

INDUSTRY CIRCULAR

To : All Private Security In-house Service Providers

From : Ms. Mpho Portia Mofikoe
Deputy Director: Communication, CRM and Training

Date : 06 February 2014

Subject : Obligations on Employers of In-House Security
Service Providers

Purpose of the Circular

The purpose of this circular is to bring to the attention of in-house security service providers binding rules to be obeyed and general requirements for operating an in-house security service as stipulated in Chapter 2 of the code of conduct for security service providers.

The Private Security Industry Regulatory Authority (PSIRA) was established in 2002 in terms of Section 2 of the Private Security Industry Regulation Act 56 of 2001. The strategic mandate of PSIRA emanates from the Act and the regulations issued in terms of the Act. The primary objectives 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 in the interest of the private security industry itself.

Private Security Industry Regulatory Authority

Who is an in-house security service provider?

In-house security service provider refers to a person, who is not a security service provider and uses his or her own employees to protect or safeguard merely his or her own property or other interests, or persons or property on his or her premises or under his or her control.

Requirements of an in-house security service provider

An in-house security service provider must appoint and use a responsible person to ensure that the obligations of the employer of in-house security officers towards the Authority are discharged in terms of the law.

The above mentioned person must be trained and registered with PSIRA and in possession of grade B. In-house security service providers are exempted from paying registration and business annual fees, but are required to deduct R84.00 per annum, from the wages of each security officer in their employ and pay over to PSIRA.

All security officers employed by an in-house security service provider must be trained and registered with PSIRA.

Pages 1 and 2 of the application in respect of a security business form (PSIRA 2) must be completed by every in-house security service provider obtainable from the PSIRA website www.psira.co.za or at any PSIRA office

All in-house security service providers must update engagements and terminations of security officers before the 20th of each month and complete the PSIRA 21 form available on our website monthly to ensure the correct allocation of funds. The PSIRA 21 form must be directed to the relevant account administrator (see list below);



PSIRA
Private Security Industry Regulatory Authority

Private Security Industry Regulatory Authority
20 Witch-Hazel Avenue, Block B - Eco Glades 2 Office Park, Highveld Ext
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Tel.: +27 12 0030638/0596/0626/0629/0627/0636

Fax no.: +27 86 5583030

Email: info@psira.co.za

Website: www.psira.co.za

Accounts administered	E-mail address	Responsible Debtors administrator	Contact number
PSIRA Debtors - A & U & Numerics	admin1@psira.co.za	Mpho Bopape	012 003 0526
PSIRA Debtors - B & O	admin2@psira.co.za	Getrude Masetla	012 003 0537
PSIRA Debtors - C & D	admin3@psira.co.za	Tshidiso Matlala	012 003 0534
PSIRA Debtors - E & K	admin4@psira.co.za	Itumeleng Letebele	012 003 0597
PSIRA Debtors - F & V & X	admin5@psira.co.za	Penny Africa	012 003 0528
PSIRA Debtors - G & H	admin6@psira.co.za	Mapule Mohlala	012 003 0535
PSIRA Debtors - I & J	admin7@psira.co.za	Yolanda Puwani	012 003 0651
PSIRA Debtors - L & P	admin8@psira.co.za	Virginia Thwala	012 003 0527
PSIRA Debtors - M & Q	admin9@psira.co.za	Johanna Mathibela	012 003 0529
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PSIRA Debtors - R	admin11@psira.co.za	Boitumelo Molekwa	012 003 0489
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PSIRA Debtors -T & Z	admin13@psira.co.za	Sunny Maotoane	012 003 0573

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Specific obligations of an employer of an in-house security officer

- a) May only use, permit or direct an employee to protect or safeguard merely his or her own property or other interests, or persons or property on his or her premises or under his or her control, or to perform any other function that is subject to the Act, if such employee is registered as a security service provider in terms of the Act, has successfully completed the security training required by law;
- b) relevant to this function, and is otherwise entitled by law to perform the function in question;
- c) Must, before using, permitting or directing an employee to render a security service contemplated in paragraph(a), take all reasonable steps necessary to verify the registration status as security service provider, level of training, qualifications and any other relevant facts concerning such employee;
- d) Must appoint and use, subject to paragraph(a), a responsible person to manage, supervise and control all employees used, permitted or directed to render a security service as contemplated in paragraph(a);
- e) Must appoint and use a responsible person to ensure that the obligations of the employer of in-house security officers towards the Authority are discharged in terms of law;
- f) May not, whether for reward or not, except to the extent allowed in section 28(2) of the Act, make any employee or his or her services available for the purposes of rendering a security service to any other person;
- g) Must, in respect of all employees used, permitted or directed to render a security service as contemplated in paragraph(a), comply with relevant provisions of the Levies Act as well as all applicable Laws and measures promulgated in terms of Law regarding minimum wages and standards aimed at preventing exploitation or abuse of employees in the private security industry;

- h) Must take all reasonable steps to 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.

Penalties that can be imposed if an in-house service provider contravene or fail to comply with a provision of the PSIRA Act.

An employer of an in-house security officer who is found guilty of contravening regulation 25 (1) of the code of conduct for security service providers by committing a crime, failing to comply with provision of Levies Act or contravenes or fails to comply with the provision of code of conduct may be subject to the following;

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

For further enquiries, call us on **086 133 3850** or email info@psira.co.za.

Yours faithfully



MPHO PORTIA MOFIKOE
DEPUTY DIRECTOR: COMMUNICATION, CRM AND TRAINING