

SACE - MOM Core Competency Checklist



MINISTRY OF
MANPOWER

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A Great Workforce A Great Workplace

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

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

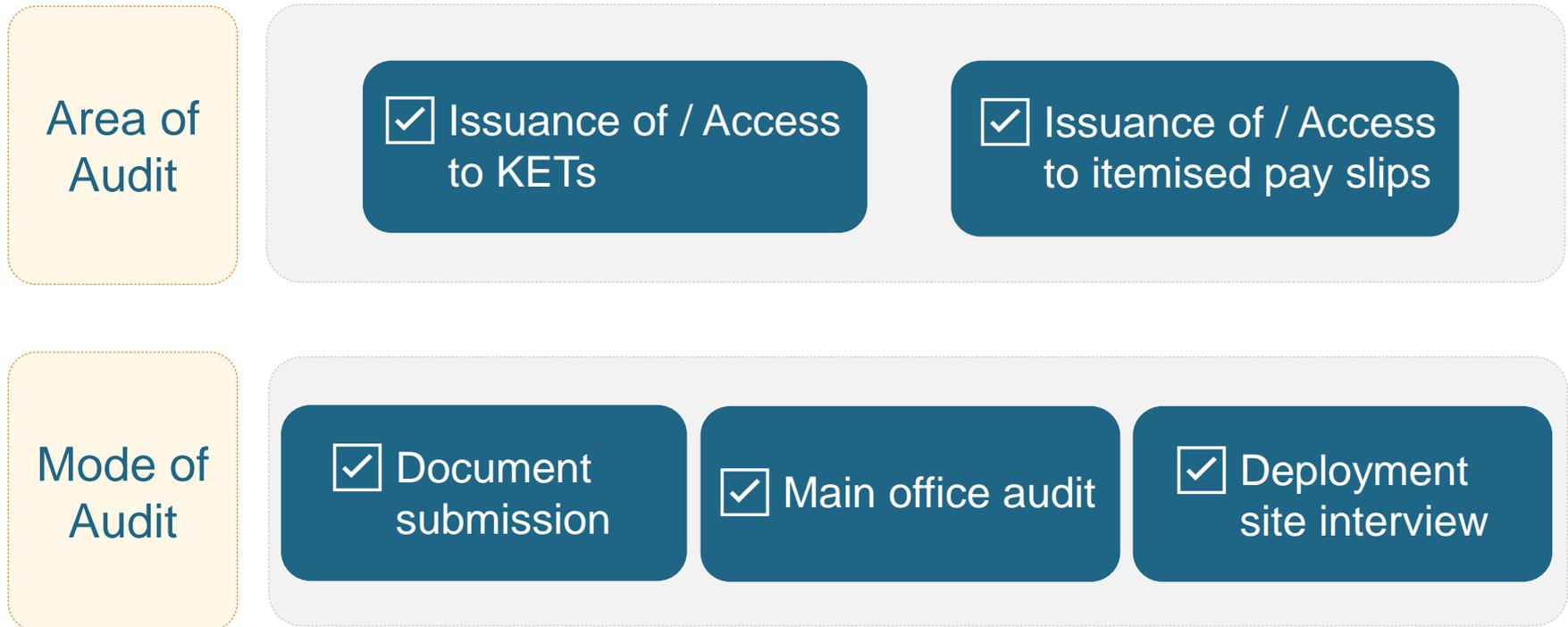
B. Track hours of work

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



- 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](https://www.police.gov.sg/e-Services/Police-Licences/Security-Agencies-Competency-Evaluation)

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