel (carbonyl, dioxide, disulfide, monoxide) (C2)
69. N- Nitrosodiisopropylamine
70. Nitrosomorpholine
71. Ortho-amino azotoluene
72. Perchloropentacyclodecane
73. Phosphine
74. Phosphorus (yellow)
75. Polychlorinated biphenyls
76. Procarbazine hydrochloride
77. Propyl thiouracil
78. Sodium cyanide
79. Stibine
80. Thallium and its compounds
81. Thionyl chloride
82. Thiophosphamide
83. Toluene (o, m, p)
84. Uracil mustard
85. Urethane (C1, M2)
86. Vinyl chloride
87. Vinyl cylohexene dioxide
88. Xylene (o, m, p)

**Remark: The symbols used in attachment with the above substances are construed as follows:**

C1: Found to cause cancer to human beings

C2: Found to cause cancer to animals, suspected of being able to cause harms to human beings

C3: Suspected of causing cancer to animals

M1: Found to cause gene deformation to human beings

M2: Found to cause gene deformation to animals, suspected of being able to cause harms to human beings.

M3: Suspected of causing harmful gene deformation to animals

T1: Found to cause teras to human beings

T2: Found to cause teras to animals, suspected of being able to cause harms to human beings

T3: Suspected of causing teras to animals

A0600: Causing genital disorders to human beings

A0800: Causing sperm malformation

A1000: Through placentas, poisoning human embryos and ova

1A: Very poisonous material, which can lead to immediate and serious consequences

2A: Very poisonous material, which can do other harms

1B: Poisonous material, which can lead to immediate and serious consequences

2B: Poisonous material, which can do other harms.

APPENDIX 2

**FORM OF APPRAISAL RESULT NOTE**

(Promulgated in Attachment to Circular No. 23/2003/TT-LDTBXH dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

FRONT PAGE

<p><i>SOCIALIST REPUBLIC OF VIETNAM</i> <i>INDEPENDENCE – FREEDOM – HAPPINESS</i></p> <p>-----</p> <p>APPRAISAL RESULT NOTE</p>			
No.	<table border="1"><tr><td style="width: 50px; height: 20px;">1</td><td style="width: 50px; height: 20px;">2</td></tr></table>	1	2
1	2		

(Size 15cm x 21 cm, double side)

**Remark:**

- Specify in box 1: Order of subjects subject to the list in Appendix 1.
- Specify in box 2 : Order stipulated by the appraisal organization.

ON THE BACK

1. Appraisal organization :

2. Name of the unit:

Head office:

3. Object:

+ Code:

+ Production year:

+ Production number:

+ Name of producer :

+ Technical specifications:

.....

.....

has been appraised (first time, periodic, casual) and qualified for licensing for use based on appraisal minute No.....dated *day.....month.....year.....*

Date for the next technical safety appraisal ....

Day.....month.....year.....

**DIRECTOR**

(Signature, full name and seal)

**Appendix 3**

**FORM OF APPLICATION FORM FOR OPERATIONAL LICENCE OF OBJECTS WITH STRICT OCCUPATIONAL SAFETY, HYGIENE AND HEALTH REQUIREMENTS**

(Promulgated in Attachment to Circular No. 23/2003/TT-LDTBXH dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

*SOCIALIST REPUBLIC OF VIETNAM*

*Independence – Freedom – Happiness*

-----

....., day/month/year.

**APPLICATION FORM FOR OPERATIONAL LICENCE OF OBJECTS WITH STRICT OCCUPATIONAL SAFETY, HYGIENE AND HEALTH REQUIREMENTS**

*To: The Department of Labour, Invalids and Social Affairs.*

Pursuant to Circular dated: /2003/TT-BL§TBXH dated day...month....2003 of the Ministry of Labour, Invalids and Social Affairs, which guides the application and appraisal procedures on machinery, equipment, materials and substances with strict requirements on occupational safety, hygiene and health;

Name of the unit or individual:

Head office located at:

Telephone: ..... Fax:..... E-mail:.....

Apply for a licence for the use of the following objects with strict occupational safety, hygiene and health requirements as follows:

*1. Machinery, equipment:*

No	Technical Specifications Type of object	Code	Producer	Installer	Major technical specifications			Aim of operation
					(A)	(B)	(C)	

*2. Substances*

No	Name of substance	Quantity (Kg)	Concentration in use	Aim of operation	Number of persons in contact with the substance

*3. Explosives and explosive means*

No	Industrial explosive materials	Location of operation	Method of exploding mine	Aim of operation	List of management, mine exploding workers and storekeepers of industrial explosive means
	Types of explosives Types of explosive means				

**DIRECTOR (OR INDIVIDUAL)**

(Signature, full name and seal)

*Remark: \*In the column of technical specifications:*

- For pressured equipment, specify: A: pressure (KG/cm<sup>2</sup>); B: capacity (litre); C: productivity (Kg/h, Kcal/h)

- For lifting equipment: specify: A: load (ton), B: traveling height (metre); C: lifting speed (metre/second);

- For lifts, specify: A; load (Kg), B: number of stops; C: speed (m/s);

\* In case of re-licensing, specify (Re-licensing) under the title 'Application form for operational licence of objects with strict occupational safety, hygiene and health requirements.

**Appendix 4**

**FORM OF BRIEF RECORD ON SUBSTANCES WITH STRICT OCCUPATIONAL  
HYGIENE AND HEALTH REQUIREMENTS AND INDUSTRIAL EXPLOSIVE  
MATERIALS**

(Promulgated in Attachment to Circular No. 23/2003/TT-LDTBXH dated 03 November,  
2003 of the Ministry of Labour, Invalids and Social Affairs)

**BRIEF RECORD ON SUBSTANCES WITH STRICT OCCUPATIONAL HYGIENE AND  
HEALTH REQUIREMENTS**

(Promulgated in Attachment to Circular No. 05/1999/ TT-BYT  
dated 27 March, 1999 of the Ministry of Health)

- 
1. Name of the chemical substance: .....  
Scientific name: .....  
Trade name : .....  
Chemical formula: .....
  2. Aim of operation: .....
  3. Country of origin:                    day.....month.....year.....
  4. Notation on the trademark: .....  
5. Quality: .....
  6. Working positions in contact with the chemical substance:  
.....  
.....
  
  7. Hazardous characteristics:  
.....  
.....
  
  8. Measures for occupational hygiene and health:  
.....  
.....  
.....
  
  9. Measures to deal with problems and emergency aid:  
.....  
.....  
.....

*Day...month...year*  
DIRECTOR OF THE APPLICATION BODY  
(Signature, full name and seal)

DIRECTOR OF THE UNIT  
(Signature, full name and seal)

***Remark: Each substance shall have a separate brief record.***

**BRIEF RECORD OF INDUSTRIAL EXPLOSIVE MATERIALS**

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I- Explosive:

1. Name of the explosive:

Scientific name : .....

Trade name: .....

2. Production date .....

3. Country of origin: .....

4. Notation on the trademark: .....

5. Period of guarantee:: .....

II- Explosive means: .....

1- Detonator (various detonators): .....

2- Explosive line: .....

3- Delay line: .....

4- Other explosive means: .....

III- Aim of operation of industrial explosive materials:.....

IV- Locations of operating explosive materials :

.....  
.....

V- Licence for operating industrial explosive materials: (number, date, issue body name)

.....

VI- Storehouse of industrial explosive materials (specify storehouse name, location, storing capacity for industrial explosive materials)

.....

VII- Measures for occupational safety, hegiene and health (specify the name of the approval administration body, date): .....

*Day...month....year*

DIRECTOR OF THE APPLICATION BODY  
(Signature, full name and seal)

DIRECTOR OF THE UNIT  
(Signature, full name and seal)

***Remark: Each explosive material shall have a separate record.***

**Appendix 5:**

**FORM OF RECEIPT OF APPLICATION FILE**

(Promulgated in Attachment to Circular No. 23/2003/ TT-LDTBXH dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

**Department of Labour, Invalids and Social Affairs**  
**Province/ City .....**

*SOCIALIST REPUBLIC OF VIETNAM*  
*Independence – Freedom – Happiness*

....., day.....month....year....

**RECEIPT OF APPLICATION FILE**

**No : .....**

My name is :..... Position: .....

On day....month....year.... , received the application file of objects with strict occupational safety, hygiene and health requirements of the unit: .....

head office located at : ... including the following objects :

*1. Machinery, equipment, materials*

No	TYPE OF OBJECT	NUMBER OF FILES	REMARK

*2. Substances*

No	TYPE OF SUBSTANCE	NUMBER OF FILES	REMARK

*3. Industrial explosive materials*

No	TYPE OF EXPLOSIVE MATERIAL	NUMBER OF FILES	REMARK

Expected date of returning the application file: day...month....year

**FILE RECEIVER**

*(Signature and full name)*

**Remark:**

- ***If the application file is not replied within 10 days since the date the application file is received, the unit is entitled to put the objects into operation.***

**Appendix 6**

**FORM OF APPLICATION BOOK**

(Promulgated in Attachment to Circular No. 23/2003/ TT-LDTBXH  
dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

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**FORM OF APPLICATION BOOK FOR SUBSTANCES**

<b>APPLICATION No</b>	<b>SUBSTANCE NAME</b>	<b>COUNTRY OF ORIGIN</b>	<b>QUANTITY</b>	<b>CONCENTRATION OF OPERATION</b>	<b>NAME AND ADDRESS OF THE UNIT</b>	<b>APPLICATION DATE</b>	<b>REMARK</b>
1	2	3	4	5	6	7	8









Appendix 7

**FORM OF APPLICATION CERTIFICATE**

(Promulgated in Attachment to Circular No. 23/2003/ TT-LDTBXH  
dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

FRONT PAGE

<b>SOCIALIST REPUBLIC OF VIETNAM</b>			
<b>INDEPENDENCE - FREEDOM - HAPPINESS</b>			
<b>APPLICATION CERTIFICATE</b>			
No	1	2	3

(Size 15 x 21 cm, double side)

**Remark:**

- In box 1: specify the order of object subject to the list of Appendix 1.
- In box 2: specify the application code of the locality.
- In box 3: specify the order in the application book

**ON THE BACK**

Based on the responsibility of the Department of Labour, Invalids and Social Affairs as stipulated in Circular No.....dated day.....month.....year.....of the Ministry of Labour, Invalids and Social Affairs, which regulates and guides procedures of application for licence and appraisal on machinery, equipment, materials and substances with strict occupational safety, hygiene and health requirements.

After considering the application file

**DEPARTMENT OF LABOUR, INVALIDS AND SOCIAL AFFAIRS**

.....

**CERTIFIES**

Name of the unit: .....

Address: .....

Has applied for operational licence of: .....

with the key technical specifications as follows:

.....

.....

.....

During the process of operating the object, the unit shall fully and strictly follows the regulations on occupational safety, hygiene and health standards and practice codes.

.....*day.....month.....year*

**DIRECTOR OF THE APPLICATION BODY**

(Signature, full name and seal)

The application certificate has a 15cm x 20cm size, a double side with the white background, a wavy and blue design, the coat of arms printed sunk in the middle and the code. The line 'APPLICATION CERTIFICATE' is printed in bold and red colour.

**6, Codes of provinces and cities**

<b>NO</b>	<b>PROVINCES AND CITIES</b>	<b>CODE</b>	<b>NO</b>	<b>PROVINCES AND CITIES</b>	<b>CODE</b>
1	An Giang	AGI	33	Khanh Hoa	KHO
2	Ba ria Vung tau	BRI	34	Kien Giang	KGI
3	Bac Lieu	BLI	35	Kon Tum	KTU
4	Bac Can	BCA	36	Lao Cai	LCA
5	B <sup>3</sup> / <sub>4</sub> c Giang	BGI	37	Lai Chau	LCH
6	Bac Ninh	BNI	38	Lang Son	LSO
7	Ben Tre	BTR	39	Lam §ong	L§O
8	Binh Duong	BDU	40	Long An	LAN
9	Binh §inh	B§I	41	Nam §inh	N§I
10	Binh Phuoc	BPH	42	Nghe An	NAN
11	Binh Thuan	BTH	43	Ninh Binh	NBI
12	Ca Mau	CMA	44	Ninh Thuan	NTH
13	Cao Bang	CBA	45	Phu Tho	PTH
14	Can Tho City	CTH	46	Phu Yen	PYE
15	Da Nang City	§AN	47	Quang Binh	QBI
16	Dac Lac	§LA	48	Quang Nam	QNA
17	Dac Nong	§NO	49	Quang Ngai	QNG
18	Dien Bien	§BI	50	Quang Ninh	QNI
19	Dong Nai	§ON	51	Quang Tri	QTR
20	Dong Thap	§TH	52	Son La	SLA
21	Gia Lai	GLA	53	Soc Trang	STR
22	Ha Giang	HGI	54	Tay Ninh	TNI
23	Ha Nam	HNA	55	Thai Binh	TBI
24	Ha Noi	HNO	56	Thai Nguyen	TNG
25	Ha Tay	HTA	57	Thanh Hoa	THO
26	Ha Tinh	HTI	58	Thua Thien Hue	TTH
27	Hai Duong	HDU	59	Tien Giang	TGI
28	Hai Phong	HPH	60	Tra Vinh	TVI
29	Hau Giang	HGI	61	Tuyen Quang	TQU
30	Hoa Binh	HBI	62	Vinh Long	VLO
31	Ho Chi Minh City	HCM	63	Vinh Phuc	VPH
32	Hung Yen	HYE	64	Yen Bai	YBA

**Appendix 8**

**FORM OF APPLICATION FILE RETURN NOTE**

(Promulgated in Attachment to Circular No. 23/2003/ TT-LDTBXH  
dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

**PEOPLE'S COMMITTEE OF  
PROVINCE/CITY.....  
DEPARTMENT OF LABOUR, INVALIDS  
AND SOCIAL AFFAIRS**

*SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness*

....., day...month....year

No: .....

**APPLICATION FILE RETURN NOTE**

To : .....

**After considering the application file for operational licence of objects with strict occupational safety, hygiene and health requirements based on the application form dated day.....month.....year, the Department of Labour, Invalids and Social Affairs concludes that the following objects are not qualified for application of operational licence:**

<b>NO</b>	<b>OBJECT</b>	<b>REASON</b>	<b>SOLUTION</b>

The Department of Labour, Invalids and Social Affairs decides to return the application file to the unit to implement the recommendations mentioned above./.

**DIRECTOR OF THE APPLICATION BODY**

(Signature, full name and seal)

*Places to deliver:*

- *As mentioned above;*
- *Kept in office.*

**Appendix 9:**

**FORM OF REPORT ON APPRAISAL SITUATION**

(Promulgated in Attachment to Circular No. 23/2003/ TT-LDTBXH  
dated 03 November, 2003 of the Ministry of Labour, Invalids and Social Affairs)

**Ministry:** ... .. (Locality... .. )  
**NAME OF THE APPRAISAL BODY:**

*SOCIALIST REPUBLIC OF VIETNAM*  
*Independence – Freedom – Happiness*

No: .....

....., day....month.....year.....

**REPORT ON APPRAISAL SITUATION**

To: The Department of Labour, Invalids and Social Affairs

Pursuant to Circular No...../2003/TT-BLDTBXH dated *day....month.....2003* of the Ministry of Labour, Invalids and Social Affairs, which regulates and guides procedures of application and appraisal on machinery, equipment, materials and substances with occupational safety, hygiene and health requirements, the appraisal body:.....name....reports the appraisal situation in Quarter....Year..... as follows:

*1. Machinery, equipment, materials:*

NO	UNIT NAME	OBJECT	CODE	QUANTITY	PRODUCER	MAJOR TECHNICAL SPECIFICATIONS			AIM OF OPERATION	APPRAISAL RESULT
						(A)	(B)	(C)		
1	Company A									
2	Company B									

*2. Substances:*

NO	UNIT NAME	SUBSTANCE NAME	QUANTITY	CONCENTRATION	AIM OF OPERATION	REMARK
1	Company A					
2	Company B					

DIRECTOR

(Signature, full name and seal)

*Remark:*

+In the column of technical specifications:

- For pressured equipment, specify: A: pressure (KG/cm<sup>2</sup>); B: capacity (litre); C: productivity (Kg/h, Kcal/h)

- For lifting equipment: specify: A: load (ton), B: traveling height (metre); C: lifting speed (metre/second);

- For lifts, specify: A; load (Kg), B: number of stops; C: speed (metre/second);

+ In the column of appraisal result: specify guarantee or cancel

**APPENDIX 10**

**FROM OF REPORT ON APPLICATION AND APPRAISAL SITUATION**

(Promulgated in Attachment to Circular No. /2003/ TT-LDTBXH  
dated day...month.... 2003 of the Ministry of Labour, Invalids and Social Affairs)

**PEOPLE'S COMMITTEE OF  
PROVINCE/CITY.....  
DEPARTMENT OF LABOUR, INVALIDS  
AND SOCIAL AFFAIRS**

*SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness*

....., day...month....year.....

No: .....

**REPORT ON APPLICATION AND APPRAISAL SITUATION**

**To: the Ministry of Labour, Invalids and Social Affairs.**

Pursuant to Circular No...../2003/TT-BLDTBXH dated day....month....2003 of the Ministry of Labour, Invalids and Social Affairs, which regulates and guides procedures of application and appraisal on machinery, equipment, materials and substances with strict occupational safety, hygiene and health, the Department of Labour, Invalids and Social Affairs of Province/City.... reports the application and appraisal situation in the province/ city in .....(6 months, 1 year) as follows:

<b>NO</b>	<b>OBJECT</b>	<b>NUMBER OF OBJECTS APPRAISED</b>	<b>NUMBER OF OBJECTS APPLIED</b>	<b>REMARK</b>
1	<i>Pressure equipment</i>			
2	<i>Lift</i>			
3	<i>Escalator</i>			
4	<i>Lifting equipment</i>			
5	<i>..... Substances Explosive means</i>			
	<b>TOTAL</b>			

**DIRECTOR  
DEPARTMENT OF LABOUR, INVALIDS AND  
SOCIAL AFFAIRS**

(Signature, full name and seal)