

INTERNATIONAL OCCUPATIONAL HYGIENE ASSOCIATION

**Notes from a meeting of the
Start-up Certification Committee
held on
4 June 2001 at the Marriott Hotel, New Orleans, USA**

Present:	Dr V E Rose	(Chairman)
	Mr D E Agopsowicz	American Board of Industrial Hygienists
	Dr D Cottica	Italian Industrial Hygiene Association
	Mr M Newell	British Institute of Occupational Hygienists
	Dr W Spieler	Swiss Society for Occupational Hygiene
	Ms E Steyne	Southern African Institute for Occupational Hygiene
Observers:	Dr R Hanhela	Finnish Occupational Hygiene Society
	Miss H Jackson	Australian Institute of Occupational Hygienists
	Ms G Nise	Swedish Association of Occupational and Environmental Hygiene
	Mr S Zachariassen	Norwegian Occupational Hygiene Association
In attendance:	Mrs P M Blythe	Secretariat Manager
Apologies:	Dr L Burdorf	Dutch Occupational Hygiene Society

1. In accordance with the IOHA Certification Committee Charter (approved by the IOHA Board 17.11.00), it was agreed that representatives from the Canadian, Italian, Norwegian, The Netherlands,, Southern African, Swiss, USA and UK member organizations would form the Start-up Committee.
2. Dr Rose and Mrs Blythe to consider whether any changes were required to that document, and to put forward any proposals for change to the Start-up Committee prior to submission to the IOHA Board.
Action : V Rose / P Blythe
3. Those listed in 1. above to be formally asked to nominate a representative to this Committee.
Action : P Blythe
4. IOHA will cover the administrative expenses of the Secretariat, but will not cover any expenses incurred by members of the Committee.
5. Dr Rose and Mrs Blythe to design a form, for use within the Secretariat, which would act as a check-list regarding applications (date received, details of documents received, date forwarded for consultation, date returned from consultation, date vote called/due, result of vote notified to applicant, etc)
Action : V Rose / P Blythe
6. The Committee agreed that
 - a. all applications must be in English;
 - b. those not submitted by email must be provided by the applicant in a sufficient number of copies to enable one copy to go to each member of the Committee (plus one to be retained at the Secretariat);
 - c. upon receipt, all applications would be subject to an initial check by the Chairman and the Secretariat Manager before circulation to other members of the Committee;

- d. when circulated by the Secretariat to Committee members, a deadline will be set for completion of the review;
 - e. the Chairman to be responsible for relating any queries raised as a consequence of the review process back to the applicant;
 - f. when the iterative process is complete, the Secretariat will call for a vote (by email), including a deadline for receipt of votes (e.g. 30 days from date of call);
 - g. all members of the Committee are required to vote (in favour, against or abstain), any not voting will be expelled from the Committee, although a mechanism and criteria must be devised for re-admission;
 - h. any votes against will be accompanied by reasons for such a vote;
 - i. that the number of votes needed in favour of an application in order that it be approved shall be 75% of the votes cast;
 - j. that approved schemes may style themselves "IOHA Recognised Certification Board"
 - k. any significant changes to an approved scheme must be notified to the Committee;
7. The IOHA Board will require a recommendation from this Committee on the level of fees to be charged to applicants. Action : All
8. The Committee to recommend to the IOHA Board its preferred form of recognition (e.g. letter, certificate, wall plaque, etc). Action : All
9. The Committee' Charter, together with an extract from Chapter 9 of the Certification of Occupational Hygienists booklet (published by IOHA in December 2000), to be posted in a Certification section on the web site, and other guidance as developed. Action : V Rose / P Blythe
10. ABIH and BIOH to submit their own schemes for consideration by the Committee at the earliest opportunity. Action : D Agopsowicz / M Newell
11. The Committee hoped that by mid-June 2002 it would have considered applications from all the members of the Start-up Committee, so that it would be in a position to consider others.
12. Dr Rose to write an article for the IOHA Newsletter. Action : V Rose