

## ANNEXURE A

### CONTROL ROOM AND COMPANY FACILITY CHECKLIST (ON – SITE EVALUATION)

| No. | ITEMS                                                                                   | Evidence                                                                       | YES/NO |
|-----|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------|
|     | <b>FACILITY/OFFICE</b>                                                                  |                                                                                |        |
| 1   | Control room should be located in an immovable structure made of brick and cement walls | Building and walls                                                             |        |
|     | 24/7 operational call centre with fixed telephone line and e-mail                       | Functional test to be conducted on site, personnel appointments to be verified |        |
| 2   | Firearm safe (applicable to the scope that requires firearms)                           |                                                                                |        |
| 3   | Lockable door to control room (access restriction)                                      | Functional test to be conducted on site                                        |        |
| 4   | Key cabinet (storage) (not critical but recommended)                                    |                                                                                |        |
| 5   | Ablution facility with easy access for control room operators or employees              | Ablution facility                                                              |        |
| 6   | Power supply to the control room building (electrified)                                 | Power to the control room                                                      |        |
|     | <b>CONTROL ROOM EQUIPMENTS/SYSTEMS</b>                                                  |                                                                                |        |
| 1   | Computer(s)/ laptops that are operational and used for Security Services                | Desktops, fixtures, cabling, screens                                           |        |
| 2   | Printer/fax (not critical but recommended)                                              |                                                                                |        |
| 3   | Land line                                                                               | Functional test to be conducted on site                                        |        |
| 4   | Communication capability with operational teams (PTT/base radio)                        | Functional test to be conducted on site                                        |        |
| 5   | Panic button receiver established in the control linked to all operational sites        | Functional test to be conducted on site                                        |        |
| 6   | First aid box and fire extinguisher                                                     |                                                                                |        |

|   |                                                        |                                                                                                                                                                                                    |  |
|---|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   | REGISTERS/PROCEDURES                                   |                                                                                                                                                                                                    |  |
| 2 | Occurrence book                                        | Inspect registers on site                                                                                                                                                                          |  |
| 3 | Panic button test register                             | Inspect registers on site                                                                                                                                                                          |  |
| 4 | Incident register                                      | Inspect registers on site                                                                                                                                                                          |  |
| 5 | Equipment register                                     | Inspect registers on site                                                                                                                                                                          |  |
| 7 | Duty roster displayed on the wall                      | Duty roster displayed on the wall                                                                                                                                                                  |  |
| 8 | Emergency preparedness procedure displayed on the wall | Emergency preparedness procedure displayed on the wall                                                                                                                                             |  |
|   | Emergency contact list displayed on the wall           | Emergency contact list displayed on the wall                                                                                                                                                       |  |
|   | Armory compliance (where applicable)                   |                                                                                                                                                                                                    |  |
| 1 | Firearm safe that is SABS approved                     | SABS compliant .SAPS letter confirming safe is compliant DFO                                                                                                                                       |  |
| 2 | Firearm Register A7 and A8                             | Ammunition and Firearm Control                                                                                                                                                                     |  |
| 3 | Firearm Discharge register                             | Firearm Discharge register                                                                                                                                                                         |  |
| 4 | Firearm inspection                                     | <ul style="list-style-type: none"> <li>• Number of Firearms available</li> <li>• Inspect on site ( Depending on the site - 9mm Handgun type of firearm available and in good condition.</li> </ul> |  |
| 5 | Firearm safe work procedure                            | Handing over and receiving of firearm, storing of firearm and ammunition.                                                                                                                          |  |
|   | Vehicle on site Evaluation                             |                                                                                                                                                                                                    |  |

|   |                                                                      |                                                           |  |
|---|----------------------------------------------------------------------|-----------------------------------------------------------|--|
| 1 | Are the vehicles equipped with functioning communication capability? | communication capability to be checked on site in vehicle |  |
|---|----------------------------------------------------------------------|-----------------------------------------------------------|--|

|                                                                                   |                                                        |                          |              |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------|--------------|
|  | <b>CONTROL ROOM AND COMPANY<br/>FACILITY CHECKLIST</b> | <b>Unique Identifier</b> |              |
|                                                                                   |                                                        | <b>Revision</b>          | <b>Rev.0</b> |
|                                                                                   |                                                        | <b>Revision Date</b>     |              |
|                                                                                   |                                                        | <b>SHEQS</b>             |              |

|   |                                                                                                  |                                                                            |  |
|---|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--|
| 2 | Do the vehicles meet all Eskom vehicle safety standards? (standard to be issued with the tender) | Fire Extinguisher and first aid kit in vehicle, spare wheel. Check on site |  |
| 3 | Are vehicles fitted/ equipped with Tracking system?                                              | Request tracking reports on site                                           |  |
| 4 | Vehicles must be branded with the company's logo                                                 | Vehicle branding                                                           |  |
| 5 | Spotlight to the vehicle must be mounted or handheld                                             | Vehicle spotlights to be in working condition                              |  |

Should any of the above requirements not be met then the supplier will not be allowed to proceed to the next evaluation process.

Name of evaluators: \_\_\_\_\_ Name of Company: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Company Rep: \_\_\_\_\_

Date of evaluation: ...../...../.....

