

Occupational Safety Office (OSO) Trusted Consultant Certification Program Bylaw

PART 1 – DEFINITIONS AND INTERPRETATION

1.01 Definitions

- **“OTC Committee”** means the Governing Committee of OSO Trusted Consultant Certification.
- **“Trust Certificate”** means the documentation issued to those who successfully meet OSO’s Trust certification requirements.
- **“OT Consultant”** means a certified consultant, either Practicing or Non-Practicing with OSO.
- **“Practicing Consultant”** means a Consultant who meets the criteria for Class A certification.
- **“Non-Practicing Consultant”** means a Consultant who meets the criteria for Class B certification.
- **“Professional Misconduct”** means any act or omission inconsistent with OSO’s Code of Ethics, bylaws, or professional standards.
- **“Continuous Professional Development (CPD)”** means structured learning activities required to maintain certification.

PART 2 – CERTIFICATION

2.01 Application

The OTC Committee shall establish rules and procedures for application to OSO Trusted Consultant Bylaw certification.

2.02 Classes of Certification

- **Class A – Practicing Consultant:** For individuals actively engaged in occupational safety Office consulting, training, or auditing and listed in the OSO Consultants register
- **Class B – Non-Practicing Consultant:** Designation reserved for consultants who were previously certified but are no longer actively engaged on behalf of the Occupational Safety Office (OSO) consultation activities. Their Continuing Professional

Development (CPD) activities are not subject to OSO verification, and they are no longer listed in the official OSO Trusted Consultants.

Register.2.03 Requirements for Trusted Consultants

Applicants must:

- Hold a recognized **degree or diploma** in occupational health, safety, engineering, or a related discipline.
- Demonstrate a minimum of **four (4) years of professional experience** in occupational safety roles (consulting, auditing, training, or management).
- Provide evidence of **continuing education** (seminars, workshops, certifications)..
- Sign and adhere to OSO's **Trusted Consultants Code of Ethics**.
- Provide proof of **professional indemnity insurance**.

2.04 Requirements for Non-Practicing Consultants

- Must have previously held valid Trusted Consultant certification.
- May retain the title with "NPOTC" designation

2.06 Termination

Certification is terminated upon death, resignation, revocation, expiry, or dissolution of OSO.

PART 3 – CONTINUOUS PROFESSIONAL DEVELOPMENT

3.01 Participation

All Practicing Consultants must participate in OSO's CPD Program.

3.02 CPD Requirements

- Minimum **30 hours per year** of structured training.
- Participation in OSO-approved seminars, workshops, or conferences.
- Submission of CPD records annually.

3.03 Non-Compliance

Failure to comply may result in suspension or referral to the Professional Conduct Committee.

3.04 Appeals

Appeals are handled by the Compliance Department.

PART 4 – COMPLAINTS AND DISCIPLINE

4.01 Complaints

Complaints of misconduct are investigated by the Professional Conduct Committee.

4.02 Discipline

The Discipline Committee may order:

- Suspension of certification.
- Revocation of certification.
- Reprimand.
- Mandatory remedial training.

4.03 Appeals

Appeals Committee hears challenges based on denial of natural justice or error.

4.04 Publication

Decisions are published by OSO, including consultant names in the OTC Register and consultation booking page.

OSO Trusted Consultants may choose to be listed exclusively in the official Register, without appearing on the public booking page.

PART 5 – CAPACITY

5.01 Mandatory Reporting

Consultants must report incapacity affecting their ability to fulfill consultation activities.

5.02 Investigation

OSO may investigate and refer matters to the OSO Capacity Committee.

5.03 Review

Reviews are conducted fairly, with both OSO and the Consultant as parties.

PART 6 – EDUCATION AND EXPERIENCE FRAMEWORK

6.01 Education Standards

- Minimum requirement: **Bachelor's degree or diploma** in occupational safety, engineering, or related field.
- Recognition of **internationally accredited programs**.

- Acceptance of equivalent qualifications subject to OTC Committee review.

6.02 Experience Standards

- Minimum **four (4) years of professional practice** in occupational safety.
- Documented evidence of consulting, auditing, training, or management roles.
- Verification through references and employment records.

6.03 Continuing Education

- Consultants must demonstrate ongoing professional learning.
- Accepted activities include:
 - Advanced certifications (e.g., NEBOSH, IOSH, CRSP).
 - University courses.
 - Industry workshops and seminars.

This Bylaw has been approved & authorised by:

Name: Khalid ELKABDANI

Position: Chair of OTC committee

Date: 07/09/2026

Signature:

