

OFFICIAL (OPEN)
With effect from 1 July 2023

**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.

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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"> <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> <p>The service offences stipulated under Regulation 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009</p> <p>“7A. (1) When carrying out the functions as a security officer, a licensed security officers must –</p> <p>(a) not sleep;</p> <p>(b) not consume alcohol or be under the influence of alcohol;</p> <p>(c) not be absent from the place where the licensed security officer is deployed without any valid reason;</p> <p>(d) not use any threatening or abusive language; and</p> <p>(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.</p> <p>(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.”</p> </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	<p>The service offences stipulated under Regulation 7A(1) and (2) of the Private Security Industry (Conduct) Regulations 2009</p> <p>“7A. (1) When carrying out the functions as a security officer, a licensed security officers must –</p> <p>(a) not sleep;</p> <p>(b) not consume alcohol or be under the influence of alcohol;</p> <p>(c) not be absent from the place where the licensed security officer is deployed without any valid reason;</p> <p>(d) not use any threatening or abusive language; and</p> <p>(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.</p> <p>(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.”</p>		Pass / Fail
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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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Assessor's Observation

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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 assessed on Incident Response, Guard & Patrol and Threat Observation); and/or ii) Aviation security officers (AVSO) will be assessed on Access Control & Security Screening <p>The training programme must include the following component:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">S/N</th> <th style="width: 75%;">Component</th> <th style="width: 20%;">Y/N</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <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. The "year" refers to the period of 1 year from the date of licence grant.</p> </td> <td></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. The "year" refers to the period of 1 year from the date of licence grant.</p>		Pass / Fail
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Operational Processes Category																	
	Competency	Outcome															
	<p><u>C.5 : Business Continuity Plan</u></p> <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, for effectiveness.</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) The examples above are not exhaustive. SAs who submit BCPs with examples that are not under the above given examples 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. </td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; 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="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 from the date of the last review</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) The examples above are not exhaustive. SAs who submit BCPs with examples that are not under the above given examples 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.		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		Pass / Fail
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	<p><u>Remote Assessment</u></p> <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>																

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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.	
<p>Assessor's Observation (To state reasons if any of the components are not present)</p> <div style="border: 1px solid black; height: 400px; width: 100%;"></div>		

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