



5-Days Appointed Person (AP) - Lifting Operations Training Course (24th Run)

<u>Synopsis</u>	<u>Programme Details</u>
<p>Various type of cranes and lifting machines are heavily used in day to day work operations. Use of this machines and equipment comes with significant hazard that may pose high risk and may lead to unwanted incident, if not been taken care or addressed.</p> <p>To improve crane safety standards in Singapore, a three-pronged approach can be adopted namely;</p> <p>(1) Enhancing competencies and capabilities; (2) Enhancing awareness of key issues; and (3) Strengthening standards and practices</p> <p>Need for the “5 Days Appointed Person - Lifting Operations Course” arises to fulfil the requirement of Appointment of “Appointed Person” in ACOP SS 536:2023, Code of practice for the safe use of mobile cranes; SS 559:2022, Code of practice for safe use of tower cranes. In order to be a competent person, individuals need to be equipped with skills and knowledge required to perform the duties and responsibility of Appointed Person - Lifting Operations also called as “Lifting Engineer”.</p>	<p>Date : 12,13,14,15, & 22 Feb. 2025 24th Feb 2025 - Written Test</p> <p>Duration : 5 Days</p> <p>Time & Venue : Refer to Training Programme Description</p> <p>CPD : PDU (28 points) (TBC) SDU (10 points) CET hours (40) (TBC)</p> <p>Fees : \$2,488 (Early Birds) (Payment before 28.01.2025) \$2,688 (Other) (NO GST)</p> <p>Funding : No Funding Available</p> <p>Car Parking : Free (<i>subject to availability</i>)</p> <p>Early Birds (registration & payment to clear 2 weeks before the event, i.e. 28th Jan. 2025)</p>

Supporting Organisations:



Strategic Partner:





Safety, Health & Environment Training and Consultancy Pte Ltd

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To build the competency and capabilities of the WSH professional & lifting team personnel, SHETC has initiated the “**5-Days Appointed Person (AP) Training Course**” to enhance the lifting team competency. We believe to eliminate and reduce the lifting risks which ultimately reduce the incident. It is important to identify the “risks at source” right from the planning stage by selecting and appointing the competent AP to plan and co-ordinate overall cranes deployment and advise management to select the right cranes for intended lifting operations.

Selecting the right lifting team and equipment to perform the intended lifting operations will enhance safe lifting operations. With the passion and good intention to improve the safe lifting operations in the workplaces, SHETC invited **experienced Professional Trainers from various cranes background (Authorised Examiner/ AE, Civil & Structural Professional Engineer/PE, Approved Crane Contractor/ ACC, Project Manager/ PM, Appointed Person, SS 559 and SS 536 Review Committee member)**. The training courses will be conducted in two of the reputable crane companies, i.e. BOK SENG Technology (BST) and Tiong Woon Corporation (TWC). This course is approved for CPD-PDU, SDU, CET hours.



Photo 1: Safety brief conducted by the “Appointed Person (AP)” to the lifting team.



Photo 02: Physical check of the lifting hook and appliances.

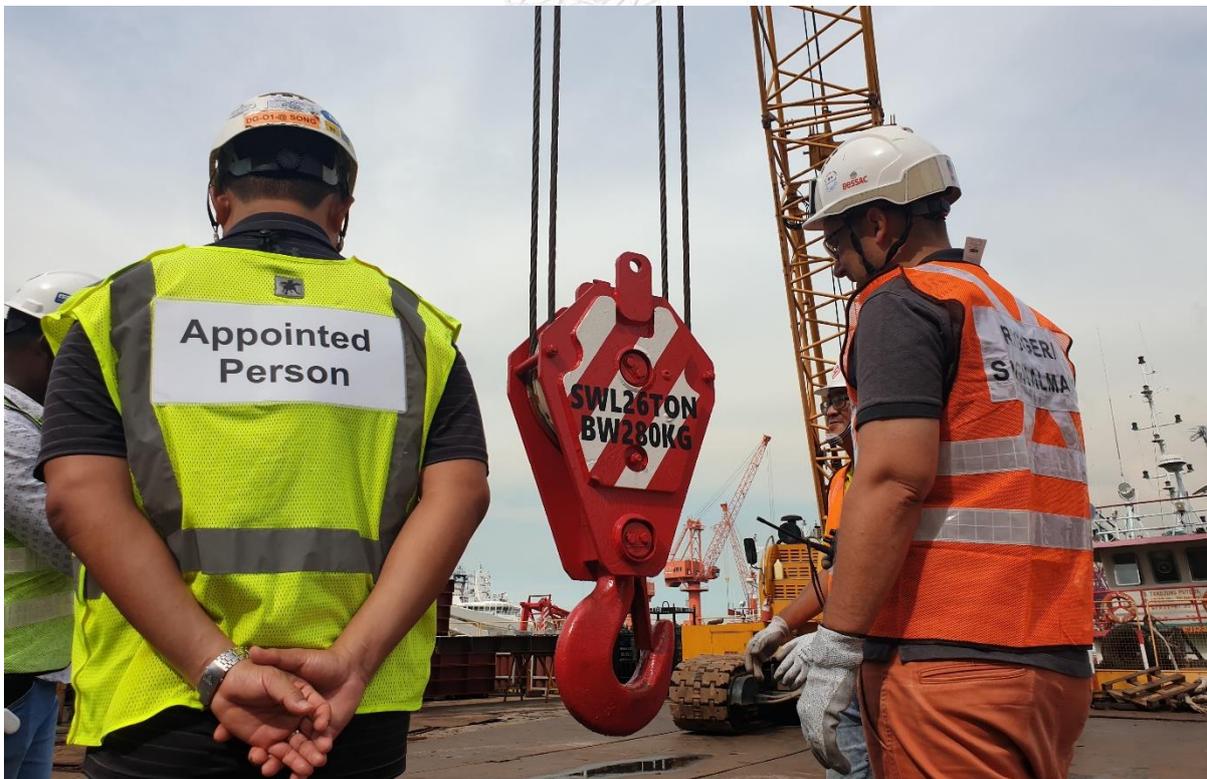


Photo 03: Main hook & LG inspection in progress



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We believe, AP is the right person to drive the safe lifting culture and set the required competency level in the company. This will prevent injuries and DOs, which can potentially lead to greater harm to both workers and public property.

Description	Year						
	2023	2022	2021	2020	2019	2018	2017
DOs (Crane)	11	15	04	06	08	12	13
Workplace Fatalities (Crane)	00	06	00	00	01	00	01

Extracted from WSH Report, MOM

The Singapore Standards highlights key factors to be considered in the planning and execution of lifting operations, and introduces the elements of a comprehensive lifting plan (LP) as a systematic approach towards planning a safe lifting operation.

Cranes are an integral part of operations for many industries, ranging from infrastructure, residential, factory, warehouse, process, shipbuilding to ship-repairing industries. DfMA (Design for Manufacturing Assembly) is a key pillar of Singapore's Construction Industry Transformation Map (ITM) and has transformed the nation from conventional cast in-situ into PPVC (Prefabricated Prefinished Volumetric Construction) and Prefabricated Mechanical Electrical and Plumbing (MEP) system, i.e. integrating C&S, M&E and Architecture works into one module.

The weights of the lifting components have since increased tremendously with bigger and heavy cranes required to perform various type of lifting operations.

For the last six years, we have seen many structures that are beyond 30 storeys with PPVC construction. One of the common and popular features of such buildings has been the heavy prefabricated Sky bridges/ Link bridges (> 100 ton), which connect in-between structures.

Complex lifts such as unequal and equal tandem lift will be required. Comprehensive careful planning and calculation is required to ensure that the overall lifting plan has taken into consideration all foreseeable risks.

Purpose of Attending Appointed Person (AP) Course

This course will equip candidates with an in-depth understanding of the duties and responsibility of the Appointed Person appointment highlighted in the WSH (Approved Codes of Practices) Notification, i.e. SS 536:2023, Code of practice for the safe use of mobile cranes; SS 559:2022, Code of practice for safe use of tower cranes to align with the international standards and new lifting operations requirements. At the end of the course participants should be able to:

1. Understand various regulatory requirements of lifting operations,
2. Understand advanced rigging applications,
3. Understand the fundamentals of different types of cranes siting and ground stability,
4. Able to prepare Risk Assessment and comprehensive lifting plan,
5. Apply the lifting operations requirement stated in SS 559:2022, SS 536:2008 and other international standards.



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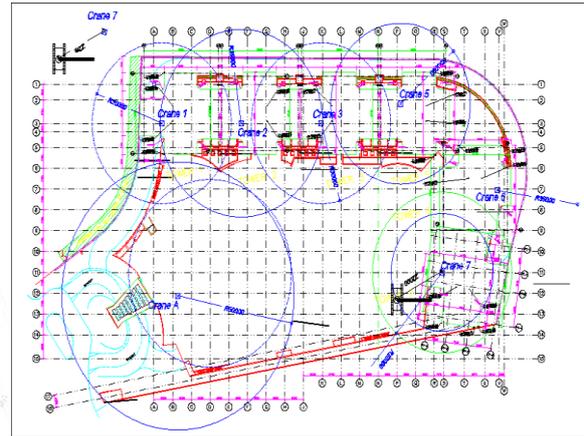
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Who Should Attend?

Developer, Architect, Designer (understand the heavy equipment capability and design the structure/ building layout plan that is able to support the prefabrication such as PPVC. Spec in the crane requirements, type of cranes and criteria of competent person (i.e. Appointed Person) in the tender specification, BQ, etc.



Authorised Examiner (AE) (update the latest legal requirements on cranes such as SS 559:2022 Code of practice for tower cranes and understand the relevant ACOP (SS/ COP/ Guidelines) under the latest WSH (Approved code of practices) notification.





Specialist Designer (QP/PE) (understand the crane specifications and identify the design risks based for the actual site layout plan, surrounding and soil conditions for the crane foundation, crane access and tie-back design)



PROJECT NAME:	B-GH 15 TSW BUILDING	DESIGNED:	TSW
PROJECT NO.:	TSW123	CHECK:	TSW01
CLIENT:	JOHN DOE	DATE:	02/20/2019
		PAGE:	1
DESIGN OF PILE CAP FOR FOUR PILES AS PER BS 8110			
PILE CAP No. PC 3			
DESIGN DATA:			
Column size	b = 1400 mm		
	a = 200 mm		
Column load:	$N_c = 4369$ kN (Ultimate)		
	$N = 3013$ kN (Service)		
Diameter of Pile "h" _p	500 mm		
Load capacity of pile =	950 kN		
No. of Piles =	4 Nos.		
Bottom Cover to steel =	75 mm; $f_{yk} = 40$ N/mm ²		
Dia of Main Bars =	25 mm; $f_{yk} = 460$ N/mm ²		
Top and Side Cover =	75 mm		
DIMENSIONS OF PILE CAP:			
Piles Spacing Factor	"Alpha" = 2.2		
Spacing of piles "I" = (Alpha * h _p)	I = 1100 mm		
Width of pile cap "B" = (Alpha+1)*h _p +300	B = 1900 mm		
Length of pile cap "L" = (Alpha+1)*h _p +300	L = 1900 mm		
Overall Depth of pile cap "D"	D = 1200 mm		
Effective depth of section "d"	d = 1112.50 mm		
DESIGN OF MAIN REINFORCEMENT:			
Do you wish to take size of Column in to consideration (Y/N)?			
Tensile force Parallel to X-X: T = $N_c(4h^2+2b^2-2bh)/36h^2$			
Tensile force Parallel to Y-Y: T = $N_c(2h^2+2b^2)/36h^2$			
Parallel to X - X:	T = 662 kN		
Parallel to Y - Y:	T = 91 kN		
Area of steel reqd. in X-X direction: $A_{stxx} = T*1000/(0.87*f_y)$		Area of steel reqd. in Y-Y direction: $A_{styy} = T*1000/(0.87*f_y)$	
Provide, 9 Nos. of 16	$A_{stxx} = 1655$ mm ²	Provide, 2 Nos. of 16	$A_{styy} = 228$ mm ²
and, 9 Nos. of 16		and, 5 Nos. of 16	
Provide, 2 Nos. of 16		and, 5 Nos. of 16	
and, 5 Nos. of 16			
Area of Steel provided Ap in X - Direction =	1810 mm ²	Area of Steel provided Ap in Y - Direction =	402.1 mm ²
Area of Steel provided Ap in Y - Direction =	402.1 mm ²		
Parameters			
		For X-X Direction	For Y-Y Direction
Stress in steel $f_{sk} = 0.87*f_{yk} / \lambda_{s1}$	$f_{sk} = 366.09$ N/mm ²	$f_{sk} = 228.89$ N/mm ²	
Tensile force in bars $F_{sk} = F_{yk} * Area$ of Bar	$F_{sk} = 73.61$ kN	$F_{sk} = 45.62$ kN	
Ultimate Bond Stress $f_{bd} = 0.50 * \alpha_{1,2} * f_{yk}$	$f_{bd} = 3.16$ N/mm ²	$f_{bd} = 3.16$ N/mm ²	
Bond Length required "L _b " = $F_{sk} / (f_{bd} * \pi * d)$	$L_b = 465$ mm	$L_b = 290$ mm	
Minimum bond length "L _b " = $\lambda_{s1} * dia$ of bar	$L_b = 256$ mm	$L_b = 256$ mm	
Hence, at the Pile cap ends main bars must turn through 90° and extend to a distance of	465 mm	290 mm	
			www.thestructuralworld.com

Crane Owners, Approved Crane Contractors (understand the legal duties under the WSH Act/ Regulations and provide relevant information for the safe lifting operations to the lifting team. Select and appoint competent person (i.e. Appointed Person) for the crane installation, jacking and dismantling)





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Project Managers, Site Managers, Engineers (understand the legal duties under the WSH Construction Regulation to implement the Permit-To-Work (PTW) for lifting operations involving tower, mobile and crawler cranes. Equip with the safe lifting operations knowledge to establish and implement a lifting plan under the WSH (Operation of cranes) regulations).



WSH Professionals (to equip safe lifting operations knowledge before performing the “Safety Assessor” role under the Permit-To-Work (PTW) for lifting operations (i.e. WSH Construction Regulations, Regulation 10). The WSH Professionals will acquire in-depth knowledge of safe lifting operations to enhance the holistic siteworks by sharing the safe lifting operations to enhance site safety & productivity).



Senior Lifting Supervisor and Site Supervisor (understand the Lifting plan-PTW detail and conduct briefing to the lifting team before commencement of any lifting operations)





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Any other personnel who are involved in site planning of safe systems of work, project management, crane selection, installation, commissioning, dismantling, specification and consultancy of cranes at various jobsite, such as infra-structure construction (i.e. road, tunnel, highway, services, etc.), addition & alternation (A&A), shipbuilding and ship-repairing, stevedoring, process, oil & gas industries, etc.

Registration

Any registration, whether online or email will be on a **first-come-first-served basis** and will only be confirmed upon receipt of full payment by **Safety, Health & Environment Training and Consultancy Pte Ltd** unless otherwise invoice to company. All registrations must be submitted with duly completed registration form, and Candidates must fulfil the prerequisite as stated below:

- 1) An Engineering Degree recognised by PE Act, Chapter 253/Overseas Engineering Degree or Engineering Diploma holder with 1 – 3 years of relevant experience or **Passed Advanced Certificate in Lifting Operations with 2 years of experience**
- 2) Strongly encouraged to attend the relevant WSH and Safe Lifting Operations training courses such as CSCPM (Construction Safety Course for Project Manager), LSSC (Lifting Supervisor Safety Course), etc.
- 3) Assumed knowledge of rigging, signalling and lifting operations.
Important: It is **compulsory** to send all soft copy of documents (certificates, and updated CV for verification)
- 4) **Any participant's wishes to attend the AP training course without the pre-qualification and experience may also registered for the training course. The participants will have to declare that he is attending the training course to gain the safe lifting knowledge and will only issue with the "Certificate of Attendance". The participants will attend the "Practical and Written Test" but exam script will not be marked.**

**Remarks:*

Professional Engineers Act (Chapter 253), Professional Engineers (Approved Qualifications) Notification 2009 (Ref: <https://sso.agc.gov.sg/SL/PEA1991-S653-2009?DocDate=20180112>)

Closing Date & Payment

The closing date of the event may be 1 week prior to event commencement date or earlier. Payments can be made after the confirmation of the registration and receipt of "Payment Invoice" detailing the various mode of payments.

Confirmation of Registration

Confirmation of registration will be sent to you at least a week before the commencement date via email. Therefore, ***if you do not receive any confirmation email with the full details, you are required to text or contact us at H/P 86066533 and we will get them to you ASAP.*** The Management reserves the right to allow make any last-minute amendments.

Facilities and Training Equipment:

Physical classes & training (F2F) will be conducted at Bok Seng Technology Pte Ltd @ 5 Tuas Ave 3, and Tiong Woon Crane Pte Ltd @ 15 Pandan Crescent. For practical training crawler/mobile crane with various required lifting gears will be used.



Trainer's Profile



Er. Theresa Liew is registered with Ministry Of Manpower (MOM) as the Authorized Examiner (Lifting Equipment & Pressure Vessels). She has started IQS Services Pte Ltd in 2015 after serving as the Principal Specialist under the OSD Division of MOM for more than 22 years. During her tour in MOM, she was involving in the trouble shooting of crane related issue and has been contingent in the improvements to the overall landscape of crane operations.

She has vast experience and sound engineering knowledge in the lifting equipment and pressure vessels. She also take part in the Singapore Standards/ Code of Practices review committee such as the SS 559:2012, Code of Practice for Safe use of Tower Cranes and CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



Er. Liu Png Hock joined Singapore Mass Rapid Transit Corporation (MRTC) in 1985 and currently LTA Advisor for Safety & Project Management. He was involved in the construction of Singapore MRT/LRT/road infrastructure planning, construction and project management.

He has more than 35 years of professional working experience in rail engineering projects. He has extensive experience in project management of general civil engineering and railway systems projects in Singapore and Shanghai, including the recently completed project Downtown Line and Thomson East Coast Line. His engineering expertise covers project management, project schedule control and safety governance.



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Er. Teng Chin Seng, B. Eng, M. Eng, P. Eng (Mechanical), MBA, is the Managing Director of CST Engineering Services Pte Ltd.

He is a Professional Engineer (PE) and Authorised Examiner (AE) for lifting equipment. Prior to his current position, he was the Chief Operating Officer of an international tower crane rental company. He also held several positions in an international crane manufacturing company. He has extensive experience in crane design and installation.

Convenor for the SS 559:2022, Code of Practice for Safe use of Tower Cranes Work Group review committee and past Co-Convenor for the CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



Er. Sam Ko graduated with a Diploma in Civil Engineering from Singapore Polytechnic and B.Eng. (Hon) Civil Engineering from University of Glasgow. Sam is a Professional Engineer in Singapore and Chartered Professional Engineer in Australia.

He is a certified mobile crane operator and an associate trainer in BCA Academy. Sam is a Registered Workplace Safety & Health Officer and was trained as an auditor for Occupational Safety and Health. Since graduating from University.

Sam has had about 30 years of working experience as an Engineer, Project Manager, Project Director and General Manger in the construction industry. He had vast experiences in project management, coordinate of site layout, selection of crane, deployment & usage of crane at construction project. Currently, he is the Work Group Review Committee member for SS 559:2022, Code of Practice for Safe use of Tower Cranes.



Er. Oh is currently practicing as an authorized examiner at 1Engineering Mech, after working for one of the world's top 10 tower crane manufacturers, Yongmao, for over 14 years.

He has vast experience in working with reputable crane inspection agencies and competent crane users across Europe, Asia Pacific, and the Middle East, focusing on tower crane design reviews, prototype testing, and inspections. He has significantly contributed to the annual ISO standards review in ISO/TC96 - Cranes since 2010 and the SS 559:2022 - Code of practice for tower cranes Working Group, helping to establish industry best practices



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Mr. Bhupendra Singh Baliyan, has over 25 years of HSE experience and served on various HSE committees and organisations and represented in various Singapore standards as working group member such as SS 617: 2016 Code of practice for the lifting of persons in work platforms suspended from cranes and SSEN 131:2019 Ladders.

He is a member of the Health and Safety Engineering Technical Committee- Institution of Engineers, Singapore (IES) and actively participates and represents IES and IOSH. During his HSE leadership at Tuas Mega port project, he was involved in heavy lifts on-board vessels and dredging activities.

Besides his fulltime employment, Mr Baliyan volunteered and serving as a WSH Officer in Singapore Armed Force (SAF) and appointed as an Adjunct Lecturer in Singapore polytechnic (SP) and Building Construction Authority Academy (BCAA). He also held past Chairman position of Institution of Occupational Safety and Health (IOSH) Singapore branch. Baliyan has obtained academic degrees in M.Sc. (Transportation Engineering) from Nanyang Technological University and M.Sc. (Safety, Health and Environmental Technology) from NUS. He is a Senior Member of IES.



Mr. Frankie Tan is presently the Secretary of the Singapore Cranes Association. And represented the Association in the National Crane Safety Taskforce (NCST)

He is also the Regional Director of STSY International Pte Ltd. His practical crane knowledge comes through many involvements in management and operational level of the companies he managed. With a BBA and professional certifications, he always gives a different insight to crane safety.

He was the Work Group review committee member for the CP 63: 1996 (2005) Code of Practice for the Lifting of Persons in Work Platforms Suspended from Cranes (Replaced by SS 617: 2016).



Training Programme Description

Timing	Day 1: 12th Feb. 2025 (Wed)
	Venue: Bok Seng Technology, 5 Tuas Ave 3, S (639405) Warehouse C, 5 th Sty, OMEGA Room
	Trainer: Mr. Bhupendra, Er. Jackie Oh
0830 – 0900	Registration
0900 – 1000	WSH Act/ WSH (General Provisions) Regulations
1000 – 1015	Coffee/ Tea-Break
1015 – 1100	WSH (Construction) Regulations/ WSH (Shipbuilding and Ship-repairing) Regulations
1100 – 1200	WSH (Risk Management) Regulations/ WSH (Work at Heights) Regulations
1200 – 1300	WSH (Approved Codes of Practices) Notification/ Code of Practice for WSH Risk Management WSH (Operation of Cranes) Regulations
1300 – 1400	Lunch (Provided)
1400 – 1430	Tower crane inspection
1430 – 1530	Tower crane load charts
1530 – 1545	Coffee Tea-Break
1545 – 1615	Legal framework on Tower crane
1615 – 1645	SS 559:2022 Code of Practice for Tower Cranes (ACOP) Part 1: General Part 2: Safe use Part 3: Inspection
1645 – 1745	Emergency and recovery
1745 – 1800	Quiz



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Timing	Day 2: 13th Feb. 2025 (Thru) Venue: Bok Seng Technology, 5 Tuas Ave 3, S (639405) Warehouse C, 5 th Sty, OMEGA Room
	Trainer: Mr. Bhupendra and Mr. Frankie Tan
0830 – 0900	Registration
0900 – 1000	Introduction to Rigging Terminology
1000 – 1015	Coffee/ Tea-Break
1015 – 1045	SS 343: 2014 Specification for lifting gear (ACOP) Part 1: Wire rope slings (wire rope slings calculation) Part 2: Hooks Part 3: Shackles
1045 – 1230	Tension in inclined slings, Centre of Gravity (CG) calculation
1230- 1330	Lunch (Provided)
1330 – 1430	Selecting type of lifting gears: Slings, Shackles, Lifting beam/ spreader beam
1430 – 1445	Case Studies Quiz
1445 – 1500	Tea - Break
1500– 1530	Understanding different type of cranes and their strengths and application (Mobile crane, crawler crane, all terrain crane, truck crane, gantry crane, etc.)
1530 -1615	Interpretation of various cranes load chart
1615 – 1645	Pre-operational check
1645 – 1745	Refreshing the basic roles for Lifting Supervisor, Rigger and Signaller and prepare the participants for the Role play and practical assessment test.
1745 – 1800	Quiz



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Timing	Day 3: 14th Feb. 2025 (Fri)
	Venue: Bok Seng Technology, 5 Tuas Ave 3, S (639405) Warehouse C, 5 th Sty, OMEGA Room
	Trainer: Er. Sam Ko
0830 – 0900	Registration
0900 – 0930	Code of practice for safe lifting operations in the workplaces (ACOP) 1) Factors affecting safe lifting operations
0930 – 1000	2) Risk Assessment and Permit-to-work (PTW) Operations
1000 – 1015	Coffee/ Tea-Break
1015 – 1045	3) Equipment (Tower cranes/ mobile cranes)
1045 – 1115	4) Personnel roles and responsibilities
1115 – 1145	5) Emergency and contingency planning
1145 – 1215	6) Lifting Plan (LP)
1215 – 1300	Introduction to DfM-PPVC
1300 – 1400	Lunch (Provided)
1400 – 1430	Cranes access, Tower cranes foundation, tie-back design
1430 – 1530	Case Studies (Mobile cranes)
1530 – 1545	Coffee/ Tea-Break
1545 – 1745	Case Studies (Tower Cranes)
1745 – 1800	Quiz



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Timing	Day 4: 15th Feb. 2025 (Sat)
	Venue: Bok Seng Technology, 5 Tuas Ave 3, S(639405) Warehouse C, 5th Sty, OMEGA Room
	Trainers: Er. Teng Chin Seng, & Er. Liu Png Hock
0830 – 0900	Registration
0900 – 1000	SS 536: 2023 Code of practice for safe use of mobile cranes (ACOP)
1000 – 1015	Coffee/ Tea-Break
1015 – 1045	Mobile crane load chart interpretation/ Mobile cranes inspection checklist
1045 – 1145	SS 595: Steel wire ropes for hoisting (ACOP) Part 1: Specification for steel wire ropes Part 2: Specification for selection of wire ropes Part 3: Code of practice for the care, inspection and maintenance of steel wire ropes for hoisting
1145– 1215	SS 497: 2011 Code of practice for design, safe use and maintenance of gantry cranes, overhead travelling cranes and mono hoists (ACOP)
1215 – 1300	SS 617: 2016 Code of practice for lifting of persons in work platforms suspended from cranes (ACOP)
1300 – 1400	Lunch (Provided)
1400 – 1515	Tandem lifting planning and calculations
1515 – 1530	Quiz
1530 – 1545	Coffee/ Tea-Break
1545 – 1615	Rapid Transit Systems Act/ Regulations
1615 – 1745	Code of practice for Railway Protection
1745 - 1800	Quiz



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Timing	Day 5: 22nd Feb. 2025 (Sat) Venue: Tiong Woon Corporation Holding Limited 15 Pandan Cres, S(128470) Level 1M, HSE Training Room	
Group 1	Trainer: Mr. Bhupendra Singh/ TWC Trainer (Participants will split into Group 1 and Group 2) Practical training (Crawler/ Mobile crane/ Virtual Realty)* Participants will have a chance to perform the role play as Lifting Supervisor, Signaller and Rigger during practical assessment. Note: * <i>Depending on the availability of the lifting equipment</i> Crane operator and lifting supervisor will be appointed by TWC to support the practical training sessions	
0800 – 0830	Registration	
0830 – 0900	Safety Briefing Explanation of Role Play and Practical Assessment Test	
0900 – 1230	Estimated 45 minutes per lifting team i.e. AP/LS, SS, Riggers (02) Signaller (01), Total participants=05 1) Site show around of the actual crane location, lifting points, unloading points, surrounding restrictions and challenges, site measurements etc. 2) Perform LP briefing, surrounding check, rigging check, hand signal and voice communication Remarks: Coffee/ Tea-Break to rotate among completed group	
1230 – 1300	Course de-brief and evaluation. End of Morning session	
1300 - 1400	Lunch (All participants)	
Group 2		
1400 – 1430	Safety Briefing Explanation of Role Play and Practical Assessment Test	
1430 – 1730	Estimated 45 minutes per lifting team i.e. AP/LS, SS, Riggers (02) Signaller (01), Total participants=05 1) Site show around of the actual crane location, lifting points, unloading points, surrounding restrictions and challenges, site measurements etc. 2) Perform LP briefing, surrounding check, rigging check, hand signal and voice communication Remarks: Coffee/ Tea-Break to rotate among completed group	
1730 – 1800	Course de-brief and evaluation. End of Afternoon session	
Timing	24th Feb 2025 (Mon): Written Test Bok Seng Technology, 5 Tuas Ave 3, S(639405) Warehouse C, 5 th Sty, OMEGA Room	
	1300 – 1330 hrs Registration	1330 – 1530 hrs Written Theory Assessment - 2 hours



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Registration Form (APLO 24th RUN)

Course Dates	12,13,14,15, & 22 Feb. 2025 24 th Feb 2025 - Written Test		
Durations	5-Days		
Venues	Bok Seng Technology Pte Ltd. & Tiong Woon Corporation Holding Pte Ltd. Free Car Parking available (Subject to availability)		
Course Fee	\$2,488 (Early Birds) (Payment before 28.01.2025) 2,688(Others) Remarks: No GST & No Funding Available		
Person In-Charge	Mr. Singh, <i>Mobile No:</i> 86066533, training@shetc.com.sg <i>Remarks:</i> <i>Please send texts if the phone is not picked up or answered. We will get back in the earliest possible time.</i>		
Registration Closing Date	07 working days before the course commencement. However, closing date may be earlier due to overwhelming response.		
CPD Programme	PDU (PEB) 28 (TBC)	SDU(SISO) 10	CET Hours 40 (TBC)

Participant Details: (Please type in the detail)

Full Name:		
NRIC/FIN: (First Alphabet, Last 3 digit & Alphabet) XXXX	Age	
Company:		
Company Address:		
Designation:	Contact Number:	
Email Address:		
Institution/ Society name (IES/ NUS-SHE/ SISO, SCA, etc.):		
Membership No. (RE/RTOWSHO):	Food Preference: <input type="checkbox"/> Veg <input type="checkbox"/> Non -Veg	
Car Plate No:	Referral (Organisation Name)	

Contact Person as a Company's Rep (for Company Sponsored)

Full Name	Choose an item.
Designation	
Contact Number	
Email Address	
Mode of Payment(Cheque / PayNow / iBanking)	

NOTE: Please accept the "Term & Condition" on the next page and send it together



TERMS & CONDITIONS

Withdrawals/ Fee Refunds / Re-test

- Written notice **at least 1 week in advance** before the commencement of the event.
- Full course fee shall be refunded subjected to 3% transaction charges.
- **Re-test is subjected to Exam Board approval with the Admin charge of \$150 per participants. Only one retest is allowed. Candidate failed in retest need to retake full course with applicable fee.**
- No show of participant would not be accepted as a valid reason for withdrawal/ refund.
- One-time replacement is allowed only if written notice is received by us at least a week before the commencement of the event.

Issuance of Certificates

E-Certificate of Completion will be issued to participants with **min. 75% attendance** and successfully cleared both Practical and Written Exam (Min.70%).

E- Certificate of Attendance will be issued to the following participants:

1. Attended and passed practical and written exam.
2. Attended the course but fail practical and/or written exam.
3. Attended the course for enhancing knowledge & skill and exam script is not marked.*
(*Candidate who do not meet pre-qualification stated under “**Registration**” section.)

Cancellation/ Postponement

Changes in Venue, Dates, Time and Speakers for the Events can occur due to unforeseen circumstances. **Safety, Health & Environment Training and Consultancy Pte Ltd** reserves the full rights to cancel or postpone the event under such circumstances without prior reasons. Every effort, however, will be made to inform the participants or contact person of any cancellation or postponement. Fees will be refunded in FULL if any event is cancelled by **Safety, Health & Environment Training and Consultancy Pte Ltd**.

PERSONAL DATA PROTECTION ACT

I consent to the processing by **Safety, Health & Environment Training and Consultancy Pte Ltd** of personal data protection, including all sensitive personal data as defined in the Data Protection Regulations 2014, about me for the proper purposes of **Safety, Health & Environment Training and Consultancy Pte Ltd**.

I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Candidate / Participant attending the course. Additionally, I also agree to indemnify **Safety, Health & Environment Training and Consultancy Pte Ltd** from liability for any claims or damages that may arise from the processing of this data. For more information, please refer to <https://www.pdpc.gov.sg/DP-Professional> for detail.

SHETC may use all photographs, videos, or audio clips captured during the course for publicity purposes by any media means.

Acceptance of Terms & Conditions for Course Registration

By registering and attending the course you agree to abide by the Terms & Conditions for Registration of 5 Days Appointed Person Training Course- Lifting Operations conducted by Safety, Health & Environment Training and Consultancy Pte Ltd.

Agreed