

Integrated Occupational Safety and Health System (iOSH)

User Manual Licensing Competent Person (CP) – Submit Safety Development Unit (SDU) for Workplace Safety & Health Officer (WSHO) (eServices)

Version 1.1

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	27 Nov 2015	Initial Release	Jan
1.1	13 Jul 2021	Changed Singpass Logo/Text/Labels	Chung Woon Chuan

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1. Licensing (Competent Person) – Submit SDU for WSHO

1.1 Access landing page of CP (SDU) for (WSHO)

Note: To access the SDU page the CP login should have an active WSHO competency type license. Otherwise, no SDU section will be displayed in the CP dashboard page.

- 1) Click on [[Log in to WSH eServices](https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons)] hyperlink to access the module page at <https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons>.

(Seen in Figure 1).



Figure 1

- 2) Provide login ID and password to [[Singpass ID](#)], [[Password](#)] fields to login.
(Seen in Figure 2)

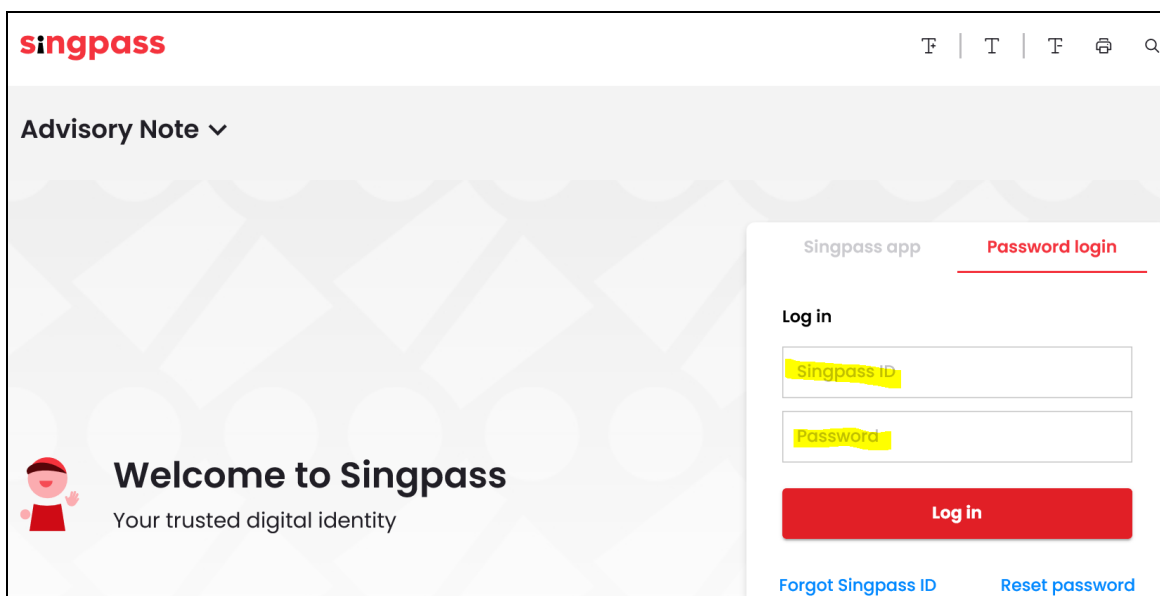


Figure 2

- 3) The system displays the landing page or the dashboard screen together with the Safety Development Unit (SDU) section upon successful login. (Seen in Figure 3)

The applicant can do the following functions below:

- Applicant can manage the SDU activities using the [\[Manage SDU Activity\]](#) link button (Seen in Figure 3: #1). The applicant should be redirected to the Manage SDU Activity page on click of this link button. (Seen in Figure 4).
- Applicant can easily see how much points he/she needs to qualify for the Structured SDU. (Seen in Figure 3: #2)
- Applicant is noted if he/she is qualified to renew the license. (Seen in Figure 3: #3)
- Points are calculated for Structured and Unstructured SDU together with the Total points. (Seen in Figure 3: #4).
- The SDU table section displays the WSHO active license's existing SDU activities. SDU activities can be a mix of structured and unstructured activities as seen from the table. (Seen in Figure 3: #5).
-

Competent Person BEN STILLER 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
CP13000363-1	02/10/2015	Workplace Safety and Health Officer		Renewal	Processing	Select action
CP15000232-1	02/11/2015	Authorised Examiner (Pressure Vessel)	Fabrication Surveyor	New	Processing	NIL
CP15000277-1	13/11/2015	Authorised Examiner (Lifting Equipment)	Derricks Tower Cranes	Add Scope	Processing	NIL

Certificates

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
015-001-00224	Authorised Examiner (Lifting Equipment)	Tower Cranes	13/11/2015		NIL
029-001-00358	Workplace Safety and Health Officer		02/11/2015	02/11/2015	Select action

Safety Development Unit (SDU) #1
[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 **6 more (Structured SDUs)** to qualify for WSHO renewal #2

You do not qualify for the renewal. Please submit at least 20 Structured and 40 SDUs in total to qualify for renewal. #3

Structured SDUs	+	Unstructured SDUs	=	Total	#4
14		10		24	

Category	Activity	Type	SDU	Date	Status
Contribution to Relevant S & H Knowledge	Conduct Accredited Courses for the 1st Time	Structured	4	29/10/2015	New
Safety & Health Employment	Safety & Health Employment	Structured	10	29/10/2015	New

Figure 3

1.2 To Manage SDU Activity page

The Manage SDU Activity page is composed of the Structured and Unstructured activity section where applicant can add respective SDU activity. (Seen in Figure 4)

The screenshot shows the 'Manage SDU Activity' page. At the top, there are logos for the Ministry of Manpower and Singapore Government. The page header includes 'WSH eServices' and a 'Logout' link. The main content is divided into two sections: 'Structured SDU' and 'Unstructured SDU'. Each section has an 'Add' button and a table of activities. The 'Structured SDU' table has two rows, and the 'Unstructured SDU' table has one row. A 'Back' button is at the bottom left.

Activity title	Organiser/Company	Supporting document	SDU	Actions
Safety & Health Employment	Please provide details under the additional information below.	(SPM and ISTD Approval to SRS v5.0) MOM-2015-05730.pdf	10	Remove
Conduct Accredited Courses for the 1st Time	Please provide details under the additional information below.	(SPM and ISTD Approval to SRS v5.0) MOM-2015-05730.pdf	4	Remove

Total structured SDUs : 14

Activity title	Organiser/Company	Supporting document	SDU point	Actions
test jan	test org	Sample_letter_for_INDIAN_NAT.pdf	10	Remove

Total Unstructured SDUs : 10

Back

Figure 4

- 1) Add structured activity (Seen in Figure 5)
 - a. Applicant can click the [\[Add structured activity\]](#) link button to begin adding the entry. Once this button is clicked, a cascaded section displays the Add structured activity fields.
 - b. The Add structured activity fields are [\[Select Category\]](#), [\[Select Organizer\]](#), and [\[Select activity\]](#) with attachment [\[Choose file\]](#) must be supplied by the applicant before the system would allow the entry to be saved. Applicant can click the [\[Save\]](#) button to save entry. Once successful entry is saved, the page displays the added entry. (Seen in Figure 6)
 - c. Applicant can click the [\[Cancel\]](#) link button to abort or cancel the entry.

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Competent Person BEN STILLER Logout

Manage SDU Activity

Structured SDU

Add structured activity

Select Category ▾

Select Organizer ▾

Select activity ▾

You need to submit supporting document.
The maximum file size allowed is 3MB.

Choose file

Save Cancel

Figure 4

Competent Person BEN STILLER [Logout](#)

Manage SDU Activity

Structured SDU

[+ Add structured activity](#)

Activity title	Organiser/Company	Supporting document	SDU	Actions
Board or Council Member	Please provide details under the additional information below.	CP Card Size Certificate.pdf	8	Remove
Write or Edit Papers	Please provide details under the additional information below.	SDU1.pdf	5	Remove

Total structured SDUs : 13

Unstructured SDU

[+ Add unstructured activity](#)

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

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Figure 5

2) Add unstructured activity (Seen in Figure 7)

- a. Applicant can click the [\[Add unstructured activity\]](#) link button to begin adding the entry. Once this button is clicked, a cascaded section displays the Add unstructured activity fields.
- b. The Add unstructured activity fields are [\[Select Activity\]](#), [\[Organiser/Company\]](#), and [\[No. of contact hour\]](#) with attachment [\[Choose file\]](#) must be supplied by the applicant before the system would allow the entry to be saved. Applicant can click the [\[Save\]](#) button to save entry. Once successful entry is saved, the page displays the added entry. (Seen in Figure 8)
- c. Applicant can click the [\[Cancel\]](#) link button to abort or cancel the entry.

Unstructured SDU

Add unstructured activity

Select Activity

Organiser/Company

No. of contact hour

You need to submit supporting document.
The maximum file size allowed is 3MB.

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

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Figure 7

Competent Person BEN STILLER [Logout](#)

Manage SDU Activity

Structured SDU

[+ Add structured activity](#)

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

Unstructured SDU

[+ Add unstructured activity](#)

Activity title	Organiser/Company	Supporting document	SDU point	Actions
Informal In-House Training and Discussion	Test Company	SDU1.pdf	6	Remove
Non-Accredited Safety Activities	New Horizon Company	CP Card Size Certificate.pdf	12	Remove
Professional Membership	Microsoft	CP Card Size Certificate.pdf	16	Remove

Total Unstructured SDUs : 34

[Back](#)

Figure 8

1.3 Removal SDU entries.

- 1) The Manage SDU activity page can only remove entries by clicking the [Remove] link button from the respective Action column. (Seen in Figure 9)

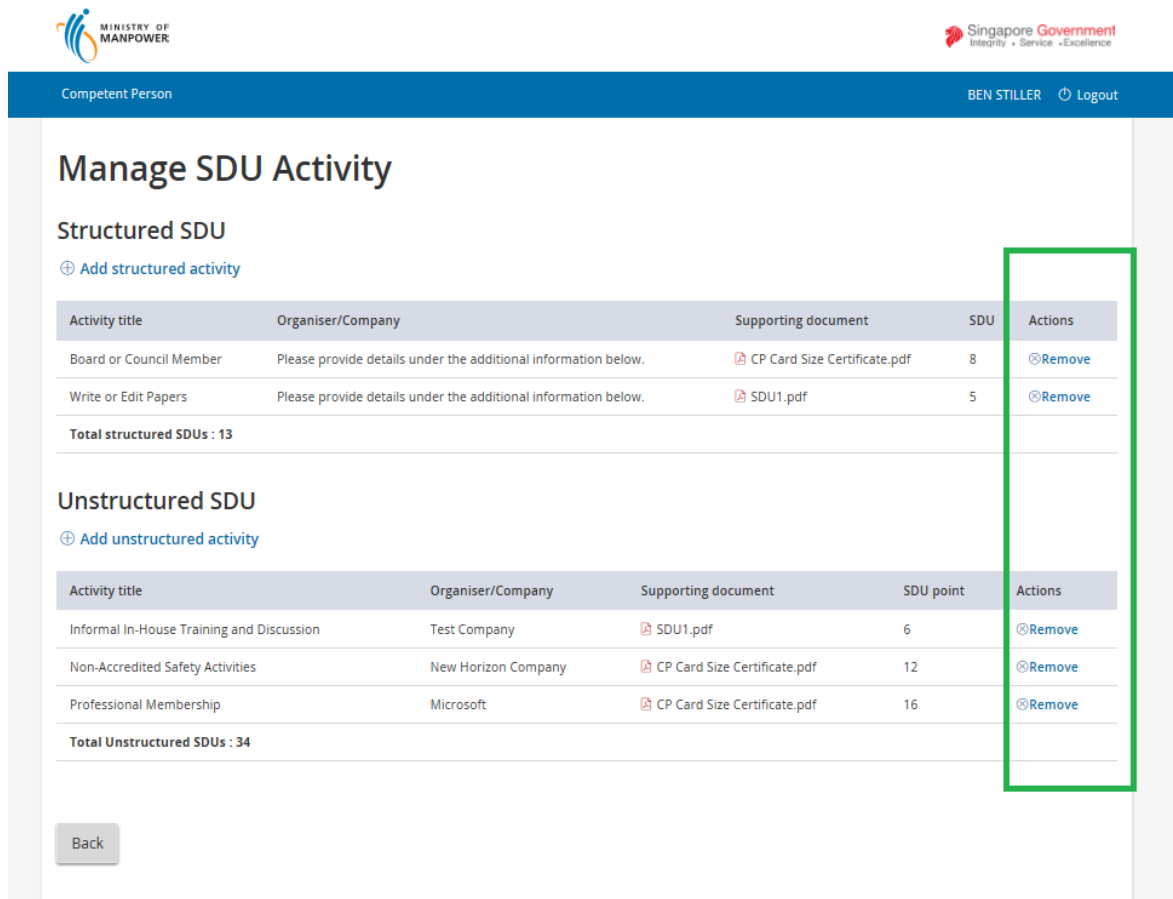


Figure 9

1.4 Calculated SDU points displayed in the Dashboard.

- 1) All SDU entries upon click of the [\[Back\]](#) button (Seen in **Figure 10**) from the Manage SDU Activity page are calculated and will reflect in the dashboard page. (Seen in **Figure 11**).

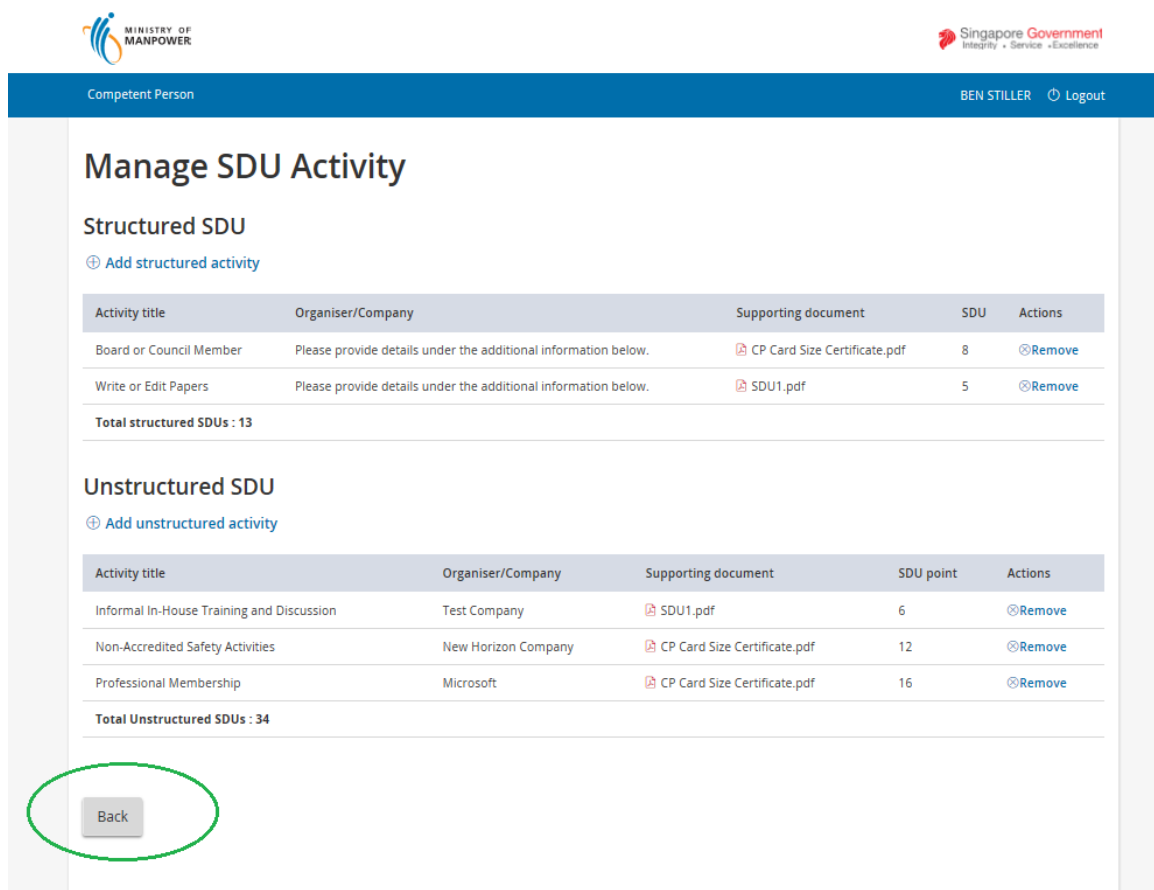


Figure 10

The screenshot shows the user interface for a competent person. At the top, it identifies the user as 'BEN STILLER' and provides a 'Logout' option. The main content is divided into three sections:

- Draft and submitted applications:** A table listing three applications. The first application (CP13000363-1) is for a 'Workplace Safety and Health Officer' renewal, currently in 'Processing' status. The second (CP15000232-1) is for an 'Authorised Examiner (Pressure Vessel)' as a 'Fabrication Surveyor', also in 'Processing' status. The third (CP15000277-1) is for an 'Authorised Examiner (Lifting Equipment)' as a 'Derricks Tower Cranes' 'Add Scope', in 'Processing' status. An 'Apply new certificate' button is visible.
- Certificates:** A table showing two certificates. The first (015-001-00224) is for an 'Authorised Examiner (Lifting Equipment)' for 'Tower Cranes', starting on 13/11/2015. The second (029-001-00358) is for a 'Workplace Safety and Health Officer' starting on 02/11/2015 and expiring on 02/11/2015.
- Safety Development Unit (SDU):** A section explaining that 40 SDUs are required for WSHO renewal, with 20 from structured activities. It shows the user has 13 structured SDUs and 34 unstructured SDUs, totaling 47. A red banner indicates that 7 more structured SDUs are needed. Below this is a table of activities contributing to the total.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP13000363-1	02/10/2015	Workplace Safety and Health Officer		Renewal	Processing	Select action
CP15000232-1	02/11/2015	Authorised Examiner (Pressure Vessel)	Fabrication Surveyor	New	Processing	NIL
CP15000277-1	13/11/2015	Authorised Examiner (Lifting Equipment)	Derricks Tower Cranes	Add Scope	Processing	NIL

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
015-001-00224	Authorised Examiner (Lifting Equipment)	Tower Cranes	13/11/2015		NIL
029-001-00358	Workplace Safety and Health Officer		02/11/2015	02/11/2015	Select action

Category	Activity	Type	SDU	Date	Status
Contribution to Relevant S & H Knowledge	Write or Edit Papers	Structured	5	28/11/2015	New
Participation in Professional Boards, Committees & Societies	Board or Council Member	Structured	8	28/11/2015	New

Figure 11

Note: Should the SDU points become sufficient to qualify a batch job process or an approving officer will flag the SDU license for Renewal. This means in the Action dropdown the user will see the Renew action item upon approval. (Seen in Figure 13).

Without the approval, No Renew Action item option will be shown from the dropdown box. (Seen in Figure 12).

Pending Approval:

The screenshot shows the user interface for a competent person. At the top, the user is identified as BEN STILLER with a Logout option. The main content is divided into three sections:

- Draft and submitted applications:** A table with columns: Application No, Application date, Competency type, Competency scope, Application Type, Status, and Action. It lists three applications: CP13000363-1 (Renewal), CP15000232-1 (New), and CP15000277-1 (Add Scope).
- Certificates:** A table with columns: Registration Number, Competency type, Competency scope, Start date, Expiry Date, and Action. It shows two certificates: 015-001-00224 and 029-001-00358. A red box highlights the 'Select action' dropdown for the second certificate, which includes options for 'Print Receipt' and 'Manage SDU Activity'.
- Safety Development Unit (SDU):** A section explaining the requirements for WSHO renewal (at least 40 SDUs, 20 structured). It shows the user has 0 more structured SDUs needed. A summary box indicates: Structured SDUs (28) + Unstructured SDUs (34) = Total (62). Below this is a table of SDU activities, including 'Contribution to Relevant S & H Knowledge' (Structured, 15 SDUs, dated 28/11/2015).

Figure 12

Approved for Renewal:

This screenshot is identical to Figure 12, showing the same user interface for BEN STILLER. The key difference is that the 'Select action' dropdown for the certificate 029-001-00358 is now open, and the 'Renew' option is highlighted in blue, indicating the certificate is ready for renewal.

Figure 13

Applicant may logout to exit using the logout link button from the header.

Click [\[Logout\]](#) hyperlink to exit.

The screenshot displays the user interface for the Integrated Occupational Safety and Health System (iOSH). At the top, there are logos for the Ministry of Manpower and the Singapore Government. The user is logged in as 'JEEVA' and a 'Logout' button is circled in green. The main content area is titled 'Draft and submitted applications' and includes a note that draft applications are only saved for one month. Below this is a table with two rows of application data. A second table titled 'Certificates' shows that there are no certificates yet. The footer contains copyright information and links for contact, terms of use, and privacy policy.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000326		Authorised Examiner (Pressure Vessel)	Steam Piping Steam Receiver	New	Ready For Submission	Select action ▾
CP15000327-1	27/11/2015	Workplace Safety and Health Officer		New	Processing	NIL

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
There are no certificates yet.					

Figure 32