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## **1. Introduction**

### **1.1 Purpose**

The purpose of this user manual is to guide users on how to use the Biosafety IT System.

### **1.2 Scope**

The scope of the manual is to provide information on the use of Biosafety IT System Internet functions.

### **1.3 Overview**

This manual provides the description of each e-services and a step by step approach in executing the following functions:

1. Approved Training Provider (ATP) Registration
2. Approved Facility Certifier (AFC) Registration
3. Renewal of Approved Training Provider Registration
4. Withdrawal of ATP and AFC Application
5. Cancellation of ATP and AFC Registration