



اوتوريٽي ڪيٿسائن ڪسلامتن
ڪهيٽن. دان عالم سڪيٽر

Safety, Health and Environment
National Authority

USER GUIDE

WORKPLACE SAFETY AND HEALTH (WSH) OFFICER

E-SHENA ONLINE REGISTRATION PORTAL

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 STATUS UPDATE	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. **Updating status of WSH Officer**



اوتوریٹی کے بھسائن کسلامین
کھیچین: دان عالم سکیر
Safety, Health and Environment
National Authority

ACCOUNT REGISTRATION

| E-SHENA PORTAL

STEP 1

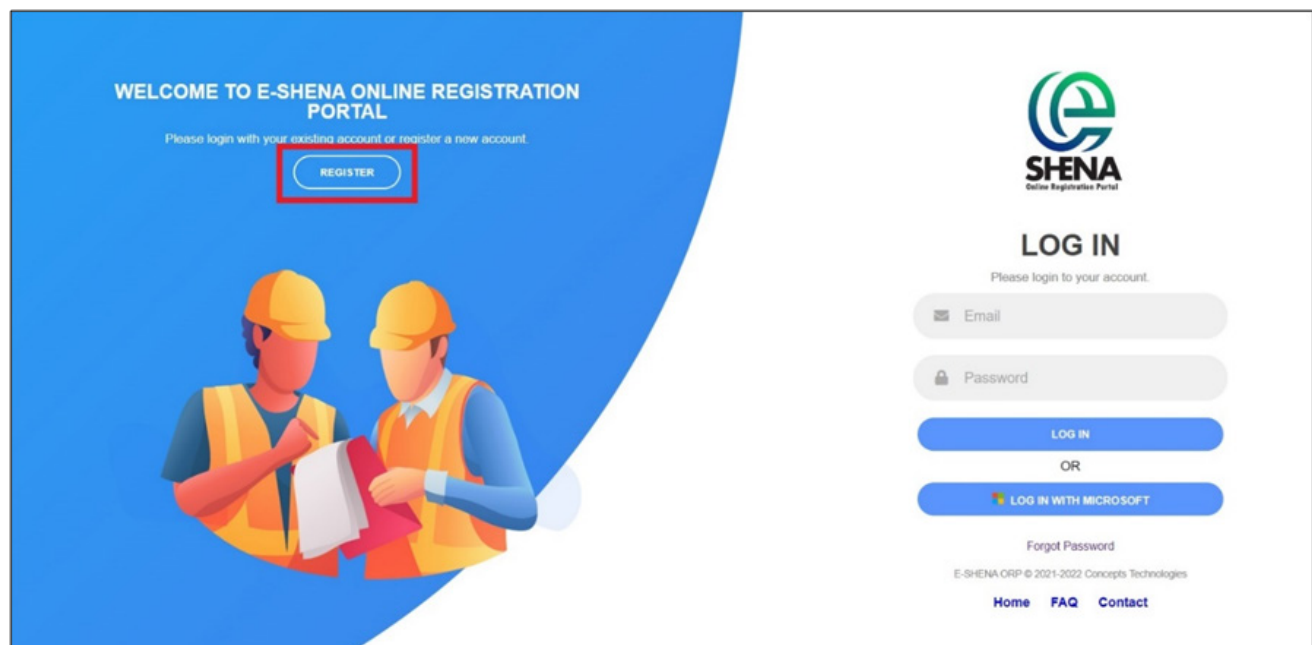
Go to <https://e-shena.shena.gov.bn/> and click **Log in** or **Register**.

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).



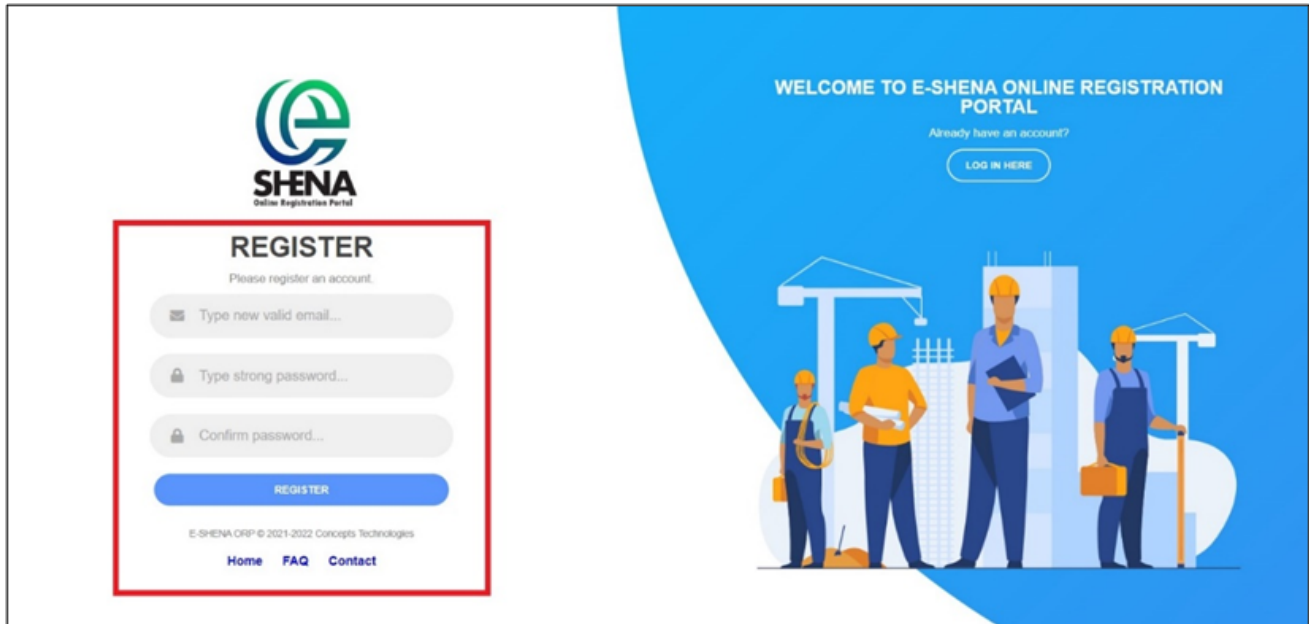
STEP 2

Click **Register**.



STEP 3

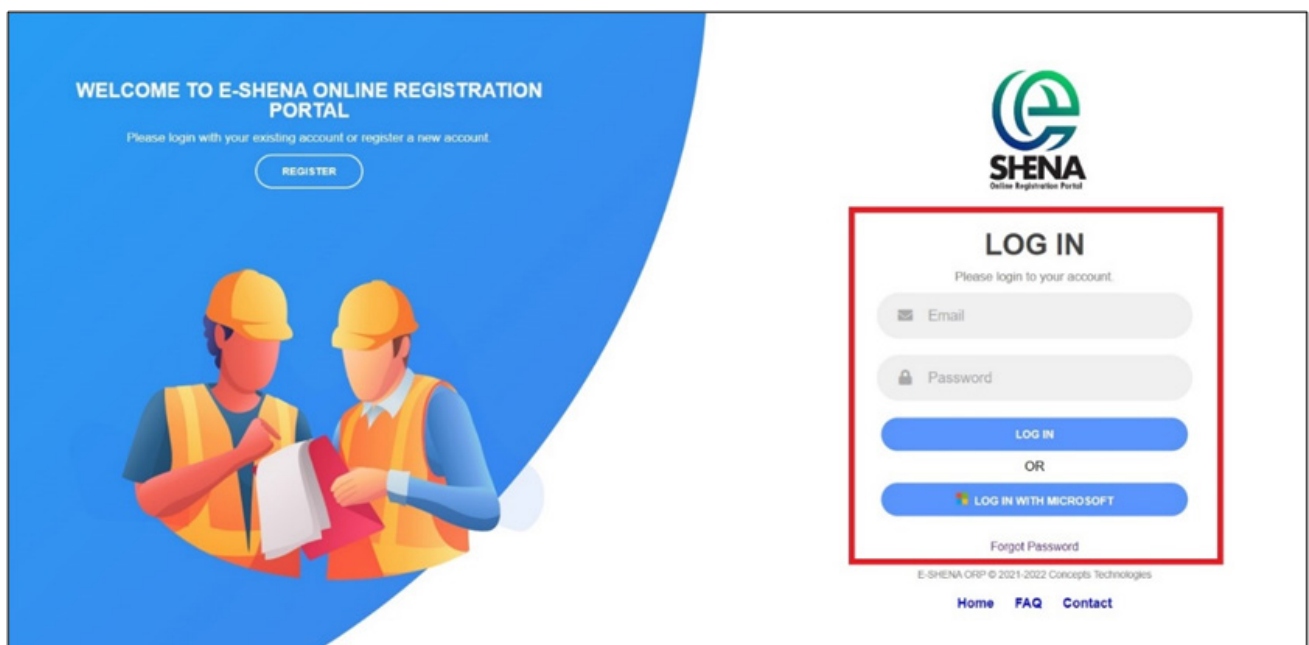
Register by entering your **email** and **password**. If successful, you will receive a **notification** and a **link** to **verify your email**. Please check your email for the link.



The screenshot displays the E-SHENA Online Registration Portal. On the left, there is a 'REGISTER' form with the SHENA logo at the top. The form includes fields for 'Type new valid email...', 'Type strong password...', and 'Confirm password...', followed by a 'REGISTER' button. Below the form, it says 'E-SHENA ORP © 2021-2022 Concepts Technologies' and provides links for 'Home', 'FAQ', and 'Contact'. On the right, a blue banner reads 'WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL' and 'Already have an account? LOG IN HERE'. Below the banner is an illustration of four construction workers in hard hats and safety vests, one holding a clipboard.

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.



The screenshot displays the E-SHENA Online Registration Portal with the login form highlighted. On the left, a blue banner reads 'WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL' and 'Please login with your existing account or register a new account. REGISTER'. Below the banner is an illustration of two construction workers in hard hats and safety vests, one holding a clipboard. On the right, the 'LOG IN' form is shown, featuring the SHENA logo at the top. The form includes fields for 'Email' and 'Password', followed by a 'LOG IN' button. Below this, there is an 'OR' section with a 'LOG IN WITH MICROSOFT' button. At the bottom of the form, there is a 'Forgot Password' link. Below the form, it says 'E-SHENA ORP © 2021-2022 Concepts Technologies' and provides links for 'Home', 'FAQ', and 'Contact'.



اوتوریٹی کے بھسائن کسلا مین
کھیتی دان عالم سکیر
Safety, Health and Environment
National Authority

ACCOUNT REGISTRATION

INPUT DETAILS OF FOCAL POINT(S)

INPUT DETAILS OF FOCAL POINT(S)



اوتوریٹی کے بھاسن کسلامتین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 1

Click the **WSH Officer** box.

WELCOME TO E-SHENA ONLINE REGISTRATION PORTAL
Please select the type of service that you require

Radiation
COMPANY STATUS : NEW COMPANY *

WSH Officer
COMPANY STATUS : NEW COMPANY *

Note: Guidelines on General Requirements for Radiation Licence Applications and Radiation Protection Programme Requirement can be found on SHENA official website.

[CLICK HERE](#)

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

COMPANY | FOCAL POINT | BANK DETAILS

COMPANY

ARE YOU HANDLING VESSELS ?
☐ YES ☐ NO

NAME OF COMPANY / INSTITUTION / ORGANIZATION *
Type your company name...

SUBMIT YOUR COMPANY REGISTRATION NUMBER *
Type your company number...

OFFICE CONTACT NUMBER *
+673

PERSONAL CONTACT NUMBER *
+673

COMPANY ADDRESS *
☐ Local (Brunei) Organization ☐ International (non-Brunei) Organization

International (non-Brunei) Organization:
HOUSE ADDRESS *
Type your company address...

CITY OR REGENCY *
Type your company city or regency...

PROVINCE *
Type your company province...

COUNTRY *
-- Choose a country --

MAILING ADDRESS SAME AS ABOVE? *
☐ Yes ☐ No

UPLOAD COMPANY LOGO *
Choose File | No file chosen
Format: PNG, JPEG, JPG | Size-Max: 2MB

Company Logo Preview:

UPLOAD COMPANY LEGAL REGISTRATION LETTER *
Choose File | No file chosen
Format: PDF | Size-Max: 2MB

Company Legal Registration Letter:

FOCAL POINT

FIRST NAME *
Type focal point first name...

LAST NAME *
Type focal point last name...

EMAIL ADDRESS
@gmail.com

PASSWORD *
.....

PROFILE PICTURE
Choose File | No file chosen
Format: PNG, JPEG, JPG | Size-Max: 2MB

DESIGNATION
Type your designation...

BANK DETAILS

NAME OF BANK
Type your bank name...

ACCOUNT HOLDER NAME
Type your account holder name...

BANK ACCOUNT
Type your bank account...

SWIFT ACCOUNT
Type swift bank key...

BANK COUNTRY
-- Choose a bank country --

OTHER / REMARKS
Type other or remarks...

INPUT DETAILS OF FOCAL POINT(S)

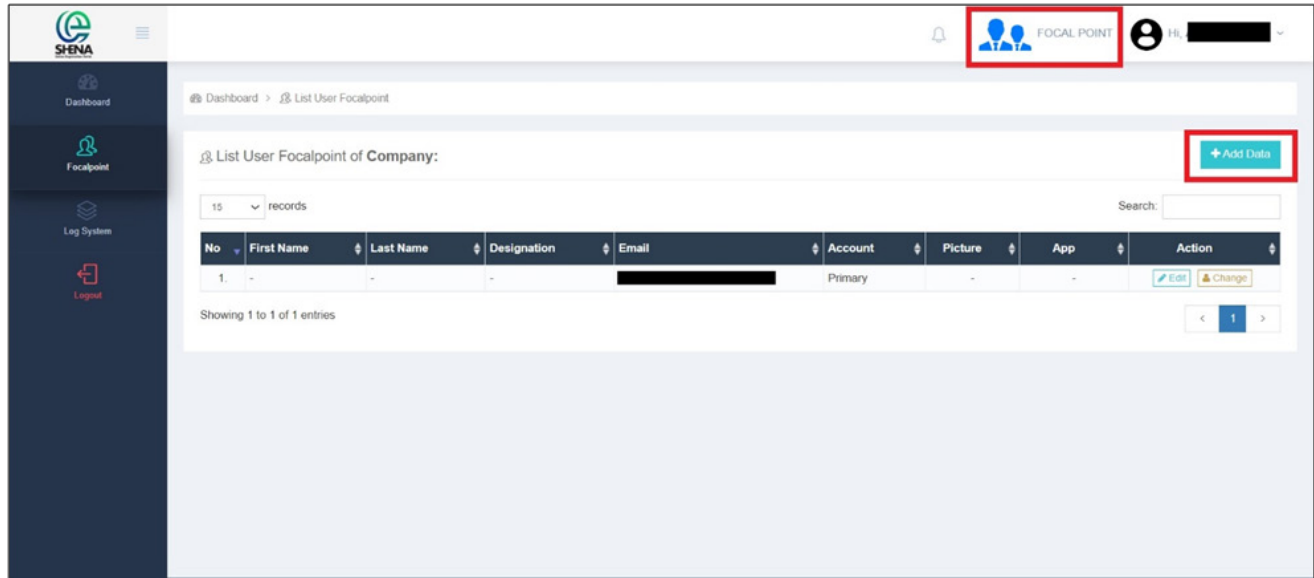


اوتوریٹی کے بھاسن کسلامین
کھدین: دان عالم سکیر
Safety, Health and Environment
National Authority

STEP 3

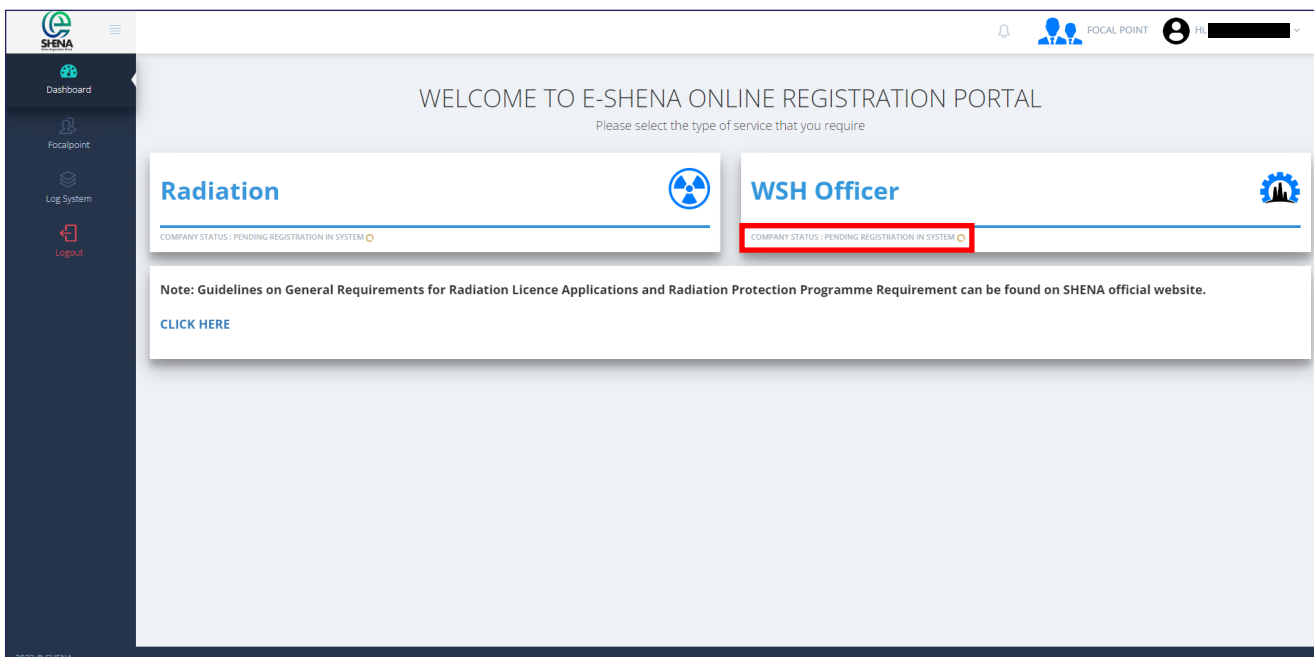
You may add **more than one Focal Point** for your company. To do so, click the **Focal Point icon**, and then click **Add Data**.

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.



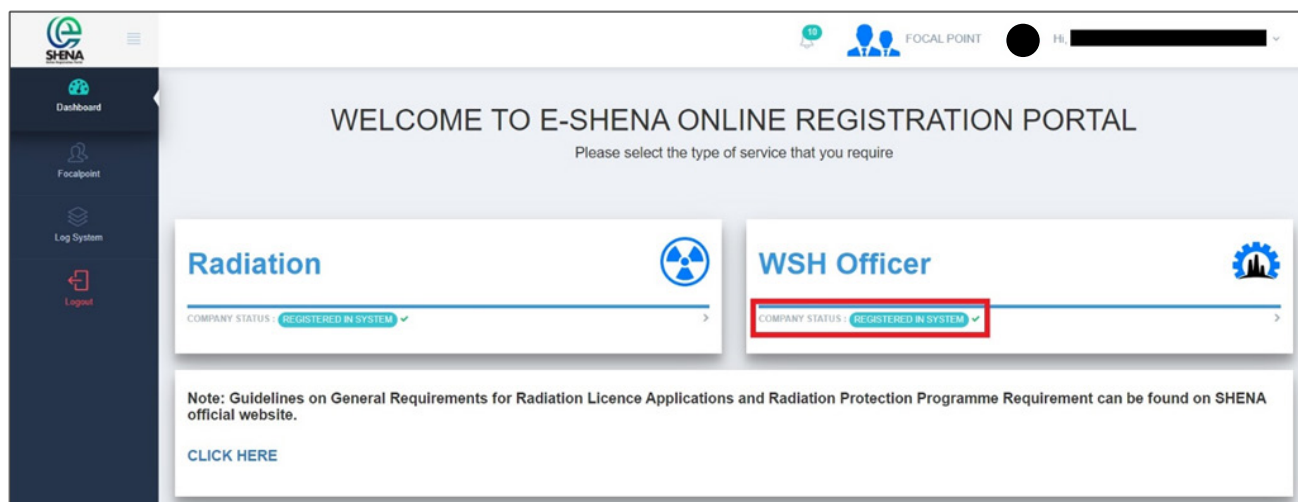
INPUT DETAILS OF FOCAL POINT(S)



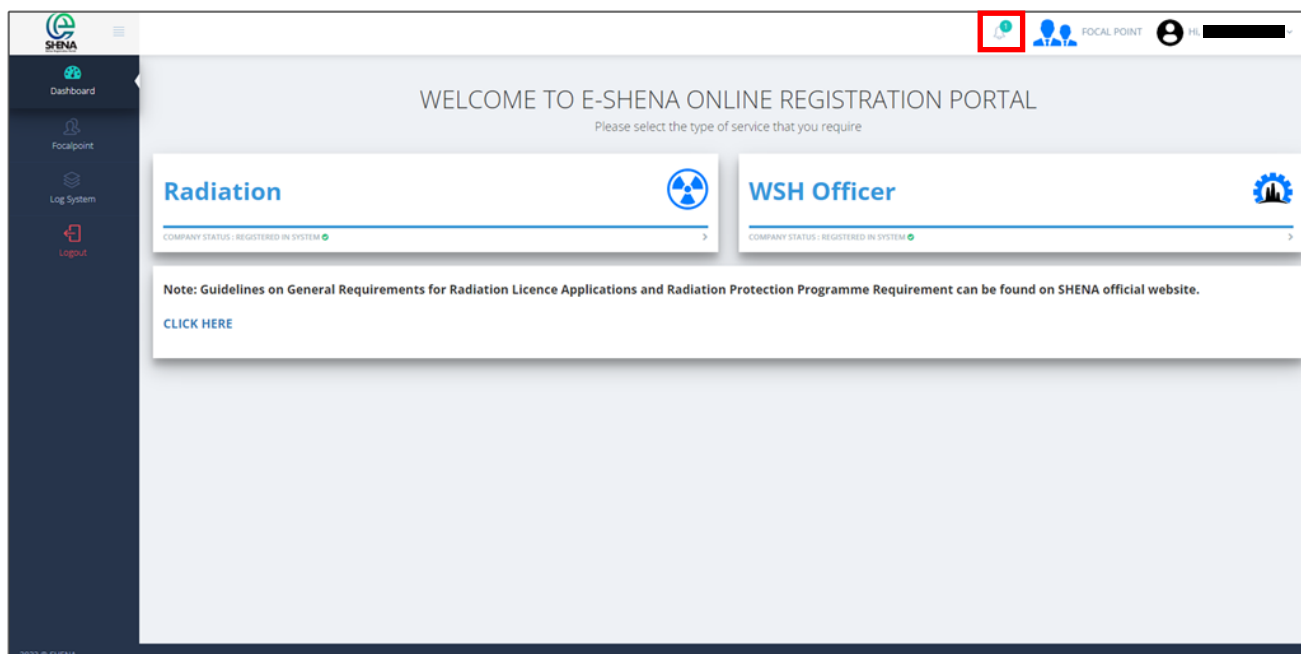
اوتوریٹی کے بھاسان کسلامین
کھسین: دان عالم سکینر
Safety, Health and Environment
National Authority

STEP 5

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



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





اوتوریٹی کے بھسائن کسلامین
کھیچین: دان عالم سکینر
Safety, Health and Environment
National Authority

WSH OFFICER NEW APPLICATION

| REGISTRATION OF | WSH OFFICER(S)

REGISTRATION OF WSH OFFICER(S)



اوتوریتی کے بھاسن کسلامین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 1

Click the **WSH Officer List** tab.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: SDN BHD

WSH Officer List

+ Add New Worker

25 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**.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: SDN BHD

WSH Officer List

+ Add New Worker

25 records

Search:

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

REGISTRATION OF WSH OFFICER(S)



اوتوریتی کے بھاسان کسلامین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 3

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

The screenshot shows the 'APPLICATION TO REGISTER AS A WSH Officer' form. It includes fields for First Name, Last Name, Full Name as in IC/Passport, Gender, Date of Birth, Nationality, and a checkbox for Brunei Darussalam citizenship. There are also fields for IC Number and Colour. The form is divided into two sections: '1 Application details' and '2 Current designation / job position'.

STEP 4

Click **Continue** to move on to the next section.

The screenshot shows the 'MAILING ADDRESS SAME AS ABOVE?' section. It includes a checkbox for 'Yes' or 'No', an 'E-MAIL ADDRESS' field, and 'MOBILE OFFICE' and 'OFFICE CONTACT NUMBER' fields. There is a 'PHOTO ON CARD' section with a 'Choose File' button and a 'No file chosen' message. A 'Template' image is shown, and a 'PHOTO ON CARD (Preview)' field is also present. A 'Continue >' button is highlighted with a red box.

REGISTRATION OF WSH OFFICER(S)



اوتوریٹی کے بھاسن کسلامین
کھیچین دان عالم سکیتز
Safety, Health and Environment
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).

STEP 6

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

REGISTRATION OF WSH OFFICER(S)



اوتوریٹی کے بھاسن کسلامت
کھیتین: دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 7

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).

The screenshot shows the SHENA WSH Officer Application Form. The form is divided into sections. Section 1 (SHENA WSH Officer Application Form) is already filled. Section 2 (WSH Qualification - ITEMS) is highlighted with a red box. It contains the following items:

ITEM	DESCRIPTION	UPLOAD	STATUS
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 Qualifications)	UPLOAD	-
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	-

Section 3 (List of Work Experience) is also highlighted with a red box. It contains the following item:

ITEM	DESCRIPTION	UPLOAD	STATUS
3.1	Completed List of Work Experience	UPLOAD	-

STEP 8

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

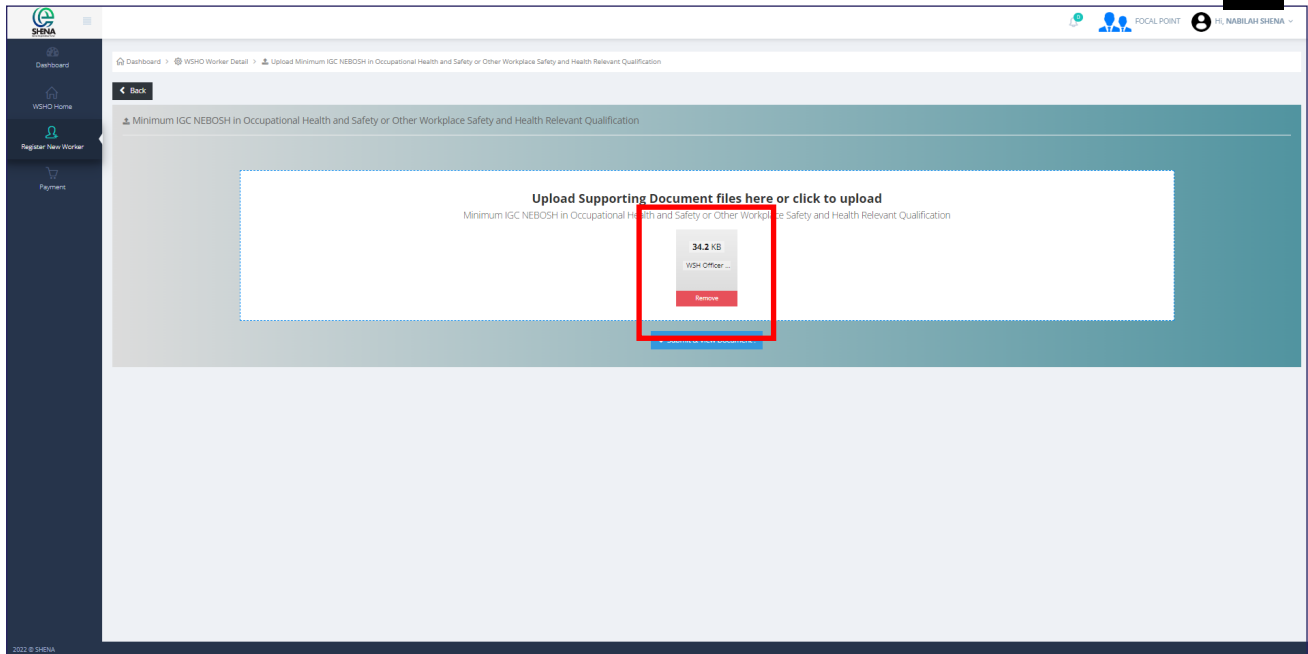
The screenshot shows the SHENA WSH Officer Application Form. The form is divided into sections. Section 2 (WSH Qualification - ITEMS) is highlighted with a red box. It contains the following item:

ITEM	DESCRIPTION	UPLOAD	STATUS
2.1	Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification	UPLOAD	-

The 'Upload' column for item 2.1 is highlighted with a red box. It contains a white box with the text: "Upload Supporting Document files here or click to upload". Below the white box is a button labeled "Submit & View Document".

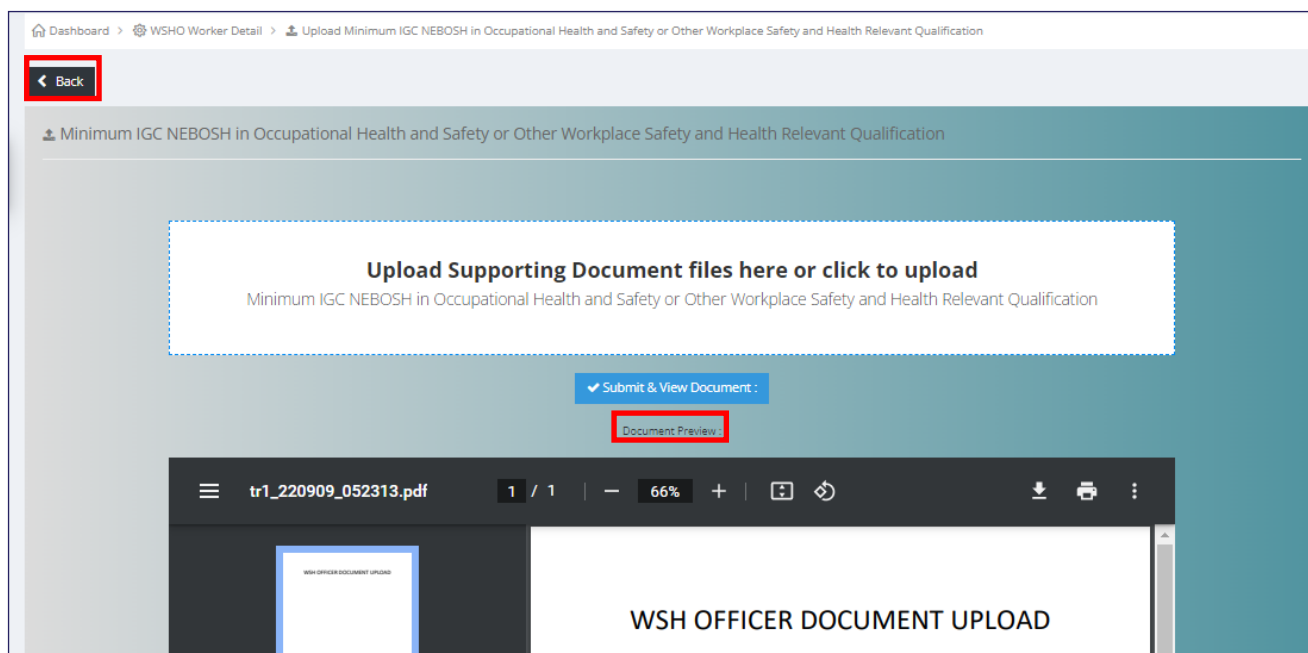
STEP 9

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



STEP 10

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



REGISTRATION OF WSH OFFICER(S)



اوتوریتی کے بھاسن کسلامین
کھیتین: دان عالم سکیتز
Safety, Health and Environment
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.

WSHO Worker Detail

FROM - ITEMS	UPLOAD	STATUS
1.0 SHENA WSH Officer Application FORM		
1.1 Completed SHENA WSH Officer Application FORM	EDIT	✓
WSH QUALIFICATION - ITEMS		
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	✓
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		
3.0 List of Work Experience		
3.1 Completed List of Work Experience	+ UPLOAD	-

[Submit New](#) [Delete](#)

STEP 12

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

Dashboard > WSHO Worker Detail > LIST OF PREVIOUS WORK EXPERIENCE

[Back](#)

LIST OF PREVIOUS WORK EXPERIENCE

[+ Add Data](#)

10 records Search:

No	Company	Job Position	Duration	Action
No data available in table				

Showing 0 to 0 of 0 entries

REGISTRATION OF WSH OFFICER(S)



اوتوریتی کے بھاسن کسلامتین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 13

Fill in the details accordingly. Click **Submit**.

+ Add Data Experience

X

NAME OF COMPANY *

Type name of company ...

JOB POSITION *

Type job position ...

DURATION *

0 Years

0 Months

Cancel

✓ Submit

STEP 14

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

SHENA

FOCAL POINT

HI

FROM - ITEMS	UPLOAD	STATUS
1.0 SHENA WSH Officer Application FORM		
1.1 Completed SHENA WSH Officer Application FORM	EDIT	✓
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	✓
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

Delete

REGISTRATION OF WSH OFFICER(S)



اوتوریٹی کے بھاسن کسلامتین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 15

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

DECLARATION FOR SUBMITTING WORKER

☐ **DECLARATION BY EMPLOYEE IN SUPPORT OF APPLICATION ***
We support the application for the individual to be registered as an Workplace Safety and Health Officer (WSH Officer). S/He shall be bound by Workplace Safety and Health (Workplace Safety and Health Officers) Regulations, 2014 when exercising the privileges of a WSH Officer. We agree and knowledge that the approval of this application is in the Authority's sole and absolute discretion and that the Authority may decline this application without giving any reasons. We undertake to inform SHENA when the WSH Officer is no longer required to exercise his privileges, relinquished his role or ceased to be employed by the organisation. The information provided in this application form has been verified.

☐ **DECLARATION BY COMPANY / FOCAL POINT ***
I, declare that all particulars and information provided in this application and the documents attached hereto are true to the best of my knowledge and belief, and I understand that the Safety, Health and Environment National Authority (SHENA) reserves the right to reject this application if, at any stage, the information provided is false and incorrect. Should verification is required on any information provided in this application, I hereby authorise SHENA to carry out the necessary investigations.

Cancel **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.

Dashboard > List WSHO Worker List

Year 2022 -- Status --

List WSHO Worker List **Add New Worker**

10 records Search:

No.	Company Name	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	ORP SOCIALISATION	DARWIN HAALAND	Male	New	09 September 2022 15:17	09 September 2022 15:17	New Registered *	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



اوتوریٹی کے بھسائن کسلامین
کھیچین: دان عالم سکیر
Safety, Health and Environment
National Authority

WSH OFFICER NEW APPLICATION | PAYMENT PROCESS

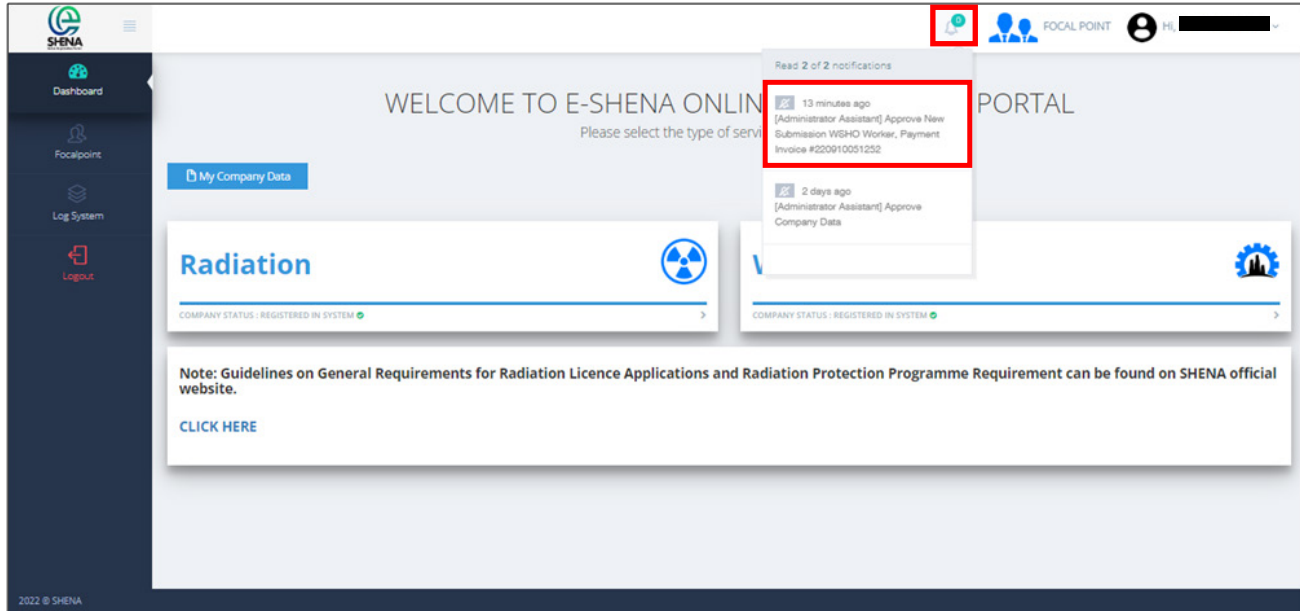
PAYMENT PROCESS



اوتوریٹی کے بھٹان کسلا مین
کھیتین: دان عالم سکیتز
Safety, Health and Environment
National Authority

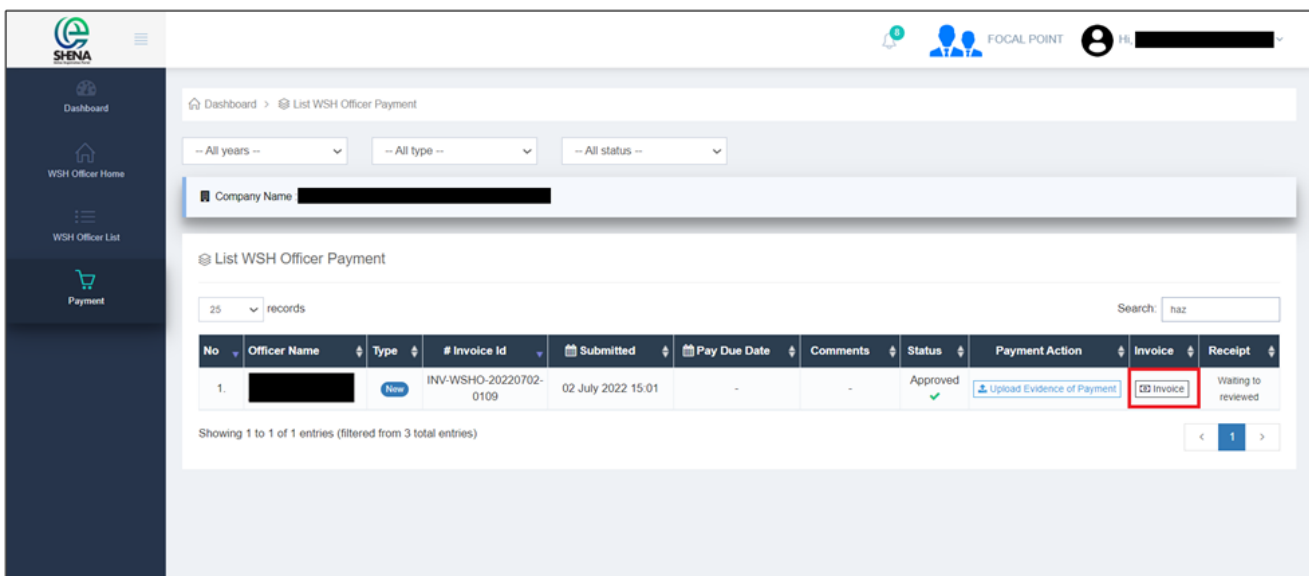
STEP 1

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.



STEP 2

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



PAYMENT PROCESS



اوتوریٹی کے بھان کسلا مین
کھیتین: دان عالم سکیتز
Safety, Health and Environment
National Authority

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**.

Dashboard > List WSH Officer Payment

-- All years -- -- All type -- -- All status --

Company Name [REDACTED]

List WSH Officer Payment

25 records Search: haz

No	Officer Name	Type	# Invoice Id	Submitted	Pay Due Date	Comments	Status	Payment Action	Invoice	Receipt
1.	[REDACTED]	New	INV-WSHO-20220702-0109	02 July 2022 15:01	-	-	Approved	Upload Evidence of Payment	Invoice	Waiting to reviewed

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

STEP 4

Click on the **white box** and upload **payment evidence**.

Upload Evidence of Payment - Invoice #0109

Upload Supporting Document files here or click to upload

WSH Officer Payment

Cancel Submit

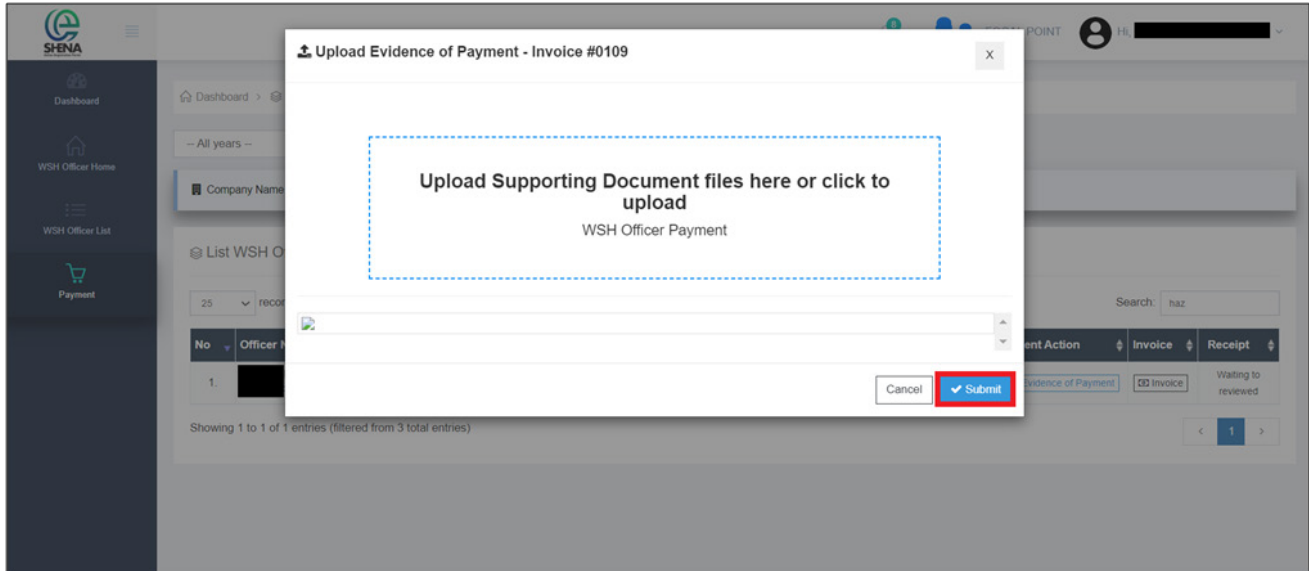
PAYMENT PROCESS



اوتوریٹی کے بھان کسلا مین
کھیتین: دان عالم سکیتز
Safety, Health and Environment
National Authority

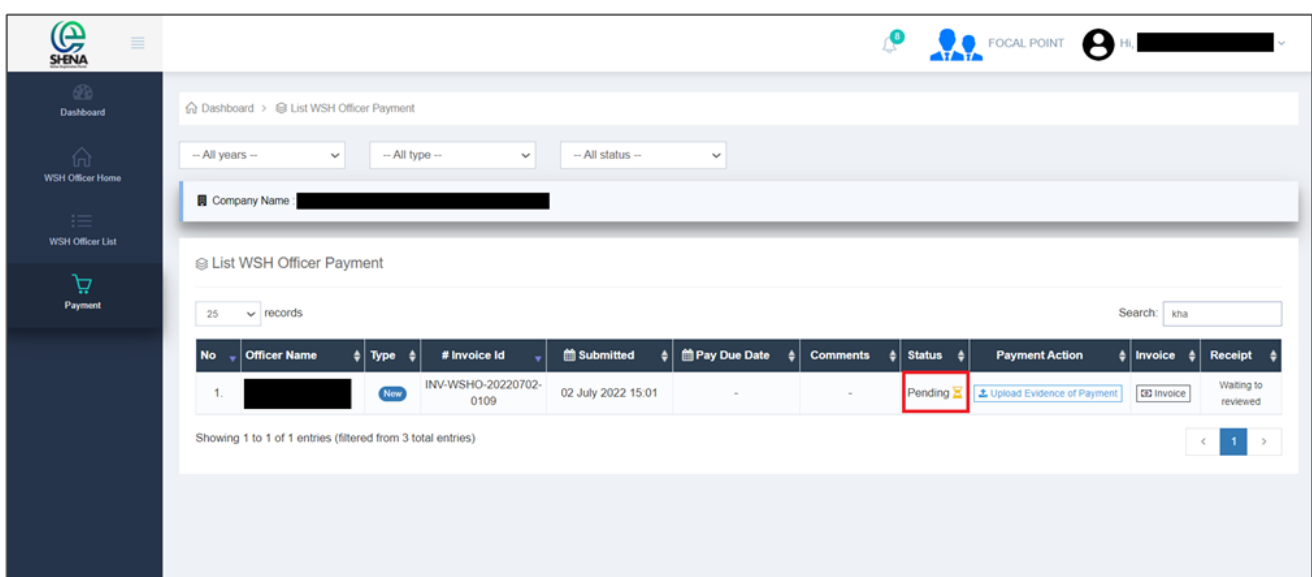
STEP 5

Once file has been uploaded, click **Submit**.



STEP 6

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





اوتوریٹی کے بھسائن کسلامین
کھیچین: دان عالم سکینر
Safety, Health and Environment
National Authority

WSH OFFICER NEW APPLICATION

| RECEIVE PAYMENT | RECEIPT

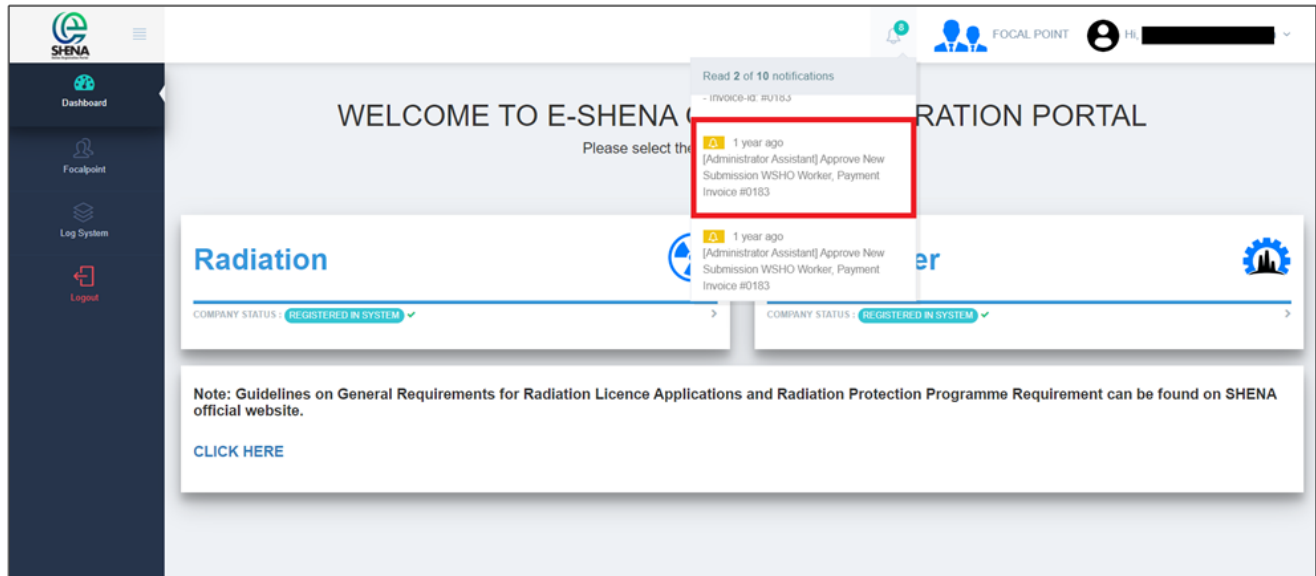
RECEIVE PAYMENT RECEIPT



اوتوریٹی کے بھان کسلامین
کھیتین: دان عالم سکیتز
Safety, Health and Environment
National Authority

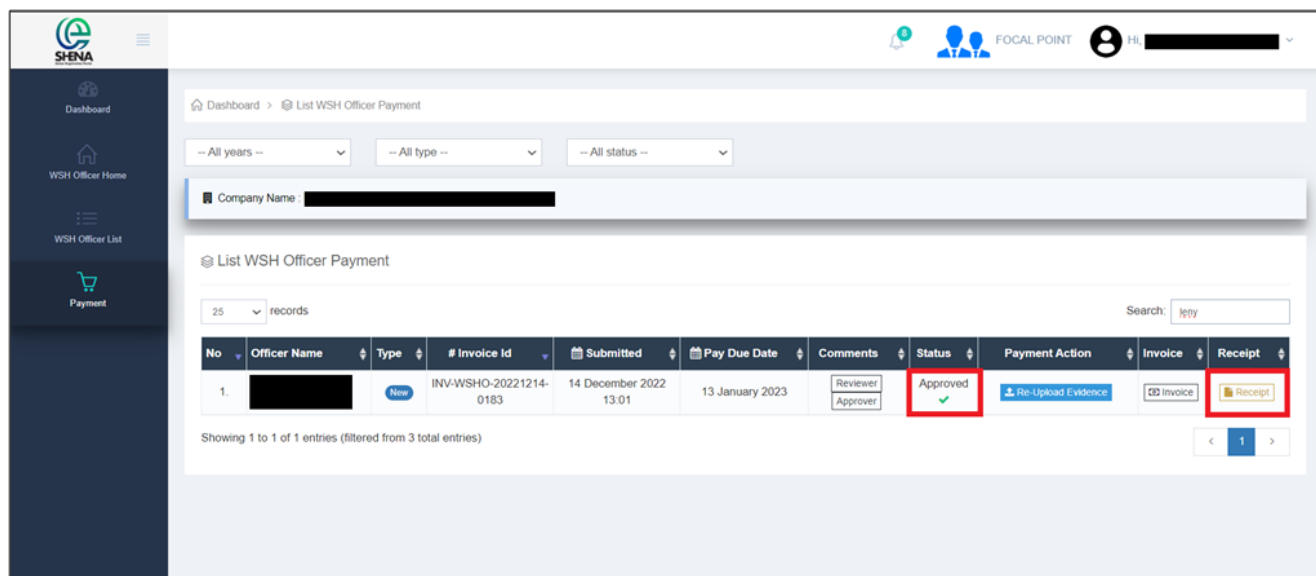
STEP 1

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



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.



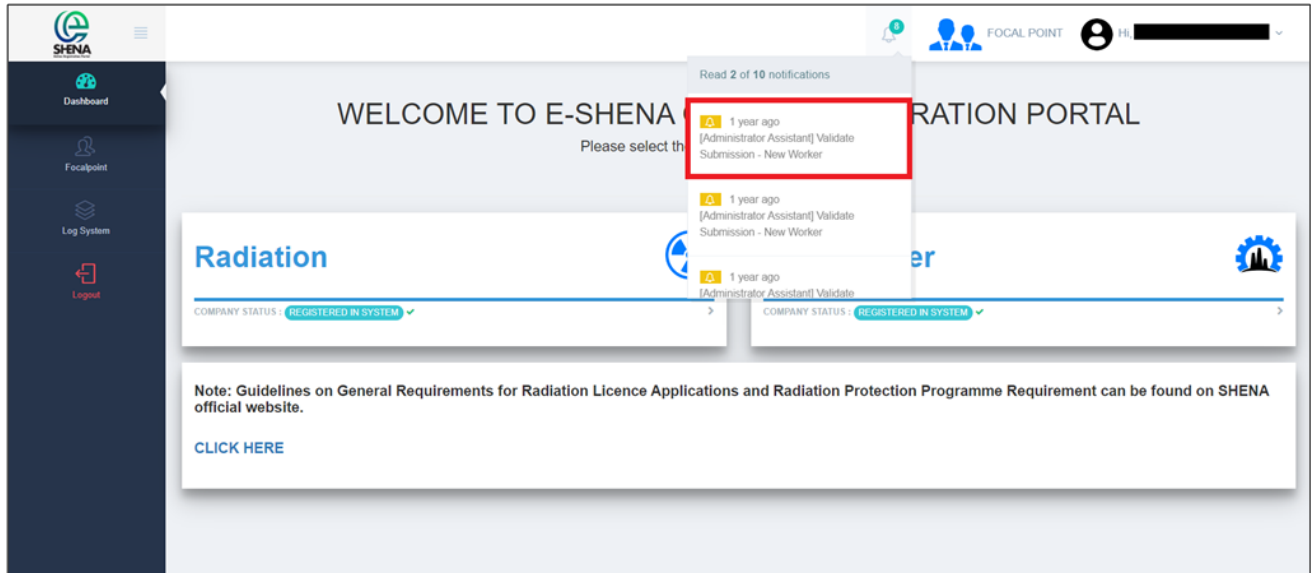


اوتوریٹی کے بھسائن کسلامین
کھسین: دان عالم سکیر
Safety, Health and Environment
National Authority

WSH OFFICER NEW APPLICATION | REGISTRATION STATUS

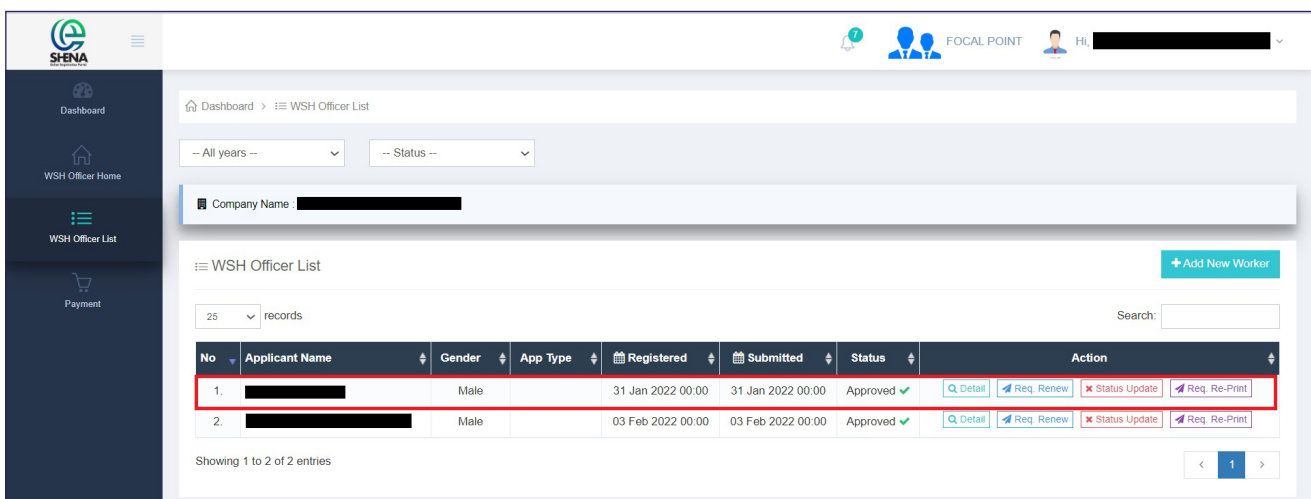
STEP 1

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



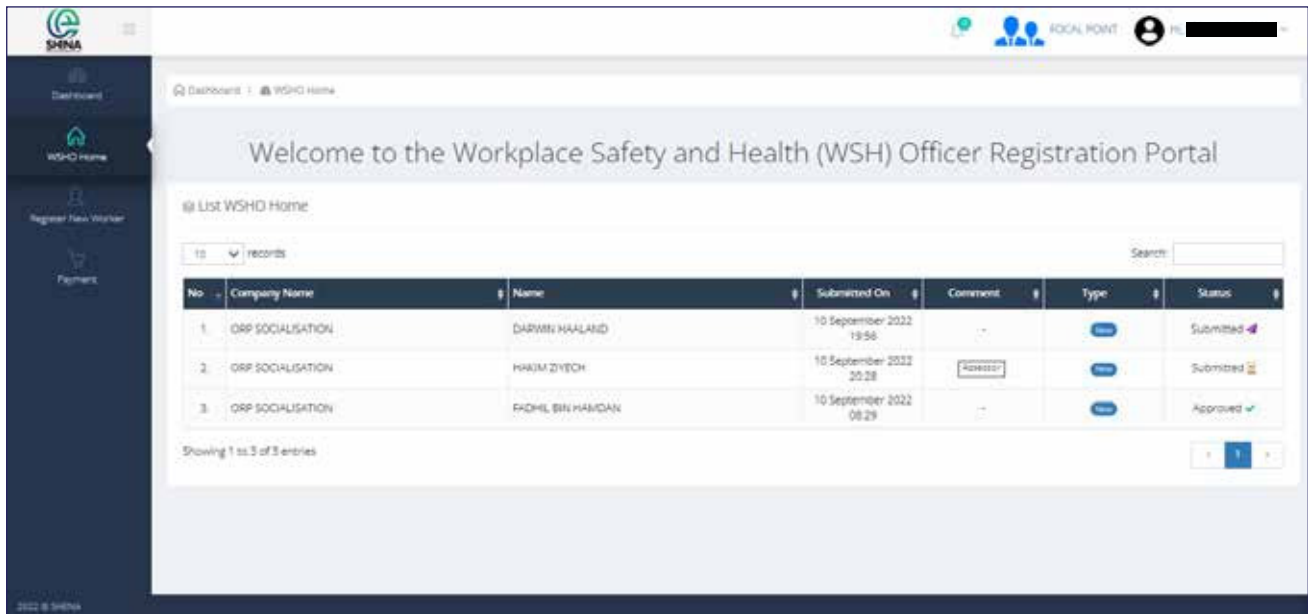
STEP 2

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.



STEP 1

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

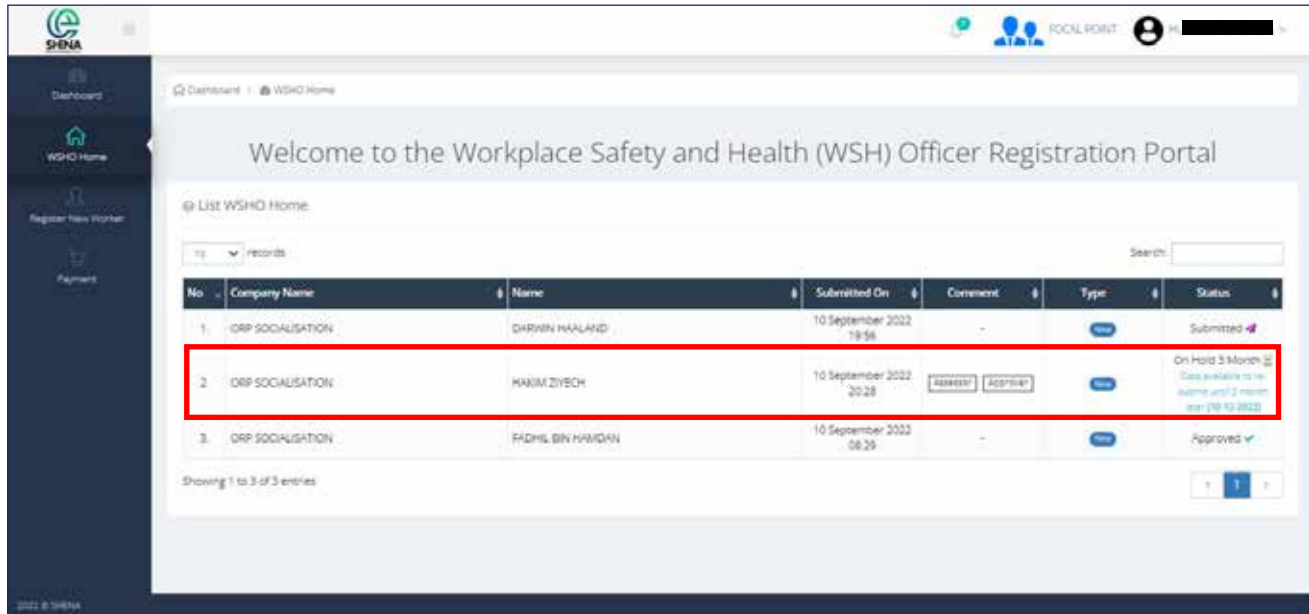


NOTE

- 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

STEP 2

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



Welcome to the Workplace Safety and Health (WSH) Officer Registration Portal

List WSHO Home

No.	Company Name	Name	Submitted On	Comment	Type	Status
1.	ORP SOCIALISATION	DARWIN HAALAND	10 September 2022 19:56	-	New	Submitted
2.	ORP SOCIALISATION	HAKIM ZIYEH	10 September 2022 20:28	Approve Approve	New	On Hold 3 Month Data available to re-submit until 2 month See (SH-10-1002)
3.	ORP SOCIALISATION	FADHIL BIN HAMDAN	10 September 2022 08:29	-	New	Approved

Showing 1 to 3 of 3 entries

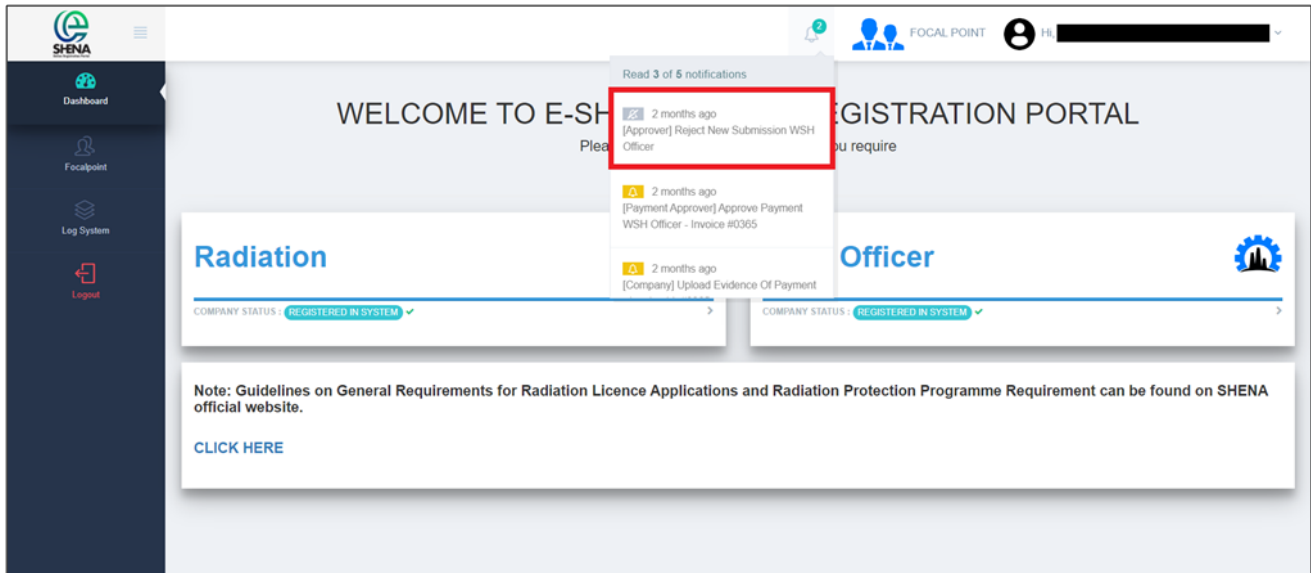
REGISTRATION REJECTED



اوتوریٹی کے بھٹان کسلامین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 1

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





اوتوریتی کے بھسائن کسلامین
کھیچین: دان عالم سکیر
Safety, Health and Environment
National Authority

WSH OFFICER RENEWAL APPLICATION | RENEWAL PROCESS

RENEWAL PROCESS



اوتوریٹی کے بھاسن کسلامین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 1

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

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name [REDACTED]

+ Add New Worker

25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew Status Update Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew Status Update Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 2

Click on **Req. Renew** button.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name [REDACTED]

+ Add New Worker

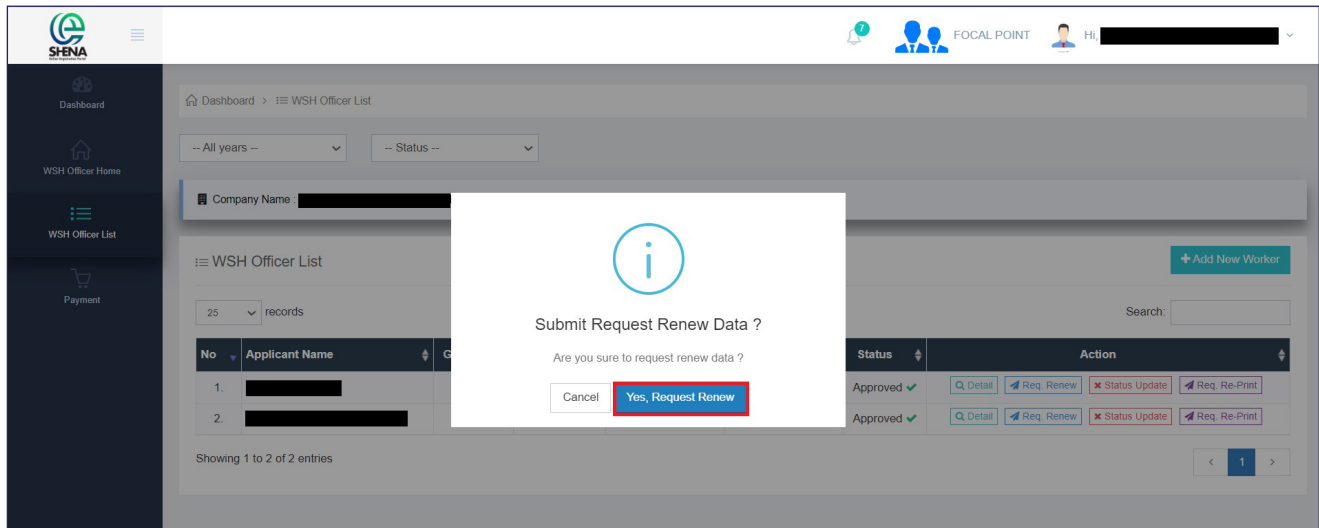
25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew Status Update Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew Status Update Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 3

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



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**.



اوتوریٹی کے بھسائن کسلامین
کھیچین: دان عالم سکیر
Safety, Health and Environment
National Authority

WSH OFFICER STATUS UPDATE

UPDATING STATUS OF WSH OFFICER

STATUS UPDATE



اوتوریٹی کے بھاسن کسلامین
کھیتین دان عالم سکیتز
Safety, Health and Environment
National Authority

STEP 1

To update status of WSH Officer, go to **WSH Officer List** tab.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED]

+ Add New Worker

25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Q Detail Req. Renew Status Update Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Q Detail Req. Renew Status Update Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 2

Click on the **Status Update** on the Action section.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED]

+ Add New Worker

25 records Search: [REDACTED]

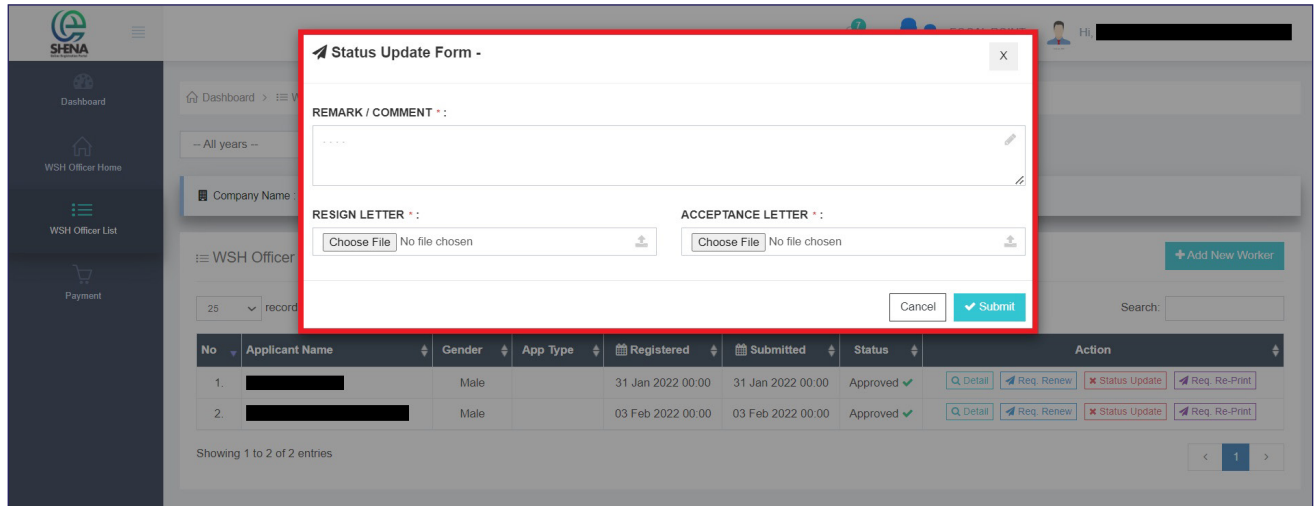
No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Q Detail Req. Renew Status Update Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Q Detail Req. Renew Status Update Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 3

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

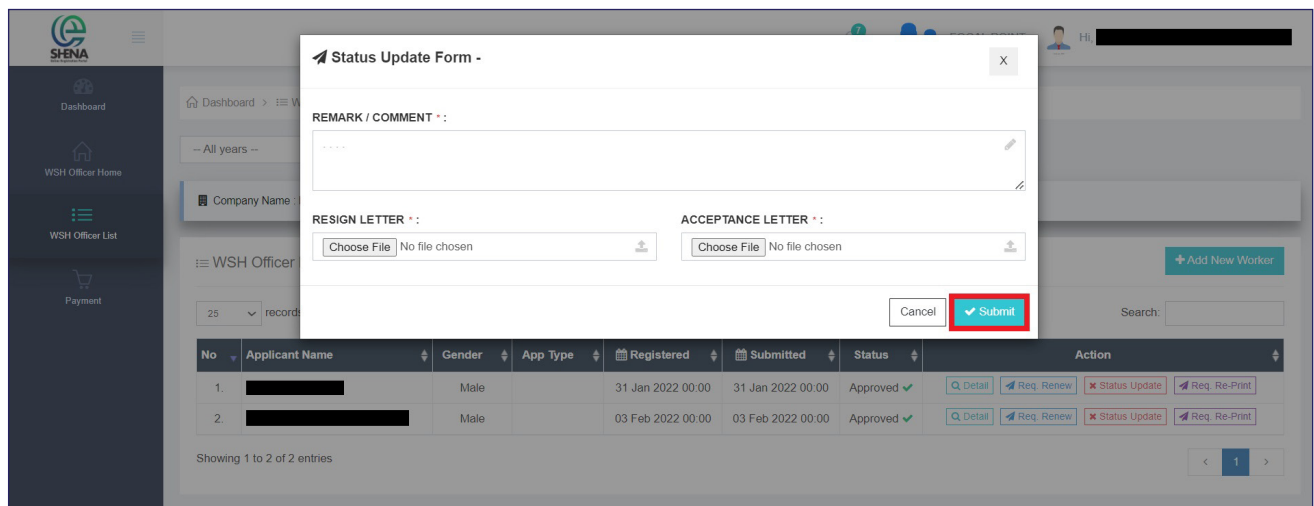
The resignation letter is the letter provided by the WSH Officer to the company.
The acceptance letter is the letter provided by the company to the applicant in response to the resignation letter.



No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved	[Detail] [Req. Renew] [Status Update] [Req. Re-Print]
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved	[Detail] [Req. Renew] [Status Update] [Req. Re-Print]

STEP 4

Once the files are uploaded, click **Submit**.



No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved	[Detail] [Req. Renew] [Status Update] [Req. Re-Print]
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved	[Detail] [Req. Renew] [Status Update] [Req. Re-Print]

NOTE

WSH Officers status update 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 wshapplication@shena.gov.bn:
 - 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 wshapplication@shena.gov.bn
- If you experience any technical issues, the **SHENA Registration Team** will liaise with the software developer to rectify them.



+673 238 2000



www.shena.gov.bn



@shena.gov.bn



t.me/SHENAbn