

M. Accreditation of Occupational Safety and Health Practitioners

Accreditation of Occupational Safety and Health Practitioners

Under Rule 1030 of the Occupational Safety and Health Standards as amended by Department Order No. 16, Series of 2001, the Accreditation of Practitioners, Consultants and Organizations on Occupational Safety and Health (OSH) is issued to OSH Personnel and Training Organizations to assist the Department in instituting new and update existing programs to ensure safe and healthful working conditions in all places of employment (Article 162 Book IV, Title I, of the Labor Code of the Philippines, as amended).

Client/s/Applicant/s

- a. Qualifications of Practitioners who are qualified to practice OSH in the Philippines:

Must have completed the prescribed 40-hour Basic Occupational Safety and Health Training Course from DOLE accredited or recognized organizations.

Must have relevant experience in occupational safety and health. Three (3) years experience is required if applicant is duly licensed, four (4) years experience, if graduate of any 4 or 5 years college course without license and ten (10) years experience if college undergraduate.

Relevant experience shall mean actual work experience on OSH or a combination of actual work experience and attendance or participation in various trainings, seminars and other related learning processes.

Requirements

For Accreditation as OSH Practitioner for New Application (Use/Attach Form DOLE-BWC-AF-CHK-PC)

Duly accomplished Application Form (DOLE-BWC-AF-PCN-A1 for OSH practitioner)

Two (2) recent 1" x 1" ID pictures in red background for practitioner duly signed by the applicant at the back

Original Certificate of Employment indicating date of appointment at present position using the official company letter head and photocopy of previous employment certificate, if any

Photocopies of Actual Duties and Responsibilities at present position, using company letterhead, signed by Immediate supervisor and Personnel Manager or authorized official of the company

Photocopies of certificates of completion of BWC prescribed training on OSH (40 hours) for practitioners and advanced training on OSH (80 hours) for consultants

Photocopies of certificates of completion/attendance in other OSH related trainings/seminars

Photocopy of college diploma and Transcript of Records or Board Exam Certificate/PRC license if applicable

Proof/s of accomplishment or participation in OSH (accident reports, safety inspection reports, safety audit reports, safety and health committee reports/programs prepared/implemented) and

Other supporting documents as proof of OSH practice.

Requirements for Renewal of Accreditation of Occupational Safety and Health Practitioner

- Duly accomplished application form (DOLE-BWC-AF-PCR-A2)
- Updated Resume with recent picture
- Two (2) recent 1" x 1" ID pictures in red background for Practitioner, duly signed by the applicant at the back
- Summary of Accomplishments on OSH duly certified by the supervisor and employer using official letterhead of the company
- Proof/s of accomplishments or participation in OSH (accident reports, safety inspection reports, safety audit reports, safety and health committee reports/programs prepared/implemented)
- Photocopy of certificate of accreditation
- Photocopy of certificate of attendance on additional OSH related trainings (at least 16 hours of OSH training per year or a total of 48 hours for 3 years, earned from DOLE recognized/accredited STO/institutions or any institutions authorized by law).
- Other supporting documents as proof of OSH practice.

Where there is a change of employer/position, the following must also be submitted:

- Original certificate of employment indicating name, position and date of appointment at present position, using official letterhead of the company.
- Original copy of actual Duties and Responsibilities at present position, using official letterhead of the company, signed by immediate supervisor and Personnel Manager or authorized official of the company.

Accreditation Fee

For Certificate/ID, Renewal/ID and Replacement Fee of OSH Practitioner:

- Certificate and ID - ₱150.00
- Renewal Certificate and ID - ₱100.00
- Replacement Fee (upon presentation of proof of loss) - ₱150.00

Validity period of Accreditation

Three (3) years, renewable every three (3) years

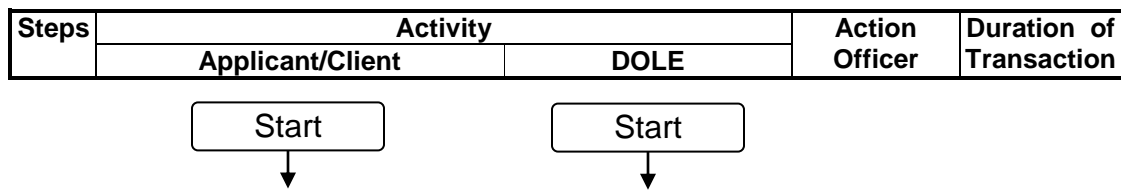
Where to file

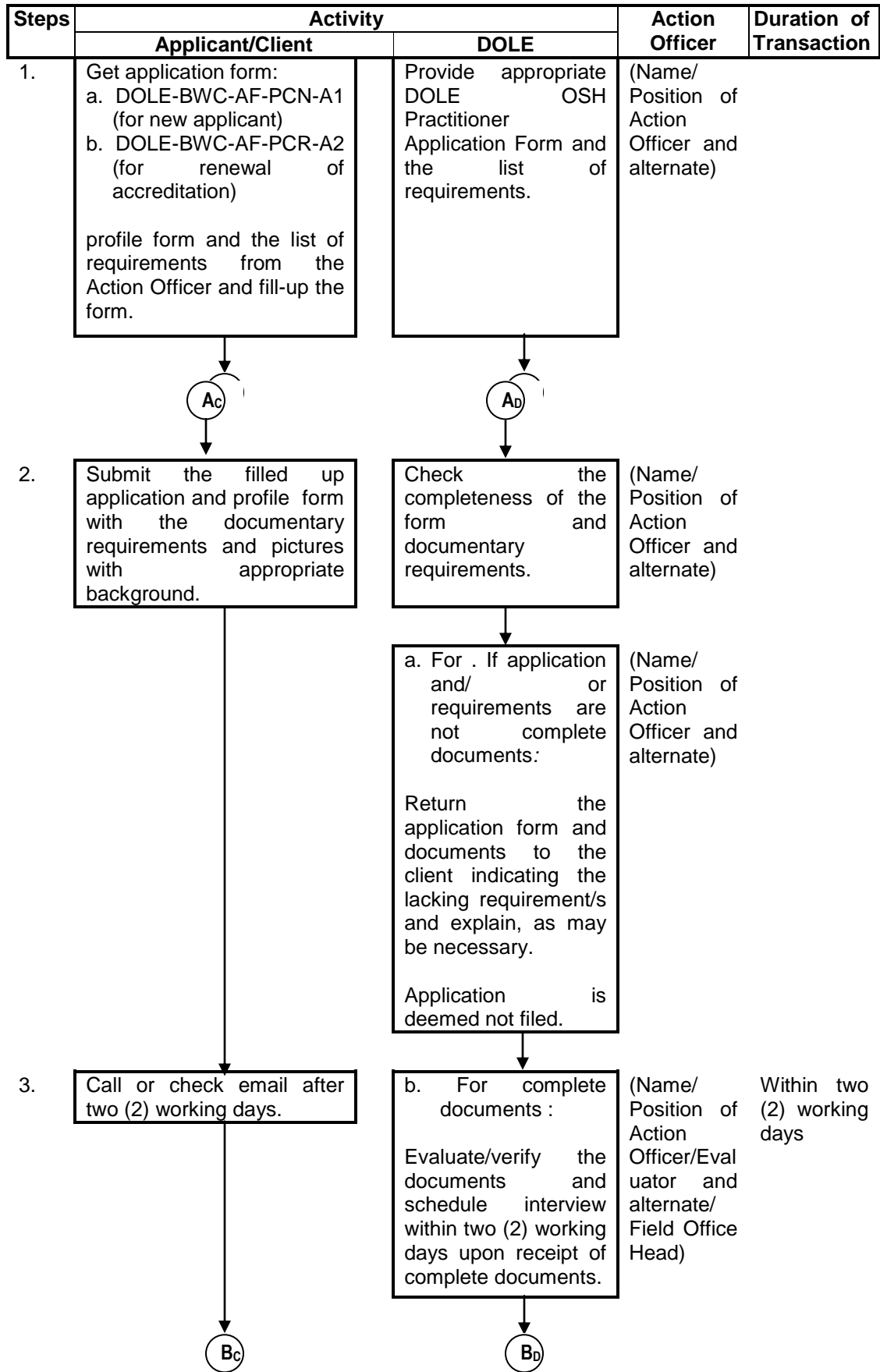
Regional Office
 Field Office may accept application but the Regional Director signs the Accreditation certificate

Total Process Cycle Time

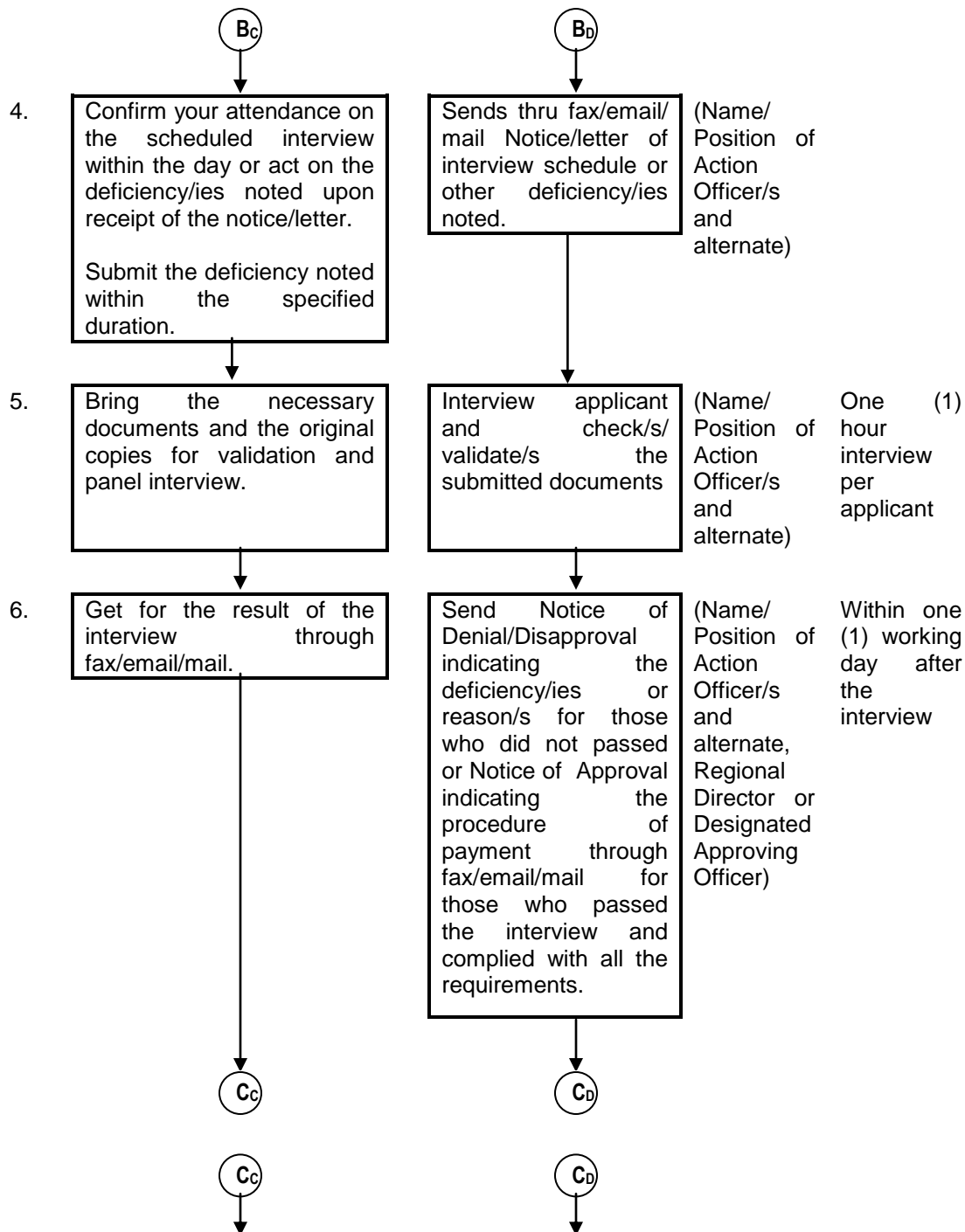
Ten (10) working days upon receipt of complete documents, interviewed and paid the required fees

Basic Steps





Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		



Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		
7.	<p>Get the order of payment upon receipt of Notice of Approval (thru email, fax, mail).</p> <p>Pay the required accreditation to the Cashier.</p>	<p>Issue order payment.</p> <p>Receive payment and issue OR.</p>	(Name/ Position of Action Officer and alternate and Designated Cashier)	
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8.	<p>Get Official Receipt (OR) from the Designated Cashier.</p> <p>Bring the OR to the Action Officer to be stamped with the due date and time of release.</p>	<p>Issue OR.</p> <p>Stamp the due date and time to release the Certificate of Accreditation.</p>	Designated Cashier (Name/ Position of Action Officer and alternate)	
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9.	<p>Present the OR and Notice of Approval for the issuance of Certificate of Accreditation/ID on the scheduled date and time of release.</p> <p>Upon receipt of the certificate, sign at the back of the certificate and provide DOLE a photocopy.</p>	<p>Release the Certificate of Accreditation/ID on the scheduled date and time of release.</p> <p>Receive photocopy of the signed certificate.</p>	(Name/ Position of Action Officer and alternate)	
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