

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

FUNCTIONAL EVALUATION CRITERIA – SECURITY PHYSICAL GUARDING CONTRACT FOR PED_KOMATI WATER SCHEME.				
No.	Items	Evidence	(Score 10)	Score/Comment
1.	Facility/Control Room			
1.1	Control room should be located in an immovable structure made of brick and cement walls	Inspect building and walls. <ul style="list-style-type: none"> • Brick Wall structure= 2 • None = 0 	2	
1.2	24/7 operational call center with fixed telephone line and e-mail	Control room functional test to be conducted on site. <ul style="list-style-type: none"> • 24/7 operational Land line functionality =2 • No proof =0 	2	
1.3	Firearm safe (applicable to the scope that requires firearms)	Inspection to be done on site. <ul style="list-style-type: none"> • SABS approved/certified = 2 • Not SABS certified = 0 	2	
1.4	Lockable door to control room (access restriction)	Functional test to be conducted on site. <ul style="list-style-type: none"> • Electronic access control =2 • Manual lockable =1 • Not lockable =0 	2	
1.5	Ablution facility with easy access for control room operators or employees	Inspect the facility onsite. <ul style="list-style-type: none"> • Ablution facility available =1 • No ablution =0 	1	
1.6	Power supply to the control room building (electrified)	Inspect the facility onsite. <ul style="list-style-type: none"> • Power to the control room functional =1 • No power supply =0 	1	
2.	Control Room Equipment/Systems		(Score 4)	
2.1	Computer(s)/ laptops that are operational and used for Security Services	Inspect the facility onsite. <ul style="list-style-type: none"> • Desktops, fixtures, cabling, screens =2 	2	
2.2	Communication capability with operational teams (PTT/base radio) in the control room linked to all operational sites and Panic button receiver established in the control room linked to all operational sites	<ul style="list-style-type: none"> • PTT/base functional test to be conducted on site =1 • Panic button functional test to be conducted on site= 1 	2	

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3	Registers/Procedures		(Score 8)	
3.1	Occurrence book	Inspect registers on site. <ul style="list-style-type: none"> • OB entries =2 • No OB =0 	2	
3.2	Panic button test register	Inspect registers on site. <ul style="list-style-type: none"> • Confirm entries =1 • No register/entries =0 	1	
3.3	Incident register	Inspect registers on site. <ul style="list-style-type: none"> • Confirm/ entries =1 • No register =0 	1	
3.4	Equipment registers	Inspect registers on site. <ul style="list-style-type: none"> • Confirm/ entries =1 • No register =0 	1	
3.5	Duty roster displayed on the wall	Duty roster displayed on the wall. <ul style="list-style-type: none"> • Confirm display =1 • No display 0 	1	
3.6	Emergency preparedness procedure displayed on the wall	Emergency preparedness procedure displayed on the wall =1	1	
3.7	Emergency contact list displayed on the wall	Emergency contact list displayed on the wall. <ul style="list-style-type: none"> • Confirm display =1 • No display 0 	1	
4.	Armory compliance (where applicable)		(Score 20)	
4.1	Firearm safe that is SABS approved	SABS compliant .SAPS letter confirming safe is compliant DFO =5	5	
4.2	Firearm Register A7 and A8	Ammunition and Firearm Control <ul style="list-style-type: none"> • Registers with company's firearm and ammunition listed. 2.5 • No register=0 	2.5	
4.3	Firearm Discharge register	Firearm Discharge register <ul style="list-style-type: none"> • Register in place =2.5 	2.5	
4.4	Firearm inspection	<ul style="list-style-type: none"> • Number of Firearms available • Inspect on site (Depending on the site - 9mm Handgun/shotgun type of firearm available and in good condition. 	5	
4.5	Firearm safe work procedure	Peruse the approved procedure with inclusion of:	5	

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		<ul style="list-style-type: none"> • Handing over and receiving of firearm, storing of firearm and ammunition =5 • No procedure =0 		
5.	Vehicle on site Evaluation		(Score 8)	
5.1	Are the vehicles equipped with functioning communication capability?	Inspection to be done on site. <ul style="list-style-type: none"> • communication capability tested and operational =2 • No proof =0 	2	
5.2	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. <ul style="list-style-type: none"> • Proof of SABS Safety standard =2 • No proof =0 	2	
5.3	Are vehicles fitted/ equipped with Tracking system?	Request tracking reports on site <ul style="list-style-type: none"> • Proof of tracking system installed =2 • No proof =0 	2	
5.4	Vehicles must be branded with the company's logo	Inspect vehicle on site. <ul style="list-style-type: none"> • Vehicle branding =1 • No branding =0 	1	
5.5	Spotlight to the vehicle must be mounted or handheld	Inspection to be done on site. <ul style="list-style-type: none"> • Vehicle spotlights to be in working condition =1 • No proof =0 	1	
	TOTAL		50	

A threshold of 80% is required when combining the total score of both Functionality and Site visit

Compiled by: Tessa Sibeko	
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Signature: 	Date: 22/05/2024