



## Safety, Health & Environment Training and Consultancy Pte Ltd

UEN: 202118352K

1 Fifth Avenue #03-08 Guthrie House

Singapore 268802

Tel: +65-91894509 Email: [query@shetc.com.sg](mailto:query@shetc.com.sg)

[www.shetc.com.sg](http://www.shetc.com.sg)

### 5 Days Appointed Person Training Course: Lifting Operations (4<sup>th</sup> Run)

Foreword	Programme Details
<p>Various type of cranes and lifting machines are heavily used in day to day work operations. Use of this machines and equipment comes with significant hazard that may pose high risk and may lead to unwanted incident, if not been taken care or addressed.</p> <p>To improve crane safety standards in Singapore, a three-pronged approach can be adopted namely;</p> <ol style="list-style-type: none"><li>(1) Enhancing competencies and capabilities;</li><li>(2) Enhancing awareness of key issues; and</li><li>(3) Strengthening standards and practices</li></ol>	<p>Date : <b>23, 24, 25, 26, 28 Feb 2022</b> 07 Mar 2022 (4<sup>th</sup> RUN)</p> <p>Duration : 5 Days</p> <p>Time : Please refer to timetable</p> <p>Venue : See detail programme</p> <p>CPD : PDU (32 points) (TBC) SDU (35 points) (TBC) STU (Safety) (4 points) (TBC) CET hours (40) (TBC)</p> <p>Fees : <b>\$2,388 (Early Birds)</b> <b>(Payment before 02.02.22 )</b> \$2,430** \$2,565<sup>#</sup> \$2,700 (Other)</p> <p>Car Parking : Free (subject to availability)</p> <p>Early Birds (registration &amp; payment to clear 3 weeks before the event, i.e. 02 Feb 2022)</p> <p>** Supporting Institution/ Society and organisation # Strategic Partner (WSH Asia members)</p>

#### Supporting Organisations:



#### Strategic Partner:





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To build the competency and capabilities of the lifting team personnel, SHETC has initiated the **“5 days Appointed Person Training Course”** to enhance the lifting team competency. We believe to eliminate and reduce the lifting risks which ultimately reduce the incident. It is important to identify the “risks at source” right from the planning stage by selecting and appointing the competent Appointed Person (AP) to plan and co-ordinate overall cranes deployment and advise management to select the right cranes for intended lifting operations.

Selecting the right lifting team and equipment to perform the intended lifting operations will enhance safe lifting operations. Currently, the Lifting Plan (LP) which is required under the WSH (Operation of Cranes) 2011 Regulation 4, were not properly establish and implement in accordance with the generally accepted principles of safe and sound practice. Many a time, lifting team were also not aware of the basic load factor/ Factor of Safety (FoS) calculation for use of sling angle, this has resulted in overloading, damaging the crane parts and lifting gears. Such unsafe behaviour was the result of ignorance, i.e. lack of in-depth lifting operations knowledge and experience.

With the passion and good intention to improve the safe lifting operations in the workplaces, SHETC invited **experienced Professional Trainers from various cranes background (Authorised Examiner/ AE, Civil & Structural Professional Engineer/PE, Approved Crane Contractor/ ACC, Project Manager/ PM, Appointed Person/ AP, SS 559 and SS 536 Review Committee member)**. The training courses will be conducted in two of the reputable crane companies, i.e. BOK SENG Technology (BST) and Tiong Woon Corporation (TWC). This course is approved for CPD-PDU, SDUs, STU (Safety), CET hours.

We believe the Appointed Person (AP) will be the right person to drive the safe lifting culture and set the required competency level in the company. This will prevent injuries and DOs, which can potentially lead to greater harm to both workers and public property.

Description	Year					
	2020	2019	2018	2017	2016	2015
DOs (Crane)	06	08	12	13	19	21
Workplace Fatalities (Crane)	00	01	00	01	01(02)*	05

\*lifting appliance/ gears

Extracted from WSH Report, MOM

The Singapore Standards highlights key factors to be considered in the planning and execution of lifting operations, and introduces the elements of a comprehensive lifting plan (LP) as a systematic approach towards planning a safe lifting operation.

Cranes are an integral part of operations for many industries, ranging from infrastructure, residential, factory, warehouse, process, shipbuilding to ship-repairing industries. DfMA (Design for Manufacturing Assembly) is a key pillar of Singapore’s Construction Industry Transformation Map (ITM) and has transformed the nation from conventional cast in-situ into PPVC (Prefabricated Prefinished Volumetric Construction) and Prefabricated Mechanical Electrical and Plumbing (MEP) system, i.e. integrating C&S, M&E and Architecture works into one module.

To support increasing demand for DfMA components, Singapore is developing integrated construction and prefabrication Hubs (ICPHs) and has been driving adoption of DfMA through Productivity Gateway Framework (PGF) and Government Land Sales (GLS) requirements from Nov 2014. The weights of the lifting components have since increased tremendously with bigger and heavy cranes required to perform various type of lifting operations.

For the last six years, we have seen many structures that are beyond 30 storeys with PPVC construction. One of the common and popular features of such buildings has been the heavy prefabricated Sky bridges/ Link bridges (> 100 ton), which connect in-between structures.

Other examples include our heavy infrastructure construction equipment such as Tunnel-boring machine (TBM >200 ton), heavy prestressed viaducts and mega truss gridler under LTA project. For Process, Oil & Gas industries, the prefabricated components such as platform, staging and reactor can be weighted from 100 to over 700 tonne. Complex lifts such as unequal and equal tandem lift will be required. We will need careful planning and calculation to ensure that the overall lifting plan has taken into consideration all foreseeable risks.

## Off-site construction the way to go

Prefabricated prefinished volumetric construction (PPVC) is one of the game-changing technologies that support the Design for Manufacturing and Assembly (DfMA) concept to significantly speed up construction.

### WHAT IS PPVC?

PPVC is a construction method whereby flats or modules made up of multiple units complete with internal finishes, fixtures and fittings are manufactured in factories, and are then transported to work site for installation in a Lego-like manner.

### WHAT ARE THE BENEFITS OF PPVC?

- A high-rise residential project that takes three years to complete can potentially save nine months if PPVC is used.
- It can potentially achieve a productivity improvement of 35 to 40 per cent in terms of manpower and time savings, depending on the complexity of the projects.
- Dust and noise pollution can be minimised as more activities are done off-site.
- With the bulk of the installation activities and manpower moved off-site to a factory controlled environment, site safety will also improve.

### HOW ARE MODULES MADE?

Each module is fabricated off-site, complete with walls, floors and ceiling. Finishing works, which include painting and flooring, are done prior to transport.

### HOW ARE MODULES TRANSPORTED?

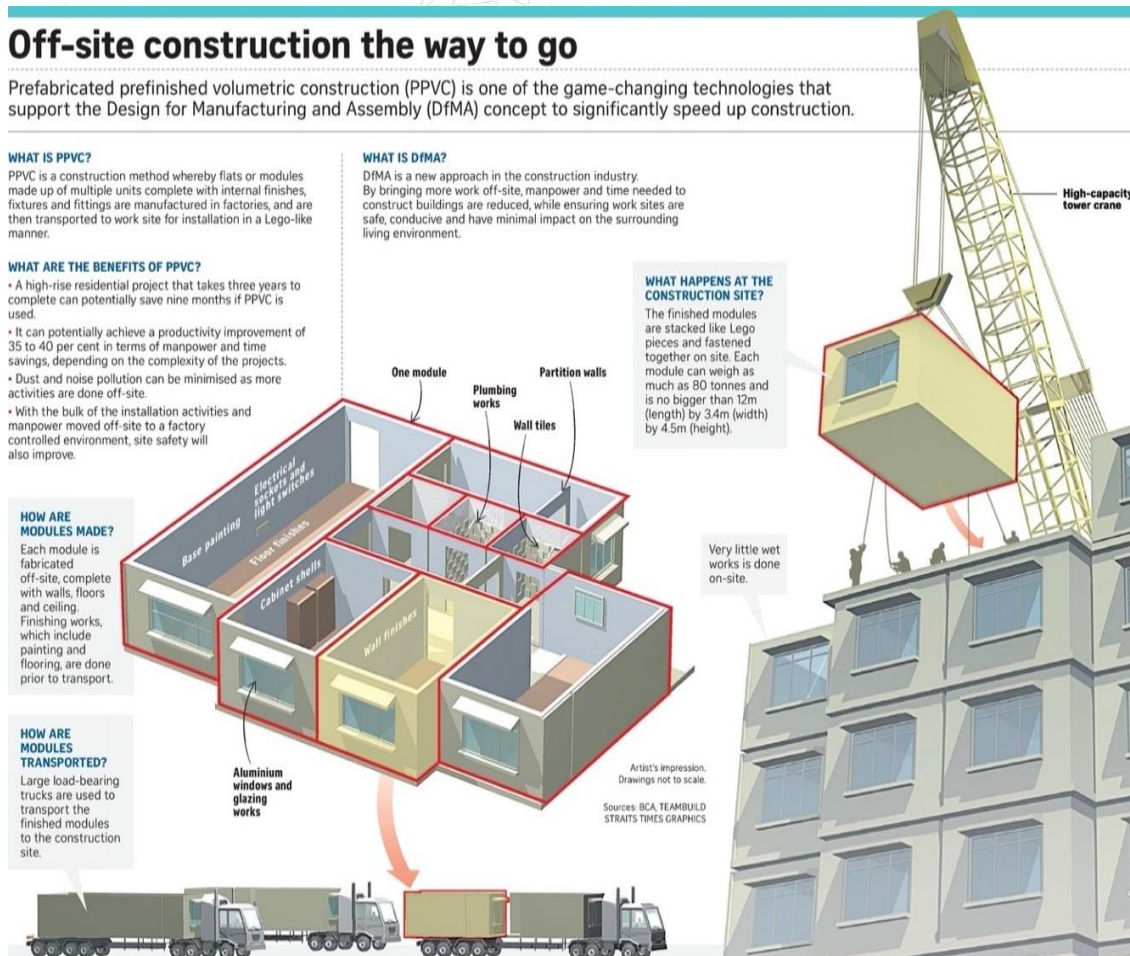
Large load-bearing trucks are used to transport the finished modules to the construction site.

### WHAT IS DfMA?

DfMA is a new approach in the construction industry. By bringing more work off-site, manpower and time needed to construct buildings are reduced, while ensuring work sites are safe, conducive and have minimal impact on the surrounding living environment.

### WHAT HAPPENS AT THE CONSTRUCTION SITE?

The finished modules are stacked like Lego pieces and fastened together on site. Each module can weigh as much as 80 tonnes and is no bigger than 12m (length) by 3.4m (width) by 4.5m (height).



[https://static.straitstimes.com.sg/s3fs-public/articles/2017/06/19/st\\_20170619\\_construct19\\_3218239-page-001.jpg](https://static.straitstimes.com.sg/s3fs-public/articles/2017/06/19/st_20170619_construct19_3218239-page-001.jpg)





## **Purpose of Attending Appointed Person Course**

This course will equip candidates with an in-depth understanding of the roles and responsibility of the Appointed Person appointment highlighted in the WSH (Approved Codes of Practices) Notification, i.e. SS 536:2008, Code of practice for the safe use of mobile cranes; SS 559:2010, Code of practice for safe use of tower cranes, which are currently under review to align with the international standards and new lifting operations requirements.

## **Who Should Attend?**

**Developer, Architect, Designer** (understand the heavy equipment capability and *spec in the crane layout requirements, type of cranes and criteria of competent person (i.e. Appointed Person) right from the design stage*);

**Authorised Examiner (AE)** (update the latest legal requirements on cranes and also understand the relevant SS/ COP/ Guidelines under the latest WSH (Approved code of practices) notification.

**Specialist Designer (QP/PE)** (understand the crane specifications and identify the design risks based for the actual site layout plan, surrounding and soil conditions for the crane foundation and tie-back design);

**Crane Owners, Approved Crane Contractors** (providing relevant information required for the safe lifting operations to the lifting team. Select and appoint competent person (i.e. Appointed Person) for the crane installation, jacking and dismantling)

**Project Managers, Site Managers, Engineers** (understand how to establish and implement a lifting plan under the WSH (Operation of cranes) Regulations;

**WSH Professionals** (advise and enforce the Lifting plan-PTW in the project and prevent any dangerous occurrences and accidents)

**Senior Lifting Supervisor and Site Supervisor** (understand the Lifting plan-PTW detail and conduct briefing to the lifting team before commencement of any lifting operations)

**Any other personnel who are involved** in site planning of safe systems of work, project management, crane selection, installation, commissioning, dismantling, specification and consultancy of cranes at various jobsite, such as infra-structure construction (i.e. road, tunnel, highway, services, etc.), addition & alternation (A&A), shipbuilding and ship-repairing, stevedoring, process, oil & gas industries, etc.

## **Registration**

Any registration, whether online or email will be on a **first-come-first-served basis** and will only be confirmed upon receipt of full payment by **Safety, Health & Environment Training and Consultancy Pte Ltd** unless otherwise invoice to company. All registrations must be submitted with duly completed registration form, and Candidates must fulfil the prerequisite as stated below:

- 1) An Engineering Degree recognised by PE Act, Chapter 253 or
  - 2) Local Engineering Diploma holder with 1 – 3 years of relevant experience
  - 3) Strongly encouraged to attend the relevant WSH and Safe Lifting Operations training courses such as CSCPM (Construction Safety Course for Project Manager), LSSC (Lifting Supervisor Safety Course), etc.
  - 4) Experienced and knowledge of rigging, signalling and lifting operations
- \*Important\*: It is **compulsory** to send all soft copy of documents (certificates, transcript, and updated CV for verification)



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*\*Remarks:*

*Professional Engineers Act (Chapter 253), Professional Engineers (Approved Qualifications) Notification 2009 (Ref: <https://sso.agc.gov.sg/SL/PEA1991-S653-2009?DocDate=20180112>)*

**Closing Date & Payment**

The closing date of the event will be 1 week prior to event commencement date or earlier.  
Payments can be made by following mode:

**By PayNow (Preferable)**

PayNow to UEN: 202118352K

Indicate your **Contact number and Name** on the Bill Reference No. for verification.

**By bank transfer**

Name of Bank: OCBC

Address of Bank: **OVERSEA-CHINESE BANKING CORPORATION LIMITED**

65 Chulia Street, OCBC Centre, Singapore 049513

Account Name: Safety, Health & Environment Training and Consultancy Pte Ltd

Account No: 601529316001 | Bank Code: 7339 | Branch Code: 601

Swift Code: **OCBCSGSG**

Indicate your **registered name and contact number** under 'Comments for recipient'.

**By cheque (Avoid if possible)**

For payment by cheque, please mail it at least 2 working week before the course start date.

Cheques should be crossed 'A/C payee only' and made payable to **"SHETC"** or **"Safety, Health & Environment Training and Consultancy Pte Ltd"** with the Title of the event clearly written on the back of the cheques, and submitted with the duly completed registration forms to:

**Safety, Health & Environment Training and Consultancy Pte Ltd**

1 Fifth Avenue #03-08 Guthrie House

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**Confirmation of Registration**

Confirmation of registration will be sent to you at least a week before the commencement date via email. Therefore, ***if you do not receive any confirmation email with the full details, you are required to text or contact us at H/P 91894509 and we will get them to you ASAP.*** The Management reserves the right to allow make any last-minute amendments.



## Trainer's Profile



Er. Theresa Liew is registered with Ministry Of Manpower (MOM) as the Authorized Examiner (Lifting Equipment & Pressure Vessels).

She has started IQS Services Pte Ltd in 2015 after serving as the Principal Specialist under the OSD Division of MOM for more than 22 years. During her tour in MOM, she was involving in the trouble shooting of crane related issue and has been contingent in the improvements to the overall landscape of crane operations.

She has vast experience and sound engineering knowledge in the lifting equipment and pressure vessels. She also take part in the Singapore Standards/ Code of Practices review committee such as the SS 559:2010, Code of Practice for Safe use of Tower Cranes and CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



Er. Liu Png Hock joined Singapore Mass Rapid Transit Corporation (MRTC) in 1985 and currently LTA Advisor for Safety & Project Management. He was involved in the construction of Singapore MRT/LRT/road infrastructure planning, construction and project management.

He has more than 35 years of professional working experience in rail engineering projects. He has extensive experience in project management of general civil engineering and railway systems projects in Singapore and Shanghai, including the recently completed project Downtown Line and Thomson East Coast Line. His engineering expertise covers project management, project schedule control and safety governance.



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Er. Teng Chin Seng, B. Eng, M. Eng, P. Eng (Mechanical), MBA, is the Managing Director of CST Engineering Services Pte Ltd.

He is a Professional Engineer (PE) and Authorised Examiner (AE) for lifting equipment. Prior to his current position, he was the Chief Operating Officer of an international tower crane rental company. He also held several positions in an international crane manufacturing company. He has extensive experience in crane design and installation.

Convenor for the SS 559:2010, Code of Practice for Safe use of Tower Cranes Work Group review committee and past Co-Convenor for the CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



Er. Sam Ko had graduated with a Diploma in Civil Engineering from Singapore Polytechnic and B.Eng. (Hon) Civil Engineering from University of Glasgow. Sam is a Professional Engineer in Singapore and Chartered Professional Engineer in Australia.

He is a certified mobile crane operator and an associate trainer in BCA Academy. Sam is a Registered Workplace Safety & Health Officer and was trained as an auditor for Occupational Safety and Health. Since graduating from University.

Sam has had about 30 years of working experience as an Engineer, Project Manager, Project Director and General Manager in the construction industry. He had vast experiences in project management, coordinate of site layout, selection of crane, deployment & usage of crane at construction project. Currently, he is the Work Group Review Committee member for SS 559:2010, Code of Practice for Safe use of Tower Cranes.





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Er. Jacky Oh joined Yongmao Machinery Pte. Ltd. ("Yongmao Machinery") in 2009 and is currently a Technical Adviser for Yongmao Machinery. He works closely with internationally renowned inspection agencies, including TUV SUD GmbH and Bureau Veritas, and plays a vital role in planning, design and project management of existing and new tower cranes.

Er. Oh has been actively contributing to the annual review of ISO/ TC96 – Cranes, Working Group review committee member of SS559: 2010, Code of Practice for Safe Use of Tower Cranes, Course speaker for IES- Tower Cranes Inspection. He is also practicing as a LEEA Wire Rope Inspector and an accredited Lift & Escalator Inspector (LEI).



Mr. Bhupendra Singh Baliyan, has over 25 years of HSE experience and served on various HSE committees and organisation and represent in various Spring Singapore standards as working group member such as SS 617: 2016 Code of practice for the lifting of persons in work platforms suspended from cranes and SSEN 131:2019 Ladders.

He is a member of the Health and Safety Engineering Technical Committee- Institution of Engineers, Singapore (IES) and actively participates and represents IES and IOSH. During his HSE leadership at Tuas Mega port project, he was involved in heavy lifts on-board vessels and dredging activities.

Besides his fulltime employment, Mr Baliyan volunteered and serving as a WSH Officer in Singapore Armed Force (SAF) and appointed as an Adjunct Lecturer in Singapore polytechnic (SP) and Building Construction Authority Academy (BCAA). He also held past Chairman position of Institution of Occupational Safety and Health (IOSH) Singapore branch. Baliyan has obtained academic degrees in M.Sc. (Transportation Engineering) from Nanyang Technological University and M.Sc. (Safety, Health and Environmental Technology) from NUS. He is a Senior Member of IES.





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Mr. Frankie Tan is presently the Secretary of the Singapore Cranes Association. And represented the Association in the National Crane Safety Taskforce (NCST)

He is also the Regional Director of STSY International Pte Ltd. His practical crane knowledge comes through many involvements in management and operational level of the companies he managed. With a BBA and professional certifications, he always gives a different insight to crane safety.

He was the Work Group review committee member for the CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



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## **Training Programme**

<b>Timing</b>	<b>Day 1: 23 Feb 2022 (Wed)</b> Venue: Bok Seng Technology Pte Ltd (BST) 5 <sup>th</sup> Sty, OMEGA Room
	<b>Trainer: Mr. Bhupendra, Er. Theresa Liew &amp; Er. Liu Png Hock</b>
0830 – 0900	Registration
0900 – 1000	WSH Act/ WSH (General Provisions) Regulations
1000 – 1015	Coffee/ Tea-Break
1015 – 1100	WSH (Construction) Regulations/ WSH (Shipbuilding and Ship-repairing) Regulations
1100 – 1200	WSH (Risk Management) Regulations/ WSH (Work at Heights) Regulations
1200 – 1300	WSH (Approved Codes of Practices) Notification/ Code of Practice for WSH Risk Management
1300 – 1400	Lunch
1400 – 1430	WSH (Operation of Cranes) Regulations
1430 – 1545	Case Studies
1545 – 1600	Coffee/ Tea-Break
1600 – 1645	Rapid Transit Systems Act/ Regulations
1645 – 1800	Code of practice for Railway Protection

<b>Timing</b>	<b>Day 2: 24 Feb 2022 (Thu)</b> Venue: BST 5 <sup>th</sup> Sty, OMEGA Room
	<b>Trainer: Er. Sam Ko</b>
0830 – 0900	Registration
0900 – 1000	Code of practice for safe lifting operations in the workplaces 1) Factors affecting safe lifting operations
1000 – 1015	Coffee/ Tea-Break
1015 – 1045	2) Risk assessment and Permit-to-work (PTW) operations
1045 – 1115	3) Equipment (Tower cranes/ mobile cranes)
1115 – 1145	4) Personnel roles and responsibilities
1145 – 1215	5) Emergency and contingency planning
1200 – 1230	6) Lifting Plan (LP)
1300 – 1400	Lunch
1400 – 1430	Cranes access, Tower cranes foundation, tie-back design
1430 – 1530	Case Studies (Mobile cranes)
1530 – 1545	Coffee/ Tea-Break
1545 – 1800	Case Studies (Tower Cranes)



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Timing	<b>Day 3: 25 Feb 2022 (Fri)</b>
	Venue: BST, 5 <sup>th</sup> Sty, OMEGA Room <b>Trainer: Mr. Bhupendra and Mr. Frankie Tan</b>
0830 – 0900	Registration
0900 – 1000	Introduction to Rigging Terminology
1000 – 1015	Coffee/ Tea-Break
1015 – 1045	SS 343: 2014 Specification for lifting gear Part 1: Wire rope slings (wire rope slings calculation) Part 2: Hooks Part 3: Shackles
1045 – 1115	Centre of Gravity (CG) calculation
1115 – 1200	Selecting type of lifting gears: Slings, Shackles, Lifting beam/ spreader beam
1200 – 1300	Case Studies
1300 – 1400	Lunch
1400 – 1500	Understanding different type of cranes and their strengths and application (Mobile crane, crawler crane, all terrain crane, truck crane, gantry crane, etc.)
1500 – 1530	Load charts interpretation
1530 – 1545	Coffee Tea-Break
1545 – 1700	Pre-operational check
1700 – 1800	Refreshing the basic roles for LS, Rigger and Signaller and prepare the participants for the Role play and practical assessment test.

Timing	<b>Day 4: 26 Feb 2021(Sat)</b>
	Venue: BST, 5 <sup>th</sup> Sty, OMEGA Room <b>Trainers: Er. Teng Chin Seng and Er. Jacky Oh</b>
0830 – 0900	Registration
0900 – 0930	SS 617: 2016 Code of practice for lifting of persons in work platforms suspended from cranes
0930 -1000	SS 497: 2011 Code of practice for design, safe use and maintenance of gantry cranes, overhead travelling cranes and mono hoists
1000 – 1015	Coffee/ Tea-Break
1015 – 1100	SS 536: 2008 Code of practice for safe use of mobile cranes
1100 – 1115	Mobile crane load chart interpretation
1115 – 1130	Mobile cranes inspection checklist
1130 – 1300	Tandem lifting planning and calculations
1300 – 1400	Lunch
1400 – 1500	Tower cranes Inspection
1500 – 1530	Tower cranes load chart interpretation
1530 – 1545	Coffee/ Tea-Break
1545 – 1615	Legal framework on Tower cranes
1615 – 1645	SS 559:2010 Code of Practice for Safe use of Tower Cranes
1645 – 1715	Emergency and recovery
1715 – 1800	Case Studies



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<b>Timing</b>	<b>Day 5: 28 Feb 2021 (Mon)</b> Venue: Tiong Woon Corporation Holding Limited Level 1M, HSE Training Room
<b>Group 1</b>	<p><b>Trainer: Mr. Bhupendra Singh/ TWC Trainer</b> (Participants will split into Group 1 and Group 2)</p> <p><b>Practical training (Crawler/ Mobile crane/ Virtual Realty)*</b> Participants will have a chance to perform the role play as Lifting Supervisor, Signaller and Rigger during practical assessment.</p> <p>Note: * <i>Depending on the availability of the lifting equipment</i> Crane operator and lifting supervisor will be appointed by TWC to support the practical training sessions.</p>
0800 – 0830	Registration
0830 – 0900	Safety Briefing Explanation of Role Play and Practical Assessment Test
0900 – 1230	<p>Estimated 45 minutes per lifting team i.e. AP/LS, SS, Riggers (02) Signaller (01), Total participants=05</p> <p>1) Site show around of the actual crane location, lifting points, unloading points, surrounding restrictions and challenges, site measurements etc. 2) Perform LP briefing, surrounding check, rigging check, hand signal and voice communication</p> <p><b>Remarks:</b> Coffee/ Tea-Break to rotate among completed group</p>
1230 – 1300	Course de-brief and evaluation. End of Morning session
1300 - 1400	Lunch (All participants)
<b>Group 2</b>	
1400 – 1430	Safety Briefing Explanation of Role Play and Practical Assessment Test
1430 – 1730	<p>Estimated 45 minutes per lifting team i.e. AP/LS, SS, Riggers (02) Signaller (01), Total participants=05</p> <p>1) Site show around of the actual crane location, lifting points, unloading points, surrounding restrictions and challenges, site measurements etc. 2) Perform LP briefing, surrounding check, rigging check, hand signal and voice communication</p> <p><b>Remarks:</b> Coffee/ Tea-Break to rotate among completed group</p>
1730 – 1800	Course de-brief and evaluation. End of Afternoon session

<b>Timing</b>	<p><b>07 Mar 2021 (Mon): Written Test</b> <b>(One week after the last day of training)</b> Venue: BST(5<sup>th</sup> Sty, OMEGA Room)</p> <p><b>Invigilator/s: TBC</b></p>
1400 – 1430	Registration
1430 – 1630	Written Theory Assessment - 2 hours <b>(Closed Book)</b>





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## Registration Form

Course Dates	<b>23, 24, 25, 26, 28 Feb 2022</b> 07 Mar 2022 (Written Test)			
Durations	5-Days			
Venues	Bok Seng Technology Pte Ltd and Tiong Woon Corporation Holding Pte. Ltd. Free Car Parking available (Subject to availability)			
Course Fee	<b>\$2,388 (Early Birds) (Payment before 02 Feb 2022)</b> <b>\$2,430</b> (Supporting Institution/ Society/ Organisations) <b>\$2,565</b> (WSH Asia member) <b>\$2,700</b> (Others) Remarks: No GST			
Person In-Charge	Mr. Singh, Mobile No: 91894509, <a href="mailto:training@shetc.com.sg">training@shetc.com.sg</a> Remarks: Please send texts if the phone is not picked up or answered. We will get back in the earliest possible time.			
Closing Date for Registration	07 working days before the course commencement. However, closing date may be earlier due to overwhelming response.			
CPD Programme	<b>STU (Safety)</b> <b>4 TBC</b>	<b>PDU (PEB)</b> <b>32 TBC</b>	<b>SDU (SISO)</b> <b>35 TBC</b>	<b>CET Hours</b> <b>40 TBC</b>

**Participant Details: (Please type in the detail and not hand written)**

Full Name: \_\_\_\_\_ NRIC/FIN: (Last 3 digit & Alphabet) \_\_\_\_\_

Company: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Institution/Society Membership Number (IES/ ACES/ NUS-SHE/ SISO/ SCAL/ etc.): \_\_\_\_\_

Car Plate Number: \_\_\_\_\_ Food Preference: Veg / Non -Veg

Contact Person as a Company's Rep (for Company Sponsored)	
Full Name (Er/ Dr/ Mr/ Ms)	
Designation	
Contact Number	
Email Address	
Mode of Payment (Cheque / PayNow / iBanking)	



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## **TERMS & CONDITIONS**

### **Withdrawals/ Refunds of Fees/ Re-test**

- Written notice **at least 2 week in advance** before the commencement of the event.
- Full course fee shall be refunded subjected to 3% transaction charges.
- *Re-test is subjected to Exam Board approval with the Admin charge of \$150 participants due to allocation of Trainer honorarium and Administrative cost.*
- No show of participant would not be accepted as a valid reason for withdrawal/ refund.
- One-time replacement is allowed only if written notice is received by us at least a week before the commencement of the event.

### **Issuance of Certificates**

E-Certificate of Completion will be issued to participants with **min. 75% attendance** and successfully cleared both Practical and Written Exam.

### **Cancellation/ Postponement**

Changes in Venue, Dates, Time and Speakers for the Events can occur due to unforeseen circumstances. **Safety, Health & Environment Training and Consultancy Pte Ltd** reserves the full rights to cancel or postpone the event under such circumstances without prior reasons. Every effort, however, will be made to inform the participants or contact person of any cancellation or postponement. Fees will be refunded in FULL if any event is cancelled by **Safety, Health & Environment Training and Consultancy Pte Ltd**.

### **PERSONAL DATA PROTECTION ACT**

I consent to the processing by **Safety, Health & Environment Training and Consultancy Pte Ltd** of personal data protection, including all sensitive personal data as defined in the Data Protection Regulations 2014, about me for the proper purposes of **Safety, Health & Environment Training and Consultancy Pte Ltd**.

I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Candidate / Participant attending the course. Additionally, I also agree to indemnify **Safety, Health & Environment Training and Consultancy Pte Ltd** from liability for any claims or damages that may arise from the processing of this data. For more information, please refer to <https://www.pdpc.gov.sg/DP-Professional> for detail.

### **Acceptance of Terms & Conditions for Course Registration**

I, \_\_\_\_\_ agree to abide by the Terms & Conditions for Registration of 5 Days Appointed Person Training Course- Lifting Operations conducted by **Safety, Health & Environment Training and Consultancy Pte Ltd**.