

OFFICIAL (OPEN)

Effective 1 Jan 2026

**SECURITY AGENCIES COMPETENCY EVALUATION CHECKLIST  
FOR  
NEW SECURITY LICENCE APPLICATION:  
CORE COMPETENCIES**

<b>Name of Security Agency (SA)</b>	
<b>SA's Unique Entity Number</b>	
<b>Date of SA licence application</b>	
<b>Date of Documents Submission by SA</b>	
<b>Name of Assessor(s)</b>	

Note: To pass each competency, all components must be present (i.e. SA must obtain a "Yes"). If any one or more of the components are not present (i.e. SA obtained a "No"), the SA is deemed to have failed the competency.

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Training and Readiness Category											
Competency		Outcome									
<b>C.1: Pre-deployment Training</b>  SA has an induction training programme to prepare and familiarise security officers <sup>1</sup> when they are deployed to a new site.  <b><u>Documentation Assessment</u></b>  The SA must submit an Induction Training Package/Programme for security officers. The training package must include the following components: <table border="1"><thead><tr><th>S/N</th><th>Component</th><th>Y/N</th></tr></thead><tbody><tr><td>1</td><td>Job functions of the security officer of all grades under the Security Progressive Wage Model (i.e. Security Officer, Senior Security Officer, Security Supervisor, Senior Security Supervisor and Chief Security Officer)</td><td></td></tr><tr><td>2</td><td>The service offences stipulated under Regulations 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009  "7A. (1) When carrying out the functions as a security officer, a licensed security officer must – (a) not sleep; (b) not consume alcohol or be under the influence of alcohol; (c) not be absent from the place where the licensed security officer is deployed without any valid reason; (d) not use any threatening or abusive language; and (e) respond promptly to any request for assistance by any person within the premises where the licensed security officer is deployed if the person has suffered any personal injury, or any damage to loss of the person's property, within the premises.  (2) A licensed security officer must not give any false representation to any person regarding the licensed security officer's level of training, skill or qualification as a security officer."</td><td></td></tr></tbody></table>		S/N	Component	Y/N	1	Job functions of the security officer of all grades under the Security Progressive Wage Model (i.e. Security Officer, Senior Security Officer, Security Supervisor, Senior Security Supervisor and Chief Security Officer)		2	The service offences stipulated under Regulations 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009  "7A. (1) When carrying out the functions as a security officer, a licensed security officer must – (a) not sleep; (b) not consume alcohol or be under the influence of alcohol; (c) not be absent from the place where the licensed security officer is deployed without any valid reason; (d) not use any threatening or abusive language; and (e) respond promptly to any request for assistance by any person within the premises where the licensed security officer is deployed if the person has suffered any personal injury, or any damage to loss of the person's property, within the premises.  (2) A licensed security officer must not give any false representation to any person regarding the licensed security officer's level of training, skill or qualification as a security officer."		Pass / Fail
S/N	Component	Y/N									
1	Job functions of the security officer of all grades under the Security Progressive Wage Model (i.e. Security Officer, Senior Security Officer, Security Supervisor, Senior Security Supervisor and Chief Security Officer)										
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<b><u>Assessor's Observation</u></b>  <div style="border: 1px solid black; height: 120px; width: 100%;"></div>											

<sup>1</sup> Security officers refer to security officers of all grades under the Security Progressive Wage Model (i.e. Security Officer, Senior Security Officer, Security Supervisor, Senior Security Supervisor and Chief Security Officer).

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Training and Readiness Category		
Competency		Outcome
<b><u>C.2: Continuous Professional Development</u></b>		Pass / Fail
<b>SA has a basic continuous training programme to train its security officers on the following areas:</b>		
a. Security officers to receive trainings on “Handle Security Incidents and Services”, “Provide Guard and Patrol Services” and “Recognise Terrorist Threats”; and/or		
b. Aviation security officers (AvSO) to receive trainings on “Access Control” & “Security Screening”.		
<b><u>Documentation Assessment</u></b>		
<b>S/N</b>	<b>Component</b>	<b>Y/N</b>
1	<u>Training Development</u>  The SA has a continuous training programme conducted at least twice annually.  The SA collates information from real-life incidents (e.g. actual lapses by security officers at certain sites, articles or reports of local/overseas incidents which are security related, AARs from exercises). The SA converts the information collated into training packages with the following components:  i. Objective of the training package ii. Key observations iii. Lessons learnt  The training programme may also include refresher training on the SA's Standard Operating Procedures. The SA will brief its security officers using the training package developed.	
<b><u>Assessor's Observation</u></b>		
<div></div>		

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Operational Processes Category																	
Competency	Outcome																
<p><b><u>C.6: Business Continuity Plan</u></b></p> <p><b>SA has a Business Continuity Plan (BCP) to ensure business continuity in a contingency for its Main Office's operations and SA staff are familiar with the BCP</b></p> <p><b><u>Documentation Assessment</u></b></p> <p>The SA must submit a copy of the BCP for any <u>two</u> of the contingencies listed in S/N 1. The BCPs must be reviewed annually, for effectiveness.</p> <p>The BCPs must include the following components, including details of alternate site(s) when applicable:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;">S/N</th> <th style="width: 80%; padding: 5px;">Component</th> <th style="width: 10%; padding: 5px;">Y/N</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top; padding: 5px;">1</td> <td style="padding: 5px;"> <p>Type of contingencies (please indicate which two):</p> <ul style="list-style-type: none"> <li>a. Major disaster or crisis (e.g. island-wide floods, building collapse)</li> <li>b. IT related incidents (e.g. cyber-attacks)</li> <li>c. Terror-related incident (e.g. bomb attack, vehicle attack)</li> <li>d. Diseases outbreak (e.g. pandemic)</li> </ul> <p>The examples above are not exhaustive. SAs who submit BCPs with examples that not listed are to explain why their selected example falls under the selected contingency. For example, an SA selects major disaster and uses the example of haze would have to explain why.</p> </td> <td style="vertical-align: top; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top; padding: 5px;">2</td> <td style="padding: 5px;">The BCP must describe and explain how the SA ensures that its business operations can continue based on the two selected contingencies</td> <td style="vertical-align: top; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top; padding: 5px;">3</td> <td style="padding: 5px;">Roles and responsibilities of the SA's staff (both security and non-security staff) when the BCP is executed</td> <td style="vertical-align: top; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top; padding: 5px;">4</td> <td style="padding: 5px;">Plan reviewed annually from the date of the last review</td> <td style="vertical-align: top; padding: 5px;"></td> </tr> </tbody> </table>	S/N	Component	Y/N	1	<p>Type of contingencies (please indicate which two):</p> <ul style="list-style-type: none"> <li>a. Major disaster or crisis (e.g. island-wide floods, building collapse)</li> <li>b. IT related incidents (e.g. cyber-attacks)</li> <li>c. Terror-related incident (e.g. bomb attack, vehicle attack)</li> <li>d. Diseases outbreak (e.g. pandemic)</li> </ul> <p>The examples above are not exhaustive. SAs who submit BCPs with examples that not listed are to explain why their selected example falls under the selected contingency. For example, an SA selects major disaster and uses the example of haze would have to explain why.</p>		2	The BCP must describe and explain how the SA ensures that its business operations can continue based on the two selected contingencies		3	Roles and responsibilities of the SA's staff (both security and non-security staff) when the BCP is executed		4	Plan reviewed annually from the date of the last review		<p>Pass / Fail</p>	
S/N	Component	Y/N															
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<p><b><u>Assessor's Observation</u></b> (To state reasons if any of the components are not present)</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>																	

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## Remote Assessment

The assessors will select one of the SA's staff (managerial level & above) for remote assessment. The assessor will interview him/her to verify his/her roles described against the BCP. The staff may refer to the BCP for reference.

S/N	Component	Y/N
1	The SA's staff (managerial level & above) is able to describe his or her role when the BCP is activated according to the SA's BCP.	

## Assessor's Observation

----- END -----

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