PEOPLE
SAFER
WORKPLACES
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MySheqaGroup

MySHEQA



HEARING PROTECTION

RISK ASSESSMENT

A SAFER WORKPLACE

COURSE FEE

RM1,026
PER PAX

**The price is before promotion & inclusive 8% SST.*
**The price might be change after any available promotions applied.*

Hearing Conservation Administrator (HCA):
Managing and Protecting Noise at the Workplace

VIRTUAL EVENT

(BASED ON DOSH GUIDELINES)
10 CEP POINTS

22 & 23 February 2027
29 & 30 March 2027

Zoom (Online)

REGISTERED HRD CORP TRAINING PROVIDER

My Sheqa Group Sdn Bhd (1104379A)

03-5569 7931 | www.mysheqagroup.com | 18-1 (1st Floor), Jalan Presiden F U1/F, Accentra Glenmarie, 40150 Shah Alam, Selangor

Course Details

Date	Venue/ Platform	Trainer
22 & 23 February 2027	Remote Online Training	Iszaiffah Mohd Eshabah / Razak Majid
29 & 30 March 2027		

About The Course

The Factory and Machinery (Noise Exposure) Regulations 1989 has been in operation for more than 30 years have been revoked and replaced with OSH (Noise Exposure) Regulations 2019. Along with OSH (Noise Exposure) Regulation 2019, a new Industry Code of Practice for Management of Occupational Noise Exposure and Hearing Conservation 2019 was introduced to the employees to control the exposure of excessive noise in more structured and workable arrangement through the action needed.

According to Industry Code of Practice for Management of Occupational Noise Exposure and Hearing Conservation 2019, employer shall appoint a person called Hearing Conservation Administrator (HCA) to assist the employer in implementing HCP at the workplace.

Learning Objectives

On completion of this course, participants should be able to:

- To know the effect of noise.
- To aid the changes in noise regulation.
- Identify duties and responsibility as a hearing conservation administrator.
- Explain the components in hearing Conservation Program.

Course Content

Module 1: Noise Exposure Regulations 2019

- Difference between new and old regulations. What are the differences?

Module 2: Noise Industry Code of Practice 2019

- Selection of Hearing Conservation
- Administrator (HCA) based on its capabilities, requirements and skills.
- Identification of Noise Hazard Checklist (Process in segregating by work process, selecting correct person to interview during filling in the Identification checklist).
- Responsibilities of HCA in determining correct Suppliers based on its duties.

Module 3: Noise Risk Assessment

- To understand the objective of Noise Risk Assessment.
- To understand in interpreting Noise Risk Assessment Report.
- To understand the action and advice from the Noise Risk Assessment Report
- (Engineering Control, Administrative Control, PHP, HCP, Audiometric testing).

Module 4: NRA Report Presentation

- Trainers' experiences.

Module 5: Action Plan After Noise Risk Assessment

- To Come out with Action Plan and execute with the plan accordingly.
- To write justification report.
- Process flowchart of Audiometric Testing (fill in JKKP 7).

Workshop

1. Case Study (for participant)
2. Case Study (for presentation)

Tentative Course Programme

Day 1

Time	Description
0830 – 0900	Registration
0900 – 0930	Ice-breaking session
0930 - 1030	Introduction & Legislation
1030 - 1045	Break
1045 - 1300	**Module 1, Q & A**
1300 - 1400	Lunch
1400 - 1515	**Module 2**
1515 - 1530	Break
1530 - 1645	**Module 3**
1645 - 1700	Q & A

Day 2

Time	Description
0830 – 0900	Registration
0900 – 0945	**Review Day 1**
0945 - 1030	**Module 4**
1030 - 1045	Break
1045 - 1300	**Module 5, Q & A**
1300 - 1400	Lunch
1400 - 1515	**Workshop (Participant)**
1515 - 1530	Break
1530 - 1645	**Workshop (Presentation)**
1645 - 1700	Q & A

Target Participants

- Safety practitioners
- Supervisors
- Managers
- Safety committee members
- Procurement personnel who are involved in safety and hygiene tendering and personnel who are responsible for ISO and compliance audit.

Methodology

- Theory Presentation
- Q & A Discussion

Trainer Profile

Name : Iszaiffah Mohd Eshabah



Ms. Iszaiffah Bte Mohd Eshabah is consultant related to Department of Safety and Health (DOSH) and Department of Environmental (DOE) compliances after her graduation in Bachelor Science in Biomolecular from Universiti Teknologi MARA. With 9-year experience as a consultant in environmental and safety field and 5-year experience as DOSH Registered Noise competent person or Noise Risk Assessor and a registered PSMB Train The Trainer (TTT).

She has 9-year experience in entering a wide range of industry such as wood industry, chemical industry, fabrication, engineering plants, textile industry, food industry etc. 2012 till present she had been working in a consultancy firm as section head and major in noise monitoring as well as OSHA (Noise Exposure) 2019. She is more focusing in providing services and advice related to compliance to DOSH such as Chemical Health Risk Assessment (CHRA), Chemical Exposure Monitoring (CEM), Noise Monitoring, Indoor Air Quality, Local Exhaust Ventilation, and advice related to compliance to DOE such as Air emission monitoring in Environmental Quality Act and regulations.

Trainer Profile

Name : Razak Bin Majid



En. Razak bin Majid holds a Masters Degree In Safety, Health and Environmental qualification from University Selangor and Diploma In Operation Management from University Technology Malaysia. In the past, he has conducted courses such as Safety, Health and Environment, Management and Supervisory Skill, Base Behaviour Safety, Problem Solving Skill, and Good Manufacturing Practices.

His experience includes being a Training Officer with Royal Malaysian Navy for Certificate of Advancement under Mara for Level 1, Level 2 and Level 3 and he was promoted as a Master Chief Petty Officer to become Senior Auditor.

En. Razak has been a freelance speaker for 20 years after he retired from the Royal Malaysian Navy. He has been invited as a speaker at Education College, training centre as well as public events.

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GENERAL

1. Training registrations are to be made on our online portal at **learning.mysheqagroup.com**
2. The Training Provider reserves the right to change the speaker, date, venue, or to cancel the event if the number of participants is less than 10 pax. Hence, a minimum of fifteen (15) calendar days' notice will be given.
3. Failure to attend the course or no show without prior notice will result in charges. **30% of the training fee will be charged for any cancellation made in less than fifteen (15) calendar days from the date of the event.**
4. Training certificates will be issued to participants within fourteen (14) working days after the training event with or without completing the HRD Corp documentation.

HRD CORP CLAIMABLE (SBL KHAS)

1. MySHEQA will serve the registration form as a purchase order.
2. **All registration must be made not later than one (1) month before the training.** MySHEQA has the right to reject any registration after the stipulated time.
3. Under normal circumstances, training registration will be confirmed within forty-eight (48) hours upon the submission of registration form.
4. Effective 1st September 2026, we will be implementing a 30% upfront payment requirement for all training registrations under HRDC grant applications.
   - This is to facilitate the necessary administrative and operational processes related to the training arrangement.
   - The remaining 70% balance will be processed during HRDC claim process (post-training), subject to the applicable payment terms and HRDC claim procedures.
5. **The documents required for HRD Corp grant application will be given via email within 20 – 25 days before the training date, as the approval letter must be obtained at least 14 days prior to the training.**
6. The client shall apply for the grant and submit the grant ID to MySHEQA via email to account@mysheqagroup.com & farah@mysheqagroup.com
7. 'Training Confirmation' email will be given at least fifteen (15) calendar days before the training.
8. The Client shall ensure that the participant attending the training event is the same person registered in the listing of HRD Corp grant. For any last-minute replacements, the client must inform MySHEQA operations team at least one (1) working day before the training event.
9. In the case of participant replacement, the client must attend to HRD Corp's enquiries regarding the grant modification.
10. Registrants without a grant ID may still attend the training; however, a tax invoice will be issued.
11. **Within seven (7) working days** after our team has sent the claim documentation, the Client needs to submit a complete JD14 form and attendance report signed by authorized person-in-charge together with company stamp to us.

NON HRD CORP CLAIMABLE (COMPANY SPONSORED/SELF SPONSORED)

1. MySHEQA will serve the registration form as a purchase order.
2. For Non-HRD Corp claimable or company sponsored, MySHEQA will issue a tax invoice, and payment needs to be made within one (1) month from the invoice issuance date. If payment cannot be made within the stipulated time, a letter of undertaking (LOU) is required to guarantee the payment through account@mysheqagroup.com
3. Training certificates will be issued to participants within fourteen (14) working days after the training event and completion of payment.
4. Online payments can be made via Online Banking.