

User Manual

BEM-ECP Safety, Health and Environment Excellence Award 2024

https://beshexa.bem.org.my



Getting started

- 1. Navigate to URL <u>https://awards.bem.org.my</u>.
- 2. Ensure that Person in Charge is Head of Company or Government Agency or Authorized personnel. Click Register now!

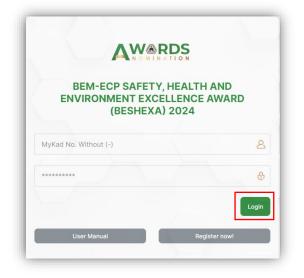
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ENVIRONMENT E	ETY, HEALTH AN XCELLENCE AW XA) 2024	
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		Login
User Manual	Register	now!
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3. Fill all the requirement details and click Register button. If the registration successful, Person in Charge will receive an email and the system will directly go to login page.

	A	WARDS
E		FETY, HEALTH AND INCE AWARD (BESHEXA) 2024
ENGINEERING CONSULTAI	NCY PRACTICE(ECP) IN	FORMATION
Name of ECP		Number of Engineers Employed
Select one		•
** Please contact administrator if your	company name not in list.	
Registration Category		
Select one		
CONTACT DETAILS	Mykad	
	Mykad	
	Mykad	
Name of Person in Charge	Mykad	Confirm Password
Name of Person in Charge	Mykad	Confirm Password
Name of Person in Charge	Mykad	Confirm Password



4. Log into the system using registration details.

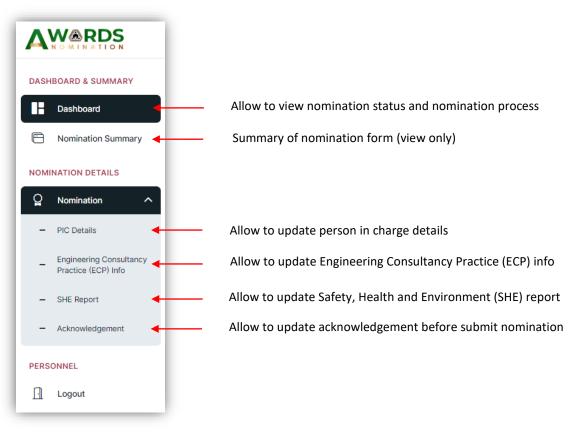


5. System redirect to Dashboard page will show nomination status and nomination process.

	=	Syakirah binti Hasn
DASHBOARD & SUMMARY Dashboard Nomination Summary NOMINATION DETAILS Nomination PERSONNEL		Welcome!! Syakirah Binti Hasni Congratulations on becoming one of our nominee!! BM - SCP Safety Mealth and Environmental Excellence Award (BESHEXA) is a bi-annual award presented to ECP members in Malaysia with proven Safety & Health and Environmental (SHE) performance. The audited ECPs are subject to rigorous document and site verification audits by a panel of qualified and declated judges to be considered by the BESHEXA committee based on their ability and competence for their respective awards.
<u>n</u> Logout	Nomination Status PERUNDING ALIF BERSATU SDN. BHD. & BEM Reg. No. : BC1241 Category A: 20 Engineer(s)	STEP 1 Person in-charge update nomination information including SHE Report. ** Al information for nomination can be found under Nomination Table at the left side of system:
	SHE Report Pending Acknowledgement & Pending Declaration Final Nomination Status	PIC Details ECP Info Complete



6. To update or view Person in Charge details, Engineering Consultancy Practice (ECP) information, Safety, Health and Environment (SHE) report and acknowledgement can be found at the left side of navigation menu.





7. Person in Charge update details.

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DASHBOARD & SUMMARY Dashboard Nomination Summary	Person in charge(on be BHD.) Dashboard > Person in char	ehalf of PERUNDING ALIF BERSATU SDN.
NOMINATION DETAILS	Person in charge Detain	Is Syakirah binti Hasni
PIC Details Engineering Consultancy Practice (ECP) Info	МуКаd	987654321 •* Call administrator If your MyKad No. needs modification.
 SHE Report Acknowledgement 	Designation	
PERSONNEL	Office Address	

8. Engineering Consultancy Practice (ECP) information (view only).

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DASHBOARD & SUMMARY Dashboard Nomination Summary	Nominee Dashboard > Engineering Consultancy Practice (ECP)	
NOMINATION DETAILS Q Nomination - PIC Details - Engineering Consultancy Practice (ECP) Info - SHE Report - Acknowledgement PERSONNEL	Co	DAD LOGO HERE mpany Logo Isose File, Nn
<u>]</u> Logout	ECP Name PERUNDING ALIF BERSATU SDN. BHD. ECP Registration No BC1241	Registration Category Body Corporate No. of Engineer Employed 20



9. Safety, Health and Environment (SHE) report

	=	Syakirah binti
DASHBOARD & SUMMARY	The SHE Report should include:	
Dashboard	Introduction	+
Nomination Summary		
NOMINATION DETAILS	SHE experiences and best practices	
Q Nomination ^	1. Policy	-
- PIC Details	+> ← Paragraph v B I @ 🖬 🖩 v 👀 🗈 ∨ := := := := :=	
 Engineering Consultancy Practice (ECP) Info 		
- SHE Report		Save Reset
Acknowledgement PERSONNEL	Attachment Files :	
Logout	Add Choose Files No file chosen	Save
	2. Objective	+

10. Next, Person in Charge need to declare either all the details are TRUE and click submit button. The Download Attachment button will appear after submission. Person in Charge need to download the form, sign, affix with company stamp and scan as PDF then upload back to the system under ATTACHMENT part.

			٢	Syakirah
DASHBOARD & SUMMARY	Acknowledgement & Decla	ration		
Dashboard	Dashboard > Acknowledgement			
Nomination Summary				
OMINATION DETAILS	The form will appear after chec	kbox have been ticked.		
Q Nomination	NOMINEE			
- PIC Details	Name of Person in charge	Syakirah binti Hasni		
 Engineering Consultancy Practice (ECP) Info 	MyKad No.	987654321		
- SHE Report	Designation	Director		
 Acknowledgement 				
ERSONNEL	I, <u>Syakirah binti H</u> Environment Exce	asni , I.C. No. <u>987654321</u> for <u>BC1241-PERUNDING ALIF BERSATU SDN, BHD,</u> AGREED to participate in BEM-ECP Ilence Award (BESHEXA) 2024 and declares that all details provided are true.	Safety, Heal	th and
Logout			Submit	Reset
Wards	=			
		ent & Declaration Form		
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ASHBOARD & SUMMARY Dashboard Nomination Summary Nomination PIC Details Engineering Consultancy Practice (ECP) Info	Acknowledgeme ***Important Download the for Download attachn UPLOAD ATTAC	note m, sign, affix your company stamp, scan it as PDF and upload back to the system.		
ASHEDARD & SUMMARY Dashboard Nomination Summary MINATION DETAILS Nomination PIC Details Engineering Consultancy Practice (ECP) Info SHE Report	Acknowledgeme ***Important Download the for Download attachr UPLOAD ATTAC Choose File No file	note m, sign, affix your company stamp, scan it as PDF and upload back to the system.		



11. Final submission button can be found at the end of the dashboard page. Once submit, the nomination form shall be deemed as final.

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12. Person in Charge can either logout from the system or view summary of nomination form.

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DASHBOARD & SUMMARY	Nomination Summary Home > Nomination Summary				
Nomination Summary Nomination DETAILS Nomination YersonNeL		he blank field is filled before proceed to final subr	nission.		& Download
Logout	Engineering Consultancy Practice (ECP) Info	Engineering Consultancy Practice (E	CP) Info		
_	PIC Details SHE Report	Logo			
	Acknowledgement & Declaration	ECP Name	PERUNDING ALIF BERSATU SDN. BHD.		
	Final Submission	Registration Category	Body Corporate		
		ECP Registration No	BC1241		
		ECP Approved Discipline	MECHANICAL, ELECTRICAL		
		No. of Engineer	20		