

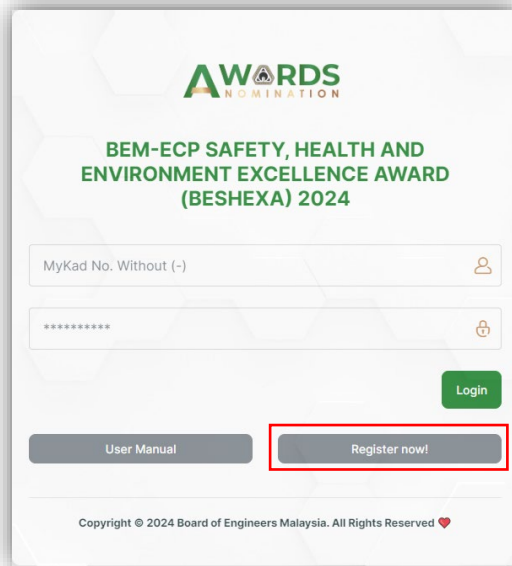
User Manual

**BEM-ECP Safety, Health and Environment Excellence Award
2024**

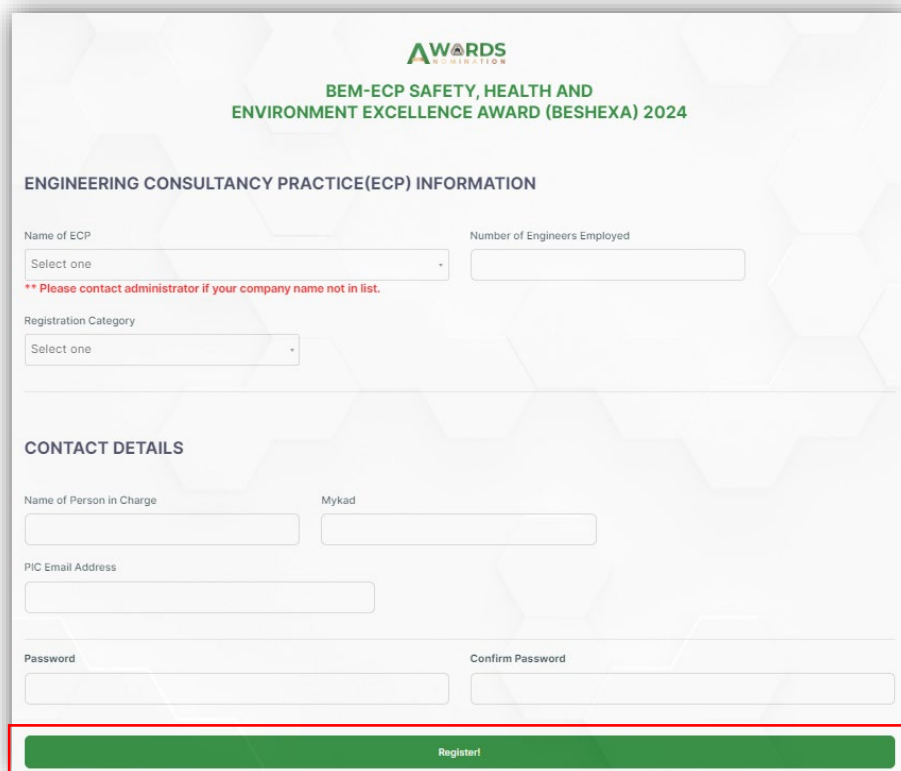
<https://beshexa.bem.org.my>

Getting started

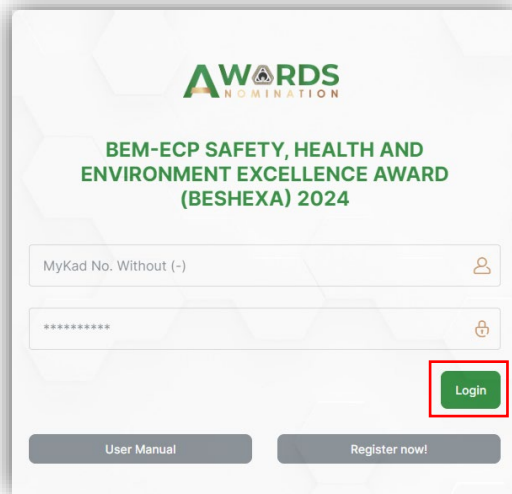
1. Navigate to URL <https://awards.bem.org.my>.
2. Ensure that Person in Charge is Head of Company or Government Agency or Authorized personnel. Click Register now!



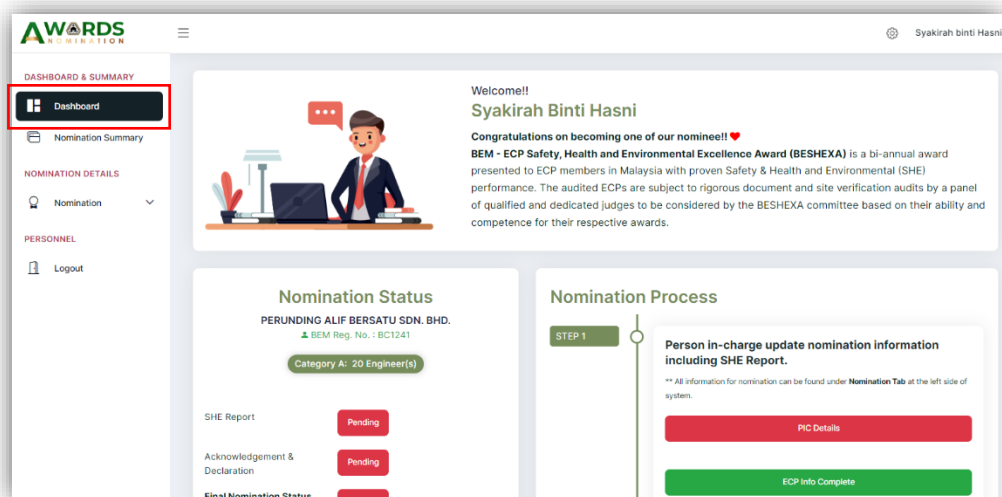
3. Fill all the requirement details and click Register button. If the registration successful, Person in Charge will receive an email and the system will directly go to login page.



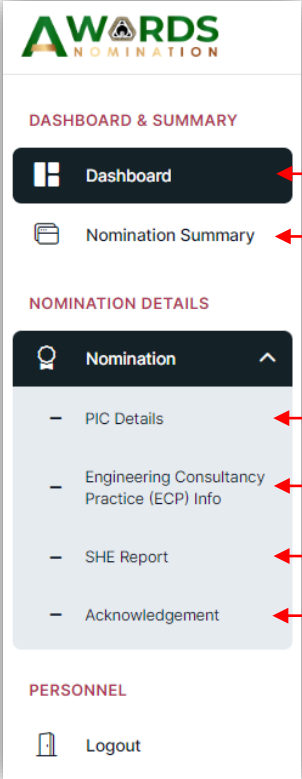
4. Log into the system using registration details.



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



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.



The screenshot shows the navigation menu for the AWARDS NOMINATION system. The menu is organized into sections: DASHBOARD & SUMMARY, NOMINATION DETAILS, and PERSONNEL. Red arrows point from the menu items to their corresponding descriptions on the right.

Menu Item	Description
Dashboard	Allow to view nomination status and nomination process
Nomination Summary	Summary of nomination form (view only)
Nomination	
- PIC Details	Allow to update person in charge details
- Engineering Consultancy Practice (ECP) Info	Allow to update Engineering Consultancy Practice (ECP) info
- SHE Report	Allow to update Safety, Health and Environment (SHE) report
- Acknowledgement	Allow to update acknowledgement before submit nomination
Logout	

7. Person in Charge update details.

AWARDS NOMINATION

DASHBOARD & SUMMARY

- Dashboard
- Nomination Summary

NOMINATION DETAILS

- Nomination
- PIC Details**
- Engineering Consultancy Practice (ECP) Info
- SHE Report
- Acknowledgement

PERSONNEL

- Logout

Person in charge(on behalf of PERUNDING ALIF BERSATU SDN. BHD.)
Dashboard > Person in charge

Person in charge Details

Name of Person in charge: Syakirah binti Hasni

MyKad: 987654321
** Call administrator if your MyKad No. needs modification.

Designation:

Office Address:

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

AWARDS NOMINATION

DASHBOARD & SUMMARY

- Dashboard
- Nomination Summary

NOMINATION DETAILS

- Nomination
- PIC Details
- Engineering Consultancy Practice (ECP) Info**
- SHE Report
- Acknowledgement

PERSONNEL

- Logout

Nominee
Dashboard > Engineering Consultancy Practice (ECP)

Engineering Consultancy Practice (ECP) Information

UPLOAD LOGO HERE
Company Logo
 | N...n

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

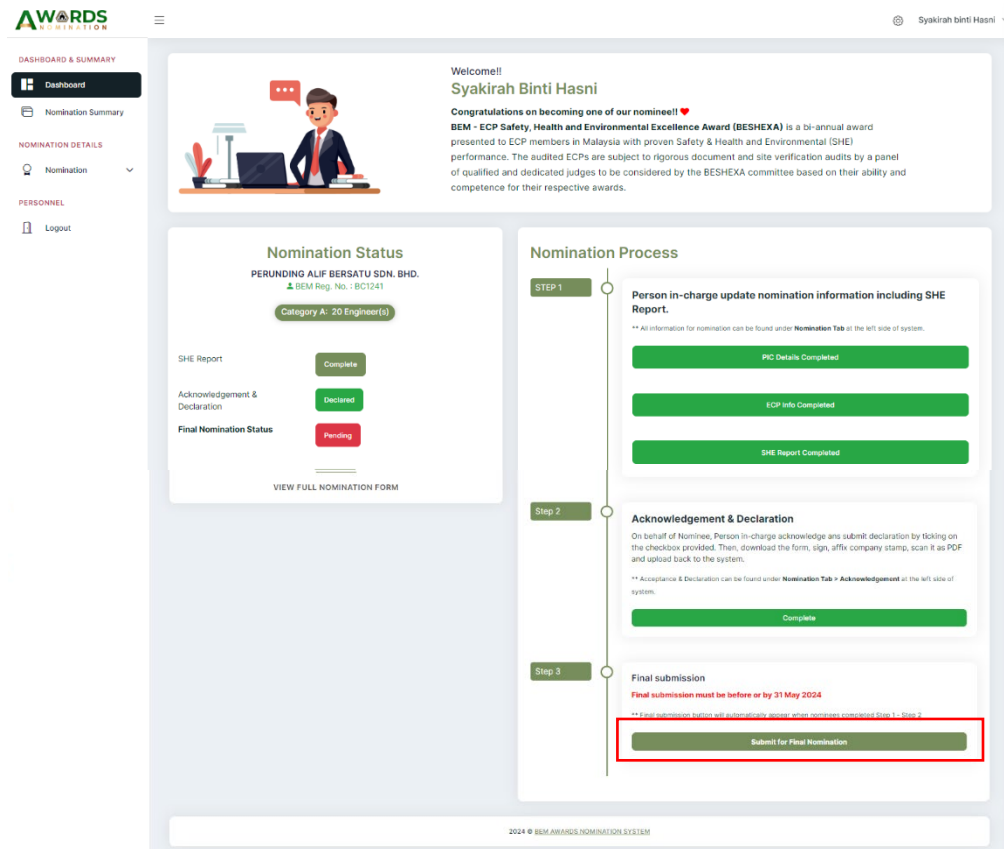
The screenshot shows the 'SHE Report' form. The sidebar on the left has a menu with 'SHE Report' highlighted in a red box. The main content area is titled 'The SHE Report should include:' and contains sections for 'Introduction', 'SHE experiences and best practices', and 'Attachment Files'. The 'Attachment Files' section has a 'Choose Files' button and a 'Save' button.

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.

The screenshot shows the 'Acknowledgement & Declaration' form. The sidebar on the left has a menu with 'Acknowledgement' highlighted in a red box. The main content area is titled 'Acknowledgement & Declaration' and contains a form with fields for 'Name of Person in charge', 'MyKad No.', and 'Designation'. There is also a declaration checkbox and a 'Submit' button.

The screenshot shows the 'Acknowledgement & Declaration Form' page. It features a pink box with an 'Important note' and a 'Download attachment' button. Below this is the 'UPLOAD ATTACHMENT DULY STAMPED HERE' section with a 'Choose File' button and a 'Save' button. The 'ATTACHMENT' section shows 'No attachment upload'.

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



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

