



**Application to Gazette/De-Gazette a Protected Place Under the
Infrastructure Protection Act and Personnel Vetting
for the Possession of Biological Agents and Toxins Regulated under
the Biological Agents and Toxins Act**

Gazetting a facility as a Protected Place (PP) is a pre-requirement for a facility to possess First Schedule Part 2 biological agent, Second Schedule biological agent, and/or Fifth Schedule toxin under the Biological Agents and Toxins Act (BATA).¹

This document provides information on the following procedures which jointly involves Biosafety and Health Support Services Division of the Health Sciences Authority (HSA-BHSS) and the Singapore Police Force (SPF):

- A. Gazetting a facility as a PP under the Infrastructure Protection Act (IPA).²
- B. De-gazetting a facility as a PP under the IPA.
- C. Screening of personnel working in a PP facility.

¹ BATA is administered by the Health Sciences Authority, Biosafety Branch.

² IPA is administered by the Ministry of Home Affairs.

A. PROCEDURES TO GAZETTE A FACILITY AS A PROTECTED PLACE

1. Facility Operators intending to apply to gazette their facility as a PP under the IPA are required to submit -
 - a. A written request to the HSA-BHSS stating the specific reasons or justifications³ for the gazette; and
 - b. A Facility Administrative Oversight Plan (see [Guidance Document for Development of Facility Administrative Oversight Plan](#) for details).

A1. Support Application to Gazette Facility as Protected Place

2. The HSA-BHSS will assess the application, and a letter will be sent to inform the Facility Operator on the outcome of the assessment (support or not support). If the application is supported by HSA-BHSS, a Letter of Support will be issued to the Facility Operator, copying Singapore Police Force Centre for Protective Security (SPF-CPS) and Protective Security Working Group (SPF-PSWG).

A2. Application to Gazette Facility as Protected Place

3. The Facility Operator can submit completed application form⁴ to gazette his/her facility as a PP, along with the rest of the required documents, e.g. Draft Order, survey plan of premise, completed checklists⁵ for premises storing and/or handling Security Sensitive Materials, Letter of Support from HSA-BHSS, and any other documents as instructed by SPF-CPS to SPF_CPS@spf.gov.sg, copying HSA-BHSS (HSA_BATA_Enquiries@hsa.gov.sg). To avoid delay in the application, Facility Operator is advised to ensure that all requirements including the relevant forms and checklists are duly fulfilled and completed.
4. The Facility Operator is to schedule a security site inspection by SPF-PSWG through the HSA-BHSS, when all the necessary security features for the facility have been implemented. Prior to the on-site inspection, the Facility Operator is required to submit to HSA-BHSS a properly filled up Protective Security Work Group (PSWG) checklist with clear indications of all the security measures implemented, and these shall include access control to the facility and the materials, locations and specifications of all the closed-circuit televisions and the intrusion detection system for the premises strong and/or handling Security Sensitive Materials. The inspection will involve facility personnel, SPF-PSWG and HSA-BHSS officers.
5. Following the inspection, the facility will be informed of the inspection outcome and security recommendations from SPF-PSWG, if any. The Facility Operator is required to submit a Security Action Report with detailed follow-up actions on the security recommendations to SPF-PSWG through HSA-BHSS.
6. A registered (Certified or Uncertified⁶) Facility can submit an application for approval to possess First Schedule Part 2 or Second Schedule biological agent or Fifth Schedule toxin

³ Information such as the Schedule and name of the biological agent/toxin that the facility intends to possess and the activities in the facility involving the biological agent/toxin.

⁴ The application forms and instructions related to the application can be found at <https://www.police.gov.sg/Advisories/Infrastructure-Protection/Protected-Areas-and-Protected-Places>

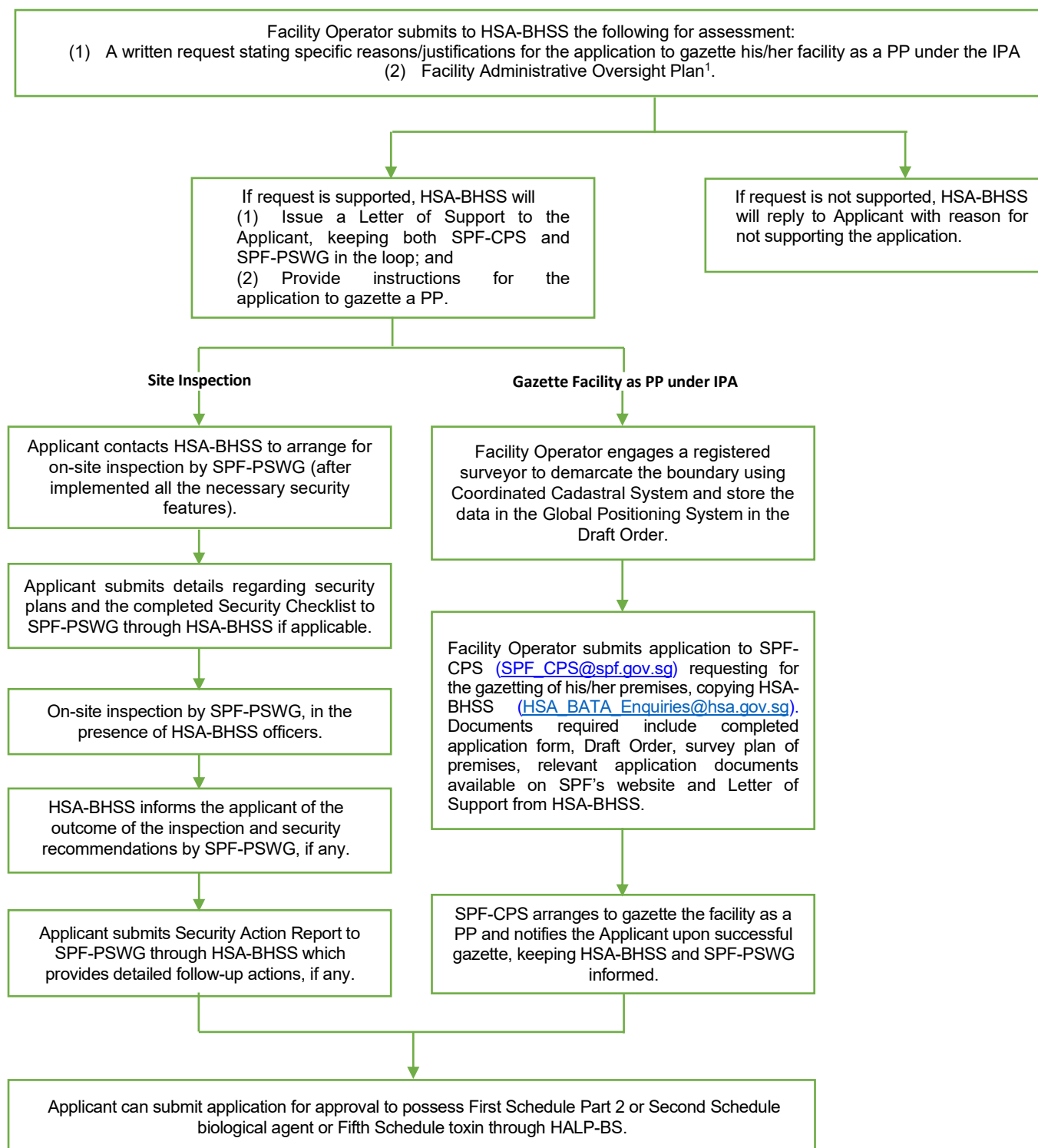
⁵ This should include the Protective Security Workgroup (PSWG) checklist.

⁶ An uncertified facility can only submit an application for approval to possess Fifth Schedule toxin as the approval to possess First Schedule Part 2 and Second Schedule biological agent is pre-condition on having a registered certified facility.

online via the Healthcare Application and Licensing Portal-Biosafety Module ([HALP-BS](#)), when the following prerequisites have been met:

- a. Facility is gazetted as a PP; and
- b. SPF-PSWG is satisfied with the implemented security measures.

Flowchart A: Workflow for Application to Gazette a Facility as PP under the IPA to Handle Biological Agents or Toxins Regulated under the BATA



¹ Please refer to the [Guidance Document for Development of Facility Administrative Oversight Plan](#) for details.

B. PROCEDURES TO DE-GAZETTE A FACILITY AS PP UNDER THE IPA

1. To de-gazette a facility as a PP, the Facility Operator must:
 - a. Have destroyed all the stocks of the First Schedule Part 2 biological agents, Second Schedule biological agents, and Fifth Schedule toxins under his/her possession or transferred them to another facility that have approval to possess the respective biological agents and toxins; and
 - b. No longer hold any Approval to Possess First Schedule Part 2 biological agent, Second Schedule biological agent and/or Fifth Schedule toxin in the facility. Cancellation of Approval to Possess is done through the Healthcare Application and Licensing Portal-Biosafety Module ([HALP-BS](#)).
2. After successfully execute B-1, the Facility Operator can submit a written letter⁷ to inform HSA-BHSS of his/her decision to de-gazette the facility as a PP.
3. If HSA-BHSS is satisfied with the actions taken by the Facility Operator, a Letter to Support the facility's decision will be issued to the Facility Operator, and SPF (CPS and PSWG) will be copied for information.
4. The Letter from HSA-BHSS (see B-3) is merely to support the Facility Operator's decision to de-gazette the facility as a PP. To legalise the de-gazette, the Facility Operator must submit an official letter to SPF-CPS to request to officially de-gazette the facility. The Letter from HSA-BHSS should be attached in the submission to SPF_CPS@spf.gov.sg, and HSA-BHSS shall be copied (HSA_BATA_Enquiries@hsa.gov.sg).
5. The SPF-CPS will inform the Facility Operator of the outcome of his application, copying HSA-BHSS.
6. The Facility Operator must inform HSA-BHSS of the status of his application and update the facility's status in the [HALP-BS](#), and de-register the facility with HSA, if applicable.
Note that once a facility is de-gazetted as a PP under the IPA, the facility can no longer possess or work with First Schedule Part 2 biological agent, Second Schedule biological agent, or Fifth Schedule toxin regulated under the BATA.

⁷ The letter of request shall include the following information:

- a. Justifications / reasons why applicant is applying to be de-gazetted as a PP.
- b. Current inventory status (presence or absence) for First Schedule Part 2 biological agent, Second Schedule biological agent and/or Fifth Schedule toxin, whichever is applicable; and
- c. Proof of transfer/disposal/destruction of the First Schedule Part 2 biological agent, Second Schedule biological agent; and/or Fifth Schedule toxin, whichever is applicable.

Flowchart B: Workflow for Application to De-gazette a PP

Facility Operator has:

- (1) Destroyed or transferred all the stocks of the First Schedule Part 2 biological agents, Second Schedule biological agents, and/or Fifth Schedule toxins under his/her possession to another facility that have approval to possess the respective biological agents and/or toxins; and
- (2) No valid Approval to Possess First Schedule Part 2 biological agent, Second Schedule biological agent, or Fifth Schedule toxin.

Facility submits a written letter (with supporting documents) to inform HSA-BHSS of his/her decision to de-gazette the facility as a PP.

If the request is not supported, HSA-BHSS informs the Facility Operator of the decision.

If the request is supported

(3) HSA-BHSS issues a Letter of Support to the Facility Operator, copying both SPF-CPS and SPF-PSWG.

Facility Operator submits an official letter to SPF-CPS requesting for his/her facility to be de-gazetted, together with HSA-BHSS's Letter of Support to SPF_CPS@spf.gov.sg, copying HSA_BATA_Enquiries@hsa.gov.sg

SPF-CPS informs the Facility Operator of the outcome of his request, copying HSA-BHSS.

The Facility Operator updates HSA-BHSS on the status of the application in HALP-BS by:

- (1) Updating the facility's status; and
- (2) De-registering the facility with HSA-BHSS, whichever applicable.

C. PERSONNEL SCREENING FOR FACILITIES GAZETTED AS PP UNDER IPA

1. All staff who work in a facility gazetted as a PP are required to have undergone personnel security screening by the relevant regulatory vetting agency. The application form can be obtained from HSA-BHSS. The facility must submit to HSA-BHSS, a list of the facility personnel who need access to the facility, along with the duly completed application form.
2. HSA-BHSS will forward the relevant forms and applications to the relevant regulatory vetting agency for screening; and will notify the Facility Operator or his designee of the outcome of the screening.
3. Facility Operator (or his designee) is responsible to ensure that the list for the security cleared or authorised personnel is current and updated in the Healthcare Application and Licensing Portal-Biosafety Module ([HALP-BS](#)) in a timely manner, i.e. no longer than 1 month.

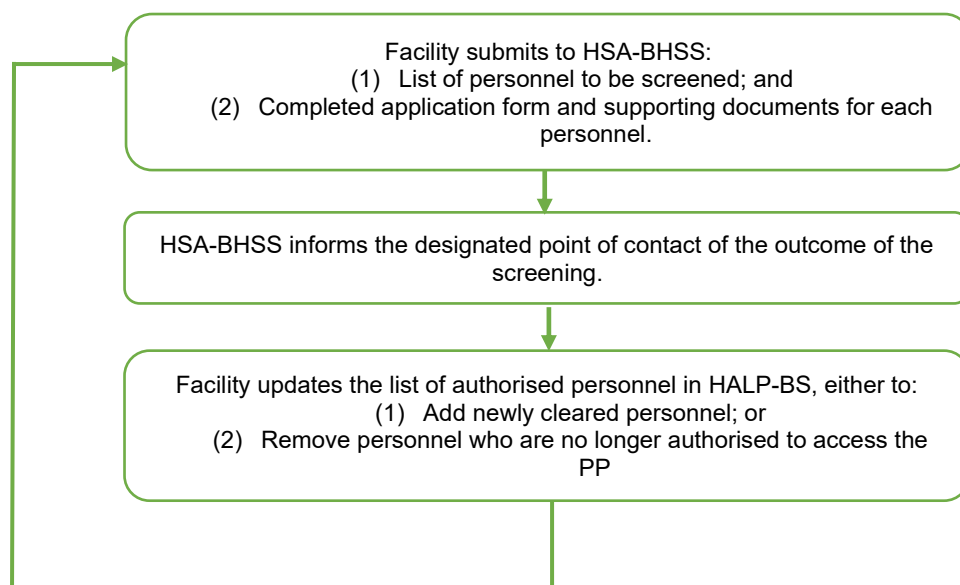
Important Notes:

- a) *As the personnel security screening may take time, Facility Operator (or designee) may consider initiating the screening process immediately after the facility is gazetted as PP and the site inspection by SPF-PSWG is completed.*
- b) *Persons who need access to the PP for a period of less than 1 month do not need to undergo security clearance by the relevant regulatory vetting authority, but he/she must be accompanied by an authorised (security cleared by the regulatory vetting authority) personnel at all times when he/she is in the facility, with the following information properly documented:*
 - i) *Date and time that he/she enters and leaves the protected facility;*
 - ii) *Name of the personnel and the accompanying (authorised) personnel; and*
 - iii) *Purpose or activity inside the PP.*
- c) *After the initial batch of personnel security screening, all new personnel who require access to the PP must also be screened before they are allowed to access the PP. The same procedures (C1-3) shall apply. New personnel who require access to the facility pending clearance from the regulatory vetting authority will have to adhere to the requirements specified in b.*

Facility operator (or designee) must update HSA-BHSS of the resignation of authorised (security-cleared) personnel, withdrawal or removal of authorised personnel from accessing the PP. This shall be followed by updating of the “authorized personnel list” in the [HALP-BS](#), within 1 month.

Flowchart C: Workflow for Vetting of Personnel

- All new staff or personnel⁸ are required to be screened before they can be allowed access into the PP.
- The duration of the screening process may vary and ranges from weeks to months.



D. Contacts

1. Biosafety and Health Support Services Division, Health Sciences Authority
E-mail: HSA_BATA_Enquiries@hsa.gov.sg
2. Centre for Protective Security (For matters pertaining to the gazetting and degazetting of PP)
E-mail: SPF_CPS@spf.gov.sg

Updated on 1 November 2026

⁸ New Personnel pertains to new staff in a protected facility, whether full time or part time, which includes student on attachment, visiting consultant or any other personnel who needs to access the protected facility for 3 months or more.