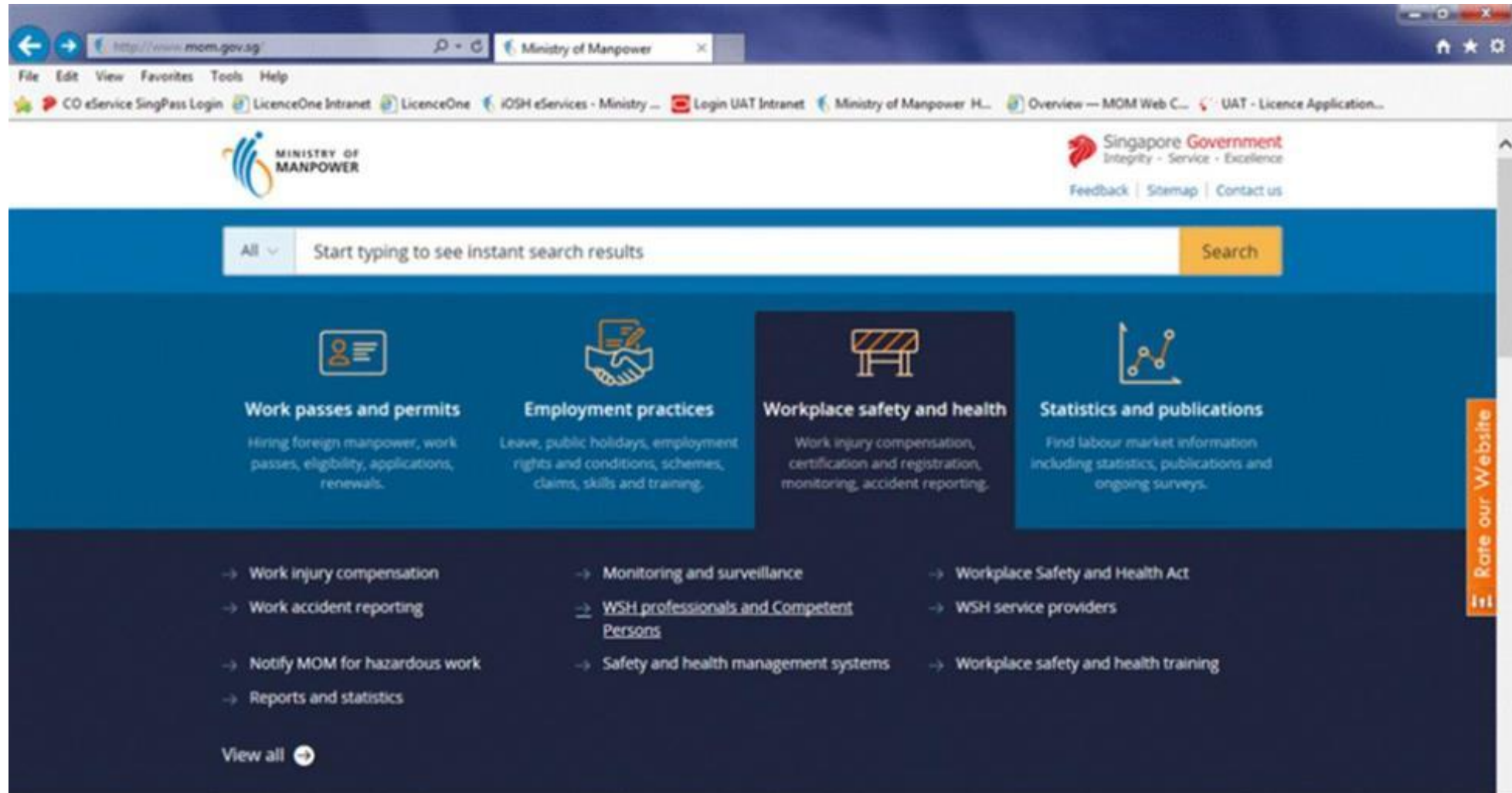


Step-by Step Guide to renew WSH Officer Registration

Please visit MOM website at www.mom.gov.sg and login into MOM eService (Please refer to the following flow)

Workplace Safety and Health → WSH professionals and Competent Persons → Workplace Safety and Health Officer → Renew a registration → How to renew → **Log in to apply** (A valid Singpass account is required)




Once login with your [Singpass](#), you will see the below landing page.

To verify and/or amend “address” and “contact numbers”

1. Click on the “**APPLICANT’S NAME**”
2. Click “[Edit profile](#)” and verify/update accordingly
3. Click “[Proceed](#)” once completed



Competent Person (1)  **APPLICANT’S NAME** [Logout](#)

Draft and submitted applications

[Apply new certificate](#)

Draft applications are only saved for one month from the date of application.

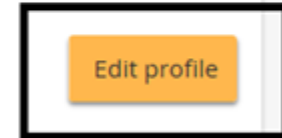
Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
There are no drafts yet.						

Certificates

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
028-073-	Workplace Safety and Health Officer		24/03/2010	24/03/2012	Select action ▼



(2)



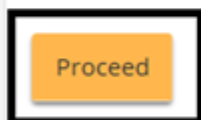
Personal details

Name 
NRIC 
Gender 
Date of birth 
Country of birth 
Race 
Nationality 
Telephone no.
Address

Notification details

Email address
Mobile no.
SMS alert No


(3)



Cancel


To add SDUs

- Click “[Manage SDU Activity](#)”

Safety Development Unit (SDU)  [→ Manage SDU Activity](#)

To qualify for WSHO renewal, you must have at least 40 SDUs where 20 must come from structured activities. You can get 10 SDUs for WSH Employment.

You need **20 more (Structured SDUs)** to qualify for WSHO renewal

You do not qualify for the renewal. Please submit at least 20 Structured and 40 SDUs in total to qualify for renewal. 


Structured SDUs	+	Unstructured SDUs	=	Total
0		0		0

Category	Activity	Type	SDU	Date	Status
----------	----------	------	-----	------	--------

You can add the required here by clicking on the (a) “Add structured activity” or (b) “Add unstructured activity”


Manage SDU Activity

Structured SDU

[⊕ Add structured activity](#)  **(a)**

Activity title	Organiser/Company	Supporting document	SDU	Actions
There are no structured SDUs yet.				

Unstructured SDU

[⊕ Add unstructured activity](#)  **(b)**

Activity title	Organiser/Company	Supporting document	SDU point	Actions
There are no unstructured SDUs yet.				

To Add Structured SDUs

1. Select “Category” by clicking on the drop down arrow
2. Select “Organiser” by clicking on the drop down arrow
3. Select “Activity” by clicking on the drop down arrow
4. Click “Choose file” to upload supporting document
5. Click “Save” to save the SDU item

* Repeat the process to add more SDU items

The screenshot shows a form titled "Add structured activity". It contains three dropdown menus: "Select Category", "Select Organizer", and "Select activity". Each dropdown menu has a yellow arrow pointing to it with a number in parentheses: (1) for Category, (2) for Organizer, and (3) for activity. Below these is a text instruction: "You need to submit supporting document. The maximum allowable size for the individual file is 3MB." Below the instruction is an orange button labeled "Choose file" with a yellow arrow pointing to it labeled (4). At the bottom of the form are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a black border and a yellow arrow pointing to it labeled (5).

Added SDU item will be displayed below

Activity title	Organiser/Company	Supporting document	SDU	Actions
Graduate Certificate in Workplace Safety & Health	Singapore Polytechnic	Test Document.pdf	50	Remove

Total structured SDUs : 50

To Add Unstructured SDUs

1. Select “Activity” by clicking on the drop down arrow
2. Click on “Organiser/Company” and enter details
3. Click on “No. of Contact Hour” and enter the hours spent
4. Click “Choose file” to upload supporting document
5. Click “Save” to save the SDU item

* Repeat the process to add more SDU items

The screenshot shows a form titled "Add unstructured activity". It contains the following elements:

- A dropdown menu labeled "Select Activity" with a yellow arrow pointing to it labeled (1).
- A text input field labeled "Organiser/Company" with a yellow arrow pointing to it labeled (2).
- A text input field labeled "No. of Contact Hour" with a yellow arrow pointing to it labeled (3).
- A message: "You need to submit supporting document. The maximum allowable size for the individual file is 3MB."
- An orange button labeled "Choose file" with a yellow arrow pointing to it labeled (4).
- At the bottom, a "Save" button (highlighted with a black box and a yellow arrow labeled (5)) and a "Cancel" button.

Added SDU item will displayed below

Activity title	Organiser/Company	Supporting document	SDU point	Actions
Informal In-House Training and Discussion	Employer	Test Document.pdf	10	Remove

Total Unstructured SDUs : 10

**SDU Summary page will list all the SDUs you have entered.
This record will be kept till your next renewal.**

- Click “[Back](#)” to proceed

Manage SDU Activity

Structured SDU

[+ Add structured activity](#)

Activity title	Organiser/Company	Supporting document	SDU	Actions
Graduate Certificate in Workplace Safety & Health	Singapore Polytechnic	 Test Document.pdf	50	⊗ Remove

Total structured SDUs : 50

Unstructured SDU

[+ Add unstructured activity](#)

Activity title	Organiser/Company	Supporting document	SDU point	Actions
Informal In-House Training and Discussion	Employer	 Test Document.pdf	10	⊗ Remove

Total Unstructured SDUs : 10

Back



You will only be given the option to renew when you fulfil the following conditions:

- a) submit a total of 40 SDUs* which must include at least **20 Structured SDUs**; **AND**
- b) your current registration is **due for renewal** (2 months days prior to current expiry date)

* You may choose to submit all 40 SDUs under structured category

* You may submit your WSH Employment for 10 Structured SDUs

To renew

1. "Select action" by clicking on the drop down arrow
2. Click "Renew"

Certificates

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
028-073-1	Workplace Safety and Health Officer		24/03/2010	24/03/2012	Select action  (1)

(2)  **Renew**
Print Receipt

Safety Development Unit (SDU)

To qualify for WSHO renewal, you must have at least 40 SDUs where 20 must come from structured activities. You can get 10 SDUs for WSH Employment.

You need **0 more (Structured SDUs)** to qualify for WSHO renewal  You have sufficient SDUs . Please proceed to renew.

Structured SDUs: 50  + Unstructured SDUs: 10 = Total: 60  

Category	Activity	Type	SDU	Date	Status
Accredited In-House Training	Graduate Certificate in Workplace Safety & Health	Structured	50	01/02/2016	New
Informal In-House Training and Discussion	Informal In-House Training and Discussion	Unstructured	10	01/02/2016	New

Please read, understand and “Agree” to proceed with the renewal application

Renewal for certificate of approval for Workplace Safety and Health Officer

Terms & conditions

Terms and Conditions for Workplace Safety and Health Officer (WSHO)

- As a registered WSHO, I am responsible to carry out all duties and exercise my powers in accordance to the WSH (WSHO) Regulations.
- The Commissioner for Workplace Safety and Health (‘the Commissioner’) may suspend or cancel my approval of registration to be a WSHO if
 - a) The Commissioner is satisfied that
 - i. I had obtained or procured his approval by fraud or misrepresentation;
 - ii. I have breached any term or condition subject to which the approval was granted ; or
 - iii. I am no longer fit and proper to act as a WSHO
 - b) The Commissioner considers it is in the public interest to do so



I Agree

I Disagree

Declaration

- “Tick” the 2 boxes to make your declaration
- Click “Submit” your renewal application and proceed to make **ePayment**

Supporting documents

 Edit

Declaration

- I have read, understood and agreed to comply with the above requirements, upon the approval of my registration to be a WSHO by the Commissioner for Workplace Safety and Health.
- I also declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.



(1)

Privacy Statement

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

 (2)