

OSH COORDINATOR (OSH-C) TRAINING

VENUE: TRAINING CENTRE

MEALS INCLUDED

~~RM1,200~~

RM648

PER PAX

*The price is inclusive 8% SST.

*The price might be changed after any available promotions are applied.

*Terms and conditions apply.

OSH COORDINATOR
TRAINING CENTRE

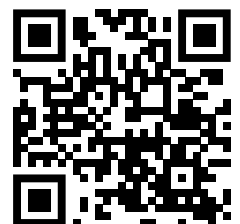


DEPARTMENT OF OCCUPATIONAL
SAFETY AND HEALTH

REFER PAGE 2 FOR VENUES & DATES ►

3-Days (9am – 5pm)

- ✓ 11 Learning Modules.
- ✓ Meals provided (3 times a day).
- ✓ Experienced OSHC Trainer
- ✓ Interactive Knowledge Sharing.
- ✓ Engaging Group Discussion
- ✓ Training Booklet Provided.



UPCOMING
EVENT

TO FIND OUT MORE, CONTACT US

Tel : +611-2345 3744 (Amira) | Email : nuramira@mysheqa.com

Venue	Date	Price	Link
TRAINING CENTRE, BDR DATO ONN	19-21 AUG '24	TRAINING CENTRE With Meal: RM648	EVENT LINK

INTRODUCTION

Today, there are over one million SMEs employing seven million workers in Malaysia, making it increasingly difficult for the authorities to monitor the Occupational Safety and Health (OSH) requirements for each premise. This is necessary to ensure safety and health at the workplace.

Perhaps in relation to that, the number of fatality cases from SMEs due to occupational accidents is also rising.

Due to this, the Department of Occupational Safety and Health, under the Ministry of Human Resource has come up with the OSH Coordinator initiative. An OSH Coordinator will be the representative safety practitioner to self-regulate the safety and health provision of their premises.

In addition, this role is included in the Occupational Safety and Health (Amendment) Act 2022 in Section 29A, gazetted earlier this year requiring all employers that have "5 or more employees" to appoint an OSH Coordinator.

ABOUT THE COURSE

This 3-day OSH Coordinator Training Program is designed to equip participants with a comprehensive knowledge of occupational safety and health and how to adopt OSH practices at the workplace on a daily basis. Upon the completion of this course, the participants will be certified as a "Trained Person" that will be able to coordinate safety and health in preventing occupational accidents and diseases.



LEARNING OBJECTIVES

Upon completion of this course, participants should be able to:

1. Explain the purpose, objective and importance of OSH Coordinator in an organization.
2. Perform the role and duties of an OSH Coordinator in an organization.
3. Demonstrate comprehensive knowledge and understanding of the requirements of Occupational Safety and Health Act 1994.
4. Follow guidelines to manage and maintain Occupational Safety and Health Documents.
5. Nurture a healthy safety culture at the workplace.



COURSE CONTENT

MODULE 1: REALITY OF SMALL AND MEDIUM INDUSTRIES IN MALAYSIA

- a. Background, current situation, and categories of SMEs.
- b. Challenges faced by SMEs business owners.
- c. Incidents and types of injuries that have happened in the industry.
- d. The importance of OSH culture in workplace.
- e. The characteristics, roles, requirements, and advantages of appointing OSH-C.

MODULE 2: INTRODUCTION TO ROLE AND FUNCTION OF THE DEPARTMENT

- a. Function and role of the Department.
- b. History of OSH in Malaysia.
- c. Main provisions of OSHA 1994 and FMA 1967.
- d. Benefits of increasing the safety and health of employees for the organization.

MODULE 3: BASIC MANAGEMENT OF OSH SMES

- a. Employers' obligation of forming the Safety and Health Regulation.
- b. Safety and Health Committee.
- c. Notification of Accident.
- d. Preparation of Emergency Action Plan.
- e. Workplace Assessment - OSHWA

MODULE 4: CHEMICAL MANAGEMENT

- a. Chemical Hazards.
- b. Chemical Entry Route.
- c. Elements of Chemical Management.
- d. "Cradle to Grave" Concept.

MODULE 5: INTRODUCTION TO OCCUPATIONAL DISEASES

- a. Introduction of DOSH Malaysia's Occupational Health Section.
- b. Introduction of Occupational Health.
- c. Statistics of Occupational Disease in Malaysia.

MODULE 6: INTRODUCTION TO WORK-RELATED ROAD SAFETY

- a. Road Accident Statistics (on the road accidents along with roadside work-related incidents).
- b. The status and impact of road accidents.
- c. The importance of Work-Related Road Safety & Code of Practice for Road Transport Activities, 2010.
- d. The concept of driver, vehicle and journey management.
- e. Overview of ISO 39001 dan ISO 39002.
- f. Introduction to Management System and Road Safety Initiative.

MODULE 7: HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

- a. Definition of hazard, risk and danger.
- b. Hazard identification method.
- c. Risk analyzing process.
- d. Risk analyzing matrix.
- e. Control Hierarchy.

MODULE 7.1: PRACTICAL EXERCISE ON HIRARC

- a. Definition of hazard, risk and danger.
- b. Hazard identification method.
- c. Group distribution.
- d. HIRARC activities based on pictures that were provided and usage of form.
- e. Group discussion.
- f. Presentation and Q&A session.

MODULE 8: MATERIAL STORAGE AND HANDLING

- a. Interactive training – Moving orange / onion.
- b. Managing and storing unplanned materials increases the risk of accidents.
- c. Examples of effective storing.
- d. Use of manual and mechanical help tools.
- e. Arrangement and storage at a workplace that adhere to the rules or principles of WISE is under the legislation of OSH Malaysia.

MODULE 9: WORK STATION DESIGN & LIGHTING

- a. Definition of workstation.
- b. The best workstation design (increase productivity and reduce ergonomic risk).
- c. Interactive training – “Curve Tracking”.
- d. Interactive training – “Seat Back”.
- e. 4 principles of workstation design.
- f. Adequate light increases productivity and work quality.
- g. 3 principles of lighting.
- h. Interactive training – “Exercise on Adequate Light”.

MODULE 10: PRODUCTIVE MACHINE SAFETY

- a. Principle and types of guarding.
- b. Types of ‘feeders’.
- c. Types of “Holding Equipment”.
- d. Applicable OSH law & legislation.

MODULE 11: REMISES AND WORK-RELATED FACILITIES

- a. Basic methods of enhancing workplace environment.
- b. Relationship between productivity and ideal workplace.
- c. Benefits of welfare facilities.
- d. Minimum cost of enhancing welfare facilities.

METHODOLOGY

- Interactive Knowledge Sharing.
- Audio Visual stimulants.
- Group Discussion.

TARGET

PARTICIPANTS

1. Safety and Health Committee Members.
2. Human Resource Officers.
3. Supervisors and Team Leaders from various sectors.
4. Interested Individuals.
5. Workers in small and medium enterprise (SME).



EVENT TENTATIVE

DAY 1

0830 - 0900 : **Module 1**
0900 - 1000 : **Module 2**
1000 - 1200 : **Module 3**
1200 - 1300 : **Module 4**
1300 - 1400 : Lunch & Break
1400 - 1500 : **Continue Module 4**
1500 - 1630 : **Module 5**
1630 - 1730 : **Module 6**

DAY 2

0830 - 1130 : **Module 7**
1130 - 1300 : **Module 7.1**
1300 - 1400 : Lunch & Break
1400 - 1530 : **Continue Module 7.1**
1530 - 1730 : **Module 8**

DAY 3

0830 - 1000 : **Module 9**
1000 - 1300 : **Module 10**
1300 - 1400 : Lunch & Break
1400 - 1600 : **Module 11**
1600 - 1630 : Q&A session

FREE HSECLICK MEMBERSHIP

Participants who have successfully undergone the training course “OSH Coordinator” will receive a free membership to HSEClick, an online learning platform that promotes continuous learning through:

- Social Learning – Talk with senior managers in the HSE field, HSE competent persons, HSE enthusiasts and students. Get updates on their recent activities and how they can assist you, all conveniently located on this online social platform.
- eLearning courses – HSEClick offers off-the-shelf eLearning courses that have been pre-designed on HSE subjects, allowing users to jump straight into a digital learning solution.
- Digital Media – Explore through our selection of infographics, PowerPoint templates, and microlearning videos to better your understanding of HSE matters.

A set of safety management Standard Operating Procedures (SOP) templates and forms will be provided to the participants after the training has been concluded. The objective is to help expedite the OSH Coordinators in their duties to regulate Safety and Health at the workplace.

A decorative graphic consisting of two overlapping wavy bands. The top band is a light lime green, and the bottom band is a darker teal. They curve upwards from the left side of the page towards the right, creating a sense of movement and modern design.

TRAINER PROFILE



MOHAMMAD TARMIZI MOKHTAR

Mohammad Tarmizi Mokhtar is an experienced Manager with a demonstrated history of working in the oil & energy industry. Skilled in Petroleum, Gas, Engineering, Oil & Gas, and Microsoft Office. He also have a strong professional with a Master focused in Occupational Health and Industrial Hygiene from UNIVERSITI INDUSTRI SELANGOR.

He has been involved in direct and coordinated, planning, organized and execution of Health, Safety and Environment Management systems include resources allocation, client relations, risk mitigation strategies, site audits, regulatory compliance, incident investigation, government representative, external committee involvement and training also implementation of

COVID 19 procedure.

Currently he is a Freelance Trainer on safety topics and some of the awards he received:

- Golden Safety Award by Exxonmobil
- Best safety mentor by Petronas
- Best safety workplace assessment by Petronas
- Best JSA/JHA for Larut A Offshore Operation
- Safety Award by CEO HEISB
- Safe Work Completion by Petronas for Penara North Lukut
- Best Safety Compliment by Bereau Veritas
- Safe Completion work by Petronas Gas Terminal
- Safe Ship Launching by Jabatan Laut Malaysia
- 4 million safe Man Hours in shipbuilding industries by Bereau Veritas



WAN AZUADI BIN WAN AHMAD

Mr. Wan Azuadi is a experience trainer which have academic qualification M Sc. OSH Management from University Utara Malaysia (UUM).

His aims to become a responsible, creative and innovative safety & health specialist as well as having a wide experience in HSE field for ensure that achieve a balance development with physical aspect and social to create a quality and better environment system towards sustainable development in future.

COMPETENCY

- Safety and Health Officer (SHO) – DOSH HQ/15/SHO/00/8458
- Authorized Gas Tester Entry Supervisor (AGTES) – DOSH HQ/23/AGTES/00/17866
- Scaffolder (Basic) – DOSH SL/PP/17/01/00695
- Traffic Management Officer –CIDB TMO-0537042018
- SHASSIC Assessor – CIDB SPT/SHQI/14/3/WP450
- Authorized Entrance Standby Person (AESP) –NW-HQ-AE-2895-S
- Train the Trainer (TTT) Exempted – HRDF (TTT/4483)
- ISO 45001 (OHSMS) Lead Auditor – CQI/IRCA
- Train The Trainer (TTT) In Forklift Operation
- ETP Initial Ergonomic Risk Assessment (ERA) – DOSH

TRAINER PROFILE



RAZAK BIN MAJID

En. Razak bin Majid holds a Master In Safety, Health and Environmental qualification from University Selangor and Diploma In Operation Management from University Technology Malaysia. In the past, he has conducted courses such as Safety, Health and Environment, Management

and Supervisory Skill, Base Behaviour Safety, Problem Solving Skill, and Good Manufacturing Practices. His working experience including being a Training Officer with Royal Malaysian Navy for Certificate of Advancement under Mara for Level 1, Level 2 and Level 3 and he was promoted as a Master Chief Petty Officer to become Senior Auditor En. Razak is a freelance speaker for 17 year ago after retired for the Royal Malaysian Navy. He has been invited as a speaker at Education College, training centre and public.



SUHAIMI MAMAT

Suhaimi Mamat have 9 years' experience in Safety, Health & Environment field. Currently he is the Assisstant HSE Manager at Arkema Coating Resins Malaysia Sdn. Bhd.

With education background Master's Degree in Engineering (Environmental/Health/Safety) from Universiti Teknologi Malaysia, he aims to be high-motivated, well-experienced and fast & continuous learning to become excellent OSH Practitioner.

Some of his Professional Qualification:

1. Registered as Safety & Health Officer with Department of Occupational Safety & Health (DOSH) Malaysia since October 2005.
2. Registered as Confine Space Authorized Gas Tester & Entry Supervisor with Department of Occupational Safety & Health (DOSH) Malaysia since July 2013.
3. Competent Person for Certified Environment Professional in Scheduled Waste Management (CePSWaM) with Environment Institute of Malaysia, Department of Environment since May 2019.
4. Successfully passed the examination and assessment for Lead Auditor in ISO 14001 by PECB, USA.

Training Conducted/Trainer's Experiences:

1. Part Time Tutor on HSE Subject at Open University, Johor Bahru Campus from 2016 until 2018.
2. Conducted Training on Risk Assessment and Safe Operating Procedure (SOP) for the staff of Politeknik Ibrahim Sultan in 2017.
3. Conducted Training on Chemical Emergency Response for Wilmar PGEO, Pasir Gudang in 2016.

TRAINER PROFILE



MALEK ALANG

Malek Alang has more than 30 years of Health, Safety & Environment working experience in diversified industries including large manufacturing plants, construction projects (KVMRT) Petronas RAPID Pengerang & Petronas Gas plant (Garraf Oil Field Iraq), gold mining, oil & gas petrochemical, transportation, logistics, banking and office environment. He holds the HSE Manager's position for 16 years, SHO position for 9 years and EHS Assistant for 2 years.

He had mostly worked in Multi National Cooperation companies. He is now a Freelancer in training & consultancy services since 2017. He is a passionate HSE professional with experience in delivering his training and consultancy services in the construction, oil & gas petrochemical, mining, logistic and transportation industries. Often received positive feedbacks from training participants which includes informative, focused, effective, enjoyable, highly experienced & knowledgeable.

Competencies & Technical Skills:

- Competent Electrician for domestic & industry (Malaysia Technical School)
- CQI & IRCA Lead Auditor ISO 45001
- DOSH Certified SHO & OSHC Program Trainer
- DOSH Registered SHO (HQ/00/SHO/00/608)
- DOSH Registered Scaffolding Erector Level 1
- Competent First Aider/ CPR
- HRDF Certified Trainer
- NIOSH Certified Train the Trainer
- International Competent Certification for Basic Scaffolding Supervisor
- International Competent Certification for Basic Scaffolding Inspector
- Ergonomics Train the Trainer & Problem solving
- Fire- fighting Trainer (Fire Dept. Malaysia)

AHMAD SYAZWAN BIN CHE AZMI

Ahmad Syazwan Bin Che Azmi has 10 years experiences in Safety & Health. Some of his professional qualifications are Registered Safety & Health Officer SHO: HQ/15/SHO/03/00229 (DOSH, Awarded: 2015), Penilaian Latihan untuk Jurulatih (Lulus) (TTT110655-20) (NIOSH, Awarded: 2019), HRDF EXEMPTED TRAIN THE TRAINER (TTT) (HRDF, Awarded: 2020), HRD Corp Accredited Trainer (HRD Corp, Awarded: 2023), Laser Safety Officer, AELB (Agensi Nuklear Malaysia, Awarded: 2018), Certified Ergonomic Trained Person (Initial Ergonomics Risk Assessment) (DOSH, Awarded: 2021), ISO50001:2018 ENERGY MANAGEMENT SYSTEM LEAD AUDITOR (EXEMPLAR GLOBAL CERTIFIED COURSE, Awarded: 2022), MSU University Industrial Advisory Panel, Certified Engineering Technician (UK Engineering Council, Awarded: 2019).



TRAINER PROFILE



JAMAL ABDULLAH

Mr. Jamal Abdullah is a trainer for Safety & Health with more than 30 years' experience. He is a competent person:

- Registered Safety and Health Officer- DOSH- Member No :- HQ/07/SHO/00/3478
- NEBOSH – MEMBER NO:-I00957
- National Institute of Safety and Health (NIOSH), Bintulu (PASS).

His educational background is Master of Science (Occupational Safety & Health) University Utara Malaysia.

He has various working experience since 1993 until 2020 and working with various company such as:

- PETRONAS
- SHELL
- Halliburton Energy Services (M) Sdn Bhd
- Leighton Asia, India and Offshore
- QESS Sdn Bhd & Belait Shipping Company
- Bumi Armada Navigation Sdn Bhd
- PETRA RESOURCE SDN BHD
- BINTULU PORT SDN BHD

Currently he is actively as a trainer for OSH-Coordinator and many others safety & health training.

KAMARULLIZAM BIN AHMAD UNTONG

Experienced OSH Trainer with a Master's in Occupational Safety and Health. Over 15 years in Oil & Gas capital projects consultancy, specializing in various onshore & offshore engineering works, covering upstream & downstream businesses. He works on projects that include project management, site engineering, fabrication, construction, installation, hook-up & commissioning, and maintenance. He has worked with well-known contractors such as Samsung Consortium (SC), Perwaja Fabrication Construction & Engineering (PFCE), and Carimin Engineering & Services Sdn. Bhd. (CESSB), Jurunature Sdn. JSB and Mega Gas Sdn. Bhd. (MG) serves facilities owners, PETRONAS, ARAMCO, TALISMAN & PETROFAC.



Malaysian Government Accreditation

- DOSH – Competent Person Safety & Health Officer (JKKP IS 127/438/2 – 7556)
- DOSH – Competent Person Authorised Gas Test (AGT)
- DOE – Competent Person Scheduled Waste Manager (CePSWaM/15548)
- CIDB – Construction Safety & Health Officer (CSHO/603663)
- NEBOSH – Int. Certificate for General and Technical HSE (SQA REF : R368 04)
- NIOSH – Training Management For Business (JKKP IS 127/438/4-393)
- NIOSH – OSH Lead Auditor (JKKP IS 127/438/4/1022)
- HRDF – Certified HRDF Train The Trainer

TRAINER

PROFILE

SHARIFAH FATIMAH BINTI WAN ABD RAHMAN



Sharifah Fatimah Binti Wan Abd Rahman is an OSHE practitioner with 19 years working experience in various multinational companies including oil and gas. Some of her experience in Occupational Safety, Health and Environment (OSHE):

- Possessed OSHE managerial position
- Registered SAFETY & HEALTH OFFICER (SHO)
- Leading OHSAS 18001 AND ISO 14001 certification for various plants,
- Trainer: Control of Industrial Major Accident Hazard (CIMA), Petronas LNG Complex
- Trainer: OSH Coordinator within Sabah and Sarawak.
- Member of plant design committee
- Leading project OSHE risks assessment
- Leading OSHE construction audits
- Leading OSHE best practices
- Leading investigation of multiple major accidents
- Leading Tripod Beta Analysis, what if analysis
- Advising of Failure Mode and Effect Analysis (FMEA)
- Advising Forensic & Design engineering
- Leading Behavioural Safety improvements
- Leading Ergonomic Risk assessment
- Leading HIRADC implementation
- Development team of PETRONAS online incident reporting system
- Development team of PETRONAS Online PTW Reporting System
- Managing OSH law cases
- Presenter for OSH Awards State Level (Electronic Industry), DOSH Sarawak
- Executing OSHE employee trainings
- Executing OSHE contractor trainings & Mass Tool Box Talk
- Executing OSHE public trainings to government agencies (JKR, DBKU, DOE)
- Liaison with government agencies (DOSH, DOE and Fire & Rescue Department)
- Auditor in Training ISO 45001: 2018 Occupational Health & Safety Management System, NIOSH.

IRWAN SUKMA BIN SUKARMAN

Mr. Irwan Sukma is a lecturer and trainer for Safety & Health with more than 20 years' experience. His educational background is Master of Industrial Safety Management (UKM).

He has various working experience since 2003 until now and working with various company such as:

- University College MAIWP International
- City University
- IJM Construction Sdn Bhd
- Festo Malaysia
- IBM Malaysia
- PETRONAS CARIGALI IRAQ

Currently he is actively as a trainer for OSH-Coordinator, HIRARC and many others safety & health training.



HASSAN BIN ITAM



Mr. Hassan Bin Itam is a trainer for Safety & Health with 6 years' experience. He is a competent person Safety & Health Officer: JKPP IS 127/438/2/3675, certified Train the Trainer (TTT) form NIOSH, certified Traffic Management Officer, CIDB and has completed Radio Active Protection Officer Course from Nuclear Malaysia.

His educational background is Diploma in Computer Science from UiTM Shah Alam (1989) and Certificate in Occupational Safety & Health, NIOSH (2006).

He has various working experience since 1996 until 2016 and working with various company such as:

- Propel Johnson-Controls (M) Sdn Bhd
- Yuslin Enterprise Sdn Bhd
- IJM Construction Sdn Bhd
- Impian Mawar Sdn. Bhd.
- SAPURAKENCANA Sdn. Bhd.
- PETRONAS CARIGALI IRAQ

Currently he is actively as a trainer for OSH-Coordinator, Permit To Work, Operational Safety and many others safety & health training.

PEEZEX ALIFF SYAH BIN ZULFADHLI

Mr. Peezex Aliff is a trainer for Safety & Health with more than 20 years' experience. He also an experienced and competent health, safety and environment (HSE) practitioner.

Professional Competencies:

- CHRA Assessor - HQ/15/ASS/00/7 (7 years)
- Safety and Health Officer - HQ/10/SHO/00/5239 (12 years)
- Hygiene Technician 2 - HQ/17/JHII/00/00009 (5 years)
- Train the Trainer (NIOSH) - 5 years

His educational background is MSc. in Safety, Health and Environment (Merit), University of Salford (Manchester, UK)

He has various working experience since 2007 until now and working with various company such as:

- Real OSH Solutions
- Careplus (M) Sdn Bhd
- MISC Bhd
- HL Rubber Industries Sdn Bhd
- Acumen Scientific Sdn Bhd
- KTM Berhad
- Bank Simpanan Nasional (BSN)
- SIRIM Berhad
- Canon Opto (M) Sdn Bhd

Currently he is actively as a trainer for OSH-Coordinator and many others safety & health training.



MAJOR TS. SHARIZAL BIN SAMSUDIN



Major Ts. Sharizal Bin Samsudin currently is a senior lecturer at DRB HICOM Universiti of Automotive Malaysia and he has 9 years' experience in Safety & Health field as Safety & Health Officer. During the course of his service in the Malaysia Armed Forces, he served in various capacities as a professional Engineering officer after being commissioned in 1997.

He is completed his Master of Occupational Safety and Health Risk Management at OUM. He also certified Safety & Health Officer with DOSH and Competent Train the Trainer (HRDC).

He responsible in handling:

1. Training Management System
2. Security Management System
3. Fire and Safety Management System

Some of the training he conducts and expert with is:

1. OSH-COORDINATOR
2. EMERGENCY RESPONSE AND PREPAREDNESS
3. SECURITY MANAGEMENT
4. DISASTER MANAGEMENT
5. CHEMICAL HANDLING MANAGEMENT

ONLINE REGISTRATION

REGISTER NOW

Company Sponsored (HRDCorp SBL Khas/ Tax Invoice) Registration

1. Visit <https://hseclick.com/events/> to view our list of events.
2. Choose which event you want to register.
3. At the bottom of the event page, click the number of seats you want to register.
4. Click **Register this event**.
5. To checkout and confirm the registration, you must log in to HSEClick account.
6. If you don't have an account with us, please register yourself by click the **Sign Up** button.
7. After you logged in, please fill up the billing and attendees details as required in the forms.
8. (Optional) You may attach the registration form in PDF.
9. Please choose **Company Sponsored (HRDCorp SBL Khas/ Tax Invoice) Registration** payment method and click **Place Order** to confirm your registration.
10. You will get the auto confirmation email notification that your registration has been received.

Self-Sponsored Registration

1. Visit <https://hseclick.com/events/> to view our list of events.
2. Choose which event you want to register.
3. At the bottom of the event page, click the number of seats you want to register.
4. Click the number of seats you want to register.
5. Click **Register this event**.
6. To checkout and confirm the registration, you must log in to HSEClick account. If you don't have an account with us, please register yourself by click the **Sign Up** button.
7. After you logged in, please fill up the billing and attendees details as required in the forms.
8. (Optional) You may attach the registration form in PDF.
9. Please choose **Online Banking / Credit Card / Debit Card & E-Wallet** payment methods and click **Place Order** to confirm your registration.

How to redeem Coupon Code?

1. Visit <https://hseclick.com/events/> to view our list of events.
2. Choose which event you want to register.
3. At the bottom of the event page, click the number of seats you want to register.
4. Click the number of seats you want to register.
5. Click **Register this event**.
6. Please **Click here to enter your code** and insert the available coupon code to redeem the promotion.
7. (The Coupon Code is subject to the term and condition).
8. To checkout and confirm the registration, you must log in to HSEClick account. If you don't have an account with us, please register yourself by click the **Sign Up** button.
9. After you logged in, please fill up the billing and attendees details as required in the forms.
10. (Optional) You may attach the registration form in PDF 7).
11. Please choose available payment method based on coupon code promo **T&C** and click **Place Order** to confirm your registration.
12. You will get the auto confirmation email notification that your registration has been received.

HOW TO REGISTER

REGISTRATION FORM SUBMISSION

1. Visit <https://hseclick.com/events/> to view our list of events.
2. Choose which event you want to register.
3. At the bottom of the event page, click the number of seats you want to register.
4. Click **Register this event**.
5. To checkout and confirm the registration, you must log in to HSEClick account.
6. If you don't have an account with us, please register yourself by click the **Sign Up** button.
7. After you logged in, please fill up the billing and attendees details as required in the forms.
8. **(Required)** You may attach the registration form in PDF.
9. Please choose **Company Sponsored (HRDCorp SBL Khas/ Tax Invoice) Registration** payment method and click **Place Order** to confirm your registration.
10. You will get the auto confirmation email notification that your registration has been received.
11. Email Registration Form
 - Please completely fill up the information as required at the **FORM** and email to info@mysheqa.com

DOWNLOAD FORM

WHEN WILL THE REGISTRATION CLOSED?

1. The registration will be closed 24 hours before the event start. However, we still might accept the last-minute registration subject to the availability of the seats.

RULES & REGULATIONS

GENERAL

1. The Training Provider reserves the right to change the speaker, date, venue, or to cancel the event if the number of participants is less than 10 pax. Hence, a minimum of one (1) week notice will be given on this matter.
2. Failure to attend the course or no show without prior notice will result to charges. 20% of the training fee will be charged for any cancellation made in less than seven (7) days from the date of the event.
3. Training certificate will be issued to participants within one (1) month after the training event with or without completing the HRD Corp documentation.

HRD CORP CLAIMABLE (SBL KHAS)

1. MySheqa will serve the registration form as purchase order.
2. All registration forms must be filled up and submitted not later than two (2) days before the training. MySheqa have the rights to reject any registration after the stipulated time.
3. In normal condition, training registration will be confirmed within forty-eight (48) hours upon the submission of registration form. Therefore, an email confirmation for the registration will be sent by MySheqa together with quotation, trainer profile and training outline. These will be useful for the application of HRD Corp grant.
4. Client shall apply the grant and submit the grant ID to MySheqa through email at **info@mysheqa.com**
5. The Client shall ensure that the participant attending the training event is the same person registered in the listing of HRD Corp grant. Any last-minute replacement, client must inform MySheqa operation team at least one (1) day before the training event.
6. In case of replacement of participant or situation require revised quotation, the client must attend the HRD Corp enquiries for the modification of grant.
7. With or without grant ID issued to MySheqa, we will permit the training entrance on the event day. 'Training Confirmation' email (**Physical Training**) or Zoom training link (**Online Training**) will be given within a week of the event.
8. Within three (3) weeks after the training, the Client needs to submit a complete JD14 form and attendance report signed by authorized person-in-charge together with company stamp to us.
9. If we do not receive the documents after the fourth week of the training event, MySheqa has the rights to issue tax invoice to Client for payment to be made by the Company.

NON HRD CORP CLAIMABLE (COMPANY SPONSORED)

1. MySheqa will serve the registration form as purchase order.
2. For Non-HRD Corp claimable or company sponsored, MySheqa will issue a tax invoice and payment needs to be made one (1) week before the event. If payment cannot be made within the stipulated time, a letter of undertaking (LOU) is required to guarantee the payment.
3. Training certificate will be issued one (1) month after the training event to participant.
4. Online payment can be made via Credit, Debit Card or Online Banking.