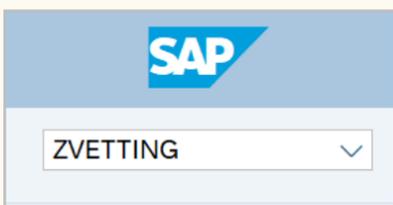


Security Vetting or *Tapisan Keselamatan* allows requestors to **submit online application** to respective security agencies via SSM. The **application status** and **result** are **trackable** by both requestors and security agencies in SSM

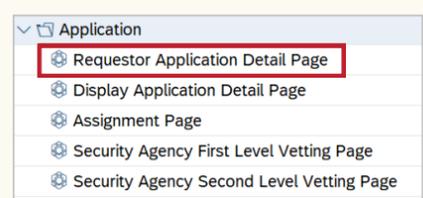
Below are the **quick guide** for Security Vetting:

Submit Security Vetting Application

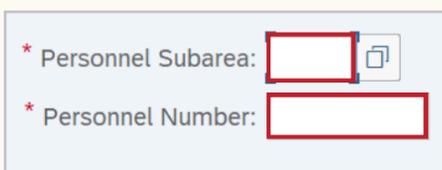
1 In SAP GUI (back-end system), go to transaction code **ZVETTING**.



2 Click on **Requestor Application Detail Page**.

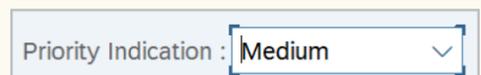


3 Fill in **Personnel Subarea** and **Personnel Number**.

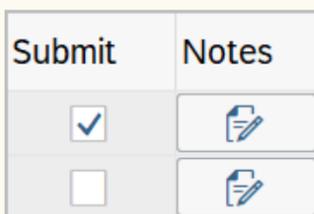


Click **Execute** button.

4 Select the **Priority Level** of the application.



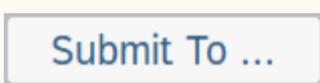
5 Tick **checkbox** of the security agencies and add **remarks**.



6 Click **Add Attachment** button to provide supporting evidence.



7 Click **Submit To** button to choose the security agency.



8 Tick on the declaration **Checkbox**.



Click **Submit** button.

SECURITY VETTING

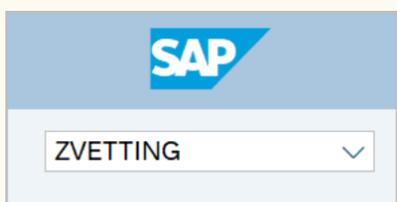
Role: SPA



Views Submitted Application

1

In SAP GUI (back-end system), go to transaction code **ZVETTING**.



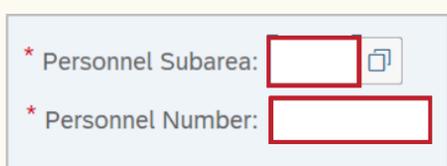
2

Click on **Display Application Detail Page**.



3

Fill in **Personnel Subarea** and **Personnel Number**.



Click **Execute** button.

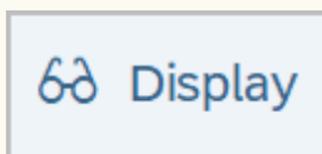
4

Select the application via the **Radio** button.



5

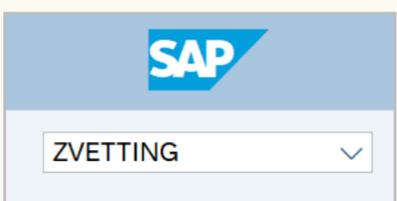
Click on the **Display** button.



Generate and View Summary Report

1

In SAP GUI (back-end system), go to transaction code **ZVETTING**.



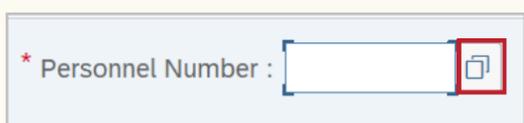
2

Click on **SPA Security Vetting Summary Report**



3

Click on the **Lookup** icon.



4

Tick the checkbox of the **Personnel Number**



5

Click on the **Tick** icon.



Please refer to the **User Guide** for a step-by-step guide.
Security Vetting is available on **SSM Info Website**:

www.jpa.gov.bn/SSM