



## **employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF EMPLOYMENT AND LABOUR: NORTH WEST PROVINCE, MMABATHO PROVINCIAL OFFICE**

**PROVIDENT HOUSE, UNIVERSITY DRIVE 2735**

**SUPPLY CHAIN MANAGEMENT: ENQUIRIES: NKOSAZANA BLAAI\ THABO MAKHOTH**

**TEL: 018 387 8210\018 387 8212**

**YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF EMPLOYMENT AND LABOUR**

**BIN NO(s): KLD-2025/NW; RTB-2025/NW; MFK-2025/NW AND MMB-2025/NW**

**BREIFING SESSION WILL BE HELD AT: MMABATHO PROVINCIAL OFFICE**

**PROVIDENT HOUSE, UNIVERSITY DRIVE 2735 ON THE 10<sup>th</sup> of June 2025 at 11:00 am**

**CLOSING TIME: 11:00 am**

**CLOSING DATE: 20 June 2025**

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE ACCEPTED FOR CONSIDERATION.**

1. Kindly furnish us with a bid for service shown on the attached forms.
2. Please find the attached General Contract conditions (GCC), SBD1, SBD3.3, SBD4, SBD6.1 and terms of reference.
3. Bidders must ensure that they are registered with National Treasury Central Supplier Database (CSD)
4. The attached forms must be completed in detail and returned with your bid. Bid documents must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, bid number and closing date of the bid. **(Failure to comply may invalidate your BID).**
5. Total bid price must be written correctly and in full.
6. Certified ID copies of company directors and shareholders must be attached.
7. No sub-contracting will be allowed for rendering of this services.
8. All company registration documents must be submitted.
9. All bids will be submitted at: Department of Employment and Labour, Provident house, University Drive Mmabatho 2735
10. Emailed bids will not be accepted.

### **Please take note:**

**BID DOCUMENTS MUST BE DELIVERED IN A SEALED ENVELOPE, WITH THE**

**FOLLOWING INFORMATION WRITTEN OUTSIDE EACH SIDE OF THE**

**ENVELOPE: BID NUMBER, BID DESCRIPTION, BIDDERS NAME AND ADDRESS**

**IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT BIDS ARE SUBMITTED ON OR BEFORE THE STIPULATED CLOSING DATE AND TIME.**

# INVITATION TO BID



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PROVINCIAL OFFICE NORTH WEST, Private Bag X2040, MMABATHO, 2735, Provident House,  
University Drive, MMABATHO, Tel (018) 387 8100, Fax (018) 3842597.  
[www.labour.gov.za](http://www.labour.gov.za)

ENQUIRIES: Ms Nkosazana Blaai/ Thabo Makhothi  
018 387 8210  
066 115 2062/ 082 414 7513

DEPARTMENT OF EMPLOYMENT AND LABOUR INVITES PROSPECTIVE BIDDERS TO BID FOR THE SECURITY SERVICES FOR A PERIOD OF THIRTY SIX (36) MONTHS AT RUSTENBURG LABOUR CENTRE, KLERKSDORP LABOUR CENTRE, MAFIKENG LABOUR CENTRE AND MMABATHO PROVINCIAL OFFICE.

### BID SPECIFICATION

#### 1. KLERKSDORP LABOUR CENTRE (Bid NO: KLD-2025/NW)

GUARDING	
REQUIREMENTS	Quantity
Item	
Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday-Friday	10
Security Officers Grade C Night Shift: 18:00 - 06:00 Monday – Friday	2
Security Officers Grade C Day Shift: Weekend and Public Holidays	2

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Security Officers Grade C	2
Night Shift: Weekend and Public Holidays	
More information on standard specification document	

### 2. RUSTENBURG LABOUR CENTRE (Bid No: RTB-2025/NW)

GUARDING REQUIREMENTS	
Item	Quantity
Security Officer - Grade C	5
Day Shift: 06:00 - 18:00 Monday–Friday	
Security Officers Grade C	2
Night Shift: 18:00 - 06:00 Monday – Friday	
Security Officers Grade C	2
Day Shift: Weekend and Public Holidays	
Security Officers Grade C	2
Night Shift: Weekend and Public Holidays	
More information on standard specification document	



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### 3. MAFIKENG LABOUR CENTRE (Bid No: MFK-2025/NW)

GUARDING REQUIREMENTS	
Item	Quantity
Security Officer - Grade C	5
Day Shift: 06:00 - 18:00 Monday-Friday	
Security Officers Grade C	3
Night Shift: 18:00 - 06:00 Monday – Friday	
Security Officers Grade C	3
Day Shift: Weekend and Public Holidays	
Security Officers Grade C	3
Night Shift: Weekend and Public Holidays	
More information on standard specification document	

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### 4. MMABATHO PROVINCIAL OFFICE (Bid NO: MMB-2025/NW)

GUARDING REQUIREMENTS	
Item	Quantity
Security Officer - Grade C	14
Day Shift: 06:00 - 18:00 Monday–Friday	
Security Officers Grade C	4
Night Shift: 18:00 - 06:00 Monday – Friday	
Security Officers Grade C	4
Day Shift: Weekend and Public Holidays	
Security Officers Grade C	4
Night Shift: Weekend and Public Holidays	
More information on standard specification document	

### 1. Administrative compliance

- Compliance with specification and terms of reference
- Fully completed and signed tender documents
- Valid PSIRA certificates (Company and Directors)
- Valid COID letter of good standing and proof of UIF registration
- All required documents attached (as per the advert and communication at briefing session)

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### 2. Functionality compliance Checklist

No.	Criteria	Sub-criteria	WIGHT
2.1	Relevant Company experience in Security Industry  (Attach stamped Company reference letter(s) in a client's letter head)  NB: Stamp must not be older than 6 Months.	5 years and more	25 points
		4 years	20 points
		3 years	15 points
		2 years	10 points
		1 year or less	5 points
2.2	Locality NB: Demonstration of Locality should be reflected on CIPC certificate, CSD, Proof of Business Address from utility bill and or Tribal Authority (All not older than 3 months)	<ul style="list-style-type: none"> <li>• Within the Municipality of the designated office</li> <li>• Within the North West Province</li> <li>• Outside the North West Province</li> </ul>	25  15  10  25

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2.3	Project and contingency plan	<ul style="list-style-type: none"> <li>• Tabling daily activities shift roster, occurrence book and supervisory activities.</li> <li>• Contingency Plan</li> <li>• Detailed response plan, including time, in event of emergency</li> <li>• List of resource to be utilized.</li> <li>• Demonstrate electronic monitoring system that will be used at the site.</li> </ul>	5 5 5 5 5	25
2.4	Financial Management	<p>The bidder is required to submit bank rating/grading letter as per the following categories:</p> <ul style="list-style-type: none"> <li>• A</li> <li>• B</li> <li>• C</li> <li>• D</li> <li>• E-G</li> </ul>	25 20 15 10 5	25
TOTAL				100

NB. Bidders should score 70/100 points or more on functionality to qualify for the 80/20 evaluation

- Evaluation on 80/20
  - 80 = price
  - 20 = specific goals
    - SMME
    - HDI

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- **Disability**

**BRIEFING SESSION: BRIEFING SESSION WILL BE ON 26 MAY 2025, AT 11:00, AT THE FOLLOWING ADDRESS:**

DEPARTMENT OF EMPLOYMENT AND LABOUR  
UNIVERSITY ROAD  
PROVIDENT HOUSE  
MIMABATHO

see page 1

**ACTING DD: FINANCE, IT & OS**

Business Unit	Signature & Date
Finance	
Human Resource Management (HRM)	 13/05/2025
Inspection and Enforcement Service (IES)	 13/05/2025





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Public Employment Service (PES)	Re 13/05/2025
Unemployment Insurance Fund (UIF)	SS 13/05/2025
Compensation Fund (CF)	

Approved/Not approved

13/05/2025

CHAIRPERSON:  
SUB-DIB ADJUDICATION COMMITTEE

DATE

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# **MINIMUM REQUIREMENT CONTRACT SECURITY SPECIFICATION**

**MMABATHO PROVINCIAL OFFICE  
PROVIDENT HOUSE**

## 1. CONDITIONS OF THE TENDER

### 1.1 DURATION

- (a) The duration of the contract will be for a period of three years (36 months), commencing from the date the company begins with the security services on site. The contract will be reviewed every year.
- (b) The successful tenderer shall be obliged to sign a service level agreement on commencement of the service.

- 1.2 Prospective tenderer shall visit the site in order to ascertain the extent of the service to be rendered. A compulsory site meeting will be held at the offices of the Department of Employment and Labour

### 2.1 OPERATIONAL CONDITIONS

**SPECIFICATION** (Please mark appropriate block with an X)

ITEM NO	DESCRIPTION	YES	NO	REMARKS
2.1.1	<b>Service required</b>			
	The rendering of a Guarding Service for a period of 36 months on the following premises:  <b>Department of Employment and Labour Mmabatho Provincial Office Provident House University Drive Mmabatho 2735</b>	X		
	<i>Item</i>	<i>Number</i>		
2.1.1.1	Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday-Friday	14	x	
2.1.1.2	Security Officers Grade C Night Shift: 18:00 - 06:00 Monday - Friday	4	x	
	Security Officer - Grade C Day Shift weekend/Public Holidays	4	x	
	Security Officer - Grade C Night Shift weekend/Public Holidays	4	x	
2.1.1.3	<b>Security Aids</b>			
	(a) Portable hand held 2 way radios (to be programmed to contractor's frequency).	20	X	
	(b) Torches (including batteries)	4	X	
	(c) Batons	20	X	
	(d) Pocket books	20	X	
	(e) Handcuffs	20	X	
	(f) Cellphones with airtime		X	Cellphone on site
	(g) Whistles	4	X	
	(h) Occurrence book	1	x	OB on site
	(i) Patrol monitoring device	8	x	
	(j) Gun Safe			x
	(k) Metal detector	4	x	

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	(l) Pepper spray	x		
	(m) Laptop Register	X		Register on Site
	(n) Visitors Register	X		Register on site
	(o) Register for state Vehicle on the entrance gate and exit gate	X		Register on site

### Detailed requirements

2.1.2	<b>Private Security Industry Regulatory Authority</b>			
2.1.2.1	The organization must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). <i>As proof thereof, a copy of registration must be attached with the tender.</i> All Security officers that the tenderer supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).	X		
2.1.2.2	A copy of the registration certificates in respect of all the Security officers must be attached to the tender documents.	X		
2.1.3	<b>Supervision of Emergency Assistance</b>			
	The tenderer must have a well established and equipped (24) hour security control room. The Tenderers must furnish details of security equipment, registers, and security systems which is available in the security control room. <i>NB: The Department holds the right to inspect such control room.</i> Tenderers must be reachable within twenty four (24 hours) - during emergency 8 hours terms.	x		
2.1.4	<b>Minimum wages</b>			
	It is expected that the tenderer shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the law. A three months Bank Statement / letter of financial assistance must be submitted as proof that the tenderer has the financial capability to remunerate his/her employees without being dependent to the Department of Employment and Labour for payments of his/her employees.	X		
2.1.5	<b>Provision of personnel in crisis situation</b>			
	Tenderers must, in consultation with the responsible Manager in charge of Security Services, or the Security Official delegated from the Department of Labour, undertake to provide certain and reasonable number of staff as required for the rendering of the service at the site during crisis situations. Failure to consult with responsible Manager or such delegated official will result in this matter being regarded as been illegitimate	x		
2.1.6	<b>Security Service</b>			
2.1.6.1	The quality of the service to be rendered must be in accordance with Private Security Industry Regulatory Authority standards. It is the responsibility of the successful tenderer to see that personnel employed for the rendering of this service, meet the requirements at all times, which is incorporated in the legislations listed below. Failure to meet any of these requirements will result in the termination of the contract. All possible steps shall be taken by the tenderer to	x		

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	<p>ensure that the intended execution of this agreement takes place. These steps include, inter alia, the following :</p> <p>a) The protection of Department of Labour officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977);</p> <p>b) The protection of State property at the intended sites and the protection of said property against theft and vandalism;</p> <p>c) The Protection of Information; and</p> <p>d) The Protection of the business process of the Development against any Interruption.</p>			
2.1.6.2	The contractor will be held liable for any damages or loss suffered by the Department of Labour as a result of the contractor's own or his employees' negligence or intent, which originated on the site.	x		
2.1.6.3	The Department of Labour shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the department's site.	X		
2.1.7	<b>Security personnel compliance</b>			
2.1.7.1	Security Officers must have obtained a Senior Certificate or equivalent qualification.	x		
2.1.7.2	The Security Officers supplied to render the service, must at least have had (2) two years security experience.	x		
2.1.7.3	Security Officers supplied to render the service, must be trained to the standard set by the Private Security Industry Regulatory Authority, and trained in a Private Security Industry Regulatory Authority accredited centre. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985.	x		
2.1.7.4	<b>The Department will screen (and interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.</b>	x		
2.1.8	<b>Declaration of secrecy and screening</b>			
2.1.8.1	All security personnel and management involved with the Security Services of the Department of Labour shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the responsible Manager in charge of Security Services in the Department of Labour.	x		
2.1.8.2	The Supervisor and Security Officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.	x		
2.1.8.3	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the State activities may be furnished to the public or media by the contractor or any of his/her employees..	x		
2.1.9	All Directors in the Company will be subjected to security screening.	X		

ITEM NO	DESCRIPTION	YES	NO	REMARKS
<b>2.2.</b>	<b>General requirements for security service</b>			
2.2.1	The following general requirements apply :	x		
2.2.1.1	At all times Security Officers must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the department and public.	x		
2.2.1.2	The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply that there shall be no unnecessary arguments with visitors / staff or discourteous behavior towards them.	X		
2.2.1.3	The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties.	X		
2.2.1.4	The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority.	x		
<b>2.2.2.</b>	<b>Uniforms and identification</b>			
	The contractor shall undertake to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of : a) A neat and clearly identifiable uniform of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building. b) A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times. c) <b>Alternatively :</b> The valid identification card issued by the Private Security Industry Regulatory Authority.	x		
<b>2.2.3</b>	<b>Records on Security Personnel</b>			
	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, the following: Scholastic, training, registration and medical certificates.	x		
<b>2.2.4</b>	<b>Registers to be utilized and maintained</b>			
2.2.4.1	The contractor must ensure that the Occurrence Register and Access Control Register / Forms, which are available on the site, is utilized and maintained as required :	x		
	(a) <b>Occurrence Register</b> - The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference. - <b>Compulsory Entries:</b> All listed routine procedures such as patrols undertaken, handing over of shifts, etc., and the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink. - All occurrence/events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink. - All security personnel activities - especially deviations in respect of the duty list - indicating particulars of the personnel and relevant times.	x		

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	<ul style="list-style-type: none"> <li>- The issue and/or receipt of keys, indicating the time and by whom they were received and delivered.</li> <li>- The unlocking / locking of doors / gates, indicating the time and by whom they were locked / unlocked.</li> <li>- The handling over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.</li> </ul>			
	- <b>Occurrence register - Read</b> : After handing-over of the shifts, the person who has come on shift must make an entry that he / she has read the occurrence register in order to acquaint himself / herself with events that occurred during the previous shift.	x		
	- <b>All shifts by Supervisors and Management:</b> These entries must be done in legible red ink. Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.	x		
	- Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialed at the side.	x		
	b) <b>Shift Rosters</b> - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty. - Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered. - Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialed, dated and noted in the occurrence register.	x  x  x		
	c) <b>Duty sheet</b> - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract. - The contractor must have a fully expounded duty sheet available at each duty point of the site.	x		
	d) <b>Two-way radio's</b> - The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site and with the contractors control room. - Hand held 2 way radios: The hand held radios must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station.	x		
	e) <b>Patrols</b> - The purpose of patrolling is to ensure that the site is inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.	x		
2.2.5	<b>Contact with Departmental Representative</b>			
2.2.5.1	The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the	x		



ITEM NO	DESCRIPTION	YES	NO	REMARKS
	<b>Departmental Representative.</b>			
2.2.5.2	A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor / Manager or Contractor himself / herself, must be held at least once a month. The Department will keep the minutes of the meeting.	x		
2.2.5.3	The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible Manager or delegated official in the Dept of Labour.	x		
2.2.6	<b>Maximum shift hours</b>			
	No security personnel may be allowed to work a daily shift longer than (12) twelve hours.	x		
2.2.7	<b>Lost articles</b>			
	<u>Definition:</u> Lost articles found at the site and of which the ownership could not immediately be established. All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.	x		
2.2.8	<b>Inspections</b>			
2.2.8.1	A thorough inspection of the service shall be performed by Departmental officials as well as the contractor at least once monthly.	X		
2.2.8.2	The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.	x		
2.2.8.3	The Department retains the right to require from the contractor, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise and the contractor or successful tenderer indemnifies the department against any such claims and legal expenses.	x		
	NOTE: The Department's representative will check daily whether sufficient personnel are available on site in terms of the conditions.	x		
2.2.8.4	All security personnel shortages must be noted in the occurrence register by the Contractor or any of its employees on duty.	x		
2.2.9	<b>Labour unrest incidents</b>			
	<u>Labour unrest on site:</u> If the service is interrupted/or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the department will be in place.	x		
2.2.10	<b>General</b>			
	The contractor's personnel must at all times refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.	x		
	Under no circumstances will any security personnel be allowed to trade on the premises.			
2.2.11	<b>References</b>			
	The contractor must provide a list of work references in progress which must not be less than three (3) in numbers.	x		
2.2.12	<b>Additional requirements</b>			
	A direct line of communication must be established be-			

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	tween the security control room in the department and the control room of the contractor.	X		
	The contract is valid for a period of 3 years (36 months) and the Department reserves the right to terminate the contract with immediate effect if the contractor is not rendering the service in terms of the contract and Service Level Agreement. This will be done in line with the policies of the Department of Labour.	x		
2.2.13	Project Execution Plan must be supplied by the contractor.	x		

### 3. CONTRACTOR'S RESPONSIBILITIES

- 3.1 The contractor must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement.
- 3.2 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service.
- 3.3 The contractor must on commencement of the service, and at his own expense, establish a site office in Klerksdorp and ensure that the office remains operative for the duration of this agreement.

### 4. OTHER SECURITY REGISTERS

Apart from the occurrence book mentioned above the following registers shall be utilised by the Security Officers in rendering service at Department of Employment and Labour buildings: Klerksdorp Labour Centre.

#### 4.1 Visitors register

Purpose: The purpose of the visitor's register is to have information available at all times regarding persons allowed entry to the site within a specific period, in case occurrences should take place which might lead to judicial enquiry or investigations. Register should be kept clean, legible and neat all times. These register forms must be completed correctly and legibly by the security guard / officer on duty and the following information from the visitor should be noted:

- Date and time of visit and departure
- Surname and initials of the visitor
- ID number and proof of identity of the visitor
- Home and work address of the visitor
- Name of person to be visited
- Telephone numbers at work or home
- Duration of the visit
- Purpose of visit
- Signature of the visitor

## 4.2 Pocket book

Purpose: The purpose of the pocket book is to note down all incidents occurring or observations made by a security guard / officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocket book on their possession.

**The following information must be noted down in the Pocketbook.**

All occurrence / events, however important, slight or unusual, referring to the following:

- 4.2.1. Reporting on and off duty.
- 4.2.2. Time the event occurred.
- 4.2.3. Extent of occurrence or event.
- 4.2.4. The Security Officer should record any serious event taking place during the execution of the duty.
- 4.2.5. Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he / she visited the officers on site. Supervisor's entry should be in a red pen.

## 4.3 Staff after hours register

- 4.3.1 The after hours register is intended to exercise control over staff members and any other people who entered the buildings after hours. This register is also applied during weekends and public holidays.
- 4.3.2 All personnel leaving the building after hours should complete the after hours register.
- 4.3.3 The Security Officer on duty must ensure that all personnel completing the register complete it correctly. This means that the Security Officer shall ensure that the correct time and signature of the personnel is entered correctly.

## 4.4 Information register

- 4.4.1 The information register plays an essential role regarding communication of security matters, particularly for shift workers. Instructions, incidents and any other matters are recorded in the book so that shift-workers can receive messages.
- 4.4.2 Security Officers reporting for duty should read the information register, so that they can have the necessary information regarding security activities. After the message the officer should sign so as to acknowledge that he / she has received the message.

- 4.4.3 Each entry should have a serial number, date, time and the name of the officer who made the entry.

**4.5 Removal permit**

This permit is the most essential in terms of control of goods and assets leaving the department. This register should be controlled in this manner.

- 4.5.1 State asset, information and other relevant goods are not allowed to leave the department before the proper authority is obtained. There is a control officer who has the authority to sign for the goods leaving the building.
- 4.5.2 The Security Officer shall verify the serial numbers and the goods before the goods can be removed from the building. When the Security Officer is not certain with the serial numbers and other information, he / she should contact the senior officer to look at the matter before such goods can be removed from the building.

**4.6 Government vehicle register**

Security personnel should control government vehicles at the exits and entrances of the buildings. The security personnel should look at the following issues:

- 4.6.1 To determine whether the driver has the authority to drive the vehicle.
- 4.6.2 To report the abuse of Government vehicles by officials.
- 4.6.3 To combat the theft of vehicles and their tools.
- 4.6.4 To ensure that the vehicles are used for only official purposes only.
- 4.6.5 To ensure that the officials are not returning the vehicles without reporting them.
- 4.6.6 To check the date and time the vehicle departed and entered the premises.

**Chairperson: Specification Committee**  
**Mr. Tidimatso Tigele**

**Date:** \_\_\_\_\_