



jointly organise a short course on

HACCP and GMP Internal Auditing Workshop

>> 4th intake <<

Date: **25, 26 & 27 March 2008**

Duration: **3 days (Total: 21 hrs), Tuesday, Wednesday & Thursday, 9.00 AM - 5.30 PM**

Course Fee: **\$550.00 + \$38.50 (GST) = \$588.50 per participant**

Venue: **Singapore Polytechnic**

Closing Date: **Wednesday, 12 March 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: 67721288  Fax: 67721957  Website: www.cec.sg

Course Objective

The participants will learn effective auditing in Food Safety Management - HACCP and GMP.

Course Outline

- 1) The Food Safety Plan
- 2) Effective Prerequisite programme (GMP) auditing
- 3) Effective HACCP auditing
- 4) Auditing as a tool for corrective action
- 5) Auditing Techniques
- 6) Audit Check List
- 7) Case studies on HACCP and GMP auditing

Suitable For

Technical personnel involves in auditing of food safety system in a food factory. Participants must have prior knowledge of HACCP system and GMP.

Certification

There will be an examination at the end of the course. Participants who have scored 75% and above will be awarded the Certificate of Performance. Certificates of attendance will be awarded to those who do not achieve the 75% marks but have fulfilled a minimum of 75% attendance.

Cancellation, Refunds & Transfers

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.

Course Registration

Option A - Online Registration:

- [1] Go to CEC website: www.cec.sg
- [2] Search for "**Courses Currently Offered**" and Click.
- [3] Search for the Course on **HACCP and GMP Internal Auditing Workshop** 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
Continuing Education Centre
500 Dover Road
Singapore 139651

Option C - Fax the Registration Form to 67721957.

Option D - Visit Continuing Education Centre (CEC) 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.

Course Payment

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
Continuing Education Centre
500 Dover Road
Singapore 139651

Option B - NETS or Cash Payment :

To pay at the Continuing Education Centre (CEC) 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 - 8.00 am to 12.30 pm and 2.00 pm to 5.00 pm

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.



SHORT COURSE REGISTRATION FORM
(SP GST Registration No. MB-8100033-X)

CLS

HACCP and GMP Internal Auditing Workshop
< 4th intake - 25, 26 & 27 March 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 : \$550.00 + \$38.50 (GST) = \$588.50 per participant

Option: 1800 OPC OCC OCH ONT OGR

Cheque No / NETS Tranx No : _____

Receipt No: _____ **Admit Term: 0833**

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.