



jointly organise a short course on

# Safe Practices in Food Manufacturing

Date: 13 &amp; 14 April 2009

>> 17<sup>th</sup> intake <<

Duration: 2 days (Total: 14 hrs), Monday and Tuesday, 9.00 AM - 5.30 PM

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

Venue: Singapore Polytechnic

Closing Date: Monday, 6 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

## Course Objective

The participants will understand the principles of Food Microbiology, Food Hygiene and Good Manufacturing Practices as pre-requisites to the implementation of Hazard Analysis Critical Control Point (HACCP) to assure safe food production.

## Course Outline

- 1) Introduction to Food Microbiology
- 2) Food Spoilage/Food poisoning micro-organisms
- 3) Food Contamination/Food Storage
- 4) Personal Hygiene/Food Handling Practices
- 5) What is cGMP? Why is GMP necessary in Food Manufacturing
- 6) Personnel and Training/Building and Facilities
- 7) Warehousing, Equipment and Maintenance
- 8) Production (Control of inputs), Quality Control
- 9) Product recall, Handling Customer Complaints
- 10) Documentation

## 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.

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.

## Suitable For

Technical personnel involves in quality assurance, food manufacturing and implementation of HACCP.

## 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 **Safe Practices in Food Manufacturing** 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**

# SHORT COURSE REGISTRATION FORM

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

CLS

## SAFE PRACTICES IN FOOD MANUFACTURING

< 17<sup>th</sup> intake - 13 & 14 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	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: **1197**  OPC  OCC  OCH  ONT  OGR

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

Receipt No: \_\_\_\_\_ Admit Term: **0932**

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

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

SINGAPORE  
POLYTECHNIC



DEPARTMENT OF CONTINUING EDUCATION & TRAINING (CET)

www.cet.sp.sg