



SAPS 607

VISITATION REGISTER

SECOND-HAND GOODS DEALER / RECYCLER / ASSOCIATION / POLICE PREMISES

SECOND-HAND GOODS ACT, 2009 (ACT NO. 6 OF 2009)

COMPLETION INSTRUCTIONS: SAPS 607 - VISITATION REGISTER: SECOND-HAND GOODS DEALERS / RECYCLERS / ASSOCIATION / POLICE PREMISES

USE OF THE SAPS 607 REGISTER

The SAPS 607 Visitation Register: Second-Hand Goods Dealers/Recyclers/Association/Police Premises has been implemented in terms of National Instruction 2/2016: Second-Hand Goods Dealers and Recyclers, and must be utilized as follows:

The SAPS 607 Visitation Register must be implemented at the following levels:

- **Station Level**
 - ✓ The SAPS 607 Register must be implemented and utilized at all police stations to record and control visits by police members at second-hand goods dealers and recyclers. The Designated Second-Hand Goods Officer (DSO) appointed at station level will be responsible for the updating of the SAPS 607 Register.
 - ✓ DSO's at station level must also ensure that SAPS 607 Registers are kept at the premises of all registered second-hand goods dealers and recyclers in order to record visits by police members at those premises situated within a specific station precinct.
- **Cluster Level**
 - ✓ The SAPS 607 Register must be implemented at the Cluster Station to record and control visits by police members stationed at the cluster station at police stations and second-hand goods dealer/recycler premises.
- **Provincial Level**
 - ✓ A SAPS 607 Register must be implemented at the Provincial Second-Hand Goods office to record and control visits by police members stationed at the provincial office at cluster stations, police stations and second-hand goods dealer/recycler premises.
- **National Level**
 - ✓ A SAPS 607 Register must be implemented at the National Second-Hand Goods Control office to record and control visits by police members stationed at the National office at Provincial offices, cluster offices, police stations, accredited second-hand goods dealers' Associations and second-hand goods dealer/recycler premises.

ALL POLICE MEMBERS, irrespective of level, unit, section, component or division who visit a second-hand goods dealer, recycler, Association or police premises must complete the relevant columns of the SAPS 607 Register kept at the office of the DSO **BEFORE** and **AFTER** the visit.

- **ALL POLICE MEMBERS**, irrespective of level, unit, section, component or division who visit a second-hand goods dealer, recycler, Association or police premises, as well as the responsible person appointed at the dealer, recycler, Association or police premises must complete the relevant columns of the SAPS 607 Register of such dealer, recycler, Association or police office which is kept on the premises **DURING** a visitation.

THE SAPS 607 REGISTER MUST BE COMPLETED DURING THE FOLLOWING INSTANCES

The SAPS 607 Register must be completed when:

- a police member wishes to visit a second-hand goods dealer/recycler in his/her official capacity;
- a police member stationed at the National Second-Hand Goods Office wishes to visit an accredited second-hand goods dealers' Association in his/her official capacity;
- a DSO wishes to conduct a compliance inspection at a second-hand goods dealer/recycler;
- a DSO wishes to conduct an inspection at an accredited second-hand goods dealers' Association (National function only);
- any police member, including detectives or investigating officers from specialized units wishing to visit a second-hand goods dealer, recycler or accredited second-hand goods dealers' Association for investigative purposes;
- any police member who is conducting an operation at a second-hand goods dealer/recycler; and
- any police member who is conducting internal compliance inspections at station, cluster, Provincial or National level.

Columns 1 to 8 of the Visitation Register kept at the police station/National office must be completed by the police member who intends to conduct the visit **BEFORE** visiting a specific second-hand goods dealer, recycler or Association (where applicable).

Columns 9 and 10 of the Visitation Register must be completed **AFTER**, and on return, to the police station/office.

Columns 1 to 11 of the Visitation Register kept at a second-hand goods dealer, recycler or Association must be completed **DURING** the visit at the dealer, recycler or Association (where applicable).

COMPLETION OF THE SAPS 607 REGISTER

The SAPS 607 Register must be completed in **BLACK INK** and **BLOCK LETTERS** throughout.

All mistakes must be corrected by drawing a line through the mistake and by writing the correction clearly above it. The correction must be acknowledged with an initial of the person who made the correction and dated.

The SAPS 607 Register must be completed as follows:

Year

The year must be completed in numerical numbers (eg. 2017) and must be repeated in the designated space provided for on each page.

At the end of each year, a red line must be drawn under the last entry across the entire page and the new year must be indicated on the next available clean page.

Column 1: Annual Serial Number

The annual Serial Number must start at number 1 at the beginning of each year and be followed numerically to the end of that year (eg. 1/2017, 2/2017, etc.) in the designated column.

Column 2: Initials and Surname of Police Official

The **initials** and **surname** of the Police Official who intends visiting/who is visiting a second-hand goods dealer, recycler, Association or police office must be recorded in the designated column.

Column 3: Rank

The **rank** of the Police Official who intends visiting/who is visiting a second-hand goods dealer, recycler, association or police office must be recorded in the designated column.

Column 4: PERSAL Number

The **PERSAL Number** of the Police Official who intends visiting/who is visiting a second-hand goods dealer, recycler, association or police office must be recorded in the designated column.

Column 5**5.1 Station/Office Name**

The **name** of the Station/Unit/Section/Component/Division who intends visiting/who is visiting a second-hand goods dealer, recycler, Association or police office must be recorded in the designated column.

5.2 Station/Office Telephone Number

The contact telephone number of the Police Official who intends visiting/who is visiting a second-hand goods dealer, recycler, Association or police office must be recorded in the designated column.

Column 6**6.1 Business Name of the SHG Dealer/Recycler/Association/SAPS Office Visited**

The **business name** of the dealer or recycler or, in the case of an Association, the Association name or the SAPS Office name intended to be visited/who is visited must be recorded in the designated column.

6.2 Registration/Accreditation Number of Dealer/Recycler/Association

The official **Registration** or **Accreditation** number of the Dealer/Recycler/Association intended to be visited/which is visited must be recorded in the designated column. If a police office is visited, "not applicable" must be indicated.

Column 7

7.1 Date of Visit

The date of the intended visit/visit at a second-hand goods dealer, recycler, Association or police office, must be recorded in the designated column.

7.2 Time of Visit

The time of the intended visit/visit at a second-hand goods dealer, recycler, Association or police office must be indicated.

Column 8

8.1 Purpose of Visit

The purpose of the intended visit/visit to a second-hand goods dealer, recycler, Association or police office must be recorded in the designated column (eg: compliance inspection, investigation, operation).

8.2 CAS Number (where applicable)

Where a case docket has been registered, the CAS number must be recorded.

Column 9

9.1 Remarks

The Police Official who visited the second-hand goods dealer, recycler, Association or police office must make an entry regarding the visit (outcome of inspection, incidents, etc.) in the designated column.

9.2 SAPS 13 Number (where applicable)

Where goods or records are seized, the SAPS 13 and 13(b) number must be recorded.

Column 10: Signature of Police Official conducting visit

The signature of the Police Official who conducted the visit at the second-hand goods dealer, recycler, Association or police office must be appended in the designated column.

Column 11: Signature of Responsible Person at the dealer/recycler/association/DSO at SAPS Office

The signature of the Responsible Person/Designated Police Officer appointed at the dealer, recycler, Association or police office must be appended in the designated column in order to confirm the visit by a police official as well as to take note of the remarks, as per column 9 of the register. The signature of the Responsible Person/Designated Police Officer must include their initials and surname in BLOCK LETTERS.

GENERAL

The Provincial FLASH Commander must ensure that regular inspections are carried out and appropriate endorsements are made in the SAPS 607 Registers kept at station level. All irregularities must be investigated.

Station Commanders (DSO) must ensure that all dealers and recyclers are issued with a SAPS 607 Register. The National SHG Office must ensure that all Associations are issued with SAPS 607 Registers.

When the SAPS 607 Register, which is kept at the premises of a second-hand goods dealer, recycler or Association is fully populated, such register must be returned to the relevant DSO whereupon the DSO must issue a new register. The DSO must keep the fully populated register for archiving purposes for the period as prescribed.

On termination or cancellation of a second-hand goods dealer, recycler or Association registration/accreditation the SAPS 607 Register must be submitted to the DSO/National office together with all Registration/Accreditation Certificates as well as records.

