



Inombolo yefayili.: 20/3/P  
Isalathiso: 20230418-3501

INgcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0003/2023

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zokuNika iNkxaso kwiKharithulam, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcabiso ngeze-SLES, kuBaququzeleli boVavanyo neeMviwo, kuBacebisi ngeZifundo nakwiiNtloko zamaziko alungiselela abaviwa kwiiimviwo zeSatifikethi seMatriki sikaZwelonke (NSC) nezeSatifikethi seMatriki (SC)

**Isihloko: Ukuhanjiswa nokusetyenziswa kwe-electronic GLAM keys ngethuba leemviwo zeSatifikethi seMatriki sikaZwelonke (NSC) nezeSatifikethi seMatriki (SC) zangoMeyi/Juni 2023**

## 1. Intshayelelo

- 1.1 Iimviwo zeSatifikethi seMatriki sikaZwelonke nezeSatifikethi seMatriki zangoMeyi/Juni 2023 ziya kuqala ngowe-03 Meyi 2023 yaye zigqitywe ngowe-14 Juni 2023.
- 1.2 Amaphepha emibuzo eemviwo zeSatifikethi seMatriki sikaZwelonke (NSC) nezeSatifikethi seMatriki (SC) zangoMeyi/Juni 2023 aya kuphinda kwakhona agcinwe ngokhuseleko yaye ahanjiswe kusetyenziswa isistim eyi-Electronic Security System kuzo zonke izikolo zikarhulumente kuqukwa namaziko adibeneyo (combined centres) nezikolo eziziiprayimari ekubhalelwa kuzo iimviwo ze-NSC/ze-SC.

## 2. Ukuhanjiswa kwe-electronic GLAM keys ezikolweni

- 2.1 Ii-electronic GLAM keys ziya kuhanjiswa kuwo onke amaziko okubhalela iimviwo ngowe-17 nowe-18 Apreli 2023.
- 2.2 Zakufunyanwa ii-electronic GLAM keys ziinqununu/ngabaphathi bamaziko okubhalela iimviwo, mabakuqinisekise oko kuyifumana kwabo i-electronic GLAM key kwakunye nezinto ezisetyenziswa kunye nazo (accessories) ngokuzalisa ifom eyi-acknowledgement of receipt form efakwe kwikheyisi ye-GLAM key eyiplastiki emnyama.

- 2.3 lifom ii-acknowledgement of receipt forms ezizalisiweyo zokuvuma ukufumaneka, kwazo, mazithunyelwe nge-imeyili kulo: [Mfana.Dyasi@westerncape.gov.za](mailto:Mfana.Dyasi@westerncape.gov.za).
- 2.4 Inqununu/abaphathi bamaziko okubhalela iimviwo mabaqiniseksie ukuba isasebenza kakuhle i-electronic GLAM key phambi kokuqala koviwo ngokuyivavanya rhoqo i-GSM network connection, i-GPS signal neminye imisebenzi yayo.
- 2.5 Ii-electronic GLAM keys ezingasebenzi kakuhle mazichazelwe uMnu Mfana Dyasi ngoko nangoko kule nombolo 021 467 9328 phambi kowe-24 Apreli 2023.
- 2.6 I-electronic GLAM key iya kuhlala kwinqununu/kumphathi weziko lokubhalela iimviwo de kugqitywe iimviwo ze-NSC zangoMeyi/Juni 2023 ngowe-14 Juni 2023. I-electronic Glam key mayibuyiselwe nezikriphthi zeseshoni yokugqibela yeziko loviwo okanye nokuthathwa kwamaphepha kokugqibela ngowe-15 Juni 2023 .
3. **Imiyalelo yendlela yokusebenzisa i-electronic GLAM key**
- 3.1 Ukufumana imiyalelo yokusetyenziswa kwe-electronic GLAM key kucelwa ufunde iMigaqo yoKwenziwa koMsebenzi 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-electronic GLAM key isetyenziselwe ukuvula okanye ukutshixa iingxowa ze-canvas, inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo makaqinisekise ukuba i-electronic GLAM key itshajwe yagcwala (fully charged) yaye namandla ebhetri makatshekishwe qho yonke imihla.
- 3.4 Usakuba uzisiwe umthwalo ngamnye wamaphepha emibuzo kwiziko lokubhalela iimviwo liSebe i-WCED, inqununu/umphathi weziko lokubhalela iimviwo uya kufumana i-SMS ne-imeyili qho ngeveki emyalela ukuba makayiswitshe ayivule i-electronic GLAM key yabo akhuphele (download) iiseshoni zoviwo olubhalwayo zeveki elandelayo kwi-electronic GLAM key njengoko kubonisiwe **kwisihlomelo B**.
- 3.5 ISebe i-WCED malaziswe ngoko nangoko ukuba inqununu/umphathi weziko lokubhalela iimviwo uyayitshintsha inombolo yeselula yakhe ngaso nasiphi isizathu, ngokuqhagamshelana nge-imeyili noNks D Evertson kule nombolo yefoni 021 467 2954 okanye nge-imeyili apha: [Delecia.Evertson@westerncape.gov.za](mailto:Delecia.Evertson@westerncape.gov.za).

- 3.6 Ukwenzela ukuba iSebe i-WCED 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 kulo: [Mfana.Dyasi@westerncape.gov.za](mailto:Mfana.Dyasi@westerncape.gov.za) ungalulanga owe-24 Apreli 2023.
- 3.7 Inqununu/umphathi weziko lokubhalela iimviwo makakhuphele (*download*) iiseshoni zoviwo kwi-*electronic GLAM key* ngobunjalo bazo yaye akuba eyalelwe, angalindi iseshoni yoviwo yakusasa/yasemva kwemini, njengoko ukukhuphela kunokuba ngumngeni yaye kuya kuchaphazela ngokungalunganga inkqubo yeseshoni yoviwo iyonke.
- 3.8 Emva kokuba inqununu/umphathi weziko lokubhalela iimviwo ekhuphele (*download*) ishedyuli yeseshoni yomthwalo, makangqinise iishedyuli ezikhutshelweyo (*downloaded*) ngokulicofa umzuzwana nje iqhosha lokuvula/lokuvala (*on/off button*) ngokuphinda-phinda yaye asikrole (*scroll*) iiseshoni ezikwi-*electronic GLAM key* (njengoko kubonisiwe **kwisiHlomelo D**).
- 3.9 Yonke imisebenzi eyenziwa yi-*electronic GLAM key* iya kubekwa esweni ngamagosa eSebe iWCED kwi-*Realtime Smartlock Monitoring System (RSMS)*). 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 Inqununu/abagadi babaviwa abaziintloko/abaphathi bamaziko okubhalela iimviwo kufuneka baqalise ukuvula iingxowa ii-*black canvas bags* kwiyure engaphambi kweseshoni yoviwo ecwangcisiweyo. Ukuba kukho nayiphi imingeni abayifumeneyo ngokuvulwa okanye ngokuvalwa kwamatywina (*seals*), inqununu/umgadi wabaviwa oyintloko/umphathi weziko lokubhalela iimviwo makabize umbeki-liso wabo ngoko nangoko. Okanye, bangaqhagamshelana nala magosa adweliswe apha ngezantsi:

<i>Clifford Overmeyer</i>	021 467 2956
<i>Clive Berry</i>	021 467 2265
<i>Merle Ludick</i>	021 467 2246

- 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-*electronic GLAM key* kwiyure enesiqingatha phambi kokuqala kweseshoni yoviwo ukunqanda ukuvulwa emva kwexesha kweengxowa ii-*canvas bags*.

- 3.11.2 Makuqinisekiswa ukuba i-electronic GLAM key inenethiwekhi eyi-GSM network neGPS signal (i-ayikhoni ye-GPS mayibe tyheli), njengoko ingasoze isebenze ngaphandle **kokuba zibe ziyasebenza zombini ezi nethiwekhi.**
- 3.11.3 Nje ukuba i-electronic GLAM key ibonise into ethi, "Ready", makungqinisiswe ukuba iseshoni yokubhala yolo viwo ikhutshelwe (downloaded) kwi-electronic GLAM keys.
- 3.11.4 Ukutshixa okanye ukuvula ingxowa emnyama ye-canvas (kwiyure phambi kokuqala kweseshoni yoviwo), yifake iphelele i-electronic GLAM key kwitywina elingumatshini ucofe u-"unlock" okanye u-"lock" kube kanye qha. Kucelwa kulindwe ide yonke idatha ibe nokukhutshelwa ngokupheleleyo phambi kokuba isuswe i-electronic GLAM key kwitywina eliyi-electronic seal.
- 3.11.5 Kukhunjuzwa iinqununu/abagadi babaviwa abaziintloko/abaphathi bamaziko okubhalela iimviwo ukuba balinde ide igqitywe yonke inkqubo yokukhuphela idatha iphela, xa kuvulwa naxa kuvalwa itywina elibomvu kwakhona. Makusoloko kulindiwe qho ukuba kugqitywe ukukhupheleka kwedatha phambi kokuyisusa i-electronic GLAM key kwitywina i-electronic seal elibomvu. **Umgca oblowu mawunqamleze kwisikrini ngokupheleleyo.**
- 3.11.6 Makususwe i-electronic GLAM key kwitywina eliyi-electronic seal yaye emva koko makususwe itywina elingumatshini eliyi-electronic seal kwingxowa emnyama i-canvas bag.

#### 4. **Imigaqo emayilandelwe xa kulahleke okanye konakele i-electronic GLAM key**

- 4.1 Zonke iinqununu/bonke abaphathi bamaziko okubhalela iimviwo baya kufumana i-electronic GLAM key yaye banoxanduva lokuyigcina ngokukhuselekileyo nangokunqatyisiweyo kwisefu/kwigumbi elinqatyisiweyo lendawo yokubhalela iimviwo ngawo onke amaxesha.
- 4.2 Ngaphezulu, ukuba i-electronic GLAM key ilahlekile okanye yonakele ngenxa yokungabikho kwenkathalo 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 makangqiniseke ngoko nangoko ukuba ngaba iye yabiwa ngokwenene na i-electronic GLAM key.
- 4.4 Ezi nkqubo zilandelayo mazilandelwe ngociciyelo kwimeko yelishwa apho i-electronic GLAM key iye yalahleka okanye yonakala:

- a) Mayixelwe ngoko nangoko i-electronic GLAM key elahlekileyo okanye eyonakeleyo kwaNdlunkulu ukwenzela ukuba oko kuqwalaselwe nguMnu Clifford Overmeyer kule nombolo yefoni 021 467 2956.
  - b) Kwimeko apho ibiweyo i-electronic GLAM key, masixelwe isenzo sobusela kwabeNkonzo yamaPolisa oMzantsi Afrika yaye ngaxeshanye makufunyanwe nenombolo yetyala elo.
  - c) Inombolo yetyala kunye nengxelo mazithunyelwe nge-imeyili ngoko nangoko kuMnu Clifford Overmeyer apha [Clifford.Overmeyer@westerncape.gov.za](mailto:Clifford.Overmeyer@westerncape.gov.za).
5. Ziyacelwa zonke iinqununu/bonke abaphathi bamaziko okubhalela iimviwo ukuba bancede bayilandele ngqo le migaqo yezi nkqubo zikule ngcaciso imfutshane.

**ISAYINWE:** NGU-H MAHOMED

**USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO**

**UMHLA:** 2023-04-20