

COMPLIANCE CHECKLIST

Security Services —SKA / MeerKAT Site and Karoo Facilities

South African OHS Act 85 of 1993 · COIDA Act · PSIRA · Astronomy Geographic Advantage Act 21 of 2007

This checklist covers the standard South African Occupational Health and Safety (OHS) File requirements for a Security Service Provider, plus the additional site-specific compliance items required for operating within the SKA-Mid / MeerKAT radio telescope and Karoo related Facilities.

1. Administrative & Legal Appointments

- ☐ Company registration documents (CIPC) and PSIRA company registration certificate
- ☐ Client contract / Service Level Agreement referencing this site
- ☐ Copy of the OHS Act 85 of 1993 and applicable Regulations kept on file
- ☐ Compensation for Occupational Injuries and Diseases Act (COIDA) — Letter of Good Standing
- ☐ Employer's OHS Policy, signed and dated by CEO/senior management
- ☐ Section 16(2) appointment(s) — site/duty supervisors, delegated in writing
- ☐ Health and Safety Representative(s) appointed (Section 17/18) with training certificates
- ☐ Health and Safety Committee. **In accordance with sections 17(1) and 19 of the Occupational Health and Safety Act, No. 85 of 1993, the appointed contractor must establish a health and safety committee. Copies of these meeting minutes must be sent to the allocated SARAO Health and Safety Officer. The contractor is also required to attend SARAO health and safety committee meetings upon request.**
- ☐ First Aider appointment letter(s) and valid certificates
- ☐ Fire Fighting Officer appointment letter(s) and certificates
- ☐ Incident/Accident Investigator appointment

2. PSIRA & Security-Specific Legal Compliance

- ☐ PSIRA registration certificates — company and every deployed officer (current, not expired)
- ☐ Proof of grading (Grade A–E) matching duties performed on site
- ☐ Firearm competency certificates
- ☐ Firearm register: issue/return log, serial numbers, ammunition control (**ONLY if firearms are deployed**)
- ☐ Uniform and identification compliant with PSIRA Code of Conduct and tender requirement

3. SKA / Karoo Astronomy Advantage Area — Site-Specific Compliance

- ☐ Radio Frequency Interference (RFI) permits for vehicles and equipment
- ☐ Procedure for reporting suspected RFI-causing equipment or unauthorised transmissions to site management / SARAO Chief Security Officer
- ☐ Client (SARAO/SKAO) site access protocol and site security standard operating procedures
- ☐ Environmental sensitivity briefing — protected fauna/flora, no off-road driving, dark-sky and noise considerations

4. Risk Assessments

- ☐ Baseline (site-wide) risk assessment for security operations, signed and dated. The baseline assessment must include at least the following:
 - ☐ Task-specific risk assessments: static guarding, foot patrol, vehicle patrol, access control, response/reaction unit duties
 - ☐ Remote/rural-area risk assessment: distance to medical facilities, mobile network dead-zones, extreme heat/cold, dust storms, veld fires
 - ☐ Wildlife hazard assessment: snakes, scorpions, livestock/game, stray animals
 - ☐ Lone-worker risk assessment and mitigation (check-in schedules)
 - ☐ Driving/journey management risk assessment for gravel roads, long distances, night driving, animal strikes
 - ☐ Fatigue management for shifts
 - ☐ Fire risk assessment (veld fire risk, guard hut)
 - ☐ Risk assessments reviewed and re-signed at defined intervals (e.g. annually or after incident)

5. Standard Operating Procedures

- ☐ Access control and visitor management SOP
- ☐ Patrol SOP (foot and vehicle), including muster/check-in points
- ☐ Incident response and escalation SOP
- ☐ Firearm handling and use-of-force SOP (if applicable)
- ☐ Communication SOP
- ☐ Emergency evacuation SOP for site and remote guard posts
- ☐ Journey management plan for travel to/from and within the site

6. Training, Induction & Competency Records

- ☐ Site-specific H&S induction register (all personnel, incl. relief staff)
- ☐ First Aid Level certificates, current and traceable to appointed first aiders
- ☐ Fire fighting training certificates
- ☐ Drivers License and PDP's of appointed drivers
- ☐ Firearm competency and annual re-training records
- ☐ Toolbox talk register — dated, topics, attendance signatures
- ☐ Training and Refresher training schedule and records

7. Emergency Preparedness & Medical

- ☐ Emergency contact list: client emergency number, SAPS, nearest clinic/hospital, ambulance/medevac provider
- ☐ Medical evacuation plan for remote locations, Client provided ER24 on site support – with cost to end-user
- ☐ First aid kit inventory and inspection register at each guard post/vehicle

- ☐ Fire extinguisher inspection and service register
- ☐ Snake bite / scorpion sting emergency procedure
- ☐ Heat stress / cold exposure management procedure
- ☐ Emergency drill records (evacuation, fire, medical)
- ☐ Communication fallback plan for communication infrastructure breakdown

8. Personal Protective Equipment (PPE)

- ☐ PPE risk-based issue register (uniform, boots, reflective gear, weather-appropriate clothing)
- ☐ Sun protection provision (hats, sunscreen) for outdoor posts
- ☐ Cold-weather PPE for Karoo winter night shifts
- ☐ PPE inspection and replacement register
- ☐ Firearm-related PPE/safety equipment (holsters, ear protection for range training) **(if applicable)**

9. Incident, Accident & Occupational Health Records

- ☐ Incident/accident register (OHS Act Annexure 1)
- ☐ COIDA (WCL) reporting records for any reportable injury
- ☐ Near-miss reporting log
- ☐ Incident investigation reports with corrective actions and close-out
- ☐ Occupational health surveillance / medical fitness certificates for security officers (incl. firearm-competency medical if required)
- ☐ Register of hazardous exposure (heat, dust) where relevant

10. Equipment, Vehicles & Inspections

- ☐ Vehicle roadworthiness certificates, license renewal and service records for all deployed vehicles
- ☐ Daily/weekly vehicle inspection checklists
- ☐ Communication equipment register
- ☐ Guard hut / access-control point inspection register (structural, electrical, fire safety)
- ☐ Firearm and ammunition storage compliance (SAPS-approved safe, register **if applicable**)

11. Environmental & Site Conduct

- ☐ Waste management procedure (no littering, waste removed from site)
- ☐ Veld fire prevention procedure (no open fires, smoking restrictions)
- ☐ Wildlife/livestock protection procedure —gate discipline, speed limits

12. Audits, Inspections & Continuous Compliance

- ☐ Internal H&S audit schedule and completed audit reports
- ☐ Client/SARAO compliance audit records and corrective action close-out

- ☐ SAPS NKP compliance inspections
- ☐ Quaterly OHS file review and update log
- ☐ Legal register (Acts, Regulations, permits) reviewed for currency, with renewal dates tracked (e.g. RFI permit expiry, PSIRA registration expiry, firearm competency expiry, Vehicle License expiry, Driver License & PDP expiry)

13. File Sign-Off

- ☐ Table of contents matching this checklist, with page/section references
- ☐ Document control page (version, date, compiled by, approved by)
- ☐ Final review and sign-off by the Section 16(2) appointee, SARAO Chief Security office and SARAO H&S representative