



REGISTRATION OF WORKPLACE SAFETY AND HEALTH OFFICER (QUICK INSTRUCTIONS)

PENDAFTARAN BAGI PEGAWAI KESELAMATAN DAN KESIHATAN
DI TEMPAT KERJA (ARAHAN-ARAHAN RINGKAS)



STEPS LANGKAH- LANGKAH	PROCESS PROSES					
1.		Go to the E-SHENA Online Registration Portal website. <i>Sila layari laman sesawang Portal Pendaftaran dalam talian E-SHENA.</i> http://e-shena.shena.gov.bn				
2.	Please register your account using the email of the designated focal officer / staff email and enter your company details. <i>Sila daftar akaun awda menggunakan emel pegawai / kakitangan fokal dan masukkan butiran Syarikat anda.</i>					
3.	Enter the detailed information of Workplace Safety and Health Officer to be registered with SHENA. <i>Masukan maklumat lengkap Pegawai Keselamatan dan Kesihatan Tempat Kerja yang akan didaftarkan dengan SHENA.</i>					
4.	Upload all the required documents as follows: <i>Muat-naik semua dokumen-dokumen yang diperlukan seperti berikut:</i> • Certificate of Qualification: Minimum NEBOSH International General Certificate in Occupational Health and Safety or equivalent. <i>Sijil Kelayakan: Sekurang-kurangnya IGC NEBOSH in Occupational Health and Safety atau sebandingnya.</i> • Applicant: <i>Pemohon:</i> ○ For Brunei Darussalam citizen, permanent resident and temporary resident: NRIC (front and back). <i>Bagi warganegara Brunei Darussalam, Penduduk Tetap dan Warganegara Asing yang berkelayakan: Kad Pengenalan (depan dan belakang).</i> ○ For others: Passport. <i>Bagi yang lain-lain: Pasport.</i> • Curriculum Vitae (CV). <i>Kurrikulum Vitae (CV).</i> • Letter of Employment. <i>Surat Tawaran Pekerjaan.</i> • Letter of Appointment / Nomination from the company as WSH Officer. <i>Surat lantikan / pencalonan dari Syarikat sebagai Pegawai Keselamatan dan Kesihatan di Tempat Kerja.</i>					
5.	Evidence of Payment <i>Bukti Pembayaran</i> <table><tr><td>New Registration: BND 110.00 <i>Pendaftaran Baru: BND 110.00</i></td><td>Renewal: BND 60.00 <i>Pembaharuan: BND 60.00</i></td><td>Replacement: BND 10.00 <i>Penukaran: BND 10.00</i></td></tr></table>			New Registration: BND 110.00 <i>Pendaftaran Baru: BND 110.00</i>	Renewal: BND 60.00 <i>Pembaharuan: BND 60.00</i>	Replacement: BND 10.00 <i>Penukaran: BND 10.00</i>
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