



MINISTRY OF HEALTH SINGAPORE

Healthcare Application and Licensing Portal (HALP) Internet User Guide – Facility

Reference ID :

Version Number : 1.0_Part 1

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Contents

1	OVERVIEW.....	3
1.1	Facility User Roles	3
2	LOGGING INTO HALP.....	5
2.1	Log in as a Facility user.....	5
3	MANAGE USER ACCOUNTS	8
3.1	How to access Manage User Account page	8
3.1.1	Create User Account (applicable to Master Admin only)	8
3.1.2	Edit User Account Information (for Master Admin)	10
3.1.3	Edit User Account Information (for users non-Master Admin)	12
3.1.4	Facility Assignment (applicable to Master Admin only)	13
3.1.5	Assignment of Facility upon approval of New Facility application (by system).....	15
4	DASHBOARD (INTERNET INBOX).....	16
4.1	Information Panel	16
4.2	Main Panel	19
4.2.1	Inbox tab	19
4.2.2	Applications tab	24
4.2.3	Facilities tab	30
4.2.4	Approvals tab	32
4.2.5	Certifications/Inspections/Audits tab	38
4.2.6	Data Submissions tab	41
4.2.7	Reportable Events tab.....	46

1 OVERVIEW

This user guide provides step by step instructions to guide facility users through the various functions in HALP.

1.1 Facility User Roles

Role	Description
Master Admin (MA)	<ul style="list-style-type: none">• Manage the list of Facility Administrator, Alternate Administrator and Facility Officer for all facilities registered under the Company.• Assign roles and facilities to authorised users under the company (UEN). <p><i>Note:</i> <i>The first user of the Company to access HALP will automatically be assigned the role of the Master Admin and Facility Administrator. The role of the Master Admin can be reassigned to a different user.</i></p> <p><i>A Master Admin-Facility Administrator that has no valid Facility Assignment, will not be able to view any facility records despite having the rights to take on the Facility Administrator role. The rights of the Facility Administrator can only be exercised when there is a valid Facility Assignment.</i></p>
Facility Administrator (FA)	<ul style="list-style-type: none">• Register a new facility and perform the full range of submissions in the system for the facility.
Alternate Administrator (AA)	<ul style="list-style-type: none">• Perform the duties of the Facility Administrator when he/she is not available.
Facility Officer (FO)	<ul style="list-style-type: none">• Perform selected submissions for the facility.

The table below lists the various HALP functions and the corresponding access to these functions based on the user roles.

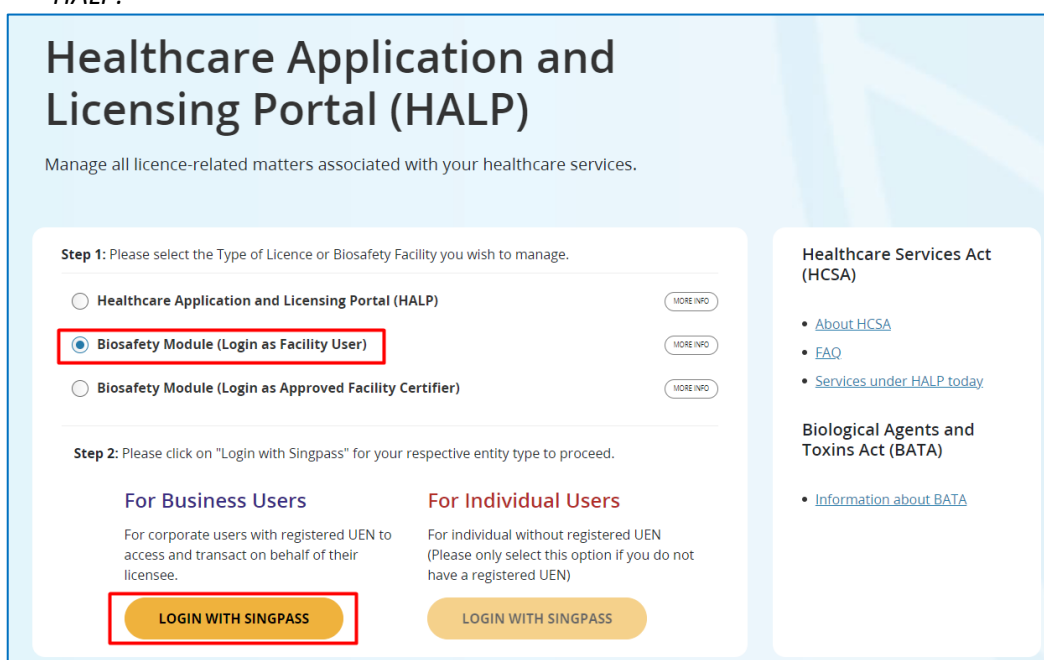
Function	User Role
Logging Into HALP	<ul style="list-style-type: none">• Master Admin• Facility Administrator• Alternate Administrator• Facility Officer
Manage User Accounts	<ul style="list-style-type: none">• Master Admin (Create, edit, view accounts of all authorised users under the same UEN)• Facility Administrator (View, edit own user account)• Alternate Administrator (View, edit own user account)• Facility Officer (View, edit own user account)

Function	User Role
Dashboard (Internet Inbox)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer
Apply for New Facility Registration	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Apply for New Approval	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Apply for Renewal (of Facility Registration)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Apply for Deferment of Renewal	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Request for Change (RFC)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Request for Information (RFI)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer
Withdrawal (of application/submission)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer
Apply for Facility Deregistration	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Apply for Cancellation of Approval	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Inspection	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Certification	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Audit	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator
Incident Reporting (Reportable Event)	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer
Inventory Related Notification	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer
Facility Data Submission	<ul style="list-style-type: none"> • Facility Administrator • Alternate Administrator • Facility Officer

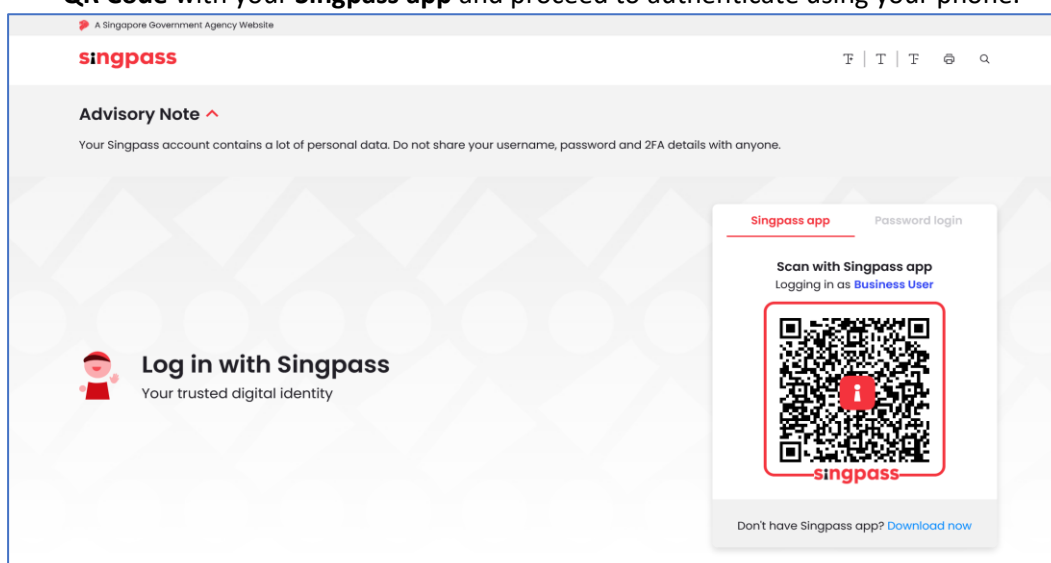
2 LOGGING INTO HALP

2.1 Log in as a Facility user

1. Navigate to the HALP website:
https://halp.moh.gov.sg/main-web/eservice/INTERNET/FE_Landing.
2. Select **Biosafety Module (Login as Facility User)** and click **LOGIN WITH SINGPASS** in the **For Business Users** section.
Note: Users are required to have a valid CorpPass account that is linked to his/her Singpass to login to the system. Please contact your company's CorpPass Administrator for matters related to the creation and set-up of your CorpPass account for access to HALP.



3. You will be directed to the **Singpass Login Page**. You may login to **HALP** by scanning the **QR Code** with your **Singpass app** and proceed to authenticate using your phone.



4. Alternatively, you may login to HALP using your **Singpass ID and Password**. Click **Log In** to proceed. If **SMS 2FA** is set up, an **OTP** will be sent to **your mobile**. Enter the code to proceed.

Advisory Note ^

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



Log in with Singpass
Your trusted digital identity

Singpass app Password login

Logging in as Business User

Singpass ID

Password

Log In

[Retrieve Singpass ID](#) [Reset password](#)

Register For Singpass

5. If you are the **first user** for the company (based on **UEN**) to log in to HALP, you will be assigned the role of Master Admin for that UEN by default. Complete the **Authorised Person Particulars Form** and click **SUBMIT**. All other users, proceed to step 6 directly.

Authorised Person Particulars Form

Name *

Salutation *

ID Type

ID No

Nationality *

Designation *

Mobile No *

Office/Telephone No

Email *

SUBMIT

6. Upon successful login, you will be directed to the Dashboard page below. (Refer to [Section 4](#) for more details of Dashboard features).

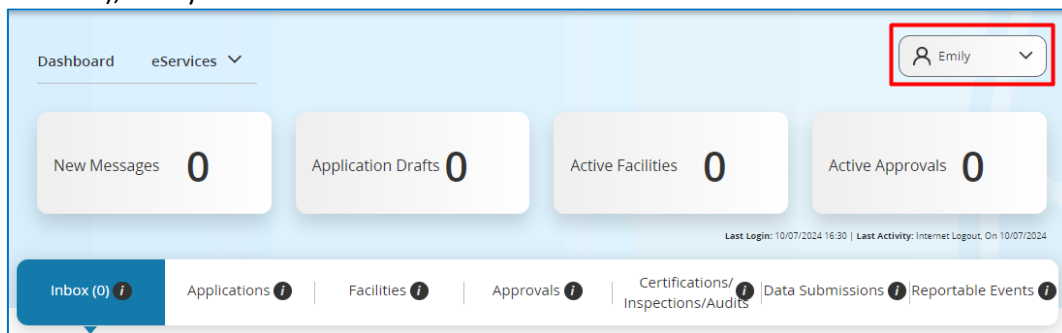
The screenshot displays a user dashboard with the following elements:

- Navigation:** 'Dashboard' and 'eServices' tabs at the top left. A user profile 'Daniel' with a dropdown arrow at the top right.
- Summary Cards:** Four cards showing counts: 'New Messages 0', 'Application Drafts 0', 'Active Facilities 0', and 'Active Approvals 0'. A 'Last Login: | Last Activity: N/A, On' status is shown below.
- Filter Tabs:** A row of tabs for filtering data: 'Inbox (0)', 'Applications', 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The 'Inbox (0)' tab is currently selected.
- Search and Filter Section:**
 - Message Type:** A dropdown menu with 'Please Select'.
 - Submission Type:** A dropdown menu with 'Please Select'.
 - Search:** A text input field labeled 'Search your keywords' with a search icon.
 - Date Range:** Two input fields for 'Date From:' and 'Date To:', both with a 'dd/mm/yyyy' placeholder.
 - Sort Options:** A list of sortable headers: 'Subject', 'Message Type', 'Facility Name', 'Reference Number', 'Submission Type', and 'Date of Notification'. Each header has a small up/down arrow icon.
- Results:** A message stating 'No record found.' below the filter section.
- Action Buttons:** Two orange buttons at the bottom right: 'ARCHIVE' and 'ACCESS ARCHIVE'.

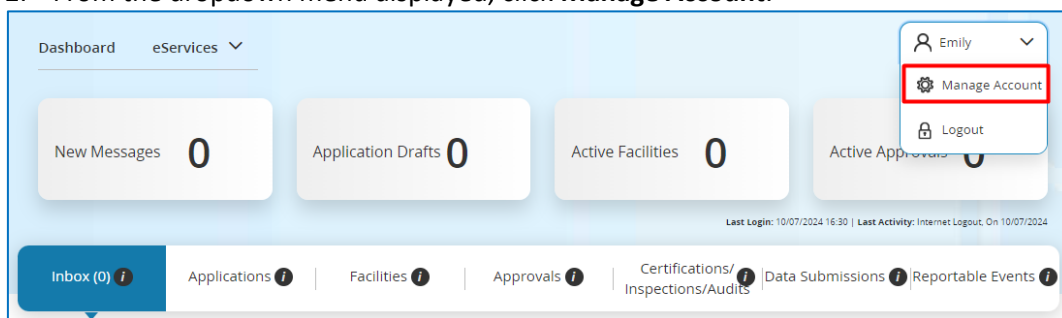
3 MANAGE USER ACCOUNTS

3.1 How to access Manage User Account page

1. From the Dashboard, (refer to [section 2](#) for information on how to log in as a Facility user), click your **Name**.

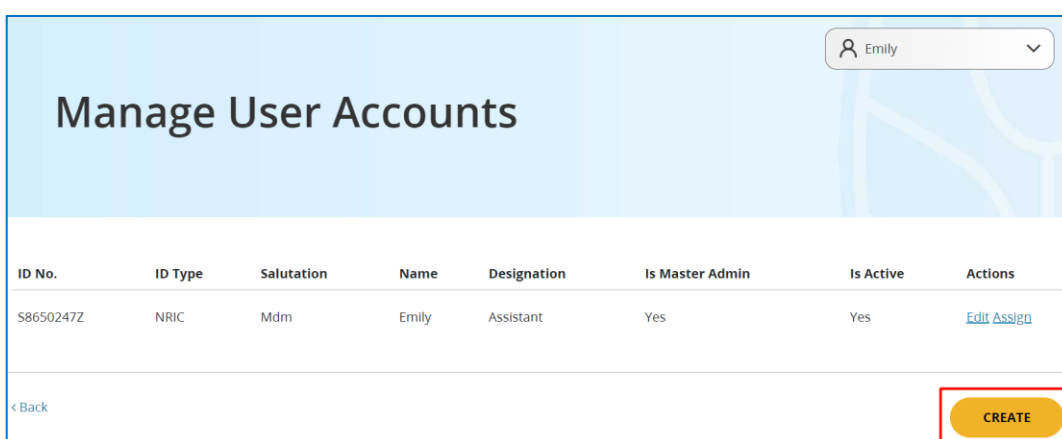


2. From the dropdown menu displayed, click **Manage Account**.



3.1.1 Create User Account (applicable to Master Admin only)

1. Click **CREATE** to create a new user account.



2. Complete the Create Account form and click **SAVE** to create the user account. Click **CLEAR** to remove all information entered in the form. Click **Back** to discard all information entered and return to the previous page without creating the new user account.

Note:

- a. Two Master Admins are allowed for each company (based on UEN).
- b. To assign the Master Admin role to the user, select **Yes** under **Is Master Admin**. If the user is designated as the Master Admin, the “**Facility Admin**” role will automatically be selected.
- c. The **Roles** selection will determine the possible roles that the user can be assigned to. A single user can have multiple roles (FA, AA, FO) but can only be assigned one valid role per facility at a time. Refer to [Section 3.1.4 Facility Assignment](#). A Master Admin-Facility Administrator that has no valid Facility Assignment, will not be able to view any facility records despite having the rights to take on the Facility Administrator role. The rights of the Facility Administrator can only be exercised when there is a valid Facility Assignment.
- d. Select “Yes” for **Is Active** to enable the user to log into the system. When selection is “No”, the user will not be able to log in (System will auto select “Yes” for new account creation).
- e. The Master Admin shall create accounts for the new users who will be taking on the role of Facility Admin, Alternate Admin and Facility Officer prior to the application of a New Facility Registration by the Facility Admin or Alternate Admin.

Emily

Create Account

Name *

Salutation *

ID Type *

ID No *

Nationality *

Designation *

Mobile No *

Office/Telephone No

Email *

Is Master Admin *

Roles *

Is Active *

Please Select

Please Select

Please Select

☐ Yes

☐ No

☐ Facility Admin

☐ Alternate Admin

☐ Facility Officer

☒ Yes

☐ No

< Back

CLEAR

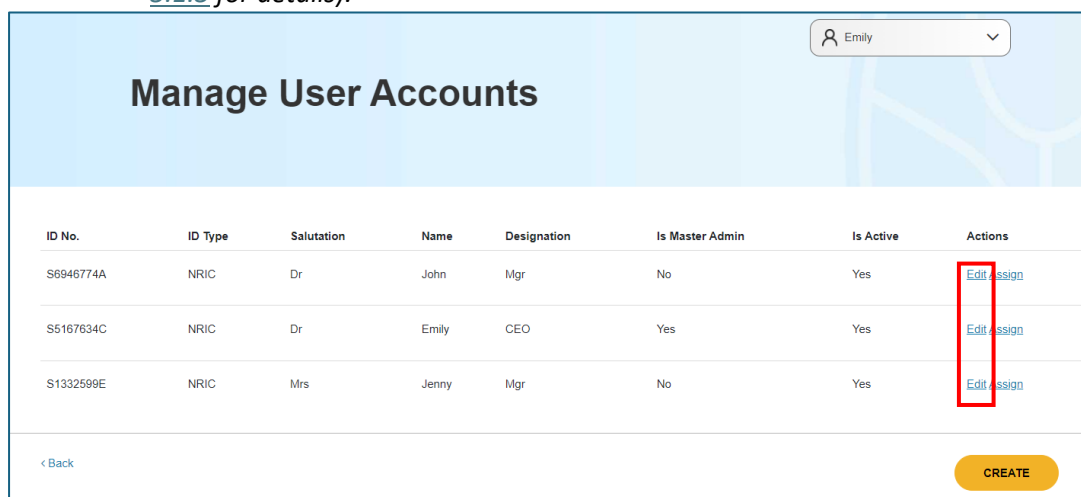
SAVE

3.1.2 Edit User Account Information (for Master Admin)

1. Click **Edit** under **Actions** to edit the details of the user.

Note:

- a. Master Admin can click **“Edit”** to view/edit the details of all users of the company.
- b. Non-Master Admin users can only view/edit his/her own details (refer to [section 3.1.3](#) for details).



ID No.	ID Type	Salutation	Name	Designation	Is Master Admin	Is Active	Actions
S6946774A	NRIC	Dr	John	Mgr	No	Yes	Edit Assign
S5167634C	NRIC	Dr	Emily	CEO	Yes	Yes	Edit Assign
S1332599E	NRIC	Mrs	Jenny	Mgr	No	Yes	Edit Assign

< Back

CREATE

2. **Edit** as necessary and click **SAVE** to save the changes to the user's information. Click **CLEAR** to remove all information in the form. Click **Back** to discard the changes made and return to the previous page without saving.

Note:

- a. The Master Admin shall deactivate the account of a user promptly, once the user no longer requires access to the system to transact on behalf of the company. To do this, click **No** under **Is Active** and click **SAVE**. Users with deactivated accounts will no longer be able to access to the system. Before deactivating a user's account, please ensure that an "Effective End Date" has been indicated for all facility assignments for the user (refer to [Section 3.1.4 Facility Assignment for details](#)).
- b. To reactivate an inactive user account, click **Yes** under **Is Active** and click **SAVE**.
- c. To remove an existing Master Admin, click **No** under **Is Master Admin** and click **SAVE**. At least one active Master Admin shall be identified for the company at all times.

Edit Account

Name *	Emily
Salutation *	Mdm
ID Type	NRIC
ID No	S8650247Z
Nationality *	SINGAPORE CITIZEN
Designation *	Assistant
Mobile No *	88888888
Office/Telephone No	
Email *	dedicateddummy7@gmail.com
Is Master Admin *	☒ Yes ☐ No
Roles *	☒ Facility Admin ☐ Alternate Admin ☐ Facility Officer
Is Active *	☒ Yes ☐ No

[< Back](#)

CLEAR

SAVE

3.1.3 Edit User Account Information (for users non-Master Admin)

1. Click **Edit** under Actions to edit your details.

Manage User Accounts							
Jenny							
ID No.	ID Type	Salutation	Name	Designation	Is Master Admin	Is Active	Actions
S1332599E	NRIC	Mrs	Jenny	Mgr	No	Yes	Edit Assign
< Back							

2. Make edits to the fields as necessary and click **SAVE** to save the changes.
*Click **CLEAR** to remove the information in all fields. Click **Back** to discard any changes made and return to the previous page without saving.*

Edit Account	
Harry	
<ul style="list-style-type: none">You may retrieve your address and contact information from your MyInfo profileTo update your MyInfo profile, please visit myinfo.gov.sg	
Retrieve MyInfo with singpass	
Name *	Harry
Salutation *	Dr
ID Type	NRIC
ID No	S1454107A
Nationality *	SINGAPORE CITIZEN
Designation *	Assistant
Mobile No *	99999998
Office/Telephone No	
Email *	dedicateddummy7@gmail.com
Assigned Roles	Alternate Admin
< Back	CLEAR SAVE

3.1.4 Facility Assignment (applicable to Master Admin only)

1. Click **Assign** under **Actions** to add/edit the facility assignment for a user.

Note: The Master Admin can create a new facility assignment or edit an existing facility assignment for all users under the company (based on UEN).

Emily

Manage User Accounts

ID No.	ID Type	Salutation	Name	Designation	Is Master Admin	Is Active	Actions
S6946774A	NRIC	Dr	John	Mgr	No	Yes	Edit Assign
S5167634C	NRIC	Dr	Emily	CEO	Yes	Yes	Edit Assign
S1332599E	NRIC	Mrs	Jenny	Mgr	No	Yes	Edit Assign

[< Back](#)[CREATE](#)

2. Click **Add Assignment** to create a new facility assignment for the user.

Emily

Facility Assignment

SN	Role	Assigned Facility	Effective Start Date	Effective End Date	Assignment Status	Action
No record found.						

[< Back](#)[ADD ASSIGNMENT](#)

3. Select the **Role**, **Facility** and **Effective Start Date** and click **SAVE**.
Click **Back** to discard the information and return to the previous page without creating the facility assignment.

Note:

- A user's access to the facility's information in HALP is determined based on the "Role," "Facility," "Effective Start Date," and "Effective End Date".
- Users can only perform transactions in HALP for facilities that they have been assigned to while the assignment status is "Valid".
- The assignment status is determined based on the "Effective Start Date," and "Effective End Date".

The screenshot shows a web form titled "Add Facility Assignment". In the top right corner, there is a user profile icon and the name "Emily". The form contains four input fields: "Role" (a dropdown menu with "Please Select" and a downward arrow), "Facility" (a dropdown menu with "Please Select" and a downward arrow), "Effective Start Date" (a text input field with the placeholder "dd/mm/yyyy"), and "Effective End Date" (a text input field with the placeholder "dd/mm/yyyy"). A red rectangular box highlights the "Role", "Facility", and "Effective Start Date" fields. At the bottom left of the form is a blue link that says "< Back". At the bottom right is a yellow button with the text "SAVE", which is also highlighted with a red rectangular box.

4. Upon successful assignment, the record will be displayed in the following **Facility Assignment** page. Click **Edit** to update the assignment details.

Note:

- "**Edit**" is only available for assignments with "**Valid**" status.
- The Master Admin shall ensure that the "Effective End Date" is updated promptly once a user no longer requires access to the facility's information. The user's assignment will be "**Invalid**" after the "**Effective End Date**" indicated.
- Each facility can only have one FA and one AA at a time. To change the FA of an existing facility, the Master Admin must first indicate the "Effective End Date" of the current assigned FA before the FA role for that facility can be assigned to the incoming FA. The "Effective Start Date" for the incoming FA must be after the "Effective End Date" of the current assigned FA. This also applies to changes to the AA of an existing facility.
- The incoming FA, AA will be able to access the facility's information based on the Effective Start Date. The FA, AA shall submit an **Update** (also known as Request for Change) to the Facility's Information to reflect the changes to the FA, AA and/or FO. Refer to MOH HALP Internet - Facility User Guide Part 2.2 Section 4.1.1 Update facility Information.
- If the incoming FA/AA is not an existing user, the Master Admin must first create an account for the user (refer to [Section 3.1.1 Create User Account](#)) before creating the new Assignment.

Facility Assignment						
SN	Role	Assigned Facility	Effective Start Date	Effective End Date	Assignment Status	Action
1	Alternate Admin	UCF <Uncertified Facility>	20/03/2024	25/03/2024	Invalid	
2	Alternate Admin	8/4 ST RF-FST	08/04/2024		Valid	Edit
3	Alternate Admin	8/4 ST RF-PIM	08/04/2024		Valid	Edit
4	Alternate Admin	UCF ST 8/4	08/04/2024		Valid	Edit

3.1.5 Assignment of Facility upon approval of New Facility application (by system)

- When the registration of a New Facility is approved, the assignment details of the FA, AA and FO will be automatically updated by the system.

Note:

- The **"Effective Start Date"** will reflect the **date of approval** of the New Facility.
- Prior to the approval of the New Facility, only the Applicant can access the application information and respond to any request for information from MOH.

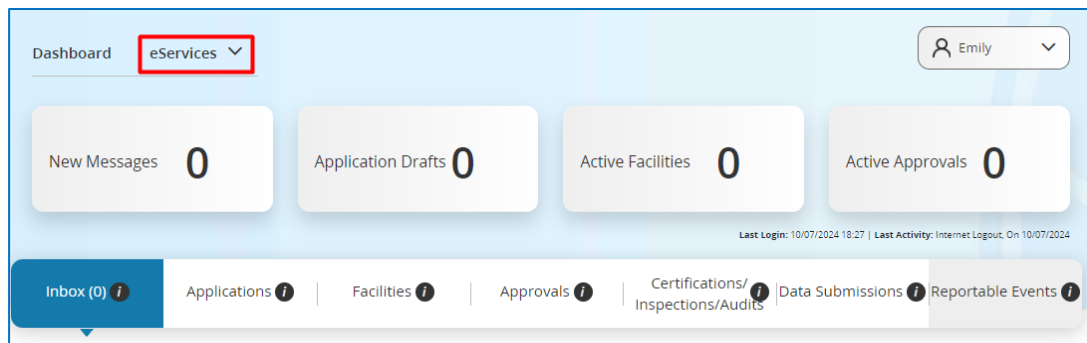
Facility Assignment						
SN	Role	Assigned Facility	Effective Start Date	Effective End Date	Assignment Status	Action
1	Facility Admin	DuS123	08/07/2024		Valid	Edit
2	Facility Admin	Rece123	08/07/2024		Valid	Edit

[< Back](#)
[ADD ASSIGNMENT](#)

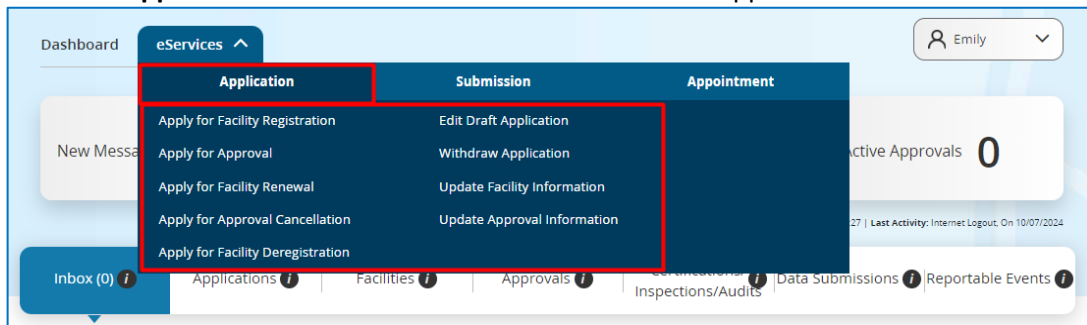
4 DASHBOARD (INTERNET INBOX)

4.1 Information Panel

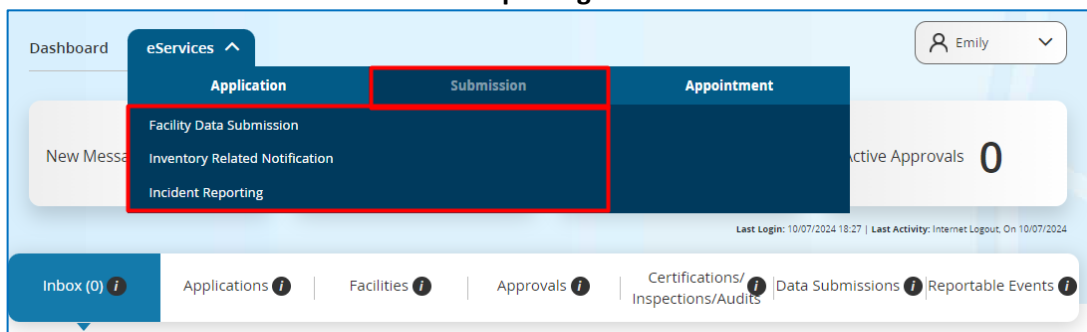
1. Click **eServices** to view the various functions.



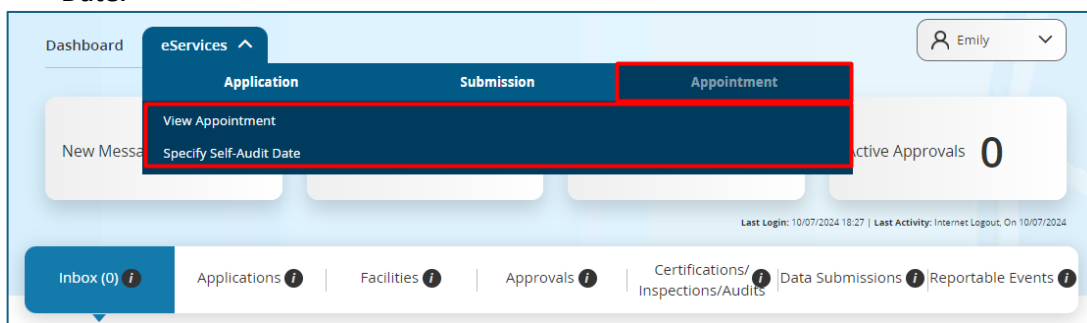
2. Click **Application** to access functions related to various application.



3. Click **Submission** to access functions related to **Facility Data Submission, Inventory Related Notification and Incident Reporting**.



4. Click **Appointment** to access functions to **View Appointment and Specify Self-Audit Date**.



5. Click **New Messages** from the information panel to view **New Messages**. The count of New Messages is displayed.

Note: New messages refer to unread inbox messages.

The screenshot shows the 'New Messages' view in the eServices dashboard. At the top, there's a navigation bar with 'Dashboard' and 'eServices' tabs, and a user profile 'Roy'. Below this, a summary panel displays four metrics: 'New Messages' (2), 'Application Drafts' (0), 'Active Facilities' (0), and 'Active Approvals' (0). The 'New Messages' metric is highlighted with a red box. Below the summary panel, there's a horizontal menu with 'Inbox (2)' selected, followed by 'Applications', 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main content area shows filters for 'Message Type' (Please Select), 'Submission Type' (Please Select), 'Date From' (dd/mm/yyyy), and 'Date To' (dd/mm/yyyy). A search bar is also present. Below the filters, a table displays two messages, both highlighted with a red box:

☐	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☐	MOH Biosafety - [Notification]: Acknowledgement of Submission - A240530HCF001	Notification - System generated email notification	0144094/0144095	N240530HCF168	New Facility Registration	30/05/2024 11:34:44
☐	MOH Biosafety - [Notification]: Acknowledgement of Submission - A240530MCF001	Notification - System generated email notification	0144305	N240530MCF007	New Facility Registration	30/05/2024 11:23:53

At the bottom, there are 'ARCHIVE' and 'ACCESS ARCHIVE' buttons.

6. Click **Application Drafts** from the information panel to access saved drafts. The count of saved drafts is displayed.

The screenshot shows the 'Application Drafts' view in the eServices dashboard. At the top, there's a navigation bar with 'Dashboard' and 'eServices' tabs, and a user profile 'Roy'. Below this, a summary panel displays four metrics: 'New Messages' (23), 'Application Drafts' (1), 'Active Facilities' (4), and 'Active Approvals' (4). The 'Application Drafts' metric is highlighted with a red box. Below the summary panel, there's a horizontal menu with 'Inbox (23)' and 'Applications' selected, followed by 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main content area shows filters for 'Application No.' (empty), 'Facility Name' (empty), 'Application Type' (All), 'Application Sub-Type' (Please Select), 'Application Status' (Draft), 'Date Saved/Submitted From' (dd/mm/yyyy), and 'Date Saved/Submitted To' (dd/mm/yyyy). There are 'CLEAR' and 'SEARCH' buttons. Below the filters, a table displays one application draft, highlighted with a red box:

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
F240416HCF101	Facility Draft	New	Facility Registration	Draft	16/04/2024 14:25:34	Select

7. Click **Active Facilities** from the information panel to view available facilities with “Active” status. The count of **Active Facilities** is displayed.

Dashboard eServices FAD

New Messages **2** Application Drafts **0** **Active Facilities 1** Active Approvals **1**

Last Login: | Last Activity: N/A, On

Inbox (2) Applications Facilities Approvals Certifications/Inspections/Audits Data Submissions Reportable Events

Facility Name: Facility Status: Active

Role: All

CLEAR SEARCH

1-1 out of 1 items 10

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA240423HCF002	Ubsubwa	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	30/04/2024	Select

8. Click **Active Approvals** from the information panel to view the list of approvals with “Active” status. The count of **Active Approvals** is displayed.

New Messages **2** Application Drafts **0** Active Facilities **1** **Active Approvals 1**

Last Login: | Last Activity: N/A, On

Inbox (2) Applications Facilities Approvals Certifications/Inspections/Audits Data Submissions Reportable Events

Approval No.: Approval Type: All

Facility Name: Approval Status: Active

Approval Date From: dd/mm/yyyy Approval Date To: dd/mm/yyyy

Expiry Date From: dd/mm/yyyy Expiry Date To: dd/mm/yyyy

CLEAR SEARCH

1-1 out of 1 items 10

Approval No.	Approval Type	Approval Status	Facility Name	Facility Address	Approval Start Date	Expiry Date	Actions
LAP240423FAT002	Approval for Facility Activity Type	Active	Ubsubwa	10 Pasir Panjang Road 10-01 117438	23/04/2024	NA	Select

4.2 Main Panel

4.2.1 Inbox tab

All **notifications** including notifications related to changes in application status, reminders to submit facility renewal, inspection appointment notices, request for information, general announcements, etc. will be displayed in this tab. All notifications will remain in the Inbox unless they are archived by the user.

1. Click the **Subject** hyperlink to view the contents of the notification.

MINISTRY OF HEALTH SINGAPORE | HIALP Healthcare Application and Licensing Portal

Dashboard eServices ▾

Alisa ▾

New Messages **1** Application Drafts **0** Active Facilities **1** Active Approvals **2**

Last Login: 13/07/2021 | Last Activity: Inbox, On 13/07/2021

Inbox (1) Applications Facilities Approvals Certifications/Inspections/Audits Data Submissions Reportable Events

Message Type: Please Select ▾ Submission Type: Please Select ▾ Search your keywords 🔍

Date From: dd/mm/yyyy Date To: dd/mm/yyyy

1-2 out of 2 items 10 ▾

☐	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☐	MOH Biosafety - [Notification]: Approval of New - A230802UCF001	Notification – System generated email notification	UCF	N230802UCF002	New Facility Registration	02/08/2023 14:10:28
☐	MOH Biosafety - [Notification]: Acknowledgement of Submission of New - A230802UCF001	Notification – System generated email notification	UCF	N230802UCF001	New Facility Registration	02/08/2023 14:08:51

ARCHIVE ACCESS ARCHIVE

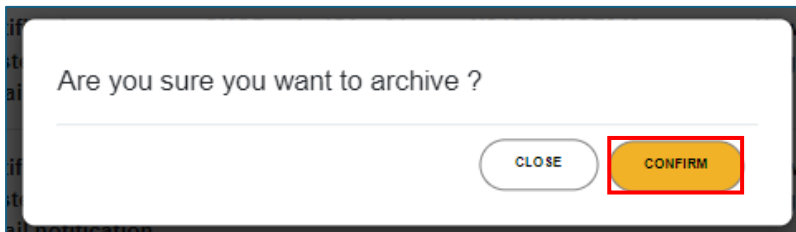
2. Select one or more checkbox then click **ARCHIVE** to archive past notifications that are no longer required.

Note: Only read notifications can be archived.

☒	MOH Biosafety - [For Action]: Review the Certification Report	Action Required	CHCFsmk_15Apr01	N240415HCF043	New Facility Registration	15/04/2024 18:59:52
-------------------------------------	---	-----------------	-----------------	---------------	---------------------------	---------------------

ARCHIVE ACCESS ARCHIVE

3. Click **CONFIRM** to archive.

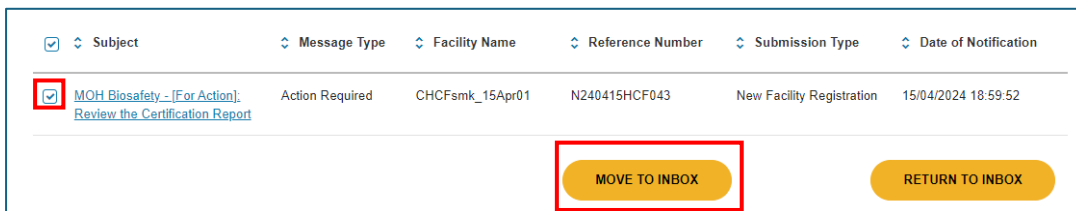


Are you sure you want to archive ?

4. Click **ACCESS ARCHIVE** to access archived notifications.
Note: Archived notifications can be moved back into the inbox, if needed (refer to step 5 below).

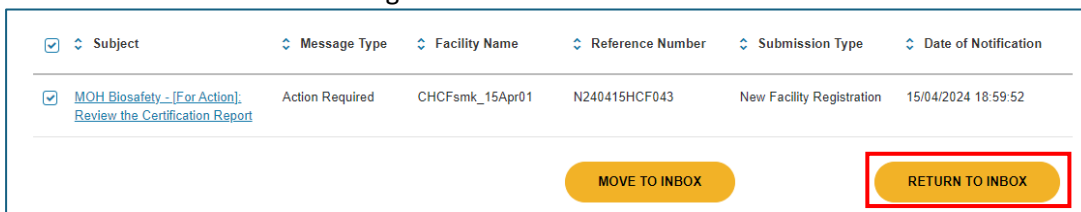


5. Select the checkbox of the archived notification and click **MOVE TO INBOX** to move an archived notification back to the **Inbox**.



☒	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☒	MOH Biosafety - [For Action]. Review the Certification Report	Action Required	CHCFsmk_15Apr01	N240415HCF043	New Facility Registration	15/04/2024 18:59:52

6. Click **RETURN TO INBOX** to go back to the **Inbox**.



☒	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☒	MOH Biosafety - [For Action]. Review the Certification Report	Action Required	CHCFsmk_15Apr01	N240415HCF043	New Facility Registration	15/04/2024 18:59:52

7. System will redirect to the **Inbox**.

The screenshot shows the 'Inbox (1)' tab selected. The search filters include 'Message Type' (Please Select), 'Submission Type' (Please Select), 'Date From' (dd/mm/yyyy), and 'Date To' (dd/mm/yyyy). A search bar with the placeholder 'Search your keywords' is also present. Below the filters, it shows '1-2 out of 2 items' and a pagination control. The table below lists the notifications:

☐	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☐	MOH Biosafety - [Notification]: Approval of New - A230802UCF001	Notification – System generated email notification	UCF	N230802UCF002	New Facility Registration	02/08/2023 14:10:28
☐	MOH Biosafety - [Notification]: Acknowledgement of Submission of New - A230802UCF001	Notification – System generated email notification	UCF	N230802UCF001	New Facility Registration	02/08/2023 14:08:51

At the bottom, there are two buttons: 'ARCHIVE' and 'ACCESS ARCHIVE'.

4.2.1.1 Inbox Search Filters

The filters to facilitate the search and retrieval of inbox notifications include **Message Type**, **Submission Type**, **Date** (of Notification), **Subject keyword search**. These filters can be used individually or in combination.

1. Select the desired **Message Type** from the dropdown menu to display only notifications corresponding to the selected Message Type.

The screenshot shows the 'Inbox (8)' tab selected. The 'Message Type' dropdown menu is open, showing three options: 'Please Select', 'Notification – System generated email notification', and 'Action Required'. The search filters include 'Submission Type' (Please Select), 'Date From' (dd/mm/yyyy), and 'Date To' (dd/mm/yyyy). A search bar with the placeholder 'Search your keywords' is also present. Below the filters, it shows '1-10 out of 11 items' and a pagination control. The table below lists the notifications:

☐	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☐	MOH Biosafety - [For Action]: Indicate Preferred Inspection Date	Action Required	UCF Main Building	N230802UCF005		02/08/2023 16:19:36
☐	MOH Biosafety - [Notification]: Acknowledgement of Submission of Reportable Events - P230802UCF005	Notification – System generated email notification	UCF Main Building	N230802UCF011	Incident Notification	02/08/2023 16:41:55
☐	MOH Biosafety - [Notification]: Approval of Facility Data Submission - N230802UCF004	Notification – System generated email notification	UCF Main Building	N230802UCF010	Red Teaming Report and Facility Physical Security Report	02/08/2023 16:39:39

2. Select the desired option from the **Submission Type** dropdown menu to display only notifications corresponding to the selected Submission Type.

The screenshot shows the eServices dashboard with the 'Submission Type' dropdown menu open. The menu lists the following options: Please Select, New Facility Registration, New Approval for Facility Activity Type, New Approval to Possess, New Approval to Large-scale Produce, and New Special Approval. The 'Inbox (8)' tab is selected, and the search bar is empty.

Message Type	Submission Type	Date From	Date To	1-10 out of 11 items	Search your keywords
Please Select	Please Select	dd/mm/yyyy		10	

Subject	Message Type	Facility Name	Submission Type	Date of Notification
MOH Biosafety - [For Action]: Indicate Preferred Inspection Date	Action Required	UCF Main Building	N230802UCF005	02/08/2023 15:19:36

3. Enter one or more keyword in the search bar and click the Search icon to display notifications containing the desired keyword in the Subject field.

The screenshot shows the eServices dashboard with the search bar highlighted. The search bar contains the text 'Search your keywords' and a search icon. The 'Inbox (8)' tab is selected, and the search bar is empty.

Message Type	Submission Type	Date From	Date To	1-10 out of 11 items	Search your keywords
Please Select	Please Select	dd/mm/yyyy	dd/mm/yyyy	10	

Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
MOH Biosafety - [For Action]: Indicate Preferred Inspection Date	Action Required	UCF Main Building	N230802UCF005		02/08/2023 15:19:36

4. Select the desired date range using the **Date From** and/or **Date To** fields to display notifications that were received during the selected period.

Dashboard

eServices

test

New Messages182

Application Drafts0

Active Facilities3

Active Approvals5

Last Login: | Last Activity: N/A, On

Inbox (182)

Applications

Facilities

Approvals

Certifications/
Inspections/Audits

Data Submissions

Reportable Events

Message Type:Please Select

Submission Type:Please Select

Search your keywords

Date From:23/04/2024

Date To:24/04/2024

1-10 out of 17 items

10

<<<12>>>

☐	Subject	Message Type	Facility Name	Reference Number	Submission Type	Date of Notification
☐	MOH Biosafety - [Reminder] [For Action]: Submit Inspection Follow-up Action	Action Required	2428	N240423BMF002		23/04/2024 02:00:14
☐	MOH Biosafety - [For Action]: Schedule Appointment for Emergency Response Drill Audit	Action Required	cf shakedown test 030424	N240423HCF089		23/04/2024 14:51:01

4.2.2 Applications tab

All **applications** that have been submitted by the facility administrators/officers, regardless of the application status, and any saved draft application, will be displayed in this tab.

1. Click the **Application No.** hyperlink to view the information related to the record.

The screenshot displays the 'Applications' tab interface. At the top, there are four summary cards: 'New Messages' with a count of 2, 'Application Drafts' with 0, 'Active Facilities' with 1, and 'Active Approvals' with 1. Below these is a navigation bar with tabs for 'Inbox (2)', 'Applications' (highlighted with a red box), 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main area contains search filters for 'Application No.', 'Facility Name', 'Application Type' (set to 'All'), 'Application Sub-Type' (set to 'Please Select'), 'Application Status' (set to 'All'), 'Date Saved/Submitted From', and 'Date Saved/Submitted To'. There are 'CLEAR' and 'SEARCH' buttons. Below the filters is a pagination bar showing '1-1 out of 1 items' and a dropdown for '10'. A table of application records is shown at the bottom with columns: 'Application No.', 'Facility Name', 'Application Type', 'Application Sub-Type', 'Application Status', 'Date Saved/Submitted', and 'Actions'. The first row is highlighted with a red box around the 'Application No.' 'A240423HCF009'.

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

2. The options under the **Actions** dropdown list are dependent on the **Application Status**, **Application Type** and **Application Sub-Type**. Refer to the relevant section of the User Guide for details.

*Note: The **Actions** dropdown list is disabled for applications that have been “Approved”, “Rejected” or “Withdrawn”.*

4.2.2.1 Application Search Filters

The filters to facilitate the search and retrieval of draft or submitted applications are **Application No.**, **Facility Name**, **Application Type**, **Application Sub-Type**, **Application Status**, **Date Saved/Submitted**. These filters can be used individually or in combination.

1. Enter the **Application No** (partial or in full) and click **SEARCH** to view the corresponding application record that match the information.

The screenshot displays the 'eServices' dashboard with a search filter section. The 'Applications' tab is active. The search filters include:

- Application No.: A240423HCF009 (highlighted with a red box)
- Facility Name: (empty)
- Application Type: All
- Date Saved/Submitted From: dd/mm/yyyy
- Application Sub-Type: Please Select
- Application Status: All
- Date Saved/Submitted To: dd/mm/yyyy

Buttons for 'CLEAR' and 'SEARCH' are present. Below the filters, a pagination bar shows '1-1 out of 1 items' and a dropdown for '10' items per page. The search results table is shown below:

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

2. Select the desired **Application Type** and/or **Application Sub-type** and click **SEARCH** to view the corresponding application records.

*Note: The **Application Sub-Type** dropdown options is dependent on the **Application Type** selected)*

The screenshot displays a web application interface for managing applications. At the top, there are four summary cards: 'New Messages' with a count of 3, 'Application Drafts' with 0, 'Active Facilities' with 1, and 'Active Approvals' with 1. Below these is a navigation bar with tabs for 'Inbox (3)', 'Applications' (selected), 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main filter section includes input fields for 'Application No.', 'Facility Name', and 'Date Saved/Submitted From'. The 'Application Type' dropdown is open, showing options: 'All', 'New', 'Renewal', 'Request For Change', 'Data Submission', 'Reportable Events', and 'Cancellation'. Other filters include 'Application Sub-Type' (set to 'Please Select'), 'Application Status' (set to 'All'), and 'Date Saved/Submitted To' (with a date format 'dd/mm/yyyy'). There are 'CLEAR' and 'SEARCH' buttons. Below the filters is a table of application records.

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

Dashboard

eServices

John

New Messages989

Application Drafts0

Active Facilities30

Active Approvals80

Last Login: | Last Activity: N/A, On

Inbox (989)

Applications

Facilities

Approvals

Certifications/
Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Application Sub-Type:

Please Select

Facility Name:

Application Status:

Please Select

Application Type:

New

Date Saved/Submitted From:

dd/mm/yyyy

Date Saved/Submitted To:

CLEAR

SEARCH

1-10 out of 251 items10

<<

<

1

2

3

>

>>

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240605POS001	Uncertified Facility UCF	New	Approval to Possess	Approved	05/06/2024 11:30:20	N/A
A240604LSP001	Uncertified Facility UCF	New	Approval to Large Scale Produce	Approved	04/06/2024 16:59:33	N/A
A240604FAT001	Uncertified Facility UCF	New	Approval for Facility Activity Type	Approved	04/06/2024 16:50:53	N/A
A240604POS002	Uncertified Facility UCF	New	Approval to Possess	Approved	04/06/2024 16:50:19	N/A
A240604POS001	Uncertified Facility (UCF)	New	Approval to Possess	Approved	04/06/2024 16:40:13	N/A
A240531BMF001	test BMG UG	New	Facility Registration	Withdrawn	31/05/2024 15:33:12	N/A
A240531UCF001	Test UCF UG	New	Facility Registration	Withdrawn	31/05/2024 15:26:34	N/A
A240531MCF002CER001	CMCF Test UG	New	Facility Registration	Withdrawn	31/05/2024 15:10:32	N/A
A240531MCF002	CMCF Test UG	New	Facility Registration	Withdrawn	31/05/2024 15:01:43	N/A
A240531HCF004	eeeeee	New	Facility Registration	Withdrawn	31/05/2024 10:00:09	N/A

3. Enter the **Facility Name** (partial or in full) and click **SEARCH** to view the application for the indicated facility.

The screenshot shows the 'Applications' page with a search filter for 'Facility Name' set to 'Ubsubwa'. The search results table displays one application: A240423HCF009, Facility Name: Ubsubwa, Application Type: New, Application Sub-Type: Facility Registration, Application Status: Approved, Date Saved/Submitted: 23/04/2024 16:18:13.

Summary Cards: New Messages 3, Application Drafts 0, Active Facilities 1, Active Approvals 1. Last Login: | Last Activity: N/A, On

Navigation: Inbox (3), Applications (selected), Facilities, Approvals, Certifications/Inspections/Audits, Data Submissions, Reportable Events

Search Filters:

- Application No.:
- Facility Name:
- Application Sub-Type:
- Application Status:
- Application Type:
- Date Saved/Submitted From:
- Date Saved/Submitted To:

Buttons: CLEAR, SEARCH

Results: 1-1 out of 1 items, 10 items per page

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

4. Select the desired **Application Status** from the dropdown list and click **SEARCH** to view applications with the selected status.

The screenshot shows the 'Applications' page with the 'Application Status' dropdown menu open. The dropdown list includes options: All, Draft, Pending MOH, Pending Applicant Input, Pending Checklist Submission, Pending Inspection / Certification, Pending Applicant Clarification, and Pending Appointment Scheduling. The 'SEARCH' button is highlighted.

Summary Cards: New Messages 3, Application Drafts 0, Active Facilities 1, Active Approvals 1. Last Login: | Last Activity: N/A, On

Navigation: Inbox (3), Applications (selected), Facilities, Approvals, Certifications/Inspections/Audits, Data Submissions, Reportable Events

Search Filters:

- Application No.:
- Facility Name:
- Application Sub-Type:
- Application Status: - Application Type:
- Date Saved/Submitted From:
- Date Saved/Submitted To:

Buttons: CLEAR, SEARCH

Results: 1-1 out of 1 items, 10 items per page

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

5. Select the desired date range using the **Date Saved/Submitted From** and/or **Date Saved/Submitted To** fields and click **SEARCH** to view the corresponding applications that were saved or submitted during the selected period.

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: | Last Activity: N/A, On

Inbox (3) **i** Applications **i** Facilities **i** Approvals **i** Certifications/Inspections/Audits **i** Data Submissions **i** Reportable Events **i**

Application No.: Application Sub-Type:

Facility Name: Application Status:

Application Type:

Date Saved/Submitted From: Date Saved/Submitted To:

1-1 out of 1 Items

Application No.	Facility Name	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: | Last Activity: N/A, On

Inbox (3) **i** Applications **i** Facilities **i** Approvals **i** Certifications/Inspections/Audits **i** Data Submissions **i** Reportable Events **i**

Application No.: Application Sub-Type:

Facility Name: Application Status:

Application Type:

Date Saved/Submitted From: Date Saved/Submitted To:

1-1 out of 1 Items

Application No.	Facility Name	Application Type	Application Sub-Type	Application Status	Date Saved/Submitted	Actions
A240423HCF009	Ubsubwa	New	Facility Registration	Approved	23/04/2024 16:18:13	N/A

4.2.3 Facilities tab

The list of facilities that the user can access and transact for will be displayed in this tab.

1. Click the **Facility Number** hyperlink to view the current facility information.

The screenshot shows the Ministry of Health Singapore eServices dashboard. The user is logged in as 'Alisa'. The dashboard has a navigation bar with 'Dashboard' and 'eServices'. Below this are four summary cards: 'New Messages 1', 'Application Drafts 0', 'Active Facilities 1', and 'Active Approvals 2'. A navigation menu below the cards includes 'Inbox (1)', 'Applications', 'Facilities' (highlighted with a red box), 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. Below the navigation menu are search filters for 'Facility Name', 'Facility Status' (set to 'All'), and 'Role' (set to 'All'). There are 'CLEAR' and 'SEARCH' buttons. Below the filters is a pagination bar showing '1-1 out of 1 items' and a table of results. The table has columns: Facility Number, Facility Name, Facility Classification, Facility Address, Role, Facility Status, Expiry Date, and Actions. One row is visible for facility LFA230802UCF001.

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA230802UCF001	UCF	Uncertified Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	11/08/2023	Select

2. The options under the **Actions** dropdown list are dependent on the **Facility Classification** and **Facility Status**. Refer to the relevant Application and Submission sections in the User Guide for details.

*Note: The **Actions** dropdown list will be disabled if the facility has been “Revoked” or “Deregistered”.*

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA240502BMF001	BMF Mantis	Biomanufacturing (Large-Scale Production) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	01/06/2024	<div>Select</div>
LFA240502HCF001	CHCF Mantis	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Suspended (Others)	01/06/2024	<div>Select</div>
LFA240502UCF001	UCF Mantis	Uncertified Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	01/06/2024	<div>Select</div>
LFA240430HCF001	BSL-3 ST 30/04	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Suspended (Pending Renewal)	01/05/2024	<div>Select</div>

4.2.3.1 Facility Search Filters

The filters to facilitate the search and retrieval of Facilities include **Facility Name**, **Facility Status**, **(User) Role**. These filters can be used individually or in combination.

1. Enter the desired **Facility Name** (partial or in full) and click **SEARCH** to view the record of the selected facility.

The screenshot shows the 'Facilities' tab selected in the navigation bar. The search filters are: Facility Name (text input), Facility Status (dropdown menu set to 'All'), and Role (dropdown menu set to 'All'). The 'SEARCH' button is highlighted in yellow. Below the filters, a table displays the search results for the facility named 'Ubsubwa'.

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA240423HCF002	Ubsubwa	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	30/04/2024	Select

2. Select the desired **Facility Status** from the dropdown list and click **SEARCH** to view the list of corresponding facilities with the selected status.

The screenshot shows the 'Facilities' tab selected in the navigation bar. The search filters are: Facility Name (text input), Facility Status (dropdown menu open, showing options: All, Active, Deregistered, Expired, Suspended (Conditional Inventory Movement), Suspended (Pending Renewal), Suspended (Pending Investigation)), and Role (dropdown menu set to 'All'). The 'SEARCH' button is highlighted in yellow. Below the filters, a table displays the search results for the facility named 'Ubsubwa'.

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA240423HCF002	Ubsubwa	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	30/04/2024	Select

3. Select the desired **Role** from the dropdown list and click **SEARCH** to view the corresponding list of facilities where the user holds the selected role.

Dashboard eServices

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: | Last Activity: Internet Logout, On

Inbox (3) Applications Facilities Approvals Certifications/ Inspections/Audits Data Submissions Reportable Events

Facility Name: Facility Status: All

Role: All
Facility Main Administrator
Facility Alternate Administrator
Facility Officer

1-1 out of 1 items 10

CLEAR SEARCH

Facility Number	Facility Name	Facility Classification	Facility Address	Role	Facility Status	Expiry Date	Actions
LFA240423HCF002	Ubsubwa	Certified High Containment (BSL-3) Facility	10 Pasir Panjang Road 10-01 117438	Facility Main Administrator	Active	30/04/2024	Select

4.2.4 Approvals tab

All **approvals** (Approval for Facility Activity Type, Approval to Possess, Approval to Large Scale Produce, and Special Approval to Handle) for the facilities that the user can access and transact for will be displayed in this tab.

1. Click the **Approval No.** hyperlink to view the information related to the approval.

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: | Last Activity: Internet Logout, On

Inbox (3) Applications Facilities Approvals Certifications/ Inspections/Audits Data Submissions Reportable Events

Approval No.: Approval Type: All

Facility Name: Approval Status: All

Approval Date From: dd/mm/yyyy Approval Date To: dd/mm/yyyy

Expiry Date From: dd/mm/yyyy Expiry Date To: dd/mm/yyyy

CLEAR SEARCH

1-1 out of 1 items 10

Approval No.	Approval Type	Approval Status	Facility Name	Facility Address	Approval Start Date	Expiry Date	Actions
LAP240423FAT002	Approval for Facility Activity Type	Active	Ubsubwa	10 Pasir Panjang Road 10-01 117438	23/04/2024	NA	Select

- The options under the **Actions** dropdown list are dependent on the **Approval Type** and **Approval Status**. Refer to the relevant section in the User Guide for details.

*Note: The **Actions** dropdown list will be disabled if the Approval has been “Revoked” or “Cancelled”.*

Approval No.	Approval Type	Approval Status	Facility Name	Facility Address	Approval Start Date	Expiry Date	Actions
LAP240508POS002	Approval to Possess	Active	BMF Biomanufacturing Facility	430 Jurong West 4-5 653430	08/05/2024	NA	<div> Select <div> Select Update Download Approval Letters Cancel Select </div> </div>
LAP240508POS001	Approval to Possess	Active	BMF Biomanufacturing Facility	430 Jurong West 4-5 653430	08/05/2024	NA	
LAP240507POS003	Approval to Possess	Active	UCF Mantis	10 Pasir Panjang Road 10-01 117438	07/05/2024	NA	

4.2.4.1 Approval Search Filter

The filters to facilitate the search and retrieval of Approval records include **Approval No.**, **Approval Type**, **Facility Name**, **Approval Status**, **Approval Date**, **Expiry Date**. These filters can be used individually or in combination.

- Enter the **Approval No.** (partial or in full) and click **SEARCH** to view the corresponding approvals.

New Messages **3**
Application Drafts **0**
Active Facilities **1**
Active Approvals **1**

Last Login: | Last Activity: Internet Logout: On

Inbox (3) | Applications | Facilities | **Approvals** | Certifications/Inspections/Audits | Data Submissions | Reportable Events

Approval No.:

Facility Name:

Approval Date From:

Expiry Date From:

Approval Type:
All

Approval Status:
All

Approval Date To:

Expiry Date To:

CLEAR
SEARCH

1-1 out of 1 items
10

Approval No.

Approval Type

Approval Status

Facility Name

Facility Address

Approval Start Date

Expiry Date

Actions

LAP240423FAT002
Approval for Facility Activity Type
Active
Ubsubwa
10 Pasir Panjang Road 10-01 117438
23/04/2024
NA

Select

2. Select the desired option from the **Approval Type** dropdown list and click **SEARCH** to view the corresponding approvals.

The screenshot shows the 'Approvals' section of a web application. At the top, there are four summary cards: 'New Messages 3', 'Application Drafts 0', 'Active Facilities 1', and 'Active Approvals 1'. Below these is a navigation bar with tabs: 'Inbox (3)', 'Applications', 'Facilities', 'Approvals' (selected), 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main content area contains search filters for 'Approval No.', 'Facility Name', 'Approval Date From', 'Expiry Date From', 'Approval Type', 'Approval Status', 'Approval Date To', and 'Expiry Date To'. The 'Approval Type' dropdown is highlighted with a red box, showing options: 'All', 'Approval to Possess', 'Approval to Large Scale Produce', 'Special Approval to Handle', and 'Approval for Facility Activity Type'. Below the filters are 'CLEAR' and 'SEARCH' buttons. A pagination bar shows '1-1 out of 1 items' and a table with columns: 'Approval No.', 'Approval Type', 'Approval Status', 'Facility Name', 'Facility Address', 'Approval Start Date', 'Expiry Date', and 'Actions'. The table contains one row with the following data: 'LAP240423FAT002', 'Approval for Facility Activity Type', 'Active', 'Ubsubwa', '10 Pasir Panjang Road 10-01 117438', '23/04/2024', 'NA', and a 'Select' dropdown.

3. Enter the **Facility Name** (partial or in full) and click **SEARCH** to view the corresponding approvals.

The screenshot shows the 'Approvals' section of a web application, similar to the previous one. The 'Facility Name' input field is highlighted with a red box. The 'SEARCH' button is also highlighted. The table below the filters shows the same data as the previous screenshot: 'LAP240423FAT002', 'Approval for Facility Activity Type', 'Active', 'Ubsubwa', '10 Pasir Panjang Road 10-01 117438', '23/04/2024', 'NA', and a 'Select' dropdown.

4. Select the desired **Approval Status** from the dropdown list and click **SEARCH** to view the corresponding approvals.

The screenshot shows the 'Approvals' section of a dashboard. At the top, there are four summary cards: 'New Messages 3', 'Application Drafts 0', 'Active Facilities 1', and 'Active Approvals 1'. Below these is a navigation bar with tabs: 'Inbox (3)', 'Applications', 'Facilities', 'Approvals' (selected), 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events'. The main form area contains search filters: 'Approval No.', 'Facility Name', 'Approval Date From', 'Expiry Date From', 'Approval Type', 'Approval Status', 'Approval Date To', and 'Expiry Date To'. The 'Approval Status' dropdown is open, showing options: 'All', 'Active', 'Cancelled', 'Expired', 'Suspended (Pending Renewal)', 'Suspended (Pending Investigation)', and 'Suspended (Non-Compliance)'. Below the filters is a table with columns: 'Approval No.', 'Approval Type', 'Approval Status', 'Facility Name', 'Facility Address', 'Approval Start Date', 'Expiry Date', and 'Actions'. The first row shows an approval with ID 'LAP240423FAT002', type 'Approval for Facility Activity Type', status 'Active', facility 'Ubsubwa', address '10 Pasir Panjang Road 10-01 117438', start date '23/04/2024', and expiry date 'NA'. A 'Select' button is next to the first row.

5. Select the desired date range using the **Approval Date From** and/or **Approval Date To** fields and click **SEARCH** to view the corresponding approvals granted during the selected period.

The screenshot shows the same 'Approvals' section as before, but with the 'Approval Date From' field highlighted and a calendar dropdown open. The calendar shows the month of April 2024, with the 24th selected. The 'Approval Date To' field is also visible. Below the calendar is a 'SEARCH' button. The table below shows the same approval entry as in the previous screenshot.

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Last Login: | Last Activity: Internet Logout, On

Inbox (3) *i*

Applications *i*

Facilities *i*

Approvals *i*

Certifications/ Inspections/Audits *i*

Data Submissions *i*

Reportable Events *i*

Approval No.:

Approval Type:

All

Facility Name:

Approval Status:

All

Approval Date From:

Approval Date To:

Expiry Date From:

Expiry Date To:

« April 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

1-1 out of 1 items

10

SEARCH

Approval No.	Approval Type	Approval Status	Facility Name	Facility Address	Approval Start Date	Expiry Date	Actions
LAP240423FAT002	Approval for Facility Activity Type	Active	Ubsubwa	10 Pasir Panjang Road 10-01 117438	23/04/2024	NA	<div>Select</div>

- Select the desired date range using the **Expiry Date From** and/or **Expiry Date To** fields and click **SEARCH** to view the corresponding approvals that expire during the selected period.

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Last Login: | Last Activity: Internet Logout, On

Inbox (3) *i*

Applications *i*

Facilities *i*

Approvals *i*

Certifications/ Inspections/Audits *i*

Data Submissions *i*

Reportable Events *i*

Approval No.:

Approval Type:

All

Facility Name:

Approval Status:

All

Approval Date From:

Approval Date To:

Expiry Date From:

Expiry Date To:

CLEAR

SEARCH

1-1 out of 1 items

10

« April 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

« < 1 > »

Approval No.	Approval Type	Approval Status	Facility Name	Facility Address	Approval Start Date	Expiry Date	Actions
LAP240423FAT002	Approval for Facility Activity Type	Active	Ubsubwa	10 Pasir Panjang Road 10-01 117438	23/04/2024	NA	<div>Select</div>

New Messages3

Application Drafts0

Active Facilities1

Active Approvals1

Last Login: | Last Activity: Internet Logout, On

Inbox (3)

Applications

Facilities

Approvals

Certifications/Inspections/Audits

Data Submissions

Reportable Events

Approval No.:

Approval Type:

All

Facility Name:

Approval Status:

All

Approval Date From:

dd/mm/yyyy

Approval Date To:

dd/mm/yyyy

Expiry Date From:

dd/mm/yyyy

Expiry Date To:

dd/mm/yyyy

1-1 out of 1 items

10

«

April 2024

»

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

SEARCH

Approval No.

Approval Type

Approval Status

Facility Name

Facility Address

Approval Start Date

LAP240423FAT002

Approval for Facility Activity Type

Active

Ubsubwa

10 Pasir Panjang Road 10-01 117438

23/04/2024

NA

Select

4.2.5 Certifications/Inspections/Audits tab

The final report (and supporting documents) for **certifications** conducted by MOH-AFC and **inspections/audits** conducted by MOH that are captured through the certification/inspection/audit functions in HALP will be displayed in this tab.

1. Click the **Application No.** hyperlink to view the certification/inspection/audit information and click **DOWNLOAD** to download the final report (and supporting documents) for the certification/inspection/audit.

The screenshot displays the HALP dashboard interface. At the top, the Ministry of Health Singapore logo and the HALP title are visible. The user is logged in as 'Alisa'. The dashboard features four summary cards: 'New Messages' (6), 'Application Drafts' (0), 'Active Facilities' (2), and 'Active Approvals' (4). Below these is a navigation bar with tabs for 'Inbox (6)', 'Applications', 'Facilities', 'Approvals', 'Certifications/Inspections/Audits' (highlighted with a red box), 'Data Submissions', and 'Reportable Events'. The main content area contains search filters for 'Application No.', 'Facility Name', 'Last Updated Date From', and 'Last Updated Date To'. A 'SEARCH' button is present. Below the filters is a table with one item, 'A230802UCF002INS001', which is highlighted with a red box. The table columns are 'Application No.', 'Application Sub-Type', 'Application Status', 'Facility Name', 'Facility Address', 'Last Updated', and 'Download'. The 'Download' column for the highlighted item contains a 'DOWNLOAD' button, also highlighted with a red box.

Application No.	Application Sub-Type	Application Status	Facility Name	Facility Address	Last Updated	Download
A230802UCF002INS001	Facility Registration	Approved	UCF Main Building	10 Pasir Panjang Road 10-01 117438	02/08/2023 15:23:37	DOWNLOAD

4.2.5.1 Certifications/Inspections/Audit Search Filter

The filters to facilitate the search and retrieval of Certifications/Inspections/Audit records include **Application No.**, **Facility Name**, **Last Updated Date**. These filters can be used individually or in combination.

1. Enter the **Application No.**(partial or in full) and click **SEARCH** to view the corresponding records.

The screenshot shows the 'Certifications/Inspections/Audits' search filter interface. At the top, there are four summary cards: 'New Messages' (3), 'Application Drafts' (0), 'Active Facilities' (1), and 'Active Approvals' (1). Below these is a navigation bar with tabs: 'Inbox (3)', 'Applications', 'Facilities', 'Approvals', 'Certifications/Inspections/Audits' (selected), 'Data Submissions', and 'Reportable Events'. The search filter section contains four input fields: 'Application No.' (highlighted with a red box), 'Facility Name', 'Last Updated Date From' (with a date format 'dd/mm/yyyy'), and 'Last Updated Date To' (with a date format 'dd/mm/yyyy'). There are 'CLEAR' and 'SEARCH' buttons. Below the search fields is a table header with columns: 'Application No.', 'Application Sub-Type', 'Application Status', 'Facility Name', 'Facility Address', 'Last Updated', and 'Download'. The table body shows 'No record found.'

2. Enter desired **Facility Name** (partial or in full) and click **SEARCH** to view the list of records for the facility.

The screenshot shows the 'Certifications/Inspections/Audits' search filter interface, similar to the first one. The 'Facility Name' input field is highlighted with a red box. The rest of the interface, including the summary cards, navigation bar, search filter section, and table header, is identical to the first screenshot. The table body shows 'No record found.'

3. Select the desired date range using the **Last Updated Date From** and **Last Updated Date To** fields and click **SEARCH** to view records that were updated during the selected period.

Dashboard eServices test

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3)

Applications

Facilities

Approvals

Certifications/Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Facility Name:

Last Updated Date From: dd/mm/yyyy

Last Updated Date To: dd/mm/yyyy

CLEAR

SEARCH

Application No.

Application Sub-Type

Facility Name

Facility Address

Last Updated

Download

No record found.

«	April 2024	»
Su	Mo	Tu
31	1	2
7	8	9
14	15	16
21	22	23
28	29	30
5	6	7

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Inbox (3)

Applications

Facilities

Approvals

Certifications/Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Facility Name:

Last Updated Date From: dd/mm/yyyy

Last Updated Date To: dd/mm/yyyy

SEARCH

Application No.

Application Sub-Type

Application Status

Facility Name

Facility Address

4.2.6 Data Submissions tab

All **data submissions** including **Inventory Related Notifications** performed for the facilities that the user can access and transact for will be displayed in this tab.

Dashboard
eServices
test

New Messages 3
Application Drafts 0
Active Facilities 1
Active Approvals 1

Last Login: 24/04/2024 18:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3)
Applications
Facilities
Approvals
Certifications/Inspections/Audits
Data Submissions
Reportable Events

Application No.
Facility name
Submission Type
Date Submitted From:
Application Sub-Type
Application Status
Date submitted To:
CLEAR
SEARCH

Application No.
Facility Name
Submission Type
Application Sub-Type
Application Status
Date Submitted
Actions

No record found.

1. Click the **Application No.** hyperlink to view the submission.

Application No.	Facility Name	Submission Type	Application Sub-Type	Application Status	Date Submitted	Actions
N240508PNF001	RF PIM	Poliovirus Inventory Reporting (Registered Facility)	Facility Data Submission	Pending MOH	08/05/2024 09:26:12	Select
N240507UCF001	UCF Mantis	Lentivirus Report	Facility Data Submission	Pending MOH	07/05/2024 18:51:55	Select
N240507BMF005	BMF Biomanufacturing Facility	Self-Inspection Report	Facility Data Submission	Pending MOH	07/05/2024 18:28:49	Select
N240507ETF001	RF-FST 11/4 ST	Half-Yearly Toxin Report	Facility Data Submission	Pending MOH	07/05/2024 18:18:37	Select
N240507MCF011	CMCF BSL-4	Red Teaming Report and Facility Physical Security Report	Facility Data Submission	Pending MOH	07/05/2024 17:59:56	Select
N240507BMF004	BMF Biomanufacturing Facility	Notification of Complete Destruction and/or Disposal of Stock Inventory	Inventory Notification	Submitted	07/05/2024 17:49:42	Select
N240507BMF003	BMF Biomanufacturing Facility	Notification of Inventory Adjustment	Inventory Notification	Submitted	07/05/2024 17:41:52	N/A
N240507BMF002	BMF Biomanufacturing Facility	Notification of Consumption of Fifth Schedule Toxin	Inventory Notification	Submitted	07/05/2024 17:36:51	Select
N240507BMF001	BMF Biomanufacturing Facility	Notification of Receipt (from facility not registered with Biosafety in HALP)	Inventory Notification	Submitted	07/05/2024 17:34:34	Select
N240507MCF010	CMCF BSL-4	Notification of Export	Inventory Notification	Submitted	07/05/2024 17:28:55	Select

- The options under the Actions dropdown list are dependent on the **Submission Type** and the **Application Status**. Refer to the Data Submission section in the User Guide for details.

Note: The Actions dropdown list will be disabled if the submission has been “Approved”, “Rejected”, “Expired” or “Withdrawn”.

Application No.	Facility Name	Submission Type	Application Sub-Type	Application Status	Date Submitted	Actions
N240508PNF001	RF PIM	Poliovirus Inventory Reporting (Registered Facility)	Facility Data Submission	Pending MOH	08/05/2024 09:26:12	<div> <div>Select</div> <div>Select</div> <div>Withdraw</div> </div>
N240507UCF001	UCF Mantis	Lentivirus Report	Facility Data Submission	Pending MOH	07/05/2024 18:51:55	
N240507BMF005	BMF Biomanufacturing Facility	Self-Inspection Report	Facility Data Submission	Pending MOH	07/05/2024 18:28:49	<div> <div>Select</div> </div>

4.2.6.1 Data Submission Search Filter

The filters to facilitate the search and retrieval of Data Submission records include **Application No.**, **Application Sub-Type**, **Facility Name**, **Application Status**, **Submission Type**, **Date of Submission**. These filters can be used individually or in combination.

- Enter the **Application No.**(partial or in full) and click **SEARCH** to view the corresponding submissions.

Dashboard
eServices
test

New Messages 3
Application Drafts 0
Active Facilities 1
Active Approvals 1

Last Login: 24/04/2024 18:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3)
Applications
Facilities
Approvals
Certifications/Inspections/Audits
Data Submissions
Reportable Events

Application No.

Facility name

Submission Type
All

Date Submitted From: dd/mm/yyyy

Application Sub-Type
All

Application Status
All

Date submitted To: dd/mm/yyyy

CLEAR
SEARCH

Application No.
Facility Name
Submission Type
Application Sub-Type
Application Status
Date Submitted
Actions

No record found.

2. Select the desired **Application Sub-Type** from the dropdown list and click **SEARCH** to view the corresponding submissions.

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type **All**

Facility name Application Status **All**

Submission Type **All** Inventory Notification

Date Submitted From: dd/mm/yyyy Date submitted To: dd/mm/yyyy

Application No. Facility Name Submission Type Application Sub-Type Application Status Date Submitted Actions

No record found.

3. Enter the **Facility Name** (partial or in full) and click **SEARCH** to view submission records for the facility.

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type **All**

Facility name Application Status **All**

Submission Type **All**

Date Submitted From: dd/mm/yyyy Date submitted To: dd/mm/yyyy

Application No. Facility Name Submission Type Application Sub-Type Application Status Date Submitted Actions

No record found.

4. Select the desired **Application Status** from the dropdown list and click **SEARCH** to view the corresponding submissions.

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 15:12 | Last Activity: Internet Logout On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type

Facility name **Application Status**

Submission Type Date Submitted From: Date submitted To:

SEARCH

Application Status dropdown list:

- All
- Submitted
- Pending Receipt
- Failed to Receive
- Receipt Acknowledged
- Responded
- Withdrawn

Application No. Facility Name Submission Type Application Sub-Type **Application Status**

No record found.

5. Select the desired **Submission Type** from the dropdown list and click **SEARCH** to view the corresponding submissions.

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 15:12 | Last Activity: Internet Logout On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type

Facility name Application Status

Submission Type

Date Submitted From: Date submitted To:

CLEAR **SEARCH**

Submission Type dropdown list:

- All
- Request for Transfer
- Notification of Transfer
- Acknowledgement of Receipt of Transfer (from facility registered with Biosafety in HALP)
- Notification of Failure to Receive
- Notification of Export

Application No. Facility Name Submission Type Application Sub-Type Application Status Date Submitted Actions

No record found.

6. Select the desired date range using the **Date Submitted From** and/or **Date Submitted To** fields and click **SEARCH** to view the records submitted during the specified period.

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type

Facility name Application Status

Submission Type

Date Submitted From: Date submitted To:

Application No.	Facility Name	Submission Type	Application Sub-Type	Application Status	Date Submitted	Actions
No record found.						

Dashboard eServices test

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) Applications Facilities Approvals Certifications/Inspections/Audits **Data Submissions** Reportable Events

Application No. Application Sub-Type

Facility name Application Status

Submission Type

Date Submitted From: Date submitted To:

Application No.	Facility Name	Submission Type	Application Sub-Type	Application Status	Date Submitted	Actions
No record found.						

4.2.7 Reportable Events tab

All incidents and near misses reported by facility will be displayed in this tab.

1. Click the **Application No.** hyperlink to view the submission.

Application No.	Facility Name	Facility Address	Category	Incident Type	Name of Biological Agent/Toxin Involved	Reported By	Status	Date of Occurrence	Actions
P240603HCF003	CF Certified Facility	10 Pasir Panjang Road 10-01 117438	Adverse incident or accident	Biosecurity related incident	AKABANE VIRUS	John	Accepted	03/06/2024 00:01:00	N/A
P240502HCF003	CHCF Mantis	10 Pasir Panjang Road 10-01 117438	Adverse incident or accident	Biosecurity related incident		John	Pending Investigation Report	02/05/2024 01:02:00	Select
P240429MCF003	CMCF BSL-4	10 Pasir Panjang Road 10-01 117438	Near miss	Biosafety related incident	CALIFORNIA ENCEPHALITIS VIRUS	John	Withdrawn	29/04/2024 00:01:00	N/A

2. The options under the Actions dropdown list are dependent on the **Status**. Refer to the Reportable Events section in the User Guide for details.

*Note: The **Actions** dropdown list will be disabled if the submission has been “Accepted” or “Withdrawn”.*

Application No.	Facility Name	Facility Address	Category	Incident Type	Name of Biological Agent/Toxin Involved	Reported By	Status	Date of Occurrence	Actions
P240603HCF003	CF Certified Facility	10 Pasir Panjang Road 10-01 117438	Adverse incident or accident	Biosecurity related incident	AKABANE VIRUS	John	Accepted	03/06/2024 00:01:00	N/A
P240502HCF003	CHCF Mantis	10 Pasir Panjang Road 10-01 117438	Adverse incident or accident	Biosecurity related incident		John	Pending Investigation Report	02/05/2024 01:02:00	Select
P240429MCF003	CMCF BSL-4	10 Pasir Panjang Road 10-01 117438	Near miss	Biosafety related incident	CALIFORNIA ENCEPHALITIS VIRUS	John	Withdrawn	29/04/2024 00:01:00	Select
P240325MCF001	MapleS	10 Pasir Panjang Road	Near miss	Biosafety related	VARIOLA MAJOR	John	Accepted	25/03/2024 00:00:00	Submit Investigation report Withdraw

4.2.7.1 Reportable Events Search Filter

The filters to facilitate the search and retrieval of Reportable Events include **Application No.**, **Facility Name**, **Category**, **Status**, **Incident Type**, **Name of Biological Agent/Toxin Involved**, **Incident Type**, **Incident Sub-Type**, **Date of Occurrence**. These filters can be used individually or in combination.

1. Enter the **Application No.** (partial or in full) and click **SEARCH** to view the corresponding records.

The screenshot shows the 'Reportable Events' search filter interface. At the top, there are four summary boxes: 'New Messages 3', 'Application Drafts 0', 'Active Facilities 1', and 'Active Approvals 1'. Below these is a navigation bar with tabs: 'Inbox (3)', 'Applications', 'Facilities', 'Approvals', 'Certifications/Inspections/Audits', 'Data Submissions', and 'Reportable Events' (which is active). The search filters are arranged in two columns. The first column contains: 'Application No.' (highlighted with a red box), 'Category' (dropdown menu set to 'All'), 'Incident Type' (dropdown menu set to 'All'), 'Incident Sub-type' (dropdown menu set to 'All'), and 'Date of Occurrence From:' (text input field). The second column contains: 'Facility Name:' (text input field), 'Status' (dropdown menu set to 'All'), 'Name of Biological Agent/Toxin Involved:' (text input field), and 'Date of Occurrence To:' (text input field). At the bottom right of the filter section are 'CLEAR' and 'SEARCH' buttons. Below the filters is a table header with columns: 'Application No.', 'Facility Name', 'Facility Address', 'Category', 'Incident Type', 'Name of Biological Agent/Toxin Involved', 'Reported By', 'Status', 'Date of Occurrence', and 'Actions'. The table body is empty, and a message 'No record found.' is displayed at the bottom.

2. Enter the **Facility Name** (partial or in full) and click **SEARCH** to view the corresponding records for the facility.

The screenshot shows the 'Reportable Events' search filter interface, similar to the previous one. The 'Facility Name:' text input field in the second column is highlighted with a red box. All other elements, including the summary boxes, navigation tabs, other search filters, and the empty table with 'No record found.' message, are identical to the previous screenshot.

3. Select the desired **Category** from the dropdown list and click **SEARCH** to view the corresponding records.

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) | Applications | Facilities | Approvals | Certifications/Inspections/Audits | Data Submissions | **Reportable Events**

Application No.: Facility Name:

Category Status

Incident Type Name of Biological Agent/Toxin Involved:

Incident Sub-type Date of Occurrence From: Date of Occurrence To:

Application No.	Facility Name	Facility Address	Category	Incident Type	Name of Biological Agent/Toxin Involved	Reported By	Status	Date of Occurrence	Actions
No record found.									

4. Select the desired **Status** from the dropdown list and click **SEARCH** to view the corresponding records.

New Messages **3** Application Drafts **0** Active Facilities **1** Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout, On 24/04/2024

Inbox (3) | Applications | Facilities | Approvals | Certifications/Inspections/Audits | Data Submissions | **Reportable Events**

Application No.: Facility Name:

Category **Status**

Incident Type Name of Biological Agent/Toxin Involved:

Incident Sub-type Date of Occurrence From: Date of Occurrence To:

Application No.	Facility Name	Facility Address	Category	Incident Type	Name of Biological Agent/Toxin Involved	Reported By	Status	Date of Occurrence	Actions
No record found.									

5. Select the desired **Incident Type** from the dropdown list and click **SEARCH** to view the corresponding records.

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout On 24/04/2024

Inbox (3) ⓘ

Applications ⓘ

Facilities ⓘ

Approvals ⓘ

Certifications/
Inspections/Audits ⓘ

Data Submissions ⓘ

Reportable Events ⓘ

Application No.:

Category:

All

Incident Type:

All

Incident Sub-type:

All

Date of Occurrence From:

Facility Name:

Status:

All

Name of Biological Agent/Toxin Involved:

Date of Occurrence To:

CLEAR

SEARCH

Application No.

Facility Name

Facility Address

Category

Incident Type

Name of Biological Agent/Toxin Involved

Reported By

Status

Date of Occurrence

Actions

No record found.

6. Enter the **Name of Biological Agent/Toxin Involved** (partial or in full) and click **SEARCH** to view records related to the biological agent/toxin.

New Messages **3**

Application Drafts **0**

Active Facilities **1**

Active Approvals **1**

Last Login: 24/04/2024 16:12 | Last Activity: Internet Logout On 24/04/2024

Inbox (3) ⓘ

Applications ⓘ

Facilities ⓘ

Approvals ⓘ

Certifications/
Inspections/Audits ⓘ

Data Submissions ⓘ

Reportable Events ⓘ

Application No.:

Category:

All

Incident Type:

All

Incident Sub-type:

All

Date of Occurrence From:

Facility Name:

Status:

All

Name of Biological Agent/Toxin Involved:

Date of Occurrence To:

CLEAR

SEARCH

Application No.

Facility Name

Facility Address

Category

Incident Type

Name of Biological Agent/Toxin Involved

Reported By

Status

Date of Occurrence

Actions

No record found.

7. Select the desired **Incident Sub-type** from the dropdown list and click **SEARCH** to view the corresponding records.

Dashboard

eServices

test

New Messages6

Application Drafts0

Active Facilities1

Active Approvals2

Last Login: 24/04/2024 16:57 | Last Activity: Notification of Receipt, On 24/04/2024

Inbox (6)

Applications

Facilities

Approvals

Certifications/
Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Facility Name:

Category

All

Status

All

Incident Type

Biosafety related incident

Name of Biological
Agent/Toxin Involved:

Incident Sub-type

All

Date of Occurrence From:

Date of Occurrence To:

dd/mm/yyyy

1-1 out of 1 items

10

CLEAR

SEARCH

Application No.

Facility Name

Facility Address

Category

Incident Type

Name of Biological
Agent/Toxin
Involved

Reported
By

Status

Date of
Occurrence

Actions

P240424HCF002

Ubsubwa

10 Pasir
Panjang Road
10-01 117438

Adverse
incident or
accident

Biosafety
related
incident

AKABANE
VIRUS

test

Pending
MOH

24/04/2024
00:01:00

Select

8. Select the desired date range using the **Date of Occurrence From** and/or **Date of Occurrence To** fields and click **SEARCH** to display records for the specified period.

Dashboard

eServices

test

New Messages6

Application Drafts0

Active Facilities1

Active Approvals2

Last Login: 24/04/2024 16:57 | Last Activity: Notification of Receipt, On 24/04/2024

Inbox (6)

Applications

Facilities

Approvals

Certifications/
Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Facility Name:

Category

All

Status

All

Incident Type

Biosafety related incident

Name of Biological
Agent/Toxin Involved:

Incident Sub-type

All

Date of Occurrence From:

dd/mm/yyyy

Date of Occurrence To:

dd/mm/yyyy

1-1 out of 1 items

10

CLEAR

SEARCH

«

April 2024

»

Su

Mo

Tu

We

Th

Fr

Sa

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

1

2

3

4

5

6

7

8

9

10

11

Application No.

Facility Name

Facility Address

Category

Incident Type

Name of Biological
Agent/Toxin Involved

Reported By

Status

Date of Occurrence

Actions

P240424HCF002

Ubsubwa

10 Pasir Panjang Road
10-01 117438

Adverse Incident or accident

Biosafety related incident

AKABANE VIRUS

test

Pending MOH

24/04/2024 00:01:00

Select

Dashboard

eServices

test

New Messages6

Application Drafts0

Active Facilities1

Active Approvals2

Last Login: 24/04/2024 16:57 | Last Activity: Notification of Receipt, On 24/04/2024

Inbox (6)

Applications

Facilities

Approvals

Certifications/
Inspections/Audits

Data Submissions

Reportable Events

Application No.:

Facility Name:

Category

All

Status

All

Incident Type

Biosafety related incident

Name of Biological
Agent/Toxin Involved:

Incident Sub-type

All

Date of Occurrence From:

dd/mm/yyyy

Date of Occurrence To:

dd/mm/yyyy

1-1 out of 1 items

10

SEARCH

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April 2024

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Application No.

Facility Name

Facility Address

Category

Incident Type

Name of Biological
Agent/Toxin Involved

Reported By

Status

Date of Occurrence

Actions

P240424HCF002

Ubsubwa

10 Pasir Panjang Road
10-01 117438

Adverse Incident or accident

Biosafety related incident

AKABANE VIRUS

test

Pending MOH

24/04/2024 00:01:00

Select