

## IPA FAQs

### Contents

RESPONSIBLE PERSONS.....	4
Definitions .....	4
1. Who is the Responsible Person (RP)? .....	4
2. How will MHA decide whether the RP should be the owner or the occupier? .....	4
Duties of RP .....	4
3. Can the Qualified Person (QP) submit the applications / documents for the RP? .....	4
4. What should the RP take note of when an existing building has been designated as a Special Development / Special Infrastructure? .....	4
5. What are the legal obligations of the RP under the IPA? .....	4
6. Who will be held responsible for the maintenance of security measures in subdivided developments?.....	4
COMPETENT PERSONS .....	5
Definitions .....	5
7. Who is the Competent Person (CP)? .....	5
8. What are the duties of a Competent Person (CP)?.....	5
Criteria for Competent Persons .....	5
9. What are the criteria for CP? .....	5
10. Is there a list of CPs for building owners' reference? .....	5
11. What happens if the security/blast consultant engaged by the RP is not approved by MHA as a CP? Will it affect my project timeline? .....	5
12. Will there be adequate local expertise to undertake the security review process? .....	6
SECURITY REVIEW REQUIREMENTS .....	6
13. Why is MHA formalising the SBD process and expanding its coverage now? .....	6
14. Will MHA be releasing a set of building security standards or guidelines for the building industry? .....	6
15. Where can I get more information about the criteria for large/iconic developments?.....	6
16. Will there be audits conducted to ensure compliance to the approved Security Plan? ....	7
Cost of Security Review.....	7
17. Who will bear the cost of the security review? .....	7
18. How much will the SBD process cost? .....	7
19. How long will the SBD process take? .....	7
20. What can developers do to minimise the time needed for SBD?.....	8

21. Can companies seek advice from MHA whether a planned development project might be designated as a Special Development? ? .....	8
Application of the Security Review Process.....	8
22. When will the security review requirements come into effect? .....	8
Development or Special Infrastructure.....	8
23. Will MHA impose security review requirements on a development that is already in the midst of construction? .....	8
24. How will the security review process apply to tenanted premises designated as Special Infrastructures?.....	9
25. Is there a process of appeal if my security plan is not approved by MHA? .....	9
26. What is the processing time for the approval of security plans? .....	9
27. What is the processing time for the approval of CWC?.....	9
28. What type of works are subjected to the SBD review process under the IPA?.....	9
29. What is the extent of the SBD process and implementation of security measures required, if major renovation works affect only a part of the facility (e.g. fencing)? .....	10
30. How do SBD requirements interface with other security requirements imposed by other local/international regulations (e.g. ISPS Code)? Is there any scope to streamline similar security requirements/regulations? .....	10
PROTECTED AREAS AND PROTECTED PLACES.....	11
31. How can I check if a premise has been gazetted as a Protected Area/Protected Place and get a copy of the gazette order? .....	11
32. Are there any compulsory measures that the Authority will need to put in place once the premises is declared as a Protected Area/Protected Place? .....	11
33. What should the Authority take note of when applying to SPF to authorise/cease authorisation of the guards deployed at Protected Areas/Protected Places? .....	11
34. How will members of the public know that a particular place is a PA or PP, and it is an offence to take a photo of it? .....	11
35. Images of a Protected Area/Protected Place could be inadvertently captured by people. Will action be taken against them? .....	12
36. Are there any exemptions for photography or videography of a Protected Area/Protected Place? .....	12
37. How is the 'surrounding area' of a Protected Area/Protected Place defined? .....	12
38. What safeguards are there to ensure that powers exercised by authorised officers in the surrounding area are reasonable?.....	12
39. How will security personnel guarding Protected Areas/Protected Places be trained to exercise their new powers under the IPA? .....	12
40. Which are the WSQ training providers that offer the necessary training module? .....	13
SECURITY DIRECTIVES & MINISTER'S ORDERS.....	13

- 41. When will a Security Directive be issued by MHA? What kinds of requirements can be imposed through a Security Directive? ..... 13
- 42. What kind of additional security measures can be imposed through a Security Directive? 13
- 43. What if I disagree with the security measures required in the Security Directive? ..... 14
- 44. When will Minister's Order be issued? What kinds of requirements can be imposed through a Minister's Order? ..... 14

## RESPONSIBLE PERSONS

### Definitions

#### **1. Who is the Responsible Person (RP)?**

- The RP is the legal owner or occupier of the Special Development / Special Infrastructure. The designation order will specify whether the owner or occupier is the RP. It can be a person or a legal entity (e.g. a company).

#### **2. How will MHA decide whether the RP should be the owner or the occupier?**

- Generally, the RP will be the owner of the premises. For Critical Infrastructure (CI) that are tenants in the premises (i.e. the operator of the CI does not own the building it is housed in), the RP will be the occupier of the premises.

### Duties of RP

#### **3. Can the Qualified Person (QP) submit the applications / documents for the RP?**

- While the QP can submit the applications / documents for the RP, all applications and documents will need to be signed off by the RP.

#### **4. What should the RP take note of when an existing building has been designated as a Special Development / Special Infrastructure?**

- CIs and large/iconic developments will receive a designation notice from MHA, followed by a designation order 14 days after the notice has been issued. The RP should then engage MHA as early as possible during the planning and design stage, if any specified works are planned for the building.

#### **5. What are the legal obligations of the RP under the IPA?**

- The RP must:
  - Ensure that specified works are carried out only when the security plan has been approved by the Commissioner of Infrastructure Protection
  - Ensure that the security plan is prepared by a Competent Person approved by the Commissioner
  - Apply for Commissioner's approval of security plan
  - Implement every security measure in accordance with the approved security plan
  - Submit Certificate of Works Completion for Commissioner's approval (to be prepared by Competent Person)
  - Carry out security directives issued by Commissioner

#### **6. Who will be held responsible for the maintenance of security measures in subdivided developments?**

- The maintenance of security measures in common areas will be the responsibility of the Management Corporation having control of the building, or the person receiving rent or charge for the maintenance/management of the building's common property.

## COMPETENT PERSONS

### Definitions

#### **7. Who is the Competent Person (CP)?**

- The CP is a person approved by the Commissioner of Infrastructure Protection to prepare a security plan in connection with specified works for a Special Infrastructure or Special Development. They can be commercial or in-house security and/or blast consultants.

#### **8. What are the duties of a Competent Person (CP)?**

- The CP will need to work with relevant stakeholders (QP, RP, Sector Leads etc.) to prepare the Security Plan and Certificate of Works Completion (CWC) for approval
- CP (Security) is required to sign off the Threat Vulnerability and Risk Assessment (TVRA) and Security Protection Plan (SPP) reports of the Security Plan as well as corresponding parts of the CWC; and
- If the project requires a CP (Blast), he is required to sign off the Blast Effects Analysis (BEA) and Structural Resiliency Study (SRS) reports of the Security Plan as well as corresponding parts in the CWC.

### Criteria for Competent Persons

#### **9. What are the criteria for CP?**

- The CP will need to pass security screening and meet general competence requirements.
- For the general competence requirements, MHA will assess:
  - Relevant experience (in recent 3 years) in the preparation of Security Plans under the MHA SBD Review Process; and/or
  - Relevant subject matter expertise and knowledge, with accredited referee reports or internationally published professional work [*depends on nature of project*].
  - In the longer run, professional associations and affiliations.

#### **10. Is there a list of CPs for building owners' reference?**

- MHA will publish and maintain a list of CPs who meet the general competence requirements.
- Information will include the CP's name, the last-known company that the CP was employed and their contact details (business contact number and email).
- Building owners will need to evaluate the suitability of the CP based on the nature of works to be carried out.
- More details can be found here <https://www.police.gov.sg/resources/infrastructure-protection/special-development-special-infrastructure>.

#### **11. What happens if the security/blast consultant engaged by the RP is not approved by MHA as a CP? Will it affect my project timeline?**

- If the application for the CP is not approved, the RP should seek approval for an alternative security/blast consultant. In addition, when RPs appoint companies to

provide security/blast consultancy services, we recommend that the company be obliged to provide a CP approved by MHA to work on the project.

**12. Will there be adequate local expertise to undertake the security review process?**

- MHA has been conducting this security review process for various infrastructure projects in Singapore for about a decade.
- Security consultants in Singapore here are familiar with the process and requirements. Currently, there are more than 50 such consultants. Their contact details can be found at <https://www.police.gov.sg/resources/infrastructure-protection/special-development-special-infrastructure>.
- MHA is also working with the security industry to build up a larger local pool of expertise in building security. For example, the Specialist Professional Engineers in Protective Security was launched in 2018 and a Specialised Diploma in Security Consultancy will also be offered by Temasek Polytechnic's Security Industry Institute.

## SECURITY REVIEW REQUIREMENTS

**13. Why is MHA formalising the SBD process and expanding its coverage now?**

- The terrorist threat to Singapore is at a heightened level today, and it will continue to remain high over the medium term. We have to prepare for new terrorist threats that may emerge over the lifespan of a building.
- Building security is a key part of our strategy to protect Singapore from these terrorist attacks.
- For the majority of private developments in Singapore, we take a moral suasion approach to help premises owners improve their security by providing outreach, resources and training.
- However, an attack on our critical infrastructure and large/iconic developments will have disproportionate harm to the public and Singapore.
- That is why the Government is working to ensure that developers properly protect these buildings from attacks.
- Given the present threat to Singapore, there is a need to put in place legislation to formalise this process, and to cover such developments of concern. Legislation will also provide greater transparency in terms of which developments will be affected, and what security requirements need to be met.

**14. Will MHA be releasing a set of building security standards or guidelines for the building industry?**

- The Guidelines for Enhancing Building Security in Singapore (GEBSS), released by MHA, provides building owners with a set of international best practices in building security that can be applied to Singapore.
- The revised version was released in 2018.
- We will continue to work with the industry to develop suitable guides and to raise standards.

**15. Where can I get more information about the criteria for large/iconic developments?**

- Building owners and developers can refer to BCA's CORENET for more information on the criteria for large/iconic buildings.

- All developers and qualified persons will have access to the criteria and requirements for large/iconic buildings, so they can plan their land purchases and project timelines accordingly.

**16. Will there be audits conducted to ensure compliance to the approved Security Plan?**

- Yes, audits will be conducted to ensure that the RP has put in place and maintained the security measures listed in the approved Security Plan.

**Cost of Security Review**

**17. Who will bear the cost of the security review?**

- Building owners will need to bear the cost of the review and play their part in ensuring that the impact of a terrorist attack on their building is mitigated.
- As the security review process is outcome-based and non-prescriptive, the developer or owner can work with their consultants to propose measures that meet building protection objectives, but are still cost-effective. The developer can also work with his security consultants to factor security upstream into the design which is one of the most cost effective ways of meeting security objectives.

**18. How much will the SBD process cost?**

- Based on previous projects that have undergone SBD, the consultancy fees and cost of security measures can be up to 3% of the total construction cost.
- Actual costs will vary depending on the magnitude of the project, form and function of the building and site-specific threat vulnerabilities.
- SBD is the most cost-effective way of providing security for a building. Simple design features taken early in the conceptualising and planning process can yield significant savings. For example:
  - Placing key structural columns away from the outside of the building reduces the risk they will be affected in a blast, hence lessening the need to strengthen them.
  - Properly planned vehicle flows can reduce risks of ramming attacks or VBIED on key areas, minimising need for measures like bollards or structural strengthening.
- Ultimately, we take a balanced, prudent and risk-managed approach to focus security measures at key areas e.g. where most people congregate on a regular basis, or critical assets within the building.
- In today's heightened security climate, SBD is a necessary investment to make.

**Timeline of Security Review**

**19. How long will the SBD process take?**

- Our experience with large-scale projects is that the SBD process does not significantly delay the building design timeline, especially if security considerations are incorporated early into the design. Based on previous projects, the security review process will take about 9 to 12 months to complete, which is actually done concurrently with the detailed design works for the building.
- For developments that do not need to incorporate structural hardening measures, the SBD process can be shorter.

- To avoid disruption to the overall project timeline, developers should alert CPS as soon as possible, once the Security and Blast (S&B) consultants have been engaged by the RP for the works.

**20. What can developers do to minimise the time needed for SBD?**

- Based on MHA’s experience with previous projects, ensuring the following will help minimise the risk of delays:
  - Stakeholders must specify the security objectives of the review clearly and early on in the process, which makes it easier to identify critical assets;
  - Stakeholders must clearly identify, list, and describe the critical assets of the facility;
  - Security and Blast (S&B) consultants should be given sufficient and timely information on the facility in order to conduct a detailed security review of the facility;
  - TVRA and SPP should be conducted at the level of detail of the facility’s specific critical assets;
  - S&B consultants must provide adequate justification for unconventional methodologies used or validation for numerical models used;
  - Minimise changes to the structural/operational details of the facility, as this may require the S&B consultant to review their analysis; and
  - Select a S&B consultant with a good track record and/or professional qualifications, relevant to the facility being reviewed. This can minimise the number of iterations with MHA before the submission is deemed satisfactory.
  - Provide complete responses to MHA’s comments on the submissions.

**21. Can companies seek advice from MHA whether a planned development project might be designated as a Special Development? ?**

- Yes, and companies should inform MHA of upcoming projects as early as possible (such as during project design conception stage). This should happen before a Development Application is submitted to URA.
- The earlier MHA is consulted for the project, the more support MHA would be able to provide if the project is designated as a Special Development. Such support includes advice on the scope of the security review, site selection, security considerations for preliminary concept of the building, and advice on suitability of the security and/or blast consultant to be engaged.

**Application of the Security Review Process**

**22. When will the security review requirements come into effect?**

- The IPA will be operationalised from 18 Dec 2018.
- All legal obligations will be effective upon the designation of a building as a Special Development or Special Infrastructure.

**23. Will MHA impose security review requirements on a development that is already in the midst of construction?**

- As far as possible, MHA would designate a development as a Special Development soonest and before construction (i.e. usually at the land sales stage).



- However, there may be some instances where the usage and nature of the development is only clear later on in the construction process, and MHA will then need to designate the development as a Special Development.
- MHA will be reasonable in determining the extent of security review requirements, bearing in mind both the security risks and the practicality/cost of incorporating security measures given the stage of development.

**24. How will the security review process apply to tenanted premises designated as Special Infrastructures?**

- Minister may designate part of a tenanted premises (i.e. premises that rent out space to tenants) as a Special Infrastructure. This generally occurs when a critical infrastructure is located in a tenanted premises. The occupier of that part of the tenanted premises will be responsible for fulfilling the security review requirements for that part of the tenanted premises he has control or in charge of.
- The security review will take into account the layout of the building as a whole, so that vulnerabilities can be holistically assessed. However, in terms of security measures, the security review will focus on the part of the tenanted premises that is designated as a Special Infrastructure, where the main security objective is focused (i.e. to protect the critical assets).

**25. Is there a process of appeal if my security plan is not approved by MHA?**

- An appeal to the Minister is provided for under the IPA.

**26. What is the processing time for the approval of security plans?**

- Generally, we will take about 15 working days to process each iteration of submitted replies and reports. To avoid delays to the SBD process, the RP should respond to our clarifications within 10 working days. We require **20 working days** to process the approval application before issuing the approval letter.

**27. What is the processing time for the approval of CWC?**

- We require 20 working days to process the approval application before issuing the approval letter.

**28. What type of works are subjected to the SBD review process under the IPA?**

- In the case of a Special Development, specified works are defined as any works for or affecting the foundation, retaining structure, substructure or superstructure of any building to be or being constructed under the special development.
- In the case of a Special Infrastructure, specified works are defined as:
  - any extension of the building;
  - any alteration, extension, repair, dismantling or demolition works carried out to the structure or glazing of any part of a building that
    - contains a critical asset, or
    - is a public place, or
    - is otherwise accessible to vehicles or vessels
  - any alteration, extension, dismantling or demolition works affecting the perimeter of the premises.

**29. What is the extent of the SBD process and implementation of security measures required, if major renovation works affect only a part of the facility (e.g. fencing)?**

- The security review will generally only apply to the area of the building that is undergoing renovation works, unless there are valid security reasons to extend the review to cover other areas. For example, to ensure an upgraded fence line is continuous, or to address other pressing security risks.
- MHA will always engage the building owner to determine the extent of works based on practical considerations, given their timeline, budget constraints and the security risks that need to be addressed.

**30. How do SBD requirements interface with other security requirements imposed by other local/international regulations (e.g. ISPS Code)? Is there any scope to streamline similar security requirements/regulations?**

- Separate approval processes are still necessary due to different security considerations and regulatory objectives. There should generally be no conflict in the implementation of security measures as the SBD review is outcome-based and non-prescriptive. However, please write in to [SPF CPS SBD@spf.gov.sg](mailto:SPF_CPS_SBD@spf.gov.sg) if you have specific concerns so that we can address them specifically.

## PROTECTED AREAS AND PROTECTED PLACES

### **31. How can I check if a premise has been gazetted as a Protected Area/Protected Place and get a copy of the gazette order?**

- Persons may check the AGC SSO website by searching the name of the Protected Area/Protected Place or the Subsidiary Legislation Number at <https://sso.agc.gov.sg> and download the electronic copy of the required gazettes.

### **32. Are there any compulsory measures that the Authority will need to put in place once the premises is declared as a Protected Area/Protected Place?**

- Under the Infrastructure Protection Act, all guards deployed to Protected Areas/Protected Places must be authorised by the Commissioner of Police. Appropriate warning signs will also need to be erected on the date the PA/PP is operational. For PPs, appropriate security measures for building and perimeter access control will need to be deployed.

### **33. What should the Authority take note of when applying to SPF to authorise/cease authorisation of the guards deployed at Protected Areas/Protected Places?**

- For authorisation: The Authority should submit an application (details at <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>) to the Commissioner of Police at [SPF\\_CPS\\_IPA@spf.gov.sg](mailto:SPF_CPS_IPA@spf.gov.sg) for authorisation. They should also ensure that the guards contracted to them by the private security agencies should have already completed the additional WSQ training.
- For cessation of authorisation: The Authority should submit an application (details at <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>) to the Commissioner of Police at [SPF\\_CPS\\_IPA@spf.gov.sg](mailto:SPF_CPS_IPA@spf.gov.sg) within 14 calendar days from the date that the security personnel is no longer deployed.

### **34. How will members of the public know that a particular place is a PA or PP, and it is an offence to take a photo of it?**

- The Authority of the Protected Area/Protected Place is required to put up adequate warning signs about the Protected Area/Protected Place along the perimeter of the premise.
- If the Authority does not allow for photography of the Protected Area/Protected Place, a “No Photography” sign will be placed at the perimeter of the Protected Area/Protected Place to inform the public as well.
- A list of Protected Areas/Protected Places prohibiting photography will be published at <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>.

**35. Images of a Protected Area/Protected Place could be inadvertently captured by people. Will action be taken against them?**

- In general, we will take a measured enforcement approach, depending on the facts of the case.
- Authorised officers of Protected Areas/Protected Places may examine the photo and ask the individual to delete the image in the first instance.
- Further action may be taken only if the person is non-compliant, or if there is a security reason to do so.

**36. Are there any exemptions for photography or videography of a Protected Area/Protected Place?**

- There may be situations where exemptions to this rule are warranted, e.g. if photography/videography is required by emergency responders in the course of investigations or operations.
- Other forms of photography/videography that are exempted from the need to seek permission from the authorities of Protected Area/Protected Place are listed at <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>.

**37. How is the ‘surrounding area’ of a Protected Area/Protected Place defined?**

- The surrounding area will be clearly defined in the Protected Area/Protected Place order.
- The surrounding area is determined by the owner of the Protected Area/Protected Place, and MHA’s approval will need to be obtained before the surrounding area is gazetted.
- The surrounding area is dependent on the terrain and security risks to a particular Protected Area/Protected Place. Some considerations may include covering areas with line-of-sight to the Protected Area/Protected Place to prevent surveillance.

**38. What safeguards are there to ensure that powers exercised by authorised officers in the surrounding area are reasonable?**

- Authorised officers need to carry and show proof of their identity and authorisation upon demand, before exercising powers in the surrounding areas. Authorised officers will also be trained on how to use these powers.
- The Authority will also need to have Standard Operating Procedures in place for authorised officers exercising these powers. For example, the authorised security personnel will be required to carry a map that demarcates the surrounding area of the Protected Area/Protected Place. This can be shown to members of the public if questioned, to make clear whether they are in the surrounding area or not.
- Signs around the perimeter of the Protected Area/Protected Place will be placed to inform the public on the powers to secure the surrounding area as well.

**39. How will security personnel guarding Protected Areas/Protected Places be trained to exercise their new powers under the IPA?**

- Existing security personnel will need to undergo a 2-day training course on “Perform Security Duties at Protected Areas and Protected Places”.
- With effect from 17 Dec 2019, only authorised security personnel who have obtained the WSQ certification in both “Handle Counter-Terrorism Activities” /

“Recognise Terrorist Threats” **and** “Perform Security Duties at Protected Areas and Protected Places” can be deployed to guard Protected Areas/Protected Places.

**40. Which are the WSQ training providers that offer the necessary training module?**

- The latest list of WSQ training providers can be found at <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>.

## SECURITY DIRECTIVES & MINISTER’S ORDERS

**41. When will a Security Directive be issued by MHA? What kinds of requirements can be imposed through a Security Directive?**

- MHA can issue Security Directives to two kinds of infrastructure.
- First, to Special Infrastructure. It can require:
  - Actions to comply with requirements under the IPA (e.g. rectify existing security measures, cease unauthorised works)
  - Security measures to cover risks not addressed in the Special Infrastructure’s security plan
- Second, to publicly accessible buildings, and PAs and PPs to mitigate the risk of an act of terrorism. It can require:
  - A limited set of security measures, such as installing or improving video surveillance systems. Structural modifications to the building will generally be kept to a minimum, i.e. not involving strengthening the structural elements against blast effects (as these tend to be costly, and not practical to retrofit for existing buildings)
- In identifying any security gap, MHA will engage building owners on any required measures, and will first aim to get their cooperation without issuing a directive. A consultative approach will be taken to develop measures that are practical and reasonably-scoped, based on established standards and risk profile of the building.
- A Security Directive will generally only be issued if the owner is resistant without good cause, and it is in the public interest for him to put in place those security measures.

**42. What kind of additional security measures can be imposed through a Security Directive?**

- For Special Development / Special Infrastructure, additional security measures can include:
  - Operational measures e.g. deployment of security guards
  - Technological measures e.g. installation of security systems or CCTVs
  - Structural measures e.g. hostile vehicle mitigation measures; reinforcement of key structural elements to prevent progressive collapse
- For publicly accessible buildings, and PAs and PPs, measures will generally be limited to operational, technological measures, as well as hostile vehicle mitigation measures like bollards. They will exclude strengthening structural elements to resist blast effects.

**43. What if I disagree with the security measures required in the Security Directive?**

- SPF will consult building owners on the risk the building faces and possible mitigation measures. The intent will be to work with the building owner to identify practical measures to implement. An outcome-based approach will be adopted, meaning there are various ways to achieve the desired security outcome.
- An appeal to the Minister is also provided for under the IPA to resolve such issues fairly.

**44. When will Minister's Order be issued? What kinds of requirements can be imposed through a Minister's Order?**

- Minister's Order can be issued to any premises to address an imminent risk of a terrorist act. For example, credible information has been received that a particular building, or group of buildings, are being targeted.
- It can require various measures to be taken to address the risk, including:
  - Closing part or whole of premises
  - Allowing state forces to access part or whole of premises to install security measures
  - Taking security measures necessary to mitigate threat, such as increasing personnel/vehicle screening
  - Submitting information to MHA that is needed to protect the premises; for example, CCTV footage, building plans or parking records
- Minister's Order will specify the timeframe within which measures must be taken, and how long the measures must be in place.
- There is no appeal against Minister's Orders, as grounds for issuing it is based on an imminent threat of attack.