

~~ANNEXURE A~~**CONTROL ROOM AND COMPANY FACILITY CHECKLIST (ON – SITE EVALUATION)**

No.	ITEMS	Evidence	(Score 10)	Comment
	FACILITY/OFFICE			
1	Control room should be located in an immovable structure made of brick and cement walls	Building and walls	2	
	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	
2	Firearm safe (applicable to the scope that requires firearms)	SABS approved	2	
3	Lockable door to control room (access restriction)	Functional test to be conducted on site	1	
4	Key cabinet (storage) (not critical but recommended)			
5	Ablution facility with easy access for control room operators or employees	Ablution facility	1	
6	Power supply to the control room building (electrified)	Power to the control room	2	
	CONTROL ROOM EQUIPMENTS/SYSTEMS		(Score 4)	
1	Computer(s)/ laptops that are operational and used for Security Services	Desktops, fixtures, cabling, screens	1	
2	Printer/fax (not critical but recommended)			
3	Land line	Functional test to be conducted on site	1	
4	Communication capability with operational teams (PTT/base radio)	Functional test to be conducted on site	1	
5	Panic button receiver established in the control linked to all operational sites	Functional test to be conducted on site	1	
6	First aid box and fire extinguisher (not critical but recommended)			
	REGISTERS/PROCEDURES		(Score 8)	
2	Occurrence book	Inspect registers on site	2	
3	Panic button test register	Inspect registers on site	1	

4	Incident register	Inspect registers on site	1	
5	Equipment register	Inspect registers on site	1	
7	Duty roster displayed on the wall	Duty roster displayed on the wall	1	
8	Emergency preparedness procedure displayed on the wall	Emergency preparedness procedure displayed on the wall	1	
	Emergency contact list displayed on the wall	Emergency contact list displayed on the wall	1	
	Armory compliance (where applicable)		(Score 20)	
1	Firearm safe that is SABS approved	SABS compliant .SAPS letter confirming safe is compliant DFO	5	
2	Firearm Register A7 and A8	Ammunition and Firearm Control	2.5	
3	Firearm Discharge register	Firearm Discharge register	2.5	
4	Firearm inspection	- Number of Firearms available - Inspect on site (Depending on the site - 9mm Handgun type of firearm available and in good condition.	5	
5	Firearm safe work procedure	Handing over and receiving of firearm, storing of firearm and ammunition.	5	
	Vehicle on site Evaluation		(Score 8)	
1	Are the vehicles equipped with functioning communication capability?	communication capability to be checked on site in vehicle	2	
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	2	
3	Are vehicles fitted/ equipped with Tracking system?	Request tracking reports on site	2	
4	Vehicles must be branded with the company's logo	Vehicle branding	1	
5	Spotlight to the vehicle must be mounted or handheld	Vehicle spotlights to be in working condition	1	

On site evaluation 50 points.

Name of evaluators: _____

Name of Company: _____
Signature of Company Rep: _____

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

