



MINISTRY OF  
MANPOWER

20 Jun 2016

20160620-73

To ALL Accredited Training Providers  
Learning Service Providers and Other Interested Parties

**ALL ACCREDITED TRAINING PROVIDER AND LEARNING SERVICE PROVIDER SHALL BE REQUIRED TO SEEK THE APPROVAL OF THE MINISTRY OF MANPOWER BEFORE IT CHANGES ITS COMPANY MANAGEMENT STAFF**

1. With effect from 1 July 2016, any Accredited Training Provider ("ATP") or Learning Service Provider ("LSP"), responsible for the conduct of any Ministry of Manpower ("MOM") Workplace, Safety and Health course, must first obtain MOM's approval, before making any changes to its Management Staff<sup>1</sup>.
2. In this regard, please be informed that where an ATP or LSP has applied to MOM for approval to change its Management Staff, MOM will notify the ATP or LSP of its decision within 2 weeks from the date of receipt of the application. To avoid doubt, MOM reserves the right to reject any application that has been submitted by the ATP or LSP.
3. Additionally, please be informed that an ATP or LSP is required to notify MOM of the change to its Management Staff by 30 June 2016 if it has made changes before the issuance of this circular.
4. To ensure strict compliance with the requirements in paragraphs 1 and 3, MOM shall be working together with the certification bodies<sup>2</sup>, to conduct periodic audits. To that effect, should any ATP or LSP be found to be in non-compliant, the ATP or LSP shall be dealt with accordingly<sup>3</sup>.
5. The above requirements are for your immediate compliance.

**ER. MOHD ISMADI**  
DEPUTY COMMISSIONER  
FOR WORKPLACE SAFETY AND HEALTH  
MINISTRY OF MANPOWER

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<sup>1</sup> Management Staff includes the director, principal and manager of the ATP or LSP.

<sup>2</sup> Certification Bodies are companies accredited by the Singapore Accreditation Council to certify LSP.

<sup>3</sup> The certification of the ATP or LSP may be revoked or withdrawn by MOM or the Certification Bodies.

**Occupational Safety and Health Division**

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