URhulumente weNtshona Koloni

EzeMfundo

ICANDELO ELIYINTLOKO LOVAVANYO NEEMVIWO

UMGAQO-NKQUBO WEMIMISELO NEMIGANGATHO EMALUNGA NESEFU EKUNOKUNGENWA KUYO/NEGUMBI ELINQATYISIWEYO LESIKOLO NOKUPHATHWA KWEZITSHIXO ZESEFU EKUNOKUNGENWA KUYO /ZEGUMBI ELINQATYISIWEYO

Upapashwe ngoSeptemba 2016
Ufakelwe izilungiso ngoAgasti 2019
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Okuqulathiweyo **Ikhasi**

1. Intshayelelo 3

2. Ukugcinwa ngokunqatyisiweyo kwamaphepha emibuzo kazwelonke zizikolo zikarhulumente nazizikolo ezizimeleyo 3

3. Ukungena kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo lesikolo 4

4. Isistim etshixa ngokuphindwe kabini 4

5. Ukuphathwa kwezitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo 5

6. Imigaqo emayilandelwe xa kulahleke izitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo zesikolo 6

7. Izihlomelo (Amaxwebhu azimeleyo – angafakwanga kulo mgaqo-nkqubo)

7.1 IsiHlomelo 1: Yirejista yabasebenzi/yabagadi babaviwa, yabakhi-mkhanyo abangenayo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo basayine xa bengena naxa bephuma kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo

7.2 IsiHlomelo 2: Sisishwankathelo somgaqo-nkqubo wesefu ekunokungenwa kuyo/wegumbi elinqatyisiweyo omawuxhonywe kucango lwesefu ekunokungenwa kuyo yesikolo/kucango lwegumbi elinqatyisiweyo

1. Intshayelelo

Ukhuseleko lwamaphepha emibuzo eemviwo zikazwelonke ngomnye wemibandela ebaluleke gqitha ekuqhutyweni koviwo oluthembakeleyo nolufanelekileyo. ISebe leMfundo leNtshona Koloni (WCED) liphakamise le mimiselo yahlukeneyo ekhoyo ngoku ukuqinisekisa ukuba amaphepha emibuzo eemviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*)/zeSatifikethi seMatriki (*SC*) nezeMfundo yaBadala noQeqesho (*AET L4*) akaphazamiseki.

ISebe i*WCED*, nakuba kunjalo, liqwalasele ukuba iinqununu/abaphathi bamaziko basebenzisa imimiselo yokhuseleko eyahlukeneyo ngokuphathelele ekugcinweni ngokunqatyisiweyo kwamaphepha emibuzo nezinto eziyimathiriyeli yoviwo, yaye ke ngoko kubaluleka gqitha ukuba kwenziwe imimiselo nemigangatho emayithotyelwe ngethuba lokugcinwa ngokunqatyisiweyo nokuziswa kwamaphepha emibuzo emviwo. Olu xwebhu luya kuzinceda iinqununu/abaphathi bamaziko ekumiseleni iinkqubo zokhuseleko eziya kuhambelana mbo nomgangatho kazwelonke.

2. Ukugcinwa ngokunqatyisiweyo kwamaphepha emibuzo kazwelonke zizikolo zikarhulumente nazizikolo ezizimeleyo

2.1 Amaphepha emibuzo kazwelonke esikolo/eziko lokubhalela uviwo makagcinwe kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo elinesistim **yokutshixa ngokuphindwe kabini.**

2.2 Iinqununu/abaphathi bamaziko/abagadi babaviwa abaziintloko mabaqinisekise ukuba ngethuba leemviwo zisusiwe kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo labo zonke iincwadi zezifundo (*textbooks*), izinto zokubhala (*stationery*), kunye/okanye ezinye izinto zokubhala uviwo *(material*) ezinokubangela ingxaki nokungathembakali kweemviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*)/*SC* kunye neze-*AET L4*.

2.3 Kuphela zizinto zokubhala (*material)* ezinxulumene neemviwo ze-*NSC/SC* neze-*AET* (*L4*) ezivumelekileyo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo ngethuba lokuqhubeka koviwo.

2.4 Ukungena nokuphuma kwindawo enamaphepha emibuzo makusetyenziswe **isistim etshixa ngokuphindwe kabini (*double locking system*).**

2.5 Ukuba ayikho isistim yezokhuseleko esebenzayo, kucetyiswa iinqununu/abaphathi bamaziko bafake isistim ye-alam enonxibelelwano nenkampani yezokhuseleko egadayo iiyure eziyi-24.

2.6 Ngalo lonke ithuba lokubhalwa koviwo, isikolo/iziko lokubhalela uviwo maliqinisekise ukuba ukungena kumasango kuyalawulwa.

3. Ukungena kwisefu /kwigumbi elinqatyisiweyo lesikolo

3.1 Akukho mntu uyedwa uya kuvunyelwa ukuba makangene kwisefu ekunokungenwa kuyo yesikolo/kwigumbi elinqatyisiweyo lo gama amaphepha emibuzo egcinwe ngokunqatyisiweyo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo. Ngalo lonke ithuba lokubhalwa koviwo lwe-*NSC/SC* nolwe-*AET L4*, umabhalane wesikolo okanye abanye abasebenzi abavumelekanga ukuba mabangene kwisefu/kwigumbi elinqatyisiweyo ngalo naliphi na ixesha.

3.2 Kuphela yinqununu/umphathi weziko/ngumgadi wabaviwa oyintloko/ngokudluliselwe kuye amagunya nelungu leSMT abavumelekileyo ukuba mabangene kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo xa kukhutshwa amaphepha emibuzo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo ngomhla woviwo oluthile.

3.3 Ngosuku loviwo, kwiyure phambi kokuqala koviwo, inqununu/umphathi weziko/umgadi wabaviwa oyintloko,, ilungu leSMT notitshala wesifundo oneqhuzu (*senior subject teacher*) bavumelekile ukuba bawakhuphe amaphepha emibuzo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo.

3.4 Ukungena kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo makubekwe esweni kulawulwe ngawo onke amaxesha.

3.5 Makubekho irejista yesefu ekunokungenwa kuyo/yegumbi elinqatyisiweyo. Abantu ababini abangena kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo mabasebenzise irejista bakusayinele ukungena nokuphuma yaye bazichaze izizathu zokungena/zokufikelela kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo.

3.6 Nje ukuba umsebenzi ocetywayo wenziwe/ugqitywe, amagosa makayitshixe isefu ekunokungenwa kuyo/makalitshixe igumbi elinqatyisiweyo ngoko nangoko.

4. Isistim etshixa ngokuphindwe kabini (*Double locking system*)

4.1 Isistim etshixa ngokuphindwe kabini ifuna iindlela ezimbini zokutshixa ukufikelela kumaphepha emibuzo akwisefu ekunokungenwa kuyo/akwigumbi elinqatyisiweyo. Inqununu/umphathi weziko/umgadi waviwa oyintloko/lowo kudluliselwe kuye amagunya uya kugcina isitshixo sesefu ekunokungenwa kuyo/segumbi elinqatyisiweyo esinye yaye ilungu le-SMT liya kugcina isitshixo sesesibini. Apho kudluliselwe amagunya komnye umntu, oko makwenziwe ngencwadi ebhaliweyo.

4.2 Kucelwa izikolo ke ngoko ukuba mazisebenzise isistim etshixa ngokuphindwe kabini kwisefu ekunokungenwa kuyo yesikolo/kwigumbi elinqatyisiweyo ukuze lingakwazi igosa elinye ukuba nendlela yokungena ngokugqibeleleyo/ngokupheleleyo ukufumana amaphepha emibuzo lilodwa.

4.3 Apho ingakwaziyo ukwenzeka isistim yokutshixa ngokuphindwe kabini, makuqwalaselwe ezinye iindlela zokugcinwa ngokunqatyisiweyo kwezitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo ukuze kungabikho mntu/msebenzi mnye onokungena kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo ukufikelela kumaphepha emibuzo nakwizinto zokubhala iimviwo. Inqununu/umphathi weziko/umgadi wabaviwa oyintloko akuvumelekanga ukuba makangene asuse izinto zokubhala iimviwo kunye namaphepha emibuzo eyedwa.

4.4 Ukuba igumbi elinqatyisiweyo lesikolo alifakelwanga ucango lwegumbi elinqatyisiweyo olutshixwa ngokuphindwe kabini, kunokukhethwa ukuba kwenziwe oku kulandelayo:

(a) Inqununu/umphathi weziko/umgadi wabaviwa oyintloko unokufaka igeyithi yokhuseleko ngaphambi kocango lwesefu ekunokungenwa kuyo/lwegumbi elinqatyisiweyo lilonke ize inqununu/umphathi weziko/umgadi wabaviwa oyintloko/lowo kudluliselwe kuye amagunya, abe nguye ogcina isitshixo segumbi elinqatyisiweyo ilungu leSMT liya kugcina isitshixo segeyithi yokhuseleko; okanye

(b) Inqununu/umphathi weziko unako, umzekelo, ukubeka ikhabhinethi yestili etshixwayo ngaphakathi kwigumbi elinqatyisiweyo ize igcine amaphepha emibuzo kazwelonke kwikhabhinethi yestili. Inqununu/umntu ekudluliselwe kuye amagunya ngumphathi weziko uya kugcina isitshixo socango lwegumbi elinqatyisiweyo lize ilungu le-SMT ligcine isitshixo sokungena kwikhabhinethi yestili. Ngokomgaqo. ukufikelela kwigumbi elinqatyisiweyo makusoloko kubandakanya abantu ababini.

5. Ukuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo

5.1 Inqununu/umphathi weziko unoxanduva ngokukhethekileyo lokugcinwa ngokunqatyisiweyo kwezitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo.

5.2 Inqununu/umphathi weziko makatyumbe yaye acele elinye ilungu le-SMT ukuba maliphathe isitshixo yaye lifumane nomgaqo-nkqubo kwimeko apho inqununu okanye umphathi weziko/umgadi wabaviwa oyintloko angekhoyo asekhefini okanye asemsebenzini ngokusemthethweni ngaphandle kwe-ofisi. Nawaphi na amalungiselelo angamanye makabhalwe phantsi yaye avunywe nguMlawuli weSithili.

5.3 Zonke iisefu ekunokungenwa kuzo/amagumbi anqatyisiweyo makabe nedyuplikheyithi yesitshixo. ISebe i*WCED* licela ukuba iidyuplikheyithi zezitshixo mazigcinwe nguMphathi weSekethe noMququzeleli woVavanyo kwi-ofisi yesithili. Inqununu/umphathi weziko makacele ileta kwisithili njengobungqina bokuba isitshixo esiyidyuplikethi sigcinwa kwi-ofisi yesithili/kwisitishi samapolisa.

5.4 Ukuba i-ofisi yesithili ikumgama ongaphezu kwe-50 km ukusuka esikolweni, idyuplikheyithi yesitshixo mayigcinwe kwesona sikhululo kwiNkonzo yaMapolisa aseMzantsi Afrika sikufutshane. .

5.5 Iinkcukacha zomntu onoxanduva lokugcina iidyuplikheyithi zezitshixo mazithunyelwe qho ngonyaka kwiSebe i*WCED* ekupheleni kuka-Oktobha apha:

Mnu Clive Berry
Ifeksi: 021 461 5637 okanye u-086 660 1965
Idilesi ye-imeyili: Cliver.Berry@westerncape.gov.za

5.6 Mazingagcinwa okanye zihlaliswe kumaziko abucala iidyuplikheyithi zezitshixo.

5.7 Ukubalwa qho ngonyaka kwezitshixo, esikolweni nakwisithili, kuya kuqhutywa liSebe i*WCED* ukuqinisekisa ukuba zonke izitshixo ziyafumaneka kwiimeko zongxamiseko.

5.8 Iinqununu/abaphathi bamaziko banoxanduva lokulawulwa kwezitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo yaye mazimisele imiqathango yezokhuseleko ukukhusela izitshixo emva kweeyure zomsebenzi.

6. Imigaqo emayilandelwe xa kulahleke izitshixo zesefu/zegumbi elinqatyisiweyo lesikolo

Le migaqo ilandelayo mayilandelwe ngociciyelo olukhulu kwilishwa elinokwehla lokulahleka kwesitshixo sesefu/segumbi elinqatyisiweyo ngethuba loviwo:

(a) Makuxelwe isitshixo esilahlekileyo ngokhukhawuleza kumlawuli wesithili nakwaNdlunkulu yaye oko makuqwalaselwe nguMnu Clive Berry kwifoni 021 467 2265.
(b) Makuxelwe oku ngaxeshanye kwiNkonzo yaMapolisa aseMzantsi Afrika yaye makufunyanwe inombolo ye-*Crime Administration System* .
(c) Makuthathwe idyuplikheyithi yesitshixo ngoko nangoko ukuze kuvulwe isefu/igumbi elinqatyisiweyo.
(d) Makwenziwe amalungiselelo nomboneleli-nkonzo othile malunga nesefu/negumbi elinqatyisiweyo okanye umenzi/umkhandi/umsiki wezitshixo (*locksmith*) ukutshintsha iloko.
(e) Isikolo masinikwe izitshixo zesefu ezitsha ezibini kulandelwe umgaqo wezokhuseleko oyintsusa.

ISAYINWE:NGU- H MAHOMED
OBAMBELE USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2020-10-12

ANNEXURE 1

Western Cape Government
Education

SCHOOL'S NAME:

CENTRE NUMBER:

REGISTER FOR REMOVAL OF QUESTION PAPERS

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL & SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Wednesday 2021-05-26	**1**	09:00-11:00	ARBSA.1								
	2	14:00 - 16:00	**ACCN.1**								
Thursday 2020-05-27	**3**	09:00 - 12:00	GRMSA.1								
	4	14:00 - 16:00	ENGFA.1								
		14:00 - 16:00	ENGHL.1								
Friday 2021-05-28	**5**	09:00 - 11:00	GRDS.1								
	6	14:00 - 16:00	AFRFA.1								
		14:00 - 16:00	AFRHL.1								
		14:00 - 16:30	AFRSA.1								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL & SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-05-31	**7**	09:00 - 12:00	GRDS.2								
	8	14:00 - 16:00	**RLGS.1**								
Tuesday 2021-06-01	**9**	09:00 - 11:00	ARBSA.2								
	10	14:00 - 17:00	ACCN.2								
Wednesday 2021-06-02	**11**	09:00 - 11:00	GRMSA2								
	12	14:00 - 17:00	CATN.2								
Thursday 2021-06-03	**13**	09:00 - 12:00	ELTP.1								
		09:00 - 12:00	ELTE.1								
	14	14:00-17:00	INFT.2								
Friday 2021-06-04	**16**	09:00 - 12:00	MATH.1								
		09:00 - 12:00	TMAT.1								
		14:00 - 17:00	MLIT.1								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-06-07	**18**	14:00 - 17:00	MLIT.2								
		14:00 - 17:00	MATH.2								
		14:00 - 17:00	TMAT.2								
Tuesday 2021-06-08	**19**	09:00 - 11:00	SASHL.1								
	20	14:00 -16:00	NDBFA.1								
		14:00-16:00	NDBHL.1								
		14:00-16:00	SEPFA.1								
		14:00-16:00	SEPHL.1								
		14:00-16:00	SESFA.1								
		14:00-16:00	SESHL.1								
		14:00-16:00	SETHL.1								
		14:00-16:00	SWAHL.1								
		14:00-16:00	TSVFA.1								
		14:00-16:00	TSVHL.1								
		14:00-16:00	XHOFA.1								
		14:00-16:00	XHOHL.1								
		14:00-16:00	XHOSA.1								
		14:00-16:00	XITHL.1								
		14:00-16:00	ZULFA.1								
		14:00-16:00	ZULHL.1								
		14:00-16:00	SWAHL.1								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Wednesday 2021-06-09	**21**	09:00 - 12:00	CATN.1								
	22	14:00 - 16:00	RLGS.2								
Thursday 2021-06-10	**23**	09:00 - 12:00	INFT.1								
	24	14:00 - 17:00	HIST.1								
Friday 2021-06-11	**25**	09:00 - 12:00	DNCE.1								
	26	14:00 - 17:00	PHSC.1								
		14:00 - 17:00	TSCE								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-06-14	**27**	09:00 – 12:00	DRMA.1								
	28	14:00 - 16:00	PHSC.2								
		14:00 - 16:00	TSCE.2								
Tuesday 2021-06-15	**30**	14:00 - 16:00	AFRFA.2								
		14:00 - 16:30	AFRHL.2								
		14:00 - 16:00	AFRSA.2								
Wednesday 2021-06-16	**YOUTH DAY**										
Thursday 2021-06-17	**31**	09:00 -12:00	CVTC.1								
		09:00 - 12:00	CVTW.1								
		09:00 - 12:00	CVTV.1								
	32	14:00 - 17:00	HIST.2								
Friday 2021-06-18	**34**	14:00-16:30	LFSC.1								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-06-21	**35**	09:00 - 12:00	NTSC.2								
	36	14:00 - 16:30	LFSC.2								
Tuesday 2021-06-22	**37**	09:00 - 12:00	DSGN.1								
	38	14:00-16:00	ECON.1								
Wednesday 2021-06-23	**39**	09:00 - 12:00	VLSA.1								
	40	14:00 - 16:00	ENGFA.2								
		14:00 - 16:30	ENGHL.2								
		14:00 - 16:00	ENGSA.2								
Thursday 2021-06-24	**41**	09:00 - 11:30	SASHL.2								
	42	14:00 -16:00	NDBFA.2								
		14:00 -16:00	NDBHL.2								
		14:00-16:00	SEPFA.2								
		14:00-16:00	SEPHL.2								
		14:00-16:00	SESFA.2								
		14:00-16:00	SESHL.2								
		09:00 -11:30	SASHL.2								

		14:00-16:00	SETFA.2								
		14:00-16:00	SETHL.2								
		14:00-16:00	SWAHL.2								
		14:00-16:00	TSVFA.2								
		14:00-16:00	TSVHL.2								
		14:00-16:00	XHOFA.2								
		14:00-16:00	XHOHL.2								
		14:00-16:00	XITHL.2								
		14:00-16:00	ZULFA.2								
		14:00-16:00	ZULHL.2								
Friday 2021-06-25	**43**	09:00 - 12:00	AGRM.1								
	44	14:00 - 16:00	BSTD.1								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-06-28	**46**	14:00 - 16:00	BSTD.2								
Tuesday 2021-06-29	**47**	09:00 – 12:00	GEOG.1								
	48	14:00 - 17:00	GEOG.2								
Wednesday 2021-06-30	**49**	09:00 - 11:30	SASHL.3								
	50	14:00-16:00	NDBFA.3								
		14:00-16:00	NDBHL.3								
		14:00-16:00	SEPFA.3								
		14:00-16:00	SEPHL.3								
		14:00-16:00	SESFA.3								
		14:00-16:00	SESHL.3								
		14:00-16:00	SETHL.3								
		14:00 -16:00	SWAHL.3								
		14:00-16:00	TSVFA.3								
		14:00-16:00	TSVHL.3								
		14:00-16:00	XHOFA.3								

		14:00-16:00	XHOHL.3								
		14:00-16:00	XITHL.3								
		14:00-16:00	ZULFA.3								
		14:00-16:00	ZULHL.3								
Thursday 2021-07-01	**51**	09:00-12:00	CNST.1								
		09:00-12:00	HOSP.1								
	52	14:00-16:30	AGRS.1								
Friday 2021-07-02	**53**	09:00 -12:00	MCTA.1								
		09:00-12:00	MCTF.1								
		09:00-12:00	MCTW.1								
		09:00-12:00	MUSC.1								
Friday 2021-07-02	**54**	14:00 - 16:30	ENGFA.31								
		14:00 - 16:30	ENGHL.3								

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL &SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL &SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & MONITOR	COMMENTS
Monday 2021-07-05	**55**	09:00 - 10:30	MUSC.2								
	56	14:00-16:30	AFRFA.3								
		14:00 -16:30	AFRHL.3								
Tuesday 2021-07-06	**57**	09:00-12:00	TRSM.1								
	58	14:00-16:00	ECON.2								
Wednesday 2020-07-07	**59**	**CATN.1 & INFT.1 REWRITE**									
	60	14:00 - 16:30	AGRS.2								

URhulumente weNtshona Koloni
EzeMfundo

ICandelo eliyiNtloko loVavanyo neeMviwo

UMGAQO-NKQUBO WEMIMISELO NEMIGANGATHO YESEFU EKUNOKUNGENWA KUYO YESIKOLO/YEGUMBI ELINQATYISIWEYO NOKUPHATHWA KWEZITSHIXO ZESEFU EKUNOKUNGENWA KUYO /ZEGUMBI ELINQATYISIWEYO LESIKOLO NGETHUBA LEEMVIWO ZIKAZWELONKE

UKUGCINWA KWAMAPHEPHA EMIBUZO KAZWELONKE ZIZIKOLO ZIKARHULUMENTE NAZIZIKOLO EZIZIMELEYO

Isefu ekunokungenwa kuyo /igumbi elinqatyisiweyo malingabi nazinto zininzi yaye maliqoqosheke yaye kuphela ngamaphepha emibuzo, iincwadi zeempendulo, izinto zokubhala neencwadi zeempendulo emazigcinwe kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo ngamathuba eemviwo.

UKUNGENA KWISEFU EKUNOKUNGENWA KUYO/KWIGUMBI ELINQATYISWEYO

- Akukho mntu uvumelekileyo ukungena kwikwisefu ekunokungenwa kuyo/kwigumbi elinqatyisweyo yena ngokwakhe lo gama kugcinwe amaphepha emibuzo kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo.
- Kangangethuba lokuqhuba koviwo, unobhala okanye amanye amalungu angabasebenzi mabangavunyelwa nangaliphi na ixesha kwisefu ekunokungenwa kuyo/kwigumbi elinqatyiweyo.
- Kuphela yinqununu/ngumphathi weziko/ngumgadi wabaviwa oyintloko/ngokudluliselwe kuye amagunya nelungu le-*SMT* abanokufikelela kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisweyo xa kukhutshwa amaphepha emibuzo ngosuku loviwo oluthile.
- Abantu ababini abangena kwisefu ekunokungenwa kuyo /kwigumbi elinqatyisweyo mabasebenzise irejista yokusayinela ukungena nokuphuma apho mabachaze izizathu zokungena/zokufikelela kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo.

- Isefu ekunokungenwa kuyo/igumbi elinqatyisiweyo lesikolo malibe nesistim etshixwa kabini.
- Ukuba ayikho le sistim yokutshixa kabini kwicango kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo, kunokukhethwa ezi ndidi zilandelayo zokutshixa ziya kwenziwa:
  - Igeyithi yokhuseleko (*security gate*) etshixekayo inokufakwa kwicango legumbi lesefu ekunokungenwa kuyo/legumbi elinqatyisiweyo.
  - Ikhabhinethi yestili etshixekayo inokufakwa ngaphakathi kwisefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo.

UKUPHATHWA KWEZITSHIXO ZESEFU

- Inqununu/umphathi weziko nguye othwele uxanduva olupheleleyo lokugcinwa ngokukhuselekileyo kwezitshixo zesefu ekunokungenwa kuyo/kwigumbi elinqatyisiweyo. Baya kuthwala uxanduva lokuphendula ngokuqhubekayo.
- Inqununu nomphathi weziko mabatyumbe igosa lesibini njengelalela (*back-up)* apho kunokwenzeka imeko yongxamiseko, okanye xa inqununu/umphathi weziko engekho esekhefini okanye ephumile ngenxa yomsebenzi ongaphandle e-ofisini.
- Iinkcukacha zomntu onezitshixo eziyiduplikeyithi mazithunyelwe kwiSebe WCED qho ngonyaka phambi kokuba luqale uviwo.
- Inqununu/umphathi weziko uya kugcina izitshixo zesefu ekunokungenwa kuyo/zegumbi elinqatyisiweyo yaye ilungu le-*SMT* liya kugcina isitshixo seloko yesibini, evumela ukungena kwi-*Smartlock canvas bags* (igeyithi yokhuseleko okanye ikhabhinethi yestili).

IINKQUBO EMAZILANDELWE XA ZILAHLEKILE IZITSHIXO ZESEFU EKUNOKUNGENWA KUYO/ZEGUMBI ELINQATYISIWEYO

Makulandelwe le nkqubo ilandelayo xa isitshixo sesefu ekunokungenwa kuyo/segumbi elinqatyisweyo silahlekile ngethuba lokubhalwa kweemviwo:

- Masixelwe isitshixo esilahlekileyo ngokukhawuleza kumlawuli wesithili nakwaNdlunkulu yaye oko makuqwalaselwe ngu-Mnu Clive Berry kule nombolo yefoni :021 467 2265.
- Makuxelwe oku ngaxeshanye kwa-*South African Police Service* yaye kufunyanwe i-*CAS number*.
- Masilandwe ngoko nangoko isitshixo esiyiduplikeyithi apho besigcinwe khona ukwenzela ukuba kuvulwe isefu ekunokungenwa kuyo/igumbi elinqatyisiweyo
- Makwenziwe amalungiselelo nomboneleli-nkonzo okanye umenzi/umkhandi/umsiki wezitshixo (*lock smith*) zesefu ekunokungenwa kuyo/zegumbi elinqatyisweyo wasekuhlaleni ochanekileyo omakatshintshe isistim yokutshixa.

Makuqwalaselwe nale migaqo ingentla.

Inqununu:
Isignitsha:
Umhla: