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

23 September 2025

Dear SRFAC Training Centres,

Updates for all SRFAC Accredited Training Centres (TCs)

Use of NRIC/FIN/Passport Numbers in Certificates and Other Records (UPDATE)

a. All certificates (providers and instructors) issued for SRFAC's accredited courses no longer need to print/display full (unmasked) or partial (masked) NRIC/FIN/Passport numbers.

b. NRIC/FIN/Passport numbers are unique identifiers to distinguish one from another and are not meant to be authenticators (i.e. proof of identity) as it may be misused.

c. Certificates issued to individuals need to identify the holder clearly:
   i. Official name (as indicated on NRIC/Passport) is sufficient (mandatory; serves as the primary identifier).
   ii. Other identifiers such as certificate number, batch/cohort number, expiry date, etc; can serve as secondary identifiers.
   iii. In addition, QR codes or online verification portals which links back to the issuing TC can also be included.

d. Similarly, SRFAC will no longer require partial NRIC/FIN/Passport numbers for the collation of trained individuals in our annual exercise. A revised Excel template will be sent with the upcoming reminder emails.

e. The above only applies to certificates and records involving SRFAC-accredited courses.

Admin Matters (REMINDER)

a. After submitting for accreditation audits via SRFAC website, **kindly email SRFAC** (loke.jun.hao@upec.sg and noor.azlin.jumaat@upec.sg) and indicate the **courses' 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.

b. 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.

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c. 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

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

e. 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.

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

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