



jointly organise a short course on

# Understanding & Application of ISO22000: 2005 Food Safety Management System (FSMS)

Date: **26, 27 & 28 November 2008**Duration: **3 days (Total: 21 hrs), Wednesday, Thursday & Friday, 9.00 AM - 5.30 PM**Course Fee: **\$500.00 + \$35.00 (GST) = \$535.00 per participant**Venue: **Singapore Polytechnic**Closing Date: **Thursday, 20 November 2008**Course Coordinator: **Mrs Ser-Low Wai Ming; Tel: 6772-1120; E-mail: WAIMING@sp.edu.sg**CEC Email: **cec@sp.edu.sg**Course Registration:  **Tel: 6772-1288** **Fax: 6772-1957** **Website: www.cet.sp.sg**

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## Course Objective

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To assist food companies to acquire knowledge on the latest food safety management system (FSMS).

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## Course Outline

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- 1) Introduction to the world of Food Safety Management System (FSMS)
- 2) Understanding of ISO22000:2005 Standard
- 3) Application of ISO22000 understanding into Complete Food Operation Processes
- 4) Application of ISO22000 understanding into Internal Process system Audit
- 5) Audit Specific Codex, CAC/RCP, Prerequisite Program

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## Suitable For

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Food Personnel working in the food industries.

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## Certification

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**Participants are not required to sit for examination at the end of the course.** A Certificate of Attendance will be issued to every participant whose attendance is not less than 75%.

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## Cancellation, Refunds & Transfers

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If written cancellations are received:

- 2 weeks before the commencement of the course - full refund will be made;
- less than 2 weeks before commencement of the course - 70% of course fee will be refunded;
- after the commencement of the course - no refunds will be made.

A replacement of the participant can be made any time before the course commences.

The Singapore Polytechnic reserves the right to cancel or postpone any of the courses. Applicants will be duly notified and where applicable, the full fees will be refunded.

The Singapore Polytechnic also reserves the right to amend the fees charged or the period and duration of the courses.

Singapore Polytechnic, its governors, officers, agents and employees shall not be liable for any loss, damages and/or injury, including loss of life, which participants of our Courses may suffer arising out of or in connection with our Courses, whether the loss, damage and/or injury was suffered on any of Singapore Polytechnic's premises or at any other venue(s) in connection with our Courses.

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## Course Registration

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*Option A* - Online Registration:

- [1] Go to CEC website: [www.cet.sp.sg](http://www.cet.sp.sg)
- [2] Search for "**Courses Currently Offered**" and Click.
- [3] Search for the Course on **Understanding & Application of ISO22000: 2005 Food Safety Management System (FSMS)** and Click.
- [4] Click on the **Register** button and fill up the electronic form
- [5] Once completed, Click on the **Submit** button
- [6] You would receive an online acknowledgement page that you have submitted the registration successfully
- [7] Singapore Polytechnic would then register and await your payment of the fees before enrolling you for the course

*Option B* - Mail the Registration Form and cheque payment to:

Singapore Polytechnic  
Department of Continuing Education & Training (CET)  
500 Dover Road  
Singapore 139651

*Option C* - Fax the Registration Form to 67721957.

*Option D* - Visit Department of Continuing Education & Training (CET) counter at 500 Dover Road, Blk T10, Level 1, Room T10116.

Confirmed enrolment is based on a first-come-first-served basis upon full payment of course fee. However, registration does not guarantee enrolment to the course.

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## Course Payment

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*Option A* - Cheque Payment :

Please raise a cheque made in favour of Singapore Polytechnic, write the Course Title and your name on the reverse of the cheque and mail it to:

Singapore Polytechnic  
Department of Continuing Education & Training (CET)  
500 Dover Road  
Singapore 139651

*Option B* - NETS or Cash Payment :

To pay at the Department of Continuing Education & Training (CET) counter at 500 Dover Road, Blk T10, Level 1, Room T10116

**NETS Payment:** **Mondays to Fridays - 8.00 am to 9.30 pm**

**Cash Payment:** **Mondays to Fridays - 8.30 am to 12.30 pm  
and 2.00 pm to 5.00 pm**

# SHORT COURSE REGISTRATION FORM

(SP GST Registration No. MB-8100033-X)

CLS

## Understanding & Application of ISO22000: 2005 Food Safety Management System (FSMS)

< 26, 27 & 28 November 2008 >

Name : (use BLOCK letters) Dr/Mr/Mrs/Mdm/Miss \_\_\_\_\_  
(Name as per in your identification. This name will appear on the Certificate)

NRIC / Passport No / FIN : \_\_\_\_\_ Gender: Female Male

Date of Birth: 

D	D	M	M	Y	Y	Y	Y	Y	Y

 / / \_\_\_\_\_ Citizenship: \_\_\_\_\_ Race: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: 

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Office Tel : \_\_\_\_\_ Home Tel : \_\_\_\_\_ Handphone : \_\_\_\_\_

Highest Qualification : \_\_\_\_\_ Email : \_\_\_\_\_

If Diploma holder, please tick  : SP NP NYP RP TP Others: \_\_\_\_\_

I agree that Singapore Polytechnic, its governors, officers, agents and employees shall not be liable for any loss, damages and/or injury, including loss of life, which I may suffer arising out of or in connection with this Course, whether the loss, damage and/or injury was suffered on any of Singapore Polytechnic's premises or at any other venue(s) in connection with this Course.

I have read and fully understood all the terms, conditions, requirements and enrolment criteria for this Course. I understand and accept that Singapore Polytechnic may reject my application for enrolment for this Course at its sole discretion without giving any reason.

Signature of Applicant / Date

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

Address: \_\_\_\_\_ Postal Code: 

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Job Designation of Applicant : \_\_\_\_\_

Applicant is :  Singaporean/Permanent Resident  others  
 Company Sponsored  Company is GST registered

Name of Sponsor / Contact Person : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Contact's Email : \_\_\_\_\_

Signature of Sponsor / Contact Person Date

### FOR OFFICIAL USE

Course Fee : \$500.00 + \$35.00 (GST) = \$535.00 per participant

Option: 1958 PC CC CH NT GR

Cheque No / NETS Tranx No : \_\_\_\_\_

Receipt No: \_\_\_\_\_ Admit Term: 0840

Please send Registration Form with crossed cheque (made payable to SINGAPORE POLYTECHNIC) to:

SINGAPORE POLYTECHNIC  
DEPARTMENT OF INDUSTRY SERVICES  
CONTINUING EDUCATION CENTRE  
500 Dover Road  
Block T10, Level 1, Room T10116  
Singapore 139651  
Tel: 67721288 Fax: 67721957

@ An administrative charge of \$15 will be imposed for any returned cheques.

SINGAPORE  
POLYTECHNIC



DEPARTMENT OF CONTINUING EDUCATION & TRAINING (CET)

www.cet.sp.sg