Singapore Resuscitation and First Aid Council
c/o Singapore General Hospital

1 Hospital Boulevard, Level 11,
SGH Emergency/NNI Building,
Singapore 168581

For every Singaporean to be able to perform CPR and First Aid

RESTRICTED

14 August 2025
(Revised 18 August 2025)

Dear SRFAC Training Centres,

Updates for all SRFAC Accredited Training Centres (TCs)

Application Requirements for New Appointment and Renewal of Basic Course* Chief Instructor (CI), Instructor Trainer (IT) and Chief Instructor Trainer (CIT) Status (UPDATE – EFFECTIVE IMMEDIATELY)

　　a. **New Appointment** (application via accredited Training Centre only):
　　　　i)　Brief CV of the nominated individual; and
　　　　ii)　Recommendation letter (via Email) from the nominating Training Centre's (TC) Programme Director; and
　　　　iii)　Recommendation letter (via Email) from a CI.
　　　　iv)　At least 1 (one) attachment with the same recommending CI – TC can request for the attachment form from SRFAC; and
　　　　v)　Dates of all sessions conducted over the past 4 years (or equivalent) **with the nominating TC** – SRFAC will request (separately) for additional supporting documents (eg. attendance lists, CPR assessment performance records, practical assessment checklists, theory assessment score/grade, evaluation forms) for verification.

　　b. **Renewal Appointment** (application via accredited Training Centre only):
　　　　i)　Recommendation letter (via Email) from the nominating Training Centre's (TC) Programme Director; and
　　　　ii)　Dates of all sessions conducted over the past 2 years **with the nominating Training Centre** – SRFAC will request (separately) for additional supporting documents (eg. attendance lists, CPR assessment performance records, practical assessment checklists, theory assessment score/grade, evaluation forms) for verification.

* Basic Course – BCLS+AED, CPR+AED, Standard First Aid (SFA) and Child First Aid (CFA)

~~**Use of NRIC in Certificates and Other Records (NEW – EFFECTIVE IMMEDIATELY)**~~
　　~~a.　TCs should ensure that all certificates (providers or instructors) should not display full or partial NRIC.~~

　　~~b.　Passwords containing information that can be obtained easily, including personal data such as names, NRIC numbers or birthdates should not be used.~~

Singapore Resuscitation and First Aid Council
c/o Singapore General Hospital

**1 Hospital Boulevard, Level 11,
SGH Emergency/NNI Building,
Singapore 168581**

For every Singaporean to be able to perform CPR and First Aid

RESTRICTED

Admin Matters (UPDATE / REMINDER)

a. SRFAC, together with the Unit for Pre-hospital Emergency Care (UPEC) have now relocated to:

1 Hospital Boulevard,
Level 11 (SGH Emergency/NNI Building),
Singapore 168581

SRFAC will not be expecting any visitors to our office as public access is restricted. Our hotlines have been reassigned as follow:
- Mr Loke Jun Hao – 6576 8431
- Ms Noor Azlin – 6576 8430

Both numbers are available for whatsapp call and text. Previous numbers will be deactivated. Official feedback and enquiries initiated over voice/data calls and/or whatsapp/SMS texts must be followed through with an email (default official communication channel). Any documents, attachments or images required for official purposes should be sent via email. Email messages should be signed off with the name of the sender to ensure we address the replies to the correct individual.

b. When submitting for accreditation audits, **kindly email SRFAC** (loke.jun.hao@upec.sg and noor.azlin.jumaat@upec.sg) and indicate the audit **course start and end dates** (for courses spanning more than 1 day) and also to inform us that the uploaded audit documents has been submitted. **Only when notified that auditors have been confirmed,** proceed with the payment of accreditation audit fees and email us the proof of payment.

c. Any official feedback, enquiries or requests to change/cancel audits **must be officially communicated via email**, regardless of any prior text messages, telephone or tele-conferencing calls.

d. Upon expiry of the course accreditation status, **SRFAC must be informed of any planned and/or confirmed classes** to facilitate the arrangement of auditors for a renewal audit, **failing which**:
  i. The Training Centre will be suspended (account locked)
  ii. Classes conducted (and certificates issued) after the expiry date will be deemed as invalid
  iii. The relevant licensing/regulatory agencies will also be notified

e. Training Centres (TCs) are strongly advised to regularly back-up and check the digital records of the CPR assessments to prevent loss of data. **TCs should store all attempts of the CPR assessment** (if a learner passed on the third

Singapore Resuscitation and First Aid Council
c/o Singapore General Hospital

**1 Hospital Boulevard, Level 11,
SGH Emergency/NNI Building,
Singapore 168581**

For every Singaporean to be able to perform CPR and First Aid

RESTRICTED

attempt, there should be records of their 2 earlier failed attempts as well as their final pass attempt).

f.   All Training Centres are reminded to submit for renewal of accreditation about 3 months before the expiry date. Please ensure that the submitted dates for audit are at least 3 weeks away from the time of submission in the SRFAC portal.

g.   Please update the contact details of your Training Centre contact persons and details (ie. address, telephone numbers and emails) in your SRFAC website account.

***