**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 : LOCKSMITH

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 | | | | | | | | |  | | | Inspection Date | | | | | | | | | | |  | | | | | | |
| Is this a first time inspection ? | | | | | | | | |  | | | Start : | | | |  | | **h** | |  | | | End : | | | |  | **h** |  |
| Name of Inspector(s) | | | | |  | | | | | | | | | Contact Number(s) | | | | | | | | | | |  | | | | |
| Name of Business | | | | |  | | | | | | | | | S.I.R.A. No. : | | | | | | | | | | |  | | | | |
| Street Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | |  | | | | | | | | | Postal Code | | | | | | | | | | |  | | | | |
| Postal Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | |  | | | | | | | | | Postal Code | | | | | | | | | | |  | | | | |
| Telephone No. (1)  (2) | | | | |  | | | | | Fax No. |  | | | Cell Phone (1)  (2) | | | | | | | | | | |  | | | | |
| E-mail address (if available) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Validated particulars – Including Name, Address and Contact Numbers | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | Registration Number | | | | | | | |  | | | | | | | | | | |
| Name of Person Interviewed | | | | | |  | | | | | | | | | Position | | | | | | |  | | | | | | | |
| Who is the responsible Owner/Director / Member/Partner/Trustee/Administrator or person in control of the Business? (If other, please specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | U.I.F. Number | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| 2. | | | Workman’s Compensation Number | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | ON RECORD | | | | | | | | | | **ACTUAL** | | | | |
| 3. | | Number of Security Officers in employment | | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| 4. | | Registered Security Officers in employment | | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| 5. | | Number of Applications for Registration in Process | | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| 6. | | Unregistered Security Officers in employment | | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| 7. | | Untrained Security Officers in employment | | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| 8. | | Number of Training Certificates Received | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| 9. | | Monthly Deductions of Annual Fees | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| 10. | | Annual Fees (Including Interest & Penalties, if any) | | | | | | | | | | | | | | |  | | | | | | | **R** | | | | | |
| 11. | | Outstanding Fines | | | | | | | | | | | | | | |  | | | | | | | **R** | | | | | |
| 12. | | Outstanding R/D Cheques | | | | | | | | | | | | | | |  | | | | | | | **R** | | | | | |
| 13. | | Payroll Checked | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| 14. | | Wages being paid in accordance with the applicable statutory provision (Including Overtime & Sunday time) | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| 15. | | Are all deductions made from wages lawful? | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
|  | | | | Comments | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | | | | Are working hours in accordance to applicable statutory provisions? | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 17. | | | | Salary Advice in accordance with the applicable statutory provisions | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 18. | | | | Register of security officers employed/deployed [Regulation 10(7)(a) & (b)] | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 19. | a | | | Attendance Register | | | | | | | | | | | | | | | | | | | | | |  | | | |
| b | | | | Wage Register | | | | | | | | | | | | | | | | | | | | | |  | | | |
| c | | | | Posting Sheets | | | | | | | | | | | | | | | | | | | | | |  | | | |
| d | | | | Personnel Files | | | | | | | | | | | | | | | | | | | | | |  | | | |
| e | | | | Written Contracts entered into with clients | | | | | | | | | | | | | | | | | | | | | |  | | | |
| f | | | | Register of security officers contemplated in Regulation 10(7)(i) | | | | | | | | | | | | | | | | | | | | | |  | | | |
| g | | | | Legal Authorization in respect of possession and use of firearms | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 20. | | | | Changes in Employee or other details reported to the Authority | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | Supporting documentation furnished | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 21. | | | | Registration numbers and other information on documents | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 22. | | | | Are firearms used in the rendering of a security service | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | If yes, are the requirements met as contemplated in Regulation 13(5) and (6) | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 23. | | | | Does the security service provider have a Disciplinary Code? | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 24. | | | | Does the business keep a proper record for a period of three years of information and written proof of the identity and contact particulars of a person requesting to open, close or engage a locking mechanism? | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 25. | | | | Does the security business still have the infrastructure & capacity to render a security service? | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 26. | | | | Do all Owners/Directors/Members/Partners/Trustees/Administrators/Managers/etc. meet the statutory training requirement? | | | | | | | | | | | | | | | | | | | | | |  | | | |
| 27 | | | | Directives Issued | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | Comments and / or Directives from the Inspector | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 28. | | | | The following Regulatory Directives (those marked as “Issued”) are applicable to the security service provider as a result of non-compliance to one or more of the Sections and Regulations promulgated in terms of the Private Security Industry Regulation Act (Act No. 56 of 2001). You are however directed to ensure that as security service provider, you comply with all the requirements of the Act and Regulations and Code of Conduct Regulations not specifically mentioned in these Directives. (In particular Regulation 16 of the Code of Conduct for Security Service Providers, 2003)  Refer to the affixed page containing the actual Directives. Note that Directives listed below as “Not Applicable” are still applicable as Regulatory Reminders. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regulation 5 | | | | | | |  | | | | | | Regulation 8 | | | | | | | |  | | | | | | | | |
| Regulation 10 | | | | | | |  | | | | | | Regulation 10(7)(i) | | | | | | | |  | | | | | | | | |
| Regulation 12 | | | | | | |  | | | | | | Regulation 13(5) & (6) | | | | | | | |  | | | | | | | | |
| Regulation 14(6)(a) | | | | | | |  | | | | | | Regulation 11(1)(b) | | | | | | | |  | | | | | | | | |
| Regulation 11(2) | | | | | | |  | | | | | | Regulation 11(3) | | | | | | | |  | | | | | | | | |
| Regulation 11(8) | | | | | | |  | | | | | | Regulation 12 | | | | | | | |  | | | | | | | | |
| Regulation 16(c), (d) & (e) | | | | | | |  | | | | | | Regulation 16(k) | | | | | | | |  | | | | | | | | |
| Section 18 | | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |

##### DIRECTIVES

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| Regulation 5 | Every security service provider falling within the definition of a security business in terms of the Act must comply with the requirements regarding infrastructure and capacity necessary to render a security service as contemplated in Regulation 5 of the Private Security Industry Regulations, 2002. | |
| **Regulation 8** | A Security Service Provider must inform the Authority within 10 days of any change in regard to any information submitted to the Authority in terms of a provision of or application in terms of the Act, or information previously submitted to the Authority in writing. | |
| Regulation 10 | A security business must keep records and documents concerning the management, administration and other matters relating to the rendering of a security service for a period of at least 4 years from the date of their coming into existence, and includes the following – | |
| a) | A list or register with the full first names and surname, identity number, registration number and residential address of every security officer employed by the security business, as well as every person who is an official of the security business but who is not in its employ; |
| b) | A list or register with the full first names and surname, identity number, registration number and residential address of every security officer made available or whose services are made available by the security business to another security business or to any person other than a client of the security business; |
| c) | A register containing full information on the wages or remuneration paid to all security officers and other employees of the security business as well as all deductions from such wages; |
| d) | True copies of payslips in respect of security officers and other employees of the security business; |
| e) | An attendance register in respect of all security officers and other employees of the security business; |
| f) | A posting sheet containing the required particulars in respect of every day or part of a day during which the security business renders a security service; |
| g) | Personnel files on each security officer, employee or official of the security business; |
| h) | Written contracts entered into with clients of the security business for the purposes of rendering a security service, as well as a list with the names, contact addresses and telephone numbers of all the clients with whom the security business has concluded contracts; |
|  | i) | A register concerning security officers made available by the security business to another security business or to any person other than a client of the security business indicating the name and street address of every security business or other person to whom such security officers or their services have been made available, the dates on which this occurred, the financial consideration payable in this regard and the persons responsible to pay any remuneration, reward or fee to the security officers in this regard; |
| j) | Legal authorization in the form prescribed by law in respect of the possession and use of firearms and other weapons by the security business and its security officers; |
| k) | Documentation indicating full particulars of all deductions and payments which are made to the Authority in terms of the provisions contemplated in Section 44(7) of the Act, or in terms of the Levies Act. |
| l) | All other records or documents which the security business must keep in terms of the Act or any other Law applicable to a security business. |
| The records and documents referred to above must be updated, to the extent that their nature requires or permits it, by the security business in question when any relevant change occurs, as soon as it is reasonably practicable to do so, but in any event not later than 7 days after the change in question. | |
| Regulation 10(7)(i) | Salary advices/payslips must materially be in the form contained in BCEA 4 Basic Conditions of Employment Act, 1997 (Act no. 75 of 1997) | |
| Regulation 12 | In terms of Regulation 12 the name under which the security business is registered with the Authority, the trading name, address and particulars, name and telephone contact number of an official of the business as well as its registration number with the Private Security Industry Regulatory Authority, must be reflected on all official business documentation. | |
| **Regulation 13(5) & (6)** | (5) A security business which renders a security service requiring the possession or use of a firearm, must lawfully provide a suitable firearm for that purpose and may not require or permit a security officer employed by the security business to obtain or provide a firearm for that purpose.  (6) A security officer may, for the purpose of rendering a security service in the course of his or her employment, only posses a firearm lawfully provided by his or her employer. | |
| **Regulation 14(6)(a)** | Every security officer who occupies a position referred to in section 21(1)(a)(ii), (iii), (iv), (v), (vi) or (vii) of the Act must, subject to regulation 3 of the Private Security Industry Regulations, 2002 comply with the training requirement contemplated in regulation 3(3) of the Regulations, or vacate the aforesaid position. | |
| **Regulation 11(1)(b)** | A security service provider employing any person in private security industry must ensure that the employee receives the full wages and all other benefits due to him or her as provided for in terms of any applicable legal provision, agreement, contract or determination. | |
| **Regulation 11(2)** | A security service provider must, before employing any person as a security officer, take all reasonable steps to verify the registration status as a security service provider, level of training, qualifications and all other relevant facts concerning such a person. | |
| **Regulation 11(3)** | A security service provider may not directly or indirectly order, allow or use a security officer in his or her employ to render a security service which requires a legal power, status, license, permit, authorization, accreditation, registration, level of training, skill, knowledge or qualification that the security officer does not have. | |
| **Regulation 11(8)** | A security service provider must draw up, or caused to be drawn up, and properly and consistently enforce a disciplinary code in respect of all security officers in his or her employ. | |
| **Regulation 12** | A security service provider who is a director, member, partner, trustee, administrator or a person in control of any security business, as the case may be, and any person performing executive or managing functions in respect of a security business, must at all times while he or she is occupying such office or having such position, take all reasonably practical steps within his or her powers and capacity to ensure that the security business complies with the provisions of the Act, the Levies Act and the Code of Conduct. | |
| **Regulation 16(c); (d) & (e)** | A security service provider performing the functions of a locksmith –  (c) may only open, close or engage a locking mechanism of any nature, or reproduce, duplicate,   manufacture or provide a key, start any vehicle or cause a vehicle to be capable of movement by   unlocking a locking mechanism, if the person requesting such action furnishes written proof of his   or her identity with sufficient contact particulars was well as the authority to make the request,   and, if relevant in the circumstances, the consent of any other person required by law in respect of   the requested action, has been furnished;   (d) must make reasonable enquiries, if reasonably necessary in the circumstances, to verify the proof   and information contemplated in paragraph (c);   (e) must keep a proper record of the information contemplated in paragraph (c) for a period of at least   three years in a secure place; | |
| **Regulation 16(k)** | A security service provider performing the functions of locksmith may only provide information or training or impart skills regarding the opening, closing or engaging of locking mechanisms of any nature to a person that is registered as a security service provider, enrolled to receive training at a security training establishment, or entitled to receive such information, training or skills in terms of some other ground recognized by law; | |
| **Section 18** | In terms of Section 18 of the Security Officers Act, read with Section 44 of the Private Security Industry Regulation Act, you as an employer must deduct an amount of R7-98 from every Security Officer in your employment and pay over these moneys, including the annual amounts prescribed in Regulation 9(3) in respect of the business, to the Private Security Industry Regulatory Authority. | |

**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; |
| (cA)  (d) | withdrawal as accredited training establishment;  a fine not exceeding R1 000 000-00, which is payable to the Authority; |
| (e) | publication of appropriate details of the conviction of improper conduct and any penalty imposed; |
| (f) | 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 |
| (g) | any combination of the above. |