

MINISTRY OF MANPOWER

TECHNICAL NOTES

For

**Shipyard Safety Instruction Course
for Workers (Painter Trade)**

PART II

Version 5.0

1 Sep 2023

Workplace Safety and Health Council, Ministry of Manpower, Singapore (MOM) All rights reserved.

This document is provided for explicit use and guidance of Learning Service Providers (LSPs) as information resource for curriculum development and assessment purposes. Any other use of this document or parts thereof, including reproduction, publication, distribution, transmission, retransmission or public showing, or storage in a retrieval system in any form, electronic or otherwise, for purposes other than that expressly stated in this advice without the expressed permission of MOM is strictly prohibited.

Version History

Version	Effective Date	Changes	Author
1.0	14 Oct 2014	First issue	WSH Council
1.1	19 Jan 2016	Amendments	WSH Council
2.0	21 Jan 2022	Update	WSH Council
3.0	1 Sep 2022	Update	WSH Council
4.0	7 Jul 2023	Update	WSH Council
5.0	1 Sep 2023	Next Review Date Sep 2028	WSH Council

Table of Content:		Page
1	Aim of MOM Technical Notes	4
2	MOM Technical Notes	4
3	Overview of Course Requirements	6
4	Training Delivery Advice	7
5	Assessment Advice	10
6	Facilitator and Assessor Requirements	11
7	End of Course Evaluation and Feedback	13
8	Related WSH Legislations, Industrial Code of Practice, and other References	13

Annex A: Course Syllabus

Annex B: Course Reference Matrix

Annex C: Assessment Plan

Annex D: Format of Safety Pass

Annex E: Format for Certificate of Successful Completion

AIM OF THE MOM TECHNICAL NOTES

- 1.1 The MOM Technical Notes is a document listing the requirements expected of the Learning Service Providers (LSPs), the Facilitators, course and facilities suitable for the conduct of the WSH course. It also aims to help facilitate LSPs learning process, deliver effective training and conduct competency-based training and assessment.
- 1.2 The main part of this document contains key information on the **Shipyard Safety Instruction Course for Workers (Painter Trade)**, including the course aim, learning objectives, target audience, assumed skills and knowledge, course syllabus, course duration, class size, and Facilitator/learner ratio. It also sets forth guidelines for training delivery and assessment for the course.
- 1.3 This MOM Technical Notes (TN) shall be reviewed on a regular basis and or whenever it is deemed necessary due to changes in MOM policy and or requirements, training syllabus and or industrial requirements.

2 MOM TECHNICAL NOTES

2.1 LSP Criteria:

- 1 full time Principal/Manager
- 1 full time Facilitator & 1 Associate Facilitator
- 2 Facilitators per language per course
- bizSAFE Level 3
- Paid up Capital \$5k / \$50K (SOCs)
- ACTA or ACLP or DACE or DDDL
- Advanced Certificate in WSH: Worker Courses
- Specialist Diploma in WSH: Supervisor and above courses
- 5 years of relevant industry experience
- Any other course specific requirement/s

2.2 LSP Facilities:

- Conduciveness of training facilities
- Safe
- Noise
- Lighting
- Sanitary
- Projection
- Tables/Chairs
- Ventilation
- No training in containers

23 Shipyard Safety Instruction Course for Workers (Painters Trade) Theory Assessment:

- 10 MCQ assessment in 10 minutes
- A closed book assessment
- Each learner shall be given a different set of assessment question paper (alternate sets)
- Facilitator for the class is not allowed to be the assessor for the assessment (same class)
- Assessment papers are to be issued in accordance to the course language registered for only. No mix language assessment is permitted
- Facilitator to learner ratio is 1: 40 for theory
- A certificate of successful completion or safety pass/card shall be issued to each learner who passes the assessment, by the LSP
- For Safety Orientation Courses, re-certification assessment is permissible. However, if any learner fails the re-certification assessment, he shall be re-coursed.
- The issuance of the safety pass/card/certificate must adhere to the standard MOM Safety Certificate/Pass/Card template.
- Re-certification assessment process is similar as above.
- All training records must be kept by LSP for period of no less than 2 years for audit purpose.

24 Checklist for LSPs:

- URA approved use of venue: Commercial School (theory only) or Industrial Training (theory and practical)
- Facilitators to be approved by authority by course, language and venue
- Updated register of all Facilitators by course, language and venue
- Facilitator certification: Minimum is Advanced Certificate in WSH for worker course
- Course information including cancellation and refund policy must be available to public
- Accountability for all assessment related materials including assessment question sets i.e. number of sets produced / destroyed
- Guidelines for assessors
- Code of conduct for Assessors
- Register to show production, issuance and destruction of safety certificates / pass / card
- All safety certificates/safety pass/card to be issued by LSPs to learners no later than one month from assessment date
- End of course evaluation for each course by each learner
- LSPs to have copy of MOM Technical Notes Parts I and II, and course related SOP/s and requirements for compliance.
- Assessment records to be retained for 3 months

3 OVERVIEW OF THE COURSE REQUIREMENTS

3.1 Learning objectives:

- 3.1.1 Introduction to Shipyard Safety Instruction Course for Workers (Painters Trade)
- 3.1.2 Understand fire and explosion hazards & safety measures
- 3.1.3 Understand airless spraying hazards and safety measures
- 3.1.4 Understand health hazards and preventive measures
- 3.1.5 Know the proper usage of Personal protective equipment
- 3.1.6 Understand safe storage of paints and solvents on board vessels
- 3.1.7 Know Vessel Safety Coordination Committee (VSCC) Meetings
- 3.1.8 Understand Permit-to-work system – Application for a painting permit
- 3.1.9 Know Worker's safety checklist for painting works

3.2 Target audience: This course is designed for all workers working in the shipbuilding and ship repairing industry

3.3 Course duration: 2.5 hours

3.4 Maximum class size: 40 learners

3.5 Recommended Facilitator/learner ratio:

- Theory Lesson = 1:40 max
- Theory Assessment = 1:40 max

3.6 Course attendance: 100% attendance

3.7 Entry Qualifications of Learners: The learner must have completed and passed the Shipyard Safety Instruction Course for Workers (General Trade) to be eligible to attend this course. The LSP is to ensure that this entry requirement for the course is strictly adhered to. Proof of this entry requirement must be submitted to the LSP. The LSP must retain the proof for future verification and audit.

3.8 Validity Period of LSP Certificate: The expiry date of the LSP Certificate that is issued to a successful participant for this course is 5 years

4 TRAINING DELIVERY ADVICE

4.1 Facilitator's guide and learners' workbook/hand outs

4.1.1 In order to deliver more effective instruction and ensure consistency in training, a copy of the Facilitator's guide shall be prepared. The guide provides the Facilitator with information on the course including:

- Course aim
- Learning objectives
- Target audience
- Assumed skills and knowledge
- Course duration
- Class size and Facilitator/learner ratio
- Lesson plan
- Course contents and instructional materials according to the course requirements
- Training methodologies
- Areas of focus/emphasis for each slide/topic
- Training resource requirements
- Course administration instruction

Note: The Risk Management process should consider the management of infectious disease outbreak, employees' health (including mental well-being) and terrorist threats. Training Provider should take reference from the 3rd revision of the Code of Practice on Risk Management.

4.1.2 The LSP shall also facilitate the learning process by providing each learner with a learners' workbook/handouts to summarize (with illustrations, where possible) key learning points of all the topics covered in the syllabus. This may be in the form of drawings/illustrations rather than words.

4.1.3 The LSP shall prepare and submit a course reference matrix (see Annex C) for coverage of course contents with respect to the training slides and the practical assessment modes. This is to facilitate cross references between topics and training slides on the said topics.

4.1.4 It is the responsibility of the LSP to ensure that no part of the materials used for the training infringe on patent, design, copyright and intellectual property rights of any individual or organization.

4.1.5 The LSP shall retain an updated version of the training course syllabus, lesson plan, Facilitator's guide and a learners' workbook/hand outs at all times for audit and verification by SAC appointed auditors.

4.2 Training Methodology

4.2.1 Facilitators are expected to draw upon their Facilitator-training in the

development and delivery of the training programme and to apply appropriate principles of training in the design and delivery of the course.

4.2.2 Many training delivery approaches are appropriate for this course which is pegged at workers' level. Training methods shall combine a wide range of delivery methods.

4.2.3 Some of the training methods which can be adopted for the theory lessons are, but not limited to the following:

- Classroom instruction
- Case studies
- Videos and photographs, other e-resources and instructional media

4.3 Training venue requirements

4.3.1 LSP is required to be equipped with sufficient training tools and equipment as well as other relevant equipment such as PPEs, fire-fighting equipment, first aid kit etc.

4.3.2 For the theory training, this is to be conducted in a classroom with supporting training slides, videos, local case studies on incidents and accidents at the shipyards, and where possible, actual equipment/PPEs to enhance learning.

4.3.3 The LSP shall ensure the classroom has adequate chairs and writing tables to be comfortably spaced for a class of up to 40 participants for conduciveness to the learning process. There must also be adequate space to comfortably conduct the practical training and assessment safely, if applicable. A time device e.g. clock, lightings and ventilation must be adequate for classroom instruction. Emergency exit routes must be clearly marked out and briefed to the course participants at the start of the course. Necessary equipment such as projectors, multimedia player, whiteboards, flipcharts and any other equipment essential for instruction purpose must be made available.

4.3.4 LSP is to adhere to the conditions stipulated in the Technical Notes Part I & II at all times, where applicable. Adequate safety control measures must be undertaken to ensure the safety of the learners and Facilitators during the conduct of the course/training at all times.

4.3.5 Unless prior approval has been granted by the Certification Body (CB), which had certified its WSH courses, each LSP shall maintain and conduct its WSH course at its primary Training Venue. In addition, the LSP shall ensure that the following are not shared with any other LSP:

- (a) their approved Training Venue/s; and
- (b) Any other equipment or loads, which are used for the conduct of the WSH course.

4.3.6 In the event, where the LSP wishes to conduct its WSH theory course(s) at a venue, other than the approved Training Venue, the LSP must inform the CB, which

had certified its WSH course(s) at the approved Training Venue/s, of its intent to effect such a change, and it must also demonstrate to the CB that:

- (a) It has an approved Training Venue at the registered address;
- (b) That the proposed venue is conducive for learning; and
- (c) That there are no safety and health concerns in relation to the proposed venue/s.

The LSP may conduct its WSH theory course(s) at a venue other than the approved Training Venue/s only after obtaining the CB's approval.

4.3.7 The requirement stated at Para 4.3.6 shall apply to a LSP for single and multiple usage.

4.3.8 Where the CB has granted approval to the LSP to conduct the WSH theory course(s) at an alternate venue, the LSP must ensure that:

- a) All training and assessment records are kept by the LSP, for courses conducted, at the alternate venue. Such records shall include the following documents:
 - i) Photographs of the alternate venue;
 - ii) Photographs of the WSH theory course(s) being conducted at the alternate venue;
 - iii) Layout plan of the alternate venue; and
 - iv) Leasing documents;
- b) The records mentioned in sub-paragraph 4.3.8(a) above, are continually updated;
- c) The alternate venue is only used for the conduct of WSH theory course(s). No practical training/assessment shall be allowed at the alternate venue, unless approval has been granted by the Authorities; and
- d) The alternate venue is not occupied and or used by another LSP or WSH approved training provider at any time.

4.3.9 The LSP must ensure that all Training Venues (including alternate venues) have been approved by the Urban Redevelopment Authority (URA) or the Housing & Development Board ("HDB"), either as a Commercial School (theory based only) or for Industrial Training (theory and practical), before it applies to be certified by the CB.

Note: Tenancy agreement (e.g. from JTC Corporation or other Developers) does not constitute a URA approval. Only correspondence with letterheads bearing the office of the relevant government authorities granting the approval shall be recognised.

4.3.10 Paragraph 4.3.9 shall not apply to LSP who is applying for a once-off use of the theory training premises.

4.3.11 The LSP is to note that a CB's approval of any practical training venue is conditioned upon its safe and adequacy of the training facilities and equipment. The

LSP shall comply with all relevant legislations including but not limited to legislations involving land use, building, fire and safety.

4.4 Training Requirements:

- 4.4.1 Training site emergency evacuation route – to be briefed at start of course
- 4.4.2 Training SOP must be available before the conduct of the course
- 4.4.3 General SOP for hazard reporting
- 4.4.3 Photos/slides of the various types of marine-related hazards (biological, fire, explosives, working at height, chemicals, mechanical, electrical, radiation and gas)
- 4.4.5 Local case studies, where possible, relating to incidents/accidents in the marine industry
- 4.4.6 Video on “Safety and Health Training” welfare issues from the SCDF and Police, to be screened to the workers anytime but before the end of the course
- 4.4.7 Total WSH Presentation Slides

Total WSH presentation slides will be issued upon approval of the Training Provider. The materials are provided strictly for the explicit use and guidance of training providers for the conduct of this course.

Any other use of the materials or parts thereof, reproduction, publication, distribution, transmission, re-transmission, or storage in a retrieval system in any form, electronic or otherwise, for purposes other than that expressly stated above without the express permission of WSH Council is strictly prohibited.

5 ASSESSMENT ADVICE

5.1 There shall be a close book 10-minute written assessment at the end of the course.

- 5.1.1 The learner must pass the written assessment in order to be issued with the certificate of successful completion. The number of attempts a candidate is allowed to be assessed in the written assessment is **ONE**. Failure to pass the written assessment will render a “Fail” outcome for the worker and he must then retake the course before re-attempting the assessment.

5.2 Written Assessment:

- 5.2.1 The LSP must administer a close book **10** multiple choice question (MCQ) assessment.
- 5.2.2 The total allocated time for the written assessment is 10 minutes.
- 5.2.3 The passing mark for the written assessment is 60%.
- 5.2.4 During the administration of the written assessment, there shall be an assessor to ensure the integrity of the assessment process. The Facilitator

for the course is not permitted to be the assessor for the same course participants during the assessment.

5.2.5 SOP on the upkeep of the confidentiality of the written assessment questions

5.2.6 Industry requirements

- MOM/WSH Council officers shall conduct audits with or without notice on WSQ WSH LSP
- To facilitate uploading of the assessment results, LSPs shall install the Automated Marking System (AMS) and its associated hardware.
- The LSP personnel who is authorised to use the AMS must also ensure that the assessment results are updated in SSG's TPGateway.
- LSPs are to upload the test results to MOM/ WSH Council no later than 5 calendar days after completion of the courses. All errors must be rectified within 24 hours for re-submission of the affected results to MOM/ WSH Council via WSH TRS. This is in addition to the uploading of assessment results to SSG via TPGateway.
- Authorities (i.e. MOM/ WSH Council) may request from LSPs information on the course. LSPs are to ensure that the information given to the Authorities are accurate and updated.
- Note: For system(s) or requirement(s) administered by the relevant authorities, i.e. MOM/ WSH Council, the TP shall fulfil the requirements and follow up with the agencies accordingly.

5.3 Issuance of Safety Pass and the Certificate of Successful Completion:

- 5.3.1 The Safety Pass/Card is to be issued, in accordance with the format shown in **Annex D**, to candidate who is assessed "Competent" in this Competency Unit for the SOC.
- 5.3.2 Certificate of Successful Completion is to be issued, in accordance with the format shown in **Annex E**, to candidate who is assessed "Competent" in this Competency Unit.
- 5.3.3 The issuance of the "Certificate of Successful Completion" is optional for LSPs who have already issued the Safety Pass to candidate who is assessed "Competent" in this Competency Unit.

6 FACILITATOR AND ASSESSOR REQUIREMENTS

6.1 A Facilitator and assessor of this course should possess the following:

- 6.1.1 Advanced Certificate in Workplace Safety and Health
- 6.1.2 At least 5 years of relevant industry experience as a supervisor / foreman / safety personnel in the marine industry
- 6.1.3 Advanced Certificate in Training and Assessment (ACTA) or Advanced Certificate in Learning and Performance (ACLPL) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLPL).
- 6.1.4 All trainers/adult educators are required to attain 10 hours (minimum) annually by attending Continuing Professional and Development (CPD) courses conducted by appointed training providers. For more details, refer to Train-the-Trainer (T³) Programme in WSH Council website (www.wshc.sg)
- 6.1.5 The trainer for the course is not permitted to be the assessor for the same course learners during the assessment.
- 6.1.6 The Learning Service Providers (LSP) are required to fulfill the following requirements:
 - ISO 29993 certification;
 - bizSAFE Level 3 certification;
 - Blended learning
 - Have developed an SOP to conduct online training and assessment (with online proctoring for supervisor and above courses) when required to do so.
 - For each WSH course, the LSP must have at least:
 - a. 1 full time Principal/Director;
 - b. 1 full time WSH Approved Adult Educator/ Trainer/Facilitators for each WSH course¹; and
 - c. 2 approved full time/associate Adult Educator/ Trainer/Facilitators for each of the language.
 - The LSPs are to inform the WSH Council when they withdraw their training provider status for any WSH course(s), or have their status suspended or terminated by any authority.
 - The LSPs are to comply with the instruction by either (i) SkillsFuture Singapore (SSG), Ministry of Manpower (MOM) or the WSH Council to stop conducting any WSH Course(s) when an investigation is ongoing, or a non-compliance is being verified. Further actions would be taken when fraudulent acts or significant non-compliances are established.

Facilitator and assessor should be separate and independent from one another.

7 END OF COURSE EVALUATION AND FEEDBACK

- 7.1 The LSP shall conduct an end-of-course evaluation after each course, where learners provide quantitative and qualitative feedback on the course content, duration, training delivery, training materials, training venue, training resources, quality of Facilitators and assessors.
- 7.2 The LSP shall analyse the feedback provided to improve the delivery of the course. Immediate actions shall be taken to address issues with ratings below 3. The actions taken to address issues with a rating of 1 or 2 shall be recorded and kept for audit purpose.

1	2	3	4	5
Poor	Fair	Satisfactory	Very Good	Excellent

8 RELATED WSH LEGISLATIONS, INDUSTRIAL CODE OF PRACTICE AND OTHER REFERENCES (the list is not exhaustive)

- Workplace Safety and Health Act 2006
- WSH (Risk Management) Regulations 2006
- WSH (Work at Heights) Regulations 2013
- WSH (Work at Heights Amendment) Regulations 2014
- WSH (Shipbuilding and Ship Repairing) Regulations 2008

Annex A

Course Syllabus

Lesson No.	Topics & Sub-Topics	Remarks	Total
1	Introduction to Shipyard Safety Instruction Course (Painters Trade) (i) Types of Paints (ii) Methods of Painting (iii) Types of Hazards in the Painting Trade	Theory	15 minutes
2	Fire and explosion hazards & safety measures (i) Chemistry of fire – Fire Triangle (ii) Characteristics of flammable liquids and vapors a. Volatility b. Flash point of a liquid c. Flammable range/ Lower explosive limit/ Upper explosive limit d. Densities of vapors and gases e. Material Safety Data Sheets (MSDS) (iii) Fire and explosion hazards in painting work (iv) Safety measures for preventing fires and explosions in painting works	Theory	55 minutes
3	Airless spraying hazards and safety measures	Theory	10 minutes
4	Health hazards and preventive measures	Theory	30 minutes
5	Personal protective equipment	Theory	5 minutes
6	Safe storage of paints and solvents on board vessels	Theory	5 minutes
7	Vessel Safety Coordination Committee (VSCC) Meetings	Theory	5 minutes
8	Permit-to-work system – Application for a painting permit	Theory	10 minutes

Lesson No.	Topics & Sub-Topics	Remarks	Total
9	Worker's safety checklist for painting works	Theory	5 minutes
10	Written Assessment – MCQ Assessment	Theory	10 minutes
	Total Course Duration		150 minutes



Annex B

Course Reference Matrix

APPROVED TRAINING SYLLABUS Shipyards Safety Instruction Course (Painters Trade)				Coverage of Course Content For LSP Inputs	
S/N	Content	Remarks	Duration	Indicate slide number e.g. Slide #2	Mode of Assessment
1	Introduction to Shipyards Safety Instruction Course (Painters Trade) (i) Types of Paints (ii) Methods of Painting Types of Hazards in the Painting Trade	Theory	15 min		
2	Fire and explosion hazards & safety measures (i) Chemistry of fire – Fire Triangle (ii) Characteristics of flammable liquids and vapors a. Volatility b. Flash point of a liquid c. Flammable range/ Lower explosive limit/ Upper explosive limit d. Densities of vapors and gases e. Material Safety Data Sheets (MSDS) (iii) Fire and explosion hazards in painting work (iv) Safety measures for preventing fires and explosions in painting works	Theory	55 min		

APPROVED TRAINING SYLLABUS Shipyards Safety Instruction Course (Painters Trade)				Coverage of Course Content For LSP Inputs	
3	Airless spraying hazards and safety measures	Theory	10 min		
4	Health hazards and preventive measures	Theory	30 min		
5	Personal protective equipment	Theory	5 min		
6	Safe storage of paints and solvents on board vessels	Theory	5 min		
7	Vessel Safety Coordination Committee (VSCC) Meetings	Theory	5 min		
8	Permit-to-work system – Application for a painting permit	Theory	10 min		
9	Worker's safety checklist for painting works	Theory	5 min		
10	Written Assessment	Written	10 min		
			TOTAL	2.5 hours	



Declaration by LSP

I hereby declare that all the training materials and related particulars / information given are true and correct nor have I infringed any copyright related issues in this entire accreditation process/application

Name of LSP

Name of Applicant

Designation of Applicant

Applicant's Signature

Date

Head/Principal's Signature

Date



Annex C

Assessment Plan

1. Overview
2. Assessment method and duration
3. Instruction for preparation of written assessment
4. Assessment Instruments

Annex C-1

1 Overview of Assessment Plan (listed by topics)

Topics	Lecture (min)	Assessment (min)	Total (min)
1. Introduction to Shipyard Safety Instruction Course (Painters Trade)	15	WT	15
2. Fire and explosion hazards & safety measures	55	WT	55
3. Airless spraying hazards and safety measures	10	WT	10
4. Health hazards and preventive measures	30	WT	30
5. Personal protective equipment	5	WT	5
6. Safe storage of paints and solvents on board vessels	5	WT	5
7. Vessel Safety Coordination Committee (VSCC) Meetings	5	WT	5
8. Permit-to-work system – Application for a painting permit	10	WT	10
9. Worker's safety checklist for painting works	5	WT	5
Total (Hrs) – Written Assessment (WT)	10 min	10 min	10 min
Total (Hrs)	2hr 20 min	10 min WT	2.5 hrs

WT = Written Assessment for cohort of **40** learners

Annex C-2

2.1 Instruction for preparation of Written Assessment

These instructions concern the written assessment of the learner's competency

Specification item	Details on specifications
Learning outcome	Topics 1-9
Duration	10 min
Venue	Classroom
Set up	<ul style="list-style-type: none">• Classroom setup for 40 learners.• Tables & chairs for individual seating• Projector and monitor• Whiteboard & markers of different colours• Whiteboard duster• 2B pencil and eraser for each learner• Printed answer sheet• Common Clock
Conduct of the Written Assessment	<ul style="list-style-type: none">• Brief learners to check if they have been given the correct assessment set• Brief learners on the time allocated for the assessment• Brief learners on the close book assessment format.• Brief learners that they cannot refer to any material or notes or discuss the questions with any other learners during the assessment• Brief learners on the 60% passing mark requirement

Annex D

Format of Safety Pass

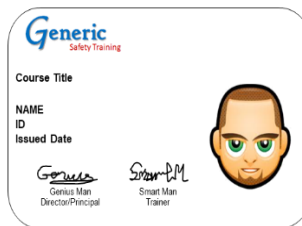
Learning Service Providers are to issue a Safety Pass and/or Certificate of Course Completion, to workers who have successfully completed and passed the course.

Do note that the reference below is intended only to present the format of the pass and should not be used as an actual template for direct printing.

Guidelines for the credit card size pass for MOM WSH courses by LSPs

3 3/8 x 2 1/8 inch (85.60 x 53.98 mm)

Front view



Font Type: Arial
Font size (Course title): Recommended 8pt or larger
Font size (Others): Recommended 6pt or larger
Photo size: 3.1cm X 2.4cm

- Pass should contain no less than the information depicted in the guide
- LSP may use their own reference format for serial number
- ID should be FIN, NRIC Passport Number or any unique official identifier
- Course Venue should reflect address of training centre (not business office, etc) which pass holder attended
- Trainer signature should reflect the trainer that conducted the course

Back view

1. Use of card is governed by terms and conditions of < Name of Learning Service Provider>
2. < Name of Learning Service Provider> is certified by <Name of Certification Body> accredited by Singapore Accreditation Body at the date of issuance of the pass
3. This card is not transferrable
4. The course is conducted @ < Course venue>
5. Holder of the card has been certified competent in the <Course Title> on the issued date as indicated in front.
6. This card will expire <xx> years from the date of issue.
7. This card is the property of < Name of Learning Service Provider> and must be returned on request.
8. Card shall be retained if it has been tampered with, misused or replaced.
9. This card is issued by < Name of Learning Service Provider>. If found, please return to < Name of Learning Service Provider> at <Address of < Name of Learning Service Provider>..
10. For enquiries, please contact < Name of Learning Service Provider> . > at <hotline>

Font Type: Arial
Font size : Recommended 6pt or larger

Annex E

Certificate of Successful Completion

Learning Service Providers are to issue a Safety Pass and/or Certificate of Course Completion, to workers who have successfully completed and passed the course.

3 inch 10pt 20pt 10pt 15pt 12pt 10pt 15pt 10pt 12pt 10pt 10pt 1 inch

<Official Logo/Name of LSP> Serial Number: <xxx>

CERTIFICATE OF SUCCESSFUL COMPLETION

is awarded to

<Name of Trainee>

< ID >

for successful completion of the
<Course Title>

< Name of LSP >
<LSP certified by Name of Certification Body>

@ < Training venue >
from

<Training Date/s>

Validity: < x Years from last date of course/ NA>

Genius Man
Director / Principal
Training Division
<Name of LSP> /
Company Stamp

Smart Man
Trainer
Training Division
<Name of LSP>

<Name of LSP> | UEN: <XXX> | <Office Address>
Tel: <xxx> | Fax: <xxx> | Website: <xxx> | Email: <xxx>

Font type: Arial
Font size: Recommended as stipulated
Header/Footer space: Recommended as stipulated

•Certificate should contain no less than the information depicted in the guide

•LSP may use their own reference format for serial number

•ID should be FIN, NRIC Passport Number or any unique official identifier

•For LSP Course, Course Title should be the corresponding title as indicated in the Ministry of Manpower Technical Note)

•Course Venue should reflect address of training centre (not business office, etc) which pass holder attended

•Certificate should indicate that <<Name of LSP>> is a Learning Service Provider (LSP) certified by <<Name of Certification Body>> for <<Course Title of corresponding course>>

•Trainer signature should reflect the trainer that conducted the course

•Management of safety certificate should be in accordance to the requirements under LSP scheme