

SECURITY AGENCIES COMPETENCY EVALUATION (“SACE”)
ELECTIVE COMPETENCIES
PARTICIPATION FORM

[Note: This Participation Form comprises: (i) a Letter of Undertaking; (ii) Particulars of Liaison Officers; and (iii) a Declaration. Please fill out all pages and email the completed Participation Form to SPF_PRD_SACE@spf.gov.sg. Incomplete forms will not be accepted.]

LETTER OF UNDERTAKING

Name of Security Agency (“SA”) : _____

Main Office Address : _____

Type of Licence Application : Renewal

Licence Expiry Date : _____

Type of Operation(s) : Guard / Escort / Store Detective / Bouncer / Event Security (Circle the appropriate option)
Others: _____

I affirm that the SA wishes to participate in the assessments on the elective competencies (as indicated below) and that the SA has at least 1 deployment site as at the date of the Notification Letter, which will be operational throughout the entire duration of the SACE assessment.¹

I also affirm that all the information that I have furnished on behalf of the SA for the SACE is true to the best of my knowledge. I understand that the SA may be re-assessed if any of the information submitted by me is false, inaccurate, or misleading.

Name of Liaison Officer : _____

Signature : _____

Date : _____

¹ Only SAs with one or more deployment sites will be able to participate in the assessments for the elective competencies.

PARTICULARS OF LIAISON OFFICERS

Name of Liaison Officer : _____

Designation : _____

Contact Number : _____ (O) _____ (H/P)

Email Address : _____

Name of Alternate Liaison Officer : _____

Designation : _____

Contact Number : _____ (O) _____ (H/P)

Email Address : _____

[Note: These may be the same officers as set out in Annex B – Covering Note. The Liaison Officer and the alternate Liaison Officer must be contactable and available for the entire duration of the SACE.]

SACE ELECTIVE COMPETENCIES: DECLARATION OF SUBMISSION (1 OF 2)

SAEs may choose to be assessed on a minimum of 7 (but not more than 9) elective competencies, comprising at least 1 competency from each of the 4 categories).

SAEs must be assessed to be competent in at least 7 elective competencies, comprising at least 1 competency from each of the 4 categories, to be eligible for a 5-year licence. This is in addition to the requirement to pass all core competencies.

Instructions

SAEs are to fill up the form below to indicate the elective competencies of their choice based on the 4 categories and submit the required documents.

Name of Security Agency: _____

Section A: Selection of Elective Competencies

Please select at least 1 competency from each of the four categories. The maximum number of competencies that can be selected is 9.

Category	Elective Competency	Tick (Please tick if your SA is selecting this competency)
1. Training and Readiness	E.1: Simulation Training	
	E.2: Electronic Access to SOPs	
2. Operational Processes	E.3: Job Redesign	
	E.4: Business Continuity Plan	
	E.5: Security Checks	
	E.6: Service Buyer Management Process	
3. Command, Control and Communication (C3)	E.7: Remote Supervision	
	E.8: Body Worn Camera	
	E.9: Video Analytics	
	E.10: Remote Guarding	
	E.11: Technology Enabled Patrol	
	E.12: Security Collaboration Platform	

4. Manpower	E.13. Sustainable Manpower	
Total Number of Elective Competencies Selected	7 / 8 / 9 (Please circle accordingly)	

Section B: Documents to be submitted within 4 weeks from date of Notification Letter

This section lists out the documents that must be submitted within 4 weeks from the date of the Notification Letter. Please only fill up the relevant sections for the elective competencies that the SA has selected in Section A. If the SA did not select that particular elective competency, the section may be left blank.

1. Training and Readiness

Competency	Documents Required for Submission as stated in the SACE Elective Competencies Checklist	Tick (Please tick to indicate if your SA had submitted the documents)
E.2: Electronic Access to SOPs	List of deployment site(s)* with SOPs tailored to unique security requirements and where such SOPs are stored in a centralised electronic repository.	

2. Operational Processes

Competency	Documents Required for Submission as stated in the SACE Elective Competencies Checklist	Tick (Please tick to indicate if your SA had submitted the documents)
E.5: Security Checks	List of deployment site(s)* where handheld metal detectors or walk-through metal detectors are used.	

3. Command, Control and Communications (C3)

Competency	Documents Required for Submission as stated in the SACE Elective Competencies Checklist	Tick (Please tick to indicate if your SA had submitted the documents)
E.9: Video Analytics	List of deployment site(s)* where video analytics is used	
E.10: Remote Guarding	List of deployment site(s)* under remote guarding	
E.11: Technology Enabled Patrol	List of deployment site(s)* where technology enabled patrol is used	
E.12: Security Collaboration Platform (SCP)	List of deployment site(s)* where SCP is deployed	

* Note: Reference to deployment site(s) in this section refers to those that are in the PLRD's records as at the date of the Notification Letter.

I declare that I have submitted the documents for the SA as required in this Declaration.

Name of Liaison Officer : _____

Signature : _____

Date : _____