EXPLAIN THE REQUIREMENTS FOR BECOMING A SECURITY SERVICE PROVIDER

FACILITATOR/LEARNER GUIDE

Unit Standard No: 246694
Unit Standard Credits: 4
NQF Level: 3

SKILLS PROGRAM 1
BOOK 1
REVIEW AND ALTERATION OF TRAINING MATERIAL

What follows is a brief explanation of the process that was followed in the alteration of this training material. A working group was formed after inviting interested parties to attend a meeting at SASSETA.

The working group was mandated to review the material and thereafter make the necessary changes so as to provide the industry with a more user friendly set of materials which better reflects the needs of the security industry.

It must be understood that this is the first review and by no means the final review. The working group was placed under enormous pressure to get a workable set of materials into the hands of the accredited security industry training providers as quickly as possible. We therefore have no doubt that even though the materials have been vastly improved upon, there are still areas that may require change. This we plan to do in the next renewal phase after we receive feedback from training providers who have used the material for approximately a year.

Our review process focused on the following:

- Removal of unnecessary information/duplication from the learning material.
- Ensure alignment with the unit standards.
- Re-draft all formative and summative assessments.
- Correct inappropriate use of language.

TASK TEAM

The task team that completed the work on this training material deserves a very special “thank you”, considering that all their time and efforts were provided free of charge. Nobody was paid for any of the work done on behalf of the task team. SASSETA provided funding for the expenses incurred in printing, typesetting, lunch and refreshments.

The task team members are as follows:

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Leon van Rooyen   NAD  
Lionel Arries   SASSETA (observer/adviser)  
Marion Colley   Pexco Security and Training

A very sincere thank you to all of these individuals and the companies they work for, who allowed them to participate during business hours. This could not have been done without your commitment.

Sincerely

Andre Pretorius
Task Team Chairman
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1. **Introduction**

This learning program is part of a complete qualification. The qualification is General Security Practices NQF level 3.

2. **Purpose of this learning program**

A person credited with this unit standard will be able to:

- Explain the role of Private Security Industry Regulatory Authority (PSIRA) in terms of regulating the security industry.
- Explain the compulsory registration provisions for a security service provider.
- Explain the requirements that must be complied with as a security service provider.
- Explain the obligations and requirements that must be met in terms of the Code of Conduct for Security Service Providers.

2.1 **Target group**

This program is compiled for the following **target group**:

- Security members
- South African Defense Force members
- South African Police Force members
- Correctional Services
- Individuals who wishes to complete the NQF level 3 National Certificate in security practices.

3. **Standards and qualifications**

Unit standards are the “building blocks” of qualifications. All qualifications are plotted on the National Qualifications Framework (NQF).

Unit standards comprises of outcomes. An outcome is a statement that describes the required competency that must be demonstrated by the learner on successful completion of a training intervention.

4. **Assessments**

The assessment criteria in this unit standard describes the evidence that is needed that will show that you have demonstrated the outcome correctly.

Kindly refer to the unit standard attached hereto for the assessment criteria listed under each Specific Outcome in order for you to see what you will be assessed against.

You will be required to complete 2 written exams. The first is a formative assessment (open book exam) and the second is a summative assessment (closed book exam). The purpose of the formative assessment is to prepare you for the summative assessment.

The learner guide will remain the property of the learner once the LEARNING PROGRAM has been completed.
## 5. Security program matrix

### SKILLS PROGRAM 1: SASSETA E

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Description</th>
<th>Level</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1</td>
<td>246694</td>
<td>Explain the requirements for becoming a security service provider</td>
<td>Level 3</td>
<td>4 Credits</td>
</tr>
<tr>
<td>2</td>
<td>244184</td>
<td>Apply legal aspects in a security environment</td>
<td>Level 3</td>
<td>8 Credits</td>
</tr>
<tr>
<td>3</td>
<td>244182</td>
<td>Give evidence in court</td>
<td>Level 3</td>
<td>4 Credits</td>
</tr>
<tr>
<td>4</td>
<td>244176</td>
<td>Use security equipment</td>
<td>Level 2</td>
<td>2 Credits</td>
</tr>
<tr>
<td>5</td>
<td>244181</td>
<td>Perform hand over and take over responsibilities</td>
<td>Level 3</td>
<td>2 Credits</td>
</tr>
<tr>
<td>6</td>
<td>244177</td>
<td>Conduct a security patrol in area of responsibility</td>
<td>Level 3</td>
<td>7 Credits</td>
</tr>
<tr>
<td>7</td>
<td>244179</td>
<td>Handle complaints and problems</td>
<td>Level 3</td>
<td>6 Credits</td>
</tr>
<tr>
<td>8</td>
<td>12484</td>
<td>Perform basic fire fighting</td>
<td>Level 2</td>
<td>4 Credits</td>
</tr>
<tr>
<td>9</td>
<td>116534</td>
<td>Carry out basic first aid treatment in the workplace</td>
<td>Level 3</td>
<td>2 Credits</td>
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### SKILLS PROGRAM 2: SASSETA D

<table>
<thead>
<tr>
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<th>Code</th>
<th>Description</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>244189</td>
<td>Conduct access and egress control</td>
<td>Level 4</td>
<td>7 Credits</td>
</tr>
<tr>
<td>2</td>
<td>242825</td>
<td>Conduct evacuations and emergency drills</td>
<td>Level 4</td>
<td>4 Credits</td>
</tr>
<tr>
<td>3</td>
<td>11505</td>
<td>Identify, handle and defuse security related conflict</td>
<td>Level 4</td>
<td>12 Credits</td>
</tr>
<tr>
<td>4</td>
<td>117705</td>
<td>Demonstrate knowledge of the Firearms Control Act 2000 (Act No. 60 of 2000)</td>
<td>Level 3</td>
<td>3 Credits</td>
</tr>
<tr>
<td>5</td>
<td>113924</td>
<td>Apply basic business ethics in a work environment</td>
<td>Level 2</td>
<td>2 Credits</td>
</tr>
<tr>
<td>6</td>
<td>119465</td>
<td>Write/present/sign texts for a range of communicative contexts</td>
<td>Level 3</td>
<td>5 Credits</td>
</tr>
<tr>
<td>7</td>
<td>114979</td>
<td>Operate a computer workstation in a business environment</td>
<td>Level 3</td>
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### SKILLS PROGRAM 3: SASSETA C

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<thead>
<tr>
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<th>Description</th>
<th>Level</th>
<th>Credits</th>
</tr>
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<tr>
<td>1</td>
<td>113909</td>
<td>Coach a team member in order to enhance individual performance in work environment</td>
<td>Level 3</td>
<td>5 Credits</td>
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<tr>
<td>2</td>
<td>13912</td>
<td>Apply knowledge of self and team in order to develop a plan to enhance team performance</td>
<td>Level 3</td>
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<td>3</td>
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<td>Describe how to manage reactions arising from a traumatic event</td>
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<tr>
<td>4</td>
<td>113852</td>
<td>Apply occupational health, safety and environmental principles</td>
<td>Level 3</td>
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<tr>
<td>5</td>
<td>13936</td>
<td>Outline the legal environment of a selected industry</td>
<td>Level 3</td>
<td>2 Credits</td>
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<tr>
<td>6</td>
<td>119472</td>
<td>Accommodate audience and context needs in oral/signed communication</td>
<td>Level 3</td>
<td>5 Credits</td>
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<tr>
<td>7</td>
<td>11508</td>
<td>Write security reports and take statements</td>
<td>Level 4</td>
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LEARNING OUTCOMES

On completion of this study unit you will be able to:

- Explain the objectives of PSIRA in terms of Section 3 of the Act.
- Explain the function of PSIRA in terms of Section 4 of the Act.
Introduction

This study unit deals with the objectives and functions of PSIRA (Private Security Industry Regulatory Authority).

1. Objectives of PSIRA

Section 3: The primary objects of PSIRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and the interest of the private security industry itself, and for that purpose, subject to this Act, to:

(a) promote a legitimate private security industry which acts in terms of the principles contained in the Constitution and other applicable law;
(b) ensure that all security service providers act in the public and national interest in the rendering of security services;
(c) promote a private security industry which is characterized by professionalism, transparency, accountability, equity and accessibility;
(d) promote stability of the private security industry;
(e) promote and encourage trustworthiness of security service providers;
(f) determine and enforce minimum standards of occupational conduct in respect of security service providers;
(g) encourage and promote efficiency in and responsibility with regard to the rendering of security services;
(h) promote, maintain and protect the status and interests of the occupation of security service provider;
(i) ensure that the process of registration of security service providers is transparent, fair, objective and concluded timeously;
(j) promote high standards in the training of security service providers and prospective security service providers;
(k) encourage ownership and control of security businesses by persons historically disadvantaged through unfair discrimination;
(l) encourage equal opportunity employment practices in the private security industry; (m) promote the protection and enforcement of the rights of security officers and other employees in the private security industry;
(n) ensure that compliance with existing legislation by security service providers is being promoted and controlled through a process of active monitoring and investigation of the affairs of security service providers;
(o) protect the interests of the users of security services;
(p) promote the development of security services which are responsive to the needs of users of such services and of the community;
(q) promote the empowerment and advancement of persons who were historically disadvantaged through unfair discrimination in the private security industry.

2. Functions of PSIRA

Section 4 of the Private Security Industry Regulation Act highlights all of the functions of the Authority in order to meet the objects of regulating the private security industry.

Whilst the Authority’s functions are numerous and varied the most important functions include, the following:

1. The registration of applicant security service providers and maintenance of a computerized database consisting of all registered security officers and security businesses;

2. As part of this process of registration, the screening of all persons wanting to enter into the security industry both as employers and employees to ensure that persons with serious criminal convictions do not enter the security industry;
3. Taking steps as may be expedient or necessary in connection with the training of security service providers and prospective security service providers to ensure a high quality of training; and

4. The inspection of security service providers in order to determine the level of compliance with the law and the prosecution of security service providers who break the law, in particular “fly-by-night” security businesses who exploit employees and unfairly compete with security businesses who abide by the law.

Other functions of the Authority include the following:

5. Advise the Minister for Police in connection with any provision in the Act or any matter referred to by the Minister to the Authority for its advice or recommendation;

6. Conduct an ongoing study and investigation of the rendering of security services and practices of security service providers in order to identify shortcomings in the Act;

7. Institute legal proceedings and defend or oppose any legal proceedings against the Authority;

8. Suspend or withdraw the registration of security service providers;

9. Develop and maintain standards and regulate the occupation of security service providers;

10. Gather information relevant to the occupation of security service providers;

11. Develop and maintain a computerized database of all security service providers;

12. Establish and manage branch offices;

13. Provide information to promote compliance by security service providers;

14. Provide information to the users of security service providers regarding compliance of security service providers with the provisions of the Act;

15. Establish a guarantee fund for the private security industry;

16. Establish a complaints office to receive, process, refer or deal with complaints regarding the quality of service rendered by security service providers;

17. Furnish information required by any department or any organ of State for the purposes of its official functions;

18. Receive and administer funds;

19. Determine, charge and collect fees as provided for in the Act; and

20. Enter into agreements with or obtain the assistance of any department or organ of State to conduct or assist it in conducting any investigation in terms of the Act.
STUDY UNIT 2
REGISTRATION AS A SECURITY SERVICE PROVIDER

LEARNING OUTCOMES

On completion of this study unit you will be able to....

♦ Explain the requirements of the PSIRA Act (Private Security Industry Regulation (Act) 56 of 2001 with regard to registration of a security service provider.
♦ Know the compulsory registration requirement for security officers in terms of the PSIRA Act 56 of 2001.
♦ Know the compulsory registration requirement for security service providers in terms of the PSIRA Act 56 of 2001.
♦ Explain the requirements for renewal of annual registration.
♦ Explain the factors involved in the event of suspension, withdrawal and lapsing of registration.
♦ Explain the requirements that must be met with regard to the compulsory wearing of identity cards by security officers on duty, according to section 25 and regulation 9 (1), (2), (4), (5) and (6).
Introduction

Study unit 2 deals with various sections taken from the Private Security Industry Regulation Act No 56 of 2001.

1. **Obligation to register and exemptions**

The process of determining who should register with the Authority as security service providers depends entirely on the definitions describing the private security industry as set out in terms of section 1 of the Act.

The following categories or classes of security service providers need to register with the Authority –

1. Guarding sector (static guarding, car guards, in-house guarding, etc.);
2. Close protection officers;
3. Response security;
5. Event security (sporting events, etc.);
6. Manufacturers, importers and distributors of monitoring devices;
7. Private investigators;
8. Security trainers;
9. Control room operators (monitoring signals from electronic security equipment);
10. Locksmiths;
11. Persons managing, controlling or supervising any of these security services;
12. Persons giving advice on security services, including the use of security equipment;
13. Installers of security equipment; and

The security equipment mentioned above, includes the following:

- An alarm system;
- A safe, vault or secured container;
- A satellite tracking device, closed circuit television (CCTV) or other electronic monitoring device or surveillance equipment;
- A device used for intrusion detection, access control, bomb detection, fire detection, metal detection, x-ray inspection or for securing telephone communications;
- A specialised device used to open, close or engage locking mechanisms; or
- A specialised device used to reproduce or duplicate keys or other objects which are used to unlock, close or engage locking mechanisms.

Section 20(1) of the Act determines registration as a security service provider as a pre-requisite for being active in the private security industry. In terms of this section no person, except a Security Service contemplated in Section 199 of the Constitution (SAPS, SANDF, Secret Service) may in any manner render a security service for remuneration, reward, fee or benefit, unless such a person is registered as a security service provider in terms of the Act. In other words all private security companies and personnel must be registered.

Section 20(2) determines a further pre-requisite for registration of a security business in that a security business may only be registered as a security service provider –

(a) if all the persons performing executive or managing functions in respect of such security business are registered as security service providers; and
(b) in the case of a security business which is a company, close corporation, partnership, business trust or foundation, if every director of the company, every member of the close corporation, every partner of the partnership, every trustee of the business trust, and every administrator of the foundation, as the case may be, is registered as a security service provider.

The registration requirement therefore applies in regard to those falling within the following categories:

- all natural persons personally rendering a security service (whether as employee or otherwise);
- all forms of businesses which render a security service;
- natural persons involved in the executive management or governance of the said business.

The persons in the latter category include:

- The “owner” of a sole proprietorship;
- All the directors of a company;
- All the members of a close corporation;
- All the partners of a partnership;
- All the trustees of a business trust;
- All the executive members or administrators, as the case may be, of an organization, foundation or other body or institution which is a juristic person or not; and
- Managers and supervisors of a security business, and other, who are involved with the rendering of a security service.

Further, any person who fails (business or security officer) to register as a security service provider commits a criminal offence in terms of section 38 of the Act and –

- on a first conviction is liable to a fine or to imprisonment for a period not exceeding five years, or to both a fine and such imprisonment;
- on a second or subsequent conviction is liable to a fine or to imprisonment for a period not exceeding ten years, or to both a fine and such imprisonment.

As registration for all security service providers is a statutory obligation, section 20 of the Act also provides that any contract which is inconsistent with a provision of section 20(1) and (2) of the Act, is invalid to the extent to which it is so inconsistent. In other words, a contract between a client and an unregistered security business, is therefore invalid in terms of the Private Security Industry Regulation Act.

Although the Act requires registration of all security service providers, a security service provider may apply to be exempted from the Act or any provision of the Act. Such application must be submitted in writing to the Authority, who in turn will forward it to the Minister for Police. Only the Minister for Police may exempt a security service provider from the Act or a provision of the Act and such exemptions are published in Government Gazette.

The procedure to apply for an exemption is set out in the Regulations relating to Appeals and Applications for Exemption, 2003. These regulations provide for the following –

- The manner for lodging an application for exemption;
- Requirements for an application for exemption;
- Submission of application for exemption by the Authority to the Minister and consideration thereof by the Minister; and
- Lapsing, renewal and review of exemptions.
2. Application for registration

2.1. Private Security Industry Regulation Act

Any person who wishes to render a security service, must apply for registration as a security service provider with the Authority. In terms of section 21 of the Act, the application must be made to the Authority in the prescribed manner and must be accompanied by the following –

(a) a clear and complete set of fingerprints taken in the prescribed manner –

- of the applicant, if the applicant is a natural person;
- if the applicant is a security business, of every natural person performing executive or managing functions in respect of such security business;
- of each director, if the applicant is a company;
- of each member, if the applicant is a close corporation;
- of each partner, if the applicant is a partnership;
- of each trustee, if the applicant is a business trust; and
- of each administrator or person in control, if the applicant is a foundation.

(b) the application fee as determined by the Authority; and

(c) any other document or certificate required in terms of this Act or by the Authority to be submitted with an application for registration.

2.2. Private Security Industry Regulations, 2002

Although section 21 of the Act deals with the application for registration, the Minister published the Private Security Industry Regulations, 2002 which provides for more detailed requirements and documents that need to be submitted with an application for registration as contemplated in section 21 of the Act.

These regulations provide for the following in respect of an application for registration:

(a) Application for registration as a security service provider (security officer or natural person)

An application for registration of a natural person (security officer) must be submitted to the director of the Authority on the applicable form provided for this purpose by the Authority. The completed and signed application form must be accompanied by the following –

- The prescribed application fee which includes 1 month annual fees;
- An authenticated copy of the first page of the official identity document of the applicant or an authenticated copy of any other official document demonstrating the applicant’s identity and South African citizenship;
- Proof to the satisfaction of the Authority that an applicant who is not a South African citizen has permanent resident status in South Africa;
- An authenticated, recent, clear passport size photograph of the applicant;
- A clear and complete set of fingerprints of the applicant, taken on the form used by the South African Police Service for this purpose, by or in the presence of a member of the SAPS or by an employee of the Authority;
- Original police or other official clearance certificates on the criminal record status of the applicant, if such applicant has lived outside South Africa for an uninterrupted period of at least 1 year during the last 10 years;
- An original clearance certificate if the applicant was previously a member of any military, security, police or intelligence force in South Africa or elsewhere;
- An original certificate or other proof, acceptable to the Authority, that the applicant has complied with the applicable training requirements; and
• A valid undertaking regarding suretyship or guarantee if the applicant is a director, member, partner, etc. of a security business.

(b) Application for registration as a security service provider (security business)

An application for registration of a security business (company, close corporation, foundation, business trust, partnership, sole proprietorship, etc.) must be submitted to the director of the Authority on the applicable form provided for this purpose. The completed and signed application form must be accompanied by the following –

• The prescribed application fee which includes two months annual fees for the business;
• Completed applications for registration accompanied by all the required supporting documentation, in respect of all directors, members, trustees, partners, etc. if they are not already registered as security service providers;
• An authenticated copy of the CK 1 and CK 2 documentation if the applicant is a close corporation;
• An authenticated copy of the CM 1, CM 2, CM 27 and CM 29 documentation if the applicant is a company;
• A list, certified as correct by the duly appointed auditor of the applicant, if the applicant is a company which is not listed publicly, with the names, identity numbers and street addresses of all shareholders of the applicant as at the date when the application for registration is made, or such certified particulars of all shareholders of the applicant who own or control 5% or more of the total shareholding of the applicant if the applicant is a publicly listed company;
• An authenticated copy of the partnership agreement if the applicant is a partnership;
• An authenticated copy of the trust deed and the letter of authorization to the trustees from the Master of the High Court if the applicant is a business trust;
• An authenticated copy of the documentation establishing the foundation if the applicant is a foundation;
• An authenticated copy of the documentation or authority in terms of which the applicant is established or functions if it is a body of persons other than that referred to above;
• A tax clearance certificate from the South African Revenue Service;
• Sufficient information in writing to enable the Authority to ascertain whether the applicant meets the requirements with regard to infrastructure and capacity necessary to render a security service; and
• A resolution by the applicant security business, in the form approved by the Authority, to apply for registration as a security service provider.

3. Requirements for registration

The Act sets reasonable and appropriate registration requirements that must be satisfied by applicant security service providers (security officers and security businesses). The basic object of these requirements is to ensure a trustworthy, legitimate and competent private security industry. However, the effect of these registration requirements is also that not all applicant security service providers will be able to secure legitimate entry to the private security industry.

Section 23 of the Act highlights the registration requirements of security officers as well as security businesses. In addition, the Private Security Industry Regulations, 2002 complements some of these requirements with a more detailed explanation of the requirements that must be met in order for security officers as well as security businesses to register.
3.1. Security officers (natural persons)

In terms of section 23 of the Act, the following are requirements for a security officer (natural person) to register—

- The applicant must be fit and proper to render a security service;
- Must be a citizen of or has permanent resident status in South Africa;
- Must be at least 18 years of age;
- Must have complied with the relevant training requirements prescribed for registration as a security service provider;
- Must not have been found guilty of an offence specified in the Schedule within a period of 10 years immediately before the submission of the application to the Authority;
- Must not have been found guilty of improper conduct in terms of this Act within a period of five years immediately before the submission of the application to the Authority;
- Must submit a prescribed clearance certificate, together with such other information as the Authority may reasonably require, if the applicant is a former member of any official military, security, police or intelligence force or service in South Africa or elsewhere;
- Must be mentally sound;
- Must not currently be employed in the Public Service in circumstances where such registration may conflict with a legislative provision applicable to the applicant;
- Must have paid the relevant application fee; and
- Must not be a person in the permanent employ of the SAPS, the Directorate of Special Operations, the National Intelligence Agency, the South African National Defense Force, the South African Secret Service or Department of Correctional Services.

The offences specified in the Schedule of the Act and referred to above, are the following:

- High treason.
- Sedition.
- Sabotage.
- Terrorism.
- Public violence.
- Arson.
- Malicious damage to property.
- Intimidation.
- Rape.
- Murder.
- Robbery.
- Culpable homicide involving the use of a firearm or any form of intentional violence.
- Kidnapping.
- Assault with the intention to cause serious bodily harm.
- Indecent assault.
- Child stealing.
- Fraud.
- Forgery or uttering of a forged document knowing it to have been forged.
- Breaking or entering any premises, whether in terms of common or statutory law, with the intention to commit an offence.
- Theft, whether in terms of common law or statutory law.
- Receiving stolen property knowing it to have been stolen.
- Extortion.
- Defeating the ends of justice.
- Perjury, whether in terms of common law or statutory law.
- Corruption in terms of statutory law.
- An offence involving the illicit dealing in dependence-producing substances.
- Any offence in terms of statutory law involving an element of dishonesty.
• Any offence in terms of the Explosives Act, 1956 (Act No. 26 of 1956).
• Any offence in terms of the Regulation of Foreign Military Assistance Act, 1998 (Act No. 15 of 1998).
• Any offence in terms of legislation pertaining to the control over the possession and use of firearms and ammunition.
• Any offence in terms of the Intelligence Services Act, 1994 (Act No. 38 of 1994).
• Any offence in terms of the Protection of Information Act, 1982 (Act No. 84 of 1982).
• Crimen injuria.
• Any offence in terms of statutory law involving cruelty to an animal.
• Any offence in terms of any law relating to illicit dealing in or possession of precious metals or precious stones.
• Any offence in terms of statutory law punishable by a period of imprisonment exceeding two years without the option of a fine.
• Any conspiracy, incitement or attempt to commit any of the above offences.

As mentioned, the Private Security Industry Regulations, 2002 provides for more detailed requirements as far as some of these requirements are concerned for security officers (natural persons). These include detailed provisions pertaining to the training requirement and clearance certificates.

(a) Training requirements (Regulation 3)

The requirements regarding training, instruction and qualification in terms of this regulation apply with regard to the registration of an applicant as a security service provider as mentioned in section 23 of the Act and do not substitute or qualify the provisions of any law or code of conduct regarding the training, instruction or qualification required before a security service provider is allowed to render a particular security service, for example reaction services, assets in transit, etc.

Subject to this regulation, every natural person applying for registration as a security service provider must have successfully completed, at a training establishment accredited in terms of law, at least the training course described and recognized as “Grade E” by the Authority. Further, subject to this regulation, every person who is a director, member, partner, trustee, owner, etc. of a security business, or a person who manages, controls or supervises the rendering of security services, who applies for registration as a security service provider, must have successfully completed, at a training establishment accredited in terms of law, at least the training course described and recognized as “Grade B”.

However, if a person applying for registration as a security service provider indicates on the application form that after registration he / she intends to render a security service –

- in respect of which there is at the date of application a specific requirement regarding training, instruction or qualification in terms of the law and policy applied by the Authority, the applicant must submit an original certificate or other proof, acceptable to the Authority, indicating that the applicant meets such specific training requirement, i.e. assets in transit, reaction services, etc.; or

- in respect of which there is not at the date of application a specific requirement regarding training, instruction or qualification as contemplated above or any other legal provision, and in respect of which compliance with the grades training requirements would, in the opinion of the Authority, not be appropriate or necessary for registration, the applicant may be registered as a security service provider if the applicant demonstrates to the satisfaction of the Authority that the applicant will be able to render such a security service on the basis of any relevant training, instruction, qualification or experience.
The Authority may further, upon good cause shown by an applicant to the satisfaction of the Authority and after payment of the amount as may be determined by the Authority for such purpose, recognize any relevant and adequate training, instruction, qualification or experience of an applicant equal to or higher than that contemplated in this regulation and issue a document to the applicant to this effect for the purposes of these regulations. The Authority performs its functions in terms of this regulation after consultation with the South African Qualifications Authority, SASSETA, or with any other statutory body, as the Authority may deem necessary.

(b) Clearance certificate (Regulation 6)

The Authority requires a prescribe clearance certificate that needs to be obtained and submitted by any applicant security officer (natural person) who was previously a member of any official military, security, police or intelligence force or service in South Africa or elsewhere.

The information provided in a clearance certificate must be taken into account by the Authority to determine whether the applicant is a fit and proper person to be registered.

3.2. Security Business

In terms of section 23 of the Act, a security business applying for registration as a security service provider, may be registered only if –

- All directors, members, trustees, partners, owner, etc. comply with the requirements for registration as natural persons and are not unrehabilitated insolvents; and

- Such security business meets the prescribed requirements in respect of the infrastructure and capacity necessary to render a security service.

The Authority may cause any inspection to be held which it deems necessary to establish whether an applicant meets the infrastructure and capacity requirements. These requirements are highlighted in more detail in regulation 5 of the Private Security Industry Regulations, 2002. In terms of this regulation, every security business applying for registration as a security service provider must –

- Furnish information in writing to the Authority on the nature and scope, including the geographical area, of the applicant’s intended activities in rendering a security service for at least a period of 1 year after commencing with its business activities; and

- Demonstrate, to the satisfaction of the Authority that the applicant will meet the following minimum requirements at the commencement of its business activities in the rendering of a security service, and is likely to continue to meet these requirements for at least 1 year after such commencement –

  - the applicant has at its disposal an administrative office, consisting of at least one room dedicated for this purpose, which must be an immovable structure, situated at a place that is reasonably accessible to the inspectors of the Authority, the clients of the security business and the security officers that are used by it to render a security service, and at which reasonable office hours are maintained;

  - the applicant’s administrative office contains all the equipment which is reasonably necessary for the effective management and administration of the affairs of the security business, is serviced by landline telephone and facsimile and the office contains a hard copy or electronic filing system for the orderly keeping of all records and documents;

  - the applicant’s administrative office and internal systems meet any reasonable requirement that the Authority determines;
- the applicant has at its disposal as many administrative offices satisfying the
  requirements, as well as such other premises and physical facilities as may be
  reasonably necessary, in view of the nature, extent and geographical location of the
  applicant’s activities;

- the affairs of the applicant are managed and controlled by appropriately experienced,
  trained or skilled persons;

- the applicant has at its disposal a sufficient number of registered and appropriately
  trained and skilled security officers for the rendering of a security service for which it
  has contracted or is likely to contract;

- the security officers used by the applicant in the rendering of a security service are
  properly controlled and supervised;

- the applicant has at its disposal a sufficient number of skilled administrative staff
  members;

- the applicant has at its disposal the financial means to ensure payment of the lawful
  wages to all the security officers and administrative staff used, as well as to ensure
  compliance with all its other statutory financial obligations;

- the applicant has all the necessary equipment, including vehicles and properly trained
  working animals, if applicable in the circumstances, as well as the uniforms, clothing
  and equipment that must be issued to its security officers in view of the nature of their
  functions; and

- the applicant is in lawful possession of the firearms and other weapons that are
  necessary to render the security service in respect of which it has contracted.

  • The Authority may conduct an inspection or any further inspection to establish
    whether an applicant meets any of the requirements mentioned above. The
    applicant must pay the amount determined by the Authority for this purpose before
    an inspection will be undertaken.

  • If at any time after its registration as a security service provider, a security
    business fails or refuses at the written request of the director to demonstrate to the
    satisfaction of the director –

    - that it still has at its disposal the infrastructure and capacity on the basis of
      which it was so registered; or

    - that its current infrastructure and capacity as measured in terms of the above
      criteria, are reasonably sufficient for the purposes of the current nature and
      scope of its activities as a security service provider,

the Authority may withdraw its registration as a security service provider if the defects are not rectified
within such a reasonable period as the director may determine.

Besides the infrastructure requirements, in terms regulation 2, the Authority may register an applicant
security business as a security service provider if –

  • the applicant demonstrates to the satisfaction of the director, through factual information,
    that the applicant is likely to commence with its business activities in rendering a security
    service within a period of 3 months after such registration; and
• the directors, members, trustees, partners, owners, etc. provide the suretyship or guarantee that the director may deem necessary to ensure compliance with the financial obligations of the applicant towards the Authority. This refers to the payment of the annual fees due to the Authority.

The Authority will consider all applications favourably if such applicant (security officer and security business) meet all the requirements as set out above. Besides these requirements, the Authority may also refuse the registration of a security officer or security business who –

• at the time of submission or consideration of the application, is under State investigation in respect of an offence specified in the Schedule or who is being criminally prosecuted in respect of such an offence; or

• was convicted of an offence specified in the Schedule more than 10 years immediately before the submission of the application for registration to the Authority. In this case, regard is given to the seriousness of the offences as well as habitual criminals.

No amount paid to the Authority by an applicant for purposes of registration is refundable if the application is withdrawn by the applicant or if the application is not approved by the Authority for some reason.

It terms of section 22 of the Act, the Minister may also prescribe procedures in respect of periodic application for the renewal of registration by all registered security service providers as well as the requirements for the granting of such applications.

4. **Register of security service providers**

In terms of section 24 of the Private Security Industry Regulation Act, the Authority keeps a register in which it must enter the name and prescribed particulars of every security service provider registered in terms of the Act. The prescribed particulars are highlighted in regulation 6 of the Private Security Industry Regulations and include the following:

• The registration number on the registration certificate issued by the Authority;

• The date on the registration certificate;

• The residential and business or employment address (street address and postal address) and telephone contact particulars of the security service provider;

• The full first names, surname, identity number, date of birth and citizenship of the security service provider if such provider is a natural person;

• Particulars of the security service or services rendered by the security service provider as well as the category of security service providers into which the provider is classified by the Authority;

• The name of the security business, every name under which the security business is trading, the branches of the security business, the name of all its directors, members, trustees, partners, owners, etc., as well as the particulars of shareholders if relevant;

• The name of the employer of a security service provider who is a security officer;

• Particulars of every conviction of improper conduct in terms of the Act, every conviction of an offence specified in the Schedule to the Act and every conviction of an offence in terms of section 38 of the Act;
• Particulars of firearm licences and permits issued to a security service provider; and

• Any other particulars deemed necessary by the Authority to be included in the register.

5. Registration and identification cards

Section 25 of the Act requires the Authority to issue, in the prescribed form, a certificate of registration to any security officer and security business as well as a certificate of identification to any security officer, registered as a security service provider.

In terms of regulation 9 of the Private Security Industry Regulations -

• The certificate of registration contains the name and registration number of the security service provider, such further information as the Authority may determine and the seal of the office of the director;

• The certificate of identification is in the form of a credit card, includes a photograph of the security service provider, contains the name and registration number of the security service provider and such further information as the Authority may determine;

• The Authority may, on application of a security service provider and after payment of the amount determined by the Authority for this purpose, issue a new certificate of registration or a new certificate of identification to the security service provider if the Authority is satisfied that the original certificate has been damaged, has been destroyed, has been lost, when there was a change of name, when registration is renewed or when there is some other sound reason for issuing a new certificate; and

• A security service provider must always carry his or her certificate of identification when he or she is rendering a security service or wearing the uniform of a security business in public and must immediately produce the certificate when requested to do so by a member of the SAPS, an inspector of the Authority, a client to whom the security service provider is rendering a security service, a person authorized by such client in writing, or by any other person with a legitimate interest to ascertain the registration status and identity of the security service provider.

A security service provider who –

(a) without sufficient reason fails or refuses to comply with a request to produce his / her certificate of identification;

(b) changes, falsifies information on, defaces, destroys or fails to take reasonable steps to safeguard his or her certificate of registration or certificate of identification; or

(c) without a legal ground justifying such conduct, withholds, retains or is in possession of the certificate of registration or certificate of identification of another security service provider,

is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding 6 months.

6. Suspension, withdrawal and lapsing of registration

In terms of section 26 of the Private Security Industry Regulation Act, the Authority may suspend and withdraw the registration of a security service provider (security officer or security business) after registration or the security service provider may apply for the suspension or withdrawal of its own registration.
6.1. Suspension of registration by the Authority

If there is a *prima facie* case of improper conduct in terms of the Private Security Industry Regulation Act, or the commission of an offence referred to in the Schedule, against a security service provider, the Authority may suspend the registration of the security service provider –

1. Pending the conclusion of an investigation or enquiry by the Authority into the alleged improper conduct;
2. Pending the conclusion of the criminal investigation by the State into the offence in respect of that security service provider, or a determination by the prosecuting authority or the finalization of criminal proceedings in regard to the offence; or
3. Failure to pay annual fees.

The Authority may further suspend the registration of a security business if any of the grounds mentioned above pertain to directors, members, trustees, partners, owners, etc.

The effect of a suspension of registration is that the security service provider whose registration is suspended may not render any security service, unless the prior written permission of the Authority has been obtained, but during the period of such suspension the security service provider is still bound by all the obligations of a registered security service provider in the Act which include the payment of annual fees to the Authority.

6.2. Withdrawal of registration by the Authority

The Authority may, after following a fair procedure, withdraw the registration of a security service provider by written notice served on the security service provider if –

1. The security service provider has furnished to the Authority information in or in connection with the application for registration which is false;
2. There was some material irregularity in the registration of the security service provider concerned;
3. The registration was granted in error or on the basis of incorrect information furnished by any person, including any department or organ of State, to the Authority;
4. At any time after registration, the security service provider –
   (i) is found guilty of an offence specified in the Schedule;
   (ii) is found guilty of improper conduct in terms of this Act;
   (iii) is no longer a fit and proper person to render a security service; and
   (iv) does not comply with one or more of the requirements for registration.
5. In the case of a security business, the registration of a director, member, trustee, partner, owner, etc. is withdrawn for any of the reasons mentioned above or if any of these persons are for any other reason not registered as a security service provider. The last mentioned will apply where a business appoints, after it was registered, a new director, member, trustee, partner, owner, etc. that is not yet registered; and
6. Failure by the security business to pay annual fees.

6.3. Lapsing of registration

The registration of a security service provider lapses if it is not renewed by the security service provider once the Minister announce renewal of registration provisions.
7. **Return of certificates and / or identification cards**

Whenever the registration of a security service provider is suspended or withdrawn in terms of the Act, or if it lapses, the security service provider must return to the Authority the certificate of identification or the certificate of registration issued by the Authority.

8. **Suspension or withdrawal of registration of security service providers**

In terms of the Act, the Authority may on application by a security service provider suspend or withdraw the registration of that security service provider in such circumstances as may be prescribed. Further, the Authority may uplift the suspension of the registration of a security service provider if there is reason to do so. The circumstances and conditions mentioned above are highlighted in regulation 11 of the Private Security Industry Regulations, 2002. In terms of this regulation any security service provider may, by submission of a completed and signed form approved for this purpose by the Authority and against payment of a prescribed amount apply to the Authority for suspension or withdrawal of his or her registration as a security service provider.

If the Authority is satisfied that there is a sound reason for such a step and that there would not be unreasonable prejudice to any person which can be avoided by the refusal of the application for suspension or withdrawal of registration, the Authority may direct that the registration of the security service provider be suspended or withdrawn from any date and on such conditions as the Authority may determine, including the payment of any outstanding amounts owed to the Authority, or the conclusion of any enquiry or other legal process.

In case of the suspension of the registration of a security service provider in terms of this regulation, no annual fees are payable to the Authority by the security service provider in respect of the period of suspension.

A security service provider whose registration has been suspended as contemplated in terms of this regulation may, by submitting a duly completed and signed form approved for this purpose by the Authority and against payment of a prescribed amount, apply to the Authority to uplift the suspension, and the Authority may grant the application on such conditions as the Authority may determine.
LEARNING OUTCOMES

On completion of this study unit you will be able to:

♦ Explain the duties of PSIRA inspectors in terms of the Act.
♦ Explain the procedures of inspectors when a security service provider needs to be inspected.
♦ Explain the powers of inspectors in terms of the Act.
♦ Explain the security officer’s obligation towards PSIRA, client’s general public and the private security industry.
♦ Explain the requirements for a security officer to carry a firearm.
1. Monitoring, investigation and powers of PSIRA inspectors

The council of the Authority must appoint inspectors to monitor compliance of the private security industry subject to the direction and control of the director of the Authority. Each inspector must be issued with a certificate indicating that he / she has been appointed as an inspector of the Authority. Inspectors are also peace officers for the national territory of the Republic.

When an inspector performs any function in terms of the Act, he / she may be accompanied by and utilize the services of an assistant, an interpreter or any member of the SAPS.

Inspectors of the Authority must adhere to the statutory Code of Conduct for Inspectors, 2003. This Code of Conduct contains rules relating to compliance by inspectors with minimum standards of conduct.

1.1. Inspection of security service providers

An inspector of the Authority may carry out an inspection of the affairs of a security service provider or any other person who employs a security officer. An inspector who carries out an inspection must, on completion of the inspection, compile a report of the inspection, provide a copy thereof to the relevant security service provider or person and submit the original to the director of the Authority.

1.2. Powers of inspectors

Inspectors have adequate powers in terms of the Act to perform their duties.

In order to carry out an inspection, an inspector may at any reasonable time and without prior notice or an appointment, enter any premises –

- occupied by or used in connection with the rendering of a security service by a security service provider or another person contemplated in section 33;
- which the director has reason to believe are occupied by or used in connection with the rendering of a security service by a security service provider or another person; or
- where or from where a security service is rendered or the director has reason to believe that such a service is rendered;

An inspector also has the following powers in conducting an inspection:

- use any equipment which has not been prohibited by the Council during an inspection for the purpose of monitoring or enforcing compliance with the Act;
- use any computer system or equipment on the premises which is or appears to be utilised for the control or administration of the rendering of a security service, and may –
  - access any data contained in or available to that computer system relating to security services;
  - reproduce any record from that data; and
  - seize, against the issue of a receipt, any output from that computer for examination and copying;
- require from any person on the premises who is in control of the premises or appears to be performing managerial, supervisory, administrative or clerical functions at a reasonable time and place as may be determined by the inspector –
  - to disclose information, relating to the compliance with the provisions of the Act or the Levies Act;
to produce to the inspector all or any records or documentation relating to the activities of the security service provider which includes –

- a list with the names and identity numbers of all security officers and other employees of the security service provider;
- the wage register, payroll, pay-slips or other similar documentation in respect of such security officers, officials and employees;
- time-sheets and attendance registers reflecting the hours of work of such security officers, officials and employees;
- posting sheets indicating the places where such security officers are utilised in connection with a security service, the nature of such service, whether the security officers are in possession of any firearm or other weapon or have been provided with any firearm or other weapon;
- documentation indicating the level of security training of such security officers and officials;
- personnel files of such security officers, officials and employees;
- contracts entered into between the security service provider or other person and security officers, officials and employees;
- documentation pertaining to deductions and payment of amounts to the Authority; and
- documentation pertaining to any contract between the security service provider or other person and a client;

- search the premises for any records or documentary information;
- open any room, strong room, safe, cabinet or other container which the inspector suspects contains any record or document relating to the affairs of the security service provider or other person or cause it to be opened by, for example, a locksmith;
- inspect or examine any record or document or other article or object on or in the premises used or which appears to be used in connection with the rendering of a security service by the security service provider;
- make copies or extracts from any record or document mentioned above.

1.3. Inspectors are appointed as Peace Officers

As mentioned, an inspector is deemed to have been appointed as a peace officer by the Minister of Justice in terms of section 334 of the Criminal Procedure Act, 1977 (Act No./ 51 of 1977), for the national territory of the Republic; and can exercise the following powers in terms of the Criminal Procedure Act, 1977 –

1. arrest without warrant
2. demanding name and address
3. execution of warrants
4. arrest on telegraphic authority
5. non-liability for wrongful arrest
6. private persons to assist in arrest
7. breaking open of premises to arrest
8. use of reasonable force to arrest
9. handing of written notice to accused.
Any person who interferes, resists, obstructs, hinders or delays an inspector is guilty of an offence and on conviction liable to a maximum fine of R100 000-00 and / or imprisonment for a maximum period of five years.

2. Other requirements in terms of the Private Security Industry Regulations 2002

In terms of the Private Security Industry Regulations, security service providers have a number of other obligations in terms of the regulations. This includes the following –

- Procedures in respect of the change of name and status of a security service provider;
- Requirements for the reporting of any changes to the Authority;
- Compulsory keeping of certain records and documents;
- Specification of PSIRA registration number and other information on documents; and
- Requirements in respect of uniforms, insignia, badges and firearms.

2.1. Procedures in respect of change of name and status of a security service provider

In terms of regulation 7 of the Private Security Industry Regulations, 2002, the following changes must be reported to the Authority:

- Change of name of a registered security business or its trading name; and
- Change in the name of a natural person, i.e. change of surname after marriage, etc.

Any of the above changes must be reported to the Authority within 7 days by completing a prescribed form and with payment of a prescribed amount. Failure to do so constitutes a criminal offence and on conviction, a person will be liable to a fine or to imprisonment for a period not exceeding 6 months.

In addition, the following changes must also be reported to the Authority –

- Change in respect of the legal status of a security business or the nature of a security business; and
- A registered security service provider who wishes to occupy a position of a director, member, trustee, partner, owner, etc. of a particular security business.

In both these cases, a prescribed application form must be completed and submitted to the Authority with payment of an amount as determined by the Authority from time to time.

A director, member, trustee, partner, owner, etc. who occupies such a position within a business without obtaining the approval of the Authority, is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding 12 months.

2.2. Change with regard to information submitted to the Authority

As mentioned, the Authority keeps a register of security service providers (security officers and security businesses) in which a high volume of information is kept in respect of all security officers and security businesses. In terms of regulation 8 of the Private Security Industry Regulations, 2002 a security service provider –

- must inform the Authority within 10 days of any change in regard to any information previously submitted in writing to the Authority; and
- must, in the case of a security business, annually during November submit a return to the Authority with the information required on the form approved by the Authority for this purpose.
The above information must be sent by registered post, facsimile transmission, electronic mail, or through a notice which is hand delivered to an employee of the Authority.

All directors, members, trustees, partners, owners, etc. of security businesses must ensure that the business they represent, complies with all its obligations in terms of notifying the Authority of changes.

Any security officer or security business that contravenes or fails to comply with the above requirements is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding 6 months.

2.3. Keeping of records and documentation

The Private Security Industry Regulations, 2002 requires a security business to keep a number of records and documents concerning the management, administration and other matters relating to the rendering of security services by it.

Every security business must keep the originals of all records and documents in a secure and orderly manner, available for inspection by the Authority’s inspectors at their administrative office or if it has more than one administrative office, at the relevant office servicing the region or the activities to which the record or documentation relates to. These records must be kept for a period of at least 4 years from the date of their coming into existence. These records and documents must also be updated by the security business when any relevant change occurs, as soon as it is reasonably practicable to do so, but not later than 7 days after the change. A security business may also keep and maintain the records in an electronic format through the use of an appropriate computer program.

However, a security business which keeps any records or documents in electronic format must ensure that an accurate and correctly dated and marked electronic back-up copy of all such records and documents is separately created and stored at least every day if a change on the records has occurred. The electronic back-up copy must also be kept safely and available for inspection by inspectors of the Authority.

The records and documents that must be kept, include –

- A list or register with the full first names and surname, identity number, registration number and residential address of every security officer and other person employed by the security business.

- A list or register with the full names and surname, identity number, registration number and residential address of every security officer made available or whose services are made available by the security business to another security business or to any person (contractors).

- A register containing full information on the wages and remuneration paid to all security officers and other employees of the security business.

- Copies of all payslips in respect of security officers and other employees of the security business.

- An attendance register in respect of all security officers and other employees of the security business.

- A posting sheet containing the following particulars in respect of every day or part of day during which the security business renders a security service:
- the full first names and surname, and the level of accredited security training of every security officer;
- the registration number of every such security officer;
- the name of every client to whom a security service was rendered and the address and place or places where such service was rendered;
- the nature of the security service rendered;
- the duration of the security service in hours;
- whether a security officer was provided with a firearm or other weapon, and if so, the type of firearm or weapon, its proper identification number if any, as well as information on the legal authority in terms of which the firearm was provided and possessed; and
- particulars of ammunition provided to a security officer.

- Personnel files on each security officer, or employee, containing at least –
  
  - every written contract concluded with such person, as well as a description of the duties or functions of such person;
  - written particulars of employment;
  - a record of all disciplinary steps, including suspension from duty, taken against such person by the security business;
  - a true copy of official documentation indicating the level of accredited security training and other relevant training of such person; and
  - a record with information on the transfer from one branch or division to another or the promotion and termination of service of such person.

- Written contracts entered into with clients of the security business for the purposes of rendering a security service, as well as a list with the names, contact addresses and telephone numbers of all the clients with whom the security business has concluded contracts.

- A register concerning security officers who are not employees of the business but who are made available, indicating the name and street address of every security business or other person to whom such security officers or their services have been made available, the dates on which this occurred, the financial consideration payable and the persons responsible to pay any remuneration, reward or fee to the security officers.

- Legal authorization in respect of the possession and use of firearms and other weapons by the security business and its security officers.

- Documentation indicating full particulars of all deductions and payments which are made to the Authority in respect of fees, etc.

- All other records or documents which the security business must keep in terms of the Act or any other law applicable to a security business.

Any security business which contravenes or fails to comply with these requirements, is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding 24 months.

### 2.4. Specifying of registration numbers and other information on documents

In terms of the Private Security Industry Regulations, 2002, no security business registered as a security service provider may send, deliver, issue or publish any document or advertisement (including a document in electronic format) connected with its position or activities as a security service provider, unless the following is clearly on the front of the first page –
• the name under which the security business is registered as a security service provider by the Authority, as well as the name under which it trades;

• the expression “Registered as a security service provider by the Private Security Industry Regulatory Authority, registration number ……”, where the registration number is the number given by the Authority;

• the street address and postal address of an administrative office of the security business, a telephone contact and facsimile number of the security business at that office, as well as the name and telephone contact number of an official of the security business performing executive or management functions.

Any security business which contravenes or fails to comply with these requirements, is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding 6 months.

2.5. Uniforms, insignia, badges and firearms

Every security business must provide every security officer in its employ (guarding sector) with sufficient, distinctive articles of clothing constituting a standard uniform of that security business, unless the security officer only renders a service consisting of the protection or safeguarding of a specific natural person (close protection officer).

Every security officer is also obliged to wear the uniform provided to him or her when rendering such a security service. The uniform provided –

• must be suitable for use by the security officer in view of the nature of the security service rendered, the circumstances under which the security service is rendered and any other relevant circumstance; and

• must have at least 2 badges, prominently attached to the uniform, with the name of the security business employing the security officer clearly legible on them, as well as a badge, attached to the front top part of the uniform, with the name and registration number of the security officer clearly legible on it.

The director of the Authority may, if there is a sound reason, direct a security business in writing to change any aspect regarding the uniform issued to its security officers.

Further, a security business which renders a security service requiring the possession or use of a firearm, must lawfully provide a suitable firearm for that purpose and may not require or permit a security officer employed by the security business to obtain or provide his / her own firearm for that purpose. A security officer must also, for the purpose of rendering a security service in the course of his or her employment, only possess a firearm lawfully provided by his or her employer.

Any contravention of the foregoing also constitutes a criminal offence and if a person is found guilty, such person will be liable to a fine or to imprisonment for a period not exceeding 24 months.
3. Code of Conduct for Security Service Providers

In terms of the Private Security Industry Regulation Act, the Minister must prescribe a Code of Conduct for Security Service Providers. The Code of Conduct is legally binding on all security service providers, irrespective of whether they are registered with the Authority or not, as well as employers of in-house security officers.

The purpose of the Code of Conduct is to provide rules that all security service providers and employers of in-house security officers must obey in order to –

1. promote, achieve and maintain a trustworthy and professional private security industry;
2. promote, achieve and maintain compliance by security service providers with a set of minimum standards of conduct;
3. promote, achieve and maintain compliance by security service providers with their obligations towards the State, the Authority, consumers of security services, the public and the private security industry in general; and
4. ensure the payment of the applicable minimum wages and compliance with standards aimed at preventing exploitation or abuse of employees in the private security industry.

4. General obligations of security service providers

The Code of Conduct first of all provides for general rules security service providers must comply with. These rules or obligations include the following:

1. Obligation to act in terms of all applicable law;
2. Obligations towards the Authority;
3. Obligations towards the S.A.P.S. and other organs of State;
4. Obligations towards the public and the private security industry; and
5. Obligations towards clients.

4.1. Obligation to act in terms of all applicable law

This provision of the Code of Conduct provides for security service providers to comply with the Private Security Industry Regulation Act as well as any other law that is applicable to security service providers. This is a general obligation which allows the Authority to prosecute a security service provider (individual or business) if he / she / it contravenes any law relevant to the occupation of security service provider.

4.2. Obligations towards the Authority

There are a number of obligations (rules) towards the Authority highlighted in the Code of Conduct that must be complied with by security service providers. These rules provide that security officers and security businesses –

- Must render all assistance to and co-operate with the Authority;
- May not perform any act which is calculated or likely to prevent the Authority from performing a function which it may lawfully perform;
- Must furnish the Authority with all information or documentation lawfully required by the Authority;
- Must take all reasonable steps to ensure that any information provided to the Authority is true and accurate;
- May not perform any act which is calculated to bring the Authority into contempt or disrepute;
• Must meet all his or her financial obligations of whatever nature towards the Authority;

• May not use any person or body as a front, and no security service provider may allow himself or herself to be used as a front or nominee, in order to hinder, obstruct or weaken the Authority in the performance of any of the functions of the Authority, or which is calculated or likely to mislead the Authority;

• Must be honest in all his or her dealings with the Authority; and

• Must provide the Authority with all relevant information which is in his or her knowledge concerning the rendering of a security service by a security business which is not registered with the Authority.

4.3. Obligations towards the S.A.P.S. and organs of State

The private security industry must co-operate with the South African Police Service, the South African National Defense Force, the Directorate of Special Operations, the National Intelligence Agency, the South African Secret Service, the Department of Correctional Services, any other official law enforcement agency or service (Security Services) as well as any other organs of State. The Code of Conduct provides for specific rules security officers and security businesses must comply with in order to ensure that this is done. In terms of the Code of Conduct, a security officer and security businesses –

• Must render all reasonable assistance and co-operation to the Security Services;

• May not interfere with, resist, obstruct, hinder or delay a member of the Security Services or an organ of State in the performance of a function which such person may lawfully perform;

• Must furnish all the information and documentation to a member of the Security Services or an organ of State which such member may lawfully require;

• May not unjustly cast reflection upon the honesty, reputation, skill, knowledge, service or qualifications of any member of the Security Services;

• Must be honest in all his or her dealings with the Security Services and with any organ of State; and

• May not request or use a member or former member or any employee or former employee of a Security Service or an organ of State, to obtain any information, document, object or assistance for the purposes of rendering a security service, where such member, former member, employee or former employee will contravene a law or the conditions of his or her service.

4.4. Obligations towards the public and the private security industry

As mentioned in the Act, one of the objects of regulation is to ensure that the private security industry acts in the public’s interest. The Code of Conduct also provides for rules security officers and security businesses must comply with towards the public and also the private security industry itself. These rules are aimed to promote the stability of the private security industry, promote good discipline and ultimately to promote efficiency in and responsibility with regard to the rendering of a security service and to ensure that the industry does not threaten or harm the public or national interest.
Some of the rules provided for in the Code of Conduct in respect of the public include the following:

- A security service provider may not infringe any right of a person as provided for in the Bill of Rights which includes –
  - may not unfairly discriminate against any person;
  - may not break open or enter premises, conduct a search, seize property, arrest, interrogate, threaten, injure or cause the death of any person, etc. unless such conduct is reasonably necessary in the circumstances and is permitted in terms of law;

- Every security service provider must endeavour to prevent crime effectively;

- A security service provider may only use force when the use of force is reasonably necessary in the circumstances and is permitted in terms of law;

- A security service provider may not hold himself or herself out to any person as having any authority, power, status, capacity, level of training, accreditation, registration, qualification or experience which he or she does not have;

- A security service provider may only possess or carry a firearm, ammunition or a weapon, or possess or use any equipment, if such conduct is lawful;

- A security service provider may only use a firearm in circumstances and in a manner permitted by law;

- A security service provider may not act in any manner that threatens or poses an unreasonable risk to the public order or safety;

- A security service provider must, when performing functions in a public place, do so with due regard to the safety, security and other rights of the members of the public who are present in such a place;

- A security service provider may not allow himself or herself to be used as a front or nominee;

- A security service provider must always act in an honest and trustworthy manner;

- A security service provider rendering a security service –
  - must treat members of the public with respect;
  - may not encourage or help any person to use force unlawfully or commit any unlawful act; and
  - may not use abusive language; and

- A security service provider may not use or be under the influence of alcohol or a narcotic drug while rendering a security service.

Some of the rules provided for in the Code of Conduct in respect of the private security industry include the following:

- A security service provider may not unjustly cast reflection upon the honesty, professional reputation, skill, knowledge, quality of service, qualifications, etc. of any other security service provider and may not give false information concerning another security service provider or lay a false charge or make a false complaint concerning another security service provider.

- A security service provider may not –
- in any unlawful manner infringe the goodwill of another security service provider;
- engage in an act of unlawful competition in competing with another security service provider;
- interfere with, hinder or obstruct another security service provider or his or her personnel in the rendering of a security service; and
- interfere with or tamper with the equipment, firearms, ammunition, or weapons used by another security service provider.

4.5. Obligations towards clients

The private security industry must obviously ensure that it acts in the best interest of their clients. In this regard, the Code of Conduct also highlights a number of rules the private security industry must comply with in its interaction with clients of security services. These obligations include the following:

- A security service provider may not use any misrepresentation, unreasonable pressure or unfairly exploit the circumstances of any client when communicating, negotiating or contracting with a client;

- A security service provider must forward information to a client when requested concerning –
  - the risks to which the client is exposed and the client’s needs in respect of a particular security service;
  - the client’s needs in respect of the use of equipment, firearms and weapons in the rendering of a security service to the client;
  - the security service that the security service provider is able and qualified to render;
  - the correct and full amount payable by the client in respect of the relevant security service;
  - the registration status as security service provider, training level and relevant conditions of service of the security officers used or to be used in rendering the security service;
  - the management, control and supervision of the rendering of the security service;
  - the procedures, firearms, ammunition, weapons and equipment used or to be used by security officers in the rendering of the security service;
  - any contractor or sub-contractor used or to be used in connection with the rendering of the security service, as well as the control and supervision of such contractor or sub-contractor;
  - any matter on which the client lawfully and reasonably requests information;

- A security service provider may further not –
  - make a contractual offer, conclude a contract or make himself or herself available for the rendering of a security service that requires a licence, permit, authorization, accreditation, level of training, registration, firearm, ammunition, etc. which he or she does not have or is not likely to have when he or she has to commence rendering such a service;
  - submit tender documentation for the rendering of a security service to any person or body that contains any materially false or misleading information;
  - make a contractual offer to or conclude a contract with a client containing any term, condition or provision that –
(i) excludes, limits or purports to exclude or limit the legal liability of the security service provider towards the client in respect of any malicious, intentional, fraudulent, reckless or grossly negligent act of the security service provider, his or her security officers or any other person used by the security service provider or recommended by him or her to the client;

(ii) places a duty on the client to indemnify or compensate the security service provider or any other person in respect of any act referred to above by a person for whose conduct the client is not independently responsible in law;

- make a contractual offer to or conclude a contract with a client containing any term, condition or provision that excludes or limits any duty on the security service provider in terms of the Act or this Code;

- make a contractual offer to or conclude a contract with a client containing any term, condition or provision that is prohibited in terms of any legislation dealing with unfair contractual provisions;

• A security service provider must ensure, at his or her own cost, that the full contractual agreement with the client is reduced to writing and signed by, or on behalf of, the security service provider and provide a copy thereof to the client;

• A security service provider must render the security service for which he or she has bound himself or herself contractually in accordance with the terms and conditions of the contract, the Act and the Code;

• A security service provider must furnish a client who has paid any amount for the rendering of a security service with a correct and full receipt;

• A security service provider may not –

  - use or make any person available for the rendering of a security service, whether directly or indirectly, unless such a person is registered as a security service provider with the Authority and has successfully completed the security training required in respect of the rendering of the relevant security service; and

  - use another security service provider than the one provided for in the contract with the client to render the security service or part thereof to a client, unless the client has given consent thereto and such security service provider is registered with the Authority;

• A security service provider may not, where a conflict of interests of the security service provider and the client exists or arises, act or continue to act without prior full disclosure;

• A security service provider may not in any manner disclose confidential information concerning a client; and

• A security service provider may not –

  - without a legal ground justifying such conduct, use, hand over, be in possession of, or retain any property of a client, or be or remain on the premises of a client; or

  - intentionally or through gross negligence damage or lose any property of a client.
5. Conditions regarding certain categories and classes of security service providers and different types of security services

Besides the general obligations or rules as mentioned in paragraph 3.1, the Code of Conduct also makes provision for specific rules for certain categories of security service providers.

This includes rules for the following:

1. Employers of security officers;
2. Persons occupying certain offices or positions;
3. Management, control and supervision;
4. Security service providers making security officers available to others;
5. Private Investigators;
6. Locksmiths;
7. Security consultants and advisors;
8. Security service providers ensuring order and safety on premises used for sporting, recreational, entertainment or similar purposes;
9. Security service providers providing security training; and
10. Security service providers installing, servicing or repairing security equipment or performing certain functions regarding monitoring devices.

5.1. Employers

The Code of Conduct provides for the following rules for employers of security officers:

- A security service provider employing any person in the private security industry must comply with every obligation by law towards such employee and –
  - may not abuse or exploit the employee;
  - must ensure that the employee receives the full wages and all other service benefits due to him or her;
  - must comply with all obligations to ensure that their employees qualify for or receive any social security benefits or other financial benefits provided for in terms of law (U.I.F., CO.I.D., Provident Fund, etc.);
  - must comply with all obligations in respect of training and skills development of such an employee; and
  - must comply with all obligations on employers relating to the deduction of annual amounts for the Authority and payment thereof;

- A security service provider must, before employing any person as a security officer, verify the registration status as security service provider, level of training, qualifications and all other relevant facts concerning such a person. A security service provider may also not order, allow, or use a security officer in his or her employ to render a security service which requires a status, licence, permit, accreditation, registration, level of training, etc. that the security officer does not have;

- A security service provider may not allow a security officer in his or her employ to possess or use a firearm, ammunition, weapon or any equipment, unless such possession and use is lawful and the security officer has been successfully trained;

- A security service provider must ensure that a security officer in his or her employ –
  - has been informed about the nature and scope of his or her functions and duties;
  - is properly managed, controlled and supervised;
- is provided with and is in lawful possession of all the equipment necessary, including firearms if required; and
- is properly disciplined in the case of a transgression;

- A security service provider must, at his or her own cost and as often as it is necessary, but at least once a year, provide training to all the security officers in his or her employ to enable them to have a sufficient understanding regarding the regulation of the private security industry and the requirements contained in the Code of Conduct;

- A security service provider must draw up a disciplinary code in respect of all security officers in his or her employ. This disciplinary code must contain rules which reflect the relevant values and principles contained in the Code of Conduct as well as any further rules that are necessary to ensure disciplined, honest, professional and competent conduct by security officers; and

- A security service provider must, without undue delay, provide a responsible member of the S.A.P.S. with all relevant information which is in his or her knowledge concerning the commission or alleged commission of any offence specified in the Schedule of the Act by a security officer in his or her employ.

5.2. Persons occupying certain offices or positions

In terms of this rule in the Code of Conduct for Security Service Providers, a security service provider who is a director, member, partner, trustee, administrator or a person in control of any security business, and any person performing managing functions in respect of a security business, must at all times ensure that the security business complies with the provisions of the Private Security Industry Regulation Act and the Code of Conduct.

5.3. Management, control and supervision

A security business must also ensure that its business affairs, the rendering of a security service by it and the security officers used or made available by it are properly managed and administered by appropriately trained, experienced or skilled persons.

5.4. Security service providers making security officers available to others

In terms of the Code of Conduct for Security Service Providers, a security service provider who makes a security officer or the services or the assistance of a security officer available to any other security service provider with a view to render a security service to a third party, is bound by all the provisions of the Code that are applicable to security service providers as well as to employers.

This includes ensuring that a security officer who, or whose services or assistance is made available by him or her, receives the full wages and all other service benefits due to the security officer as provided in terms of law.

5.5. Private Investigators

There are a number of rules specifically provided for the private investigator sector. These rules include that a private investigator may not, *inter alia*, –

- perform any act which interferes with, hinders or obstructs a Security Service or an organ of State;
- advise, assist or incite a client or any other person to commit an offence;
- undertake or assist in the entrapment of any person for the purposes of obtaining evidence of an offence, etc., unless such conduct is permitted in terms of law;
• conceal facts regarding the commission of an offence from a Security Service or any organ of State;

• employ a corrupt, illegal or unlawful method or technique, or use unlawful threats, intimidation, misrepresentation or false pretences, to gather information, gain access to premises or secure the assistance or co-operation of any person;

• possess or use a monitoring device or any other equipment for the purposes of surveillance, counter-surveillance or any other aspect of an investigation where such possession or use is in conflict with any legal provision;

• possess or use a specialised device for the opening or closing of locking mechanisms, or possess or use any specialised device used to reproduce or duplicate keys, or possess any key code or key, unless he or she is able to provide a justifiable reason to the Authority or the S.A.P.S. for such possession or use;

• possess, carry or use any document or object for the purposes of providing a false or incorrect indication of his or her identity, status, powers, etc., unless he or she is able to demonstrate to the Authority or the S.A.P.S. that such conduct –

  - is essential for the purposes of conducting a lawful investigation which has been properly mandated by a client; and

  - is not in conflict with any legal provision and does not constitute an unlawful act against any person;

• request or obtain information, assistance or co-operation from any person in circumstances where such person contravenes or would contravene the law, the conditions of his or her service, etc.;

• undertake an investigation on behalf of a client in terms of a proper mandate reduced to writing and signed by, or on behalf of, the client containing at least the name and address of the private investigator, the name and address of the client, a description of the subject matter of the investigation, the date of the mandate, the remuneration, reward, fee or benefit in respect of the investigation, and details of any pre-payment to be made by the client. This mandate must be kept for a period of at least three years in a secure place;

• demand from a client any amount or performance which is not in accordance with the amount mentioned above, or otherwise legally due to him or her;

• provide false or misleading information to a client regarding an investigation mandated by the client, including information relating to the cost of such investigation or any part thereof, the time spent on the investigation and the methods used or to be used for the purposes of the investigation. The private investigator must provide a client without undue delay with a written and signed report regarding any investigation mandated by the client, if so requested by the client.

5.6. **Locksmiths**

In terms of the Code of Conduct, a security service provider performing the functions of a locksmith –

• must perform all his or her functions in a trustworthy and competent manner;

• must take all reasonable steps to eliminate or minimize any risk of harm to a client;
• may only open, close or engage a locking mechanism of any nature, or reproduce, duplicate, manufacture or provide a key or start any vehicle if the person requesting such action furnishes written proof of his or her identity with sufficient contact particulars as well as the authority to make the request. In addition, the locksmith must make reasonable enquiries to verify the proof and information contemplated above;

• must keep a proper record of the information above for a period of at least three years in a secure place;

• may not duplicate, reproduce, manufacture or possess any key or key code, or modify a key blank, unless this is done for lawful purposes;

• must exercise effective and reasonable control over a specialised device, belonging to or utilised by him or her, to reproduce or duplicate keys; and

• may only provide information or training or impart skills regarding the opening, closing or engaging of locking mechanisms of any nature to a person that is registered as a security service provider, enrolled to receive training at a security training establishment, or entitled to receive such information, training or skills in terms of some other ground recognised by law.

5.7. Security consultants and advisers

A security service provider giving advice on the protection or safeguarding of a person or property, any other type of security service, or on the use of security equipment –

• must provide a client with honest and objective advice which is in the best interests of the client;

• may not advise a client to use any corrupt, unlawful or illegal method, system or practice;

• may not advise a client to use or obtain the services of a security service provider who is not registered with the Authority, trained up to the level required by law and otherwise entitled by law to render the security service in question; and

• may not advise a client to use or obtain the services of any person who is untrustworthy or incompetent.

5.8. Security service providers ensuring order and safety on premises used for sporting, recreational, entertainment or similar purposes

A security service provider who has contracted to render a service aimed at ensuring order and safety on premises used for sporting, recreational, entertainment or similar purposes, and any security officer used to render such a service, must act in terms of the Private Security Industry Regulation Act and the Code of Conduct for Security Service Providers.

5.9. Security service providers providing security training

A security service provider providing security training –

• must provide security training which is of a high quality;

• must employ training methods and materials which are the most suitable;
may only provide security training in terms of his or her own qualifications and official accreditation or authorisation, and must comply with every condition attached to such accreditation or authorisation;

must provide security training in accordance with any relevant and officially approved or accredited syllabus, programme, standards and training material; and

must, when assessing or testing the knowledge, insight or skills of any person undergoing security training, or the outcomes of such training, use the applicable officially approved methods and procedures.

5.10. Security service providers installing, servicing or repairing security equipment or performing certain functions regarding monitoring devices

These specific rules or obligations apply to all security service providers involved in the security equipment sector such as alarms, CCTV, etc. In terms of the Code of Conduct, a security service provider installing, servicing or repairing security equipment –

must perform all his or her functions in a reasonable, trustworthy and competent manner;

may not install, service, repair or modify any security equipment if he or she would act unlawfully in doing so;

may only install security equipment if it has been acquired in a lawful manner by him or her or by the client;

may not install security equipment if he or she knows or should reasonably know that it is faulty, untrustworthy or defective;

must, when he or she installs security equipment, provide the client with all information reasonably necessary in regard to the care of and the effective use of the security equipment;

must take all reasonable steps necessary in the circumstances to eliminate or minimize any risk or harm to a client as a result of the service rendered by him or her; and

may only provide information or training or impart skills concerning the operation, installation, repair or servicing of security equipment to a person who is registered as a security service provider, enrolled to receive training at a security training establishment, or is otherwise entitled to have access to such information, training or skills.

6. Obligations on employers of in-house security officers

The Code of Conduct is also applicable on employers of in-house security officers. The Code places general obligations as well as specific obligations on employers of in-house security officers.

6.1. General Obligations

In terms of the Code of Conduct, an employer of in-house security officers must comply with the Private Security Industry Regulation Act as well as all other legal provisions that are applicable to the employment and use of in-house security officers.

In addition, the employer of in-house security officers must also ensure that he / she complies with the necessary obligations or rules towards the Authority, the Security Services and other organs of State, the public and private security industry, rules of the employer towards his / her employees and management, control and supervision of security officers as set out in the Code of Conduct.
6.2. Specific Obligations

In terms of the Code of Conduct, an employer of in-house security officers –

- may only use an employee to protect or safeguard his or her own property or other interests if such employee is registered as a security service provider in terms of the Private Security Industry Regulation Act and has completed the security training required;
- must verify the registration status as security service provider and level of training of such employee;
- must appoint a responsible person to manage, supervise and control all employees used; and
- must ensure that the employer of in-house security officers does not act as a security service provider, and that the impression is not created that the employer of in-house security officers is, or acts, as a security service provider.

7. Improper conduct and enforcement

A security service provider who contravenes or fails to comply with a provision of the Private Security Industry Regulation Act or the Code of Conduct regulations is guilty of improper conduct and on conviction subject to the following penalties:

- A warning or a reprimand;
- Suspension of registration as security service provider for a period not exceeding 6 months;
- Withdrawal of registration as security service provider;
- A fine not exceeding R10 000, which is payable to the Authority;
- Publication of details of the conviction of improper conduct and any penalty imposed; or
- Any combination of the above.

In the case of an employer of in-house security officers, the following penalties can be imposed:

- A warning or a reprimand;
- A fine not exceeding R10 000, which is payable to the Authority;
- Publication of details of the conviction of improper conduct and any penalty imposed; or
- Any combination of the above.

Certain of the penalties may be suspended. In terms of the Code of Conduct, the following must be considered and taken into account in imposing any of the above penalties:

- The seriousness and nature of the improper conduct;
- The known relevant circumstances of the security service provider;
- The national interest as well as the interest of the public and of the private security industry;
- The risk posed by the improper conduct to the rights or interests of any person;
- Any previous conviction of the security service provider of improper conduct in terms of the Code;
• The financial or other benefit obtained or that may be obtained by the security service provider through the commission of the improper conduct; and

• Any actual or potential harm caused by the security service provider through the commission of improper conduct.

Any person who commits improper conduct in terms of this Code, is also guilty of a criminal offence and on conviction liable to a fine or to imprisonment for a period not exceeding 24 months, or to both a fine and such imprisonment.

In terms of section 29 of the Private Security Industry Regulation Act, improper conduct procedures may be instituted by the Authority against a security service provider or other person who employs a security officer if there is an allegation of improper conduct that has been committed within or outside the border of the Republic.

The procedures for the enforcement of the Code of Conduct for Security Service Providers by the Authority are contained in the Improper Conduct Enquiries Regulations, 2003. These procedures and regulations provide for the appointment of independent presiding officers as well as the submission of the charges of improper conduct, summonses and generally the procedures of the improper conduct enquiry itself.

8. Appeals against decision of the Authority

Certain decisions made by the Authority are subject to appeal. In terms of section 30 of the Private Security Industry Regulation Act, a person can appeal against the following decisions of the Authority:

1. The refusal by the Authority to grant his or her application for registration as a security service provider;

2. The suspension or withdrawal of his or her registration as a security service provider; or

3. A finding against him or her, of improper conduct in terms of this Act, or the punishment or penalty imposed. Such a person may, within a period of 60 days after being notified of the decision, appeal to an appeal committee.

An appeal committee is appointed by the Minister for every appeal. The persons serving on the appeal committee are independent from the Authority and may have no personal interest in the private security industry or in the affairs of an appellant.

The procedure in connection with the lodging and finalization of an appeal is prescribed in the Regulations relating to Appeals and Applications for Exemptions, 2003. These regulations provide for detailed procedures in the lodging of an appeal, including prescribed documentation that needs to be submitted to the Authority in submitting an appeal. On receipt of an appeal, the Authority also compiles a replication on the appeal received and facilitates the submission of the appeal to the Ministerially appointed appeal committee.

The appeal committee hearing an appeal may confirm, set aside or vary the decision or substitute a decision with any other decision which, in the opinion of the appeal committee, ought to have been taken and direct the Authority to do everything necessary to give effect to the decision of the appeal committee.
UNIT STANDARD

Explain the requirements for becoming a security service provider

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<th>SAQA UNIT ID</th>
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<td>Explain the requirements for becoming a security service provider</td>
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ORIGINATOR | ORIGINATING PROVIDER
SGB Security |

QUALITY ASSURING BODY

FIELD | SUBFIELD
Field 08 - Law, Military Science and Security | Safety in Society

ABET BAND | UNIT STANDARD TYPE | OLD NQF LEVEL | NEW NQF LEVEL | CREDITS
Undefined | Regular | Level 3 | NQF Level 03 | 4

REGISTRATION STATUS | REGISTRATION START DATE | REGISTRATION END DATE | SAQA DECISION NUMBER
Registered | 2007-11-28 | 2010-11-28 | SAQA 0474/07

LAST DATE FOR ENROLMENT | LAST DATE FOR ACHIEVEMENT
2011-11-28 | 2014-11-28

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD
This unit standard will lead learners towards achieving knowledge, skills and attributes that would enable them to apply the provisions of the legislation that regulates the registration of security providers.

A person credited with this unit standard will be able to:

- Explain the role of Private Security Regulating Authority (PSIRA) in terms of regulating the security industry.
- Explain the compulsory registration provisions for a security service provider.
- Explain the requirements that must be complied with as a security service provider.
- Explain the obligations and requirements that must be met in terms of the code of conduct for security service providers.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING
It is assumed that learners are already competent in:

- Communication at NQF Level 2.

UNIT STANDARD RANGE
- Security service providers refer to both security business and security officers.
- The Act refers to the legislation that enables the Private Security Regulating Authority (PSIRA).
- Regulations include but are not limited to the private security industry regulations 2002, made in terms of the legislation that enables the PSIRA.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1
Explain the role of PSIRA in terms of regulating the security industry.

ASSESSMENT CRITERIA
ASSESSMENT CRITERION 1
The primary objective of PSIRA is explained in relation to the security service provider's working environment.

ASSESSMENT CRITERION 2
The functions of PSIRA is explained in terms of the PSIRA legal framework.

ASSESSMENT CRITERION 3
The powers of PSIRA inspectors are identified in terms of the current legislation.

SPECIFIC OUTCOME 2
Explain the compulsory registration provisions for security service provider.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1
The obligations and exemptions for registration as a security service provider is explained in terms of the Act.

ASSESSMENT CRITERION 2
The process to be followed when applying for registration as a security service provider is explained in terms of the Act.

ASSESSMENT CRITERION 3
The requirements for registration of a security service provider is explained in terms of the Act.

ASSESSMENT CRITERION RANGE
Requirements includes but are not limited to requirements for registration, training, clearance certificates and infrastructure and capacity.

ASSESSMENT CRITERION 4
The conditions under which a registration as a security service provider will be suspended, withdrawn or lapsed is explained in terms of the Act and related regulations.

SPECIFIC OUTCOME 3
Explain the requirements that must be complied with as a security service provider.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1
Notification of change of information is listed in terms of the regulations.

ASSESSMENT CRITERION 2
Records and documents that must be kept are listed in terms of the regulations.

ASSESSMENT CRITERION 3
The requirements in respect of compulsory items, uniform and equipment that must accompany the security officer while on duty are explained in terms of the Act and related regulations.

ASSESSMENT CRITERION RANGE
Items include but are not limited to:

- PSIRA Certificate of identification in terms of regulations, Appointment certificate in terms of the Criminal Procedure Act of 1977.
SPECIFIC OUTCOME 4
Explain the obligations and requirements that must be met in terms of the code of conduct for security service providers.

OUTCOME RANGE
Unless otherwise indicated, regulations under this outcome refer to the code of conduct regulations for security service providers in terms of the Act.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1
The purpose of the code of conduct for security service providers is explained in terms of the regulation.

ASSESSMENT CRITERION 2
The obligatory requirements that must be met by security service providers in terms of the regulations are explained.

ASSESSMENT CRITERION RANGE
Obligatory requirements refer to general obligations and obligations specific to a particular category and class of security service provider and different types of security service.

ASSESSMENT CRITERION 3
The penalties that can be imposed when contravening the code of conduct for security service providers are listed in terms of the regulations.

ASSESSMENT CRITERION 4
The conditions under which an appeal may be lodged against a decision of the PSIRA are listed in terms of the Act.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS
• An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA.
• Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA.
• Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA.
• Moderation of assessment will be conducted by the relevant ETQA at its discretion.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE
Refer to the specific outcomes and the assessment criteria contained in this unit standard and specifically to:
• The constitution of the RSA.
• PSIRA Act 56 of 2001.
• Criminal Procedure Act 51 OF 1977.

UNIT STANDARD DEVELOPMENTAL OUTCOME
N/A

UNIT STANDARD LINKAGES
N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING
Identify and solve problems related to the evaluation of own performance for future improvement.
LEARNER WORKBOOK SECTION
FORMATIVE ASSESSMENT (OPEN BOOK EXAM)

EXPLAIN THE REQUIREMENTS FOR BECOMING A SECURITY SERVICE PROVIDER - UNIT STANDARD 246694

Full Name and Surname: __________________________________________

ID Number: _______________ Date of Assessment: _______________

Name of Assessor: _______________________________________________

Learner Signature: _______________ Assessor Signature: ______________

Pass mark is 70% (56 out of 80)

Competent: [ ] Not Yet Competent: [ ]

SKILLS PROGRAM 1
BOOK 1
1. What does the abbreviation PSIRA stand for? (1 Mark)

2. Fill in the missing words: (16 Marks)

**Objectives of PSIRA**

(a) promote a legitimate ___________________ ___________________ which acts in terms of the principles contained in the _______________ and other applicable law;

(c) promote a private security industry which is characterized by _________________,
   transparency, accountability, _____________ and accessibility;

(e) promote and encourage __________________ of security service providers;

(i) ensure that the process of _________________ of security service providers is ________________, ____________, objective and concluded timeously;

(l) encourage ________________________________ practices in the private security industry;

(o) protect the ____________________ of the users of security services;

(q) promote the empowerment and advancement of persons who were historically disadvantaged through _________________ ________________ in the private security industry.


4. List 10 (ten) categories or classes of security service providers who need to register with the Authority. (10 Marks)
5. Choose 2 (two) correct answers below: (2 Marks)
Who must register as security service providers?

a. All government institutions (SAPS, SANDF, Secret Service)
b. All police officers and military personnel.
c. All private companies rendering a security service.
d. All natural persons rendering a security service.

6. Fill in the missing words: (1 Mark)
Any person who fails (business or security officer) to register as a security service provider commits a criminal offence in terms of _______________ of the Act.

7. Fill in the missing words: (21 Marks)
In terms of section 23 of the Act, the following are requirements for a security officer (natural person) to register:

- The applicant must be ________ and ____________ to render a security service;
- Must be a ______________ of or has ______________ ________ status in South Africa;
- Must be at least ______________ of age;
- Must have complied with the relevant ______________ requirements prescribed for registration as a security service provider;
- Must not have been found ______________ of an ______________ specified in the Schedule within a period of 10 years immediately before the submission of the application to the Authority;
- Must not have been found ______________ of ______________ ________ in terms of this Act within a period of five years immediately before the submission of the application to the Authority;
- Must submit a prescribed ______________ ______________, together with such other information as the Authority may reasonably require, if the applicant is a former member of any official military, security, police or intelligence force or service in South Africa or elsewhere;
- Must be __________ sound;
- Must not currently be employed in the ______________ ______________ in circumstances where such registration may conflict with a legislative provision applicable to the applicant;
- Must have paid the relevant ______________ ________; and
- Must not be a person in the ______________ ______________ of the SAPS, the Directorate of Special Operations, the National Intelligence Agency, the South African National Defense Force, the South African Secret Service or Department of Correctional Services.
8. Fill in the missing words: (1 Mark)
A registered security service provider will be issued with a credit card size certificate of identification by the Authority. A security service provider who:

(a) without sufficient reason fails or refuses to comply with a request to produce his / her certificate of identification;
(b) changes, falsifies information on, defaces, destroys or fails to take reasonable steps to safeguard his or her certificate of registration or certificate of identification; or
(c) without a legal ground justifying such conduct, withholds, retains or is in possession of the certificate of registration or certificate of identification of another security service provider,

is guilty of an offence and on conviction liable to a _________________________________
_________________________________________________________________________.

9. Suspension of registration by the Authority
List 1 (one) reason why the Authority may suspend a security service provider. (1 Mark)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

10. Withdrawal of registration by the Authority
List 3 (three) reasons why the Authority may withdraw the registration of a security service provider. (3 Marks)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

11. Fill in the missing words: (8 Marks)
Powers of inspectors
In order to carry out an inspection, an inspector may at any _________________
____________ and __________________ ______________ _________________ or an appointment, ____________ __________ ____________ –

• occupied by or used in connection with the rendering of a security service by a security service provider or another person contemplated in section 33;
• which the director has reason to believe are occupied by or used in connection with the rendering of a security service by a security service provider or another person; or
• where or from where a security service is rendered or the director has reason to believe that such a service is rendered;
12. **Inspectors are appointed as Peace Officers**
List 4 (four) powers that inspectors may exercise in terms of the Criminal Procedures Act of 1977. *(4 Marks)*

13. In terms of Regulation 7 of the Private Security Industry Regulations 2002, list 2 changes that must be reported to the Authority. *(2 Marks)*

14. May a security officer use his own private firearm to render a security service? *(1 Mark)*

15. **General obligations of security service providers**
Security service providers are bound by a code of conduct. This code of conduct has 5 general obligations. These rules or obligations include the following: *(5 Marks)*

16. **Appeals**
Certain decisions made by the Authority are subject to appeal. List 3 (three). *(3 Marks)*

**TOTAL MARKS: ___________**
80