



## Application for Endorsement of a Human Factors/Ergonomics Certification System

*Renewal applications should be submitted to the Chair of the Certification Sub-Committee of the Professional Standards and Education Standing Committee of the IEA.*

### 1. Contact details

- 1.1. **Name of organisation:** Human Factors and Ergonomics Society Malaysia
- 1.2. **Contact person/s:** Prof Dr. Shamsul Bahri Md. Tamrin/ Assoc. Prof. Dr Ng Yee Guan
- 1.3. **Website address:** [www.hfem.org](http://www.hfem.org)
- 1.4. **Telephone:** +6 03-8940 9500
- 1.5. **Email:** [secretary@hfem.org](mailto:secretary@hfem.org)
- 1.6. **Other members of certification team (list names and email addresses):**  
Prof Dr. Shamsul Bahri Md. Tamrin: [Shamsul\\_bahri@upm.edu.my](mailto:Shamsul_bahri@upm.edu.my)  
Assoc. Prof. Dr Ng Yee Guan: [shah86zam@gamil.com](mailto:shah86zam@gamil.com)  
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### 2. Applicant body

- 1.7. **Title/s of human factors/ergonomics certification body:** MYHFE PLT (LLP0018895-LGN)
- 1.8. **Date of foundation of certification system:** -
- 1.9. **Number of certified persons at date of submission:** -
- 1.10. **Total application fee to be submitted:**

*(For certification systems with less than 200 certified people the fee is US \$150. For larger systems the fee is US \$250. This amount must be forwarded to the IEA treasurer when the application is submitted.)*

### 3. Features of the certifying body

- 3.1. Is the certifying body national or international in scope? Are applications restricted to a specific geographic area or language?**  
-Regional
- 3.2. Which federated Society (or group of federated societies) is recommending your certifying body for endorsement? Explain the relationship between the recommending society/societies and the certification body.**  
-New Zealand
- 3.3. Does the certifying body or the recommending society have responsibility for formulation of policy matters relating to operation of the certifying body? Describe how policy matters are decided.**  
- No, the certifying body operates independently. Policy matters are formulated and decided by the certifying body itself without external influence or involvement from the recommending society.
- 3.4. Is eligibility for certification dependent on whether the person is a member of the national or regional ergonomics society? If membership of the recommending society is necessary for certification, please explain why this must be maintained.**  
-No, eligibility for certification is independent of membership in the national or regional ergonomics society. Membership in the recommending society is not a requirement for certification.
- 3.5. Is the certifying body separate and independent from any educational body or institution? If the certification body or the society offer education or continuous professional development courses, please describe how these operate.**  
- Yes, the certifying body is separate and independent from any educational body or institution. If the certifying body or the society offers education or continuous professional development courses, these are conducted independently and do not influence the certification process. The courses are designed to support professional growth, but participation in them is not required for certification.
- 3.6. Does the certifying body have written (published) rules that describe the appointment of certifying body members, their responsibilities and reporting structure? Provide a link or electronic copy.**  
-Yes, in our handbook
- 3.7. Does the certifying body have the financial resources to conduct the certification procedure efficiently? Describe how the certification system is financed. Are the accounts regarding certification held separate from the recommending society accounts?**  
-Yes, we have stable financial and *accounts regarding certification held separate from the recommending society accounts*
- 3.8. What is the legal status of the certifying body? (Describe).**  
- The certifying body is a registered company in Malaysia, operating in compliance with Malaysian corporate laws and regulations
- 3.9. Is the certifying body operated for profit? Are any of the profits from the certification process used to fund activities not related to the certification of applicants or paid out to a person or people? If so, please describe**  
- Yes, the certifying body operates for profit. The profits generated from the certification process are used to fund resources and cover the expenditures necessary for running the company. These funds are reinvested into the organization

to ensure its sustainability and continuous improvement, rather than being paid out to individuals for unrelated activities.

**3.10. Is there a system for paying people who do the assessments, or is it all operated voluntarily?**

- Yes, there is a system in place for compensating individuals who conduct the assessments.

## **4. Governing body and selection of certification personnel**

**3.11. Does the governing body comprise at least three certified human factors professionals/ ergonomists, the balance of which reflects the range of interests of practicing HFE professionals in the region and ensures impartiality? Describe the composition of the governing board of the certification body and how these people chosen.**

- Yes, the governing body includes at least three Certified Professional Ergonomists (CPE) and is composed of representatives from various sectors to ensure a balanced and impartial decision-making process. The board includes:

- 3 Certified Professional Ergonomists (CPE)
- Representatives from the Department of Occupational Safety and Health (DOSH)
- Representatives from the National Institute of Occupational Safety and Health (NIOSH)
- Academic professionals from universities
- 2 Industry practitioners

**3.12. Is the certifying body operated by personnel knowledgeable about human factors/ergonomics and competent for the functions for which they are responsible? Briefly describe the educational background and experience of each current member of the certification body and the areas of their responsibility.**

-Yes

**3.13. Does the certifying body have access to a pool of qualified and competent certification personnel able to carry out the initial certification and re-certification of applicants? Describe the pool of possible certification body members. Consider whether they have the facilities necessary to carry out these duties.**

-Yes

**3.14. Are the certifying personnel competent in the areas in which they will make evaluations? Is there any distinction between the competency areas of the certifying body members? If so, please describe the processes to make sure that evaluations are done by competent people.**

- Yes, the certifying personnel are competent in the areas in which they conduct evaluations. To ensure competency, a thorough screening process is conducted, and certified advisors or Certified Professional Ergonomists (CPE) from regional HFE bodies are involved. This process ensures that evaluations are carried out by individuals with the necessary expertise and experience in their respective fields.

**3.15. Are there any people serving on the certification body who are not currently certified? Consider whether up to date information is kept on their qualifications, training, and experience.**

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## 5. Eligibility for certification

- 5.1. Are the eligibility criteria for certification used by the certifying body clearly defined, including reference to educational qualifications, supervised experience, professional experience in human factors/ergonomics, and the forms of evidence required for the certification? Briefly explain the basis of the assessment, using links or electronic copies for verification.**
- Yes, the eligibility criteria for certification are clearly defined and align with the requirements set by the International Ergonomics Association (IEA) and standards used by the New Zealand certification process. These criteria include specific educational qualifications, supervised experience, and professional experience in human factors/ergonomics. Applicants must provide appropriate forms of evidence, such as academic transcripts, records of supervised practice, and documentation of professional experience, to meet the certification requirements.
- 5.2. Is eligibility for certification non-discriminatory in terms of gender, age, ethnicity, religion, or physical status? If certification is dependent on any factor other than education, experience, and professional conduct, please explain.**
- Yes, eligibility for certification is non-discriminatory and does not consider gender, age, ethnicity, religion, or physical status. Certification is based solely on education, experience, and professional conduct, ensuring a fair and equitable process for all applicants.
- 5.3. Is the certification system based upon current human factors/ergonomics theory and practice? Does it require all the elements of the IEA Core Competencies document? Describe the criteria used for certification and the frequency and nature of the review.**
- Yes, the certification system is based on current human factors/ergonomics theory and practice. It adheres to the elements outlined in the IEA Core Competencies document. The criteria for certification are detailed in the handbook, which includes requirements related to knowledge, skills, and professional experience in human factors/ergonomics.
- 5.4. Does an examination form part of the review? If yes, please provide evidence to verify the following:**
- An examination is optional and may be required depending on the certification pathway chosen by the applicant. The necessity of an examination is determined based on the specific pathway and the criteria outlined in the certification handbook. For verification and further details, please refer to the handbook or specific guidelines for each certification pathway.
- 5.4.1. The required standards are relevant to current practice.**
- Yes, the required standards are relevant to current practice and reflect the latest developments and best practices in the field of human factors/ergonomics.
- 5.4.2. The required standards are clearly defined.**
- Yes, the required standards are clearly defined.
- 5.4.3. There are effective mechanisms to ensure confidentiality of the examination and its outcomes.**
- Yes
- 5.4.4. The form of evaluation is a valid test of the competencies assessed.**
- Yes, the form of evaluation is a valid test of the competencies assessed. The evaluators are appointed to ensure the validity and reliability of the evaluation process.

**5.5. If an examination is part of the review, describe the methods used by the certifying body to test the reliability of the assessment.**

- If an examination is part of the review, the certifying body uses a vetting procedure decided by the Board of Examination. This procedure ensures the reliability of the assessment by thoroughly reviewing and validating the examination content, process, and scoring methods.

**5.5.1. The standards of competency to be applied in all aspects of the review.**

-Yes

**5.6. Does certification require the applicant to have recency of practice? Describe the process that verifies how current the applicant's knowledge and experience is.**

- Submission of Documentation: Applicants must provide recent documentation of their professional experience and activities related to human factors/ergonomics.

- Review of Professional Activities: The certifying body reviews the applicant's recent work and involvement in relevant projects or roles to ensure that their experience is up-to-date.

- Continuing Professional Development (CPD): Applicants may be required to show evidence of recent CPD activities, such as courses, workshops, or seminars attended, which contribute to maintaining current knowledge in the field.

**5.7. Is there a requirement for applicants to sign agreement with a Code of Conduct describing appropriate professional ethical behaviour? Provide a link or electronic copy for the Code of Conduct and describe how the signature is obtained.**

-Yes, applicants are required to sign an agreement with a Code of Conduct that outlines appropriate professional ethical behavior. The Code of Conduct is available in [link or electronic copy], and applicants must review and agree to it as part of the certification process.

**5.8. Procedural information regarding the certification process should be provided for applicants. Please provide either links, or electronic copies, or a short explanation of the following information and describe how this information is provided for applicants.**

**5.8.1. Documents clearly outlining the formal procedures to be followed by the applicant in seeking certification.**

**5.8.2. The deadlines for applying for certification in any year.**

**5.8.3. Information on all fees relevant to the process.**

**5.8.4. Information on the duration of the certification and the process for re-application when the certification expires.**

**5.8.5. The process used by the certifying body to evaluate the suitability of the applicant for certification.**

- Yes, all in softcopy of handbook and the upcoming website

## **6. Regulation of Certification Practice**

**6.1. Does the certifying body have rules or policies that relate to the process of granting certification? Provide links or electronic copies if relevant.**

- Yes, in the upcoming website

**6.2. How does the certifying body ensure that certification processes are up to date, especially in relation to human factors/ergonomics practice?**

- The certifying body ensures that certification processes are up to date by reviewing and updating the certification process every three years. This review involves assessing changes in human factors/ergonomics practice, integrating new industry standards, and incorporating feedback from stakeholders to maintain relevance and accuracy.

- 6.3. Does the certifying body provide an appeal mechanism? If yes, provide details of this.**  
-yes
- 6.4. Does the certifying body provide feedback about the possibilities for appeal if the application was unsuccessful? Provide links, electronic copy, or a short explanation of the feedback procedure.**  
-yes
- 6.5. Does the certifying body have a policy and documented procedure for suspending, withdrawing, or reducing the scope of certification in the event of misconduct - such as severe disregard of the Code of Conduct? Provide links to any relevant documents, electronic copies, or a short explanation of the suspension procedures.**  
-yes
- 6.6. Does the certifying body provide written and signed proof of certification to successful applicants? Provide links, an electronic copy, or a short explanation.**  
-yes

## 6. Re-certification processes

- 6.7. Does the certification body have a re-certification process? If yes, define the period of currency for any certification awarded. Provide links or electronic copies to verify this.**  
-yes
- 6.8. What criteria does the re-certification process use to consider the individual's professional development and to assure competence in contemporary human factors/ergonomics practice? Provide links, or electronic copies, or a short explanation to verify this.**  
-refer to handbook

## 7. Records and accounts

- 7.1. Describe the certifying body's documentation for each applicant. The certifying body should keep a confidential record of the details of each certification procedure followed for each individual applicant. Provide links or electronic copies to verify the processes used, including detail of the publication and record keeping procedures.**  
- The certifying body maintains a confidential record of each certification procedure for every individual applicant. Documentation is stored in encrypted files with password protection to ensure data security and privacy. These files include detailed records of the certification process and decisions.
- 7.2. Does the certifying body maintain an up-to-date register of human factors professionals/ergonomists who have been certified, and is this available to the public? Is inclusion on this register by signed consent of the certified HFE**

**professional?** *Provide links, electronic documents, or a short explanation of the publication procedures.*

- Yes, the certifying body maintains an up-to-date register of certified human factors professionals/ergonomists. This register is available to the public. Inclusion on the register requires the signed consent of the certified professional, in compliance with the Personal Data Protection Act (PDPA).

**7.3. Does the certifying body maintain records of all policies and regulations relating to its processes? *Describe these processes.***

- Yes, the certifying body maintains records of all policies and regulations related to its processes. These records are systematically documented and stored according to established procedures. The record-keeping process involves:

Documentation: All policies and regulations are documented in detailed files.

Storage: Records are securely stored in encrypted files or secure digital storage systems.

Access: Access to these records is controlled and restricted to authorized personnel only.

Review: Policies and regulations are reviewed periodically to ensure they remain current and effective.

**7.4. Does the certifying body produce an annual report, including reference to numbers of applicants and outcomes of the process? *Provide links or electronic copies to verify this.***

- Yes, the certifying body produces an annual report that includes details on the number of applicants and the outcomes of the certification process. This report is presented as part of the Human Factors and Ergonomics Society Malaysia (HFEM) Annual General Meeting (AGM) and is also published on the HFEM website.

**7.5. Does the certifying body produce an annual financial statement? *Provide links or electronic copies to verify this.***

- Yes, the certifying body produces an annual financial statement in compliance with the Registrar of Companies (ROC) requirements.

Signature

Name

Date

## **Appendices**

*(electronic links may be provided to documents)*

### Society applying for endorsement

- List of all current executive members
- Laws / statutes

### Certification board

- Laws / statutes
- Copy of certificate/s
- List of current certification board members
- List of current certified ergonomists
- Any reviews or annual reports

### Requirements for certification

- Application form for certification
- Code of conduct