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2. FUNCTIONS

2.2 Approved Facility Certifier Registration

2.2.1 Description of Function

This function allows on-line submission of facility certifier registration e-form. Facility certifier administrator/coordinator is required to complete the registration form and obtain the approval from the Biosafety Branch on the facility certifier registration.

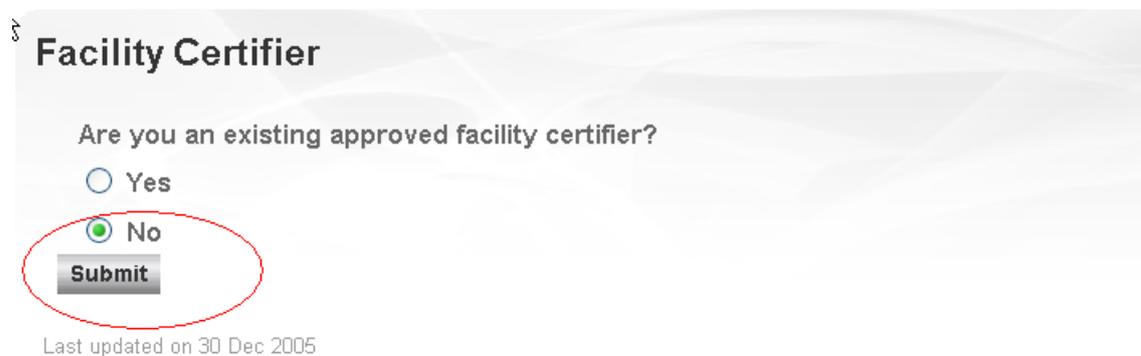
2.2.2 Registration as an Approved Facility Certifier

Steps:

1. Biosafety Internet website -> E-Services -> Register as Facility Certifier

The screenshot displays the Biosafety website interface. At the top, there is a header with the Singapore Government logo and the text 'Integrity · Service · Excellence'. Below this is the Ministry of Health Singapore logo and the 'BioSafety' title. A navigation bar includes 'Home' and 'Login' links. On the left side, there is a green sidebar menu with the following items: 'E-Services' (with a sub-menu containing 'Register as New Facility Officer', 'Register a Facility', 'Register as Training Provider', and 'Register as Facility Certifier'), 'Inventory', and 'Tradenet'. The 'Register as Facility Certifier' option is circled in red. The main content area features a 'News Update' section with a list of recent registrations, a 'Research' section with links to 'Toxins' and 'hotmail', and a 'Biological Agents and Toxins Act' section with a 'More information' link. The footer contains 'Privacy Statement | Terms of Use', '© 2005-2008 Biosafety. All rights reserved.', and a browser status bar showing the URL 'http://192.168.142.181:7002/bioe/afc/checkAdmin.do?from=afc' and 'Local intranet'.

2. If you have not already registered with the Biosafety Branch, select the “No” radio button and click **Submit**.



§ **Facility Certifier**

Are you an existing approved facility certifier?

Yes

No

Submit

Last updated on 30 Dec 2005

The screenshot shows a web form titled "Facility Certifier" with a question "Are you an existing approved facility certifier?". There are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a green dot. Below the radio buttons is a grey "Submit" button. A red oval highlights the "No" radio button and the "Submit" button. At the bottom of the form, it says "Last updated on 30 Dec 2005".

3. The system displays the registration e-form as MOH-Approved External Certifier-Company.

The screenshot shows the 'Application for Registration as MOH-Approved External Certifier-Company' form. The header includes the Ministry of Health Singapore logo and the Singapore Government logo. The form is divided into three sections: 'Organization', 'Applicant and Personnel Particulars', and 'Attachment'. The 'Organization' section is currently active and contains the following fields: 'Full Name of Organization*', 'Year Established*', 'Address of Head Office / Main Office *' (with radio buttons for 'Local' and 'Overseas'), and 'Address*'. A 'Note' section provides instructions for the applicant, including a warning about email addresses and a note about mandatory fields. The form also includes a 'print preview' button and a 'Privacy Statement | Terms of Use' link at the bottom.

The application form contents three separated sections:

Organization: Information of Organization

Applicant and Personnel Particulars: Information of Application and Certified Team members

Attachment: Supporting documents

Users can navigate among sections using top navigation links



4. Fill in the form:

Particulars of Organization

- i. Enter the full name of organization.
- ii. Enter 'Year Established'
- iii. Select "local" if your organization is located in Singapore. Fill in all the mandatory fields.
- iv. Select "No" if mailing address is different from the organization address and enter all the mandatory fields.
- v. Enter Contact details: 'Telephone no.', 'Fax no.' and 'Email Address'.

Particulars of Organization

Full Name of Organization* :
Year Established* :

Address of Head Office / Main Office *

Address* :
:
:
City* :
Country* :
State* :
Postal/Zip Code* :

Local Overseas

Is mailing address the same? *

Yes No

Contact Details

Telephone no.* :
Fax no.* :
Email Address* :

Particulars of Person Making the Application

- vi. Enter all the mandatory fields for Particulars of Person Making the Application:

Note

- 1. Applicant must ensure that the e-mail address he or she specifies is valid for future correspondence. MOH will not be responsible if the applicant is unable to receive any notification from MOH due to invalid email address.
- 2. * Indicates mandatory fields.

Particulars of Person Making the Application

First Name* :
Last Name* :
Telephone no.* :
Designation* :
Preferred Login ID (At least 6 characters)* :
Login Password (At least 8 characters consisting of alphanumeric)* :
Confirm Password* :
Reply Email Address* :

Particulars of The Certifying Team List

- vii. Click on the person icon to add certifying team member information.

Particulars of The Certifying Team List

Please click on  to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
-------	------	------	-------------	-----------------

Delete

A pop-up screen is displayed for user to enter team member information.

Add Certifying Team Member

Particulars of The Certifying Team Member

First Name*	:	<input type="text"/>
Last Name*	:	<input type="text"/>
NRIC/FIN/Passport no.*	:	<input type="text"/>
Nationality*	:	<input type="text" value="Please select one"/>
Date of Birth (dd/mm/yyyy)*	:	<input type="text"/> 
Gender*	:	<input type="radio"/> Male <input type="radio"/> Female
Race*	:	<input type="text"/>
Office no.*	:	<input type="text"/>
Fax no.*	:	<input type="text"/>
Job Designation*	:	<input type="text"/>
Role(s) during Certification Process*	:	<input type="text"/>

Relevant Experience

Experience in Certification of a BSL-3 Facility*	:	<input type="text"/>
Experience in Commissioning of a BSL-3 Facility*	:	<input type="text"/>
Other BSL-3 Related Activities*	:	<input type="text"/>

Summary of CVs

Education Background*	:	<input type="text"/>
Position / Professional Activities (Facility-Related)*	:	<input type="text"/>
Membership / Professional Affiliations*	:	<input type="text"/>
Relevant Registration & Certificates*	:	<input type="text"/>
Facility-Related Publication / Researches*	:	<input type="text"/>

Add Certifying Team Member

- viii. Enter all the mandatory fields.
- ix. Click on the calendar icon for date of birth.

Particulars of The Certifying Team Member

First Name* :

Last Name* :

NRIC/FIN/Passport no.* :

Nationality* :

Date of Birth (dd/mm/yyyy)* : 

Gender* : Male Female

Race* :

A calendar pop-up window is displayed as following:



Select the proper date and the textbox will be filled with the selected date.

- x. Click on the **Add Certifying Team Member** button to add the certifying team list.

.....

Relevant Registration & Certificates* :

Facility-Related Publication / Researches* :

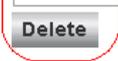
Add Certifying Team Member

- xi. To delete the team member, check the checkbox against the S/No, and click on the **Delete** button to delete the selected team member from the list.

Particulars of The Certifying Team List

Please click on  to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
<input checked="" type="checkbox"/>	Jason Harrison	Lead Certifier	American	Lead Engineer



- xii. Click on the attachment icon to add supporting documents.

Supporting Documents

Please click on  to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

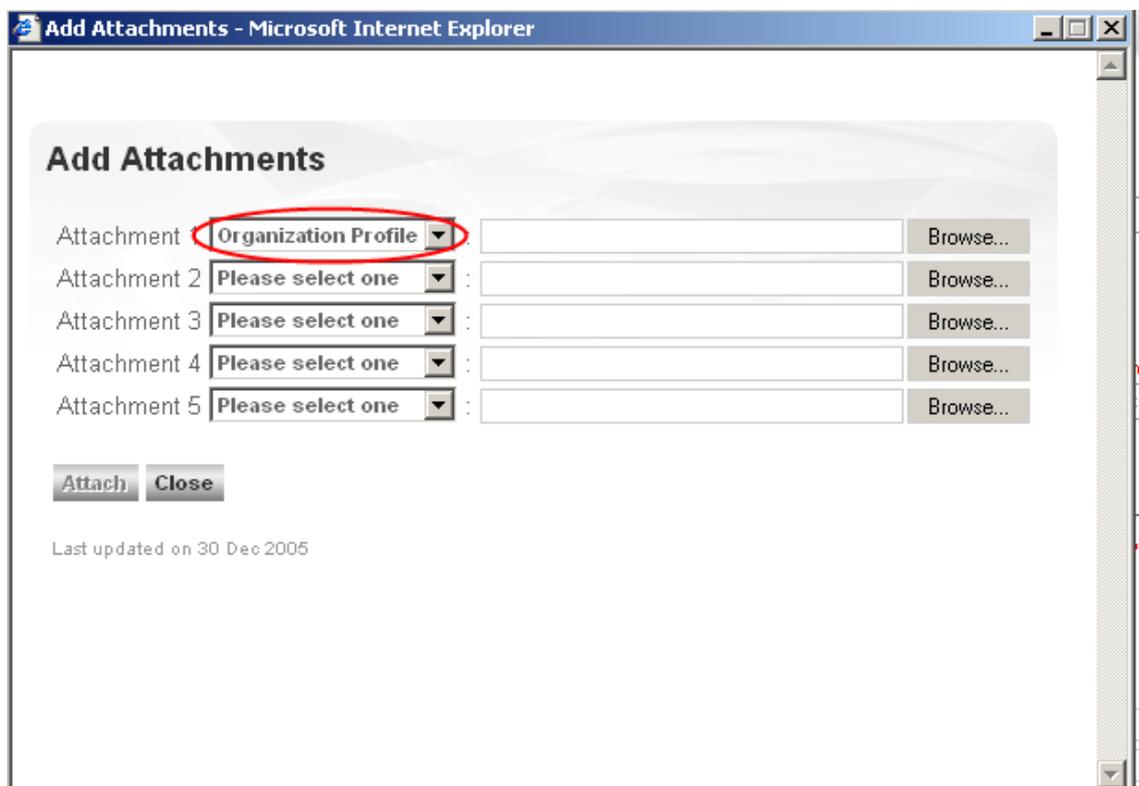
Document Type	File Name	Attached By	Attached Date
<input type="checkbox"/>			



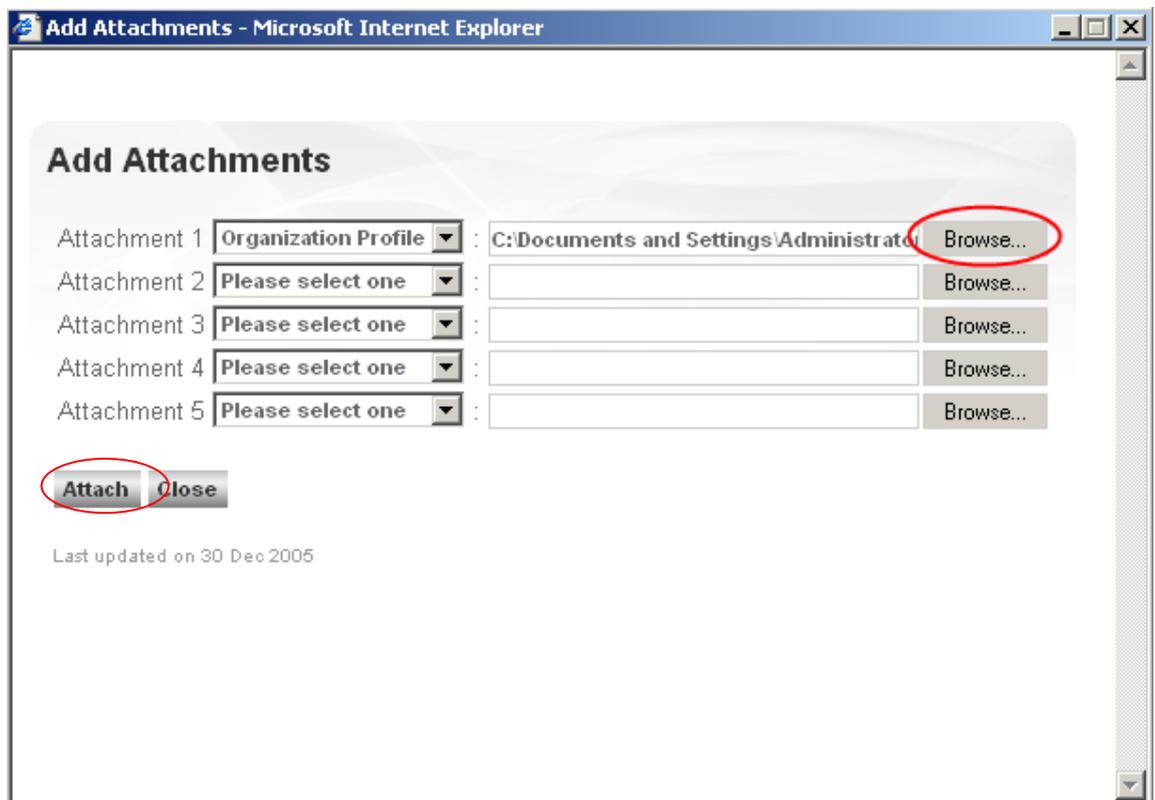
I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

A pop-up screen, which allows attachment of documents, is displayed. Select the relevant document type.



Click on the **Browse** button to choose a document to be attached. Then click **Attach** button to upload the file.



To delete attachments, check the checkbox to select the document type you wish to delete, and click on the **Delete** button to delete the attachment(s).

Supporting Documents

Please click on  attachment to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

Document Type	File Name	Attached By	Attached Date
<input checked="" type="checkbox"/> Organization Profile	afc_org_profile.pdf		03/02/2006

Delete

I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

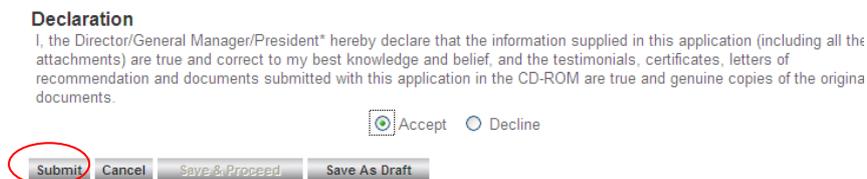
- xiii. Click **Save Draft** to save application as draft for further amendment or completion at a later date.



- xiv. Click OK to proceed, and an acknowledgement page indicating the application number, will be displayed. The draft copy will be kept in the system for 14 days.



- xv. Select **Accept** and click on the **Submit** button.



- xvi. Click **OK** to proceed.



- xvii. The system validates the entries. If there is no error, the system will display a confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.

The screenshot displays the 'MOH-Approved External Certifier-Company Application Details' page. The header includes the Singapore Government logo and the Ministry of Health Singapore logo. The main content area shows the following details:

Particulars of Organization	
Full Name of Organization	: 12
Year Established	: 1
Address of Head Office / Main Office	
Postal Code	: Local
Blk/Hse no.	: 120313
Floor	: 313
Unit	:
Building	:
Street	: CLEMENTI AVENUE 4
Is mailing address the same?	: Yes
Mailing Address	
Postal Code	: Local
Blk/Hse no.	: 120313
Fl.	: 313

Below the details is a 'Declaration' section with the following text:

Declaration
I, the applicant, hereby declare that all the information and attachments that I have provided in this application and in the CD are true and correct.
I agree that my application will only be processed when all the supporting documents have been received by the MOH.
The MOH has the right to contact any person to obtain or verify any information and to retain any documents submitted by me.
I agree that the MOH has the absolute discretion to reject my application.

Radio buttons for Accept and Decline are present.

Buttons for **Confirm**, **Edit**, **Cancel**, and **Save as Draft** are located at the bottom of the declaration section.

- xviii. Click **Confirm** and **OK**, The system will system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.

Acknowledgement

Your application has been successfully submitted.

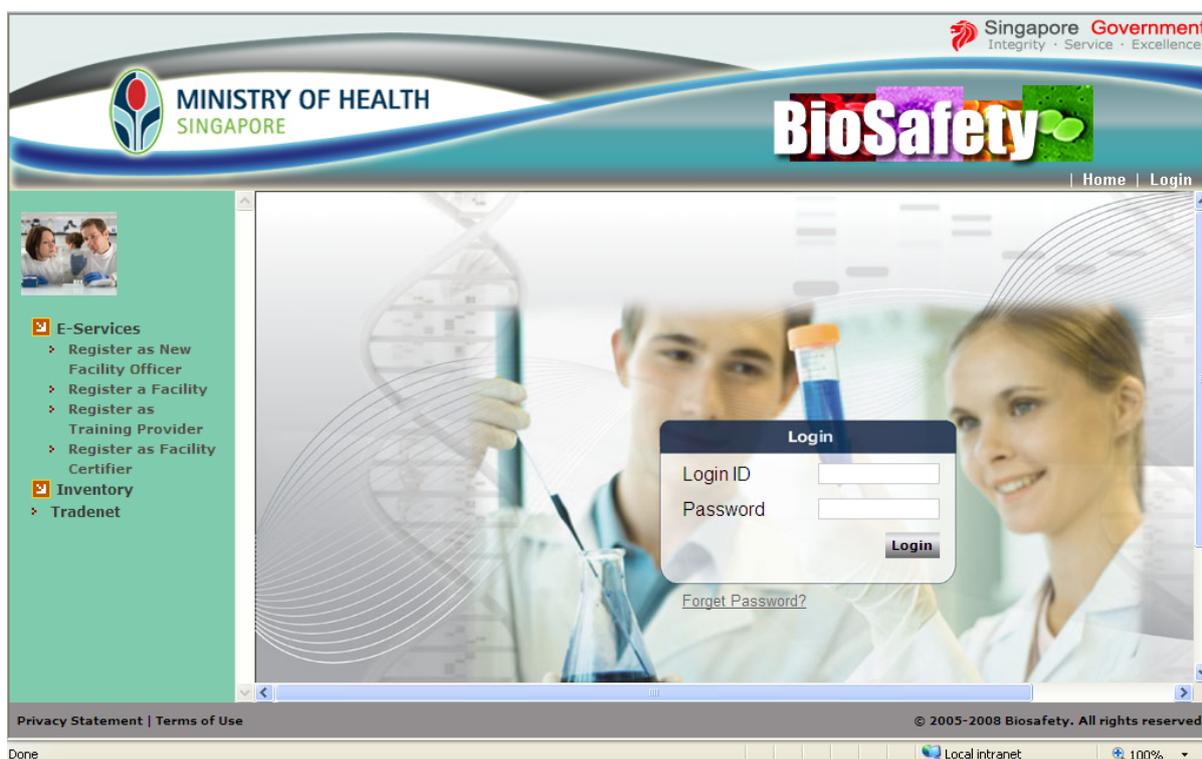
Please note that your application number is **20060203AFC002** for your future reference.

You may check your application status through the workbench.

Last updated on 30 Dec 2005

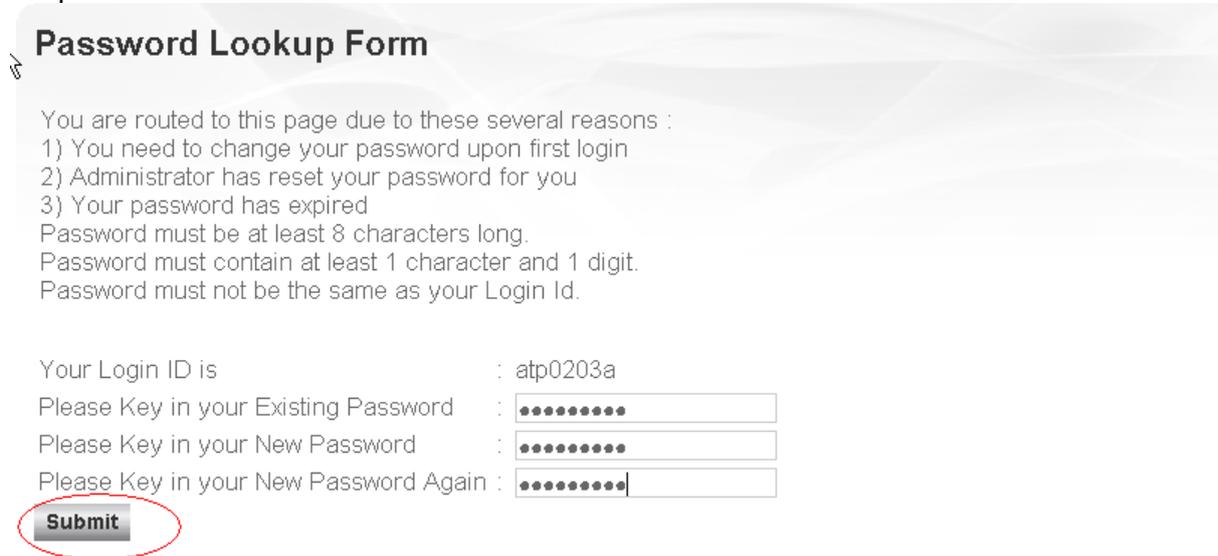
2.2.3 Save Draft Copy

5. Follow the above step 1 to 4 to save a draft copy for the application.
6. The Applicant can log into the Biosafety Internet website to retrieve the draft for further completion.
Biosafety Internet website -> Login



7. The system will prompt for the password lookup form if this is the first time login to the system.

Enter both the existing and new password, and click the **Submit** button to change the password.



Password Lookup Form

You are routed to this page due to these several reasons :

- 1) You need to change your password upon first login
- 2) Administrator has reset your password for you
- 3) Your password has expired

Password must be at least 8 characters long.
Password must contain at least 1 character and 1 digit.
Password must not be the same as your Login Id.

Your Login ID is : atp0203a

Please Key in your Existing Password :

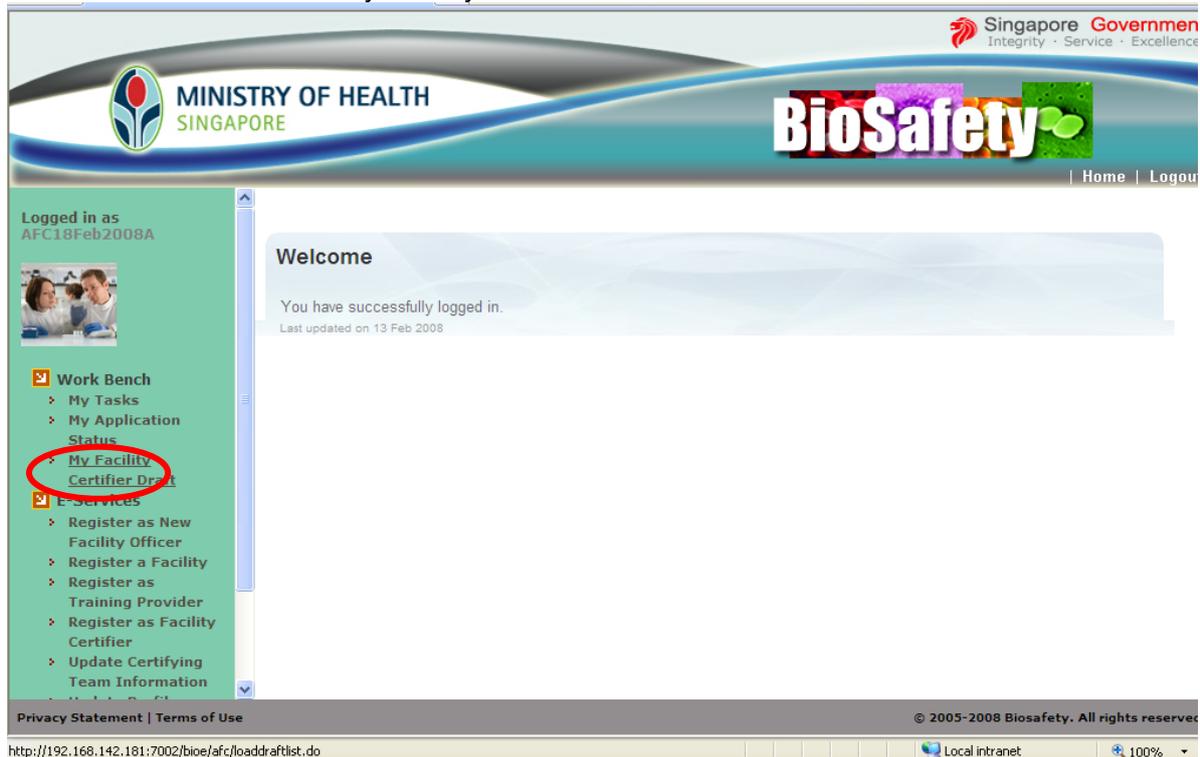
Please Key in your New Password :

Please Key in your New Password Again :

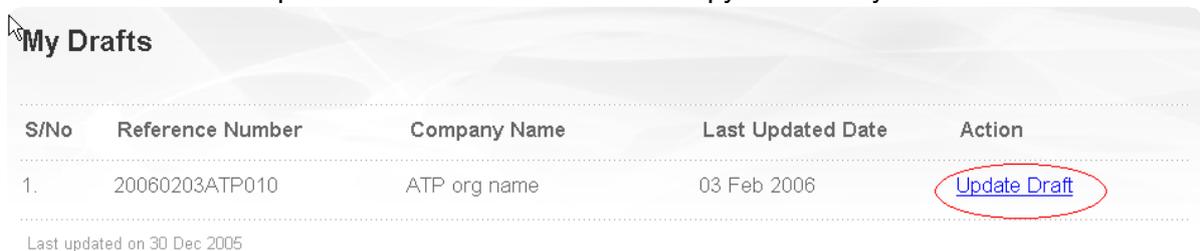
Submit

8. A welcome page will be displayed if the applicant has successfully changed the password.

9. Go to Work Bench -> My Facility Certifier Draft



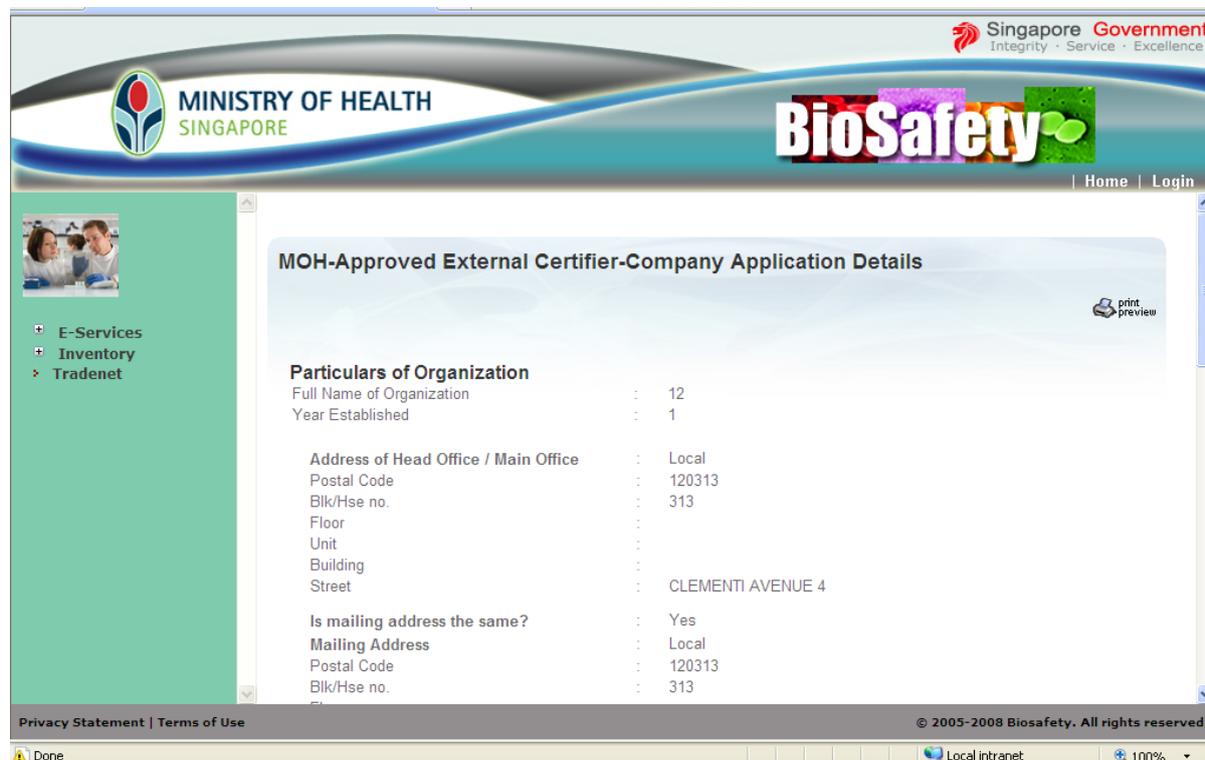
10. Click on Action 'Update Draft' to retrieve the draft copy from the system.



11. Complete the unfinished draft application.

12. Select **Accept** and **Submit** the application.

13. System will display a confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.



14. Click **Confirm** on the page and click **OK** on the popup confirmation box. The system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.

Acknowledgement

Your application has been successfully submitted.

Please note that your application number is **20060203AFC002** for your future reference.

You may check your application status through the workbench.

Last updated on 30 Dec 2005

Check Application Status

15. Applicant can log into the system to check the application status, with the preferred user id and password entered during the submission.



16. For first time login, the system will prompt a change in password in the Password Lookup Form.

Password Lookup Form

You are routed to this page due to these several reasons :

- 1) You need to change your password upon first login
- 2) Administrator has reset your password for you
- 3) Your password has expired

Password must be at least 8 characters long.
Password must contain at least 1 character and 1 digit.
Password must not be the same as your Login Id.

Your Login ID is : afc0203a

Please Key in your Existing Password :

Please Key in your New Password :

Please Key in your New Password Again :

17. A welcome page will be displayed after a successful login.

18. Go to 'Work Bench -> My Application Status' to view the status of application.
For new application submission, the status shows 'Pending Approval'.

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MINISTRY OF HEALTH
SINGAPORE

BioSafety

Home | Logout

Logged in as
AFC20Feb2008A

My Application Status

1 matching record(s).

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220AFC001	Withdraw	20/02/2008 10:07	Pending Approval	N.A.

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

Last updated on 13 Feb 2008

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Done Local Intranet 100%

2.2.4 Update Profile

For the approved AFC registration, the applicant can update profile via E-Services after logging into Biosafety Internet website.

1. Biosafety Internet website -> Login -> Work Bench -> My Application Status

The screenshot shows the 'My Application Status' page on the Biosafety Internet website. The page header includes the Singapore Government logo and the Ministry of Health Singapore logo. The user is logged in as AFC18Feb2008A. The main content area displays a table with one record:

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080218AFC001		18/02/2008 10:16	Approved	

The 'Status' column for the first record is circled in red. The page also shows navigation links, a sidebar menu, and a footer with copyright information.

2. Go to E-Services -> Update Profile

Click Update link to retrieve the application details. The applicant can update the organisation particulars, and particulars of persons making the application.

Any change in certifying team information requires MOH's re-assessment and it should be updated via Update Certifying Team Information link. Please refer to Section 2.2.4 for instructions on Update Certifying Team Information.

The screenshot displays the 'Update Profile' page of the Biosafety IT System. The page features a header with the Singapore Government logo and the text 'Integrity · Service · Excellence'. Below this is the 'MINISTRY OF HEALTH SINGAPORE' logo and the 'BioSafety SINGAPORE' logo. A navigation bar includes 'Home' and 'Logout' links. The left sidebar contains a menu with the following items: Work Bench, My Tasks, My Application Status, My Facility Certifier Draft, E-Services, Register as New Facility Officer, Register a Facility, Register as Training Provider, Register as Facility Certifier, Update Certifying Team Information, Update Profile (circled in red), Withdrawal, Cancellation, Inventory, and Tradenet. The main content area is titled 'Update Profile' and contains a table with the following data:

S/No	Reference Number	Company Name	Expiry Date	Action
1.	20080218AFC001	123	18 Feb 2010	Update (circled in red)

Below the table, it states 'Last updated on 13 Feb 2008'. The footer includes 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.' The browser status bar shows 'Local intranet' and '100%' zoom.

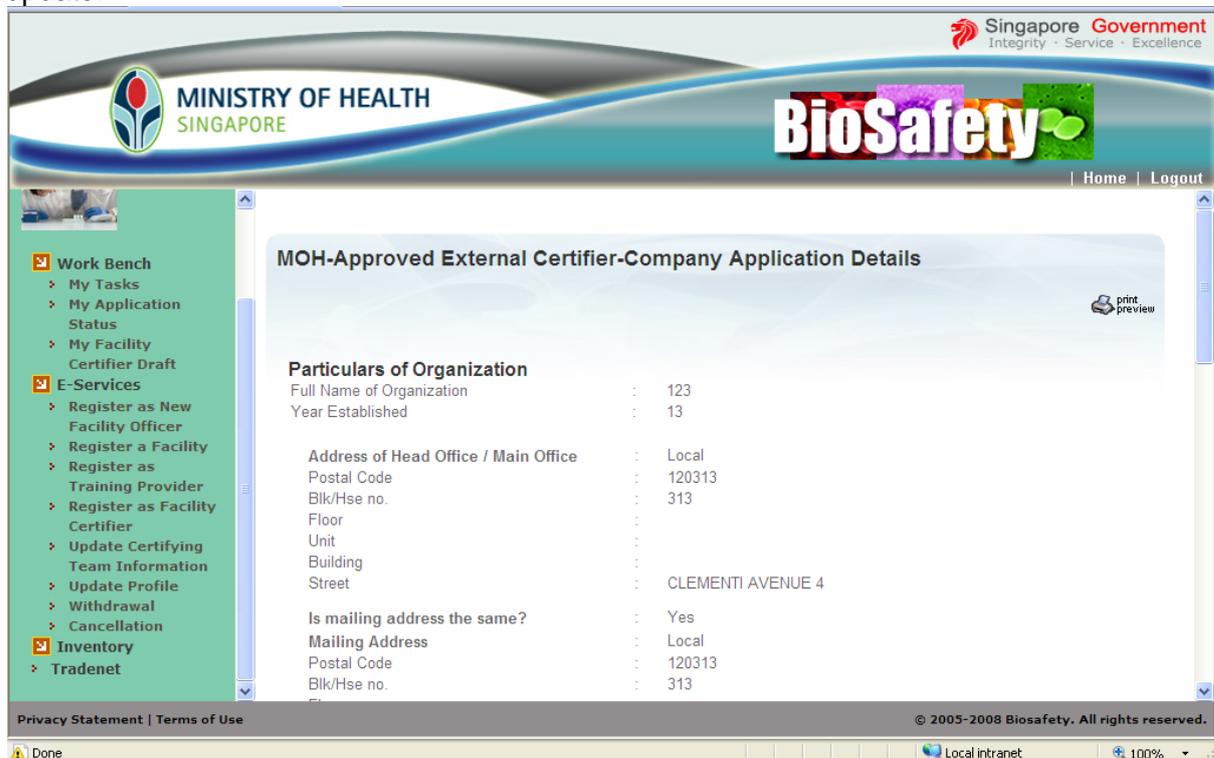
3. If the organisation changes the telephone no., this can be updated directly by clicking **Accept** and **Save** button to effect the changes, after entering the new telephone no.

The screenshot shows the Biosafety IT System web application interface. The header includes the Singapore Government logo and the Ministry of Health Singapore logo. The main content area is divided into two sections: 'Particulars of Organization' and 'Contact Details'. The 'Particulars of Organization' section contains fields for 'Full Name of Organization' (123), 'Year Established' (13), 'Address of Head Office / Main Office' (Local), 'Postal Code' (120313), 'Blk/Hse no.' (313), 'Floor', 'Unit', 'Building', 'Street' (CLEMENTI AVENUE 4), and 'Is mailing address the same?' (Yes). The 'Contact Details' section contains fields for 'Telephone no.' (62235423), 'Fax no.' (1), and 'Email Address' (1@11.1). Below these fields are buttons for 'Save', 'Cancel', 'Save & Proceed', and 'Save As Draft'. A sidebar on the left lists various navigation options under 'Work Bench', 'E-Services', and 'Inventory'. The footer includes 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.'

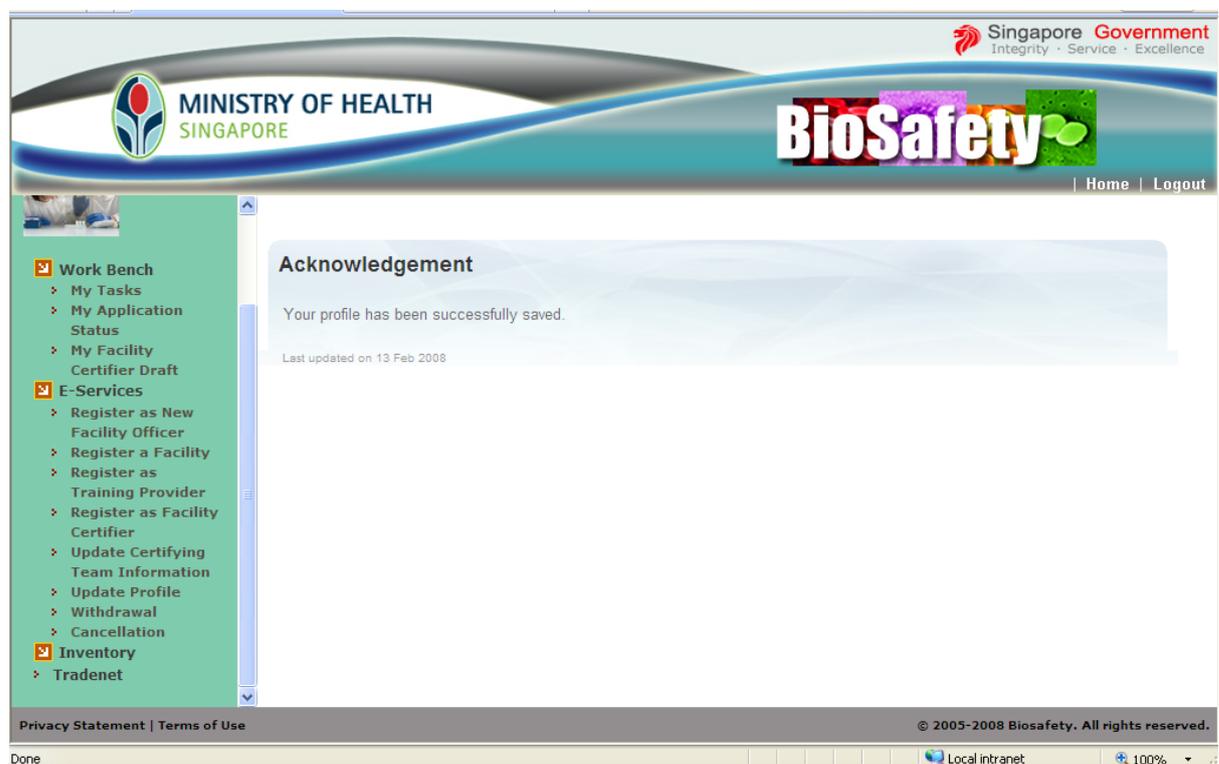
4. A confirmation box is displayed. Click **OK** to proceed with the update.



- A confirmation page is displayed. Users are allowed to edit the application form, confirm update or cancel the update. To confirm the update, click **Confirm** to proceed with the update.



- An acknowledgement page is displayed, indicating that the information has been saved.



2.2.5 Update Certifying Team Information

1. Biosafety Internet website -> Login -> E-Services -> Update Certifying Team Information
Click **Update** action to update information related to the certifying team including certifying team member particulars and supporting documents.

Update Certifying Team Information

S/No	Reference Number	Company Name	Expiry Date	Action
1.	20080218AFC001	123	18 Feb 2010	Update

Last updated on 13 Feb 2008

2. The system retrieves the application details, and enables the Certifying Team Information section to be editable.
Click on the Name hyperlink if to update the particulars of the certifying team member.

Particulars of The Certifying Team List

Please click on to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
<input type="checkbox"/> 1	Eric Jason	Lead Certifier	American	Lead Engineer

Click on the attachment icon to add supporting documents or select the document and click on the **Delete** button to delete the document.

Supporting Documents

Please click on  to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

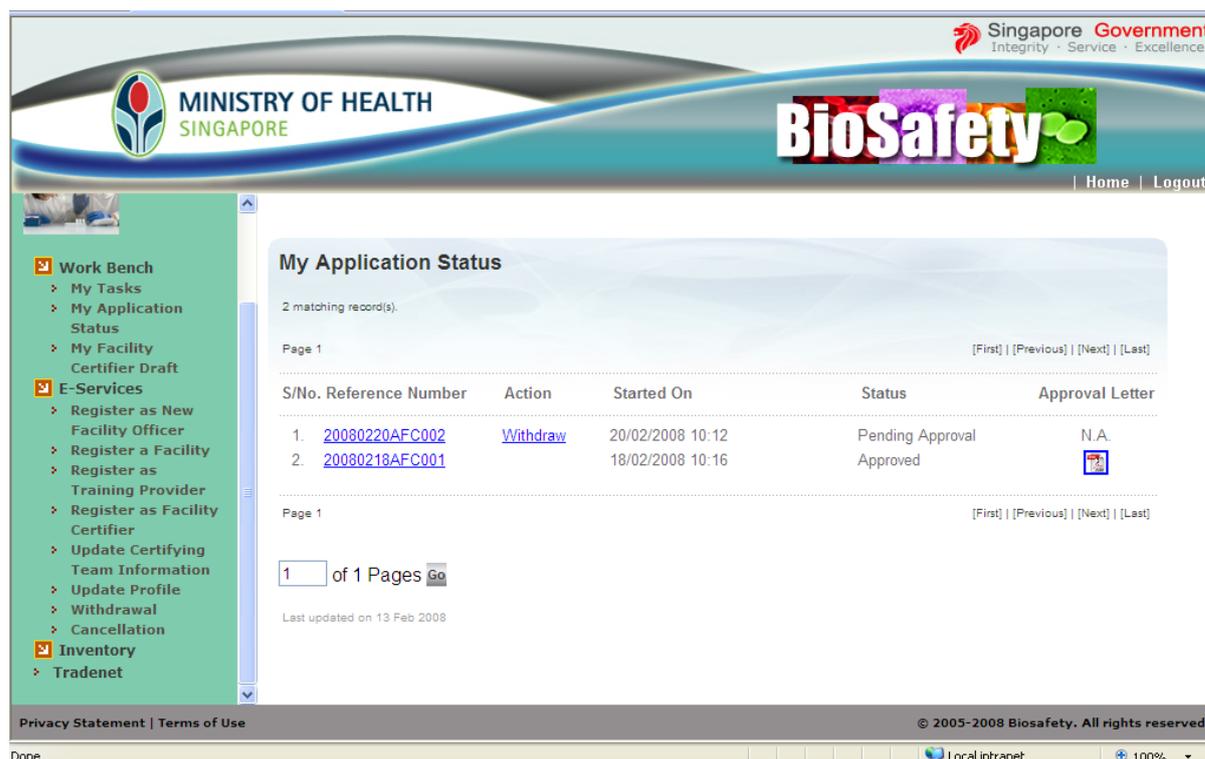
Document Type	File Name	Attached By	Attached Date
<input checked="" type="checkbox"/> Organization Profile	afc_org_profile.pdf		03/02/2006

Delete

I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

3. Click **Accept** and **Submit** button to proceed with the submission.
4. A confirmation box is displayed. Click **OK** to proceed.
5. An acknowledgement page is displayed, indicating the successful submission of application to MOH for re-assessment.
6. The applicant can go to Work Bench -> My Application Status to check on the new status as 'Pending Approval' after updating the course information.



My Application Status

2 matching record(s).

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220AFC002	Withdraw	20/02/2008 10:12	Pending Approval	N.A.
2.	20080218AFC001		18/02/2008 10:16	Approved	

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages [Go](#)

Last updated on 13 Feb 2008

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Local intranet 100%

Check Application Status after Updating Certifying Team Information

- a. Biosafety Internet website -> Login -> Work Bench -> My Application Status
The status is updated accordingly after MOH approval on the certifying team information update.

