

**POWER ENGINEERING COMPETENCY FRAMEWORK FOR POWER ENGINEERING PROFESSIONALS IN PUBLIC SERVICE
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	General Management					
TSC Title	Regulatory Compliance and Risk Management					
TSC Description	Drive compliance with energy and power regulations and risk management frameworks					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		<Insert TSC Code>	<Insert TSC Code>	<Insert TSC Code>	<Insert TSC Code>	<Insert TSC Code>
		Report and record incidents of non-compliance with energy and power regulations and risk management frameworks	Monitor compliance with energy and power regulations and risk management frameworks	Ensure compliance with energy and power regulations and risk management frameworks, and prepare compliance reports	Lead regulatory compliance and risk management teams to provide guidance on compliance issues pertaining to the energy and power sector	Develop processes for compliance with energy and power regulations and risk management procedures, and provide guidance or training on compliance issues
Knowledge		<ul style="list-style-type: none"> Organisational standard operating procedures (SOPs) related to risk management, relevant legislation, regulations and other regulatory documents applicable to the sector Types and sources of information on internal and external compliance requirements Relevant internal stakeholders responsible for complying to specific parts of risk management and relevant legislation, regulations and other applicable regulatory documents 	<ul style="list-style-type: none"> Organisational standard operating procedures (SOPs) related to risk management, relevant legislation, regulations and other regulatory documents applicable to the sector Types and sources of information on internal and external compliance requirements Methodologies for internal and external monitoring and evaluation Relevant stakeholders for corporate governance Implications of non-compliance with risk management and relevant legislation, regulations and other applicable regulatory documents Organisation's risk management processes and controls 	<ul style="list-style-type: none"> Methods of compliance audits, irregularity checks and procedures Investigative techniques Forms of non-compliance to governance requirements Relevant legislative and regulatory and other regulatory documents applicable to the sector Corporate governance compliance programmes and management systems Relevant stakeholders to seek advice from on the management of non-compliances Appropriate responses to address non-compliances Operational performance indicators of compliance programmes and management systems in identifying non-compliances Methods of risk identification and assessment 	<ul style="list-style-type: none"> Regulatory frameworks, organisation and global leading practices applicable to corporate governance and sector-specific legal and regulatory requirements Roles, accountabilities and responsibilities of company directors, functions and committees in corporate governance Processes for operationalising corporate governance policies and regulatory compliance Corporate governance principles Internal and external corporate governance controls Operational plans for monitoring and internalising corporate governance in the organisation Organisational risk reporting structure 	<ul style="list-style-type: none"> Root cause analysis methodologies Regulatory frameworks, organisation and global leading practices applicable to corporate governance Processes for operationalising corporate governance policies Corporate governance principles Internal and external corporate governance controls Relevant stakeholders to seek advice from on the management of non-compliances Operational performance indicators of compliance programmes and management systems in identifying non-compliances Risk governance frameworks including setting of risk appetite and tolerance

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<p>Abilities</p>		<ul style="list-style-type: none"> • Understand the organisational SOPs related to risk management and laws and regulations • Receive and record incidents of non-compliance to risk management and national regulations related to energy or power system performance, reliability, safety and security • Verify with relevant internal stakeholders to confirm the reported incidents of non-compliance • Check the applicable provisions in the national laws, regulations and other applicable regulatory documents on the non-compliances and prepare reports on non-compliance incidents • Highlight risks in business and operational aspects • Prepare reports for risk management activities 	<ul style="list-style-type: none"> • Perform work and ensure documentation is in accordance with policies, procedures, and regulatory standards. • Identify any potential non-compliance issues prior to internal compliance or regulatory audits taking place and work with planning, operation and maintenance managers to identify and put in place appropriate solutions • Gather internal information and prepare replies in response to regulatory requests and/or queries • Support facilitation of regulatory audit processes • Prepare non-compliance reports for submission • Implements risk management processes and risk controls within the team 	<ul style="list-style-type: none"> • Test business systems and processes to identify any compliance issues • Keep up to-date, and understand relevant changes or revisions in legislation, regulations and other regulatory documents • Monitor compliance with organisation's risk management framework, existing and revised laws, regulations, other regulatory documents and review internal policies and procedures for any required changes that need to be undertaken and/or escalated • Record findings and follow-ups with management to make policy or procedural changes and to rectify issues • Endorse non-compliance reports for submission and investigate irregularities and non-compliance issues reported or found • Support in designing solutions to compliance issues and monitor resolution • Support in ensuring the business meets all statutory and regulatory requirements in accordance with energy codes for supply licenses held • Identify risk exposures relating to the business unit's strategic, business and operational aspects • Determine business unit objectives, related risks, risk mitigation and 	<ul style="list-style-type: none"> • Review and recommend revision of organisational policies and business processes to ensure organisation's continued compliance to legal and regulatory requirements governing the sector • Develop and monitor programmes to educate employees on legal and regulatory requirements and their impacts to the organisation if not compiled with • Assist corporate communication, customer service and training teams in developing business processes which are fully compliant with licence conditions and other legal or regulatory requirements • Analyse risks across project portfolio in accordance with organisational risk management policies and processes • Recommend mitigating strategies and implement structures and processes to control risks • Evaluate the effectiveness of risk mitigation, monitoring and communication of risks and associated control activities • Assess appropriateness of reporting lines for risk monitoring activities • Review the adequacy and timeliness of reporting on risk management results 	<ul style="list-style-type: none"> • Lead the regulatory compliance team in ensuring timely and correct compliance reporting and prompt responses to regulator and the board of directors' queries and/or requirements • Lead teams comprising representatives from relevant departments to evaluate and review business practices against national laws, regulations and other regulatory documents to ensure compliance • Review marketing materials, presentations and websites to ensure compliance with regulatory requirements • Establish root cause of irregularities or non-compliance issues and develop with relevant internal stakeholder's solutions to resolve them • Assess risk exposures relating to department's strategic, business and operational aspects
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Range of Application		<p>Range of application includes, but is not limited to:</p> <ul style="list-style-type: none"> • Relevant legislation, regulations and technical references in Energy and Power sector: <ul style="list-style-type: none"> ○ Technical Reference (TR) 25 : 2016, Singapore Standard Code of Practice (SS CP) 5, Energy Market Authority (EMA) policies, market rules, performance standards, Electricity Act, Market Support Services Code, Metering Code, Code of Conduct for Retail Electricity Licensees, Transmission Code, Regulated Supply Service Code, Personal Data Protection Act (PDPA), International Organisation for Standardisation (ISO) 55000, Singapore Standards (SS) 555 – Code of Practice for Protection against Lightning, SS 601: 2014 – Code of Practice for Maintenance of Grid-tied Solar Photovoltaic (PV) Power Supply System, String inverter system codes, Singapore Fire Safety Engineering Guidelines by Singapore Civil Defence Force (SCDF) • Safety regulatory, risk and compliance frameworks • Regulatory compliance software • Compliance documentation • Productivity software 				