

**APPLICATION FORM FOR APPROVAL OR REAPPROVAL OF A PERSON TO PROVIDE ACTIVITIES ON PROTECTION AND PREVENTION OF RISKS****A. Applicant's Data:**

Name:

(physical person, in case of legal entity, the data of at least one physical person must be included)

Mailing address:

Identity Card No. or
Passport No.:

Correspondence address:

(only if different from above)

Telephone number:
(landline & mobile)

Fax: *

E-mail:

Website: *

* : non- mandatory

B. Application**B1. Academic Qualifications and Professional Experience according to Table 1 of the attached Minimum Required Qualifications**

No.	Academic Qualifications in Occupational Safety and Health	Professional Experience in Occupational Safety and Health (min. years)	Mark <input type="checkbox"/> in one of the 6 categories
1.	University degree or title or equivalent qualification in Occupational Medicine recognized by the Cyprus Medical Association and registration on the Medical Register.	2	
2.	University degree or title (including postgraduate title) or equivalent qualification in Occupational Safety and Health.	2	
3.	University degree or title (including postgraduate title) in subjects other than those mentioned in categories (1) and (2) and special education on issues of Occupational Safety and Health as described in Note 2 of the Minimum Required Qualifications.	3	
4.	Higher Technical Institute (HTI) Diploma, three years duration, postsecondary level or equivalent qualification and Special Education on issues of Occupational Safety and Health as described in Note 2 of the Minimum Required Qualifications.	5	

No.	Academic Qualifications in Occupational Safety and Health	Professional Experience in Occupational Safety and Health (min. years)	Mark <input checked="" type="checkbox"/> in one of the 6 categories
5.	Diploma of two years duration, postsecondary level and special education on issues of Occupational Safety and Health as described in Note 2 of the Minimum Required Qualifications.	8	

Important Note: You are requested to attach copies of all relevant documents concerning your Academic Qualifications (degrees /postgraduate titles / transcripts) as well as relevant Professional Experience (certifications).

B2.Special Education (for applicants classified according to Para. B1, Categories 3 or 4 or 5, Table 1 of the attached Minimum Required Qualifications).

(a) For applicants classified according to Para. B1, Categories 3 or 4 or 5, Table 1 of the attached Minimum Required Qualifications.

List in the following Table A, all certificates concerning the Applicant's Special Education in Occupational Safety and Health which have been validated following suitable assessment¹ and which include balanced coverage of the Subject Areas listed in Table 3 of the Minimum Required Qualifications (Minimum required training **150 hours**).

For every exam-validated / accredited training programme submitted by an applicant, a sufficient description of the programme's content must be provided as well as a transcript, in cases where the training provider issues such a document.

TABLE A

No.	Name of Training Provider	Training Programme Title	Training Dates	Duration (hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(b) For applicants classified according to Para. B1, Categories 3 or 4 or 5, Table 1 of the attached Minimum Required Qualifications.

List in the following Table B, all certificates related to the Applicant's Special Education which do not include validation following assessment of Applicant's knowledge, and which only document the Applicant's participation in training programmes, conferences, workshops, or seminars in Occupational Safety and Health, on condition that at least **80 hours** have been accumulated within the last 5 years (Minimum required training **100 hours**).

¹ Indicative examples of such training are the NEBOSH International General Certificates in Occupational Safety and Health. More information is available on the website, www.nebosh.org.uk Also, complete training programmes for Safety Representatives, offered by training centres / providers which include suitable assessment by written examination of candidates, such as those programmes offered by the Cyprus Productivity Centre (KEPA). Further information is available on the KEPA website, www.mlsi.gov.cy/kepa (section on "Health and Safety Training Programmes").

For every non exam validated / non-accredited training programme (attendance only) submitted by applicants, a description of the programme's content must be provided.

It is noted that when training programmes are organized by the applicant's employer or by a company or partnership of a self-employed person, the applicant will be credited a maximum of 20 hours out of the required 100 hours.

TABLE B

No.	Name of Training Provider	Training Programme Title	Training Dates	Duration (hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

You are requested to attach copies of all relevant documents concerning your Special Education in support of whatever you list in Tables A and/or B above.

C. Other Requirements - Supporting Documentation

Please mark "X" in the relevant boxes below.

- C1. Successful participation in the written examinations of the Department of Labour Inspection to certify the knowledge of the Cyprus and European Legislation regulating issues of Occupational Safety and Health (according to Table 2 of the attached Minimum Required Qualifications)
- C2. Curriculum Vitae
- C3. Recent Sample of Work carried out regarding Occupational Safety and Health, such as participation in the preparation of a Written Risk Assessment at a workplace, participation in the preparation of Safety and Health Plan for temporary or mobile construction sites, etc.
- C4. Additional qualifications / information / data (Not mandatory) Please attach supporting documentation.

Photocopies of all relevant documentation are acceptable. However, the Department of Labour Inspection, may request that original documentation be presented during or after the processing of the application.

D. Verification of Knowledge, Training and Experience

I understand that during the processing of the present application, I may be required to undertake a **written examination**, with the purpose of verifying that I possess the very good knowledge of the Cyprus Legislation and Policy regarding Occupational Safety and Health issues.

E. Personal Data

Additionally, in case I am approved by the Chief Inspector, my personal data and data regarding my approval, which is protected according to the provisions of the Processing of Data of a Personal Nature (Protection of Persons) Law of 2001 as amended, will be utilized by the Department of Labour Inspection to inform interested employers and self-employed persons and will be published on the Department's website. According to the above Law and any other Laws which amend or replace this Law, the Department of Labour Inspection wishes to inform that some of the personal data included in the present application may be announced to third parties.

F. Protection of Personal Data in the Internal Market Information System (IMI)

Within the scope of Directives 2005/36/EC and 2006/123/EC and the harmonising legislation (Law 31(I)/2008 and Law 76(I)/2010), respectively, the Department, in order to simplify the procedures and the administrative cooperation required to examine an application of a member for registration may, through the IMI System, request and receive information from the Competent Authority of another Member State concerning the applicant, in which the applicant has stated he is a registered member.

The Coordinators for the IMI System may also act as Competent Authorities and as such may send or receive requests for information. For further information as to how the Internal Market Information System operates you may visit <http://ec.europa.eu/imi-net> or link through the website of the Ministry of Energy, Commerce, Industry and Tourism at <http://www.mcit.gov.cy>

G. Terms

Data collection via any application form submitted to the Department of Labour Inspection and its subsequent verification is subject to the provisions of the Safety and Health at Work Laws of 1996 to 2011 regarding the powers of Inspectors. Obstruction of the Inspectors in the carrying out of their duties by an applicant, such as submitting false / contradictory data, is a criminal offense and may lead to immediate rejection of the application involved.

H. Fees

The payment of the prescribed €150 fee to the Department of Labour Inspection is a prerequisite to the processing of the application, regardless of the final outcome of the application being processed.

The completed form and the prescribed fee can be posted to the address: Department of Labour Inspection, 1493 Lefkosia. The relevant bank cheque for the amount of €150 must be made out to: «Department of Labour Inspection Director».

Alternatively, you may deliver the completed form and the fee at the Central Offices of the Department (Apelli 12 Street, Ayii Omologites, 1080 Lefkosia, opposite the Press and Information Office (P.I.O) of the Republic of Cyprus) For every payment, Accounting section of the Department issues and / or sends the relevant payment receipt.

Date

Applicant's signature

**New Minimum Required Qualifications for
Providers of Preventive and Protective Services to Employers
and Self-Employed Persons**

The minimum required qualifications which persons interested in providing preventive and protective services to Employers and Self-Employed Persons must satisfy in order to be approved by the Chief Inspector, as of January 1st 2017, are the following:

Qualifications:

1. Academic and/ or Special Education and proven professional experience in accordance with their academic education, on issues of Occupational Safety and Health, as listed in **Table 1**.
2. Very good knowledge of the Cyprus and European Legislation and Policy on Safety and Health at Work according to **Table 2**. As of January 1st 2013, the Department of Labour Inspection holds a written examination twice a year which every applicant must sit for and obtain a pass.

TABLE 1

No.	Academic and / or Special Education on Occupational Safety and Health	Professional experience in Occupational Safety and Health (min. years) (Note 1)
1.	University degree or title or equivalent qualification in Occupational Medicine recognized by the Cyprus Medical Association and registration on the Medical Register.	2
2.	University degree or title (including postgraduate title) or equivalent qualification in Occupational Safety and Health.	2
3.	University degree or title (including postgraduate title) in subjects other than those mentioned in categories (1) and (2) and special education on issues of Occupational Safety and Health as described in Note 2 .	3
4.	Higher Technical Institute (HTI) Diploma, three years duration, postsecondary level or equivalent qualification and Special Education on issues of Occupational Safety and Health as described in Note 2 .	5
5.	Diploma of two years duration, postsecondary level and special education on issues of Occupational Safety and Health as described in Note 2 .	8

NOTE 1:

The required professional experience on issues of Occupational Safety and Health includes full time employment as Consultant, Inspector, Safety Officer or Person providing Internal (within a company) Services of Protection and Prevention of Occupational Risks while being employed or self-employed in the Private or Public Sector, etc. Persons who are part time employed dealing with issues of Occupational Safety and Health must prove that they possess the equivalent experience with the full time employment requirements.

NOTE 2:

The required training on issues of Occupational Safety and Health must be 250 hours, of which 150 hours must be suitably accredited and must include balanced coverage of the subject areas of **Table 3**.

The remaining 100 hours, which do not require accreditation, may simply be certified participation in training programmes, conferences, workshops, seminars on Occupational Safety and Health, provided that at least 80 hours have been accumulated during the last five years. The aforementioned training programmes do not have to be accredited programmes.

For every exam-validated / accredited training programme submitted by an applicant, a sufficient description of the programme's content must be provided as well as a transcript, in cases where the training provider issues such a document. For non-exam validated / non-accredited training programmes (attendance only) submitted by applicants, a description of the programme's content is sufficient.

For training programmes (non exam validated / non accredited) organized by the applicant's employer or by a company or partnership of a self-employed person, the applicant will be credited a maximum of 20 hours out of the required 100 hours.

TABLE 2

No.	SUBJECT AREA	CONTENT
1.	EUROPEAN AND CYPRUS LEGISLATION ON OCCUPATIONAL SAFETY AND HEALTH	Cyprus and European: i. Legislation ii. Policy iii. Strategy iv. Institutions v. Organisations

TABLE 3

1.	OCCUPATIONAL SAFETY & HEALTH MANAGEMENT	i. Setting and improving policy for occupational safety and health ii. Organising for safety and health iii. Safety and Health Management systems iv. Safety and Health auditing v. Organisation of the protection and prevention services vi. Promotion of a positive safety and health culture vii. Management of contract works viii. Monitoring, reviewing and auditing of health and safety performance ix. Basics of Environmental management
2.	ASSESSMENT AND MANAGEMENT OF OCCUPATIONAL RISKS	i. Risk assessment methodologies and implementation; ii. Risk management (identification and successful implementation of specific risk control measures)

		<ul style="list-style-type: none"> iii. Developing safety methods of work, safety instructions, etc. iv. Best practice
3.	OCCUPATIONAL SAFETY AND HEALTH TECHNICAL KNOWLEDGE	<ul style="list-style-type: none"> i. Principles of safety and health at work ii. Principles of risk prevention iii. Principles of occupational health iv. Main principles of workplaces inspection, sampling and measurement v. Accident and dangerous occurrences investigation vi. Fire safety - explosions vii. Chemical agents, Biological agents, Carcinogens, Asbestos viii. Physical agents (noise, exposure to heat stress, vibration, lighting, environmental conditions, etc.) ix. Construction site and work at height safety and health x. Mechanical risks xi. Electrical risks xii. People and vehicle transportation xiii. Personal protective equipment xiv. First Aid xv. Emergency action plans
4.	HUMAN AND ERGONOMIC FACTORS	<ul style="list-style-type: none"> i. Workplace design & layout, including computer workplaces. Posture, manual handling & musculoskeletal disorders, Visual Display Units ii. Anthropometry & work physiology; iii. Human behaviour and safety
5.	SAFETY TRAINING, INFORMATION AND COMMUNICATION	<ul style="list-style-type: none"> i. Safety and health communication techniques ii. Training assessment, execution and evaluation
6.	ADVISORY AND CHANGE MANAGEMENT SKILLS	<ul style="list-style-type: none"> i. The Occupational Safety and Health (OSH) manager as change agent; ii. Organisational learning; iii. Technical and organisational change management.
7.	PROJECT WORK (Accredited)	Practical application of theoretical knowledge by carrying out a project and preparing a relevant study-paper.