



# GIC ACADEMY

## IRCA Accredited Training Organization

| GIC ACADEMY TRAINING SCHEDULE 2019   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
|--|--------------------------------|------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Category   | Courses                        | Course Fee | Days | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   |
| ISO 9001:2015 Quality Management System  |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$350.00   | 1    | 8     | 12    | 4     | 8     | 3     | 4     | 1     | 2     | 3     | 4     | 2     |       |
| Foundation   | Internal Auditor Course        | \$650.00   | 2    | 8-9   | 12-13 | 4-5   | 8-9   | 6-7   | 3-4   | 4-5   | 1-2   | 2-3   | 3-4   | 4-5   | 2-3   |
| Advanced   | Lead Auditor Course (IRCA)     | \$1,800.00 | 5    | 14-18 | 18-22 | 11-15 | 1-5   | 13-17 | 10-14 | 8-12  | 19-23 | 2-6   | 7-11  | 11-15 | 9-13  |
| ISO 14001:2015 Environmental Management System   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$350.00   | 1    | 15    | 14    | 11    | 4     | 13    | 6     | 8     | 5     | 5     | 7     | 7     | 5     |
| Foundation   | Internal Auditor Course        | \$650.00   | 2    | 15-16 | 14-15 | 11-12 | 4-5   | 13-14 | 6-7   | 8-9   | 5-6   | 5-6   | 7-8   | 7-8   | 5-6   |
| Advanced   | Lead Auditor Course (IRCA)     | \$1,800.00 | 5    | 21-25 | 11-15 | 18-22 | 8-12  | 27-31 | 17-21 | 15-19 | 19-23 | 9-13  | 14-18 | 18-22 | 9-13  |
| ISO 45001:2018 Occupational Health and Safety Management System  |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$350.00   | 1    | 22    | 18    | 18    | 15    | 16    | 10    | 11    | 13    | 9     | 10    | 11    | 9     |
| Foundation   | Internal Auditor Course (IRCA) | \$650.00   | 2    | 22-23 | 18-19 | 18-19 | 15-16 | 16-17 | 10-11 | 11-12 | 13-14 | 9-10  | 10-11 | 11-12 | 9-10  |
| Advanced   | Lead Auditor Course (IRCA)     | \$1,800.00 | 5    | 7-11  | 11-15 | 25-29 | 22-26 | 6-10  | 24-28 | 22-26 | 26-30 | 16-20 | 21-25 | 25-29 | 2-6   |
| ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 (QEHS - Quality, Environmental, Health & Safety Management Systems) |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Foundation   | Internal Auditor Course        | \$950.00   | 3    | 29-31 | 20-22 | 20-22 | 24-26 | 22-24 | 12-14 | 17-19 | 21-23 | 18-20 | 16-18 | 13-15 | 11-13 |
| ISO 13485:2016 Medical Devices - Quality Management System   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 24    | 12    | 25    | 22    | 27    | 17    | 15    | 19    | 16    | 14    | 18    | 16    |
| Foundation   | Internal Auditor Course        | \$700.00   | 2    | 24-25 | 12-13 | 25-26 | 22-23 | 27-28 | 17-18 | 15-16 | 19-20 | 16-17 | 14-15 | 18-19 | 16-17 |
| ISO 22000:2018 Food Safety Management System   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 17    | 25    | 28    | 29    | 30    | 20    | 22    | 22    | 23    | 21    | 21    | 18    |
| Foundation   | Internal Auditor Course        | \$700.00   | 2    | 17-18 | 25-26 | 28-29 | 29-30 | 30-31 | 20-21 | 22-23 | 22-23 | 23-24 | 21-22 | 21-22 | 18-19 |
| ISO 28000:2007 Supply Chain Security Management System   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 24    | 27    | 13    | 22    | 16    | 24    | 25    | 26    | 26    | 24    | 25    | 16    |
| Foundation   | Internal Auditor Course        | \$700.00   | 2    | 24-25 | 27-28 | 13-14 | 22-23 | 16-17 | 24-25 | 25-26 | 26-27 | 26-27 | 24-25 | 25-26 | 16-17 |
| ISO 29990:2010 Learning Support Provider   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 14    | 14    | 6     | 4     | 6     | 27    | 29    | 29    | 23    | 30    | 28    | 18    |
| Foundation   | Internal Auditor Course        | \$700.00   | 2    | 14-15 | 15-15 | 6-7   | 4-5   | 6-7   | 27-28 | 29-30 | 29-30 | 23-24 | 30-31 | 28-29 | 18-19 |
| ISO 27001:2013 Information Security Management System  |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 28    | 25    | 28    | 29    | 22    | 17    | 15    | 26    | 26    | 24    | 25    | 9     |
| Foundation   | Internal Auditor Course        | \$700.00   | 2    | 28-29 | 25-26 | 28-29 | 29-30 | 22-23 | 17-18 | 15-16 | 26-27 | 26-27 | 24-25 | 25-26 | 9-10  |
| ISO 22301:2012 Business Continuity Management System   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$400.00   | 1    | 17    | 27    | 13    | 15    | 13    | 20    | 29    | 29    | 23    | 21    | 21    | 5     |
| Foundational   | Internal Auditor Course        | \$700.00   | 2    | 17-18 | 27-28 | 13-14 | 15-16 | 13-14 | 20-21 | 29-30 | 29-30 | 23-24 | 21-22 | 21-22 | 5-6   |
| SS 620:2016 Good Distribution Practice for Medical Devices   |                                |            |      |       |       |       |       |       |       |       |       |       |       |       |       |
| Introduction   | Awareness                      | \$350.00   | 1    | 28    | 21    | 25    | 17    | 9     | 27    | 22    | 22    | 19    | 14    | 11    | 2     |
| Foundational   | Internal Auditor Course        | \$650.00   | 2    | 28-29 | 21-22 | 25-26 | 17-18 | 9-10  | 27-28 | 22-23 | 22-23 | 19-20 | 14-15 | 11-12 | 2-3   |

**TERMS & CONDITIONS**

- All course fees are subject to GST.
- GIC Pte. Ltd. reserves the right to amend, cancel, terminate, or suspend above mentioned courses, fees, and dates without prior notice.
- Attendance shall be denied without full payment.
- Course fees are non-refundable.
- All other standard terms and conditions apply.

**CONTACT US!**

Guardian Independent Certification Pte. Ltd.  
 Tel: +65 6742 3075 | Fax: +65 6742 5495 | Email: enquiries.sg@gicgrp.com | Web: www.gicg.com.sg | FB: https://www.facebook.com/GICgrp/  
 To register, please email the completed the registration form to us and we will get back to you shortly.



**REGISTRATION FORM**



Please submit the completed form through email

([enquiries.sg@gicgrp.com](mailto:enquiries.sg@gicgrp.com)) or by fax (6-742 5495)

**Company Name:** .....

**Contact Person:** .....

**Name of Delegates to be printed on certificate:** .....

**Address:** .....

**Tel:** ..... **Fax:** ..... **Email:** .....

**Training Course:** .....

**Date of Course:** .....

**Name of Delegates:**

(Please also indicate the **Food Preference** for each delegate – *Halal / Vegetarian / No Preference*)

1. ....

2. ....

3. ....

4. ....

By signing below, You understand and accept the terms and conditions set forth herein. These terms and conditions govern the relationship between You ("Client") and Guardian Independent Certification Pte. Ltd. ("GIC Pte Ltd"). By booking a training You agree to be bound by these terms and conditions, which outline, among other things, our Refund & Cancellation Policy policy and certain limitations of liability. These terms and conditions affect Your rights and designate the governing law and forum for the resolution of any and all disputes. Any re-printing of certificates will be charged at \$100.

**Agreed and Accepted By:** .....

(Name, Signature, Date and Company Stamp)

**For more information on trainings and customized courses,**

**Please call our Admin / Sales Personnel at 6742 3075.**

Guardian Independent Certification Pte Ltd  
10 Ubi Crescent, #04-24 (Lobby B)  
Singapore 408564

Tel: (65) 6742 3075      Fax: (65) 6742 5495  
Reg No: 200208777D      GST Reg No: 200208777D



## **Terms and Conditions**

- It is important that you understand all the terms and conditions before you proceed with booking a course with us.
- If you have further enquiries, kindly email us at: [enquiries.sg@gicgrp.com](mailto:enquiries.sg@gicgrp.com) and we will respond as soon as possible.
- Please note that your booking of courses with Guardian Independent Certification Pte Ltd is only confirmed by sending in your completed Registration Form and upon receiving your payment for the course.
- Guardian Independent Certification Pte Ltd reserves the right to amend the terms and conditions, reject a customer or transaction at any given time at our own discretion.

## **Payment Policy**

Payment must be made one (1) week before the date of scheduled course, by cheque to “Guardian Independent Certification Pte Ltd”, or by cash at the local office.

Once your payment has been made, an invoice with the details of your transaction will be made available to you as a proof of payment within 7 working days.

## **Refund & Cancellation Policy**

No last minute cancellation or postponement is allowed once registration is confirmed.

Cancellations or postponement upon confirmation shall be made 3 working days before actual day of training, otherwise a 50% penalty charge of the total course fees shall be imposed.

GIC reserves the right to cancel or postpone the course at any time without liability.

The company will not be obliged to provide a reason and delegates will be offered the choice of an alternative date.

## **Delivery Policy**

Kindly allow up to 2 - 4 weeks for us to prepare and organize your course.

Your registered course will be scheduled, depending on the total course intake participants.

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