

**OSH PROFESSIONAL:  
SAFETY AND HEALTH PROFESSIONAL (SHP) &  
OCCUPATIONAL SAFETY AND HEALTH TRAINER (OSHTR)**

# **APPLICATION MANUAL**

## **2025**

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## 1.0 INTRODUCTION

### 1.1 Purpose of the Manual

This manual is designed to guide applicants through the process of applying for the Certified Occupational Safety and Health Professional (SHP) and Certified OSH Professional Trainer (OSHTr) schemes offered by the Malaysian Society for Occupational Safety and Health (MSOSH).

The manual provides detailed information on eligibility requirements, the application process, assessment procedures, and the steps involved in obtaining certification. Its purpose is to ensure that candidates have a clear understanding of the requirements and procedures, enabling them to complete their applications accurately and efficiently.

#### 1.1.1 About MSOSH

The Malaysian Society for Occupational Safety and Health (MSOSH) was established in 1971 with the mission to promote and enhance occupational safety and health standards in Malaysia. As a leading professional body, MSOSH has been at the forefront of supporting OSH professionals through various certification programs, training, and awareness activities. Our vision is to create a safer and healthier working environment for all, and this certification program is a key part of that commitment.

#### 1.1.2 Importance of Certification

Obtaining certification as a Certified OSH Professional (SHP) or Certified OSH Professional Trainer (OSHTr) is a significant milestone in your career. This certification not only recognizes your expertise and experience in the field of occupational safety and health but also opens doors to better career opportunities, enhances your professional credibility, and helps you meet the growing demands of the industry. It is a mark of excellence that demonstrates your commitment to maintaining high standards in OSH practices.

#### 1.1.3 Benefits of Certification

As a certified professional, you will enjoy several benefits, including:

- **Industry Recognition:** Gain recognition as a qualified and competent OSH professional.
- **Career Advancement:** Enhance your career prospects and open doors to new opportunities.
- **Professional Network:** Access to a wide network of OSH professionals and industry leaders.
- **Continuous Learning:** Stay updated with the latest trends and developments in the OSH field through MSOSH's ongoing training and development programs.

#### 1.1.4 Overview of the Certification Process

The certification process involves several key steps:

1. **Application Submission:** Complete the online application form and submit the required documents.
2. **Document Review:** Your application will be reviewed to ensure eligibility and completeness.
3. **Assessment:** Eligible candidates will undergo an evaluation process, which may include document review, online tests, or interviews.
4. **Certification Issuance:** Successful candidates will receive their official certification and be recognized at a special awards ceremony organized by MSOSH.

This manual is intended for individuals who aspire to become certified professionals in the field of occupational safety and health. It is particularly relevant for:

- **Safety and Health Professionals (SHP)** seeking formal recognition of their expertise.
- **Occupational Safety and Health Trainers (OSHTr)** aiming to enhance their credentials and contribute to the advancement of OSH training standards.

By following the guidelines outlined in this manual, applicants can ensure a smooth and successful application process. If you have any questions or need further assistance, please do not hesitate to contact MSOSH 013- 2126232 or email [certification@msosh.org.my](mailto:certification@msosh.org.my) for support.

We encourage all eligible OSH professionals to apply for this certification. By following the guidelines in this manual, you can ensure that your application is complete and accurate, increasing your chances of success. Take the first step towards enhancing your career and contributing to a safer working environment by applying today.

For more information about MSOSH and our certification programs, please visit MSOSH website.

## 2.0 APPLICATION PROCESS

### 2.1 Application Process via Google Form

#### 2.1.1 Application Period

- The application window will be open for **two weeks**.
- Applicant must ensure that their application is submitted within this period, as late submissions will not be considered.
- Applicant should check the official MSOSH website or communication channels for the exact opening and closing dates.

#### 2.1.2 Eligibility Requirements

- Applicants must ensure they meet the eligibility requirements for the certification scheme they are applying for. Applications from candidates who do not meet the eligibility criteria will not proceed further in the process
- For detailed eligibility criteria, refer to the following sections:

Table 1: Safety and Health Professional (SHP):

	<b>Green Book Holder</b>	<b>Non-Green Book Holder</b>
<b>Membership</b>	MSOSH Active Member – Individual Category	Active Member - individual Category
<b>Education and Training</b>	Minimum PHD, MASTER, or Degrees in Occupational Safety Health or equivalent.	Minimum PHD, Master, or Degrees in occupational safety and health, or equivalent (MQA Approved)
<b>Competency</b>	Maintain as Competent Person (SHO) registered with DOSH and able to provide evidence that shows the candidate is still working with the company as an SHO.	Have been an OSH Competent Person registered with JKKP or other recognized OSH qualifications and held an important position in the OSH management of the organization represented.
<b>Working Experience</b>	Minimum of 8 years of experience in occupational safety and health required for initial certification.	Minimum of 8 years of experience in occupational safety and health required for initial certification.
<b>OSH Specific Domain</b>	Engaged as internal employees in medium to large or global organizations, particularly in relevant industries or other specialty in OSH	Engaged as internal employees or consultant in the relevant industries or other specialty in OSH
<b>Integrity</b>	Signed Code of Conduct document.	Signed Code of Conduct document.

Table 2: Occupational Safety and Health Trainer (OSHTr)

	<b>Details</b>	<b>Indicator (Minimum Requirement)</b>
<b>Membership</b>	The OSH Certified Trainer must still maintain their individual membership in MSOSH as stipulated in the constitution	Active member – individual category
<b>Education and Training</b>	Define the minimum educational qualifications and relevant training required for individuals seeking initial certification.	PHD, Master, Degrees, diplomas, or certifications in occupational safety and health or equivalent
<b>TTT Certificate</b>	OSH Certified Trainer must have a Train-The-Trainer certificate recognized by any professional body or body recognized by the Malaysian government. The TTT certificate must still have validity to qualify him to carry out assignments as a Trainer.	Valid TTT Certificate (Certified or Accredited) from HRD Corp or NIOSH.
<b>Experience</b>	Have a minimum year of practical experience or work history in the field of occupational safety and health required for initial certification. Have a significant hours of training delivery	Minimum of 8 years of experience in occupational safety and health required for initial certification. Have an evidently record of 120 hours per year at the time of application or during the annual surveillance maintenance process.
<b>Knowledge and Skills</b>	OSH Trainers who apply to be certified or intend to maintain their certification must have knowledge and skills in the discipline of occupational health and safety. Advantages for candidates by submitting the results in writing (documented information) through examinations, practical assessments, or a combination of both	The subject of OSH training that is conducted must have a valuable context in the industry and be relevant to a recognized Standards Program such as MQA.
<b>CPD</b>	OSH Trainer must demonstrate to always be proactive in improving knowledge by participating in self-improvement programs related to OSH in a significant number of hours. OSH Trainers also need to stay up to date on the latest issues, know and be concerned about problems in the industry and keep up with the current needs of OSH.	Attend OSH-related self-improvement and skills courses or programs for a minimum of 16 hours per session
<b>Integrity</b>	Signed Code of Conduct document.	Signed Code of Conduct document.

### 2.1.3 Prepare Required Documents

Applicant must prepare the necessary documents in digital format (PDF) such as:

- A. Safety and Health Professional (SHP)
  - a) Signed SHP CoC
  - b) Academic Certificate(s)
  - c) Copy of competency (Valid SHO/OYK/OSH Professional recognition)
  - d) Latest Resume/ CV
  - e) Proof of OSH program conducted
  - f) Other supporting document: Achievement/Award/Medal/Recognition
- B. Occupational Safety and Health Trainer (OSHTr)
  - a) Signed OSHTr. CoC
  - b) Academic Certificate(s)
  - c) Train the Trainer/Accredited Trainer Certificate
  - d) Trainer's Profile / CV/ Resume (Latest)
  - e) Training Log (Showing 120 hours /year)
  - f) CPD -certificates/documents for OSH Related self-improvement program (min 16 hours/ session)
  - g) Other supporting document: Achievement/Award/Medal/Recognition

### 2.1.4 Access the Google Form

- a) Applicant must open the Google link provided by MSOSH for the application.
- b) Applicant should ensure they are using a supported device (computer, phone, or tablet) and have a stable internet connection.
- c) Applications may be submitted electronically via the Google Form provided by MSOSH. In exceptional cases, written or paper-based applications may be accepted. A simple acknowledgment of the application provisions may also be considered a valid application.

### 2.1.5 Fill in the Application Form

- a) Applicants must complete all requested information in the Google Form accurately and thoroughly.
- b) Information typically required includes:
  - i. Candidate Identification
    - Full name, contact details (phone number, email address, etc.), and MSOSH membership number (if applicable).
  - ii. Scope of Certification
    - Indicate whether applying for Certified OSH Professional (SHP) or Certified OSH Professional Trainer (OSHTr).
  - iii. Educational and Competency Background

- Details of academic qualifications, certifications, and relevant training.
- iv. Work Experience in the OSH Field
  - Provide details of working experiences.
- v. Skills, Knowledge, and Expertise in OSH
  - Highlight specific skills, knowledge, and expertise relevant to occupational safety and health.
- vi. List of Achievements in OSH
  - Include any awards, recognitions, or significant contributions to the OSH field.
- vii. References
  - Provide contact details for a minimum of 3 professional references.
- viii. Compliance Statement
  - A declaration agreeing to comply with certification requirements and provide additional information if needed.
- ix. Special Needs Accommodation
  - Applicants may declare, within reason, any special needs requiring accommodation during the application or assessment process.
- x. Disclaimer and Acknowledgement (Code of Conduct)
  - Acknowledge and agree to abide by the MSOSH Code of Conduct.
- xi. Supporting Documents
  - Upload all required documents (e.g., academic certificates, proof of work experience, training logs) in PDF format.

#### **2.1.6 Upload Documents**

- a) Upload all required documents into the Google Form.
- b) Ensure the uploaded files are clear and in accepted formats (e.g., PDF)

#### **2.1.7 Review Your Application**

- a) Applicant must double-check all entered information to ensure accuracy and completeness.
- b) If the Google Form allows a review before submission, applicant should take this opportunity to correct any errors.

#### **2.1.8 Submit the Application**

- a) Applicants must click the “submit” button to send their application
- b) Applicants are encouraged to either request a copy of their response (via the option in the form) or take a screenshot of the submission confirmation page for their own reference.



### **3.0 POST SUBMISSION PROCESS**

#### **3.1 Application Screening**

- a) The applicant's application will undergo an initial screening process by MSOSH to verify eligibility and document completeness.
- b) If there are any missing or unclear details, the applicant may be contacted via email or phone for further clarification.

#### **3.2 Assessment and Evaluation**

- a) Eligible applications will be evaluated by the MSOSH assessment panel.
- b) The evaluation process may include:
  - I. Document review.
  - II. Online tests or interviews (if required).
  - III. Assessment of the applicant's experience and competency in the OSH field.

#### **3.3 Notification and result**

- a) Applicants will be notified of your application results via email.
- b) Applicants must ensure that the email address provided in their application is accurate and regularly checked to avoid missing important updates.
- c) Applicants will typically receive notification of their screening results within one week after the screening process. Successful applicants will be invited to proceed to the assessment phase.

**\* Please note that timelines may vary depending on the volume of applications.**

#### **3.4 Certificate Issuance**

- a) Successful candidates will receive an official certificate recognizing them as a Certified OSH Professional (SHP) or Certified OSH Professional Trainer (OSHTTr).
- b) The certificate will include the appropriate post-nominal title (e.g., "SHP" or "OSHTTr").
- c) Successful candidates will be recognized and awarded their official certificates during a special awards ceremony or key event organized by MSOSH.
- d) The event will celebrate the achievements of all certified professionals and provide an opportunity for networking with industry leaders and peers.

#### **3.5 Record Keeping**

- a) MSOSH will maintain records of applicant's application and certification for reference and audit purposes.
- b) Applicant must ensure personal information is always updated with MSOSH.

#### **3.6 Appeals Process**

- a) If applicants believe there has been an error in the assessment of their application, applicants may submit an appeal within 7 days of receiving your results. Please email

your appeal to [certification@msosh.org.my](mailto:certification@msosh.org.my) with the subject line 'Appeal for Certification Application' and include any supporting documents.

#### 4.0 IMPORTANT NOTES

- a) Applicant must ensure all information and uploaded documents are accurate and valid.
- b) Applications are primarily submitted electronically via the Google Form. Alternative methods (e.g., mail, fax) may be considered in exceptional cases.
- c) Late submissions will not be considered and Incomplete or ineligible applications will be rejected.
- d) If applicants encounter any technical issues while filling out the Google Form, please contact MSOSH for assistance.
- e) Applicants are encouraged to keep a copy of their application for their own reference (if the Google Form provides this option).
- f) Applicants are strongly recommended to review the eligibility criteria thoroughly before submitting the application. If there are any questions about eligibility, applicants should contact MSOSH at [certification@msosh.org.my](mailto:certification@msosh.org.my) for clarification.
- g) Payment Options: Payment for certification fees can be made via credit card, bank transfer, or check. Details will be provided upon application submission.

However, Certification fees are currently waived, and **no payment is required at this time.**

- h) Communication Policy: MSOSH will communicate with applicants primarily via email.

## 5.0 Frequently Asked Questions (FAQs)

### General Questions

1	What certifications are offered in this program?	MSOSH offers certification for <b>Certified OSH Professional (SHP)</b> and <b>Certified OSH Professional Trainer (OSHTr)</b> .
2	Who can apply for these certifications?	Applicants must meet the eligibility criteria based on education, experience, competency, and MSOSH membership.

### Application Process

3	<b>How do I apply?</b>	Applications are submitted via a <b>Google Form</b> link provided by MSOSH during the application period.
4	When is the application period?	The application is open for <b>two weeks only</b> . Refer to official MSOSH channels for exact dates.
5	What documents do I need to prepare?	Depending on the certification, documents may include: <ul style="list-style-type: none"> <li>• Signed Code of Conduct</li> <li>• Academic certificates</li> <li>• Resume/CV</li> <li>• Competency/Trainer certificates</li> <li>• Training log or CPD evidence</li> <li>• Other supporting documents (e.g., awards)</li> </ul>
6	What if I face issues uploading documents over 10MB?	You may email additional files to <b>certification@msosh.org.my</b> before the application closing date.

### Eligibility & Assessment

7	What if I don't have 8 years of OSH experience?	Unfortunately, 8 years of experience is the minimum requirement for initial certification.
8	Can I apply without a Green Book (SHO registration)?	Yes, if you meet the requirements under the non-Green Book holder category, such as having significant OSH experience and qualifications.
9	Is my executive diploma/master accepted?	Only if it is <b>MQA-recognized</b> . Candidates are advised to confirm the MQA status of their qualifications.

### Document Upload & Technical Issues

10	What if I face trouble uploading large files (more than 10MB)?	You may email the remaining documents to <b>certification@msosh.org.my</b> before the application closing date.
11	Can I save my application and continue later?	Google Forms generally don't support draft saving. It's best to prepare all documents beforehand

### Other Important Questions

12	What if my application is rejected?	You may appeal within <b>7 days</b> by emailing <b>certification@msosh.org.my</b> with the subject line: <i>Appeal for Certification Application</i> .
13	Is there a fee for this certification?	<b>certification fees are waived</b> . No payment is required at this time.
14.	Can I update my information after submitting?	If critical updates are needed, you should contact MSOSH directly.