

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

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

Documents to be submitted within 1 month from date of Notification Letter

This form lists out the documents that must be submitted within 1 month from the date of the Notification Letter. The details of the documents required are set out in the SACE Elective Competencies Checklist.

Please only fill up the relevant sections for the elective competencies that the SA has selected in Section A of Annex C. 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.1: Simulation Training	List of security officers who attended the relevant simulation training	

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.3: Job Redesign	Write-up on Job Redesign with word count	
E.4: Business Continuity Plan (BCP)	BCP for all 4 contingencies	
E.5: Security Checks	List of security officers who attended the relevant training on security checks	
E.6: Service Buyer Management Process	1) Service Delivery Guidelines 2) Feedback Management Guidelines 3) List of service buyers whose contract period falls within two years prior to the date of the Notification Letter	

3. Manpower

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.13: Sustainable Manpower	<p>Employment contracts, employee guidebook, endorsed collective agreement and/or any other supporting document(s) illustrating the SA's employment policies/schemes to reward and/or retain existing security officers.</p> <p><i>Note: In your submission, please state/indicate the progressive employment practices implemented, including the supporting documents for each progressive employment practice, highlighting the relevant paragraphs or clauses.</i></p>	

I confirm that I have submitted the necessary documents based on the elective competencies selected by the SA in Section A of Annex C. I also confirm that this submission adheres to the requirements listed in Paragraph 2 of Annex A.

Name of Liaison Officer : _____

Signature : _____

Date : _____