

اوتوريتي ڪبغسائ کسلامتن کصيحتن دان عالمرسکيتر

Safety, Health and Environment National Authority

# USER GUIDE

WORKPLACE SAFETY AND HEALTH (WSH) OFFICER E-SHENA ONLINE REGISTRATION PORTAL



انوټوريټي ڪېغسائن کسلامټن کصيميتر دان عالم سکيتر Safety, Health and Environment National Authority

## CONTENTS

INTRODUCTION	01
ACCOUNT REGISTRATION	02
E-SHENA PORTAL	02
INPUT DETAILS OF FOCAL POINT(S)	05
WSH OFFICER NEW APPLICATION	09
REGISTRATION OF WSH OFFICER(S)	09
PAYMENT PROCESS	18
RECEIVE PAYMENT RECEIPT	22
REGISTRATION STATUS	24
WSH OFFICER RENEWAL APPLICATION	29
WSH OFFICER DE-REGISTRATION	32
QUERIES	36





## INTRODUCTION

The E-SHENA Portal is an **online registration portal (ORP)** which is used for the registration of **WSH Officers**.

There are three (3) types of applications that can be made:

- 1. New application
- 2. Renewal application
- 3. De-registration of WSH Officer





# ACCOUNT REGISTRATION E-SHENA PORTAL



#### **E-SHENA PORTAL**



اموتوريتي ڪبغسائن کمسلامتن کصيميتن دان عالم سکيتر Safety, Health and Environment National Authority

## **STEP 1**

Go to https://e-shena.shena.gov.bn/ and click Log in or Register.

Note that **one company should only have one account** in the E-SHENA portal. It is recommended to use the official company email address or a generic email address (i.e. not a personal work email address).



## STEP 2

#### Click Register.





#### **E-SHENA PORTAL**



## STEP 3

Register by entering your **email** and **password**. If successful, you will receive a **notification** and a **link** to **verify your email**. Please check your email for the link.



## STEP 4

When you click on the **link** to verify your email, you will be re-directed to the **E-SHENA portal**. There will be a **notification** showing that verification is **successful**. Please enter your **email** and **password** to log in.

WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL Please login with your existing account or register a new account. REGISTER	SHENA
	LOG IN Please login to your account.
	Password
	OR   Log IN WITH MICROSOFT  Forget Password  E-Stelling COPy of 2020 Copyrete Technologies
	Home FAQ Contact





# ACCOUNT REGISTRATION INPUT DETAILS OF FOCAL POINT(S)





#### Click the WSH Officer box.



## STEP 2

The Form Company Data will open. Ensure you select the WSHO tab. Fill in the details in all three tabs (Company, Focal Point and Bank Details) and click Submit. (Ensure that you receive a notification that data has been successfully submitted)

FORM COMPANY DATA	x	FORM COMPANY DATA		x
COMPANY FOCA	AL POINT BANK DETAILS	COMPANY	FOCAL POINT	BANK DETAILS
Radiation WSH Officer		FIRST NAME *	LAST NAME *	
ARE YOU HANDLING VESSELS ? *		Type focal point first name	Type focal po	int last name
YES NO		EMAIL ADDRESS	PASSWORD -	
NAME OF COMPANY / INSTITUTION / ORGANIZATION #	SUBMIT YOUR COMPANY REGISTRATION NUMBER *	@gmail.com		
Type your company name	Type your company number	PROFILE PICTURE	DESIGNATION	
OFFICE CONTACT NUMBER .	PERSONAL CONTACT NUMBER	Choose File No file chosen	Type your des	signation
✓ +673	✓ + +673	Format: PNG, JPEG, JPG   Size-Max: 2MB		
International (non-Brune) Organization : HOUSE ADDRESS • Type your company address	CITY OR REGENCY • Type your company city or regency	FORM COMPANY DATA		X
PROVINCE .	COUNTRY .	COMPANY	FOCAL POINT	BANK DETAILS
Type your company province	Choose a country ~	NAME OF BANK	ACCOUNT HO	LDER NAME
		Type your bank name	Type your acc	ount holder name
MAILING ADDRESS SAME AS ABOVE? *		BANK ACCOUNT	SWIFT ACCOU	NT
UPLOAD COMPANY LOGO *	UPLOAD COMPANY LEGAL REGISTRATION LETTER *	Type your bank account	Type swift bar	ik koy
Choose File No file chosen	Choose File No file chosen	BANK COUNTRY	OTHER / REMA	IRKS
Format: PNG, JPEG, JPE   Size-Max: 2MB Company Logo Preview :	Format: PDF   Size-Max: 2MB Company Legal Registration Letter :	Choose a bank country	* Type other or	remarks
	Cancel SUBMIT			Cancel SUBMIT



You may add **more than one Focal Point** for your company. To do so, click the **Focal Point icon**, and then click **Add Data**.

It is recommended to have at least two focal points (primary and secondary).



## **STEP 4**

When you return to the dashboard, a **company status** will appear showing your registration is pending. The **SHENA Registration team** will verify and approve your account first before you can proceed with the application.

	A	FOCAL POINT HI
WELCO	ME TO E-SHENA ONLINE REGISTRATION PORTAL Please select the type of service that you require	
Radiation	WSH Officer	۵
COMPANY STATUS : PENDING REGISTRATION IN SYSTEM O	COMPANY STATUS : PENDING REGISTRATION IN SYSTEM O	
Note: Guidelines on General Requirements for Radiation	n Licence Applications and Radiation Protection Programme Requirement can be found on SH	IENA official website.
	WELCO Radiation COMMANY STATUS: PERDING REGISTRATION IN DYSTEM O Note: Guidelines on General Requirements for Radiatic CLICK HERE	WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL Please select the type of service that you require  Radiation  WSH Officer  Course status resource resource is status of  Note: Guidelines on General Requirements for Radiation Licence Applications and Radiation Protection Programme Requirement can be found on SH CLICK HERE





After the SHENA Registration Team has verified and approved your account, the company status will be updated.

SHENA	FOCAL POINT I HI
Dashboard	WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL
<u>R</u> Focalpoint	Please select the type of service that you require
Log System	
Ð	Radiation 😧 WSH Officer 🇰
Logout	COMPANY STATUS : REGISTERED N SYSTEM > COMPANY STATUS : REGISTERED N SYSTEM >
	Note: Guidelines on General Requirements for Radiation Licence Applications and Radiation Protection Programme Requirement can be found on SHENA official website.

#### You will also receive a **notification**. To view, click on the **Bell icon**.

SHENA			🧶 🖉	
Bashboard Cashboard	WEL	.COME TO E-SHENA ONL	INE REGISTRATION PORTAL	
D. Focalpoint		Please select the type of	service that you require	
Cog System	Radiation		WSH Officer	<u> </u>
<del>(</del> )	COMPANY STATUS : REGISTERED IN SYSTEM	>	COMPANY STATUS : REGISTERED IN SYSTEM	>
	Note: Guidelines on General Requirements for Ra CLICK HERE	diation Licence Applications and Radiation I	Protection Programme Requirement can be found on SH	ENA official website.
2022 © SHENA				





# WSH OFFICER(S)





#### Click the WSH Officer List tab.

SHENA	
<u>0</u> Dashboard	
WSH Officer Home	- All years - v - Status - v
:=	Company Name
	III WSH Officer List
Payment	25 v records Search:
	No 🐰 Applicant Name 🕴 Gender 🛊 App Type 💠 🋗 Registered 🛊 🛗 Submitted 💠 Status 🛊 Action 💠
	No data available in table
	Showing 0 to 0 of 0 entries

## **STEP 2**

#### Click Add New Worker.

SHENA =		L
() Dashboard	Go Dashboard → I≡ WSH Officer List	
WSH Officer Home	- All years v - Status v	
i III. WSH Officer List	II Company Name	
↓	HE WSH Officer List	
Payment	25 v records Search:	
	No 💡 Applicant Name 🕴 Gender 🛊 App Type 🌲 🋗 Registered 🕴 🛗 Submitted 🎄 Status 🛊 Action	¢
	No data available in table	
	Showing 0 to 0 of 0 entries	





Applicants must fill in all required details mark with (\*).

		WSH Officer New	
	< Back		
IOTHE	APPLICATION TO REGISTER AS	S A WSH Officer	
Uat			
		Application details	2 Current designation / lob position
		т Африкация и оснана	Contrast accelutions, Tas because
	FIRST NAME *	LAST NAME -	FULL NAME AS IN ICIPASSPORT
	FIRST NAME *	LAST NAME *	FULL NAME AS IN ICIPASSPORT -
	FIRST NAME *	LAST NAME -	FULL NAME AS IN ICIPASSPORT -
	FIRST NAME * GENDER * - Choose the gender	LAST NAME · DATE OF BIRTH · Click here to pick the birth of date	FULL NAME AS IN ICIPASSPORT
	FIRST NAME * GENDER * - Choose the gender ARE YOU A BRUNEI DARUSSALAM CI	LAST NAME *	FULL NAME AS IN IC/PASSPORT ·       NATIONALITY *       - Choose a nationality       RUNEI DARUSSALAM?
	FIRST NAME * GENDER * GENDER * GENDER * GENDER * GENDER DARUSSALAM CI G Yes No	LAST NAME - DATE OF BIRTH - Click here to pick the birth of date	FULL NAME AS IN ICIPASSPORT -  NATIONALITY -  Choose a nationality  RUNEI DARUSSALAM?
	FIRST NAME * GENDER * Choose the gender ARE YOU A BRUNEI DARUSSALAM CI Yes No IC NUMBER *	LAST NAME - DATE OF BIRTH - Click here to pick the birth of date	FULL NAME AS IN IC/PASSPORT -  NATIONALITY *  Choose a nationality  RUNEI DARUSSALAM?  COLOUR -

## **STEP 4**

Click Continue to move on to the next section.

=		Chonen a dichiet	
MAILING ADD	RESS SAME AS ABOVE? - No	- LANDER & UDERLE	
E-MAIL ADDRE	SS *	PHOTO ON CARD	
		Choose File No file chosen	- 110
MOBILE OFFIC	E · OFFICE CONTAC	TNUMBER *	
<b>≤</b> + +673	<b>≈</b> • +673		2
		Notes: File photo on card must match with tem	mplate above!
			Contin



#### **REGISTRATION OF WSH OFFICER(S)**



اوتوريتي ڪبغسائن کسلامتن كصيحتن دان عالمرسكيتر Safety, Health and Environmen National Authority

## STEP 5

Fill in the details and select the Task and Responsibilities of WSH Officer. Once all the details are complete, click Submit.

Note that the Industrial Classification follows the Brunei Darussalam Industrial Classification (BDSIC) published by the Department of Statistics and Department of Economic Planning and Development (BEDB).

	APPLICATION TO REGISTER AS A WSHO WORKER		
~	( <mark>)</mark> - Je	ileston details	2 Current desgrussion / job position
w	DRXPLACE INDUSTRY CLASSIFICATION = = Select a industry classification =		TACK AND REPORTED IN THE +     To prove the movie, development and engigements regarding workplace safely and teach policies, plans and manuals, according to the work acching      To be a development and an over policies or policies or policies of teach work policies, plans and manuals, according to the work acching      To be a development and an over policies or policies or policies of teach work policies, plans and manuals, according to the work acching      To be a development and an over policies or policies or policies of teach work policies, plans and manuals, according to the work acching      To be a development and an over policies or policies or policies of teach work acching      To be a development of teach work policies, plans and manuals, according      To be a development and an over policies or policies or policies of teach work according      To be a development and an over policies or policies or policies of teach work according      To be a development and an over policies or policies o
CU NO	RRINT JOB POSITION *  A. OF YEARS IN CURRENT DESIGNATION *  Select year - VYEAR	-Select month - V MON	Cherelop training of personnel at the workstar as indexent to the work activity as according to legal requirement     Involve in group meetings to discuss about the safety and health of the work activity     Develop procedures for incodent reporting, dengenous occurrences and investigation process in the workside including incodent investigation and not cav
			Orthodusering the sector model and the enviropset     Orthodusering the sector model and the enviropset     Orthodusering and these inspections in the enviropset including the hard stole, plane, manufacture including enviropset     Orthodusering and the enviropset in the enviropset including devices and double enterests on     Include in the store and environment of the enviropset of the enviropset including devictions on difference energiency statution, emergiency part, estate     enviropment     Include in the store stars and the enviropset of the env
			Indextancing of Notes to Industry, Industry Guidance Notes and Workplace safety and Health Notices Issued by DHDN-and other relevant guidance as a  min work activity     Industry and DHDN technisestament checklists (a: Construction Self-Assessment Checklist, etc.) or newant company checklist to ensure legal compl     adrey and health workplace     Industry and health workplace     Industry and health Notes of Safety, Coesting June 2004 (Construction)     Industry and health workplace     Industry and health workplace     Industry and health Notes of Safety, Coesting June 2004 (Construction)

## **STEP 6**

You will now be able to see the WSH Officer(s) that you have added. Click the Detail button for more information.

SHENA	
Dashboard	
WSH Officer Home	All years V Status V
∷≡	Company Name :
WSH Officer List	ti≡ WSH Officer List + Add New Worker
Payment	25 v records Search:
	No v Applicant Name
	Male         08 Nov 2022 09:43         08 Nov 2022 09:43         New Registered         Q Detail
	Showing 1 to 1 of 1 entries (filtered from 3 total entries)





Section 1 has been automatically filled as per the details from Step 5 and Step 6. Please complete Section 2 and Section 3 (refer to Step 8 to Step 13 below).

-		🧟 🏋 ROCAL POINT 😝 H.	~
Dathboard > ITI Ust Worker >      @WGHO Worker Detail			
< Bax			
Applicant Name : FADHIL BIN HAMDAN     Mobile Kumor :- 473222123     Grander :: Marke ::	Status : New Registered * Cl. Type : Cl.		
© WSHO Worker Detail			
	FROM - ITEMS	UPLOAD	STATUS
1.0 SHENA WSH Officer Application FORM			
1.1 Completed SHENA WSH Officer Application FORM		▲ 1011	•
	WSH QUALIFICATION - ITEMS	UPLOAD	STATUS
2.0 SHENA WSH Officer Application FORM	nten Brannin al Pakasilisten Peter and Harb Reis an Patients		
2.1 Minimum Ad, Nebolan in Occupational Reach and Sarety or Other Workpace Sarety and Reach Relevant Qualified	acon (champes or ourier workpace salely and health kelevant qualification)	• OPLOSE	· •
2.2 Approard read (both side) for brune barusseem onzen, permanent resident and temporary resident or brune ba	enzselem / Pessport (for international Application)	• incore	· ·
2.3 Cumpular Vitae (CV)		+ UPLOAD	· ·
2.4 Letter of Employment		+ UPLOAD	· •
2.5 Letter of Appointment/ Nomination of the individual appointed by the company as WSH Officer		+ UPLOAD	· ·
2.6 Certificate of other relevant workplace safety and health training attended (optional, you can upload multiple docu	ument)	+ LPLOAD	
3.0 Litt of White Evaniance	PREVIOUS WORK EXPERIENCE (Optional) - ITEMS	UPLOAD	STATUS
3.1 Consideration of Work Publicance		+10000	
2.1 Compress las or more apprende		10000	_
Cubryl May			
South rever			

## **STEP 8**

To upload **supporting document**, click the **white box**. Select a document to upload.







Once the document has been uploaded, the following **document icon** will appear. Click **Submit** and **View Document**.

SHENA		P ROCAL	POINT OH, NABILAH SHENA ~
()) Dashboard	🕼 Danbaurd > 🛞 19510 Worker Deall > 🛓 Upland Minimum NC NEEDOSH in Occupational Health and Safety or Other Worpstein Safety and Health Relevant Qualification		
	( Rot		
	Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification		
Regiser New Yorker	Upload Supporting Document files here or click to upload Minimum IGC NEBOSH in Occupational High and Safety or Other Workplace Safety and Health Relevant Qualification		
.2027 <b>8</b> 94844			

## **STEP 10**

If upload is successful, you will see a preview of the document as shown below. Click **Back** to continue.







#### اوتوريتي ڪبغسائن کسلامتن كصيحين دأن عالم سكيتر Safety, Health and Environmen National Authority

## **STEP 11**

You will see a green tick to show that your upload is successful. Complete Section 2 by uploading the required documents.

		Э ні,	
int	@ WSHO Worker Detail		
	FROM - ITEMS	UPLOAD	STATUS
	1.0 SHENA WSH Officer Application FORM		
	1.1 Completed SHENA WSH Officer Application FORM	✓ EDIT	0
	WSH QUALIFICATION - ITEMS	UPLOAD	STATUS
	2.0 SHENA WSH Officer Application FORM		
	2.1 Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification (Examples of Other Workplace Safety and Health Relevant Qualification)	+ UPLOAD	0
	2.2 Applicant NRIC (Both Side) for Brunei Darussalam citizen, permanent resident and temporary resident of Brunei Darussalam / Passport (for international Application)	+ UPLOAD	-
	2.3 Curriculum Vitae (CV)	+ UPLOAD	-
	2.4 Letter of Employment	+ UPLOAD	-
	2.5 Letter of Appointment/ Nomination of the Individual appointed by the company as WSH Officer	+ UPLOAD	-
	2.6 Certificate of other relevant workplace safety and health training attended (optional, you can upload multiple document)	+ UPLOAD	-
	PREVIOUS WORK EXPERIENCE (Optional) - ITEMS	UPLOAD	STATUS
	3.0 List of Work Experience		
	3.1 Completed List of Work Experience	+ UPLOAD	-
	Submit New X Delete		

## **STEP 12**

Section 3 is details of previous work experience. Click Add Data.

SHENA			e	FOCAL POINT Hi,
ashboard	슈 Dashboard → 쳲 WSHO Worker Detail → 😂 LIST OF PREVIOUS WORK EXPER	IIENCE		
ŵ	< Back			
WSHO Home				+ Add Data
⊂⇒ Register New Worker	10 V records			Search:
Payment	No 💡 Company 🔶 Job Pe	osition	Duration	¢ Action ¢
		No data available in table		
	Showing 0 to 0 of 0 entries			
2022 © SHENA				





Fill in the details accordingly. Click Submit.

♣ Add Data Experience				X
NAME OF COMPANY *	Type name	of company		
JOB POSITION *	Type job po	sition		
DURATION *	0	✓ Years	0	✓ Months
			Cancel	✓ Submit

## **STEP 14**

Once all sections are complete (all with green ticks), click Submit New.

=		Эн,	_
	FROM - ITEMS	UPLOAD	STATU
	1.0 SHENA WSH Officer Application FORM		
	1.1 Completed SHENA WSH Officer Application FORM	✓ EDIT	۲
	WSH QUALIFICATION - ITEMS	UPLOAD	STATU
	2.0 SHENA WSH Officer Application FORM		
	2.1 Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification (Examples of Other Workplace Safety and Health Relevant Qualification)	+ UPLOAD	۲
	2.2 Applicant NRIC (Both Side) for Brunei Darussalam citizen, permanent resident and temporary resident of Brunei Darussalam / Passport (for international Application)	+ UPLOAD	۲
	2.3 Curriculum Vitae (CV)	+ UPLOAD	۲
	2.4 Letter of Employment	+ UPLOAD	۲
	2.5 Letter of Appointment/ Nomination of the individual appointed by the company as WSH Officer	+ UPLOAD	۲
	2.6 Certificate of other relevant workplace safety and health training attended (optional, you can upload multiple document)	+ UPLOAD	۲
	PREVIOUS WORK EXPERIENCE (Optional) - ITEMS	UPLOAD	STATU
	3.0 List of Work Experience		
	3.1 Completed List of Work Experience	+ UPLOAD	٢
	<b>∢ Submit New</b> ★ Delete		





#### Please read the Declarations and ensure both boxes are ticked. Click Submit.



## **STEP 16**

The Status and Action will be updated. The SHENA Registration team will verify your submission first before you can proceed with the payment.

œ =							P FOCAL	POINT A Hi,
SHENA								0
Dashboard		ker List						
(A) WSHO Home	Year 2022 🗸	Status	~					
ম	⊗ List WSHO Worker List							+Add New Worker
Register New Worker	10 V records							Search:
Payment	No 👻 Company Name	Applicant Name	Gender \$ Aj	рр Туре	🛗 Registered 🛛 🔶	🛗 Submitted 🛛 🔶	Status 🕴	Action \$
	1. ORP SOCIALISATION	DARWIN HAALAND	Male	New	09 September 2022 15:17	09 September 2022 15:17	New Registered *	Q Detail
	2. ORP SOCIALISATION	HAKIM ZIYECH	Male	New	09 September 2022 10:11	09 September 2022 13:06	Submitted 🚀	🔿 On Progress
	3. ORP SOCIALISATION	FADHIL BIN HAMDAN	Male	New	09 September 2022 09:37	10 September 2022 08:29	Submitted 🚀	On Progress
	Showing 1 to 3 of 3 entries							< 1 →





# WSH OFFICER NEW APPLICATION PAYMENT PROCESS



#### **PAYMENT PROCESS**



## **STEP 1**

Once the **SHENA Registration Team** has verified your initial submission, you will receive a notification. If your submission is complete, you will be notified to make payment. Click on the **Notification** icon.

SHENA =		~
22 Dashboard	Read 2 of 2 notifications WELCOME TO E-SHENA ONLIN	
<u>ß</u> . Focalpoint	Please select the type of servi Invice #220910051252	
Cog System	Ch My Company Data           Image: Company Data         Image: Company Data           Image: Company Data         Company Data	
	Radiation 😵 🔪	
	COMPANY STATUS ; REGISTERED IN SYSTEM • COMPANY STATUS ; REGISTERED IN SYSTEM •	5
	Note: Guidelines on General Requirements for Radiation Licence Applications and Radiation Protection Programme Requirement can be found on SHENA official website.	r I
	CLICK HERE	
2022 @ SHENA		

## **STEP 2**

Click Invoice and take note of the details for your further action.

SHENA =	
2000 Dashboard	
WSH Officer Home	- All years -
:== WSH Officer List	Company Name
Ä	© List WSH Officer Payment
Payment	25 v records Search: haz
	No       Officer Name       Type       # Invoice id       Impact of the second sec
	Showing 1 to 1 of 1 entries (filtered from 3 total entries)



#### **PAYMENT PROCESS**



## **STEP 3**

Make the payment according to the details in the invoice. Once payment is made, please upload the evidence by clicking the **Upload Evidence of Payment**.

SHENA =	
() Dashboard	
WSH Officer Home	- All years v All type v All status v
:=== WSH Officer List	R Company Name
Ĕ	⊜ List WSH Officer Payment
Payment	25 v records Search: haz
	No       Officer Name       Type       # Invoice Id       # Submitted       # Pay Due Date       Comments       Status       Payment Action       Invoice       Receipt         1.       Image: Status       Image: Status
	Showing 1 to 1 of 1 entries (filtered from 3 total entries)

## **STEP 4**

Click on the white box and upload payment evidence.

SHENA		Lupload Evidence of Payment - Invoice #0109
(1) Dashboard	슈 Dashboard > 😜	
ŵ	- All years	
WSH Officer Home	Company Name	Upload Supporting Document files here or click to upload
WSH Officer List	⊜ List WSH O	WSH Officer Payment
Payment	25 🗸 reco	Search: haz
	No 🚽 Officer I	ent Action
	1	Cancel Submit vidence of Payment 22 invoice 2 wating to reviewed
	Showing 1 to 1 of 1	entres (filtered from 3 total entries)



#### **PAYMENT PROCESS**



## **STEP 5**

Once file has been uploaded, click Submit.

SHENA	Lupload Evidence of Payment - Invoice #0109	POINT OH
Dashboard	Ĝ Deshboard > Ø	
WSH Officer Home	- All years -	
:=	Company Name Upload Supporting Document files here upload	or click to
WSH Officer List	S List WSH O	
Payment	25 V RECOR	Search: haz
	No v Officer F	ent Action
	1.	Cancel Submit Wence of Payment D2 Invoice Values of reviewed
	Showing 1 to 1 of 1 entries (filtered from 3 total entries)	< 1 p

## **STEP 6**

The status will change to **Pending**. The **SHENA Finance Team** will review the payment before you can proceed to the next step.

SHENA =	
(2) Dashboard	G Dashboard → @ List WSH Officer Payment
WSH Officer Home	- All years All type All status
	Company Name :
) 	List WSH Officer Payment
Payment	25 v records Search kna
	No v Officer Name ¢ Type ¢ #Invoice Id v 🖶 Submitted ¢ 🏥 Pay Due Date ¢ Comments ¢ Status ¢ Payment Action ¢ Invoice ¢ Receipt ¢
	1. In Weight Contract
	Showing 1 to 1 of 1 entries (litered from 3 total entries) < 1 >





# WSH OFFICER NEW APPLICATION | RECEIVE PAYMENT | RECEIPT



#### **RECEIVE PAYMENT RECEIPT**



#### كصيحتن دان عالم سكيتر Safety, Health and Environment National Authority

## **STEP 1**

Once payment is verified and approved, you will receive a notification. Click on the Notification icon.

=			<b>.</b>	
		WELCOME TO E-SHENA	Read 2 of 10 notifications	RATION PORTAL
	l	Please select the	A year ago [Administrator Assistant] Approve New Submission WSHO Worker, Payment Invoice #0183	
		Radiation	A year ago [Administrator Assistant] Approve New Submission WSHO Worker, Payment Invoice #0183	er 🇰
		COMPANY STATUS : RECONTERED IN SYSTEM ~ Note: Guidelines on General Requirements for Radiation Licence Applic official website.	COMPANY STATUS : (REGISTER	on Programme Requirement can be found on SHENA
		CLICK HERE		

## **STEP 2**

The status will show as Approved and you will receive a Receipt. The SHENA **Registration Team** will then proceed to assess the WSH Officer application.

SHENA =	C CAL POINT OH,
000 Dashboard	G Dashboard > @ List WSH Officer Payment
WSH Officer Home	- All years v - All type v - All status v
	Company Name :
Payment	25 V records Search: Hey
	No 🗸 Officer Name 💠 Type 🛊 # Invoice Id 🗸 🚔 Submitted 💠 🎽 Pay Due Date 💠 Comments 🎄 Status 💠 Payment Action 💠 Invoice 🛊 Receipt 💠
	1. INV-WSH0-20221214- 14 December 2022 13 January 2023 Reviewer Approved State Evidence (B Invoice) Recept
	Showing 1 to 1 of 1 entries (filtered from 3 total entries) << 1 >





# WSH OFFICER NEW APPLICATION REGISTRATION STATUS



#### **REGISTRATION APPROVED**



## **STEP 1**

Once the assessment is complete, you will receive a notification. Click on the **Notification** icon.

SHENA		P	
Dashboard	WELCOME TO E-SHENA	Read 2 of 10 notifications	RATION PORTAL
R. Focalpoint	Please select th	[Administrator Assistant] Validate Submission - New Worker	
Log System	Radiation	[Administrator Assistant] Validate Submission - New Worker	er 🇰
Logout	COMPANY STATUSE (REGISTERED IN SYSTEM)	1 year ago     Administrator Assistant! Validate     COMPANY STATUS : REGISTER	EDINSYSTEM) ->
	Note: Guidelines on General Requirements for Radiation Licence Appl official website.	ications and Radiation Protection	on Programme Requirement can be found on SHENA

## **STEP 2**

The status will be updated to **Approved**. The **SHENA Registration Team** will contact the **Focal Point** when the letter and card are ready for collection.

SHENA =	
<u>ාරික</u> Dashboard	
WSH Officer Home	- All years Status
III	Company Name :
	i≡ WSH Officer List
Payment	25 V records Search:
	No 💡 Applicant Name 💠 Gender 🛊 App Type 🛊 🚔 Registered 🛊 🖆 Submitted 💠 Status 💠 Action 💠
	Female         Image: None of the second
	2. Male 😡 08 Nov 2022 09:43 08 Nov 2022 09:43 New Registered *
	3. Male 31 Jan 2022 00:00 31 Jan 2022 00:00 Approved V Q. Detail Acq. Renew Reg. Re-Print
	Showing 1 to 3 of 3 entries



#### **REGISTRATION ON HOLD**



## **STEP 1**

#### Registration may require further verification if criteria are not fulfilled.

Ge =						rc
Distances	California I & Word Home					
(C) WSHO Hourse	Welcome to t	he Workplace Safety and	d Health (WSH) Of	ficer Regis	tration P	ortal
E. Negative field Marchine	() List WSHD Home					
1211	to V records				Search	
Fagment	No 🕂 Company Nome	\$ Name	Submitted On	Comment #	Type #	Sums 9
	1. ORP SOCIALISATION	DARWINI HAALAND	10 September 2022 19:56	87	0	Submitted -d
	2. ORP SOCIALISATION	HIROW ZIVECH	10 September 2022 20:28	A2H0007	0	Submitted 👱
	3 OSP SOCIALISATION	FROML BIN HANDAN	10 September 2022 08:29	¢.	0	Approved 🛩
	Showing 1 to 3 of 3 entries					1.1
78830395						
and a serve						

## NOTE

- The applicant will need to attend an interview assessment.
- This will be done physically/face-to-face at SHENA office.
- Information regarding the interview assessment will be informed via email.
- The **outcome of the interview assessment** will be used to determine the status of the registration.
- The registration status can either be one of the following:
  - Approved
  - On Hold for Three (3) Months
  - On Hold for Six (6) Months
  - Rejected



#### **REGISTRATION ON HOLD**



## STEP 2

Once the **SHENA Registration Team** has completed the further verification assessment, the application **status** will be updated.

SHENA -				·	ocil POInt	<b>)</b>
Dertours	Q Cartanant   & WD+O Home					
MSHO Hume	Welcome to the	he Workplace Safety an	d Health (WSH) O	fficer Regis	tration I	Portal
A. S. Salar Salar Salar	@ List WSHO Home					
÷.	n v records				See	ret.
famili	No . Company Name	+ Name	Submitted On	Comment #	Type	I Sintus I
	1 ORP SOCIALISATION	DARMIN HAALAND	10 September 2022 19:56		0	Submitted 4
	2 ORP SOCIALISATION	HAKIM ZIVECH	10 September 2022 20 28	[100000] [ASS-0.47]		On Hold 3 Moren () See available to the events with 2 moren (events with 2 moren (events 40 2 more)
	3. ORP SOCIALISATION	FADHIL BIN HANDAN	10 September 2022 08:29			Reproved 🛩
	Showing 1 to 3 of 3 entries					1 1
ner a treba						



#### **REGISTRATION REJECTED**



## **STEP 1**

Registration can be rejected if applicants do not meet multiple criteria, or if applicants fail the interview assessment.

SHENA		L.O	
Bashboard	WELCOME TO E-SH	Read 3 of 5 notifications           2 months ago           [Approver] Reject New Submission WSH           Officer	GISTRATION PORTAL
Focalpoint		A 2 months ago [Payment Approver] Approve Payment WSH Officer Javaice #0365	
Log System	Radiation	2 months ago     [Company] Upload Evidence Of Payment	Officer 🛍
	COMPANY STATUS (REGISTERED IN SYSTED) 🗸	➤ COMPANY STA	IUS : (REGISTERED IN SYSTEM) V >
	Note: Guidelines on General Requirements for Radiation Li official website.	cence Applications and Radiatic	on Protection Programme Requirement can be found on SHENA
	CLICK HERE		





# WSH OFFICER RENEWAL APPLICATION RENEWAL PROCESS



#### **RENEWAL PROCESS**



## **STEP 1**

To renew WSH Officer Registration, go to WSH Officer List tab.

SHENA =	C FOCAL POINT L Hi,
200 Dashboard	A Dashboard > i≡ WSH Officer List
WSH Officer Home	- All years V - Status V
IIII WSH Officer List	Company Name : Company
	+ Add New Worker
Payment	25 V records Search:
	No 💡 Applicant Name 🔶 Gender 💠 App Type 🕴 🏥 Registered 🛊 🚔 Submitted 💠 Status 💠 Action 💠
	1.     Male     31 Jan 2022 00:00     31 Jan 2022 00:00     Approved ✓     Q Detail     Image: A Req. Ree.Print
	2. Male 03 Feb 2022 00:00 03 Feb 2022 00:00 Approved V Q Detail Areq. Renew Req. Re-Print
	Showing 1 to 2 of 2 entries

## **STEP 2**

Click on Req. Renew button.

SHENA				Ĺ			li, ~
000 Dashboard	<u>         Dashboard</u> → I≡ WSH Officer List						
WSH Officer Home	- All years	Status 🗸					
WSH Officer List	Company Name :	SDN BHD					
	i≡ WSH Officer List						+ Add New Worker
Payment	25 V records						Search:
	No 🚽 Applicant Name	♦ Gender ♦ App Type ♦	🛗 Registered   🍦	🛗 Submitted 🛛 🖨	Status 🖨	A	action 🔶
	1.	Male	31 Jan 2022 00:00	31 Jan 2022 00:00	Approved 🗸	Q Detail 🖪 Req. Renew	× De-Register A Req. Re-Print
	2.	Male	03 Feb 2022 00:00	03 Feb 2022 00:00	Approved 🗸	Q Detail 🛛 🖈 Req. Renew	× De-Register Req. Re-Print
	Showing 1 to 2 of 2 entries						< 1 >



#### **RENEWAL PROCESS**



## STEP 3

Click on Yes, Request Renew option to submit Request Renew data.

SHENA =			FOCAL PC	DINT 💄 Hi, 🗸 🗸
000 Dashboard	Dashboard → I≡ WSH Officer List			
WSH Officer Home	- All years - v - Status	v		
:=	Company Name SDN BH			
WSH Officer List	i≡ WSH Officer List	(i)		+ Add New Worker
Payment	25 v records	Submit Request Renew Data ?		Search:
	No 💡 Applicant Name 🔶 G	Are you sure to request renew data ?	Status 👙	Action 🔶
	1.	Cancel Yes, Request Renew	Approved 🗸 🔍 Q Detail	Req. Renew De-Register
	2.		Approved 🗸 🔍 Q Detail	Req. Renew X De-Register
	Showing 1 to 2 of 2 entries			< 1 >

## NOTE

Before submitting the renewal application, please ensure to complete the following:

#### 1. Continuing Professional Development (CPD)

- Applicant must complete a **minimum of 30 hours each** for Continuing Education, Delivering and Teaching, and Inspection, Audit and Review.
- Evidence must be recorded, verified and uploaded into the E-SHENA portal.
- 2. Pass the Brunei Darussalam Workplace Safety and Health Order, 2009 Examination
  - Applicant must first attend the Brunei Darussalam Workplace safety and Health Order, 2009 training course. The training course is conducted by SHENA's Approved Training Provider.
  - Upon successful completion of the training, the applicant must then sit for the examination organised by SHENA.
  - An examination transcript will be issued to the applicant, and this transcript must be **uploaded into the E-SHENA portal**.





# WSH OFFICER DE-REGISTRATION DE-REGISTRATION PROCESS





To de-register a WSH Officer, go to WSH Officer List tab.

SHENA	C FOCAL POINT 🔔 HI,
000 Dashboard	© Dashboard > I≡ WSH Officer List
WSH Officer Home	- All years -
:= WSH Officer List	Company Name : SDN BHD
Ä	t≡ WSH Officer List
Payment	25 🗸 records Search:
	No 💡 Applicant Name 🕴 Gender 🛊 App Type 🛊 🚔 Registered 🛊 🏥 Submitted 💠 Status 💠 Action 💠
	1.     Male     31 Jan 2022 00:00     31 Jan 2022 00:00     Approved ✓     Q. Detail     Image: Comparison of the compar
	2. Male 03 Feb 2022 00:00 03 Feb 2022 00:00 Approved V Q Detail Req. Renew Req. Req. Print
	Showing 1 to 2 of 2 entries 1 >

## **STEP 2**

Click on the **De-Register** on the Action section.

SHENA =		C FOCAL POINT 🔔 HL
000 Dashboard	G Dashboard > I≡ WSH Officer List	
WSH Officer Home	- All years Status	
WSH Officer List	Company Name : SDN BHD	
Ä	i≡ WSH Officer List	+ Add Now Worker
Payment	25 v records	Search:
	No 🕌 Applicant Name 🕴 Gender 🛊 App Type 🍦 🏥 Registered 💠 🛗 Submitted	Status      Action
	1. Male 31 Jan 2022 00:00 31 Jan 2022 00	0:00 Approved ✓ Q Detail A Req. Renew X De-Register A Req. Re-Print
	2. Male 03 Feb 2022 00:00 03 Feb 2022 00	0:00 Approved ✓ Q Detail A Req. Renew X De-Register A Req. Re-Print
	Showing 1 to 2 of 2 entries	< 1 >
	No       Applicant Name       Gender       App Type       Imagistreed       Imag	Image: status     Imag





Fill in the Remark/Comment and upload the Resignation and Acceptance Letter.

The resignation letter is the letter provided by the WSH Officer to the company. The acceptance letter is the letter provided by the company to the applicant in response to the resignation letter.

e e						Hi, and a second s
SHENA	De-Registr	ation Form -			X	
Dashboard	C Dashboard > IE REMARK / COMM	IENT * :				
Â	All years				1	
wsh Oncer Home	Company Name				h	
WSH Officer List	RESIGN LETTER	*:		ETTER * :		
To a	i≡ WSH Office	to the chosen	Choose File	No file chosen		+ Add New Worker
Payment	25 V reco			Cancel	✓ Submit	Search:
	No 🕌 Applicant Name		🛗 Registered 💠 🛗 S	ubmitted 🜲 Status 🜲		Action \$
	1.	Male	31 Jan 2022 00:00 31 J	an 2022 00:00 Approved 🗸	Q Detail Req. Re	enew X De-Register
	2.	Male	03 Feb 2022 00:00 03 F	eb 2022 00:00 Approved 🗸	Q Detail Req. Re	enew X De-Register
	Showing 1 to 2 of 2 entries					

## STEP 4

Once the files are uploaded, click Submit.

œ										👤 ні,	~
SHENA	_	De-Registration	n Form -						×		
Dashboard		REMARK / COMMENT	•:								
Â	- All years								1		
WSH Officer Home	Company Name								11		
WSH Officer List		RESIGN LETTER * :	chosen		+	ACCEPTA	File No file chosen		*	_	_
<u>ل</u>	i≡ WSH Office	Chose The No his	chosen		nin.	Choose					+ Add New Worker
Payment	25 ✓ recor							Cancel	✓ Submit	Search:	
	No 🚽 Applicar	nt Name 🗧	Gender 🝦	Арр Туре	🛊 🋗 Reg	gistered 🌲	🏥 Submitted 🛛 🍦	Status 👙		Action	¢
	1.		Male		31 Jan	2022 00:00	31 Jan 2022 00:00	Approved 🗸	Q Detail 🖪 Req	Renew X De-Register	Req. Re-Print
	2.		Male		03 Feb	2022 00:00	03 Feb 2022 00:00	Approved 🛩	Q Detail 🖪 Req	Renew X De-Register	Req. Re-Print
	Showing 1 to 2 of 2	entries									< 1 >





اتوتوريتي ڪبغسائن کسلامتن کصيميتي. دان عالم سکيتر Safety, Health and Environment National Authority

## NOTE

De-registration of WSH Officers applies to the following:

- 1. **Resigning** from the current company.
- 2. Resigning from the current company and moving to a different company:
  - In this case, the new company is **not required to submit a new application** for the WSH Officer.
  - The SHENA Registration Team will **transfer the WSH Officer's data** from the previous company to the new company.
  - The **new company is required to provide the following documents to SHENA** via email <u>wshapplication@shena.gov.bn</u>:
    - WSH Officer employment letter (must include job designation and start date)
    - WSH Officer nomination letter
- 3. WSH Officers who are **no longer appointed as WSH Officers** in their company.
- 4. WSH Officers who are taking a **new role in the same company**, and will **not be appointed as WSH Officers** in their new role.





## **QUERIES**

- Should you have any **queries** regarding the registration process and the use of **E-SHENA Portal**, please send an email to <u>wshapplication@shena.gov.bn</u>
- If you experience any technical issues, the **SHENA Registration Team** will liaise with the software developer to rectify them.



6	+673 238 2000
٢	www.shena.gov.bn
f	ා @shena.gov.bn
7	t.me/SHENAbn