



Training Regulations

REGULATIONS MADE UNDER THE SECURITY OFFICERS ACT, 1987 (ACT NO 92 OF 1987)

The Minister of Law and Order, has, after consultation with the Security Officers' Board, under section 32(1) of the Security Officers Act, 1987 (Act No 92 of 1987), made the regulations in the Schedule.

SCHEDULE

TRAINING OF SECURITY OFFICERS REGULATIONS, 1992

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PART I

Definitions

1. In these regulations any word or expression to which a meaning has been assigned in the Act shall bear the meaning so assigned to it and, unless the context otherwise indicates -

“accreditation certificate” means -

- (a) in relation to an accredited instructor, an accreditation certificate issued to him by the Board under regulation 7 (d);
- (b) in relation to an accredited training establishment, an accreditation certificate issued thereto by the Board under regulation 7 (b);

“accredited instructor” means an instructor to whom the Board has issued an accreditation certificate under regulation 7 (d);

“accredited training establishment” means any person, board, institution or other body to whom or which the Board has issued an accreditation certificate under regulation 7 (b);

“Board” means the Security Officers Board established in terms of the Act;

“Committee” means the Security Officers’ Board Training Committee referred to in regulation 3 (1);

“guidelines” means the guidelines for the evaluation and monitoring of security officer training establishments, compiled by the Board under regulation 6 (1);

“Instructors Training Manual” means the Instructors’ Training Manual (Training Modules) with respect to security officers, referred to in regulation 3 (2) (f);

“Procedures Manual” means the Procedure Manual for Security Officer Training referred to in regulation 5 (1);

“Registrar” means the Registrar of the Board referred to in regulation 11;

“the Act” means the Security Officers Act, 1987 (Act No. 92 of 1987);

“training certificates” in relation to a security officer, means a training certificate issued to a security officer by the Board under regulation 8 (2).

PART II

Coming into operation of the regulations

Coming into operation

2. These regulations shall come into operation after the expiry of a period of five months from the date of promulgation thereof.

PART III

General provisions

General functions of the Board

3. (1) The Board shall in the carrying out of any duty, the exercise of any power or the performance of any function under or by virtue of a provision of these regulations, in any case where the Board deems it necessary or expedient, consult with a committee it has appointed under section 3 (hB) of the Act, known as the Security Officers’ Board Training Committee.
- (2) The Board shall, for the purposes of the promotion of the training of security officers -
 - (a) determine different training levels for different categories or grades of security officers, and shall for this purpose take into consideration such different categories or grades of security officers as may have been determined under the Wage Act, 1957 (Act No. 5 of 1957), for the purposes of any prevailing wage determination under the said Act with respect to security officers, notwithstanding that any such wage determination may not be applicable in every area in the Republic to which the Act applies;
 - (b) determine the contents of training courses which the Board regards as the most suitable for the training of security officers of such different categories or grades: Provided that the subject-matter of such courses shall in the case of any particular category or grade of security officers consist at least of modules covering, with respect to security officers themselves or the protection or safeguarding of people or property, some or all of the following matters:
 - (i) personal hygiene and general appearance;
 - (ii) public relations;
 - (iii) role and functions of security officers;
 - (iv) bombs, explosive devices and firearms;
 - (v) discipline;
 - (vi) self-defence;
 - (vii) observation;
 - (viii) guarding and patrolling;
 - (ix) fire-fighting, -prevention, and -protection;

- (x) radio and telephonic communication;
 - (xi) legal aspects;
 - (xii) access control;
 - (xiii) search procedures and techniques;
 - (xiv) keeping and use of pocket books;
 - (xv) drafting of written report;
 - (xvi) handling of threats and risks;
 - (xvii) bomb threats;
 - (xviii) protection of information;
 - (xix) emergencies;
 - (xx) industrial relations; and
 - (xxi) occupational safety;
- (c) determine the instructional objectives to be achieved in the training of security officers with regard to any module referred to in paragraph (b) of this subregulation, or any other module determined by the Board;
 - (d) determine the most suitable minimum time periods for the practical and theoretical training, respectively, of security officers of a particular category or grade in respect of the subject-matter of any such module;
 - (e) determine the best methods and procedures for the testing and evaluation of trainee security officers;
 - (f) from time to time compile, and amend or substitute, an Instructors' Training Manual (Training Modules) with respect to security officers of the relevant grades or categories, which shall contain a clear exposition of the Boards' determinations contemplated in paragraphs (a) to (e), inclusive, of this subregulation;
 - (g) submit the Instructors' Training Manual, and any amendment or substitution thereof, to the Minister for approval;
 - (h) from time to time inspect and evaluate any accredited training establishment or the methods, conduct or abilities of any accredited training instructor.

Furnishing of copies of Instructors' Training Manual

4. The Board may furnish copies of the Instructors' Training Manual, or any amendment or substitution thereof, to any person, board, institution or other body applying therefore for a legitimate reason, at a price per copy to cover cost as determined by the Board and approved by the Minister.

Procedures Manual

5. (1) The Board may from time to time compile, and amend or substitute, a Procedures Manual for Security Officer Training, which may contain -

- (a) such information on the powers, duties and functions of the Board under the Act and these regulations; and
- (b) such information -
 - (i) on the functions and activities of the Committee; and
 - (ii) as regards the procedure for accreditation, and the guidelines and criteria applied by the Board in connection with the evaluation and accreditation of training establishments and of training instructors,

as the Board deems necessary or expedient in order to apprise applicants for accreditation of the requirements to be complied with by them before and after accreditation.

- (2) the provisions of regulation 4 shall *mutatis mutandis* apply in respect of the Procedures Manual, and any amendment or substitution thereof.

Guidelines for evaluation of training establishments

- 6. (1) The Board shall from time to time compile guidelines for the evaluation and monitoring of security officer training establishments, based on the minimum criteria set out in the subregulation (2).
- (2) The following minimum criteria for the evaluation of training establishments shall apply:
 - (a) The objectives of the establishment should be directed solely to training and it should have at its disposal an effective administrative infrastructure and training staff who are suitably qualified and whose role and functions are clearly established in accordance with a clear policy requiring, *inter alia*, continuous self-development and the capacity to inspire confidence in their abilities in trainees;
 - (b) the establishment should be able to prove clearly its dedication to the ideal of maintaining and upholding towards the Board a relationship based on integrity, honesty and willingness to comply with all requirements lawfully applying to it;
 - (c) training programmes to be offered should be scientifically designed and effectively executed and the establishment should be able to demonstrate clearly its ability to maintain the required standards and maintain an effective process of selection and admission of trainees;
 - (d) the establishment should have at its disposal a suitable system of records for the recording of all information regarding its activities, and capable of being maintained unimpaired for a period of at least five years;
 - (e) the establishment should have at its disposal the facilities, equipment and aids which are necessary and suitable for providing proper training in accordance with the provisions of these regulations;
 - (f) the establishment should affirm its willingness to submit periodically to reasonable inspections and evaluations of its administrative and other facilities and equipment, staff and training programmes, by officials or members of the Board or members of the Committee, of which inspections reasonable prior written notice has been given by the Board, and in the course of such inspections and evaluations to offer the persons carrying out the inspections and evaluations all reasonable assistance which they require for the effective carrying out of their duties.

Accreditation certificates

7. The Board -
- (a) may receive applications from any person, board, institution or other body for accreditation by the Board as a training establishment for the training of security officers in accordance with the provisions of these regulations and shall, where any such application is found by the Board to be proper and *bona fide*, consider such application and evaluate the applicant and the proposed training establishment in accordance with the provisions of these regulations;
 - (b) may issue to any successful applicant for accreditation as a training establishment for security officers, an accreditation certificate in the form determined from time to time by the Board;
 - (c) may receive an application from any person for accreditation by the Board as a training instructor at any accredited training establishment for the training of security officers and shall, where such application is found by the Board to be proper and *bona fide*, consider such application and evaluate the applicant in accordance with the provisions of these regulations;
 - (d) may issue to any successful applicant for accreditation as a training instructor at any accredited training establishment for security officers, an accreditation certificate in the form determined from time to time by the Board.

Training certificates

8. (1) An accredited training establishment shall on the completion of any course for the training of security officers of a particular grade or category and of the examinations or test set for the course, forthwith forward to the Board a course report on a form compiled for such purpose from time to time by the Board.
- (2) The Board shall evaluate any such course report and if the Board is satisfied that all the requirements of these regulations have been complied with, the Board shall issue to any security officer concerned who has to the satisfaction of the Board achieved a standard of at least sixty per cent (60%) in every theoretical and practical subject forming part of the course, a training certificate in a form determined from time to time by the Board, in which the Board certifies that the security officer concerned has successfully completed the required training course of the relevant grade or category at the training establishment concerned.
- (3) The Registrar shall forward any such certificate to the address indicated for that purpose in respect of every security officer concerned in the relevant course report, being either the address of the officer or that of the training establishment concerned.

Lapsing and withdrawal of training certificates

9. (1) A training certificate issued to any security officer shall lapse whenever the registration of the officer concerned is withdrawn under section 15 or 16 of the Act.
- (2) A training certificate issued to any security officer may by written notice to the officer concerned be withdrawn by the Board whenever the officer concerned requests the Board for any reason so to withdraw the certificate.

Notice of lapsing or withdrawal of certificates

10. The Board shall immediately after the withdrawal by it of any training or accreditation certificate, or the coming to the notice of it of any lapsing of any such certificate, under or by virtue of any provision of these regulations, by written notice to the person or establishment concerned, demand the immediate return to the Board of the relevant certificate.

Functions of Registrar

11. (1) The officer employed by the Board as Registrar of the Board shall be responsible for the carrying out of any administrative functions connected with the application of these regulations.
- (2) For the purpose of communication with the Board, communications shall be forwarded to the following address:
- The Registrar
Security Officers' Board
Private Bag x 817
PRETORIA
0001.

Subsidization of training

12. No provision of these regulations shall be construed as in any way permitting, authorizing or obliging the Board to subsidize in any way whatsoever the costs of training of security officers or of the administration or establishment of any training establishment.

PART IV

Accreditation of training establishments

Applications

13. (1) Any person, board, institution or other body (in this Part referred to as the applicant) wishing to obtain accreditation to the Board as training establishment for the training of security officers, shall lodge a formal written application to the Board on a form compiled from time to time by the Board.
- (2) An applicant shall in the application in particular -
- (a) furnish full particulars -
- (i) of the proposed training establishment;
- (ii) of every director, member, partner or other owner of the proposed establishment, including information and proof of every such person's registration as security officer under the Act; and
- (b) state the levels of training which is to be offered at the establishment, what maximum number of trainees may at any time be accommodated thereat and an estimation of the number of trainees the establishment intends to accept annually during the first two years of the establishment's accreditation; and
- (c) furnish full information and particulars regarding any person whom the establishment at the date of the application intends to employ or utilize as training instructor.

Initial procedures

14. (1) On receipt of an application, the Board shall satisfy itself that the application complies with the provisions of these regulations.
- (2) If so satisfied, the Board shall request the applicant in writing to conduct a full self-evaluation of the capacity, facilities and ability which he or it has available for complying with all requirements set by, under or by virtue of these regulations and, provided that the provisions or regulation 4 and/or 5 (2) have been complied with, the Board shall furnish the applicant with a copy or copies, as requested, of the Manuals referred to in regulations 3 (2) (f) and/or 5 (1).
- (3) Where an applicant after having been granted an opportunity to conduct its own self-evaluation, wishes to continue its application, he or it shall forward to the Board the completed form containing information on his or its self-evaluation, any other information or particulars which he or it considers necessary as substantiating his or its application and payment of the amount of money determined from time to time by the Board, with the approval of the Minister, to cover the cost of the Board's own evaluation of the application under subregulation (4).
- (4) (a) The Board shall, as soon as is practicable after receipt of the documents and amount of money referred to in subregulation (3), conduct its own on-site inspection and evaluation of the proposed training establishment;
- (b) The provisions of regulation (6) (2) shall *mutatis mutandis* apply in respect of an inspection and evaluation contemplated in paragraph (a).

Final procedures

15. (1) The Board may, on completion of its own inspection and evaluation referred to in regulation 14 (4) -
- (a) inform an applicant of any deficiencies its inspection and evaluation has found as regards or in respect of the proposed training establishment and inform him that he will be granted an opportunity to remedy the deficiencies within a period of no longer than two months, whereafter he will be free to continue his application by submitting a written request for a re-evaluation of his establishment in accordance with the provisions of regulation 14 (4);
- (b) grant the application, including, after a re-evaluation, a continued application referred to in paragraph (a), and shall then act in accordance with the provisions of regulation 7 (b); or
- (c) refuse the application and notify the applicant in writing of the refusal.

Re-applications

16. The provisions of these regulations shall not be construed as preventing an applicant whose application for the accreditation of his or its training establishment has under regulation 15 (c) been refused, from again applying in accordance with the provisions of this Part for accreditation on a later date.

Commencement of training

17. An accredited training establishment shall after the issue to it of an accreditation certificate not commence with the training of security officers unless every instructor concerned has been issued with an accreditation certificate under regulation 7 (d).

Lapsing and withdrawal of accreditation certificates

18. (1) An accreditation certificate issued to an accredited training establishment shall lapse -
- (a) when the establishment is liquidated or otherwise terminates or discontinues the provision of training, whether or not the establishment has notified the Board thereof; or
 - (b) when the establishment notifies the Board that the provision of training has or will be terminated or discontinued for any reason.
- (2) The Board may after prior notice to an accredited training establishment and the granting to the establishment of a reasonable opportunity to make representations to the Board, by written notice addressed to the establishment, withdraw its accreditation certificate with effect from a date stated in the notice, if -
- (a) the Board is after an inspection and evaluation under regulation 3 (2) (h) satisfied that -
 - (i) the establishment does not have available the services of any accredited training instructor and that there is for any reason no reasonable prospect of its being capable or able of engaging any such instructor in its employ within a reasonable period of time;
 - (ii) the establishment, in connection with any valid requirement for accreditation, no longer qualifies for accreditation and is for any reason incapable or unable to comply therewith within a reasonable period of time; or
 - (b) the Board, whether any such inspection and evaluation has been conducted or not, on the basis of complaints received by the Board from trainee security officer, or from any other persons involved in the security industry or from members of the general public, is satisfied that the establishment concerned or instructors employed thereat is or are abusing the status and privileges accorded to him or it by accreditation for the achievement of objects, whether beneficial or prejudicial, which are in the opinion of the Board substantially inconsistent with the objectives of accreditation under these regulations; or
 - (c) the registration as security officer of any one or more of the directors, members, partners or other owners of the establishment has under section 15 or 16 of the Act been withdrawn.

PART V

Accreditation of training instructors

Criteria for evaluation of training instructors and interviews

19. (1) Applications by persons for accreditation to the Board as training instructors shall be evaluated, subject to the provisions of these regulations, upon the basis of at least the following criteria which shall collectively be applied in a balanced manner:
- (a) Technical or academic or other applicable qualifications;
 - (b) experience as teacher, lecturer or instructor in any field;
 - (c) experience in any capacity in any facet of the security industry; and

- (d) qualities of personality, as testified to by recognised trade, industry, religious or community leaders, or as being found to exist after personal interviews contemplated in subregulation (2).
- (2) (a) An applicant referred to in subregulation (1) may in his application request a personal interview with the Board, the Committee, or any member or members thereof at his own expense.
- (b) In the absence of a request contemplated in paragraph (a), the Board may of its own accord request an interview with an applicant, which interview, if acceded to by the applicant, shall take place at the expense of the applicant.

Procedure

20. (1) An applicant for accreditation as training instructor to the Board, shall submit a formal written application to the Board, accompanied by -
- (a) a personal *curriculum vitae*;
 - (b) testimonials from his employer or any other person;
 - (c) proper proof of any qualifications and experience referred to in regulation 19;
 - (d) a request for a personal interviews (optional); and
 - (e) particulars of the training establishment where the applicant intends to offer instruction at the time of lodging of his application (if any).
- (2) On receipt of any such application, and after having acted in accordance with regulation 7 (c), read with subregulation (1) of this regulation, the Board may refuse the application and inform the applicant of the refusal and the deficiencies in his application which it found to exist and invite him to apply again on a future date, after having attended to the deficiencies.
- (3) Where the Board grants an application, the Board shall act in accordance with regulation 7 (d).

Lapsing and withdrawal of accreditation certificates

21. (1) An accreditation certificate issued to an accredited instructor shall lapse -
- (a) when the instructor is permanently prevented or prohibited to act as instructor under or by virtue of any law or an order or interdict of the Supreme Court;
 - (b) when the instructor informs the Board in writing that he intends permanently to terminate or discontinue his profession as instructor.
- (2) The Board may after prior notice to an accredited instructor and the granting to the instructor of a reasonable opportunity to make representations to the Board, by written notice addressed to the instructor, withdraw his accreditation certificate with effect from a date stated in the notice; if
- (a) the Board is after an inspection and evaluation under regulation 3 (2) (h) satisfied that the instructor, in connection with any valid requirements for accreditation, no longer qualifies for accreditation and is for any reason incapable or unable to comply therewith within a reasonable period of time;
 - (b) the Board, whether any such inspection and evaluation has been conducted or not, on the basis of complaints received by the Board from trainee security officers, or from any other persons involved in the security industry or from members of the general public, is satisfied that the instructor concerned is

abusing the status and privileges accorded to it by accreditation for the achievement of objects, whether beneficial or prejudicial, which are in the opinion of the Board substantially inconsistent with the objectives of accreditation under these regulations;

- (c) the registration as security officer (if any) of the instructor has under section 15 or 16 of the Act been withdrawn;
- (d) the instructor has been found guilty of an offence, or has committed an act or omission which, had he been a registered security officer, would have led to the withdrawal of his registration under section 15 of the Act.

PART VI

Consequences of lapsing or withdrawal of certificates

Consequences of lapsing or withdrawal of training certificates, and accreditation certificates for training instructors and training establishments

22. (1) The lapsing or withdrawal of a training certificate or an accreditation certificate as training instructor or training establishment under or in terms of a provision of these regulations shall, subject to subregulation (2), not be construed as in any manner terminating or otherwise affecting any right, status, privilege, claim, duty, disability or obligation which the security officer, training instructor or training establishment concerned acquired or, became subject to or which accrued to him or it, as a direct or indirect consequence of his or its having been issued by the Board with the relevant certificate.
- (2) The provisions of subregulation (1) shall not apply to any right, status, privilege, claim, duty, disability or obligation referred to therein which originated or exists solely on the basis of the relationship created in law by the issue of the relevant certificate between the officer, instructor or training establishment concerned and the Board, or which under, in terms of or by virtue of any other law, or contract or other legal arrangement or relationship is terminated or otherwise affected whenever any such lapsing or withdrawal occurs.

PART VII

Penal provisions

Return of training certificates or accreditation certificates

23. (1) A security officer, training instructor or training establishment shall within a period of one month after having received written notice from the Board of the withdrawal or lapsing of any training or accreditation certificate issued to him or it under a provision of these regulations, return the relevant certificate personally or by registered or certified post to the Board.
- (2) Any person or, in the case of a training establishment referred to in subregulation (1), any director, member, partner or other owner of such an establishment, who without reasonable cause refuses to return, or fails to take reasonable steps to ensure the return thereof, as the case may be, any relevant certificate referred to in subregulation (1), shall be guilty of an offence and on conviction liable to a fine of R1 000 or imprisonment for a period of six months.

PART VIII

Prohibition on certain misleading conduct

23A. No person -

- (a) shall establish or manage any institution which is not an accredited training institution under any name or description, or in any other manner, which is calculated to pretend or whereby it is pretended that the institution is an accredited training institution or that the institution is otherwise established or managed with the support, approval or consent of the Board with a view to the training of security officers;
- (b) who is not an accredited training instructor shall at any institution, whether an accredited training institution or not, or in any other manner, establish, manage or offer any course or program under any name or description, or with any contents, or in any other manner, which is calculated to pretend or whereby it is pretended that the course or program is directed to the training of security officers or of persons who intend to apply for registration as security officers in terms of the Act, or render for valuable consideration advice on such training, or make known in any manner that such a course or program has been established or is managed or offered, of that such advice is offered by him;
- (c) excluding the Board or any person acting on authority of the Board, shall compile, distribute, sell or otherwise make available, or in any manner publish any book, pamphlet, brochure or other document which in any manner pretends to be an instructors' training manual or a procedures manual, referred to in these regulations, or a manual for the training of security officers, or similar manual, or which substantially constitutes a manual for any such training or procedures.

Prohibition on offering of non-prescribed training courses

23B. No accredited training institution or accredited training instructor shall with effect from 1 July 1993 offer any training course of which the contents do not substantially comply with the minimum criteria contemplated in regulations 3 (2) (b) or 6 (2).

Prohibition on rendering of security services by non-trained employees

23C. (1) Subject to subregulation (2), and with effect from 1 October 1993 -

- (a) no person who renders a security service shall require any of his employees who are security officers, or direct, order, or permit or cause to be directed, ordered or permitted any of them to render any security service, unless the employee is in possession of an applicable training certificate contemplated in regulation 8;
 - (b) no employee contemplated in paragraph (a) shall allow that he be used in the course of his employment for the rendering of any security services, unless he is in possession of any such applicable training certificate.
- (2) The provisions of subregulation (1) shall not apply to any employee referred to therein who on 1 October 1993 is a person who was on/or before 1 July 1993 registered in terms of the Act as a security officer and whose registration on 1 October 1993 is still in force.

Offences and penalties

23D. Any person who contravenes any provision of regulation 23A, 23B or 23C or fails to comply therewith shall be guilty of an offence and liable on conviction to a penalty of R1 000 or to imprisonment for a period not exceeding six months.

List of publications

1. Government Gazette No. 14178 dated 31 July 1992 (Regulations 1 to 23)
Government Notice No. R2188
2. Government Gazette No. 14877 dated 25 June 1993 (Regulations 23A to 23D)
Board Notice 63 of 1993 (effective from 30 June 1993)

**SECURITY OFFICERS' BOARD
ESTABLISHMENT OF TRAINING STANDARDS**

The Security Officers' Board, in terms of section 3 (c) of the Security Officers Act, 1987 (Act No. 92 of 1987), hereby gives notice that the training standards as set out in Board Notice 93 of 1995 as published in Government Gazette No. 16804 dated 10 November 1995 is being repealed by the following Board Notice and shall be in force as from 1 March 1996.

SCHEDULE

Prohibition on rendering of security services by non-trained security officers:

Security Officers: Grade A

Security Officers: Grade B

1. (1) With effect from 1 March 1996 -
 - (a) no person who renders a security service shall require any of his employees who are security officers, or direct, order, or permit or cause to be directed, ordered or permitted any of them to render any security service, unless the employee is in possession of an application training certificate contemplated in regulation 8;
 - (b) no employee contemplated in paragraph (a) shall allow that he be used in the course of his employment for the rendering of any security services, unless he is in possession of any such applicable training certificate.
- (2) A Security Officer who is a person registered on/or before 1 December 1995 in terms of the Act as a security officer and whose registration on 1 March 1996 is still in force can apply in a manner prescribed by the Security Officers' Board for recognition of grading if the security officer concerned has on/or before 1 December 1995 the following qualifications at his disposal:
 - (1) Security Officers: Grade A-

in the event that the security officer is already in possession of an applicable training certificate Grade B
 - (2) Security Officers: Grade B-

in the event that the security officer is already in possession of an applicable training certificate Grade C

Offences and penalties

2. Any person who contravenes any provision of paragraph 1 or fails to comply therewith shall be guilty of an offence and liable on conviction to a penalty of R1 000 or to imprisonment for a period not exceeding six months.

List of publications

1. Government Gazette No. 16840 dated 1 December 1995
Board Notice 102 of 1995

**SECURITY OFFICERS' BOARD
ESTABLISHMENT OF TRAINING STANDARDS**

The Security Officers' Board, in terms of section 3 (c) of the Security Officers Act, 1987 (Act No. 92 of 1987), hereby gives notice that the training standards as set out below shall be in force as from 1 June 1996.

SCHEDULE

Prohibition on rendering of security services by non-trained security officers:

Security Officers: Assets in Transit plus Grade C

Security Officers: Reaction Services plus Grade C

1. (1) With effect from 1 June 1996 -
 - (a) no person who renders a security service shall require any of his employees who are security officers, or direct, order, or permit or cause to be directed, ordered or permitted any of them to render any security service, unless the employee is in possession of an applicable training certificate contemplated in regulation 8;
 - (b) no employee contemplated in paragraph (a) shall allow that he be used in the course of his employment for the rendering of any security services, unless he is in possession of any such applicable training certificate.

2. A Security Officer who is a person registered on/or before 1 April 1996 in terms of the Act as a security officer and whose registration on 1 June 1996 is still in force can apply in a manner prescribed by the Security Officers' Board for recognition of grading if the security officer concerned has on/or before 1 April 1996 the following qualifications at his disposal:
 - (1) Security Officers: Assets in Transit -

in the event that the security officer is already in possession of an applicable training certificate Grade C

 - (2) Security Officers: Reaction Services -

in the event that the security officer is already in possession of an applicable training certificate Grade C

Offences and penalties

1. Any person who contravenes any provision of paragraph 1 or fails to comply therewith shall be guilty of an offence and liable on conviction to a penalty of R1 000 or to imprisonment for a period not exceeding six months.

List of publications

1. Government Gazette No. 17017 dated 8 March 1996
Board Notice 25 of 1996

BOARD NOTICE 119 OF 1998

**SECURITY OFFICERS' BOARD NOTIFICATION OF ESTABLISHMENT OF REGISTRATION CRITERIA AND
MINIMUM TRAINING STANDARDS FOR SECURITY OFFICERS PROVIDING
A SPECIAL EVENTS SECURITY SERVICE**

The Security Officers' Board, in terms of section 3(c) of the Security Officers Act (Act No 92 of 1987) hereby gives notice that the registration criteria and minimum training standards as set out more fully hereunder shall be the minimum registration and training requirements applicable to any person who wishes to provide a special events security service.

The said special events registration and training requirements shall, for the purposes of registration, come into effect 60 days after the date of publication of this notice, and for the purposes of training, come into effect 180 days, after the date of publication of this notice.

SPECIAL EVENTS

1. CATEGORIES REQUIRED TO REGISTER

Following on from consultation with the providers of Special Events Security Services, the Board hereby gives notice that persons capable of being registered as Security Officers in terms of the Security Officers' Act, No 92 of 1987, who provide the following categories of Special Events Security Services must be registered and trained in accordance with the requirements set out in this notice:

Any person who effects a bodily and/or physical search at an entry point to a special events venue.

Any person who forms part of a security reaction team at a special event.

Any person who effects close protection duties at a special event.

Any person handling a dog at a special event. In addition such person shall be required to have undergone a dog training course with a Board accredited dog training centre.

Any person who forms part of a field control or crowd control team at a Special Event.

1.2 REGISTRATION & ANNUAL FEES

1.2.1 REGISTRATION

Should any currently registered Security Officer wish to provide a Special Events Security Service, it shall not be necessary for that person to re-register with the Security Officers' Board. However before any such person can provide a Special Events Security Service as categorized, such security officer must have successfully completed the minimum Special Events training standards as set out more fully below.

1.2.2 REGISTRATION FEE

The registration fee will be R39,90 (VAT included) per person as per current Regulation in terms of the Security Officers' Act, No 92 of 1987, or any further amendments.

1.2.3 ANNUAL FEES

The annual fee will be R7,98 (VAT included) per month as per current Regulation in terms of the Security Officers' Act, No 92 of 1987.

Annual fees paid on a annual basis will thus be $R7,98 \times 12 = R95,76$ (VAT inclusive) or any further amendments.

2. **TRAINING**

Following on from consultation with the providers of Special Events Security Services, the Board hereby gives notice that the following training modules and objectives constitute the minimum training standards which every registrable Special Event Security Officer must have been trained in to qualify for registration.

MODULE 1

TITLE: PUBLIC RELATIONS

1. **INSTRUCTIONAL OBJECTIVES**

On completion of this module the trainee must be able to demonstrate:

The ability to competently communicate with and address the general public.

MODULE 2

TITLE: BOMBS, EXPLOSIVE DEVICES & FIREARMS

1. **INSTRUCTIONAL OBJECTIVES**

On completion of this module the trainee must-

- 1.1 be able to theoretically and practically demonstrate his/her immediate action drill on the discovery of a bomb or explosive device or an unauthorized firearm at a Special Event;
- 1.2 be able to theoretically and practically demonstrate his/her immediate action drill which would follow a bomb explosion at a Special Event;
- 1.3 be able to identify the most commonly used bombs, explosive devices, suspicious objects and firearms.

MODULE 3

TITLE: FIRE FIGHTING, PREVENTION AND PROTECTION

1. **INSTRUCTIONAL OBJECTIVES**

On completion of this module the trainee must-

- 1.1 be able to list the safety procedures to be followed before and when using a fire-extinguisher;
- 1.2 be able to practically demonstrate the correct use of the various types of fire-extinguisher;
- 1.3 be able to identify the whereabouts of fire fighting equipment and fire alarms when taking up a security post at a Special Event;

- 1.4 be able to identify the various types of fire-extinguisher and fire hose systems to be used for various classifications of fires;
- 1.5 be able to list the various classification of fires and identify the flammable agent related to each class of fire.

MODULE 4

TITLE: TWO-WAY RADIO COMMUNICATION

1. INSTRUCTIONAL OBJECTIVES

On completion of this module the student must be able to-

- 1.1 name the basics of care and handling of the radio;
- 1.2 name the principals of basic two-way radio procedure;
- 1.3 demonstrate how to transmit and receive a single station message on a two-way radio;
- 1.4 list common words and phrases used during two-way radio communication;
- 1.5 list the phonetic alphabet generally used in emergency two-way radio communications;
- 1.6 transmit and receive relevant two-way radio messages making use of such phonetic alphabet.

MODULE 5

TITLE: LEGAL ASPECTS

1. INSTRUCTIONAL OBJECTIVES

On completion of this module the trainee-

- 1.1 must be able to list and demonstrate his powers of arrest in terms of Section 42 (3) of the Criminal Procedures Act, No 51 of 1977;
- 1.2 must be able to list and demonstrate the method of effecting a citizens arrest in terms of Section 39 of the Criminal Procedures Act, No 51 of 1977;
- 1.3 must be able to describe the use of lawful force in effecting an arrest in terms of Section 49(1) (a) and (b) of the Criminal Procedure Act, No 51 of 1977;
- 1.4 must be able to describe the procedure to be followed after an arrest has been effected in terms of Section 50 of the Criminal Procedures Act, No 51 of 1977;
- 1.5 must be able to describe under which circumstances articles can be searched after an arrest has been effected in terms of Section 23 of the Criminal Procedure Act, No 51 of 1977;
- 1.6 must be able to describe and demonstrate the legal requirements for the searching of persons with their consent;

- 1.7 must be able to describe and demonstrate the legal requirements for searching of motor vehicles and other possessions with the consent of the person responsible for such vehicle and possession.

MODULE 6

TITLE: OCCUPATIONAL SAFETY AND FIRST AID

1. INSTRUCTIONAL OBJECTIVES

On completion of this module the trainee must be able to-

- 1.1 with regard to symbolic safety signs-
 - 1.1.1 list the various categories of safety signs;
 - 1.1.2 identify and categorize specified symbolic safety signs.

2. FIRST AID

On completion of this module the trainee must be able to-

- 2.1 determine the location of a first aid post at a Special Event;
- 2.2 ensure that an injured person is placed in the hands of a professional first aid provider at a Special Event.

MODULE 7

TITLE: ACCESS CONTROL

1. INSTRUCTIONAL OBJECTIVES

On completion of this module the trainee must be able to-

- 1.1 list and demonstrate his understanding of the term "Access Control";
- 1.2 list the reasons for applying Access Control at Special Events;
- 1.3 list the access control functions to be performed at entrance/exit control point(s) at Special Events;
- 1.4 practically demonstrate his response in dealing with a difficult special event attendee who fails to comply with the set standing procedures laid down for the exercising of access control at a special event.

MODULE 8

TITLE: SEARCH PROCEDURE AND TECHNIQUES

1. INSTRUCTIONAL OBJECTIVES

On completion of this module the trainee must be able to-

- 1.1 list the primary requirements for conducting a physical search of a person or thing;
- 1.2 demonstrate the full detailed procedure to follow when affecting a body search;
- 1.3 demonstrate which bodily areas to cover when searching a person.

3. **ACCREDITATION OF TRAINING CENTRES AND INSTRUCTORS**

It is hereby directed that Special Events Training may only be undertaken by a Board accredited training centre. Security businesses that currently specialise in the provision of Special Events Security Services can apply for Board accreditation of their training centre.

4. **INSTRUCTOR ACCREDITATION**

4.1 Should a person currently employed by a Special Events Security Services provider wish to become a Special Events instructor, such a person must be able to demonstrate his competence and knowledge of the Special Events Training Module content and must have successfully completed an instructors course at a Board accredited training centre.

4.2 Applications for Special Events instructor accreditation must be facilitated by the Special Events Security Service provider concerned.

5. **SPECIAL EVENTS TRAINING RECOGNITION**

Any suitable qualified person may be granted recognition for training provided they pass a practical evaluation test conducted by an accredited Board Special Events instructor.

List of Publications

1. Government Gazette No 19067 dated 24 July 1998
Board Notice 119 of 1998

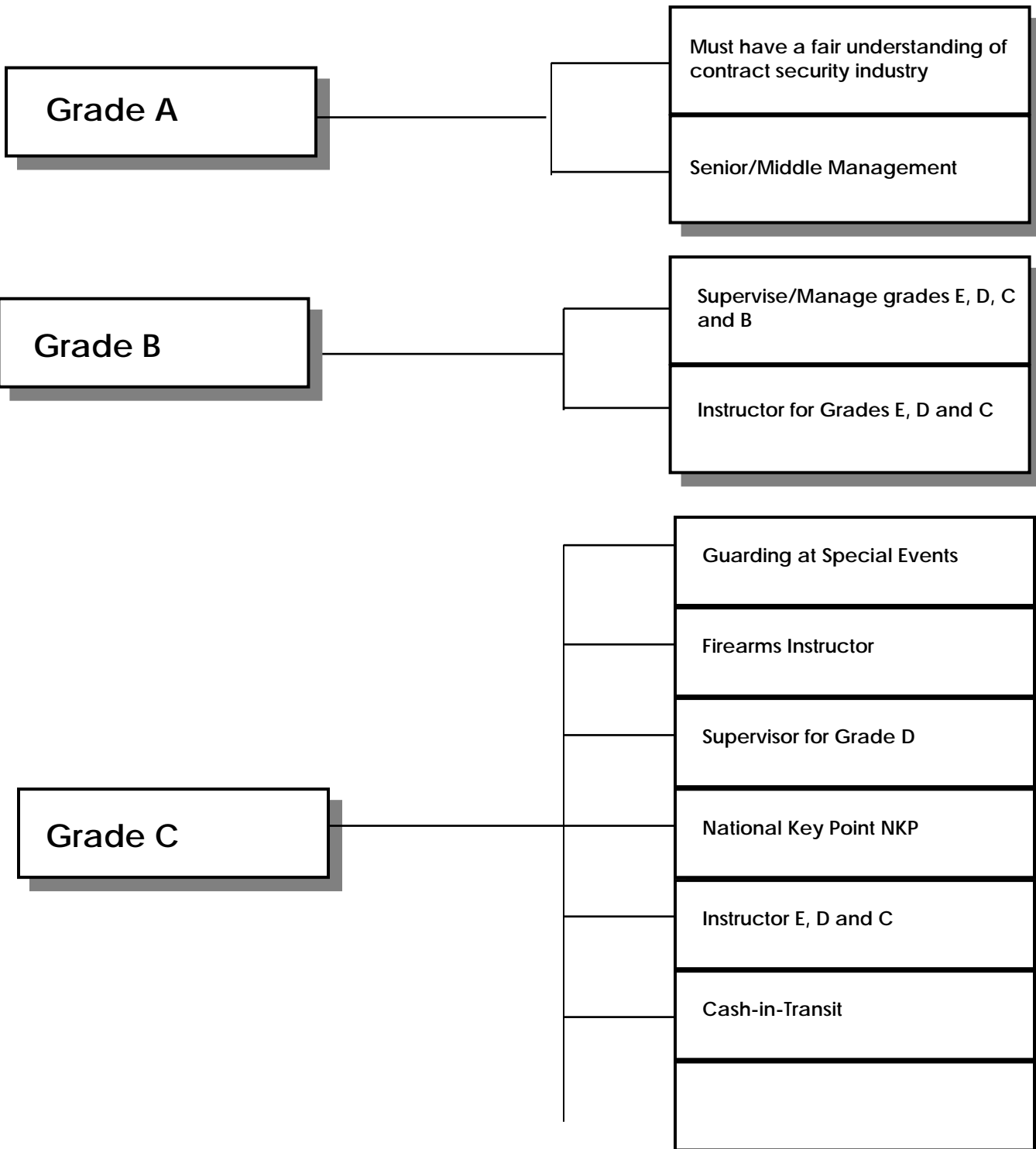
There are five (5) grades of training for security officers, which are E, D, C, B and A with E being the lowest entry level and A the highest. A security officer must be trained at an accredited training center, by an accredited instructor for all grades.

SECURITY OFFICER GRADES

MINIMUM TRAINING STANDARDS

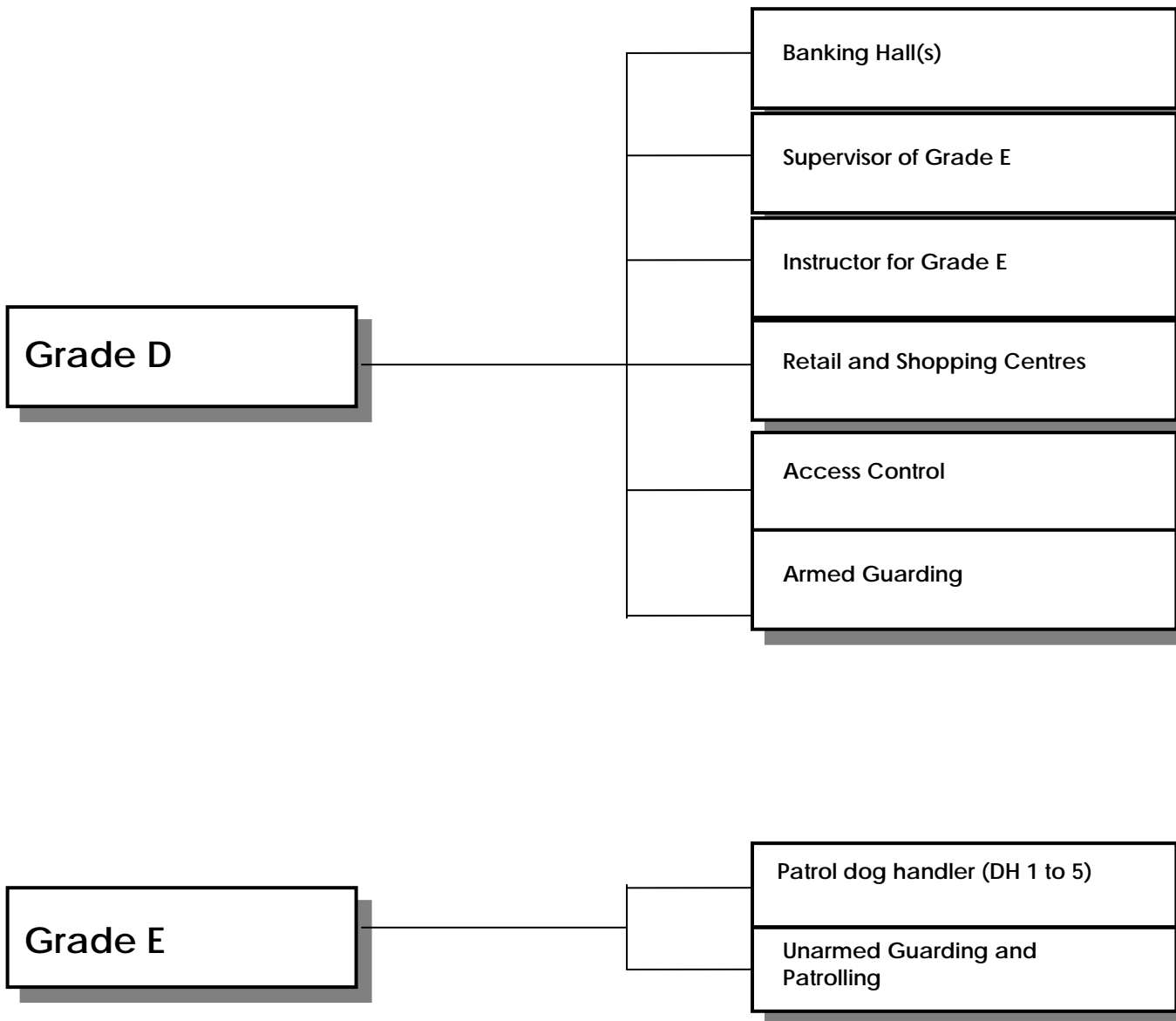
Grade E	Grade D	Grade C	Grade B	Grade A
General Appearance	Public Relations	Self Defence 2	Physical Security and Technology	Basic Principles of Investigation
Basic Occupational Safety	Self Defence I and Minimum Force	Written Reports	Planned Inspections	Action at the scene of an Incident
Basic Public Relations	Basic Fire Fighting	Occupational Safety	Role in Emergency	Questioning of Witnesses
Role and Function of Security	Radio Communication	The Threat (The Risk)	Statements	Principles of Giving Evidence
Bombs, Explosive Devices and Firearms	Legal Aspects 1	Bomb Threats	Communications	Court and Court Procedures
Discipline	Access Control	Protection of Information	Orders/Instructions	Human Behaviour
Basic Self Defence	Searching Procedure and Techniques	Role in Emergency	On-the-job Training	Motivation and Gaining Co-operation
Observation	Pocket Books	Fire Prevention and Protection	Supervision	Report Writing
Guarding and Patrolling	Basic Occupational Safety	Legal Aspects 2	Group Relations	Registers
Use of Fire-extinguisher		Revision Previous Grade	Handling Parades	Interaction
Basic Radio/Telephone Communication				
Basic Legal Aspects				
Industrial Relations				

SECURITY OFFICERS CAREER PATHS



Armed Response
Special Events Instructor

SECURITY OFFICERS CAREER PATHS



BOARD NOTICE 15 OF 1999

NOTICE OF AMENDMENT OF BOARD NOTICE 120 OF 1998 PERTAINING TO THE ESTABLISHMENT OF TRAINING STANDARDS FOR SECURITY DOGS AND HANDLERS

The Security Officers Board has under section 3(c) of the Security Officers Act, 1987 (Act No 92 of 198), amended Board Notice 120 of 1998, published in *Government Gazette* No. 19067 of 24 July 1998, as set forth in the Schedule.

The said amendments shall come into affect seven days after the date of publication of this notice.

The Registrar
Security Officers Board
Private Bag X817
PRETORIA

P. Ronan
Registrar : Security Officers Board

SCHEDULE

AMENDMENT OF SECURITY OFFICERS BOARD MINIMUM TRAINING STANDARDS FOR SECURITY DOGS AND HANDLERS

Definition

1. In this Schedule "Training Standards" means the Security Officers Board minimum training standards for Security Dogs and Handlers as published in *Gazette* No. 19067 of 24 July 1998.

"MODULE	1	INTRODUCTION	
MODULE	2	DH - 1	PATROL DOG
MODULE	3	DH - 2	PATROL DOG
MODULE	4	DH - 3	PATROL DOG
MODULE	5	DH - 4	SPECIAL PATROL DOG
MODULE	6	DH - 5	SUBSTANCE DETECTION".

Accreditation : Security Dog Handler Instructors

Accreditation : Security Dog Training Centre

Accreditation : Security Dog Supplier

MODULE : **1**
TITLE : **USE OF DOGS IN A SECURITY CONCEPT**
LEVEL : **DOG HANDLER Grade 1 (Abbreviated Name : DH 1)**

1. INSTRUCTIONAL OBJECTIVES

After completion of this module, the trainee must be able to -

1.1 Discuss the classification and use of dogs in a security concept under the headings:-

- 1.1.1 Patrol Dog
- 1.1.2 Free Range Dog
- 1.1.3 Corridor Dog
- 1.1.4 Tracking Dog
- 1.1.5 Substance Detection Dog

2. **COURSE DURATION**

Proficiency based
MODULE : **2**

TITLE : **GRADE DH 1 PATROL DOG**

LEVEL : **DOG HANDLER Grade 1 (Abbreviated Name : DH 1)**

1. **HANDLER QUALIFICATION**

Minimum **standard** for security officer - **Grade E**

2. **AIM**

To ensure that a handler is able to take care of his dog and to utilize it in order to:

- (a) Secure premises (against unlawful entry : vandalism etc.)
- (b) Have the dog as protection for the handler
- (c) Be warned timeously of unlawful intrusion
- (d) Carry out his lawful security task accordingly.

3. **OBJECTIVES**

3.1 **HANDLER**

At the conclusion of the training period the handler must be able to do and explain the following:

- 3.1.1 First examination of the dog and the kennel
- 3.1.2 Report any incident or unusual behaviour regarding the dog
- 3.1.3 How to put a slip (choker) chain on a dog
- 3.1.4 How to remove a dog out of a kennel
- 3.1.5 How to put a dog in a kennel
- 3.1.6 How to care for a dog on site (hygiene and grooming)
- 3.1.7 How to use a security dog effectively
- 3.1.8 How to patrol on an applicable site

4. **MINIMUM STANDARDS OF THE DOG**

- 4.1 Must be able to react to teasing and bite a tease bag or sack
- 4.2 Indicate the presence of an intruder
- 4.3 Heel on leash

5. **COURSE DURATION**

Proficiency based.

MODULE : **3**
TITLE : **GRADE DH 2 PATROL DOG**
LEVEL : **DOG HANDLER Grade 2 (Abbreviated Name : DH 2)**

1. **HANDLER QUALIFICATION**

1.1 DH 1 Dog Handler qualification

2. **AIM**

2.1 To enable a trained handler and his dog to be capable of working in an environment where staff and/or members of the public are present, e.g. shopping centres, banks, car parks, residential complexes, sports venues etc.

2.2 Handler must be able to control dog on leash.

3. **OBJECTIVES**

3.1 **HANDLER**

At the conclusion of the training period the handler must be able to do and explain the following:

3.1.1 How to use a security dog effectively in applicable areas

3.1.2 How to patrol a pedestrian congested site

3.2 **DOG**

DH 1 Standard plus:

3.2.1 Sit at the halt

3.2.2 Heel on leash with change of direction - left turn, right turn and about turn

3.2.3 Bite on arm guard or suit

3.2.4 Two metres attack on criminal with arm guard or suit. (Handler moves forward with his dog)

4. **COURSE DURATION**

Proficiency based

MODULE : **4**
TITLE : **GRADE DH 3 PATROL**
LEVEL : **DOG HANDLER Grade 3 (Abbreviated Name : DH 3)**

1. **HANDLER QUALIFICATION**

1.1 DH 2 Dog Handler qualification

2. **AIM**

2.1 To enable a trained handler and dog to be capable of working in an environment where staff and/or members of the public are present, and where the requirements are more specialised

2.2 Handler must be able to control dog on leash.

3. **OBJECTIVES**

3.1 **HANDLER**

At the conclusion of the training period the handler must be able to understand the following:

3.1.1 the factors which can influence the results of a dog, handler and equipment

3.1.2 the implications of the utilization of a dog on a leash.

3.2 **DOG**

DH 2 Standard plus:

3.2.1 5 - 10 metre attack on criminal with an arm guard or protection suit.
(Dog on leash, handler moves forward with dog)

3.2.2 Distance control at 1 metre (dog to follow sit and down commands)

3.2.3 Stay in any of the above positions for 30 seconds at 5 metres

3.2.4 Recall of dog, the handler to be approximately 5 metres away

4. **COURSE DURATION**

Proficiency based

MODULE : 5
TITLE : **GRADE DH 4 SPECIAL PATROL DOG**
LEVEL : **DOG HANDLER Grade 4 (Abbreviated Name : DH 4)**

1. **HANDLER QUALIFICATION**

1.1 DH 3 Dog Handler qualification

2. **AIM**

2.1 To enable a trained handler and dog capable of working as a Rapid Response Team, for a key holder or a warden service employer

2.2 Handler must be able to control dog **off** leash

3. **OBJECTIVES**

3.1 **HANDLER**

At the conclusion of the training period the handler must be able to do and/or be able to elaborate on the following:

3.1.1 Carry out arrests with the aid of his dog within the ambit of the law

3.1.2 Undertake crowd control

3.1.3 Continuation training of his dog for the objectives as listed above

3.1.4 Factors influencing the dog's work

3.2 **DOG**

DH 3 Standard plus:

3.2.1 Heel course with changes of direction on and off leash

3.2.2 Distance control at 10 metres (dog to follow sit and down commands)

3.2.3 Stay in any of the above positions for 3 minutes at 10 metres

3.2.4 Recall of dog, the handler to be approximately 10 metres away

3.2.5 Area search in building or open area

3.2.6 Attack on criminal. Dog off leash

3.2.7 Crowd control

3.2.8 Be able to negotiate natural and unnatural obstacles according to the specific needs or requirements of the client. *(These to be specified on certificate)*

4. **COURSE DURATION**

Proficiency based

MODULE : **6**
TITLE : **GRADE DH 5 SUBSTANCE DETECTION**
LEVEL : **DOG HANDLER Grade 5 (Abbreviated Name : DH 5)**

1. **HANDLER QUALIFICATION**

1.1 DH 4 Dog Handler qualification **with or without aggression training or recognized equivalent qualification**

2. **AIM**

2.1 To render a trained handler and dog capable of detecting various specified substance(s)
2.2 Handler must be able to control dog **off** leash

3. **OBJECTIVES**

3.1 **HANDLER**

At the conclusion of the training period the handler must be able to control his dog off leash and be proficient in handling his dog to a minimum standard of **DH 4 with or without aggression exercises**

The handler must be able to elaborate on the following:

3.1.1 Details on the method he is employing for his dog to identify a substance
3.1.2 Factors influencing the dog's work

3.2 **DOG**

DH 4 Standard or similar, with or without aggression training plus:

3.2.1 Heel course with all changes of direction on and off leash
3.2.2 Distance control at 10 metres (dog to follow sit and down commands)
3.2.3 Stay in any of the above positions for 3 minutes at 10 metres
3.2.4 Recall of dog, the handler to be approximately 10 metres away
3.2.5 Area search in building or open area
3.2.6 Be able to negotiate natural and unnatural obstacles according to the specific needs or requirements of the client. *(These to be specified on certificate)*
3.2.7 The dog must be able to positively identify and indicate a specific substance or a specific group of substances as required. *(These to be specified on certificate)*

4. **COURSE DURATION**

Proficiency based

ACCREDITATION STANDARDS FOR:

1. Patrol Dog and Handler Instructor:

In order to be accredited as:

1. **Patrol Dog and Handler Instructor** the incumbent must have the following qualifications:
 - (a) **DH 4** or equivalent recognized dog handler qualification; and
 - (b) SOB Instructors **accredit course** or any other recognised **dog handler Instructors Course qualification**; and
 - (c) one year applicable Dog Handling experience; and
 - (d) have trained a minimum of 12 handlers and dogs to the standard of DH 4 under the direct supervision and guidance of a qualified instructor

or alternatively

for a period of 6 months after implementation of these standards, application by persons who have been involved in a similar type of training and work for recognition as a Patrol Dog and Handler Instructor, will be considered by the SOB.

An oral **or** written and practical **evaluation** may be required.

2. Substance Detection Dog and Handler Instructor

In order to be accredited as a substance Detection Dog and Handler Instructor the incumbent must have the following qualifications:

- (a) **DH 5** or equivalent recognised Substance/Explosive detection Dog and Handler qualifications; and
- (b) one year applicable Dog Handling experience; and
- (c) SOB Instructors **accredited course** or any other recognised **Dog Handler Instructors course**; and
- (d) qualified Patrol Dog and Handler **Instructor**; and
- (e) have trained a minimum of 6 handlers and dogs to the standard of DH 5 under the direct supervision and guidance of a qualified instructor

or alternatively

for a period of 6 months after implementation of these standards, application by persons who have been involved in similar type of training and work for recognition as a Substance Detection Dog and Handler Instructor, will be considered by the SOB.

An oral **or** written and practical **evaluation** may be required.

**ACCREDITATION REQUIREMENTS
DOG TRAINING CENTRE**

1. **KENNELS**

To be well constructed of adequate size (minimum of 1 800 mm x 1 500 mm x 1 300 mm per dog)."

To have proper drainage, ventilation, access to water, dry storage facilities for food and cleaning materials.

2. **PRACTICAL TRAINING AREAS**

Must have access to different required training areas such as:

- (a) Open training area for obedience and agility training
- (b) Buildings
- (c) Shopping Centre(s)
- (d) Factories, etc.

3. **TRAINING EQUIPMENT**

Must have access to:

- (a) Agility equipment
- (b) Sound producing device
- (c) Protective clothing and/or equipment

4. **VETERINARY SERVICES**

Have access to veterinary services for proper care of sick/injured animals

5. **SOB ACCREDITED INSTRUCTOR(S) AND TRAINING PERSONNEL**

All instructors must be certified by SOB.

**ACCREDITATION STANDARDS FOR:
SECURITY DOG SUPPLIER**

Any security operator who provides dogs and/or handlers must comply with the following:

1. Be registered with the SOB and abide by any regulations as prescribed by the SOB.

2. **KENNELS**

(a) To be well constructed of adequate size (minimum 1 800 mm x 1 500mm x 1 300 mm per dog)

(b) To have proper drainage, ventilation, access to water, dry storage facilities for food and cleaning materials

3. **REGISTER**

The owners of security dogs must have a register for all dogs under their control recording the following information:

- (a) Name
- (b) Identification Number
- (c) Date of Birth (or approximate DOB)
- (d) Breed and colour description
- (e) Date acquired
- (f) Previous owner's name, address and telephone number

4. IDENTIFICATION

All security dogs must have an acceptable form of permanent identification such as a tattoo in the ear or an implanted transponder.

5. TRAINING

All handlers and dogs utilized for security purposes must be trained to the minimum standards as prescribed by the SOB.

6. VETERINARY SERVICES

Have access to veterinary services for proper care of sick/injured animals.

7. EQUIPMENT

A security dog on duty must wear a standard slip chain, a leash of strong wearing material or chain plus a hand loop attached to the end and a bridle snap or similar attached to the other end.

List of Publication

- 1. Government Gazette No 19067 dated 24 July 1998
Board Notice 120 of 1998
- 2. Government Gazette Number 19740 dated 12 February 1999
Board Notice 15 of 1999

BOARD NOTICE 121 OF 1998

**SECURITY OFFICERS BOARD NOTIFICATION OF ESTABLISHMENT OF ACCREDITATION
CRITERIA FOR SECURITY FIREARMS INSTRUCTORS**

The Security Officers Board, in terms of section 3 (c) of the Security Officers Act, 1987 (Act No 92 of 1987), hereby gives notice that the criteria applicable for the accreditation of security firearms instructor.

The said accreditation criteria for security firearms instructors shall come into effect as from 1 August 1998.

ACCREDITATION CRITERIA

1. Must be registered as a security officer with the Security Officers Board.
2. Must be accredited by the Security Officers Board as an Instructor with a minimum grade C rating.
3. Must be at least 21 years of age.
4. Must have at least three years experience as a proven active and recognized Firearms instructor in Handgun, Shotgun and Rifle disciplines.
5. Must be able to practically demonstrate his/her subject knowledge and Instructional ability in the disciplines of Handgun, Shotgun & Rifles.
6. Must have a comprehensive knowledge of Firearms Range Safety.
7. Must comply with all legal requirements in terms of the Arms and Ammunition Act (No 75/1969) as amended.
8. Must be in possession of a valid firearms licence in respect of all firearms owned.

List of Publication

1. Government Gazette 19067 dated 24 July 1998
Board Notice 121 of 1998