

# APPROVED TRAINING PROVIDER CERTIFICATION SCHEME

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(Explanatory Note)

## Introduction

1 The MOH Biosafety Branch has a certification scheme to approve organizations/individuals with relevant and suitable resources and infrastructure as Approved Training Providers (ATPs) to conduct selected courses for Biosafety Coordinators working in BSL3 facilities, **as required under the MOH Biosafety legislation**. The requirements for an organization/individual to apply for the ATP status are given in Annex 1. **Applicants are advised to read and understand these requirements before deciding to make an application, which is available at [www.biosafety.moh.gov.sg](http://www.biosafety.moh.gov.sg).**

## Application for ATP

2 Any organization/individual intending to apply for approval as an Approved Training Provider must submit the following documents together with the application form:

- a) A brief write-up of the syllabus of the course , including,
  - i) a session by session description of the topics to be covered,
  - ii) the objective of each session,
  - iii) duration of each session; and
  - iv) the examination to be conducted and its duration

(This write-up is applicable for both theoretical and practical sessions.)
- b) A set of the proposed course notes
- c) A set of the proposed examination questions with answers and the passing scheme. Where there is a practical examination/assessment, the assessment and passing criteria/scheme must be provided.
- d) Copies of the supporting documents for the proposed trainers' curriculum vitae (i.e. academic certificates, professional certificates, biosafety training certificates, etc).

In addition, the **organization** should also submit the following:

- e) A brief write-up of the organization applying for the Approved Training Provider (ATP) status, including:
  - i) organization background and history,
  - ii) general description of the organization's experience in conducting courses, and
  - iii) accreditation received (if any).

**Please note that the items may be submitted in other format such as in printed hardcopies or in a single-write (non-rewritable) CD-ROM.**

3 The completed application form and the supporting documents shall be submitted online at [www.biosafety.moh.gov.sg](http://www.biosafety.moh.gov.sg) or e-mailed to [moh\\_biosafety@moh.gov.sg](mailto:moh_biosafety@moh.gov.sg)

Alternatively, the application forms and the relevant supporting documents may also be submitted in other format such as in printed hard copy or in a single-write CD-ROM-to:

ATTN: Biosafety Branch, Public Health Group  
Ministry of Health  
College of Medicine Building  
16 College Road  
Singapore 169854

**Please note that incomplete application forms or submissions would not be processed or considered.**

- 4 The validity of approved application is 2 years and subject to renewal.
- 5 MOH has the right to revoke the status of an approved training provider and any decision of revocation shall be final.

## Requirements for Application of Approved Training Provider

### General Requirements

#### 1. Course Content and Contact Hours

- a. The course content should be based on the structure and curriculum (see Annex 2) recommended by the Technical Working Committee (TWC) for training under the National Biosafety Committee in MOH.
- b. The proposed course materials and teaching materials are to be submitted to TWC through MOH Biosafety Branch for approval. Any changes in the course materials and teaching materials must be approved by the TWC before being used. Unless otherwise stated, the training provider is to develop its own course materials and teaching materials for conducting the course.
- c. Approval of the course materials does not imply endorsement of the training provider's copyright to use the materials (either fully or in part). The training provider shall be fully responsible to ensure it does not infringe on any patent, design, copyright or intellectual property rights owing to the use of any material.

#### 2. Qualification and Competency of Trainers

- a. The trainers are to possess the qualifications as stated in Annex 3. Competent trainers will be approved to conduct the training and be designated as Approved Trainers.
- b. The training provider is to ensure that there are at least two qualified trainers for each topic taught. The training provider is to ensure that only approved trainers conduct the topic or course for which they have been approved for that training centre indicated.

#### 3. Examination

- a. Unless otherwise stated, the training provider is to develop their own examinations and assessment programme.
- b. All proposed examination questions and answers as well as assessment programme and marking schemes must be approved by the TWC before they are used.
- c. Strict confidentiality shall be maintained to prevent leakage of examination questions to the public.

#### 4. Management of Records

- a. Attendance records and examination records are to be maintained to record the course participants' attendance and examination results.
- b. The records are to be made available to the MOH Biosafety Branch upon request.

## **5. Course Evaluation and Feedback**

- a. The training provider is to conduct an evaluation of each course conducted. Participants of the course should be allowed to evaluate the course content, course duration and the trainers for each of the sessions conducted.
- b. The evaluation should be conducted such that the course content, presentation and trainers can be rated as excellent (very much above expectation, rating 5), very good (above expectation, rating 4), satisfactory (up to expectation, rating 3), fair (below expectation, rating 2) or poor (very much below expectation, rating 1).
- c. Participants should be encouraged to give written comments or feedback of the course conducted.
- d. The training provider must keep proper filing of these evaluations for each course run and make them available for the purpose of inspection or audit by MOH Biosafety Branch.
- e. The training provider is to monitor the evaluation and feedback closely to ensure that the ratings are 3 and above. The training provider must show documentary records of action taken to address ratings below 3 and feedback of the participants.

## **6. Audit/Spot Checks on Training Provider**

- a. The MOH Biosafety Branch would be conducting inspections or audit on the Approved Training Provider as and when deemed necessary. The Approved training Provider would be required to submit schedules of the courses in advance to the MOH Biosafety Branch and to provide all assistance and support necessary for the conduct of such audits.

## **7. Indemnity Against Claims**

- a. The Approved Training Provider shall fully indemnify MOH Biosafety Branch and the Government against all actions, claims, demands, costs and charges arising from or relating to any infringement of any patent, design, and copyright or intellectual property rights owing to the use of any material or equipment by the training provider.
- b. The Approved Training Provider shall fully indemnify MOH Biosafety Branch and the Government against all actions, claims, demands, costs and charges arising from or relating to any training services provided by the training provider.

## **8. Further Requirements**

- a. MOH Biosafety Branch reserves the right to revise or introduce new requirements whenever deemed appropriate. These requirements would be published and posted in the Biosafety website.

- b. The approval of the training provider would be revoked if the training provider does not accept the requirements or subsequently does not comply with the requirements.

**9. Revocation of the Approved Training Provider Status**

- a) The MOH Biosafety Branch reserves the right to revoke the status of an approved training provider; and
- b) Any decision of revocation shall be final.

## MOH-ATP Course Syllabus

<b>Contents</b>	
1	Safety Organization: Roles and responsibilities of <ul style="list-style-type: none"> <li>- Safety Coordinator (Biosafety)</li> <li>- Safety Committee</li> <li>- Employer</li> <li>- Other laboratory employees</li> </ul>
2	Biosafety Standards <ul style="list-style-type: none"> <li>- Comparison of local guidelines vs. international guidelines</li> </ul>
3	Legislation and Regulation of occupational safety and health in Singapore <ul style="list-style-type: none"> <li>- Legislative requirements, governing agencies and contacts for biosafety</li> <li>- Other occupational safety and health legislation and governing agencies</li> </ul>
4	Import, Export and Transfer of agents <ul style="list-style-type: none"> <li>- Procedures and documents required</li> <li>- Select agents</li> </ul>
5	Overview of facility design and containment principles for BSL 2-4 <ul style="list-style-type: none"> <li>- Primary containment (laboratory techniques and SOPs, laboratory safety equipment and PPE)</li> <li>- Secondary and tertiary containment (laboratory design and infrastructure)</li> </ul>
6	Overview of biosafety principles and practices for BSL 2-4 <ul style="list-style-type: none"> <li>- Principles and concepts</li> <li>- Risk Groups vs. Biosafety Levels</li> <li>- Handling infectious agents</li> <li>- Storage inventory and record keeping</li> <li>- Entry and exit procedures</li> </ul>
7	Overview of special hazards <ul style="list-style-type: none"> <li>- Gene manipulation and Genetically Modified Organisms</li> <li>- Chemical</li> <li>- Radiological</li> <li>- Fire and electrical</li> </ul>
8	Disinfection and decontamination <ul style="list-style-type: none"> <li>- Principles</li> <li>- Methods &amp; Technology available</li> <li>- Waste treatment and disposal</li> </ul>
9	Shipping, transportation, packaging and labeling <ul style="list-style-type: none"> <li>- Overview of the HTDP scheme in conjunction with the transfer of select agents within the country</li> </ul>
10	Biosafety management <ul style="list-style-type: none"> <li>- Laboratory and material security</li> <li>- Inventory of biomaterials</li> <li>- Laboratory inspections &amp; audits</li> <li>- SOP development</li> <li>- Systems and equipment operations &amp; maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>- Pest management</li> <li>- Accident and incident reporting</li> </ul>
11	<p>Emergency response</p> <ul style="list-style-type: none"> <li>- Biomaterial incident response</li> <li>- Chemical incident response</li> <li>- Radiochemical incident response</li> <li>- Other lab emergencies response e.g. physical injury, fire and electrocution, spills, handling fires in BSL 3/4 labs</li> <li>- Coordination with emergency response agencies (e.g. SCDF/SPF)</li> <li>- Actions during transportation emergencies (linked to HTDP)</li> <li>- Consequence Management (clean up)</li> </ul>
12	<p>Occupational Health Programs</p> <ul style="list-style-type: none"> <li>- Medical records</li> <li>- Vaccinations and prophylaxis</li> <li>- Baseline samples</li> <li>- Annual health checks</li> <li>- Occupational health hazards</li> <li>- Insurance protection</li> </ul>
13	<p>Staff Training and Supervision</p> <ul style="list-style-type: none"> <li>- Developing a biosafety training programme</li> <li>- Training and assessment of new laboratory employees</li> </ul>
14	<p>Laboratory Risk Assessment</p> <ul style="list-style-type: none"> <li>- Risk groups</li> <li>- Technical expertise of the personnel</li> <li>- Hazard analysis of laboratory and protocols</li> <li>- Laboratory Acquired Infections: common errors and prevention methods</li> </ul>
15	<p>Biosecurity</p> <ul style="list-style-type: none"> <li>- Principles and strategies including access control</li> </ul>

**Minimum Qualifications of Trainers**

1. Tertiary academic qualifications in Biomedical Sciences or equivalent field
2. Lead trainer must have conducted biological safety management courses
3. Significant experience (3 years or more) in direct laboratory safety management.



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