



NOTE TO INDUSTRY (NTI)

TOPIC REQUIREMENT FOR TRAINING PROVIDERS DELIVERING SAFETY AND HEALTH RELATED COURSES TO BE REGISTERED WITH SHENA			Reference Number 2021/NTI/06
Approved by: Chief Inspector	Issue date: 25 June 2021	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) serves to provide general guidance to all workplaces in Brunei Darussalam and as a general reminder to ensure compliance with the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the regulations thereunder.

Any Training Providers, who deliver safety and health related training courses to the public or to persons who are not employed by the organisation on a routine basis with commercial benefit, in Brunei Darussalam are **required to register with the Safety Health Environment National Authority (SHENA), and be approved as a Training Provider.**

Reference is made to Section 31 of Workplace Safety and Health Order, 2009 (WSHO, 2009) which states that any safety and health related training course must be provided by a training provider authorized to deliver the training course by SHENA. Section 32 of the WSHO, 2009 further states that no person shall act as a training provider except with the approval of the Authority.

All companies and organisations who wish to be approved and registered to act as an approved training provider are required to fill in the application form and submit their application together with relevant supporting documents for approval. The Application Form and details for registration can be found on the SHENA official website at www.shena.gov.bn

The Criteria for approval of a Training Provider will be based on a number of factors including but not limited to:

1. Training Provider capabilities and manpower to run the course
2. Readiness of the training course (course plan, assessment and certification process)
3. Training course instructor, assessor and verifier proven competencies
4. Training premises, facilities and equipment availability and maintenance
5. Emergency procedure and preparedness

All companies and organisations wishing to be approved and registered as training providers can refer to the Industry Guidance Note (IGN) on Minimum Standards for Approved Training Provider (ATP) for further details on the requirements and recommendations identified by SHENA.

SHENA seeks the support of all relevant stakeholders in ensuring Brunei is a safe place to work and live. Should further clarifications be required, please do not hesitate to enquire by emailing info@shena.gov.bn or contact the SHENA Office general line at **238 2000**.

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