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 Fellow Trusted Consultant Certification.
- **"Certificate of Trust"** means the documentation issued to those who successfully meet OSO's 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.
- **'' OSO-recognized professional association''** A professional organization that promotes competence, ethics, and continual professional development through a formal membership structure and an independently assessed certification, registration, chartered, or professional designation program relevant to the consultant's field of practice. (See part 7 of this Bylaw)

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.

2.03 Requirements for Trusted Consultants

Recognition is awarded through a rigorous assessment process based on qualifications, professional experience, demonstrated competence, peer review, continuing professional development, professional standing, and adherence to the OSO Code of Ethics.
The framework also encourages lifelong learning, leadership development, and contribution to the advancement of the profession.

To accommodate varying levels of expertise and professional achievement, the OSO Trusted Consultant Framework consists of six progressive grades:

- **Associate Consultant (TAC-OSO)** – Early-career professionals who have demonstrated foundational competence and professional experience.
- **Consultant (TC-OSO)** – Practitioners with established consulting competence and proven project experience.
- **Senior Consultant (TSC-OSO)** – Experienced professionals who lead projects and mentor others.
- **Lead Consultant (TLC-OSO)** – Recognized leaders capable of managing complex and high-impact consulting assignments.
- **Principal Consultant (TPC-OSO)** – Subject matter experts with significant professional influence and industry recognition.

- **Fellow Consultant (TFC-OSO)** – The highest level of recognition, awarded to individuals who have made exceptional and sustained contributions to the profession and society.

All applicants and certificate holders shall maintain active membership in at least one OSO-recognized professional association, demonstrate ongoing Continuing Professional Development (CPD), maintain professional integrity, and comply with the OSO Code of Ethics and Professional Conduct.

2.04 OSO Trusted Consultant Professional Recognition Scheme

Associate Consultant (AC-OSO)

Applicants must:

1. Hold a recognized degree or diploma in occupational health, safety, engineering, environmental management, ESG, risk management, or a related discipline.
2. Demonstrate a minimum of **two (2) years** of professional experience in consulting, auditing, training, management, or operational safety roles.
3. Maintain active membership in an OSO-recognized professional association.
4. Provide evidence of **continuing professional development (CPD).**
5. Sign and adhere to the **OSO Code of Ethics and Professional Conduct**.

Consultant (C-OSO)

In addition to the above:

1. Minimum **five (5) years** of relevant professional experience.
2. Demonstrate participation in at least **five consulting, auditing, training, or system implementation assignments.**
3. Hold at least one recognized professional certification.
4. Successfully complete a competency-based peer review.
5. Maintain a minimum annual CPD record.

Senior Consultant (SC-OSO)

1. Minimum **seven (7) years** of relevant professional experience.
2. Evidence of leading multidisciplinary consulting projects.

3. Demonstrated ability to mentor junior consultants.
4. Evidence of developing policies, systems, procedures, or strategic programs.
5. Successful Senior Consultant peer assessment panel.

Lead Consultant (LC-OSO)

1. Minimum **ten (10) years** of professional experience.
2. Lead Auditor qualification or equivalent professional credential.
3. Proven leadership of major national or regional consulting projects.
4. Evidence of client management and business development.
5. Contribution to professional training, coaching, or public speaking activities.
6. Positive peer review by a panel of Senior or Principal Consultants.

Principal Consultant (PC-OSO)

1. Minimum **twelve (12) years** of professional experience.
2. Proven leadership of complex, multinational, or high-risk projects.
3. Recognized subject matter expertise.
4. Contribution to industry guidance, standards, publications, or research.
5. Active leadership role within a recognized professional body.
6. Principal Consultant review board interview.

Fellow Consultant (FC-OSO)

The highest professional recognition granted by OSO.

Applicants must:

1. Have a minimum of **fifteen (15) years** of professional experience.
2. Demonstrate sustained and exceptional contribution to the profession.
3. Have influenced industry practices, standards, regulations, or professional development.
4. Hold senior professional membership or chartered status of a recognized body.
5. Be nominated by at least two Principal Consultants or Fellows.

6. Successfully complete a Fellowship assessment by the OSO Board ot trusted Consultant.

2.05 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:

PART 7 – OSO-Recognized Professional Association

Applicants shall maintain active membership and/or certification with at least one OSO-recognized professional institution, certification body, or professional register that maintains a formal membership structure, a code of ethics, CPD requirements, and an independently assessed professional certification, chartered, registered, or credentialing scheme:

Occupational Safety & Health

- **IOSH (Institution of Occupational Safety and Health)** Membership grades: Affiliate, Associate, Technical, Certified Member, Chartered Member (CMIOSH), Chartered Fellow (CFIOSH)
- **BCSP (Board of Certified Safety Professionals)** Certifications: ASP, CSP, SMS, OHST, CHST, STS
- **BCRSP (Board of Canadian Registered Safety Professionals)** Certifications: CRSP, CRST
- **AIHS (Australian Institute of Health & Safety)** Membership grades and Certified OHS Professional designations
- **IIRSM (International Institute of Risk and Safety Management)** Membership grades: Associate, Member, Fellow
- **WSO (World Safety Organization)** Professional membership and certification designations

Environmental and Sustainability

- **IEMA (Institute of Environmental Management and Assessment)** Membership grades and Chartered Environmentalist (CEnv) pathway
- **SocEnv (Society for the Environment)** Professional registrations: REnvP, REnvTech, CEnv
- **ISSP (International Society of Sustainability Professionals)** Certifications: ISSP-SA and ISSP-CSP

ESG, Social Responsibility and Sustainability

- **GRI Certified Sustainability Professionals Programme**
- **ISSP (International Society of Sustainability Professionals)**
- **SASB / IFRS Sustainability-related credentials**
- **Global Reporting Initiative (GRI) Professional Certification Programme**

Risk Management

- **IRSM (Institute of Risk and Safety Management)** Membership grades and professional qualifications
- **RIMS (Risk and Insurance Management Society)** Certification: RIMS-CRMP
- **BCI (Business Continuity Institute)** Membership grades and CBCI, AMBCI, MBCI, FBCI professional status

Quality, Auditing and Conformity Assessment

- **CQI / IRCA (Chartered Quality Institute / International Register of Certificated Auditors)** Membership grades and auditor certification schemes
- **Exemplar Global** Auditor and consulting certifications
- **ASQ (American Society for Quality)** Certifications: CMQ/OE, CQA, CQE, CRE, CSSBB, etc.

Engineering Bodies

- **Engineering Council (UK) Licensed Institutions** Professional registrations: EngTech, IEng, CEng
- **National Engineering Orders and Councils**
    - Ordre des Ingénieurs (various countries)
    - Professional Engineers Ontario (PEO)
    - Engineers Australia
    - Engineering Council South Africa (ECSA)
- **Recognition of Other Professional Associations** Applicants who hold membership, registration, certification, or professional status with a professional association not currently recognized by OSO may submit a request for evaluation. Upon application, OSO may assess the association's governance, ethical requirements, competency framework, certification processes, membership structure, and continuing professional development requirements to determine whether it provides a level of professional recognition comparable to that of OSO-recognized professional

associations. Where equivalence is demonstrated, OSO may accept such membership for the purpose of meeting eligibility requirements.

Name: Khalid ELKABDANI

Position: Chair of OTC committee

Date: 07/09/2026

Signature:

