

## Licensing Conditions for Security Officers

### SECTION 1: GENERAL LICENSING CONDITIONS

1. The licence shall be valid for such period from the date of approval as specified by the Licensing Officer.

If the licensee is a holder of a Work Pass issued by the Controller of Work Passes, then the licence shall expire on such a date as specified by the Licensing Officer, or upon the expiry or termination of his/her Work Pass, whichever is earlier.

#### **Responsibilities of the Licensee**

2. A licensee who is above the age of 60 years and who works for an employer which is not a licensed security agency shall
  - a. Be certified by a registered medical practitioner<sup>1</sup> to be medically fit for work as security officer before being deployed;
  - b. Be similarly certified annually thereafter; and
  - c. Submit the medical certificate to the licensing authority upon request.
3. The licensee shall comply with the prescribed training requirements and job functions of the corresponding grades of security officers under the Security Progressive Wage Model<sup>2</sup> (PWM) which is described in "*Section 2: The Security Progressive Wage, Grades and Training*" below, or as otherwise approved by the Licensing Officer.

The licensee shall ensure that he is qualified for the job functions<sup>3</sup> that he undertakes by meeting the requirements for those functions under the Security PWM. He shall not perform job function(s) that are not prescribed for his grade.
4. The licensee shall not be involved in any debt collection activity.
5. The licensee shall not be employed as a security officer by more than two employers at any one time.
6. The licensee shall surrender the Security Identification Card to the licensing authority when he/she is no longer licensed to work as a security officer.
7. The licensee shall comply with the Code of Conduct.

#### **Additional Training Requirements for Security Officers with Specific Roles**

8. Security officers doing security screening

Unless exempted<sup>4</sup>, the licensee shall obtain the requisite Workforce Skills Qualifications (WSQ) certifications before he/she can perform the following functions:

<u>Functions</u>	<u>WSQ Certification</u>
Operating X-ray machines	"Conduct security screening using X-Ray machine"
Using Walk-Through Metal Detectors (WTMDs) & Hand-Held Metal Detectors (HHMDs)	"Conduct security screening of person and bag"

9. A licensee who is approved to work as a security screener at the airport and who did not attain (i) the WSQ certifications in paragraph 8; and/or (ii) the mandatory WSQ modules set out in Annex C of the "*Recommendations of the Security Tripartite Cluster on the Progressive Wage Model for the Security Industry*" shall not work as a security screener elsewhere unless otherwise approved by the Licensing Officer.

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<sup>1</sup> As defined under the Medical Registration Act, Cap 174.

<sup>2</sup> For the purposes of this document, "Security Progressive Wage Model" or "Security PWM" refers to (i) the recommendations of the Security Tripartite Cluster on the Progressive Wage Model for the security industry that were accepted by the Government on 29 October 2014, which are effective till 31 December 2018 (the "2014 STC Recommendations"); and (ii) the recommendations of the Security Tripartite Cluster on the enhancements to the Progressive Wage Model and Overtime Exemption for the security industry that were accepted by the Government on 23 November 2017, which are effective from 1 January 2019 (the "2017 STC Recommendations").

<sup>3</sup> The "job functions" refers to the revised job descriptions issued by the Security Tripartite Cluster on 26 Feb 2016.

<sup>4</sup> Licensed SOs who have obtained certification in the WSQ module "*Conduct Security Screening*" or have met the requirements of the Training and Certification requirements under the National Civil Aviation Security Training Programme by Airport Police Division will be exempted from condition 8. SOs are required to submit the necessary documents to the licensing authority in order to be exempted.

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10. Requirement for Recognising Terrorist Threats (with effect from 1 January 2020)

Licensee who have not obtained the WSQ certification in "Recognise Terrorist Threats" ("RTT") shall not work as a Security Officer (SO) anywhere except at condominiums<sup>5</sup> or warehouses<sup>6</sup> unless they have received an exemption<sup>7</sup> from the Licensing Officer.

11. Handling of Patrol Dogs

The licensee shall not patrol with a patrol dog<sup>8</sup> without the prior written approval of the Licensing Officer.

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<sup>5</sup> A condominium refers to strata-titled properties (non-landed) that are solely for residential use. This includes condominiums, executive condominiums, privatised HUDCs, as well as residential cluster housing regulated under the Land Titles (Strata) Act (Cap. 158).

<sup>6</sup> A warehouse is a building where storage is the principal use and where no business is transacted other than incidentally to such storage.

<sup>7</sup> Licensed SOs who have obtained certification in the WSQ module "*Handle Counter-Terrorism Activities*" or such other certifications approved by the Licensing Officer may be exempted from having to obtain the WSQ RTT certification. SOs are required to submit the necessary documents to the licensing authority in order to be exempted.

<sup>8</sup> A patrol dog is any dog used for patrolling, guarding of property, or detecting explosives, weapons, firearms and controlled drugs.

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### **SECTION 2: THE SECURITY PROGRESSIVE WAGE, GRADES AND TRAINING**

The training requirements, wages, grades and prescribed job functions for security officers under the Security PWM are specified in the following table. These requirements are applicable to all security officers holding a Security Officer licence unless otherwise specified. Unless exempted, the security officer must obtain the relevant mandatory Workforce Skills Qualifications (WSQ) certification and/or the other required training modules approved by the Licensing Officer before he/she is deployed. A Security Officer may only be deployed to perform job functions which correspond to his grade or those of a lower grade.

Grade <sup>9</sup>	Starting monthly basic wage <sup>10</sup>	Minimum Years in Service	Training Modules to be Fulfilled	Job Functions <sup>11</sup>
SECURITY OFFICER (SO)	For the effective starting monthly basic wage till 31 December 2018, please refer to Diagram 1 of the 2014 STC Recommendations accepted by the Government on 29 October 2014 at <a href="http://www.NTUC.org.sg/SecurityTripartiteCluster">www.NTUC.org.sg/SecurityTripartiteCluster</a>	Please refer to the required minimum years in service for promotions as set out in Diagram 1 of the 2014 STC Recommendations accepted by the Government on 29 October 2014 at <a href="http://www.NTUC.org.sg/SecurityTripartiteCluster">www.NTUC.org.sg/SecurityTripartiteCluster</a>	Please refer to the training modules set out in Annex C <sup>12</sup> of the 2014 STC Recommendations accepted by the Government on 29 October 2014 located at <a href="http://www.NTUC.org.sg/SecurityTripartiteCluster">www.NTUC.org.sg/SecurityTripartiteCluster</a>	Please refer to the list of job functions set out in “PWM Job Functions (updated 26 Feb 2016)” at <a href="http://www.NTUC.org.sg/SecurityTripartiteCluster">www.NTUC.org.sg/SecurityTripartiteCluster</a>
SENIOR SECURITY OFFICER (SSO)				
SECURITY SUPERVISOR (SS)				
SENIOR SECURITY SUPERVISOR (SSS)				
CHIEF SECURITY OFFICER (CSO)				

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<sup>9</sup> Please note that the actual grades of security officers accorded takes into account whether the officer has met the requisite PWM are written in capitals, e.g. “SECURITY OFFICER”, “SENIOR SECURITY SUPERVISOR”.

<sup>10</sup> For security personnel who are Singaporean or Singapore Permanent Residents working for Security Agencies, they will be paid basic salaries not less than the amount recommended by the Security Tripartite Cluster. For the purposes of this section, “Security Progressive Wage Model” or “Security PWM” refers to (i) the 2014 STC Recommendations that were accepted by the Government on 29 October 2014, which are affective till 31 December 2018; and (II) the 2017 STC Recommendations that were accepted by the Government on 23 November 2017, which are effective from 1 January 2019.

<sup>11</sup> Security officers of higher grade can perform the job functions of those of a lower grade but not vice versa. For the purposes of this document, the “job functions” refers to the revised job descriptions issue by the Security Tripartite Cluster on 26 Feb 2016.

<sup>12</sup> 2014 STC Recommendations, Annex C: “Recommended Security WSQ Modules for Progressive Wage Model”