SACE - MOM Core Competency Checklist

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Manpower Core Competency

A. Processes to ensure PWM wages are paid in accordance to deployment grades

B. Processes to accurately track hours of work

C. Processes to ensure SO have access to KETs and itemised pay slips

D. Processes to track the utilisation of leave entitlements
A. SA has the processes to ensure PWM wages are paid in accordance to deployment grades.

**Area of Audit**
- ✔ Basic salary meets PWM
- ✔ Basic salary paid within 7 days

**Mode of Audit**
- ✔ Document submission
- ✔ Main office audit

**Additional Requirements**
- A. PWM paid in accordance to deployment grades
- B. Track hours of work
- C. Access to KETs and itemised payslips
- D. Track utilisation of leave entitlement
B. SA has the processes to accurately track hours of work

**Area of Audit**
- ✔ Clock-in/out processes for SOs
- ✔ Clear records of working/ OT hours
- ✔ SOs do not work >12 hours/day

**Mode of Audit**
- ✔ Document submission
- ✔ Main office audit
- ✔ Deployment site interview

A. PWM paid in accordance to deployment grades
B. Track hours of work
C. Access to KETs and itemised payslips
D. Track utilisation of leave entitlement
C. SA has the processes to ensure officers have access to KETs and itemised pay slips

**Area of Audit**
- ✔️ Issuance of / Access to KETs
- ✔️ Issuance of / Access to itemised pay slips

**Mode of Audit**
- ✔️ Document submission
- ✔️ Main office audit
- ✔️ Deployment site interview

A. PWM paid in accordance to deployment grades
B. Track hours of work
C. Access to KETs and itemised payslips
D. Track utilisation of leave entitlement
D. SA has the processes to track the utilisation of leave entitlements

**Area of Audit**

- Leave application process
- Record of earned and utilised leave

**Mode of Audit**

- Document submission
- Main office audit
- Deployment site interview

A. PWM paid in accordance to deployment grades
B. Track hours of work
C. Access to KETs and itemised payslips
D. Track utilisation of leave entitlement
For more information on the checklist, please visit: https://www.police.gov.sg/e-Services/Police-Licences/Security-Agencies-Competency-Evaluation