

**Private Security Industry Regulatory Authority**

Eco Glades 2 Office Park, Block B

420 Witch Hazel Avenue

Highveld, Ext 75

**CENTURION**, 0157

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**Any person who makes any statement or hands any document to an inspector which is false in any material respect, is guilty of a criminal offence and liable on conviction to a fine and or imprisonment for a period not exceeding five years or to both a fine and such imprisonment.**

**Inspection Number :**

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INSPECTION REPORT

Inspection Report in terms of Section 33(2) of the Private Security Industry Regulation Act (Act No. 56 of 2001) as published in Government Gazette No. 23051 dated 25 January 2002.

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| Date of last full inspection | | | | | **NONE** | | | Inspection date | | | | | | |  | | | | |
| Is this a first time inspection? | | | | | **YES** | | | Start : | |  | **H** | |  | | End : | |  | **H** |  |
| Name of inspector(s) | |  | | | | | | | | Contact number(s) | | | | | |  | | | |
| Name of business | |  | | | | | | | | P.S.I.R.A. no. : | | | | | |  | | | |
| Trade as name | |  | | | | | | | | Included in PSIRA –register? | | | | | |  | | | |
| Street address | |  | | | | | | | | | | | | | | | | | |
| Suburb | |  | | | | | | | Postal code | | | | | | |  | | | |
| Postal address | |  | | | | | | | | | | | | | | | | | |
| Suburb | | **DURBAN** | | | | | | | Postal code | | | | | | |  | | | |
| Telephone no. | |  | | | | Fax no. |  | | Cell phone no. | | | | | | |  | | | |
| E-mail address (if available) | | | |  | | | | | | | | | | | | | | | |
| GPS coordinates (if available) | | | |  | | | | | | | | | | | | | | | |
| Validated particulars – including name, address and contact numbers | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | Registration number | | | | |  | | | | | | | |
| Name of person interviewed | | |  | | | | | | | Position | | | |  | | | | | |
| Are all the members/directors/trustees etc. reflected on the PSIRA register?Who is the responsible owner/director /member/partner/trustee/administrator or person in control of the business? | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **COMPLIANCE OFFICER** | | | | | | | | | | | | | | | | | | | |
| 1. | Full Name & Surname | | |  | | | | | | | | | | | | | | | |
|  | Cell Number | | |  | | | | | | | | | | | | | | | |
|  | Email Address | | |  | | | | | | | | | | | | | | | |
|  | Date of Appointment | | |  | | | | | | | | | | | | | | | |
|  | PSIRA Number | | |  | | | | | | | | | | | | | | | |

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| **SECURITY SERVICES RENDERED** | | | |
| 2. | a | Commercial / industrial / residential guarding or patrolling | X |
| b | Assets in transit |  |
| c | Close personal protection |  |
| d | Reaction or response service/ control room |  |
| e | Special events |  |
| f | Car watch or related activities |  |
| g | Consultants / Advisors |  |
| h | Installing / servicing / repairing security equipment |  |
| i | Private investigators |  |
| j | Training centers |  |
| k | Locksmith’s |  |
| l | Labour brokers (making persons available) |  |
| m | In-house security |  |
| n | Security dog provider/ trainer |  |
| o | Anti-poaching |  |

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| **ANNUAL FEES & FINES** | | | |
| 3. | Annual fees (Including interest & penalties, if any) |  | **R** |
| 4. | Outstanding fines |  | **R** |
| 5. | Annual deductions of annual fees from security officers’ remuneration? | | **YES** |
|  | Comments: Annual Fees & Fines | | |
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| **RECORD OF SECURITY OFFICERS EMPLOYED / DEPLOYED/ MADE AVAILABLE** | | | | |
| **SECURITY OFFICERS UTILISED / DEPLOYED** | | ON RECORD | **ACTUAL** | |
| 6. | Number of security officers |  |  | |
| 7. | Number of unregistered security officers | 0 | SEE COMMENTS | |
| 8. | Number of untrained security officers | 0 | SEE COMMENTS | |
| 9. | Are all security officers rendering specialized services in possession of the required training certificate? | | | **YES** |
|  | Comments: Registration & Training | | | |
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| **GENERAL** | | | |
| 10. | | Changes in employee or other details reported to the Authority within 10 days? (Proof?) |  |
| 11. | | Registration numbers and other prescribed information on documents |  |
| 12. | | Are uniforms provided to security officers? |  |
|  | | If yes, does it comply with requirements? (2 badges with business name & nametag with security officer’s name & PSIRA number) |  |
|  | | Does the uniform, badge, insignia or logo resemble that of the South African Police Service, the South African National Defence Force, the Department of Correctional Services or of any other law enforcement agency or service established in terms of law; or does the business use any camouflage pattern uniform or a uniform in any shade of blue. |  |
|  | | If yes, indicate in what way:- |  |
|  | | Comments: Uniform |  |
|  | |  | |
| 13. | | Are firearms used in the rendering of a security service? | **N/A** |
|  | | If yes, are the requirements met as contemplated in regulation 13(5) and (6)? | **N/A** |
| Are armed security officers in possession of the necessary competency certificate?Institution Code as per Firearm Licence(s) | **N/A** |
| **N/A** |
| 14. | | Does the security service provider have a disciplinary code? (Reg. 11(8) of Code) | **YES** |
| 15. | | Does the business ensure that security officers undergo annual training on the provisions of the Code of Conduct for Security Service Providers? (Reg. 11(7) of Code) | **YES** |
| 16. | | Are working animals used in the performing of security services? | **NO** |
| 17. | | Has the necessary permit / permission been obtained from relevant Authorities? *[Provide proof]* | **N/A** |
| 18. | | Does the security business still have the infrastructure & capacity to render a security service? | **YES** |
| 19. | | Do all owners/directors/members/partners/trustees/administrators/managers/etc. meet the statutory training requirement? | **YES** |
|  | General Section: Comments | | |
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| **PRESCRIBED DOCUMENTATION** | | | | | | | | | | | |
| 20. | | | Is a **name list** kept and in the prescribed format? [Regulation 10(7)(a)] | | | | | |  | | |
| 21. | | | Are **salary advices (payslips)** kept and in the prescribed format? [Regulation 10(7)(d)] | | | | | |  | | |
| 22. | | | Are **attendance registers** kept and in the prescribed format? [Reg 10(7)(e)] | | | | | |  | | |
| 23. | | | Are **posting sheets** kept and in the prescribed format? [Regulation 10(7)(f)] | | | | | |  | | |
| 24. | | | Are **wage register** kept containing full information on wages paid to all security officers and other employees of the business? [Regulation 10(7)(c)] | | | | | |  | | |
| 25. | | | Are **written contracts with the security officers** kept? [Regulation 10(7)(g)] | | | | | |  | | |
| 26. | | | Are “verbal” contracts between the business and the client reduced to writing and signed by the security business and a true copy thereof handed to the client as required by Reg 9(4) of the Code of Conduct for Security Service Providers? | | | | | |  | | |
| 27. | | | Does the contract contain any provision which excludes, limits or attempt to exclude or limit the legal liability of the provider towards the client? | | | | | |  | | |
| 28. | | | Is the **client list** kept? [Regulation 10(7)(h)] | | | | | |  | | |
| 29. | | | Are **personnel files** kept for every security officer, employee and/or official? [Reg. 10(7)(g)] | | | | | |  | | |
| 30. | | | Are all records updated within 7 days of a change occurring? | | | | | |  | | |
| 31. | | | Are all electronic records backed-up within 24 hours of a change occurring and is it clearly marked with the back-up date and is it available for inspection? | | | | | |  | | |
|  | | | Comments: Prescribed Documents | | | | | | | | |
|  | | |  | | | | | | | | |
| **REMUNERATION & CONDITIONS OF EMPLOYMENT** | | | | | | | | | | | | |
| 32. | | | | Is the business utilising or deploying security officers who are not employees of the business? If “YES” then specify in detail: | | | | | | | | |
|  | | | | **N/A** | | | | | | | | |
| 33. | | | | | Does the business use casual employees (no fixed contract of employment, working less than 24 hours per week?) | | | | | **NO** | | |
|  | | | | | If “Yes”, are they paid the 15% premium on the hourly rate for normal hours? [Clause 3(1)(c)] | | | | | *N/A* | | |  |
|  | | | | | Comments: Casuals | | | | | | | |
|  | | | | | NONE | | | | | | | |
| 34. | | | | In which areas do the security officers render security services? | | | | | | | | |
|  | | | |  | | | | | | | | |
| 35. | | | | Averaging of working hours | | | | | | | **NO** | |
|  | | | | If “Yes”, is it in terms of a written agreement as required in terms of Clause 5(2) | | | | | | | *N/A* | |  |
|  | | | | | | | | | | | | |
| 36. | | | | Are wages paid in accordance with the applicable statutory provision? (National Bargaining Council Agreement, read with National Minimum Wage) | | | | | | | **WWWWWWW** | |
| 37. | | | | Are all deductions made from the wages lawful? [Clause 5(10)] **WWWWWWW** | | | | | | | **WWWWWWW** | |
| 38. a | | | | Do the security officers clean their own uniforms? WWWWWWW | | | | | | | **WWWWWWW** | |
| .b | | | | Are cleaning allowances paid? [Clause 22(3)] WWWWWWW | | | | | | | **WWWWWWW** | |
| 39. | | | | Are night shift allowances paid? [Clause 4(8)] WWWWWWW | | | | | | | **WWWWWWW** | |
| 40. | | | | Are Special Allowances paid? [Clause 4(9)] WWWWWWW | | | | | | | **WWWWWWW** | |
| 41. | | | | Is the business registered with the Private Security Sector Provident Fund? | | | | | | | **WWWWWWW** | |
| 42. | | | | Private Security Sector Provident Fund number? | | | | | | | **WWWWWWW** | |
| 43. | | | | Does the business contribute to the hospital plan for its security officers | | | | | | | **WWWWWWW** | |
| 44. | | | | Are working hours in accordance to applicable statutory provisions? | | | | | | | **WWWWWWW** | |
| 45. | | | | Is the business registered with the U.I.F? | | | | | | | **WWWWWWW** | |
| 46. | | | | Is the business registered with the Compensation Commissioner? | | | | | | | **WWWWWWW** | |
| 47. | | | | Are annual bonuses paid? | | | | | | | **WWWWWWW** | |
|  | | | | Comments: Remuneration & Conditions of Employment | | | | | | | | |
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| **DIRECTIVES & RECEIPT** | | | | | | | | | | | | |
| 48. | | **DIRECTIVES** | | | | | | | | | | |
| The following directives are hereby issued by the inspector in terms of Section 34 of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001). Failure to adhere to these directives constitutes a criminal offence and a contravention of the Code of Conduct for Security Service Providers, 2003. **You are hereby directed to submit (produce) the following documents / objects to :** | | | | | | | | | | | | |
|  | Inspector: | | | | |  | | | | | | |
|  | At: | | | | |  | | | | | | |
|  | Or alternatively with prior arrangement, at/to: | | | | | | |  | | | | |
|  | Before or on the following date: | | | | | |  | | | | | |
| To wit: | | | | | | | | | | | | |
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| 49. | **RECEIPT** |
| Receipt issued in terms of Section 34 of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001) for original documents /objects seized/received: (Note: receipt issued for copies are merely for record purposes) | |
| To wit: | |
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| **NOTES TO ACCOUNT ADMINISTRATOR** |
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##### IMPORTANT

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| IMPROPER CONDUCT BY A SECURITY SERVICE PROVIDER | |
| A security service provider who - | |
| (a) | contravenes or fails to comply with a provision of the Act; |
| (b) | commits an offence contemplated in the Schedule to the Act; |
| (c) | contravenes or fails to comply with a provision of the Levies Act; or |
| (d) | contravenes or fails to comply with a provision of the Code of Conduct, |
| Is guilty of improper conduct and on conviction liable to the following penalties - | |
| (a) | a warning or a reprimand; |
| (b) | suspension of registration as security service provider for a period not exceeding 12 months; |
| (c) | withdrawal of registration as security service provider; |
| (d)  (e) | withdrawal as accredited training establishment;  a fine not exceeding R1 000 000-00, which is payable to the Authority; |
| (f) | publication of appropriate details of the conviction of improper conduct and any penalty imposed; |
| (g) | endorsement against the register of SSP’s any certificate of registration or other documentation |
|  | issued by the Authority, of the conviction of improper conduct and any penalty imposed; or |
| (h) | any combination of the above. |