



jointly organise a short course on

# A Practical Approach to Food Safety: Hazard Analysis Critical Control Point (HACCP) Implementation

Date: 8 & 9 April 2009

>> 23<sup>rd</sup> intake <<

Duration: 2 days (Total: 14 hrs), Wednesday & Thursday, 9.00 AM - 5.30 PM

Course Fee: \$325.00 + \$22.75 (GST) = \$347.75 per participant

Venue: Singapore Polytechnic

Closing Date: Wednesday, 01 April 2009

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.cet.sp.sg](http://www.cet.sp.sg)

## Course Objective

This course provides the participants the knowledge of HACCP theory and applications in the food industry.

## Course Outline

1. Overview of Food Safety: Introduction and History of HACCP
2. Importance of HACCP in the food industry for food safety management
3. Pre-requisite programmes for HACCP
4. Getting started with HACCP: Development of HACCP plan
5. 7 principles of HACCP
6. How to implement HACCP
7. How to maintain the HACCP plan
8. Participative case studies on the implementation of HACCP in a food factory
9. Common problems encountered in setting up a HACCP programme
10. Certification of HACCP System

## Suitable For

Technical personnel in quality assurance, product safety programmes, manufacturing and product development. The course is also ideally suited for persons responsible for procuring raw and packaging materials and any personnel who wish to gain in-depth understanding of HACCP.

## Certification

**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%.

## 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 CET website: **[www.cet.sp.sg](http://www.cet.sp.sg)**
- [2] Search for "Courses Currently Offered" and Click.
- [3] Search for the Course on **A Practical Approach to Food Safety: Hazard Analysis Critical Control Point (HACCP) Implementation** 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.

## 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  
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**

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 by any of Singapore Polytechnic's premises or at any other place.

# SHORT COURSE REGISTRATION FORM

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

CLS

## A Practical Approach to Food Safety: Hazard Analysis Critical Control Point (HACCP) Implementation <23<sup>rd</sup> intake - 8 & 9 April 2009>

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

 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 : \$325.00 + \$22.75 (GST) = \$347.75 per participant

Option: **0907**  OPC  OCC  OCH  ONT  OGR

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

Receipt No: \_\_\_\_\_ Admit Term: **0933**

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

SINGAPORE POLYTECHNIC  
DEPARTMENT OF CONTINUING EDUCATION  
AND TRAINING (CET)  
500 Dover Road  
Block T10, Level 1, Room T10116  
Singapore 139651  
Tel: 67721288 Fax: 67721957  
Email: cec@sp.edu.sg

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

SINGAPORE  
POLYTECHNIC



DEPARTMENT OF CONTINUING EDUCATION & TRAINING (CET)

www.cet.sp.sg