



Isalathiso : 2021 1001-6321
Inombolo yefayili.: 13/8/3
Imibuzo: C Overmeyer

INGcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0015/2021

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zokuNika iNkxaso kwiKharityhulam, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcabiso ngezeSLES, kuBaququzeleli boVavanyo neeMviwo nakwiiNtloko, kuBacebisi ngeZifundo nakwiiNtloko zamaziko alungiselela abaviwa kwiimviwo zangoNovemba 2021 zeSatifikethi seMatriki sikaZwelonke (NSC)

Isihloko: Ukuhanjiswa nokusetyenziswa kwe-GLAM Smart Keys ngethuba leemviwo zeSatifikethi seMatriki sikaZwelonke (NSC) zangoNovemba 2021

1. Intshayelelo

Amaphepha emibuzo eemviwo zeNSC zangoNovemba 2021 aya kugcinwa ngokhuseleko yaye asiwe kusetyenziswa i-Smartlock security system kuzo zonke izikolo zikarhulumente kuqukwa namaziko adibeneyo (combined centres) nezikolo eziziiprayimari ekubhalelwa kuzo iimviwo.

2. Ukuusiwa kwe-GLAM Smart Keys ezikolweni

- 2.1 I-GLAM Smart Keys zithunyelwe kuwo onke amaziko okubhalela iimviwo asisigxina kunye namaphepha emibuzo e-Common Assessment Task ye-Life Orientation ukususela ngowe-30 Agasti ukuya kowe-01 Septemba 2021.
- 2.2 Zisakuba zifunyenwe i-GLAM Smart Keys, iinqununu/abaphathi bamaziko okubhalela iimviwo mabaqinisekise ukuba bayifumene i-GLAM Smart Key nazo zonke izinto ezizizincedisu (accessories) ngokuzalisa ifom yokuvuma ukufunyanwa kwazo.
- 2.3 I-GLAM Smart Key iya kuhlala nenqununu/nomphathi weziko lokubhalela iimviwo de kugqitywe iimviwo zeNSC zangoNovemba 2021 ngowe-07 Disemba 2021.

2.4 lifom ezizalisiweyo zokuvuma ukuba zifunyenwe i-GLAM *Smart Key* nazo zonke izinto ezizizancedisi (accessories) mazithunyelwe nge-imeyili kulo: Mfana.Dyasi@westerncape.gov.za.

3. Imiyalelo yokusebenzisa i-GLAM *Smart Key*

3.1 Ukufumana imiyalelo yokusetyenziswa kwe-GLAM *Smart Key* kucelwa ufunde iMigaqo yoKusebenza eMiselweyo eyi-Standard Operating Procedures (SOP), eqhotyoshelweyo apha **njengesihlomelo A**.

3.2 Inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo makaqinisekise ukuba ikopi ye-SOP iboniswa ngokucacileyo ngaphakathi esefini/kwigumbi elinqatyisiweyo ukwenzela kube lula ukuyifunda.

3.3 Phambi kokuba i-GLAM *Smart Key* isetyenziselwe ukuvula okanye ukutshixa i-*Smartlock canvas*, inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo makaqinisekise ukuba i-GLAM *Smart Key* itshajwe yagcwala (fully charged) yaye namandla ebhetri makatshekishwe qho yonke imihla.

3.4 Usakuba uzisiwe umthwalo ngamnye wamaphepha emibuzo kwiziko lokubhalela iimviwo liSebe iWCED, inqununu/umphathi weziko uya kufumana i-SMS ne-imeyili qho ngeveki emyalela ukuba makayiswitshe ayivule i-GLAM *Smart Key* yayo akopele (download) iiseshoni zoviwo zeveki elandelayo kwi-GLAM *Smart Key* njengoko kubonisiwe **kwisiHlomelo B**.

3.5 ISebe iWCED malaziswe ngoko nangoko ukuba inqununu/umphathi weziko lokubhalela iimviwo uyayitshintsha inombolo yeselula yakhe ngaso nasiphi isizathu, ngokuqhagamshelana nge-imeyili noNks D Everton kule nombolo yefoni 021 467 2956 okanye nge-imeyili apha: Delecia.Evertson@westerncape.gov.za.

3.6 Ukwenzela ukuba iSebe iWCED ligcine uluhlu oluhlaziyiweyo lweenombolo zeeselula needilesi ze-imeyili zeenqununu/zabaphathi bamaziko okubhalela iimviwo neekomiti zolawulo zezikolo, kucelwa inqununu/umphathi weziko ukuba azalise aze athumele nge-imeyili **isiHlomelo C** esiqhotyoshelweyo apha Mfana.Dyasi@westerncape.gov.za: ngowe-15 October 2021.

3.7 Inqununu/umphathi weziko lokubhalela iimviwo makakopele (download) iiseshoni zoviwo kwi-GLAM *Smart Key* ngobunjalo bazo yaye akuba eyalelwe, angalindi iseshoni yoviwo yakusasa/eyasemva kwemini, njengoko ukukopela kunokuba ngumngeni yaye kuya kuchaphazela ngokungalunganga inkqubo yeseshoni yoviwo iyonke.

3.8 Emva kokuba inqununu/umphathi weziko lokubhalela iimviwo ekopele (download) ishedyuli yeseshoni yomthwalo, makangqiniseke iishedyuli ezikopelweyo (downloaded) ngokulicofa umzuzwana nje iqhoshha lokuvula/lokuvala (on/off

button) ngokuphinda-phinda yaye akhangele (scroll) iiseshoni ezikwi-GLAM Smart Key (njengoko kubonisiwe **kwisiHlomelo D**).

- 3.9 Yonke imisebenzi eyenziwa yi-GLAM Smart Key iya kubekwa esweni ngamagosa eSebe iWCED kwi-Realtime Smartlock Monitoring System. Indawo yokubhalela iimviwo nganye iya kunikwa igosa elingumbeki-liso ukwenzela ithuba lokubhalwa kweemviwo. Inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo uya kufumana iinkcukacha zoqhagamshelwano zombeki-liso wabo phambi kokuba kuqaliswe iimviwo.
- 3.10 Iinqununu/abagadi babaviwa abaziintloko/abaphathi bamaziko kufuneka baqalise ukuvula ii-black Smartlock canvas bags kwiyure engaphambi kweseshoni yoviwo ecwangcisiweyo. Ukuba kukho nayiphi imingeni abayifumeneyo ngokuvulwa okanye ngokuvalwa kwamatywina, inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo makabize umbeki-liso wabo ngoko nangoko. Okanye, bangaqhagamshelana nala magosa adweliswe apha ngezantsi:
Clifford Overmeyer 021 467 2956
Clive Berry 021 467 2265
- 3.11 Makulandelwe inkqubo echanekileyo xa itywina i-electronic seal livulwa okanye livalwa kwakhona ngosuku loviwo. Le nkqubo yenziwa ngolu hlobo lulandelayo:
- 3.11.1 Mayiswitshwe ivulwe (switch on) i-GLAM Smart Key kwiyure enesiqingatha phambi kokuqala kweseshoni yoviwo ukunqanda ukuvulwa emva kwexesha kweengxowa ezimnyama ii-canvas bags zeSmartlock.
- 3.11.2 Makuqinisekiswa ukuba i-GLAM Smart Key inenethiwekhi ye-GSM kunye nesignali ye-GPS (i-ayikhoni ye-GPS mayibe tyheli), njengoko ingasoze isebenze ngaphandle **kokuba zibe ziyasebenza zombini ezi nethiwekhi.**
- 3.11.3 Nje ukuba i-GLAM Smart Key ibonise into ethi, "Ready", makungqinisiswe ukuba iseshoni yokubhala yolo viwo ikotshelwe (downloaded) kwi-GLAM Smart Key.
- 3.11.4 Ukuvala okanye ukuvula ingxowa emnyama ye-Smartlock (kwiyure phambi kokuqala kweseshoni yoviwo), yifake iphelele i-GLAM Smart Key kwitywina elingumatshini ucofe u-"unlock" okanye u-"lock" kube kanye qha. Kucelwa kulindwe ide yonke idatha ibe nokukhutshelwa ngokupheleleyo phambi kokuba isuswe i-GLAM Smart Key kwitywina elingumatshini (electronic seal).
- 3.11.5 Kukhunjuzwa iinqununu/abagadi babaviwa abaziintloko/abaphathi bamaziko ukuba balinde ide igqitywe yonke inkqubo yokukopela idatha iphela, xa kuvulwa naxa kuvalwa itywina elibomvu kwakhona. Makusoloko kulindiwe qho ukuba kugqitywe ukukopeleka kwedatha phambi kokuyisusa i-GLAM Smart Key kwitywina elibomvu. **Umqca oblowu mawunqamleze kwisikrini ngokupheleleyo.**

3.11.6 Makususwe i-GLAM Smart Key kwitywina elingumatshini yaye emva koko makususwe itywina elingumatshini kwingxowa emnyama i-Smartlock canvas bag.

4. **linkqubo emazilandelwe xa kulahleke okanye konakele i-GLAM Smart Key**

4.1 Zonke iinqununu/bonke abaphathi bamaziko okubhalela iimviwo baya kufumana i-GLAM Smart Key yaye banoxanduva lokuyigcina ngokukhuselekileyo nangokunqatyiweyo kwisefu/kwigumbi elinqatyiweyo lendawo yokubhalela iimviwo ngawo onke amaxesha.

4.2 Ngaphezulu, ukuba i-GLAM Smart Key ilahlekile okanye yonakele, inqununu/umphathi weziko lokubhalela iimviwo uya kuthwala uxanduva lokuphendula yaye uya kuhlawula iindleko zokuthengwa kwayo enye.

4.3 Kwimeko apho kuye kwaqhekezwa kwindawo yokubhalela iimviwo, inqununu/umphathi weziko makangqinise ngoko nangoko ukuba ngaba iye yabiwa ngokwenene na i-GLAM Smart Key.

4.4 Ezi nkqubo zilandelayo mazilandelwe ngociciyelo kwimeko yelishwa apho i-GLAM Smart Key iye yalahleka okanye yonakala:

a) Mayixelwe ngoko nangoko i-GLAM Smart Key elahlekileyo okanye eyonakeleyo kwaNdlunkulu ukwenzela ukuba oko kuqwalaselwe nguMnu Clifford Overmeyer kule nombolo yefoni 021 467 2956

b) Kwimeko apho ibiweyo i-GLAM Smart Key, masixelwe isenzo sobusela kwabeNkonzo yamaPolisa oMzantsi Afrika yaye ngaxeshanye makufunyanwe nenombolo yetyala elo.

c) Inombolo yetyala kunye nengxelo mazithunyelwe ngoko nangoko kuMnu Clifford Overmeyer apha: Clifford.Overmeyer@westerncape.gov.za.

5. Ziyacelwa zonke iinqununu/abaphathi bamaziko ukuba bancede bayilandele ngqo le migaqo yezi nkqubo zikule ngcaciso imfutshane.

ISAYINWE: NGU-H MAHOMED

USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO

UMHLA: 2021-10-04