



**PSIRA**  
Private Security Industry Regulatory Authority

## Private Security Industry Regulatory Authority

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### IMPORTANT:

The Code of Conduct Regulations for Security Service Providers, 2003 prescribes that a Security Service Provider must, within his or her ability, render all reasonable assistance to and co-operate with the Authority to enable the Authority to perform any function which it may lawfully perform, and must take all reasonable steps to ensure that any information provided to the Authority by such security service provider is true and accurate.

A security service provider who fails to do so, is guilty of a criminal offence and liable on conviction to a fine and or imprisonment for a period not exceeding two years or to both a fine and such imprisonment. Furthermore a security service provider may also be held accountable for in terms of the Improper Conduct Regulations 2003 read with the Code of Conduct Regulations 2003 and may be *inter alia* imposed with a fine of R1,000,000.00 per count for failure to provide such assistance and ensuring that information provided is true and accurate.

## SELF - ASSESSMENT INSPECTION

### SECTION A – TO BE COMPLETED BY ALL PROVIDERS

A. INSPECTION DETAILS			
Inspection Number			
Date of last inspection			
Self-Assessment Inspection date (Format: YYYY/MM/DD)			
Title and full names & surname of person completing self assessment report.		Contact number	
Position			
Are you authorized to complete the report on behalf of the business?			
Have you completed and attached the resolution?			
B. BUSINESS DETAILS			
Name of business		P.S.I.R.A. no. :	
Trade as name of business			

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Signature	
Full Names & Surname	
Capacity	

Type of business entity:		Registration number:	
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**C.BUSINESS ADDRESS****1. Administrative Office Address:**

Since which date has this address been occupied as administration office			
Number			
Building			
Street			
Suburb			
City/Town		Postal code	
If you no longer have an administrative address or have moved from your address as contained in the PSIRA register please indicate since when and where you are currently operating from.			

**2. Postal Address:**

Postal address			
Suburb			
City		Postal code	

**3. Contact Details:**

Admin Office Landline No	
Fax no.	
Cell phones	
E-mail address (if available)	

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## D. BUSINESS MANAGEMENT

Please provide the full names and identity numbers of all directors, members, partners, trustees of the business:

Full Names and Surname	Identity Number

Who is the responsible owner/director /member/partner/trustee/administrator or person ultimately in control of the business?

## E. SECURITY SERVICES RENDERED

Please indicate the security services being provided by the business

a Commercial / industrial / residential guarding or patrolling	<input type="checkbox"/>
b Assets in transit	<input type="checkbox"/>
c Close personal protection	<input type="checkbox"/>
d Reaction or response service/ control room	<input type="checkbox"/>
e Special events	<input type="checkbox"/>
f Car watch or related activities	<input type="checkbox"/>
g Consultants / Advisors	<input type="checkbox"/>
h Installing / servicing / repairing security equipment	<input type="checkbox"/>
i Private investigators	<input type="checkbox"/>
j Training centers	<input type="checkbox"/>
k Locksmiths	<input type="checkbox"/>
l Labour brokers (making persons available)	<input type="checkbox"/>
m In-house security	<input type="checkbox"/>
n Security dog provider/ trainer	<input type="checkbox"/>
n Does the business utilize dogs / security dog provider/ trainer	<input type="checkbox"/>

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**F. ANNUAL FEES & FINES**

What is the current amount of annual fees owed by you to PSIRA?	
Do you yearly deduct and pay over the annual fees from security officers employed?	
Are the business annual fees paid up to date according to your knowledge?	
Does the business have any outstanding fines or settlement amounts outstanding?	
Do you need assistance from your PSIRA account administrator with your account?	

**G. GENERAL**

Total number security officers are employed/deployed/made available by the business?	
<ul style="list-style-type: none"> <li>How many security officers are employed/deployed/used or made available who are on learnerships?</li> </ul>	
<ul style="list-style-type: none"> <li>How many security officers are employed/deployed/used or made available who are independent contractors / self employed security officers?</li> </ul>	
<ul style="list-style-type: none"> <li>How many security officers are employed/deployed/used or made available who are provided/ part of or representing a co-operative?</li> </ul>	
Are changes in employee or other details reported to the Authority within 10 days and proof kept?	
Are the PSIRA registration number and other prescribed information detailed on documents as prescribed by Regulation 12 of the Private Security Industry Regulations, 2002?	
Are uniforms provided to security officers?	
If yes, does it comply with requirements? (2 badges with business name & nametag with security officer's name & PSIRA number)	
Does the uniform, badge or insignia resemble that of the South African Police Service, the South African National Defence Force, the Department of Correctional Services or of any other law enforcement agency or service established in terms of law?	
If yes, indicate in what way:-	
Does the business have a disciplinary code?	
Does the business ensure that security officers undergo annual training on the provisions of the Code of Conduct for Security Service Provider Regulations, 2003?	

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<b>H. FIREARMS</b>	
<b>1. Firearms</b>	
Are firearms used in the rendering of a security service?	
What is the business' Institution Code as contained on its firearm licence	
Does the business provide the firearms used by the security officers?	
Do the security officers provide their own firearms to render security services ?	
Are armed security officers in possession of the necessary competency certificate?	
Please provide the name of the person responsible for firearms:	

<b>I. PRESCRIBED DOCUMENTATION</b>	
Please verify whether your records comply to the format prescribed by regulation.	
Please see:	
<ul style="list-style-type: none"> <li>• <b>Private Security Industry Regulations, 2002</b></li> <li>• <b>National Bargaining Council Agreement for Security Industry (Government Gazette 43036)</b></li> <li>• <b>Code of Conduct for Security Service Providers Regulations, 2003</b></li> </ul>	
Is a <b>name list</b> kept and in the prescribed format? [Regulation 10(7)(a) & (b)]	
<ul style="list-style-type: none"> <li>• Please confirm that you have attached a copy of the current namelist</li> </ul>	
Are <b>salary advices (payslips)</b> kept and in the prescribed format? [Regulation 10(7)(d)]	
<ul style="list-style-type: none"> <li>• Please confirm that you have attached a paylip for the past financial month for a security officer</li> </ul>	
Are <b>attendance registers</b> kept and in the prescribed format?[Reg 10(7)(e)]	
<ul style="list-style-type: none"> <li>• Please confirm that you have attached an attendance register for the past financial month for a security officer</li> </ul>	
Are <b>posting sheets</b> kept and in the prescribed format? [Regulation 10(7)(f)]	
<ul style="list-style-type: none"> <li>• Please confirm that you have attached a posting sheet for the past month for a security officer</li> </ul>	
Are <b>wage register</b> kept containing full information on wages paid to all security officers and other employees of the business? [Regulation 10(7)(c)]	

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<ul style="list-style-type: none"> <li>Please confirm that you have attached a copy the wage register for the past financial month for a security officer</li> </ul>	
Are <b>written contracts with the security officers</b> kept? [Regulation 10(7)(g)]	
Are "verbal" contracts between the business and the client reduced to writing and signed by the security business and a true copy thereof handed to the client as required by Reg 9(4) of the Code of Conduct for Security Service Providers?	
Does the contract contain any provision which excludes, limits or attempt to exclude or limit the legal liability of the provider towards the client?	
Is the <b>client list</b> kept? [Regulation 10(7)(h)]	
<ul style="list-style-type: none"> <li>Please confirm that you have attached a copy of the current clientlist</li> </ul>	
Are <b>personnel files</b> kept for every security officer, employee and/or official? [Reg. 10(7)(g)]	
Are all records updated within 7 days of a change occurring?	
Are all electronic records backed-up within 24 hours of a change occurring and is it clearly marked with the back-up date and is it available for inspection?	

<b>J. REMUNERATION &amp; CONDITIONS OF EMPLOYMENT</b>	
Is the business utilizing or deploying security officers who are not employees of the business? If "YES" then specify in detail:	
Does the business use casual employees (no fixed contract of employment, working less than 24 hours per week?)	
If "Yes", are they paid the 15% premium on the hourly rate for normal hours?	<input type="text"/>
In which areas do the security officers render security services?	
Are the working hours of security officers averaged	
If "Yes", is it in terms of a written agreement as required in terms of Clause 6(2)	<input type="text"/>
Wages paid in accordance with the applicable statutory provision? (including overtime & sunday time)	<input type="text"/>
Are all deductions made from the wages lawful? [Clause5(10)]	<input type="text"/>

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Do the security officers clean their own uniforms?	
Are cleaning allowances paid? [Clause 22(3)]	
Are night shift allowances paid? [Clause 4(8)]	
Are Special Allowances paid? [Clause 4(9)]	
Are you registered with the Private Security Sector Provident Fund	
If registered with another fund provident fund, please indicate which fund	
If registered with another provident fund, please confirm the following is attached	
Private Security Sector Provident Fund number?	
Are Private Security Sector Provident Fund deductions made and paid to the fund?	
How many are security officers are declared and contributions paid to the PSSPF	
Are working hours in accordance to applicable statutory provisions?	
Is the business U.I.F. registered?	
How many security officers are declared and contributions paid over for?	
Is the business registered with the Compensation Commissioner (COIDA)	
How many are security officers are declared and contributions paid for to the Compensation Commissioner?	
Are the required rest periods given and enforced?	
Are annual bonuses paid?	
Is the business registered with the National Bargaining Council for the Private Security Sector (NBCPSS)?	
Does the business make all member payments to the NBCPSS?	

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## SECTION B – ONLY TO BE COMPLETED BY PROVIDERS USING, TRAINING OR SUPPLYING ANY WORKING ANIMALS.

<b>A. WORKING ANIMALS CATEGORIES</b>	
<b>Please indicate which of the following is applicable to the business:(May be more than one)</b>	
USER of working animals	<input type="checkbox"/>
TRAINING or ASSESSMENT of working animals(s)	<input type="checkbox"/>
SUPPLIER of working animals	<input type="checkbox"/>

<b>B. WORKING ANIMALS PERMITS &amp; LICENCING (IF APPLICABLE)</b>	
1. Is the business in possession of a licence as required in terms of the Performing Animals Protection Act, (No 35 of 1935), as amended?	
<ul style="list-style-type: none"> <li>Please confirm that you have attached a copy of your Performing Animals Protection Act licence to this report.</li> </ul>	
2. Is the business in possession of a permit as required in terms of the Explosives Act, (No 15 of 2003), as amended?	
<ul style="list-style-type: none"> <li>Please confirm that you have attached a copy of your Explosives Act permit to this report.</li> </ul>	
3. Is the business in possession of a current licence/permit to possess any regulated or banned substance (eg narcotics,chemical or medicine)?	
<ul style="list-style-type: none"> <li>Please confirm that you have attached a copy of your appropriate licence/permit to this report</li> </ul>	

<b>C. SECURITY OFFICERS EMPLOYED / DEPLOYED/ MADE AVAILABLE IN RE WORKING ANIMALS</b>	
1. Total number of dog handlers	
2. Total number of dog handlers, possessing relevant PSIRA Accredited training	
2.1	Number of dog handlers possessing DH 1
2.2	Number of dog handlers possessing DH 2
2.3	Number of dog handlers possessing DH 3
2.4	Number of dog handlers possessing DH 4
2.5	Number of dog handlers possessing DH 5

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<b>D. DOGS USED/ MADE AVAILABLE (IF APPLICABLE)</b>	
1. Number of dogs used / made available	
2. Number of trained dogs	
2.1 Number of dogs trained to DH 1	
2.2 Number of dogs trained to DH 2	
2.3 Number of dogs trained to DH 3	
2.4 Number of dogs trained to DH 4	
2.5 Number of dogs trained to DH 5	
2.5.1 Narcotic Detection Dogs	
2.5.2 Explosive Detection Dogs	
2.5.3 Tracker Dogs / Anti-Poaching	
2.5.4 Search and Rescue Dogs	
2.5.5 Stock Theft Dogs	
2.5.6 Eco-Products Detection Dogs	
3. Number of untrained dogs	
4. Is proof of training for all security dogs available?	
5. Are dogs tagged (electronic implants / tattoos)	
6. Number of other working animals used	
<b>Specify:</b>	

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**E. INSTRUCTORS PROVIDING TRAINING / ASSESSMENT OF WORKING ANIMAL(S)**

1. Number of instructors/assessors registered with PSIRA	
2. Number of instructors accredited to provide training	
3. Number of instructors/assessors providing DH1 training	
4. Number of instructors/assessors providing DH2 training	
5. Number of instructors/assessors providing DH3 training	
6. Number of instructors/assessors providing DH4 training	
7. Instructor/assessor providing DH5 training	
8. Number of unregistered instructors	
9. Number of unaccredited instructors	

**F. FACILITIES/EQUIPMENT**

1. Number of dogs	
2. Number of kennels	
3. Is a practical training area(s) available?	
4. Does the practical training area(s) conform to the minimum requirements?	
5. Does the training establishment have the necessary equipment?	
<b>Comments: Facilities/Equipment</b>	

**G. DOG KENNELS**

1. Are kennels located away from sources of noise or pollution that could cause injury or stress to security dogs?	
2. Are kennels situated in areas that protect dogs from excessive damp, heat and draught?	
3. Are the enclosures designed and maintained to avoid injury, disease, theft, or escape of the dogs or interference with them by unauthorised persons?	
4. Do dog kennels situated outdoors protect dogs from rain and wind and are they adequately shaded?	
5. Where kennels are constructed indoors are temperature, humidity and ventilation considered and provided for accordingly?	

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6. Do enclosures allow for easy observation of dogs while kennelled without opening the enclosure?	
7. Are the size of the kennels at least 1 800 mm long, 1 500 mm wide and 1 300 mm?	
8. Do the kennels have proper drainage?	
9. Do the kennels have dry storage facilities for food and cleaning materials?	
10. Do the kennels provide access to food and water?	
11. Are kennel buildings securely lockable?	
12. Is each kennel fitted with a secure closing device that cannot be opened by dogs?	
<b>Comments: Kennels</b>	

<b>H. HEALTH</b>	
1. Are appropriate veterinary care given to animals?	
2. Details of veterinarian.	
<b>Comments: Health</b>	

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