

	b. Invited speaker for conferences/seminar (plenary/keynote or equivalent)	3 / session	6	<ul style="list-style-type: none"> • Invitation letter • Slide of presentation
	c. Conference paper presentation	1/ session	3	<ul style="list-style-type: none"> • Certificate or acceptance letter • Slide of presentation
	d. Trainer/facilitator related to HFE program 2 hours/day: 1 point 4 hours/day: 2 points 1 full-day (7 - 8 hours): 4 points	4 / day	8	<ul style="list-style-type: none"> • Invitation letter • Slide of presentation
	e. Guest/Part time lecturer for subjects related to HFE in Higher Learning Institute (applicable for non-academician only)	2 / subject	4	<ul style="list-style-type: none"> • Appointment letter from higher learning institute
	f. Mentoring and coaching <u>Internship/Practical students per completion</u> <u>Mentoring/ coaching a person to be HFE professional</u> #supervision in progress #upon certification of mentee <u>Supervision of students from HEI or Research Institution</u> Bachelor Degrees Master by research PhD by research *Per student upon completion *evidence on HFE-related projects	2 / student 3 / mentee 2 /mentee 2 3 5	10	<ul style="list-style-type: none"> • Log book • Verification letter This is to encourage industrial practitioners Its already part and parcel of their JD and Uni KPI
	g. HFE Project		12	<ul style="list-style-type: none"> • IPO

	Involved in any project related to HFE such as design, verification, simulation, research and etc. Lead/Principle Associate/Co	4 / project 2 / project		<ul style="list-style-type: none"> • Verification letter from employer • Technical report
	h. Chairing or moderating conference/seminar/debate and equivalent	1	2	<ul style="list-style-type: none"> • Appointment letter
Formal Education	Pursuing masters or PhD related to HFE. Claimable once completion of the program Masters PhD	5 10	Upon completion	<ul style="list-style-type: none"> • Offer letter • Letter of completion (senate) • Transcripts
Training/Course/Seminar/Conferences/Workshop/Convention/Dialog	Attending training/course/seminar/conferences/workshop/convention/dialog/debate/competition related to HFE	2 / day or entry	8	<ul style="list-style-type: none"> • Certificate of attendance
Publications	a. Book b. Chapter in book c. Non index Journal d. HFEJ e. Index Journal f. Newspaper/Bulletin/Newsletter/other media g. HFEM Newsletter h. Technical report (excluding unpublished/private use consultation report)	5/book 2/ chapter 3/article 4/article 5/article 1/article 2/article 3/report	10	<ul style="list-style-type: none"> • Related documents showing the name of author
	Note: the point allocation is for main author only. The co-author will received half of the point allocation			

Points calculation example

En Mahathir is a Certified Professional Ergonomist (CPE). Currently he is working as Ergonomics consultant. He has presented a scientific paper in HFEM conference and also published a paper in HFEJ as main author. He has been actively conducting Initial ERA and Advance ERA training under HFEM. He has conducted 4 initial era training and 2 advance ERA training in one year. Due to his eagerness in Human Factor and ergonomics, he went to UK and completed 5 days training under the BCPE. He also involved as Lead in 1 ergonomics projects and co researcher in 3 human factor simulation projects. Due to his experience and knowledge, he has been invited by DOSH to be technical committee in ICOP for Ergonomics which he has attended 2 full day meeting from 9 am to 5 pm and 5 half day meetings.
(Note: all the above information is for year 2020 only)

No	Descriptions	Points / year	Remarks	
1	Work as Certified Professional / Associate Professional	2 points	Maximum eligible = 2	Work and Services Maximum eligible = 15
2	Present a paper in HFEM Conference	1 point	Maximum eligible = 1	
3	Conducted Initial ERA training (2 days) – trainer Conducted 4 sessions	2 days x 4 session x 4 points = 32 points	Maximum eligible = 8	
4	Conducted Advance ERA training (3 days) – trainer Conducted 2 sessions	3 days x 2 session x 4 points = 24 points	Maximum eligible = 0	
5	1 Lead HFE Project 3 Associate in HFE simulation project	1 x 4 points = 4 points 3 x 2 points = 6 points Total = 10 points	Maximum eligible = 12	
6	Attended 5 days human factor assessment training in UK	5 days x 2 points = 10 points	Maximum eligible = 8	8
7	Attended Ergonomics ICOP meeting + 2 full day meeting + 5 half day meeting	2 full day X 2 = 4 points 5 half day X 1 = 5 points Total = 9 points	Maximum eligible = 5	5
8	Published a paper in HFEJ (main author)	1 paper x 4 = 4 points	Maximum eligible = 4	4
			Total	32 points

Fulfil the requirement of 30 points

En Amir Khan is a Certified Professional Ergonomist (CPE). Currently he is working as full time Ergonomics consultant and perform ergonomics risk assessment. He produced 15 technical report on ERA. He just completed MSc in Ergonomics in Derby University via online mode. From the case study he conducted, he published a paper in WORK journal. He is an active member of HFEM and attended AGM which lasted around 2.5 hours. He also attended 2 days HFE training. He also served as part time lecturer for OUM and teaching Ergonomics subject for Bachelor students.

(Note: all the above information is for year 2020 only)

No	Descriptions	Points / year	Remarks	
1	Work as Certified Professional / Associate Professional	2 points	Maximum eligible = 2	Work and Services Maximum eligible = 4
2	Part time lecturer – 1 subject	2 points	Maximum eligible = 2	
3	Technical report – 15 reports (unpublished)	15 reports x 3 = 45 points	Maximum eligible = 0	0
4	Attended 2 days HFE training	2 days x 2 points = 4 points	Maximum eligible = 4	4
5	Published a paper in WORK (main author)	1 paper x 5 = 5 points	Maximum eligible = 5	5
6	Formal Education – Masters	5 points	Maximum eligible = 5	5
7	AGM	1 points	Maximum eligible = 1	1
			Total	19 points

Do not fulfil the requirement of 30 points

Dr George is an Associate Professional Ergonomist. Currently he is working as full time lecturer in HFE. He published a book chapter on ergonomics, 3 technical reports and a paper in index journal. He also presented in 5 conferences in Malaysia and at International level. He teaches 2 ergonomics related subject in the university. He is also part of technical committee in ICOP for Ergonomics together with Mr Mahathir which he has attended only 1 full day meeting from 9 am to 5 pm and 3 half day meetings.

(Note: all the above information is for year 2020 only)

No	Descriptions	Points / year	Remarks	
1	Work as Associate Professional	2 points	Maximum eligible = 2	Work and Services Maximum eligible = 5
2	Presented in 5 conferences	5 conferences x 1 point = 5 points	Maximum eligible = 3	
3	Book chapter – 1 Technical report – 3 reports (published) Paper in Index journal - 1	1 book chapter = 2 3 reports x 3 = 9 points 1 article = 5 points Total = 16 points	Maximum eligible = 10	10
4	Attended Ergonomics ICOP meeting + 1 full day meeting + 3 half day meeting	1 full day X 2 = 2 points 3 half day X 1 = 3 points Total = 5 points	Maximum eligible = 5	5
			Total	20 points

Note: the teaching of 2 ergonomics related subjects not counted since Dr George is lecturer.

Fulfil the requirement of 20 points