

As of 26 Apr 22

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

Name of New Security Agency (SA)	
SA's Unique Entity Number	
Date of SA licence application	
Date of Documents Submission by SA	
Name of Assessor(s)	

Note: In order 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.

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

Training Category											
Competency	Outcome										
<p><u>C.1 : Pre-deployment Training</u></p> <p>SA has an induction training programme to prepare and familiarise security officers¹ when they are deployed to a new site.</p> <p><u>Documentation Assessment</u></p> <p>The SA must submit an Induction Training Package/Programme for security officers. The training package must include the following components:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%; padding: 5px;">S/N</th> <th style="width: 70%; padding: 5px;">Component</th> <th style="width: 20%; padding: 5px;">Y/N</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">Job functions of the security officer at the deployment site</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">The service offences stipulated under Regulation 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009</td> <td style="padding: 5px;"></td> </tr> </tbody> </table> <p><u>Assessor's Observation</u></p> <div style="border: 1px solid black; height: 300px; width: 100%; margin-top: 10px;"></div>	S/N	Component	Y/N	1	Job functions of the security officer at the deployment site		2	The service offences stipulated under Regulation 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009		<p>Pass / Fail</p>	
S/N	Component	Y/N									
1	Job functions of the security officer at the deployment site										
2	The service offences stipulated under Regulation 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009										

¹ Security officers refers 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 Category								
Competency	Outcome							
<p><u>C.2 : Continuous Professional Development</u></p> <p>SA has a basic continuous training programme for security officers.</p> <p><u>Documentation Assessment</u></p> <p>The SA must submit a continuous training programme for security officers and/or Aviation security officers (AvSO). The programme must cover the basic functions as follows:</p> <ul style="list-style-type: none"> i) Security officers: Access Control, Patrol & Surveillance and Incident Management); and/or ii) Aviation security officers: Access Control & Security Screening <p>The training programme must include the following component:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%; padding: 5px;">S/N</th> <th style="width: 70%; padding: 5px;">Component</th> <th style="width: 20%; 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><u>Training Development</u></p> <p>The SA has a continuous training programme on the basic functions of security officers and/or AvSOs. 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:</p> <ul style="list-style-type: none"> i. Objective of the training package ii. Key observations iii. Lessons learnt <p>The training programme may also include refresher training on the SA's Standard Operating Procedures.</p> <p>The SA has plans to conduct the training programme at least twice a year.</p> </td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	S/N	Component	Y/N	1	<p><u>Training Development</u></p> <p>The SA has a continuous training programme on the basic functions of security officers and/or AvSOs. 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:</p> <ul style="list-style-type: none"> i. Objective of the training package ii. Key observations iii. Lessons learnt <p>The training programme may also include refresher training on the SA's Standard Operating Procedures.</p> <p>The SA has plans to conduct the training programme at least twice a year.</p>		Pass / Fail	
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Operational Processes Category																		
Competency			Outcome															
<u>C.5 : Business Continuity Plan</u>	<p>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</p> <p><u>Documentation Assessment</u></p> <p>The SA must submit a copy of the BCP for any <u>2</u> of the contingencies listed in S/N 1. The BCPs must be reviewed annually.</p> <p>The BCPs must include the following components:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%; padding: 5px;">S/N</th> <th style="width: 80%; padding: 5px;">Component</th> <th style="width: 15%; padding: 5px;">Y/N</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;"> Type of contingencies (please indicate which 2): <ul style="list-style-type: none"> i. Major disaster (e.g. island-wide floods, building collapse) ii. IT related incidents (e.g. cyber attacks) iii. Terror-related incident (e.g. bomb attack, vehicle attack) iv. Diseases outbreak (e.g. pandemic) </td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">The BCP states how the SA ensures that its business operations can continue based on the two selected contingencies</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; 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="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="padding: 5px;">Plan reviewed annually</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		S/N	Component	Y/N	1	Type of contingencies (please indicate which 2): <ul style="list-style-type: none"> i. Major disaster (e.g. island-wide floods, building collapse) ii. IT related incidents (e.g. cyber attacks) iii. Terror-related incident (e.g. bomb attack, vehicle attack) iv. Diseases outbreak (e.g. pandemic) 		2	The BCP states 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		Pass / Fail
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<u>Assessor's Observation</u>																		
<u>Remote Assessment</u>	<p>The assessors will select one of the SA's staff (managerial level & above) at the main office for assessment. The assessor will interview him/her in person through video call to verify his/her roles described against the BCP. The staff may refer to the BCP for reference.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%; padding: 5px;">S/N</th> <th style="width: 80%; padding: 5px;">Component</th> <th style="width: 15%; padding: 5px;">Y/N</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">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.</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		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.											
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Assessor's Observation (To state reasons if any of the components are not present)

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