

# **MINISTRY OF MANPOWER**

## **TECHNICAL NOTES**

### **For**

# **Shipyard Safety Instruction Course**

## **for Workers**

## **(Hot-Work Trade)**

Version 6.0

Amendment date: 1 Sep 2024

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# 1 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.
- 1.2 It also aims to help facilitate LSPs learning process, deliver effective training and conduct competency-based training and assessment.
- 1.3 The main part of this document contains key information on the **Shipyard Safety Instruction Course for Workers (Hot-Work 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.
- 1.4 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 DDDLDP
- 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

### 2.3 Shipyard Safety Instruction Course for Workers (Hot-Work 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
- Facilitator for 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 overall layout of the safety pass/card/certificate must adhere to the standard MOM Safety Certificate/Pass/Card template.
- All training records must be kept by LSP for period of no less than 2 years for audit purpose.

## 2.4 Checklist for LSPs

- URA approved use of venue: Commercial School (theory only)
- Facilitators to be approved by authority by course, language and venue
- Updated register of all facilitators by course, language and venue
- Facilitator certification: Advanced Certificate/Specialist Diploma in WSH for worker/supervisor & above courses
- Course information including cancellation and refund policy must be available to public
- Accountability for all test related materials including test 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
- LSPs to have copy of Technical Notes Parts I and II in addition to the course related SOP/s, CDA and any other MOM stipulated requirements for compliance
- SOC assessment records to be retained for 3 months

## 2 OVERVIEW OF THE COURSE REQUIREMENTS

- 3.1 Learning objectives:
  - 3.1.1 Introduction to Shipyard Safety Instruction Course for Workers (Hot-Work Trade)
  - 3.1.2 Know the different types of Hot-work
  - 3.1.3 Know characteristics of flammable substances
  - 3.1.4 Understand how vapours/ gases can accumulate in confined spaces
  - 3.1.5 Understand how fires/ explosions are caused
  - 3.1.6 Understand case studies on two shipyard fire and explosion accidents
  - 3.1.7 Know and take safety measures for preventing fire/ explosions
- 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:
  - 3.5.1 Theory Lesson = 1:40 max
  - 3.5.2 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. 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 is required to 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/handouts 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 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.

4.3.2 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 land space to comfortably conduct the practical training and assessment safely. 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.

4.3.3 LSP is to adhere to the conditions stipulated in the Technical Notes Parts I and 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.

4.3.4 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.

4.3.5 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.

4.3.6 The requirement stated at Para 4.3.5 shall apply to a LSP for single and multiple usage.

4.3.7 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 4.3.7(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.

4.3.8 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.

4.3.9 Paragraph 4.3.8 shall not apply to LSP who is applying for a once-off use of the theory training premises.

4.3.10 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
- 4.4.4 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 10-minute written assessment at the end of the course.

5.1.1 During the administration of the written assessment, there shall be an assessor to ensure the integrity of the assessment process. The trainer for the course is not permitted to be the assessor for the same course during the assessment. An invigilator can be appointed in place of the assessor, but the trainer for the course must be on standby to make clarification on the questions where needed.

5.1.2 The worker 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) test.

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 TPs information on the course. TPs 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.

5.3.4 The validity period for Shipyard Safety Instruction Course for Workers (Hot-Work Trade) should be 5 years

## 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 (ACLP) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLP).

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 (T<sup>3</sup>) Programme in WSH Council website ([www.wshc.sg](http://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 course<sup>1</sup>; 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	Theory	10 minutes
2	Types of Hot-work	Theory	5 minutes
3	Characteristics of flammable substances (i) Volatility of a liquid (ii) Flash point of a liquid (iii) Flammable range/Lower explosive limit/Upper explosive limit (iv) Densities of vapours and gases	Theory	20 minutes
4	How vapors/gases can accumulate in confined spaces	Theory	10 minutes
5	How fires/explosions are caused (i) Chemistry of fire - Fire triangle (ii) Oxygen enrichment	Theory	15 minutes
6	Case studies on two shipyard fire and explosion accidents	Theory	40 minutes
7	Safety measures for preventing fires/explosions (i) Vessel safety co-ordination committee (VSCC) (ii) Permit-to-work systems (iii) Detection of combustible gases and vapours (fuel) (iv) Prevention of flashback in gas hoses/piping/torches (v) Fire watch (vi) Inspection and maintenance of hot-work tools (gas torches) and other safety requirements for burning and cutting operations	Theory	40 minutes
8	Written Assessment : MCQ Assessment	Theory	10 minutes
	Total Course Duration		150 minutes (2.5hours)

## Annex B

### Course Reference Matrix

APPROVED TRAINING SYLLABUS Shipyards Safety Instruction Course (Hot-Work 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 (Hot-Work Trade)	Theory	10 min		
2	Types of Hot-work	Theory	5 min		
3	Characteristics of flammable substances (i) Volatility of a liquid (ii) Flash point of a liquid (iii) Flammable range/Lower explosive limit/Upper explosive limit (iv) Densities of vapours and gases	Theory	20 min		
4	How vapors/gases can accumulate in confined spaces	Theory	10 min		
5	How fires/explosions are caused (i) Chemistry of fire - Fire triangle (ii) Oxygen enrichment	Theory	15 min		
6	Case studies on two shipyard fire and explosion accidents	Theory	40 min		
7	Safety measures for preventing fires/explosions (i) Vessel safety co-ordination committee (VSCC) (ii) Permit-to-work systems	Theory	40 min		

<b>APPROVED TRAINING SYLLABUS Shipyards Safety Instruction Course (Hot-Work Trade)</b>				<b>Coverage of Course Content For LSP Inputs</b>	
	(iii) Detection of combustible gases and vapours (fuel) (iv) Prevention of flashback in gas hoses/piping/torches (v) Fire watch (vi) Inspection and maintenance of hot-work tools (gas torches) and other safety requirements for burning and cutting operations				
8	Written Assessment	Written	10 min		
<b>TOTAL</b>			<b>2.5 hours</b>		

**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 test
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 (Hot-Work Trade)	10	WT	10
2. Types of Hot-work	5	WT	5
3. Characteristics of flammable substances	20	WT	20
4. How vapors/gases can accumulate in confined spaces	10	WT	10
5. How fires/explosions are caused	15	WT	15
6. Case studies on two shipyard fire and explosion accidents	40	WT	40
7. Safety measures for preventing fires/explosions	40	WT	40
<b>Total (Hrs) – Written Test (WT)</b>		<b>10 min</b>	<b>10 min</b>
<b>Total (Hrs)</b>	<b>2hr 20min</b>	<b>10 min WT</b>	<b>2.5 hrs</b>

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

## Annex C-2

### 2.1 Instruction for preparation of Written Test

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

<b>Specification item</b>	<b>Details on specifications</b>
Learning outcome	Topics 1-7
Duration	10 min
Venue	Classroom
Set up	<ul style="list-style-type: none"><li>• Classroom setup for 40 learners.</li><li>• Tables &amp; chairs for individual seating</li><li>• Projector and monitor</li><li>• Whiteboard &amp; markers of different colours</li><li>• Whiteboard duster</li><li>• 2B pencil and eraser for each learner</li><li>• Printed answer sheet</li><li>• Common Clock</li></ul>
Conduct of the Written Test	<ul style="list-style-type: none"><li>• Brief learners to check if they have been given the correct test set</li><li>• Brief learners on the time allocated for the test</li><li>• Brief learners on the close book test format.</li><li>• Brief learners that they cannot refer to any material or notes or discuss the questions with any other learners during the test</li><li>• Brief learners on the 60% passing mark requirement</li></ul>



## Annex D

### Format of Safety Pass

Safety Pass and/or Certificate of Course Completion is to be issued, to candidate who is assessed "Competent" in this Competency Unit. "Safety Pass/Card" is to be issued, in accordance with the format shown in **Annex D**.

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 ⅜ × 2 ⅛ inch (85.60 × 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

“Certificate of Successful Completion” is to be issued, in accordance with the format shown in **Annex E**. This is in addition to the Statement of Attainment (SOA) issued by SSG for WSQ courses.

3 inch 10pt  
20pt  
10pt  
15pt  
12pt  
10pt  
15pt  
10pt  
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>

- 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