

**PROCEDURE FOR RENEWAL OF REGISTRATION FOR ASSESSOR,
OCCUPATIONAL HEALTH DOCTOR, HYGIENE TECHNICIAN,
NOISE COMPETENT PERSON & ASSESSOR (IAQ)**

A person applying to renew registration with the Director General must: -

- a) show proof that he had been engaged continuously in work activities of an Assessor, Occupational Health Doctor, Hygiene Technician, Noise Competent Person or Assessor (IAQ) (whichever is relevant); and
- b) *show proof that he has attended continuous education program (CEP) with a minimum credit of 30 points per annum. Total amount of credit points collected within three (3) years should not be less than ninety (90) points.***

The implementation CEP program as a requirement for the renewal of assessor/ occupational health doctor/ noise competent person/ hygiene technician/ assessor (IAQ) will be effective from **1st January 2009**. Refer to Grading System Scoring Schedule as in **Appendix 1** for types of program with the respective points; and

- c) a report of fitness to work from a medical practitioner; and
- d) applicant may be asked to present the finding of any one assessment conducted for the past 3 years, if required.

Application for renewal of registration **MUST** be made at **least three (3) months before the expiration date** of the current registration.

Appendix 1

**Grading System Scoring Schedule
Continuing Education Program (CEP)
for Assessor/ Occupational Health Doctor/ Hygiene Technician/
Noise Competent Person/ Assessor (IAQ)**

No.	Continuing Education Program (a)	Rationale and Basis	Credit Point per Event (CP)	Total Credit Point Collected Per Event PC=CP x TWF	Total Credit Point Allowed per Year
1.	Meetings - time weighted factor (TWF) = 1 per event				
	1.1 AGM of any association related to OSH such as MSOSH, SOEM, MIHA etc.	AGM would normally require 4 hours (9 am – 1 pm)	4		No Limit
	1.2 Representative in any DOSH Technical Committees	Technical Committee Meeting would normally require 4 hours (9 am – 1 pm)	4		No Limit
2.	Service Activities - time weighted Factor(TWF) = 2				
	2.1 Speakers for OSH Talks at International conferences/ seminars/ talks/ workshops (to teach people on subject related to OSH)	The speakers normally takes 2 hrs to prepare and 1 hr deliver the talk or paper.	4		30 points
	2.2 Speakers for OSH Talks for in-house training which includes a re-training course/ induction training and etc. (not part of his responsibilities)	Actual hours contributed or participated	Actual hours contributed or participated	Actual hours contributed/ participated x TWF	30 points
	2.3 Contribution and Participation (lecturing)	a) Contribution and participation in professional bodies/ government Agencies other than DOSH	Actual hours contributed or participated		30 points
		b) Contribution in Institutions of higher learning	Actual hours contributed or participated		30 points
	2.4 Serving in 'DOSH Committee for Standards of Writing and Code of Practice'	Regular meetings with a minimum of 60% attendance overall for any one of the following positions held;			
		a) DOSH Committee Member	Actual hours contributed		No Limit
		b) DOSH Sub-Committee Member	Actual hours contributed		No Limit
3.	Formal Education and Training time weighted Factor (TWF) = 2				
	3.1 Full time study	Duration of twelve (12) months on subject related to OSH	Actual hrs of lectures attended		50 points
	3.2 Part time study / Correspondence Learning Course for a Post Graduate Diploma	Duration not less than two (2) years leading to a Post-graduate Diploma related to OSH	Actual hrs of lectures or course work attended/ year		50 points

No.	Continuing Education Program (a)	Rationale and Basis	Credit Point per Event (CP)	Total Credit Point Collected Per Event PC=CP x TWF	Total Credit Point Allowed per Year
4.	Attending Course time weighted factor (TWF) = 3				
	4.1 Half Day Course related to OSH	Training modules are approved by DOSH	3		No Limit
	4.2 One Day Course related to OSH	Training modules are approved by DOSH	5		No Limit
	4.3 Two and More Days Course related to OSH	Training modules are approved by DOSH	10		No Limit
5	Presentation and Papers time weighted factor (TWF) = 3				
	5.1 Presentation and Papers at talks, seminars, workshops, symposiums etc. on professional matters related to OSH.	Speakers would normally take 2 hrs to prepare and 1 hr to deliver the presentation.	3		30 point
	5.2 Publication for paper on subject related to OSH	a) New Paper b) Bulletin c) Journal d) Book (less than 100 pgs) e) Book (> 100 pgs)	4 4 8 20 30		30 points
6.	Attending Conference, Dialogue, Seminar, Workshop and CPD Talk on OSH - time weighted factor (TWF) = 4				
	6.1 Half Day Seminar/Workshop/CPD Talk on OSH organized by DOSH	Normally between 9 am – 1 pm. Coffee break is considered time for discussion networking.	6		No Limit
	6.2 One or More Days Seminar/Workshop/CPD Talk related to OSH organized by DOSH	Normally between 9 am – 5 pm. Coffee break is considered time for discussion networking.	10		No Limit
	6.3 Half Day Seminar/Workshop/ CPD Talk related to OSH organized by other than DOSH	Normally between 9 am – 1 pm. Coffee break is considered time for discussion networking.	4		No Limit
	6.4 One or More Days Conference/Seminar/ Workshop related to OSH organized by other than DOSH	Normally between 9 am – 5 pm. Coffee break is considered time for discussion networking.	8		No Limit
	6.5 Half Day Dialogue with DOSH	Normally between 9 am – 1 pm.	4		No Limit
7.	Private Studies time weighted factor (TWF) = 10				
	7.1 Reading books, articles and other publications related to OSH or learning from audio or video tapes of matter related to OSH	He/She who are working in any areas who might have difficulties attending DOSH/NIOSH/ Other run CPD events	Actual no. of pages read	No. of pages read x TWF	No Limit

Note: One (1) copy of thesis/ Research or Seminar Paper shall be presented to DOSH for records

Example: Calculation of a total amount of CEP credit points accumulated within 3 years of registration period

Year	No.	Event (course/seminar/dialog/conference/ meeting/talk etc)	Organizer	Supporting Document	Duration	Total Credit Point collected Per event (CP x TWF)	Total Credit Point collected per Year
2004	1.	Seminar on IAQ	JKKP	Cert. Of attendance	1 hari	40 (10 x4)	88
	2.	Persidangan Keselamatan dan Kesehatan Pekerjaan (COSH)	NIOSH	Cert. Of attendance	3 hari	32 (8 x4)	
	3.	Dialog OYK/OYB Kesehatan Industri	JKKP	Cert. Of attendance	0.5 hari	16 (4 x4)	
2005	1.	Dialog OYK/OYB Kesehatan Industri	JKKP	Cert. Of attendance	0.5 hari	16 (4 x 4)	56
	2.	Seminar on IAQ /Drugs	JKKP	Cert. Of attendance	1 hari	40 (10 x4)	
2006	1.	Dialog OYK/OYB Kesehatan Industri	JKKP	Cert. Of attendance	0.5 hari	16 (4 x 4)	68
	2.	Seminar on Chemical Safety Management	JKKP	Cert. Of attendance	1 hari	40 (10 X 4)	
	3.	DOSH Technical Committee Meeting on Building Construction	JKKP	Attendance sheet	4 hrs 4 hrs 4 hrs	4 (4 x 1) 4 (4 x 1) 4 (4 x 1)	
Total amount of CEP credit points accumulated within 3 years (2004 – 2006)							212
Minimum total amount of CEP credit points accumulated within 3 years							90

EXPLANATORY NOTES

- 1) **Attending the Annual General Meeting (AGM)**
Credits points will be granted to those who attend 'Annual General Meeting' and/or 'DOSH Annual General Meeting' as these are important events.

- 2) **Formal Education and Training (Research or Post-Graduate Studies)**
Credit points are also granted to those who undertake full-time or part-time studies on subjects related to occupational safety and health.

- 3) **Attending Seminars, Conferences, Workshops, Dialogues and CPD Talks on Occupational Safety and Health**
Credit points may also be allocated for Seminars, Conference, Workshops, Dialogues, CPD Talks organized by DOSH or other agencies are professionally orientated with the twin aims of improving the performance of the individual and increasing their knowledge base. Therefore, attendance at these Seminars, Conferences, Workshops, Dialogues and CPD talks is encouraged.

- 4) **Attending Course on Occupational Safety and Health**
Credits points will be granted to those who attend courses organized by approved training provider or any service providers accredited by DOSH.

- 5.1) **Preparing and Paper Presentation at Talks, Seminars Workshops and Symposium on Occupational Safety and Health Matters**
He/She may gain credit points through preparing and paper presentation at Talks, Seminars Workshops and Symposium on occupational safety and health matters. This is to encourage those who are more knowledgeable and experience in that particular topics to share his/her knowledge and experience with his/her fellow. However, before any presentation is accepted/ accredited by DOSH (for those not organized by DOSH), the presenter shall provide two (2) copies of the synopsis of his/her presentation to DOSH at least one (1) month before the events for approval by DOSH.

- 5.2) **Authorship and Publication**
He /She may gain credit points through authorship and publication of technical articles related to OSH in journals, magazines, news paper or books.

- 6) **Providing Service Activities on Occupational Safety and Health Activities**

Credit points may also be allocated for those who participate and contribute in Company's in-house training, re-training or induction training on subject related to OSH (organizing the training is not part of his/her responsibilities).

- 7) **Private Studies**

Private studies such as reading books, articles and other publications related to OSH can be accepted as fulfilling the requirements. He/ she who opted for this must submit a summary/ synopsis of their readings to DOSH approval.