



MOM/OSHD/2019-01

8 MAY 2019

Update of SAC Accreditation Status & Submission of ConSASS Audit Report

WSH Auditing Organisations (WSHAOs) must notify Ministry of Manpower (MOM) via the MOM WSH eService when the organisation:

- has obtained Singapore Accreditation Council (SAC)-AO accreditation from SAC and have no prior registration with MOM as a WSHAO, or
- has made changes to the accreditation scope(s) and auditors with SAC.

WSHAOs are required to submit mandatory ConSASS audit report for the mandatory SHMS audit done at construction worksite of contract value 30 million dollars and above via the MOM's WSH eService.

Refer to the steps below to perform the transactions mentioned.

A) For SAC-AOs with no WSH eService account with MOM as WSHAOs

1. Go to www.mom.gov.sg/eservices/services/registration-for-wsh-service-providers
2. Click on **Register** option to sign in via CorpPass.
3. Upload SAC Accreditation Certificate and SAC Schedule for the accreditation scope and auditors accredited.
4. Proceed to online payment of \$110 for each auditor.

Note:

The application will only be processed upon payment. You will receive an email notification upon successful application.

More information is available at: www.mom.gov.sg/workplace-safety-and-health/wsh-service-providers/wsh-auditing-organisation/apply-to-add-a-wsh-auditor

B) For SAC-AOs with existing WSH eService account with MOM as WSHAOs

1. Go to www.mom.gov.sg/eservices/services/registration-for-wsh-service-providers
2. Select **Manage or terminate registration** option and sign in via CorpPass.
3. Under Certificates section, key in your reference number (e.g. 054-001-00000) and click 'Search' to retrieve your approval record.
4. Select **Update** to upload SAC Accreditation Certificate and SAC Schedule under your organisation's WSHAO record if you have no additional auditors to add.
5. If you have change of auditors, select **Add or remove personnel**.
6. Select **Add/Delete Personnel** to add or delete auditors so as to update your auditor records as reflected in the SAC Schedule.
7. Upload SAC Accreditation Certificate and SAC Schedule for the accreditation scope and auditors accredited.
8. Proceed to online payment of \$110 for each auditor added.

Note:

- SAC-AOs are to ensure that the spelling of their auditors' names in the SAC Schedule matches the exact spelling of their names in NRICs (minus names within brackets).

- Discrepancies in auditor's particulars may result in the rejection of the transaction and payment.
- Adding of auditors will only be processed upon payment.

More information is available at: www.mom.gov.sg/workplace-safety-and-health/wsh-service-providers/wsh-auditing-organisation/update-details

C) Online submission of ConSASS audit report

1. Go to www.mom.gov.sg/eservices/services/submit-and-retrieve-consass-audits
2. Complete the audit particulars and ConSASS scorecard.
3. Attach the ConSASS checklist, scorecard, interview sheets and final audit report.

More information available at: www.mom.gov.sg/workplace-safety-and-health/safety-and-health-management-systems/submit-a-consass-audit