



CHAIR REPORT IOHA BOARD MEETING, MAY 6, 2023

IOHA NARC

Date report was generated: April 21, 2023



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INTRODUCTION

Committee Mission Statement

To promote global respect for and recognition of Occupational Hygiene Certification Program which meet or exceed the IOHA Model Certification Program

Purpose and Activities

To promote the mission by:

- Receiving and reviewing applications from Occupational Hygiene Certification Boards seeking IOHA Recognition
- Periodically review the “IOHA Model Certification Program” and, where appropriate, recommend changes for approval by the IOHA Board.
- Periodically review the Committee Charter and recommend changes to the IOHA Board of Directors.
- Establish communications with prospective Certification or Registration programs with an emphasis on promoting applications to the NAR.
- Develop a consulting role which assists countries in their ability to get IOHA recognized.

Committee Chair: Kelly Fernandes, M.Sc., CIH

Committee Deputy Chair: Dr. Sharann Johnson, AM, COH, FAIOH

COMMITTEE MEMBERS

The committee has 17 credentialing organizations recognized by IOHA under the NAR Scheme. This year, under our tenure as Chair and Deputy Chair, the committee has been a more collaborative and participatory committee that has achieved many accomplishments that will be highlighted in this report.



The IOHA Executive Secretary, Retha van Niekerk, provides administrative support to the Committee.

NARC member	Representative
Australian Institute of Occupational Hygienists (AIOH)	Dr. Sharann Johnson
Board for Global EHS Credentialing (BGC)	Donald Weekes
British Occupational Hygiene Society (BOHS)	Len Morris
Canadian Registration Board of Occupational Hygienists (CRBOH)	Matthew Brewer
French Society of Occupational Hygienists (SOFHYT)	Adrien Laurent
Finnish Occupational Hygiene Society (STHS)	Milja Koponen
German Society for Occupational Hygiene (DGAH)	Dr. Christoph Lutermann
Hong Kong Institute of Occupational and Environmental Hygiene (HKIOEH)	Alex Tse
Italian Industrial Hygiene Association (ICFP)	Domenico Cavallo
Japan Association for Working Environment Measurement (JAWE)	Haruo Hashimoto
Malaysian Industrial Hygiene Association (MIHA)	Marina Zainal Farid
Dutch Occupational Hygiene Society (NVvA)	Andre Winkes
Norwegian Occupational Hygiene Association (NYF)	Camilla Adams
Occupational & Environmental Health Society of Singapore (OEHS)	Boon-Tian Ang
Southern African Institute for Occupational Hygiene (SAIOH)	Garth Hunter
Swiss Society for Occupational Hygiene (SSOH)	Jean Parrat
Swedish Association of Occupational and Environmental Hygiene (SYMF)	Stefan Ljunggren

COMMITTEE MEETINGS

The Committee meets monthly February through November during a year. The Committee decided to trial meeting every other month; however, due to pertinent work needing to be completed we have been meeting monthly. May 2023 will be the first meeting we will skip to start our trial.

We have met on five occasions since the September IOHA Board meeting:

October 3, 2022

March 16, 2023

November 17, 2022

April 20, 2023

February 23, 2023

Future meetings:

June 15, 2023

September 21, 2023 (

July 20, 2023 (many people are away this month and likely to be skipped)

October 19, 2023

August 17, 2023

November 16, 2023

* Dates highlighted in bold are meeting dates if we move to every other month meetings.

RE-ASSESSMENTS, NEW APPLICATIONS AND MENTORSHIP

Re-assessments

We have caught up on our re-assessments and have one to complete this year. We are waiting to hear back from the organization (Dutch Occupational Hygiene Society - NVvA) regarding their submission of the assessment tool. The Committee voted to extend their recognition until July 2023.

To date, under my tenure, we have completed the outstanding re-assessments for the following organizations:

- Swedish Association of Occupational and Environmental Hygiene (SAOEH)
- Norwegian Occupational Hygiene Association (NYF)
- Italian Industrial Hygiene Association (ICFP)
- Canadian Registration Board of Occupational Hygienists (CRBOH)

A major improvement to prevent recognition status being out of date, Chair Kelly Fernandes developed a Recognition Cycle Monitoring Tool that helps track re-assessments to assist future Chairs and the Executive Secretary in notifying organizations six months in advance of their upcoming due date.



The tool also helps organizations understand when the matrix tool along with supporting documentation is due to their reviewers and is accessible to every NAR representative on the NARC SharePoint. The Recognition Cycle Monitoring Tool has been included in the updated the application procedure.

New Applications

We have been working with two organizations to assist them in becoming recognized. At the time of this report preparation, we have a vote out to approve Iberoamerican Board of Occupational Hygiene (JIHO) as a NARC member.

Mentorship

The representative from JAWE, Haruo Hashimoto, has been mentoring the Indonesian Industrial Hygiene Association (IIHA) to develop their credentialing scheme. Previously, it was reported that an application had been received from this organization; further investigation has revealed that the assessment tool and supporting documentation has not been received and that the IIHA is still in the development stages of creating a credential process. Therefore, this organization has been placed under the mentorship category. An update at our last meeting from the JAWE representative was provided and additional information to understand how they will deliver their exams is still needed. The committee is grateful to Haruo Hashimoto for his mentorship to this organization.

The Deputy Chair and I had a meeting with Industrial Hygiene and Toxicology Association, Turkey (ETOK) to discuss developing their credential. They are at the beginning stages, and we have provided some resources and looking for mentors to assist them in their journey.

Similarly, the Deputy Chair and I will be meeting with Mongolian National Association of Occupational Hygienists to discuss their organization, provide an overview of our criteria, and provide resources where plausible.

WORK PLAN

The workplan for 2023 has been attached to this report and the following is the summary:

- Update the NARC Scheme Policy; the Committee will vote its adoption until ratification
- Develop two procedures; the Committee will vote its adoption until ratification:
 - NARC Application Process and Notification of Scheme Changes Procedure
 - NARC Recognition Scheme Pathways and Status Process Procedure
- Complete the following re-assessment and assessments:
 - Dutch Occupational Hygiene Society (NVvA)
 - Iberoamerican Board of Occupational Hygiene (JIHO)
- Process new applications from credentialling bodies for IOHA recognition of certification programs within six months upon receipt of the applicational and all supporting documentation.
- Improvement to the IOHA website on the NARC processes and certification.
- Develop a process to capture credential numbers from each member organization
- Appoint a part-time paid member of staff to the position of Chief NAR Reviewer by September 2023
- Develop a NARC application review training and deliver it to members three months after receipt of the criteria review

Additional needs have been identified as we have progressed our work:

- Update the NARC Criteria (this will delay the development of training)
- Update the Charter (consider removing the criteria and develop a policy and procedure on the criteria)
- Develop an Attendance Policy
- Develop a Chief NAR reviewer procedure that will outline roles, responsibilities, and the hiring process (e.g., template for the application process, requesting quotes from the candidate on cost, how we will market the position, etc.).

ACHIEVEMENTS

I am happy to share the Committee's additional achievements as follows:

- A NARC SharePoint was created, and our documents and work are now all housed in one location for all representatives to gain access. This will assist the Committee in maintaining “corporate memory”. This has also assisted in maintaining our documents and decreased sharing via email (i.e., document retention). In addition, this has made voting out of meetings much easier to progress our work.
- Using Microsoft Forms to collect votes out of session and show where motions or accepting assessments have passed.
- Implemented the five-year plan and working towards meeting the goals (e.g., Chief NARC Reviewer position)
- Agreed to adopt the NARC Scheme Cycle and developed a procedure (NARC Recognition Scheme Pathways and Status Process Procedure) that will assist the committee in the steps involved for IOHA Associations with a credentialing program to be recognized by the National Accreditation Recognition Committee. The pathway process has been designed to be an open and fair process. This procedure was not voted upon until we had received the information from the SME who was reviewing our criteria.
- Developed a NARC Application Process and Notification of Scheme Changes Procedure. There were several documents that was forming how we executed the application process. This process needed to be updated and put into one procedure. The procedure was voted to be adopted by the Committee until officially ratified. We have also received input from ExCo.
- Developed a Policy that will guide the Committee and its structure. The policy has been reviewed by ExCo, which will be updated and voted upon to adopt by the committee until officially ratified by the governance committee.
- The review of NARC Matrix Criteria was completed by a SME in accreditation, Ulric Chung. He provided recommendations for the committee to update the criteria and creating supporting documentation to help the committee complete reviews. This will also assist in developing a training.

- Developed an action item list that arise from our meetings to assist with tracking our work as well as new business that can be documented and allow future committees to continue our work.
- We provided feedback to the ExCo about updating our website to feature NARC. Sharann Johnson and I developed a document to assist IOHA in creating a webpage (attached to this report). Updates have already started and underway.
- We have fostered a collaborative environment and have more participation from representatives. Meetings have been productive with honest and open feedback.

GRATITUDE

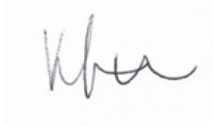
The Chair would like to extend their appreciation to the Deputy Chair. Dr. Sharann Johnson has provided valuable support and guidance and the Chair is thankful for their respectful, candid, and collaborative working relationship.

The Chair and Deputy Chair are grateful to the committee representatives and ExCo for their active support and participation.

In addition, we would like to thank the IOHA Executive Secretary, Retha van Niekerk, for all her support to the committee. In addition to her regular duties, she has been an immense support in assisting with the meeting minutes and ensuring we meet our deliverables as a Committee.

The NARC appreciates the opportunity to report to the Board on the progress of the committee. If you have any questions or require additional information, please do not hesitate to contact me or any member of the committee. Thank you for your time and attention.

Sincerely,



Kelly Fernandes, M.Sc., CIH
Chair, IOHA NARC

Attachments:

2023 Workplan

Website Update Document



National Accreditation Recognition Committee

2023 Annual Work Plan

Prepared by Kelly Fernandes, M.Sc., CIH, NARC Chair and Dr Sharann Johnson, AM, COH, FAIOH, Deputy Chair

This document describes the IOHA NARC annual work plan. The International Occupational Hygiene Association's (IOHA) National Accreditation Recognition Committee (NARC) (herein also referred to as "committee") is responsible for delivery of the global program for the recognition of Occupational/Industrial Hygiene Credentialing Programs.

This work plan is based on several recommendations formulated at the September 2018 NARC meeting (and ratified by the IOHA Board meeting) in Washington, D.C. This work was commenced in 2019 and several draft procedures and a policy has been developed to incorporate the recommendations. These will be reviewed by the committee in 2023 and will then guide the committee in their goals.

The proposed activities to be completed in 2023 by the committee are as follows:

1 Summary

- Update the NARC Scheme Policy; the committee will vote its adoption until ratification
- Develop two procedures; the committee will vote its adoption until ratification:
 - NAR Application Process and Notification of Scheme Changes Procedure
 - NAR Recognition Scheme Pathways and Status Process Procedure
- Complete the following re-assessment and assessments:
 - Dutch Occupational Hygiene Society (NVvA)
 - Indonesian Industrial Hygiene Association (IIHA)
 - Iberoamerican Board of Occupational Hygiene (JIHO)
- Process new applications from credentialing bodies for IOHA recognition of certification programs within six months upon receipt of the applicational and all supporting documentation.
- Website updates
- Develop a process to capture credential numbers from each member organization
- Appoint a part-time paid member of staff to the position of Chief NAR Reviewer by September 2023
- Develop a NARC application review training and deliver it to members three months after receipt of the criteria review



2 Meetings

In 2022, the Committee decided to trial bimonthly meetings for the 2023 year. Meetings will be held virtually. Meetings may be held at an event such as an associations conference, if there is a quorum of members present. The highlighted dates are the firm committee meetings dates with the unhighlighted dates as holds in members calendars should the bimonthly meetings are not sufficient. It was discussed that for the committee to function appropriately, committee members must be active participants in meetings and throughout the year.

Meeting dates:

- **23 Feb**
- 16 March
- **20 April**
- 18 May
- **15 June**
- 20 July
- **17 August**
- 21 September (Deputy Chair to assume Chair role)
- **19 October**
- 16 November

3 Governance

3.1 NARC Scheme Policy

The NARC Scheme Policy was drafted by the Committee and was shared with the IOHA Board in 2021. However, several updates are required and therefore an updated draft policy scheme will be provided to the Committee to review and vote that will guide the way the committee will work. These updates will help ensure that the Committee functions cohesively with the intention to streamline the ways of working and increase the committee's ability to fulfill its main directive in a timely manner.

3.2 Procedures

The NAR Committee, at its September 2018 meeting (IOHA 2018 Conference) in Washington, D.C. USA, resolved to amend the processes for initial assessment and re-assessment of certification programmes recognised by IOHA. However, procedures were never developed that clearly outline the way the Committee is to work to ensure fair, efficient and thorough reviews of new applications and re-assessments. Therefore the following procedures will be developed, reviewed by the Committee and voted on to guide our assessments:



- NAR Application Process and Notification of Scheme Changes Procedure
- NAR Recognition Scheme Pathways and Status Process Procedure

3.3 Process

It is important to note that the Governance Committee has requested that the Committee compile their draft procedures and policies into one packet for review and approval. Therefore, the policies and procedures that will be voted on by the Committee will be considered draft by the Committee until ratified by the Board. However, the accepted policies and procedures will guide the Committee until official ratification. It is the intention of the Committee to collate the procedures into one Manual for the Governance Committee to review.

4 Accreditation Recognition Program Assessments

The primary business of the National Accreditation Recognition Committee is the processing of applications for IOHA recognition of Occupational/Industrial Hygiene credentialing programmes. From September 2022, the Committee has been able to ensure that re-assessments have been completed and is currently up to date (as of January 2023). The focus for the Committee in 2023 will be the continued commitment to completing re-applications on schedule (following the new procedure and tracking tool) and new applications for recognition are processed in a timely manner (within six months of receiving an application and all supporting documentation).

4.1 Renewals for 2023

The Certification program of the following credentialing body is scheduled for re-assessment during 2023. Based on information provided by NVvA to the committee, a delay in providing the application was noted. It is expected that the committee will vote on an extension (the period of recognition (nominally 5 years) will be reduced by an amount equal to the length of the extension).

Member Organization	NARC Reviewers	Expiry date (month/year)
Dutch Occupational Hygiene Society (NVvA)	MIHA (Malaysia) AIOH (Australia)	01/2023

4.2 New applications

The Committee received new applications from the organizations listed below. The intent is to have the Committee finish the reviews and vote within three months of the first meeting of 2023.



Member Organization	NARC Reviewers	Application Received
Indonesian Industrial Hygiene Association (IIHA)	JAWE (Japan) SOFHYT (France)	May 2021
Iberoamerican Board of Occupational Hygiene (IHO)	SAIOH (South Africa) ICFP (Italy)	May 2022

4.3 Notification of intention to apply

One organization, the Argentine Society of Occupational Hygiene, has submitted documentation for the Committee to review. They notified the Chair that they are working on the application for submittal and official review.

5 Website update

The promotion of competent occupational hygienists and the credentialing of national associations is core business and an important activity for IOHA. A proposal will be developed to add the NARC to the home page to ensure it is easy to find and navigate by member associations, occupational hygienists and third parties.

It will include the current list of NARC national associations, brief outline on the accreditation process as well as NARC activities and the link to the Application Form.

6 Five-Year Business Strategy Objectives

The Committee will work on the following business objectives from the Five-Year Business Strategy:

6.1 Business Objective 1

The Committee will develop a process to establish a system to track of the global numbers of both certified occupational/industrial hygienists and hygiene technicians. This will support our objective to increase the global number of accredited associations and certified hygienists as well as assist with the funding model for the Chief NAR Reviewer position.

6.2 Business Objective 3

The following points have been chosen to complete in 2023:



6.2.1 Chief NAR Reviewer

A sub-committee has been chosen to review the roles and responsibilities of the Chief NAR Reviewer to align with the direction of the Committee and create a position. The intent is to appoint a part-time paid member of staff to the position of Chief NAR Reviewer by September 2023.

6.2.2 Develop and deliver training for all members of NARC

The Committee identified a loss where many members have not been provided instruction or training on how to conduct a review. This leaves inconsistencies in how reviews are completed and how criteria are applied. A training will be developed and delivered to Committee members within three months of receiving the information collated from the NAR Scheme Criteria provided by Ulric Chung. It is the intention that the Chief NAR Reviewer position, once filled, will take over this role and update and provide refresher training and training to new members annually.

IOHA Website [HEADING] Occupational Hygiene Certification

The certification credential is the highest available technical competency credential for an occupational/industrial hygiene (OH/IH) professional. It is internationally recognised as a measure of excellence and signifies a certain level of competence and specialized knowledge and skills. The credential holder has been assessed and verified on their level of education, years of experience, and by examination. The importance of a certification credential in OH/IH impacts the globe as it elevates the profession to ensure the global workforce is protected from workplace harm.

[Drop Down] National Accreditation Recognition (NAR) Committee

The National Accreditation Recognition (NAR) Committee are custodians of the certification process and recognize national occupational hygiene associations who offer certification examinations. To promote global respect for and recognition of Occupational Hygiene Certification Programs organizations which meet or exceed the *IOHA Model Certification Program* can apply to become a member of NARC and are approved for a five-year cycle. Every five years organizations are re-assessed to ensure they continue to meet or exceed specific criteria and that they show how they continually improve their program.

Each recognized organization appoints an active representative that serves on the committee to uphold and complete NARC activities.

If your organization wishes to apply to be a part of NARC, fill out this form [hyperlink to embedded form that will go to the Executive Assistant] for a preliminary assessment. Please note your information will be forwarded to NARC Chair for review and they will contact you with more details.

The following are the internationally recognized organizations:

[Insert table]

Form Questions for Application:

1. Organizations name
2. Organizations main contact (name, email, phone)
3. How long has your organization been certifying credential holders?
4. What are your organization's minimum requirements for an applicant (e.g., education requirements, ethics requirements, examination of candidate, etc.)? Please provide a brief description.

5. Do you require your credential holders to have certification maintenance (i.e., document ongoing continuing education)?
6. Do you have written policies and procedures that you will share, translated to English, for your review?

National Accreditation Recognition (NAR) Schemes (hyperlink name to each org's website)

<i>National Accreditation Scheme</i>	<i>Organization Abbreviation</i>	<i>Member Since</i>	<i>Approval Cycle</i>
Australian Institute of Occupational Hygienists	AIOH	2006	June 2021 – June 2026
Board for Global EHS Credentialing	BGC	2003	October 2019 – October 2024*
British Occupational Hygiene Society	BOHS	2003	December 2020 – March 2026*
Canadian Registration Board of Occupational Hygienists	CRBOH	2006	June 2022 – June 2027
Dutch Occupational Hygiene Society	NVvA	2006	January 2018 – January 2023
Finnish Occupational Hygiene Society	FOHS	XXXX	May 2021 – May 2026
French Occupational Hygienists Society	SOFHYT	2009	December 2020
German Society of Occupational Hygiene	DGAH	2014	September 2019 – September 2024
Hong Kong Institute of Occupational and Environmental Hygiene	HKIOEH	2013	October 2020 – October 2025
Italian Industrial Hygiene Association	ICFP	2008	June 2021 – June 2026
Japan Association of Working Environment	JAWE	2014	February 2019 – July 2025*
Malaysian Industrial Hygiene Association	MIHA	2014	October 2019 – October 2025*
Norwegian Occupational Hygiene Association	NYF	2009	June 2021 – June 2026
Occupational and Environmental Hygiene Society of Singapore	OEHS	XXXX	July 2019 – July 2025
Southern Africa Institute for Occupational Hygiene	SAIOH	2006	September 2019 – September 2024
Swedish Occupational and Environmental Certification Board	SAOEH	2010	June 2022 – June 2027
Swiss Society for Occupational Hygiene	SSOH	2009	October 2019 – October 2024

*Adjustments to the cycles were approved by the Committee

