

EXPECTATION & REQUIREMENT IN COMPETENT PERSON'S REPORT & SUBMISSION

IAQ ASSESSOR

Chemical Management Division
Department of Occupational Safety & Health

SCOPE

1. Legislation
2. Renewal Requirements & Procedures
3. Guidelines on Report Writing
4. Common Issues



LEGISLATION



GENERAL REQUIREMENT UNDER OSHA 1994

Section 15

EMPLOYER

To ensure, so far as practicable, the safety, health and welfare at work

Of all his employees (including contractors and its workers)

Section 17

EMPLOYER

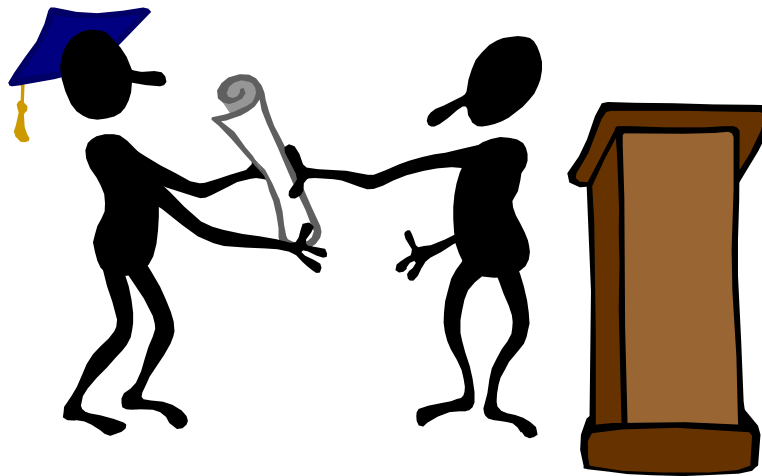
To ensure he and not being his employees,, are not exposed to risks to their safety and health

Section 18

OCCUPIERS OF NON-DOMESTIC

shall take such measure to ensure the premises, any plant or substance in the premises are safe and without risks to health

RENEWAL REQUIREMENT & PROCEDURE



RENEWAL PREREQUISITE

Active

List the past 3 years assessment/monitoring/testing information in renewal form

CEP

Minimum 30 points per year for 3 years registration period

Total 90 points for 3 years

VALID

Submit renewal application 3 month before expired

DOCUMENT FOR RENEWAL

General

Renewal Form

A copy of work
permit issued by The
Malaysian
Government
(For foreign resident)

Specific

A copy of full report
conducted for the past
twelve (12) months.

CEP document for the past
3 years

Original competency
Certificate

RENEWAL METHODOLOGY

Report Presentation

- Review report submitted for renewal
- Instruction for amendment (if any).
- Approval after report amendment (if any).

On-Site Observation

- Appointment for workplace observation
- Review report submitted for renewal
- Approval based on observation result & report review.

Good Reputation

- Good reputation for at least 3 times registration period
- No misconduct report/comments in relation with assessment conducted
- Approval can be considered without attending presentation/observation

GUIDELINES ON REPORTWRITING - IAQ



Executive summary

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graph TD; A[Executive summary] --> B[Summary]; B --> C[Assessment method]; C --> D[Findings & assessment result]; D --> E[Action to be taken]; E --> F[Conclusion]; F --> G[Appendices];
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Summary

Assessment method

Findings & assessment result

Action to be taken

Conclusion

Appendices

Executive summary

- Purpose
- Main activity carried out by assessor
- Summary of findings
- Conclusions

Introduction

- Assessor details: Name & DOSH registration no.
- Location and date of assessment
- Objective of the assessment;
- Descriptions of workplaces; business activity carried out; no. of workers and work schedule
- Summary of previous monitoring and assessment (if applicable)

Monitoring and assessment method

- List of instrumentation used
- Description of monitoring; a) Sampling period; b) sampling technique
- Analytical method used for laboratory analysis of collected sample(if any)



FINDINGS & ASSESSMENT RESULT

- Result for indoor air contaminant (Table 2) & specific physical parameters (Table 1).
- Walkthrough inspection results(Appendix 3-A)- potential source of IAQ contaminants(prescribed activity; ETS etc)
- Result of questionnaires for building occupants (Appendix 3-B-Amendments)
- Adequacy of mechanical ventilation at place of work:
 - Air change per hour;
 - Ventilation rate
- Risk situation

DISCUSSIONS OF FINDINGS & ASSESSMENT RESULT

- Discuss factors that contribute to significant health risks



Action to be taken

- List down ATT by employer in accordance with ICOP IAQ 2010.
- Recommendations to improve IAQ at the workplaces.
- Recommendations on how to maintain good IAQ in the event of carrying out prescribed activity
- Necessity to monitor employees' exposure on regular basis

Appendices

- Workplace layout:
 - Location of work area/ worker selected for monitoring
- Monitoring data:
- Calculation sample;
- Analysis certificate;
- Latest copy of certificate of calibration
- A copy of certificate of competency.

COMMON ISSUES



COMMON ISSUES

➤ **Not active**

- Only 1 or no monitoring/assessment conducted in past 3 years

➤ **CEP**

- No CEP or not enough CEP for past 3 years
- Unaware of new CEP format/guidelines



COMMON ISSUES

➤ **Executive Summary**

- Summary of main activities carried out by IAQ assessor is not clearly explained.

➤ **Introduction**

- Purpose and objective of assessment – investigation of complaint, re-assessment
- Description of workplaces not clearly stated- types of ventilation used



COMMON ISSUES

➤ **Assessment Method**

- Method – Real time? Or integrated sampling (why)
- Technique – Full time or surrogate measurement(4 slot)(why)
- Assumption used if using surrogate measurement technique
- No. of point vs no. of equipments –not logic -
questionnable



COMMON ISSUES

➤ Findings

- Using of Appendix 3A (walkthrough inspection) and appendix 3B (Questionnaires)-not utilized
- Result of monitoring – make in table

➤ Discussion

- Some of the findings have not been discussed.
- Findings did not been associated with the source of poor IAQ



COMMON ISSUES

➤ **Conclusion**

- Discussion & recommendation too general

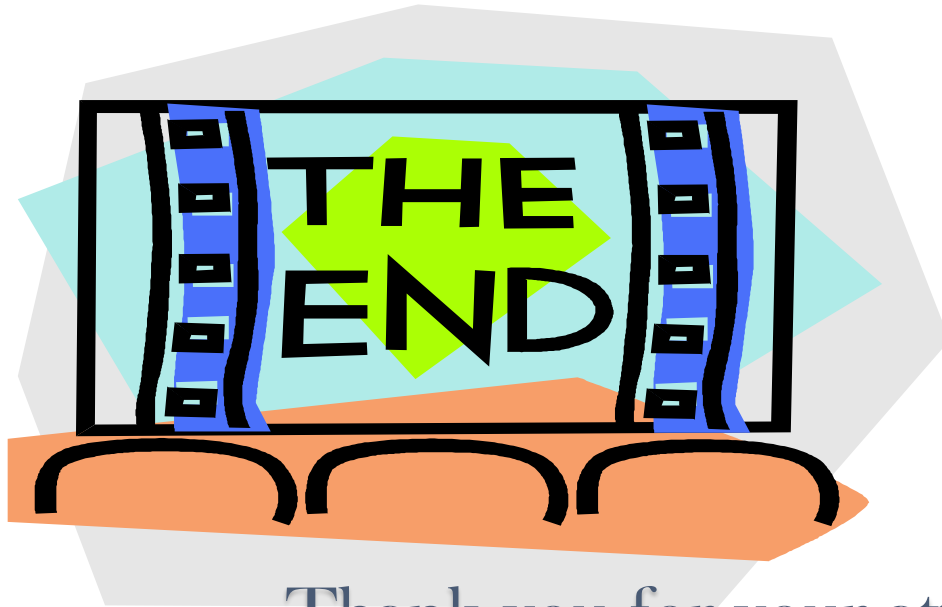


COMMON ISSUES

➤ **Ethiques**

- Did not notify DOSH when doing assessment (14-days notice).
- OYK not in the area/workplace during assessment.
- Report not submitted and presented to employer 1 month after completion of assessment.
- Quotes and misconduct





Thank you for your attention..

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