



Document No. 06/01(Application for Registration)
Reviewed Oct 2008 by Rob Ferrie
Reviewed in May 2009 by Ray Strydom
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Reviewed in October 2010 by R Ferrie & Jaco Van Rensburg
Reviewed in September 2011 by Deon Jansen van Vuuren
Reviewed in November 2011 by Deon Jansen van Vuuren

SOUTHERN AFRICAN INSTITUTE FOR OCCUPATIONAL HYGIENE: PROFESSIONALS CERTIFICATION BOARD

PROFESSIONAL ASSESSMENT AND REGISTRATION OF OCCUPATIONAL HYGIENE PRACTITIONERS: PROCEDURE DOCUMENT (as at November 2011)

BACKGROUND TO THE SAIOH PROFESSIONALS CERTIFICATION BOARD PROCESS FOR ASSESSMENT AND REGISTRATION OF OCCUPATIONAL HYGIENE PROFESSIONALS

The SAIOH Professionals Certification Board (PCB) receives applications for registration and, after ensuring that the application requirements have been met and the documentation is in order, carries out appropriate assessments (written and/or oral). Based on this, the PCB makes a recommendation to the Chairperson and the Board Members of the PCB on the applicant's certification results and suitability for registration. The Chairperson ensures that the PCB's recommendation has been procedural and fair, and registers the candidate at the appropriate level.

The SAIOH PCB will apply to the South African Qualifications Authority (SAQA) be recognised as a Professional Body. It is also in the process of registering the appropriate Occupational Hygiene professional designations for the purposes of the National Qualifications Framework Act of 2008 (South Africa). This will license the SAIOH PCB to conduct the professional assessment of Occupational Hygiene practitioners and recommend candidates that meet the certification requirements to SAQA who will then register the candidate at the appropriate professional designation and maintain the registration(s) on the National Register. SAQA will control the quality and integrity of the system, and acts as an arbiter in the event of complaints or disputes. This audit will be in line with ISO 17020.

SAQA is a governmental body that will provide oversight of the conduct of the SAIOH PCB and ensure it carries out candidate assessments in accordance with its own rules and procedures. It will ensure that the PCB treats all applicants with equity and fairness. It will also maintain an accurate and up-to-date register of members and will investigate and respond to complaints and appeals. It will also provide representatives of interested and

affected parties with a means of interacting with SAIOH to ensure that Occupational Hygiene professionals serve the needs of wider society as well as the OH profession itself.

PROCEDURE FOR APPLYING FOR PROFESSIONAL ASSESSMENT CERTIFICATION AND REGISTRATION

The Occupational Hygiene Professionals Certification Board (PCB) of SAIOH has set minimum learning standards and qualifications for the recognition of competency in occupational hygiene practice, based on those recommended by the International Occupational Hygiene Association (IOHA). In order to receive recognition of their professional status in South Africa, candidates may apply to be assessed, certified and registered by the SAIOH PCB.

This document provides the criteria required for assessment certification and registration at the various professional levels

Important Notice

Please read the following information carefully before attempting to complete the application form.

Applications with incomplete or missing data will not be considered and this may lead to delays in processing your application.

CRITERIA FOR REGISTRATION

Minimum tertiary qualifications in a science or engineering field acceptable to the SAIOH PCB and a suitable period of practical experience in the field of occupational hygiene is required prior to application for registration. These are as follows:

OH Assistant: Typically an OH Assistant would be expected to be primarily engaged in the measurement of health stressors (e.g. exposure sampling, noise and illumination surveys, etc.). He/she would be working under the mentorship and supervision of a registered Occupational Hygienist or be engaged in the study of appropriate subjects.

Education: A minimum of a Grade 12 school certificate (NQF: Level 4).

Experience: Candidates for registration as Assistants are required to be studying in an occupational hygiene related field or be working under the supervision of a registered occupational hygienist.

OH Technologist: Typically an OH Technologist is expected to be involved in the planning of OH monitoring surveys, as well as their evaluation and interpretation, advising on basic control procedures and the writing of occupational hygiene monitoring/survey reports.

Education: A minimum of 3 years tertiary qualification (Grade 12 + 3 or NQF: Level 6) in an appropriate technical or scientific discipline, or successful completion of the 6 Intermediary International Occupational Hygiene Training Association (OHTA) modules and acquired the OHTA Intermediary certificate in Occupational Hygiene. (**NB** As an interim

measure until all the OHTA Intermediary modules become available and are rolled out in South Africa, and at the discretion of the PCB, applicants who do not have the above-mentioned level of formal qualifications, may substitute two years full time Occupational Hygiene practical experience for each year of academic shortfall).

After December 2015 this “grandfather” clause will end and only candidates that meet the requirements (as above) will qualify for the formal certification assessment process.

NB Annexure A contains a list of academic qualifications accepted by the SAIOH PCB and Annexure B contains the applicable exemptions.

Experience: Candidates for registration as a Technologist are required to provide proof that they have at least 2 full years (at least 70% Occupational Hygiene work done per year) of relevant occupational hygiene experience. (**NB** Any time spent during formal education may not also be counted towards the required years of relevant Occupational Hygiene experience).

Occupational Hygienist:

An Occupational Hygienist is expected to be involved in designing, implementing, evaluating, controlling and managing comprehensive Occupational Hygiene programmes.

Education: A minimum of four years tertiary qualification (Grade 12 + 4 or NQF: 7) in an appropriate technical or scientific discipline. (**NB** As an interim measure until all the OHTA Specialist modules have become available, and at the discretion of the OHPC, applicants who do not have the above-mentioned level of formal education, may substitute two years full time Occupational Hygiene practical experience for each year of academic shortfall).

NB Annexure A contains a list of academic qualifications accepted by the SAIOH PCB and Annexure B contains the applicable exemptions.

Experience: Candidates wishing to be registered at the Hygienist level are required to provide proof that they have at least 5 full years (at least 70% Occupational Hygiene work done per year) of relevant and comprehensive Occupational Hygiene experience. It should be noted that full-time Occupational Hygiene management, training or research activities, can form part of the 5 years experience (**NB** Any time spent acquiring formal qualifications may not be counted towards the required years of relevant occupational hygiene experience).

It should be noted that the highest initial registration for all new applicants is the OH Technologist level. Those applicants with sufficient qualifications and experience can apply for Occupational Hygienist assessment as soon as they have successfully attained the OH Technologist registration.

Such applicants who then do not achieve Occupational Hygiene Technologist level (due to insufficient points accumulated during the assessment) but who have passed the written

Technologist assessment, will be allowed to register/be registered at the OH Assistant level.

APPLICATION FORM

Application for registration or an upgrade must be made on the attached application form (Annexure C). It must be completed **in full**.

Particular care should be taken to fully complete the practical experience section. A separate sheet must be completed for each occupational or job category/previous employer where applicants are claiming experience in occupational hygiene. These should be signed by an appropriate employer representative or by a registered Occupational Hygienist who can vouch for the applicant's experience.

Please note that time spent on studies and as requirement to obtain such qualifications, cannot be claimed as experience. The PCB reserves the right to confirm the information provided in these forms.

It should be noted that **incomplete forms will be returned** and the application will not be considered until a properly completed form is received. **NB:** No faxed application or other documents will be accepted.

The application form for each level must be accompanied by –

Occupational Hygiene Assistants

Certified copies of education certificates providing proof of compliance with the required academic achievements i.e. minimum Grade 12 school certificate (NQF: Level 4).

Occupational Hygiene Technologists

Certified copies of education certificates providing proof of compliance with the academic requirements and experience verification form/s for each period of experience in occupational hygiene claimed.

Occupational Hygienists

Certified proof of education qualifications providing proof of compliance with the academic requirements and experience verification form/s for each period of experience in occupational hygiene claimed.

The requisite documents and application fee, on receipt of an invoice from SAIOH, must be remitted and proof of payment received by the SAIOH office before the application will be evaluated.

After the evaluation you will be notified of the evaluation level and as soon as the applicable assessment fees are paid (on receipt of an invoice from SAIOH you will be notified of the next assessment date(s).

All applications and supporting documentation must be **received at least 45 days** prior to the scheduled assessment date.

The SAIOH PCB shall in all cases have absolute discretion in deciding whether any person will be allowed to attend the assessments.

ASSESSMENTS

Note: In the interim, knowledge of the Mine Health and Safety Act (29 of 1996) and the Occupational Health and Safety Act (85 of 1993) and all relevant Regulations, Guidelines, Codes of Practices, etc., is essential for all applicants. When the Legal Knowledge Certificate is finalized by the Department of Labour (SA) this will serve as one of the pre-requisites to qualification to be assessed in the certification process for all Technologists and Hygienists.

OH Assistant

Written Assessment: This will consist of a set of multiple-choice questions on the basic principles of Occupational Hygiene and workplace exposure factors.

Length of Paper The maximum time allowed for this assessment is one hour.

Pass mark: A minimum of **50%** must be obtained for the written assessment.

OH Technologist

Written Assessment: This will consist of multiple-choice questions on all environmental exposure factors plus essay type questions on calculations & quality assurance. Case studies will also be presented and the candidate will be required to propose a strategy to solve each problem.

NB Annexure B contains a list of international professional qualifications that the SAIOH PCB may, on application, allow a candidate to be exempt from the written assessment.

Length of Paper: The maximum time allowed for the written assessment is three hours.

Oral Assessment An oral assessment will be conducted by at least two registered Occupational Hygienists, at least one of whom will be a qualified lead assessor. The assessment will follow a formal process as outlined in Table 1 below. Three elements will be assessed for each topic; i.e. basic technical principles, legislation and controls. These elements will be marked in the ratio of 50, 25 and 25% for the Technologist level to reflect an emphasis on the necessary technical skills.

Length of Assessment: The oral assessment will normally take no longer than one hour.

Pass mark A sub-minimum of 60% must be obtained for each of the written and oral assessments with an average of 65% for the written and oral assessments combined.

NB Only candidates that obtained the sub-minimum for the written assessment will be allowed to go forward to the oral assessment. They will be notified by the PCB within 45 days of their results and of the date of their oral assessment.

Occupational Hygienist

Written Assessment:

This will consist of a number of short questions on basic principles, calculations or legislative issues. There is also a choice of several essay questions in which the candidate will be required to discuss key issues. Finally the candidate will be presented with a case study and will be required to carry out a simple risk assessment and recommend appropriate control measures.

The candidate will be expected to show an awareness of the wider issues of Occupational Hygiene practice including management, strategic & costing issues, relevant legislation, controls and the integration of occupational medicine and medical surveillance, safety, and environmental matters.

NB Annexure B contains a list of international professional qualifications in Occupational Hygiene which may allow a candidate, at the discretion of the OHPC, to be exempted from the **written** assessment at the appropriate SAIOH PCB category.

Length of Assessment:

The maximum time allowed for the written assessment is three hours.

Oral Assessment

An oral assessment will be conducted by at least two registered Occupational Hygienists, at least one of whom will be a qualified lead assessor. The assessment will follow a formal process as outlined in Table 1 below. Three elements will be assessed for each topic; i.e. basic principles, legislation and controls. These elements will be marked in the ratio of 25, 25 and 50% for the Hygienist assessment. This reflects an emphasis on the skills necessary to ensure that adequate control measures are recommended and applied.

Length of Assessment:

The oral assessment will normally take no longer than one hour.

Pass mark:

A sub-minimum of 60% must be obtained for each of the written and oral assessments with an average of 70% for the written and oral assessment combined.

NB Only candidates that obtained the sub-minimum for the written assessment will be allowed to go forward to the oral assessment. They will be notified by the PCB within 45 days of their results and of the date of their oral assessment.

Table 1.

Issue or exposure factor	Topic	Basic principles (OEL's , CoP's, sampling strategies, and technical issues) Tech = 50% Hyg = 25%	Legislation (OHS Act and MH Act) Tech & Hyg = 25%	Exposure controls Tech = 25% Hyg = 50%
Risk assessments	Risk assessment			
Chemical factors (the assessors will select any two topics from the list)	<ul style="list-style-type: none"> • Fibrogenic dusts • Toxic metals • Fumes • Solvents, gases and vapours 			
Physical factors (the assessors will select any two topics from the list)	<ul style="list-style-type: none"> • Noise • Thermal stress(heat or cold) • Illumination • Vibration 			
Other issues and environmental factors (the assessors will select any one topic from the list)	<ul style="list-style-type: none"> • Allergens or sensitizers • Ergonomics • Indoor air quality • Hazardous biological agents • Non-ionizing radiation • EMF's • Nano technology • Ventilation • Psychological stressors 			

APPEALS

All communication about any application or its results and outcomes must first be directed to the Administrative Secretary of the SAIOH PCB.

If a satisfactory response is not received within two months, an appeal may be directed to the Chairperson of the SAIOH PCB whose contact details may be found at the end of this

document. The Chairperson of the PCB, with the assistance of the members of the SAIOH Professionals Certification Board (PCB), will deal with the appeal.

FAILURE TO ATTEND ASSESSMENTS

The dates, times, venues, and locations for all assessments are available on request from the SAIOH PCB Administrative Secretary.

All applicants will be informed in writing of the next available assessment date that they are eligible to attend.

Applicants must inform the PCB Administrative Secretary.

of their intention to sit any assessment at least **45 days** before the date indicated on the notice of the assessment.

Those who fail to attend an arranged assessment, without at least **24 hrs** notices in writing, will forfeit their assessment fee and will have to notify the Administrative Secretary of their intention to resit the assessment and will then be re-invoiced for any subsequent assessment. (No refunds payable)

Claims of a lack of notification to attend an assessment will not be accepted as a valid reason for non-attendance at the assessment. It is the applicant's responsibility to ensure that the Secretary has the correct up-to-date contact details and, if the candidate does not receive acknowledgement of receipt of his/her application within a reasonable time, it is the applicant's responsibility to follow this up.

Similarly if an applicant does not receive the assessment notification at least **21 days** before the scheduled examination date, it is the applicant's responsibility to follow this up.

Candidates may only defer, by request, any assessment for a maximum of two (2) successive assessment dates. Any applicant who has still not attended will forfeit the assessment fee and be required to reapply.

RE- APPLICATIONS

Whether the re-application is a result of an upgrade request, a re-sit of a failed assessment or a failure to attend a previous assessment without receiving permission to defer it, a waiting period of at least six (6) months is required before a re-assessment will be considered. The applicable assessment fee will be required in each case.

Note: Failure of the oral assessment a second time will require the candidate to re-apply and re-sit both the written and the oral assessments. The applicable assessment fee will again be required.

REGISTRATION

Once candidates have successfully completed the required assessments and have paid the appropriate fees, the PCB assessors will advise the SAIOH PCB who will place them on to the register at the appropriate level for the current year and issue the certificate of registration.

The first time applicant on successfully completing the assessments will be invoiced for the Annual Certified Membership fee (pro-rata) and only on receiving proof of this final payment will the PCB effect and issue the Registration certificate.

A certificate will be re-issued annually only on submission of the applicable annual fees and a record of the continuous professional development (CPD) points claimed for the previous year.

Please refer to the Continuous Professional Development system of the SAIOH PCB, as available on SAIOH's website (www.saioh.co.za) or on request from the Administrative Secretary (info@saioh.co.za).

Any registered member who feels that his/her education or experience has increased sufficiently to warrant a change in registration level can apply for review. The assessment procedure and fee structure is the same as for a new application.

REGISTER

The SAIOH PCB will keep a register that will contain the following details for each member:

1. Level of Registration
2. Date of Registration;
3. Registration Number;
4. Results obtained in the written assessment;
5. Results obtained in the oral assessment;
6. Date and result of any upgrade assessments; and
7. CPD points.

A full documentation file will be kept for each member.

Each registered member will be entitled to request, and receive within 30 days, a copy of information recorded under his/her name in the Register. A fee to cover the costs of extracting and sending this information will be set by the PCB from time to time.

Any member who is dissatisfied with the information recorded under his/her name in the Register may appeal to the SAIOH PCB. The decision of the PCB on the appeal shall be final.

TITLE

Registered Occupational Hygiene Assistants may include the term: **Registered Occupational Hygiene Assistant SAIOH** after their name.

Registered Occupational Hygiene Technologists may include the term: **Registered Occupational Hygiene Technologist SAIOH** after their name.

Registered Occupational Hygienists may include the term: **Registered Occupational Hygienist SAIOH** after their name.

No other terms, wording, abbreviations or acronyms other than those above are permitted. These terms only apply to natural persons and may not be applied to organisations or bodies associated with those persons.

For any additional information or any complaints about the process please contact:

The Administrative Secretary: SAIOH PCB

PO Box 14402 Clubview 0014

Tel: (012) 661 5166

E-mail info@raysaf.co.za or prof.registration@saioh.co.za

ANNEXURE A

ACADEMIC QUALIFICATIONS

QUALIFICATION	EQUIVALENT NQF LEVEL FOR THE PURPOSE OF SAIOH REGISTRATION	HIGHEST SAIOH LEVEL OF REGISTRATION ACHIEVABLE
Grade 12/Matric - (M)	4	OH Assistant
National Higher Diploma (e.g. DPH) – (M+3)	6	OH Technologist
BSc Degree – (M+3)	6	OH Technologist
BTech – (M+4)	7	Occupational Hygienist
BSc Hons – (M+4)	7	Occupational Hygienist
MPH – (M+5)	8	Occupational Hygienist
MSc – (M+5)	8	Occupational Hygienist
Doctorate or PhD – (M+>5)	8	Occupational Hygienist
Mine Environmental Control Practical (Unisa) – (M+1)	5	OH Assistant
Mine Environmental Control Intermediate (Unisa) - (M+3)	6	OH Technologist
Certificate and/or Advanced Certificate In Mine Environmental Control (Unisa) – (M + 4)	7/8	Occupational Hygienist
Passed all 6 the Intermediary OHTA Modules (M+3) and obtain the Intermediary OHTA Certificate in OH	6	OH Technologist

Also See Annexure B

Academic qualifications in the natural sciences and engineering disciplines will be accepted. Other qualifications may be considered by the (PCB) on application.

NB Applicants qualifying in terms of the above (for the Occ High Technologist and Occ Hygienist levels) will be required to obtain the Legal Knowledge Certificate in OH (SA)

ANNEXURE B: EXEMPTIONS

Applicants holding international professional qualifications and/or certification in Occupational Hygiene equivalent to the applied for SAIOH PCB category may, at the discretion of the SAIOH PCB, be exempted from the **written** assessment only.

Examples of such professional certification qualifications may include:

- The British Occupational Hygiene Society (BOHS): Certificate of Operational Competence in Comprehensive Occupational Hygiene (at Technologist level).
- The BOHS Diploma of Professional Competence in Comprehensive Occupational Hygiene (at Hygienist level).
- The American Board of Industrial Hygiene Certified Industrial Hygienist or CIH (at Hygienist level).
- Or any other Certification qualifications by International OH Associations recognized by the IOHA National Accreditation Recognition Committee (IOHA NARC) at the appropriate level. This at the discretion of the SAIOH PCB.
- Passed all 6 the Intermediary OHTA modules and obtained the OHTA Intermediary OH Certificate (at Technologist level).

NB Applicants qualifying in terms of the above (for the Occ Hyg Technologist and Occ Hygienist levels) will be required to obtain the Legal Knowledge Certificate in OH (SA)



SAIOH

PO Box 14402 Clubview 0014 Tel 012 661 5166 Fax 086 631 6117 Email info@saioh.co.za

2011/10PCB

**APPLICATION FOR OCCUPATIONAL HYGIENE PROFESSIONAL
REGISTRATION AND CERTIFICATION/ UPGRADE**

Dr [] Mr [] Ms [] Other [] Specify _____ *(Please print clearly)*

Surname _____ First Names _____

Employer _____

Department/Division _____

Postal Address _____

Postal Code _____

Tel. _____ Fax _____ Cell _____

Email _____

Date of birth _____ Identity/passport number _____

FOR PROFESSIONALS CERTIFICATION BOARD USE ONLY

Academic standard (M+?) _____

Experience (Years) _____

Overall (M+? + ?) _____

Qualifies for assessment as:

Occupational Hygiene Assistant _____ Minimum M or Certificate NQF Level 2 + Nil

Occupational Hygiene Technologist _____ Minimum M + 3 + 2

Occupational Hygienist _____ Minimum M + 4 + 5

EVALUATOR SIGNATURE: _____

DATE: _____

Experience Validation Form EVF No.... of

Please ensure that all the required information is provided.
 Failing to do so will lead to your application being referred back.
PLEASE COMPLETE A SEPARATE VALIDATION FORM PER OCCUPATIONAL/JOB CATEGORY OR EMPLOYER

Name of Applicant :Date :.....
 Employer: As (Designation) :
 Employed from: (Day) Month Year to
 Supervisor/Manager*: Tel. No:

PLEASE INDICATE THE APPLICABLE DUTIES PERFORMED

Tick the function and indicate the percentage time spent		Tick	Percentage
Ass	Calibration of equipment		
	Measurement of occupational hygiene stressors		
Tech	Occupational hygiene surveys		
	Analysis and interpretation of sampling results		
	Monitoring reports		
	Recommendation of controls		
Hyg	Record keeping re quality aspects		
	Occupational hygiene quality management		
	Planning of occupational hygiene sampling		
	Developing occupational hygiene programmes		
	Implement control strategies & OH programmes		
	Supervision of Assistants, etc.		
	Management		
	Training		
	Research		
	Verifications		
	Mentorship		
Safety Tasks:			
Environmental Tasks:			
Other Tasks:			
Articles in journals (Attach detailed list please)			
Papers at conferences (Attach detailed list please)			
Total Percentage (max 100%)			

.....		
Signed	Date	Place
.....		
Print Applicant's Name	Designation	
.....		
Content verified by*	Designation	
.....		
Signature	Date	Place
.....		

QUALIFICATIONS (Tertiary beyond High School)

NOTE: ATTACH CERTIFIED COPIES OF QUALIFICATIONS.

Note: short courses are not qualifications and is not acceptable as a qualification.

UNIVERSITY/ UNIVERSITY OF TECHNOLOGY	DATES	DEGREE/ DIPLOMA	MAJOR SUBJECTS	FULL/ PART TIME	COMPLETED

DECLARATION

I realise that for this application to be considered I must attach **certified** copies of my academic qualifications and the experience validation form/s.
 I further understand that I will be subject to a written and/or oral assessment
 I agree to abide by the decision as to my certification grade but realise that I do have the right to appeal such a decision
 I agree to abide by SAIOH’s Constitution, Bylaws and Code of Ethics.
 I certify that all information in this application is true.
 I agree that it is my responsibility to ensure that application forms are completed correctly and that relevant certificates are attached.

SIGNATUREDATE.....

FEES

ADDRESS

Application and Evaluation fee: R200
Assessment fee: Occ. Hyg. Assistant R150
Occ. Hyg. Technologist R550
Occ. Hygienist R550
Remark fees: Remark of written Assessment R350
Re-assessment fees(as per applicable category Assessment fee)
Please send the completed application together with the required application fees

Annual Certified Membership Fee R950
 Fees can be deposited directly into SAIOH’s bank Acc.
 Bank: First National Bank Centurion (26 15 50)
 Acc. Name: SAIOH
 Acc No.: 549 000 590 71

Supporting documents to:
 The Administrative Secretary
 PO Box 14402, Clubview, 0014
 Tel:(012) 661 5166
 E-mail : lizette@raysaf.co.za

PLEASE NOTE: APPLICATIONS MUST BE POSTED or by E-mail. FAXED COPIES WILL NOT BE ACCEPTED.

APPLICANTS WHO DO NOT TURN UP FOR ASSESSMENTS WILL AGAIN BE REQUIRED TO PAY THE APPLICABLE ASSESSMENT FEES.

NO REFUNDS PAYABLE.