

	<b>ON-SITE EVALUATION SCORECARD ANNEXURE C</b>		
	<b>On site evaluation will be carried out in accordance with the following criteria</b> <b>The evaluation process will be a scorecard with the security company required to meet a total score of 80% or more on all the criteria stated in the on-site evaluation checklist.</b>		
COMPANY			
PROVINCE & SECTOR			
EVALUATION TEAM			
ITEM	EXPLANATION	SCORE	MAX SCORE ITEM
<b>Control Room</b>	Availability and use of communication devices (hand radio's/ telephones/ cellphones) will be checked. *demonstration of hand radio, telephone, cellphone in control room = 5 marks *controller not able to demonstrate = 0 marks		5
	Live vehicle tracking system will be checked. *demonstration of live tracking of 2 company vehicles = 5 marks *controller not able to demonstrate = 0 marks		5
	Availability of uninterrupted power supply/ emergency lighting. *availability = 5marks *unavailability = 0marks		5
	Availability of fire extinguishers and first aid kits will be checked. *availability = 5marks *unavailability = 0marks		5
	Inspect registers, OB on site and check for correct record keeping. *correct record keeping = 5marks *incorrect record keeping = 0marks		5
<b>Emergency call out procedure</b>	Peruse emergency procedure and verify if controller understands procedure *controller knowledgeable of emergency call out procedure = 5marks *controller lacks knowledge of emergency callout procedure = 0marks		5
<b>Total</b>			<b>30</b>
<b>RESOURCES- Vehicle</b>			
<b>Are vehicles meeting scope of services and requirements?</b> <b>Hi-Ride 4x2 Bakkie with offroad capability</b>	Do vehicles comply with the specified requirements and scope of services? Hi-ride 4x2 bakkie with off road capability. Inspect vehicles on site *5 Hi-Ride 4x2 bakkies = 5 marks *5 light delivery vehicles (bakkies) = 5 marks As per above criteria		5
<b>Do the vehicles meet all Eskom Safety standards?</b>	Do vehicles meet all Eskom safety standards. Eskom vehicle safety specification and roadworthiness *meets Eskom safety standard = 5 marks * do not meet Eskom safety standard = 0 marks		3
<b>Is the vehicle fitted/ equipped with Tracking system?</b>	Is vehicle fitted with/ equipped with tracking system. Check tracking reports/ online system *fitted with tracking system and report can be provided = 3 marks *not fitted with tracking system and report cannot be provided = 0 marks		2

Are vehicles equipped with functioning communication capability	Are vehicles equipped with functioning communication capability Inspect/ test communication capability in vehicle *Vehicle fitted with communication device = 5 marks *Vehicle not fitted with communication device = 0 marks		5
	<b>Sub-Total</b>		<b>15</b>
<b>SAFETY</b>			
Fire Extinguisher	Availability of fire extinguishers, accessibility and validity date *1 available = 5 marks *0 available = 0 marks		5
First Aid Box	Availability, accessibility and of first aid box and contents stocked. *1 available = 5 marks *0 available = 0 marks		5
Training Records on the use of safety equipment	Training records on the use of safety equipment. Personal files will be perused. *training records of 2 controllers = 10 marks *training records of 1 controller = 5 marks *no training records of controllers = 0 marks		10
	<b>Sub-Total</b>		<b>20</b>
<b>EQUIPMENT, UNIFORMS AND PPE</b>			
Are staff issued with appropriate uniform for use in winter and summer for corporate or Combat?	Sample uniforms must be presented and checked. *10 sets of summer & winter uniform = 5 marks *5 sets of summer & winter uniform = 2.5 marks *2 sets of summer & winter uniform = 1 marks *1 set of summer & winter uniform = 0 marks		5
Bulletproof vests Level 3 SA-Mix, SABS approved and Test Reports	Number of bullet proof vests with plates in store, availability, hygiene and cleanliness thereof. (minimum of 10 bulletproof vests) *10 bulletproof vests = 5 marks *5 bulletproof vests = 2.5 marks *3 bulletproof vests = 1 marks *2 bulletproof vests = 0 marks		5
	Issuing register and signed per guard *10 guard signatures = 5 marks *5 guard signatures = 2.5 marks *3 guard signatures = 1 marks *1 guard signature = 0 marks		5
Panic Buttons, Torches, Handcuffs, Batons	Availability and panic buttons, torches, handcuffs, batons with holders, patrol clocking systems, pepper spray, pocketbook, red and black pen, alcohol screening/ testing devices. Sample and test equipment presented on site (Panic buttons, torches, handcuffs, patrol clocking system, batons with holders, pepper spray, pocketbook, red and black pen) *All items = 5 marks *Some items = 0 marks		5
	<b>Sub-Total</b>		<b>20</b>
<b>FINAL TOTAL</b>			<b>85</b>

Evaluator Name :	Evaluator Name:
Signed By :	Signed By:
Date:	Date:

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