

PROFESSIONAL ERGONOMIST CERTIFICATION BY THE ERGONOMICS SOCIETY OF SOUTH AFRICA

I CONSTITUTION OF THE PROFESSIONAL AFFAIRS BOARD

I.1 Assignment and dedication

I.1.1 Definitions

“Certified Professional Ergonomist” (for a definition see section II.2.5).

“Certified Ergonomics Associate” (for a definition see section II.2.6).

“Certified ergonomists” – shall include both Certified Professional Ergonomists (CPE) and Certified Ergonomics Associates (CPE).

“The Board” – refers to the Professional Affairs Board (PAB) of the Ergonomics Society of South Africa (ESSA).

“Board members” – refers to elected members of the Board (see section I.4).

“ESSA Council” (also referred to as the “Council”) - refers to the elected council of ESSA as described in the constitution of ESSA.

“ESSA member” – refers to members in good standing of ESSA as described in the constitution of ESSA.

I.1.2 The Board shall be a non-profit organisation.

I.1.3 The Board shall operate as an integral part of the Ergonomics Society of South Africa (“ESSA”) and its full title shall be the ‘Ergonomics Society of South Africa - Professional Affairs Board’ (“PAB”).

I.1.4 The Board shall have full responsibility and authority for all matters relating to the standard of professional practice of ergonomics in Southern Africa.

I.1.5 The Board shall adopt guidelines from the International Ergonomics Association (IEA) wherever available, possible and appropriate.

I.1.6 The Board shall have all such powers necessary for the attainment of the objectives set out and in particular by collaboration, and otherwise to avoid unnecessary duplication in the field of ergonomics.

I.2 Objectives and purposes

The Board shall, in conjunction with the ESSA Council, provide policy and criteria to develop, award, monitor, and revoke professional certifications in order to:

I.2.1 Develop, support, promote and establish professional ergonomics standards and codes of practice for the maintenance and enhancement of health at work and for the prevention of adverse effects on the health of the public arising directly or indirectly from work activities.

I.2.2 Promote and develop the profession of ergonomics to meet the needs of industry and the community in general.

- I.2.3 Promote and encourage the study of, and teaching and training in, ergonomics, and to monitor and control the standard of such training.
- I.2.4 Confer, consult, maintain contact and co-operate with any other professional, scientific or technical institute, society, association or other body with a view to the pursuit of common objectives in ergonomic issues or allied subjects, and represent ergonomic professionals nationally and internationally.
- I.2.5 Adopt a code of professional ethics that will bind certified professionals to maintain a high standard of professional conduct (see Section III).
- I.2.6 In conjunction with relevant educational institutions, prepare, print and publish regulations for the teaching of and/or training in the profession of ergonomics.
- I.2.7 Invite written and/or oral communications concerning or related to the profession of ergonomics, and receive, hear and publish the same.
- I.2.8 Revoke, amend or add to any Procedures provided that no such Procedure shall be inconsistent with the constitution of the Board or the constitution of ESSA.
- I.2.9 Discipline certified ergonomists in line with the Regulations of Certification, Code of Conduct, and other valid regulations and revoke certification where necessary.
- I.2.10 Conduct such other activities as may be required in promoting the objectives of the Board and the Society.

I.3 Professional certification

With respect to professional certification the Board shall:

- I.3.1 Regulate the profession of ergonomics with particular reference to professional registration, use of title and ethical conduct of certified ergonomists.
- I.3.2 Formulate procedures regulating the activities of the Board. These will include details on the conduct of admission criteria for certification.
- I.3.3 Identify areas of equivalence between the standards of the Board and other ergonomics examining bodies and enter into reciprocity agreements with other ergonomics certifying bodies.
- I.3.4 Conduct verifications for entry at all levels of ergonomics certification.
- I.3.5 Certify ergonomists in the relevant categories as contained in section II – Regulations of Ergonomics Professionals.
- I.3.6 Prepare, maintain and publish a register of certified ergonomists, as prescribed in section II – Regulations of Ergonomics Professionals.
- I.3.7 Prepare, maintain and publish a list of educational institutions offering ergonomics related programs in Southern Africa.
- I.3.8 Regulate the admission of certified professionals, the terms and conditions subject to which such title shall be held and provide guidelines with regard to the register of certified ergonomists, fees payable, conduct of certified ergonomists, the Board's powers and duties, and the election of PAB officers.

I.4 Composition and election of Board members

- I.4.1 The Professional Affairs Board (PAB) shall consist of at least three members, one of which shall be elected as a Chair by the members of the Board. The Chair must

also be a member of ESSA. The chair of the PAB shall be an ex-officio member of the ESSA council. Nothing shall prevent a Board member being a Council member or vice versa, provided that the chairperson of the Council may not simultaneously be the chairperson of the Board. At least one member of the Board shall be in an academic function, and at least one other member of the Board shall be a practitioner in a non-academic function.

- I.4.2 Any certified ergonomist can nominate candidates for the officers of the Board from amongst themselves and officers are elected by a simple majority of votes.
- I.4.3 The election period for each office bearer is three years. To ensure continuity of the Board, members shall be elected as needed (not all in the same three-year cycle). Officers normally should not serve for more than two consecutive terms of office.
- I.4.5 Members of the Board involved in certification must themselves be certified as a Certified Professional Ergonomist (CPE).

I.5 Management of the Board

- I.5.1 Decisions of the Board shall be confirmed by a simple majority of votes cast.
- I.5.2 A quorum at meetings of the Board shall consist of more than half the members of the Board.
- I.5.3 In case of personal involvement of a Board member into issues to be handled by the Board, e.g. if having a private or professional relationship with a certification applicant or registration of a course held by a Board member, the corresponding Board member shall recuse themselves from voting in this individual case.
- I.5.4 An Annual General Meeting of the Board shall be held once in every calendar year for the purpose of transacting the following business:
 - a) Receiving and considering a report on the activities of the Board
 - b) Receiving and considering the accounts of the Board.
 - c) Electing the Officers of the Board, where applicable.
 - d) Considering amendments to the Constitution, where applicable.
- I.5.5 The management and control of the Board and its members shall be in accordance with the procedures of the Board.
- I.5.6 The Board may, by resolution, make any amendment to the Procedures. Any proposed amendment/s to this Constitution, however, must, after resolution by the Board, be ratified by certified ergonomists at a Special or Annual General Meeting of certified ergonomists.
- I.5.7 The liability of certified ergonomists of any category is limited to the amount of unpaid subscriptions or other moneys owed by them to the Board.
- I.5.8 The Codes and Procedures of the Board shall bind any certified ergonomist. No person shall be absolved from the effect of the application of the Codes or the Procedures by reason of the fact that they have not received a copy of these.
- I.5.9 Any certified ergonomist may, by first obtaining the verified support of at least 50 percent of the total number of certified ergonomists, make representation to the Board to convene a Special General Meeting of certified ergonomists to discuss or debate any matter. The Board must, within 30 days of receiving such representation, convene such a meeting. A two-thirds majority of votes cast,

including any proxy votes, at such a meeting shall be required to ratify any resolutions proposed. Should such resolutions, duly ratified, involve a vote of no confidence in any member or members of the Board, such Board member/s shall forthwith resign from the Board and the position/s shall be filled in such a manner as may be prescribed in the Procedures.

II REGULATIONS FOR THE CERTIFICATION OF CERTIFIED ERGONOMISTS

From 24 November 2014 (amended 29 August 2016, September 2018, November 2020, and March 2021)

II.1 Objective

- II.1.1 The International Ergonomics Association (IEA) describes ergonomics as follows: “Ergonomics (or human factors) is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance. Ergonomists contribute to the design and evaluation of tasks, jobs, products, environments and systems in order to make them compatible with the needs, abilities and limitations of people.” (International Ergonomics Association, 2000)
- II.1.2 As any ergonomics activity affects the interplay of humans with their environment, it follows that it has a particular responsibility to ensure health and well-being of individuals subjected to a design or intervention. This is particularly the case for delayed effects that occur and that are not perceived at an early stage (such as lower back pain), and for adverse effects on humans that are difficult to predict as such.
- II.1.3 The complexity of today’s organisations requires dedicated analysis and prognosis capabilities and at the same time limits the options of experimental interventions. Thus, ergonomists are required to further anticipate the social and the economic impacts of any design or intervention program as well.
- II.1.4 Ergonomics is multidisciplinary in its nature by integrating different human/life sciences, engineering, social and economic sciences. This requires a specific education in terms of basic knowledge of different disciplines contributing to ergonomics, as well as knowledge of how to synthesize the different approaches to solve ergonomics problems and to cooperate with other professions involved.
- II.1.5 There is a growing recognition of the field of ergonomics and human factors. This recognition has brought an increased demand for ergonomic services. Certification, with its requirement to meet a set of standards in training and experience, is important both for ergonomists and for the users of ergonomic services to:
 - a) protect users of ergonomics services,
 - b) protect the reputation of ergonomics and
 - c) improve quality of practice.
- II.1.6 This is particularly the case for emerging countries like South Africa in order to:

- a) benefit from ergonomics contributions for their further development,
- b) develop proper standards for local practice and
- c) to ensure inexperienced users of ergonomics services receive a suitable standard of delivery.

II.2 Certification awarded

- II.2.1 According to the definition of the International Ergonomics Association (2000) “An ergonomist is an individual whose knowledge and skills concern the analysis of human-system interaction and the design of the system in order to optimize human well-being and overall system performance.”
- II 2.2 The Professional Affairs Board of the Ergonomics Society of South Africa (PAB) notifies the ESSA council about the certification of professionals of Ergonomics (Human Factors) who are engaged in the practice of ergonomics as their primary work and who prove:
 - a) a mastery of ergonomics knowledge, and
 - b) a command of the methodologies used by ergonomists in applying that knowledge to the design of a product, process, or environment, and
 - c) application of his or her knowledge to the analysis, design, test, and evaluation of products, processes, and environments, and
 - d) professional and ethical behaviour.
- II 2.3 The certification requirements and procedures are kept consistent with the quality criteria set for an IEA-endorsed certifying body. The certification is hence expected to be accepted by all major international certification bodies (via reciprocity agreements).
- II 2.4 In order to meet the different needs for knowledge and practice, the Board has defined two categories of certification:
 - a) The title of a “Certified Professional Ergonomist (CPE)”
 - b) The title of a “Certified Ergonomics Associate (CEA)”
- II.2.5 The scope of practice of a Certified Professional Ergonomist (CPE) covers the entire range and depth of ergonomics knowledge to address complex problems and advanced ergonomics technologies and methods. A CPE is expected to provide leadership in professional matters, to apply and develop methodologies for analysing, designing, testing, and evaluating systems and thus may undertake ergonomic analysis and design of interaction objects, work stations and work systems in her/his own responsibility.
- II.2.6 A Certified Ergonomics Associate (CEA) is an interventionist who applies a general breadth of knowledge to analysis and evaluation of currently operating work systems. The scope of practice of a CEA is limited to the use of commonly accepted tools and techniques for the analysis and enhancement of human performance in existing systems. CEAs may, for example, be responsible for the co-ordination of an Ergonomics Facilitation team within their own industry to create an awareness of Ergonomics, to identify problems, to implement basic solution and to recognise when to consult a CPE.
- II.2.7 The Board will keep and maintain a comprehensive register of all certified ergonomists. This list will be handed out on request and it will be published on the PAB website and in other appropriate media.

II.3 Certification Eligibility

II.3.1 For admission to either Certified Ergonomics Associate or Certified Professional Ergonomist the applicant must have:

- a) completed an academic education with an additional or an integrated education program that provides a comprehensive set of ergonomics competencies,
- b) provide practical experience and expertise in ergonomics,
- c) to commit herself/himself to the PAB Code of Conduct (see Section IV), and
- d) paid the certification and maintenance fees and fulfil the other formal requirements for application.

II.3.2 General academic education (ref. to II.3.1a)

Candidates are required to have a tertiary academic education as a basis and to complement ergonomics related education (see paragraph II.3.3). A successful undergraduate education of no less than three years (normally a BSc degree) is required for CEA certification, and a postgraduate education of no less than altogether five years (normally an MSc degree) is required for a CPE certification. Cognate engineering, BA/MA or other degrees of no less than three years (CEA) or five years (CPE) will be accepted as well, provided the courses/modules that contribute to this degree are at least to one third related to ergonomics in its wider field (see section III.5 in the ESSA-Ergonomist Formation Model).

II.3.3 Ergonomics education (ref. to II.3.1a)

- (1) An applicant for certification must have knowledge of all domains of ergonomics, namely physical, cognitive, and organisational ergonomics.
- (2) Candidates are required to have a formal education in ergonomics of a total of 360hrs for CEA certification and 660hrs for CPE certification, where one hour is considered as one notional hours according to the South African Qualifications Authority (SAQA). The different areas of education have to be covered with a minimum amount of hours as according to Table 1. For detailed curriculum requirements see section III.3 in the ESSA-Ergonomist Formation Model.
- (3) Table 1: Areas of knowledge and topics with corresponding hours. Note that the sum of the different categories is smaller than the total number of hours required. This provides some flexibility for the curriculum. (X)=compulsory.

Area of knowledge	CEA	CPE
A. Ergonomics Principles	≥12hrs	≥16hrs
1. Ergonomics Approach	(X)	(X)
2. Systems Theory		(X)
B. Human Characteristics	≥40hrs	≥65hrs
1. Ergonomics: Physiological and physical aspects	(X)	(X)
2. Ergonomics: Psychological and cognitive aspects	(X)	(X)
3. Ergonomics: Social and Organisational Aspects		(X)
4. Physical Environment	(X)	(X)

C. Work Analysis Measurement	≥50hrs	≥80hrs
1. Statistics and Experimental Design		(X)
2. Computation and Information Technology		(X)
3. Instrumentation		(X)
4. Methods of Measurement and Investigation	(X)	(X)
5. Work Analysis	(X)	(X)
D. People and Technology	≥50hrs	≥80hrs
1. Technology	(X)	(X)
2. Human Reliability		(X)
3. Health, Safety and Well-Being		(X)
4. Training and Instruction	(X)	(X)
5. Occupational Hygiene		(X)
6. Workplace Design		(X)
7. Information Design		(X)
8. Work Organisation Design		(X)
E. Applications (Project)	≥160hrs	≥320hrs
F. Professional Issues	≥5hrs	≥20hrs
Total	≥360hrs	≥660 hrs

- (4) The required education might be composed of any combination of courses performed for an academic degree at a nationally or internationally recognised University (e.g. a Master's degree in Ergonomics) and of short courses that are recognised by the Board (that will accept relevant courses registered by the South African Qualifications Authority).
- (5) Education that is demonstrated via thesis or peer reviewed publication (towards which the applicant has provided a major contribution) can be considered for the corresponding categories up to one third of the total hours of education required.
- (6) An applicant who does not meet the formal educational criteria but provides the required qualification may apply to the PAB for special consideration on the basis of a combination of tertiary study and other professional development experiences (recognition of prior learning). In this case the applicant must demonstrate the achievement of competencies covering the above-mentioned domains of ergonomics.
- (7) An applicant with a foreign qualification (a qualification from a country other than South Africa) must first have that qualification verified by the South African Qualifications Authority. The certificate of verification must be submitted with their application.

II.3.4 Professional practice in ergonomics (ref. to II.3.1.b)

- (1) The minimum period of relevant ergonomics experience is four years full time (or the equivalent amount part time) for CPE and two years for CEA.
- (2) Experience may include working as an ergonomics practitioner, educating others about ergonomics, or conducting ergonomics research, where ergonomics practice also forms part of the person's total activity.

- (3) At least two thirds of the professional practice have to be obtained after ergonomics education has taken place. Nested sequences of education and practice will be considered accordingly.
- (4) The required amount of professional practice may be shortened by 25% for the time the candidate is assisted by a mentor. A mentor has to have a CPE status and both candidate and mentor have to interact regularly with at least three documented meetings per annum. A report of mentoring has to be submitted with the application.
- (5) Applicants must provide a summary of the nature and extent of their experience. This may be in either log or diary format and must include a detailed outline of their experience in ergonomics, showing relevant dates.
- (6) Experience has to be demonstrated through the provision of at least one major work sample, supported by one or more work samples or products of smaller magnitude. Additional materials may include items such as an analysis or evaluation reports, designs, trial or deposition testimony, patent applications or patents granted forensic reports, books or book chapters published by commercial publishing houses, scientific articles published in refereed journals. Applicants must further explain how their work products and projects have addressed specific competencies relating to ergonomic analysis, design and evaluation of outcome.

II.3.5 Recognition of members of other associations of equivalent standing

- (1) Members of similar standing in other ergonomics certification programmes may apply for recognition by the Board. Such applicants should provide the Board with details of the criteria used to assess their current membership status, evidence of that status, and current curriculum vitae.
- (2) A certification will normally be awarded if the applicant has passed an IEA endorsed certification process and that is not inconsistent with the PAB certification criteria.

II.3.6 Mature candidates

- (1) It is recognized that many of the senior members of the ergonomics community in Southern Africa obtained their education at a time when there were no programs that provided the formal ergonomics focus. As a result of this, it would be impossible for them to demonstrate compliance with the educational criteria without attending courses which, in many cases, they are already qualified to deliver.
- (2) Candidates who meet the general academic education equivalent for CPE (Master's degree or equivalent, see paragraph II.3.2) and provide at least 5 years of full-time professional experience in ergonomics (or equivalent part time) after graduation, may apply with reference to this clause for a maximum five years after the ESSA ergonomics certification program has been established. However, as all candidates are evaluated against the same criteria, applicants must still give a description of their educational background in ergonomics and provide evidence of practice (e.g. via publications, project reports and other certificates of practice).
- (3) In order to provide certification for the initial Board members, a recommendation shall be sought by an established certification Board outside of South Africa (e.g. CREE or BCPE) for each of the initial PAB members. This recommendation shall advise whether the board member would qualify for certification in the respective country or continent. ESSA council shall

then process certification to those board members being recommended for certification.

II.3.7 Interim designation

- (1) Individuals who meet the educational criteria for CPE certification but are still working towards fulfilling the requirement of the work practice may apply for an interim designation as “Certified Professional Ergonomist in Training”. Individuals then have a maximum of six years to complete their practice and to apply for transition to CPE. This practice time may be suspended (on request) for the time an individual is registered full time for a higher degree.
- (2) Individuals who meet the educational criteria for CEA certification but are still working towards fulfilling the requirement of the work practice may apply for an interim designation as “Certified Ergonomics Associate in Training”. Individuals then have a maximum of three years to complete their practice and to apply for transition to CEA. This practice time may be suspended (on request) for the time an individual is registered full time for a higher degree.
- (3) Individuals with an interim designation do not have voting rights in terms of this Constitution and cannot stand as PAB officers.

II.3.8 Renewal of certification

- (1) Certification is conditional to regularly practicing ergonomics and to contributing accordingly to the profession (see section II.4).
- (2) Certification is re-evaluated once every five years to check whether those conditions are still fulfilled.
- (3) For renewal of certification certified ergonomists are required to submit the appropriate form complemented by a status report that updates the activities list, and pay the re-certification fee at least six months before end of each five year period.

II.4 Authorisations and liabilities of certified professionals

II.4.1 Certified ergonomists are permitted to use their designation on calling cards.

II.4.2 Code of practice

Certified ergonomists are required to formally accept and abide by the PAB Code of Practice (see section IV).

II.4.3 Certified ergonomists are listed in a register that is accessible by the public, e.g. via the internet representation of the PAB. Candidates have to provide the relevant data and have to agree that a defined set of personal information is published there.

II.4.4 Certified ergonomists of both categories accept a responsibility to actively, and continuously, contribute to the aim of the ergonomics society, i.e. to advance the science of ergonomics by promoting research and education in ergonomics and the application of its principles. This can be achieved, through following the procedures of the Continuing Professional development document; for example, by:

- providing contributions to the ESSA journal,
- presenting at scientific and professional meetings,

- presenting at the ESSA national conference and other appropriate conferences,
- publishing research in journals,
- providing contributions to educational institutions,
- providing mentorship to certification candidates and other ESSA members, either formally or informally, and by
- contributing to the functioning of the ESSA through serving in executive or other positions.

II.5 Certification Procedure

II.5.1 Application

- (1) Individuals who wish to be considered for admission as a Certified Ergonomics Associate (CEA) or as a Certified Professional Ergonomist (CPE) or to renew a certification must apply to the chairperson of the Board using the appropriate form.
- (2) The application must be supplemented by documents indicating that the specific educational requirements and professional competencies have been met, such as certified copies of educational certificates, transcripts, employment histories, project reports, logs or diaries, etc.
- (3) Initial applicants must include the names of at least two referees who can testify to the applicant's overall competence, experience and professional conduct in ergonomics. A referee shall be a professional or a person suitably qualified to provide an opinion on the applicant's ergonomics skills and competences.
- (4) The applicant must indicate that she or he is willing to adopt the Code of Conduct and to meet the other requirements of certification mentioned in section II.4.
- (5) The applicant must pay the application fees as published by the Board.
- (6) The Board will call for applications twice a year. The Board will publish the submission deadlines yearly on their website and other appropriate media. Applications, which are submitted outside the call for application, will be included in the following round of applications.

II.5.2 Constitution of Assessment Panel

- (1) The chair of the Board or her/his deputy convenes an Assessment Panel comprising a minimum of two members entitled to vote.
- (2) All members of the Assessment Panel have to be Certified Professional Ergonomists or have to provide an equivalent title from another IEA endorsed certification body.
- (3) In order to support decision making the Assessment Panel may decide to appoint further experts, who are not entitled to vote, during the evaluation process.

II.5.3 Evaluation process

- (1) The Assessment Panel checks if an incoming application meets the formal requirements.
- (2) The Assessment Panel may call for further information or material from an applicant, and may, with the applicant's permission, consult other persons with regard to an applicant's educational background, experience, competence

and conduct. Additional information will need to be provided by the applicant within three-months of the request.

- (3) The Assessment Panel checks the application against the certification requirements. The outcome may be one of the following:
 - a) The applicant satisfies the minimum criteria and the Assessment Panel informs the Board about the award of the title.
 - b) The applicant does not satisfy the minimum criteria and the application is rejected.

II.5.4 Conclusion of the application process

- (1) Applicants are informed in writing about the results of evaluation, and, in case of an unsuccessful application, about the criteria that were not fulfilled.
- (2) Awarded applicants (for both CEA and CPE) will be added to the Register of Certified Ergonomists.
- (3) Applications, complementary documents and any notes from the evaluation process are stored by the ESSA-PAB throughout the time a valid certification is held, and thereafter, or following an unsuccessful application, for a duration of five years.
- (4) Any applicant is entitled to request, and receive, within 30 days, a copy of all information recorded under their name in the Register of Certified Ergonomists and in any other PAB documents. The enquirer will be charged for the costs of copying and mailing.

II.5.5 Re-application process

Regardless of the reason for re-application a waiting period of 3 months is required before the applicant will be re-considered. A new application form must be completed and the respective fees must be enclosed.

II.5.6 Appeal mechanism

The applicant has the right to appeal the final decision related to their application. A written appeal must be filed, within one month, addressed to the PAB Chair. The appeal shall state the basis upon which the appeal is requested and should include any supplemental documentation deemed helpful by the applicant. The PAB Chair shall review the appeal for completeness and constitute an Appeals Committee. The Appeals Committee shall consist of three people who must be independent from the original application. All three people must be CPE's or provide an equivalent title from an IEA-endorsed certification body. The Appeals Committee will review the appeal as well as the full original application documents together with the PAB decision. In its decision it will be bound by the PAB constitution and regulations for the certification of certified ergonomists. The Appeals Committee decision will be final.

II.6 Termination

II.6.1 A person ceases to be a certified ergonomist (CEA or CPE) if they:

- a) Resign
- b) Fail to renew their certification in due time
- c) Are revoked, due to a disciplinary process, from a certified ergonomist grade by the Professional Affairs Board.

II.6.2 Those losing or relinquishing their status as a certified ergonomist

- a) Must no longer claim in any way to be a certified ergonomist, either verbally or in writing.
- b) Will have their names removed from the Register of certified ergonomists.

II.6.3 Re-certification

If a former certified ergonomist ceases to be one because of resignation or missed renewal, that person may re-apply for admission in accordance with the certified ergonomist Certification Requirements.

II.7 Breach of Code of Practice

- II.7.1 Should evidence in the form of a written complaint be brought to the attention of the PAB indicating that a certified ergonomist (CEA or CPE) has breached the Code of Conduct, then that evidence or complaint shall go before the PAB for investigation and review.
- II.7.2 On receiving such a statement, the Professional Affairs Board shall:
 - a) Assign the investigation to one of its members who will form an investigation panel with at least two members of the Professional Affairs Board nominated by the convenor. This shall be performed within one month of receipt of the complaint or evidence.
 - b) Notify the certified ergonomist of the request to investigate the complaint; and the membership of the investigation panel.
 - c) Request the certified ergonomist to explain her/his view in writing or in the form of a personal representation to the investigation panel.
 - d) For each complaint, the nominated investigation panel will conduct the investigation. The results of the investigation will be forwarded to the Professional Affairs Board for their review and recommendation.
- II.7.3 After investigation, should any such breach be deemed to have occurred, the Professional Affairs Board may recommend suspension for a period of time or entirely revoking the certification as a certified ergonomist to the PAB.
- II.7.4 **Appeal mechanism**

The certified ergonomist has the right to appeal the breach of code of practice decision. A written appeal must be filed, within one month, addressed to the PAB Chair. The appeal shall state the basis upon which the appeal is requested and should include any supplemental documentation deemed helpful by the certified ergonomist. The PAB Chair shall review the appeal for completeness and constitute an Appeals Committee. The Appeals Committee shall consist of three people who must be independent from the original breach of code of conduct investigation. All three people must be CPE's or provide an equivalent title from an IEA-endorsed certification body. The Appeals Committee will review the appeal as well as the full original decision. In its decision, it will be bound by the PAB constitution and the Code of Conduct. The Appeals Committee decision will be final.