

EKURHULENI METROPOLITAN MUNICIPALITY

UNIFORM EMERGENCY SERVICES BY-LAWS

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NOTICE IS HEREBY GIVEN, in terms of the provisions of Section 7 of the Rationalization of Local Government Affairs Act, 1998 (Act 10 of 1998), read with [Sections 11, 12](#) and [13](#) of the local Government Municipal Systems Act, 2000 (Act 32 of 2000), that the Ekurhuleni Metropolitan Municipality at a meeting held on 24 November 2005, resolved to make and pass Uniform

EMERGENCY SERVICES BY-LAWS. ~~as follows:-~~

Comment [JC1]: It is recommended that EMM also refer to the amendments proposed in terms of this environmental review of EMM by-laws.

Preamble -

WHEREAS [Section 156\(2\) and \(5\) of the Constitution](#) provides that a municipality may make and administer By-laws for the effective administration of matters which it has the right to administer, and to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS [Part B of Schedule 4 to the Constitution](#) lists firefighting services as a local government matter to the extent set out in [Section 155\(6\)\(a\) and \(7\)](#);

Comment [JC2]: Due to the limiting scope that the Part B of Schedule 4 provides in terms of "fire-fighting services" and not "emergency services" should this section highlighted be deleted? We require guidance from EMM on this.

AND WHEREAS the National Environmental Management Act, 1998 (Act 107 of 1998) gives effect to the constitutional right aimed at protecting the environment by providing environmental management principles that apply throughout the Republic to the actions of all organs of state that may significantly affect the environment;

BE IT ENACTED by the Council of Ekurhuleni Metropolitan Municipality, as follows:-

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PART I

1. Definitions

In these By-laws, unless the context indicates otherwise:-

“**access door**” means any door that provides access to an emergency route;

“**activity**” means any work that needs to be performed to test, to service, to renew and/or to replace an extinguisher, hose reel, fire installation and/or service installation;

Comment [JC3]: We recommend that EMM develop standard forms and procedures for the reporting of emergency incidents to the Chief Fire Officer

“animal” means any animal that is kept for domestic or agricultural purposes within the area of the Council;

“area” means any residential area or any other area within the boundaries of the Municipality;

“building” includes:-

- (a) any structure, whether temporary or permanent, irrespective of the materials used in its erection, erected or used for or in connection with:-
 - (i) the accommodation or convenience of human beings and animals;
 - (ii) the manufacture, processing, storage, display or sale of any goods;
 - (iii) the provision of any service;
 - (iv) the destruction or treatment of refuse or other waste materials; and
 - (v) the cultivation of any plant or crop;
- (b) any wall, swimming-bath, swimming-pool, reservoir or bridge, or any other structure connected with it;
- (c) any fuel pump or any tank used in connection with it;
- (d) any part of a building, including a building as defined in paragraph (a), (b) or (c); and
- (e) any facility or system, or part or portion of it, within or outside but incidental to a building, used for the provision of a water supply, drainage, sewerage, storm-water discharge, electricity supply or other similar service in respect of the building;

“Building Control Officer” means the person appointed or deemed to be appointed as a building control officer by a local authority in terms of [Section 5](#) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

“bund wall” means a containment wall surrounding an above ground storage tank, constructed of an impervious material and designed to contain 110% of the contents of the tank;

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“certificate of appointment” means an identification document issued by the Chief Fire Officer to a member;

“certificate of fitness” means a certificate contemplated in [Section 20](#) of these By-laws, which certificate has been issued by the Chief Fire Officer in terms of fire related requirements to authorise a person to occupy designated premises (which are a public building) accordingly;

“certificate of registration” means a certificate issued by the Chief Fire Officer in terms of [Section 24](#) of these By-laws which authorises a person to occupy registered premises, or to use the premises for spray-painting activities or for the storage or handling of dangerous goods, by having complied to all fire related requirements.

“Chief Fire Officer” means the person appointed by the Council in terms of [Section 5\(1\)](#) of the Fire Brigade Services Act, No. 99 of 1987), and includes any member who exercises any power or performs any duty delegated by the Chief Fire Officer to the member under [Section 19](#) of the Act, and also includes an Acting Chief Fire Officer appointed in terms of [Section 5\(3\)](#) of the Act, and **“Manager:Fire Services”** has a corresponding meaning;

Comment [JC4]: Proposed definition from the City of JHB Metropolitan Municipality “Emergency Services” By-Law.

“code of practice” means the code of practice as defined in Section 1 of the Standards Act, 1993 (Act 29 of 1993);

“combustible material” means combustible refuse, combustible waste or any other material capable of igniting;

“combustible refuse” means combustible rubbish, litter or material that is discarded, refused, rejected, or considered worthless;

“combustible waste” means combustible waste material which is salvageable, retained or collected for scrap or reprocessing and may include all combustible fibres, hay, straw, hair, feathers, down, wood shavings, turnings, all types of paper products, soiled cloth trimmings and cuttings, rubber trimmings and buffing, metal fines, and any mixture of the above items, or any other salvageable combustible waste material;

“controlling authority” means the local authority in control of the Service as defined in the Fire Brigade Services Act, 1987;

“control room” means a room on any premises which is specifically designed, built and equipped to coordinate and control an emergency situation in or on the premises in question;

“Council” means the duly constituted Ekurhuleni Metropolitan Municipality and **“Municipality”** has the same meaning;

“dangerous good” means any substance, mixture of substances, product or material that has been declared to be a Group I, II, III, IV, V, VI, VII, VIII or IX dangerous good in terms of [Section 2\(1\)](#) of the Hazardous Substances Act, 1973;

“designated premises” means any premises designated by the Chief Fire Officer with a view to an emergency evacuation plan as contemplated in [Section 19](#) of these By-laws;

“device” means any vehicle, mechanical or electrical implement, electrical motor, machine, instrument, apparatus or other implement of which the whole or any part is used or is capable of being used for, in or in connection with the manufacture, treatment, provision, delivery, supply, packaging, labelling, storage, conveyance, loading and unloading, handling, preparation, serving or administering of any grouped dangerous good, and includes any delivery pump, filling device, spray-painting device and mechanical hoist;

“discharge” means the ignition or activation of any fireworks whatsoever;

“distance to be covered” means the distance that a person would in normal circumstances have to cover to exit a room, measured from the furthest point in the room;

“dump”, in relation to a grouped dangerous good, means to deposit, discharge, spill or release that substance (whether or not the substance in question is enclosed in a container), or to have it or permit it to be deposited, discharged, spilled or released, or to deposit, discharge, spill or release it in such a way or place; or under such circumstances or for such a period, or to have it or permit it to be so deposited, discharged, spilled or released in a manner that reasonably indicates the intention to abandon or discard the substance, and “dumping”, “spilling” and “spill into” have a corresponding meaning;

Comment [JC5]: Definitions relating to “combustible material”, “combustible refuse” and “combustible waste” is proposed for insertion.

The above definitions have been extracted from the City of Cape Town Metropolitan Municipality By-law relating to Community Fire Safety.

“emergency incident” means an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property, and “emergency situation” has a corresponding meaning;

~~means an incident or eventuality that poses or may pose a serious threat to any person, environment or property, and “emergency situation” has a corresponding meaning;~~

“emergency evacuation plan” means a written procedure and a set of detailed plans as contemplated in [Annexure III](#) to these By-laws;

“emergency route” means that part of an escape route which provides the occupiers of any building with protection from fire and which leads to an escape door;

“environment” means the environment as defined in the [National Environmental Management Act, 1998 \(Act 107 of 1998\)](#);

“escape door” means any door at the end of an emergency route, and includes any door leading from the inside to the outside of a building;

“escape route” means the entire path of travel, measured from an escape door to the furthest point in any room in a building;

“explosive(s)” means explosive as defined in the Explosives Act, No. 15 of 2003 and any Regulations made under that Act(a)

“extinguishing stream” means the amount of water that the Service needs to extinguish a fire;

“facility” means any storage tank, whether above ground or below ground, or any transportable or refillable container that can be used for the keeping of dangerous goods, and includes the fuel tank of a motor vehicle, aircraft, vessel, ship or boat;

“feeder route” means that part of an escape route, which allows travel in two different directions to access doors of at least two emergency routes;

“fire area” means the area of jurisdiction of the Council in which provision is made for fire protection as defined in SANS 10090;

“fire-fighting equipment” means any portable fire extinguisher, mobile fire extinguisher, hose reel or fire hydrant;

“fire grading” means, with regard to materials, components and elements used in the construction and finishing of buildings, those materials, components and elements which have been tested and classified in accordance with SANS 10177, Parts II to V, as amended;

“fire incident” means a fire on any premises in the area;

“fire installation” means any water installation, which conveys water solely for fire fighting;

“fire risk category” means a fire area being divided into sub-areas, which fall into one of the following fire-risk categories:

Category A:

Central business districts and extensive commercial and industrial areas normally found in cities and large towns (areas where the risk to life and property are likely to be high due to fire occurrence and spread).

Category B:

Limited central business districts, smaller commercial or industrial areas normally associated with small towns and decentralized areas of cities and large towns (areas where the risk to life and property is likely to be moderate due to fire occurrence and spread).

Category C:

Residential areas of conventional construction.

Category D:

Rural risks of limited buildings and remote from urban areas.

Category E:

Special risks. Individual risks requiring a pre-determined attendance over and above the predominant risk category in an area, includes large shopping/entertainment centers, informal settlements, harbors, hospitals, prisons, large airport buildings, high-rise buildings and petrochemical plants.

NOTE: High-rise buildings, as defined in SANS 10400, are an integral part of central business districts and would therefore be included in Category A. Buildings with major fire safety deficiencies may, however, be classed as special risks.

“fireworks” means explosives under Class 7, Division 2, shop goods only, as contemplated in Regulation 9.1 under the Explosives Act, 1956 (Act 26 of 1956);

“grouped dangerous goods” means a group of dangerous goods as contemplated in Section 1 of the Dangerous Goods Act, 1973 (Act 15 of 1973);

“hazardous substance” means any hazardous substance contemplated in the Hazardous Substances Act, No. 15 of 1973, any regulations made under that Act.”

“Hazardous Substances Act” means the Hazardous Substances Act, No 15 of 1973”

“liquefied petroleum gas” means a mixture of light hydrocarbons (predominantly propane, propene, butane, butene) that is gaseous under conditions of ambient temperature and pressure and that is maintained in a liquid state by an increase of pressure or lowering of temperature”

“inspector” means a member appointed as an inspector in terms of [Section 2\(5\)](#) of the Explosives Act, 2003, to control fireworks in so far as the storage, use and sale of fireworks are concerned;

“member” means a member of the Service as contemplated in [Section 6](#) and [6A\(5\)](#) of the Fire Brigade Services Act, 1987;

“National Building Regulations” means the National Building Regulations made in terms of [Section 17](#) of the Act and to be read in conjunction with the Building Standard Act 103 of 1977 as amended;

“normative reference list” means the list of SANS specifications or codes of practice, which are contained in [Annexure V](#) to these By-laws;

“occupancy”, in relation to any public building, means the assembly of people in or on any such premises;

“occupier” means any person who occupies or has control over any premises;

“owner”, in relation to land or premises, means the registered owner of the land or premises, and includes any person who receives the rental or profit from the land or premises, whether for his/her own account or as an agent and, in relation to a Sectional title scheme in terms of the Sectional Titles Act, 1986 (Act 95 of 1986), for the purposes of [Section 18](#) of the Fire Brigade Services Act, 1987, the body corporate as contemplated in the Sectional Titles Act, 1986, and, in the case of a deceased or insolvent estate, the executor or the curator respectively;

“pollution” means [pollution as defined in terms of the National Environmental Management Act, 1998 \(Act 107 of 1998\)](#);

“power insulating switch” means a bipolar switch that can be activated with an L-type key of which one end is fitted with a bayonet-type socket switch;

“premises” means land, a building or other construction or structure, or any part of it, and includes:-

- (a) a train, boat, ship, aircraft or other vehicle, excluding, where applicable, the fuel tank of any such vehicle; and
- (b) any building or room in which explosives are stored, kept or handled

“public building” means any building where people gather to view theatrical and operatic performances, orchestral and choral recitals, and cinematographic screenings, or to attend or participate in indoor sports activities, including any place where people dance or practice or perform any physical activity;

“public place” means any path, street, walk-way, side-walk, park, place of rest or other place in which the public has authorised or unimpeded access;

“pyrotechnist” means any appropriately qualified person responsible for fireworks at fireworks display”

“rational design” as defined in SANS 10400;

“Red Book” means Guidelines for the provision of Engineering Services and Amenities

“registered premises” means any premises in respect of which a certificate of registration has been issued,

“retail dealer” means a person or concern that, for the purposes of dealing in explosives, supplies such explosives to any other person for use by that person and not for resale;

“room” means any room or other partitioning in a building;

“Service” means the Fire Brigade Service established by the Council as contemplated in [Section 1](#) of the Fire Brigade Services Act, 1987;

“spray” means to spray, coat, plate or epoxy-coat with any hazardous substance and spraying has a similar meaning;

“service installation” means any automatic extinguishing installation, fire pump connector, fire pump, emergency power and/or standby generator, fire detection system, fire locating system, fire alarm system, emergency lighting system, emergency evacuation communication system, mechanical ventilation system, pressure regulating system, smoke ventilation system, hoists and symbolic safety signs, and includes smoke and fire door assemblies;

“spill into” (see the definition of “dump”);

“spraying permit” means a permit issued by the Chief Fire Officer in terms of [Section 45\(1\)\(a\)](#) of these By-laws;

“spraying room” means any room, building or structure that is designed, built, equipped or erected solely for spraying or coating vehicles, parts of vehicles, or any other objects with Group III dangerous goods and/or combinations of Group III dangerous goods, or with any other substance, to form a decorative and/or corrosion resistant layer, or for any purpose incidental thereto, and “spraying booth” and “submersion tank”, as well as any related process involving electrolysis, have a corresponding meaning;

“storeroom” means a room, which is constructed, equipped and maintained as contemplated in [Section 43](#) of these By-laws;

“storey” means that part of a building, which is situated between the top of any floor and the top of the floor above it or, if there is no floor above it, that portion between such floor and the ceiling above it (any mezzanine floor, open work floor, catwalk or gallery is regarded as part of the storey in which it is situated): Provided that, in relation to a building:-

- (a) the ground storey will be regarded as the storey in which there is an entrance to the building from the level of the adjoining ground or, if there is more than one such storey, the lower or lowest of these storeys;
- (b) a basement will be regarded as any part of the building, which is below the **level** of the ground storey;
- (c) an upper storey will be regarded as any storey of the building which is above the level of the ground storey; and
- (d) the height, expressed in storeys, will be regarded as that number of storeys which includes all storeys other than a basement;

“temporary structure” means any structure that is apparently temporary in nature;

“**vehicle**” includes a semi-trailer or trailer which has at least four wheels with independent axles and suspension systems and can be hitched to a truck-tractor, or any other motor vehicle as contemplated in the National Road Traffic Act, 1996 (Act 93 of 1996);

“**wholesale dealer**” means a person or concern that, for the purposes of trade, supplies explosives to any other dealer for resale.

PART II

ADMINISTRATIVE PROVISIONS

2. Organisation of the service

- (1) The Council has established a Fire Brigade Service as contemplated in terms [Section 3](#) of the Fire Brigade Services Act, 1987, as amended,
- (2) The Council must maintain the Service within its area, which includes
 - (a) the appointment of a Chief Fire Officer and the necessary members of the Service
 - (b) ensuring that the members and other personnel are properly trained;
 - (c) acquisition of vehicles, machinery, equipment, devices and accessories to ensure that the Service is effective and able to attain its objectives being:
 - (i) preventing the outbreak or spread of a fire;
 - (ii) fighting or extinguishing a fire;
 - (iii) the protection of life or property against a fire or other threatening danger;
 - (iv) the rescue of life or property from a fire or other threatening danger;
 - (v) the provision of an ambulance service;
 - (vi) the performance of any other function connected with any of the matters referred to in subsection (1)(a) to (e).
- (3)
 - (a) The Chief Fire Officer is in charge of the Service.
 - (b) Whenever the Chief Fire Officer is for any reason unable to perform his/her duties of office, the Council will appoint a member as Acting Chief Fire Officer to perform the duties and functions of the Chief Fire Officer.
- (4) The Council may, in terms of an agreement as contemplated in [Section 12](#) of the Fire Brigade Services Act, 1987, employ its Service within or outside its area of jurisdiction, or within or outside the Province of Gauteng, against payment of the tariffs determined in [Annexure I](#) to these By-laws, or against payment in terms of or on the conditions contained in the agreement concerned.

3. Driving service vehicles

- (1) Any member may, with the written authority of the Chief Fire Officer, drive a Service vehicle if he/she has the applicable driving licence for the vehicle in question as required by the National Road Traffic Act, 1996.

- (2) A member who is duly authorised to do so, as contemplated in subsection (1), must drive a Service vehicle in accordance with the National Road Traffic Act, 1996, and any regulations made under the Act.

4. Procedure and duties during an emergency situation

- (1) The Chief Fire Officer or a member who is in charge of an emergency situation must ensure that-
- (a) adequate manpower and the appropriate apparatus and equipment are made available and are used without delay;
 - (b) the emergency situation is assessed and that additional equipment and/or assistance is sent for without delay, where applicable, as agreed upon in and subject to the agreement as referred to in [Section 2](#)(3) of these By-laws; and
 - (c) all pertinent information, including information about places and times and relevant particulars, is recorded during the emergency situation or as soon as possible thereafter, and that the recorded information is preserved in accordance with the provisions of the National Archives of South Africa Act, 1996 (Act 43 of 1996), and any regulations made under the Act.
- (2) All persons and/or bodies, including any State department as contemplated in [Section 17](#) of the Fire Brigade Services Act, 1987, the South African Police Service and the Department of Justice, who wish to inspect any information referred to in subsection (1)(c) must send a written application to the Chief Fire Officer, accompanied by the fees prescribed in [Annexure I](#) to these By-laws, together with an appropriate substantiation as to why the information is required.
- (3) Any press release concerning emergency situations or any matter connected with an emergency situation must be in accordance with the policy guidelines determined by the Council.

5. Pretending to be a member

- (1) No person, except a member, may wear any official clothing, uniform, badge or insignia of the Service;
- (2) No person may pretend to be a member of the Service;
- (3) Any person who represents himself/herself as a member must identify himself/herself by producing the relevant certificate of appointment and/or mark of appointment, or by furnishing proof of identity within a reasonable period.

6. Powers of members and designated officers

- (1) Every member, of the Service, has all the powers provided for in the Fire Brigade Services Act, 1987.
- (2) A designated officer as contemplated in 6(4)(a) may:-
 - (a) seize any certificate of fitness, certificate of registration or spraying permit provided for in these By-laws if the conditions of or endorsements in the document are not being complied with, or if the member has reasonable grounds to suspect that unauthorised changes have been made to the document;

- (b) institute the relevant prosecution in connection with subsection (2)(a) or have the prosecution instituted, as the case may be; and
 - (c) seize anything (hereinafter called "object") on any premises connected with a spraying permit, certificate of registration or certificate of fitness, but must provide reasonable proof of a contravention of any condition of or endorsement in such permit or certificate and must remove the object or have the object removed to a place of safe custody: Provided that the seizure does not exempt any person from any other relevant provisions of these By-laws: Provided further that the seizure is, subject to [Section 20](#) of the Fire Brigade Services Act, 1987, made in accordance with the following conditions:
 - (i) The Chief Fire Officer or the delegated member must grant prior approval in writing for the seizure.
 - (ii) Official proof of seizure must be issued to the person from whom the object has been seized, together with a description of the object.
 - (iii) After an order issued in terms of the Fire Brigade Services Act, 1987, or these By-laws has been complied with in full or after a prosecution in terms of [Section 21](#) of the Fire Brigade Services Act, 1987, has been instituted and finalized, as the case may be, any object seized must be returned to the person from whose possession it was taken subject to any order of court.
- (3) Any member may seal off any building or premises by temporarily closing a street, passage or place which he/she deems necessary for public safety or for effectively fighting a fire or dealing with any other emergency that may give rise to a fire, explosion or other threat to life or limb, and the member may remove, using no more force than is reasonably necessary, any person who refuses to leave the street, passage or place after having been requested by the member to do so.
- (4)
- (a) Designated officers must be:-
 - (i) suitably trained and certified as peace officers and be appointed as such in terms of Government Notice R159 of 2 February 1979, as amended;
 - (b) All designated officers have the power:-
 - (i) in terms of the provisions of [Section 56](#), read with [Section 57](#), of the Criminal Procedure Act, 1977 (Act 51 of 1977), to issue summons involving a spot fine;
 - (ii) in terms of the provisions of [Section 341](#) of the Criminal Procedure Act, 1977, to issue spot fines for certain minor offences;
 - (iii) in terms of the provisions of [Section 44](#) of the Criminal Procedure Act, 1977, to issue a warrant of arrest;
 - (iv) in terms of the provisions of [Section 41](#) of the Criminal Procedure Act, 1977, to ask certain persons for their names and addresses and to arrest persons without a warrant if duly authorised to do so; and
 - (v) in terms of the provisions of [Section 54](#) of the Criminal Procedure Act, 1977, to serve summons in order to secure the attendance of the accused in a magistrate's court.

7. Making service equipment and manpower available

- (1) With the approval of the Chief Fire Officer, the Service may, at the request of any body or person and at the tariffs determined in [Annexure I](#) to these By-laws, use any equipment and/or manpower at its disposal to provide any special service in connection with the aims of the Service.
- (2) The said equipment and/or manpower may be withdrawn summarily if the equipment and/or manpower are required elsewhere for or in connection with an emergency situation.

PART III

FIRE PROTECTION AND FIRE-FIGHTING

8. Combustible materials and refuse

- (1) ~~The owner or person in charge of the premises or a portion thereof must not allow combustible waste or refuse to accumulate in any area or in any manner so as to create a fire hazard or other threatening danger to any human being, animal, building, premises or the environment.
No person may store any combustible materials of whatever nature, or have them stored or permit them to be stored in such a manner and in such a position as to likely pose a fire hazard to any human being, animal, building or premises.~~
- (2) No person may allow grass, weeds, reeds, shrubs, trees or any like vegetation to become overgrown on premises to such an extent that it may pose a fire hazard or a probable fire hazard to any adjacent premises and/or any other person's property.

(3) Combustible waste and refuse must be properly stored or disposed of to prevent a fire hazard or other threatening danger as prescribed in the applicable legislation dealing with the storage and disposal of that specific type of combustible waste and refuse, or in the absence of applicable legislation as determined by the controlling authority.

Comment [JC6]: Proposed new section comes from section 26 of the City of Cape Town's By-law relating to Community Fire Safety.

Comment [JC7]: Proposed new subsection (3) for insertion.

Subsection (3) comes from section 26 of the City of Cape Town's By-law relating to Community Fire Safety.

9. Making fires

- (1) No person may, subject to provision of the Veld and Forest Fire Act 1989 (Act 101 of 1998) and ~~the National~~ Environmental Management Act, 19~~9889~~ (Act ~~10773~~ of 19~~9889~~) within the area, make an open, uncontrollable or unattended fire or permit a fire to be made in such a place and/or in such a manner as to pose a real or potentially real threat to any human being, animal, building, premises or other property: Provided that this prohibition is not applicable to:-
 - (a) a fire in an approved, purpose-made stove, fireplace or hearth, which is an integral part of a structure;
 - (b) a fire for preparing food on private premises or premises set aside for that purpose; and
 - (c) a device for preparing food, which device is heated by means of electricity or liquid petroleum gas and is positioned in such a way that the device poses no threat to life or property on any premises.
- (2) No person may, without the written authority of the Chief Fire Officer, burn any refuse, wood, straw or other combustible materials within the area, or have them burnt or permit them to be burnt within the area, unless the refuse, wood, straw or other combustible materials are burnt inside an approved purpose-made incinerator or incinerating device, subject to the provisions of subsection (1).

10. Firebreaks

- (1) The owner or occupier of premises in the area may not permit the premises to be or become overgrown with grass, weeds, reeds, shrubs and trees to the extent that the grass, weeds, reeds, shrubs and trees may pose a real or potentially real fire hazard to any adjoining premises or other premises or property.
- (2) The owner or occupier of:
 - (a) an erf, site, stand or premises situated within a proclaimed township in the area must remove the fire hazard or ensure that the fire hazard is removed by:-
 - (i) cutting to a maximum height of 150 mm above ground level any grass, reeds and/or weeds that may reasonably be connected with the fire hazard;
 - (ii) cutting around any shrubs and/or trees, which may be standing in the area being cut;
 - (iii) pruning, chopping down or sawing off such shrubs and/or trees, as the case maybe; and
 - (iv) removing all chopped and/or sawn off residue from the erf or premises or ensuring that the residue is removed; and
 - (b) an agricultural holding or farm situated in the area must reduce the potential fire hazard by physically clearing a safety fire belt, at least 5 m wide (measured parallel from each boundary line which borders the premises to the inside of the premises) so that no vegetation or residue whatsoever remains on this belt, and the owner or occupier must at all times maintain the belt or ensure that the belt is maintained in such condition: Provided that where obstructions occur within the 5 m belt, a 5 m belt is also maintained around those obstructions.
- (3) Notwithstanding the above, the provisions of the National Veld and Forest Fire Act, No. 101 of 1998 apply *mutatis mutandis* to the application of this Section.

11. Inspection of properties and instructions to occupiers

- (1) Any officer contemplated in [Section 6\(4\)](#) of these By-laws may, in executing all powers delegated in terms of relevant and applicable legislation, enter any premises at any reasonable time to conduct inspections to determine whether there is any fire, dangerous goods or other hazard on the premises.
- (2) An officer contemplated in subsection (1) may, arising from a condition referred to in subsection (1), serve on the occupier of the premises or any other premises a written instruction and fire protection directives and: requirements necessary to rectify the condition on or in the premises in order to reduce the fire risk and/or to protect life and property, which instruction must determine a deadline for compliance with the directives and requirements.
- (3)
 - (a) Whenever a condition exists or is found in or on any premises, whether or not structural in nature, or anything else exists that may increase the fire risk or pose a threat to life or property, and which cannot be rectified immediately, or if costs need to be incurred to rectify it, the owner of the premises must, after receiving the rectification directives referred to in subsection (2), inform the Chief Fire Officer forthwith in writing about the measures which the owner intends taking to rectify the condition and must submit a programme with a deadline to the Service for approval.

- (b) The Chief Fire Officer may approve the proposed measures and deadline with or without amendments and may give instructions for compliance with the measures.

12. Accessibility of fire-fighting equipment mitigating agents

- (1) Fire-fighting equipment, mitigating agents and the appropriate service installations must be installed so as to be readily accessible at all times.
- (2) Any person who, in whatever way, causes or permits fire-fighting equipment, mitigating agents and the appropriate service installations not to be readily accessible is guilty of an offence.

13. Fire protection requirements for premises

- (1) ~~(1)~~—In addition to any other provisions contained in these By-laws, the Building Regulations published under Government Notice R2484 of 26 October 1990, as amended, which are contained in Code of Practice SANS 10400 and called “The Application of the National Building Regulations”, and any additional building regulations published for application in the area, are, for the purposes of the enforcement of these By-laws in relation to fire protection requirements, applicable *mutatis mutandis* to premises in the area.
- (2) If any superfluous water unavoidably spills into or is collected in a basement for whatever reason during fire extinguishing activities, adequate means must be provided to convey the water so spilled or collected to a stormwater drain.
- (3) No high- and/or low-voltage transformer room(s) in any building may be situated on any level other than the ground level: Provided that:-
 - (a) the access to the transformer room(s) is situated on the outside of the building; and
 - (b) provision is made for adequate access to the transformer room(s) for fire-fighting activities and/or maintenance.
- (4) Whenever an approved sprinkler system is required in accordance with the provisions of SANS 10400; SANS 10087, Part III; and SANS 10089, Part I, the sprinkler system must be planned, designed and installed in accordance with the guidelines of SANS 10287 for automatic sprinkler installations and in consultation with the Chief Fire Officer.
- (5) Any person who fails to comply with any of the provisions of subsections (2), (3) and (4) or any provisions contained in Part A, Part K, Part M, Part O, Part T, Part V and Part W of SANS 10400, as amended, where the provisions relate to fire protection matters, is guilty of an offence.

14. Access for fire-fighting and rescue purposes

- (1) All premises in the area must be planned, designed and constructed so as to ensure that:-
 - (a) the requirements of the Red Book shall apply;
 - (b) if a building does not front onto a street, an access road is provided, the dimensions and carrying capacity of which must be suitable for the fire engines used by the Service with specific reference to the length, width and tonnage of the fire engines: Provided that the

dimensions must be equal to the largest fire engine that is likely to be used on the premises in question; and

- (c) whenever any entrance arch spans a driveway to a group housing, cluster housing or townhouse complex or is constructed over an access to a shopping centre or office complex, the dimensions of the opening of the arch must be at least 3,5m wide and 4,2m high and there must be nothing causing an obstruction of the opening: Provided that if the dimensions of the entrance arch are less, another access or service gate to the premises must be provided, which access or gate is capable of being opened to 3,5 m.
- (2)
 - (a) The appropriate street number of every built-up premises within the area must be displayed clearly on the street boundary of the premises in question. This number must be 75mm high and must be visible from the street,
 - (b) The owner or occupier of any premises must maintain the street number to ensure that it is legible at all times.

15. Upkeep and maintenance of fire-fighting equipment and mitigating agents

- (1) The owner of any premises must ensure that:-
 - (a) all fire-fighting equipment, mitigating agents or other appropriate service installations that have been provided or installed on or in connection with the premises are maintained in a good working condition by a competent person and/or firm approved by the SABS as contemplated in SANS 1475 and registered in terms of SANS 1475;
 - (b) portable and mobile fire extinguishers and hose reels are serviced and maintained in accordance with the provisions of SANS 10105 and SANS 1475;
 - (c) fire installations and any other relevant service installations are inspected and serviced in accordance with the specifications of the manufacturers of the installations; and
 - (d) installations are inspected by a registered person at least every twelve-calendar months.
- (2) Any person who checks, services, renews, replaces or works on any fixed service installation must-
 - (a) on completing the work, certify that the service installation is fully functional; and
 - (b) notify the Chief Fire Officer immediately in writing if he/she finds that the service installation cannot, for whatever reason, be readily repaired to its functional state.
- (3) The owner of any premises must keep a comprehensive service record of all fire-fighting equipment and any other appropriate service installation on his/her premises and submit the record to the Chief Fire Officer upon request by the designated officer.

16. Extractor fan systems

- (1) Extractor fan systems and related ducts or similar chimney systems must be designed and installed in such a manner as to grant adequate access (that is clearly marked) for trouble-free inspection and maintenance of and repairs to the relevant mechanisms.
- (2) Every filter, damper, screen or conduit that forms an integral part of a system referred to in subsection (1) must be regularly cleaned, maintained and checked to ensure that fatty residues or any other combustible residues do not accumulate.
- (3) The conduit and outlet of any system referred to in subsection (1) must be installed so as not to pose a fire hazard or probable fire hazard to any premises or property.

17. Rational designs

- (1) The construction, design and/or erection of:-
- (a) hangars;
 - (b) helipads;
 - (c) grain silos;
 - (d) atriums;
 - (e) air traffic control towers;
 - (f) any other structure or building identified at the discretion of the Chief Fire Officer, in the area must comply with an acceptable rational design, submitted to and approved by the Chief Fire Officer, which meets all the applicable requirements of Regulation T1(1) of the National Building Regulations.
- (2) Subject to the provisions of subsection (1), provision must also be made, in the case of hangars or helipads, for:-
- (a) the drainage of any liquid from the floor of the hangar or helipad and/or approach to the hangar;
 - (b) the channelling of any liquid to a drainage area, which is effectively connected to a separator well;
 - (c) the prevention of any liquid from spreading from the floor of the hangar or helipad to any rooms, adjacent buildings or to the outside of the hangar; and
 - (d) earthing devices for discharging static electricity.

18. Dumping sites

- (1) The design, layout and construction of any dumping site of whatever nature must be done in conjunction with the instructions and requirements of the National Department of Water Affairs and Forestry and the National Department of Environmental Affairs and Tourism, Local Health & Social Development Department, and those of the Service.
- (2) Any person who fails to comply with the provisions of this Section is guilty of an offence.

19. Emergency evacuation plans

- (1) The owner or occupier of designated premises must:-
- (a) within 30 days after the premises have been designated by the Chief Fire Officer, prepare a comprehensive emergency evacuation plan for the premises, in triplicate, and must have it ready for inspection and approval by the Chief Fire Officer, which plan must be in accordance with the guidelines prescribed in [Annexure III](#) to these bylaws;
 - (b) constitute an internal emergency committee from among the internal staff and occupiers to assist with the planning and organisation of a fire protection programme, which programme includes regular, scheduled fire evacuation drills on the premises;
 - (c) ensure that-
- (i) the emergency evacuation plan is revised and updated whenever the floor layout changes or whenever the Chief Fire Officer requires revision or updating, but in any case at least even/ twelve months;
 - (ii) updated records of revised emergency evacuation plans, fire protection programmes, evacuation drills and related documents are kept and maintained at all times; and

- (iii) the emergency evacuation plan and relevant documents are at all times available in a control room for inspection by the Chief Fire Officer; and
 - (d) identify a predetermined place of safety outside, but in the vicinity of, the designated premises, where occupiers may gather during an emergency situation for the purpose of compiling a list of survivors.
 - (e) An EEP (Emergency Evacuation Plan) box, as described in [Annexure IV](#) shall be installed in a prominent position at the main entrance of the premises.
- (2) The Chief Fire Officer may from time to time:-
- (a) provide directives for updating and/or amending an emergency evacuation plan;
 - (b) instruct the owner or occupier of designated premises in writing to implement such fire protection programmes that, in the opinion of the Chief Fire Officer, are necessary to ensure the safety of the occupiers of the designated premises; and
 - (c) require the owner or occupier of designated premises to furnish the Chief Fire Officer with a certified copy of any emergency evacuation plan and/or relevant documents on such day and at such time and place as the Chief Fire Officer may determine.
- (3) The Chief Fire Officer may by written notice designate any premises as premises requiring an emergency evacuation plan.
- (4) Any person who fails to comply with the provisions of this Section is guilty of an offence.

20. Certificates of fitness for all public buildings

- (1) The owner of any public building, or of any temporary structure which is erected or intended for holding public gatherings, must apply in writing to the Chief Fire Officer for the issuing of a certificate of fitness for every type of gathering or for the proceedings envisaged in the premises or structure, and must pay the fees, as determined in [Annexure I](#) to these By-laws, when submitting the application form (the design guidelines appear in [Annexure II](#) to these By-laws).
- (2) No certificate of fitness will be issued for a public building unless the relevant provisions of these By-laws have been complied with.
- (3) A certificate of fitness issued to the owner of a public building will be endorsed with the following information, where applicable:
- (a) The trade name and street address of each occupier
 - (b) The type of activity of each occupier
 - (c) The name of the persons on the executive
 - (d) The permissible number of people in proportion to the usable floor area
 - (e) The number of emergency exits and their widths
 - (f) A cancellation clause in the event of any applicable provision of these By-laws being disregarded
 - (g) An obligation on the part of the holder of the certificate to:-
 - (i) display the certificate prominently on the premises at all times; and
 - (ii) maintain the certificate in a legible condition at all times
 - (h) A date, year and serial number
 - (i) The date of expiry of the certificate.

- (4) Subject to the provisions of [Section 22](#) of these By-laws, a certificate of fitness is not required for a public building, which has been legally erected on commencement of these By-laws.
- (5) If the trade name of a public building changes, the holder of the certificate of fitness must ensure that the change is brought to the attention of the Chief Fire Officer immediately and in writing.
- (6) No certificate of fitness will be issued or renewed, as the case may be, unless and until the Council
 - (a) is in possession of a set of plans referred to in [Section 13](#) of these By-laws and approved by the Chief Fire Officer; and
 - (b) has received the prescribed application form defined in [Annexure II](#) to these By-laws, which form has been completed in full and correctly.
- (7) The holder of a certificate of fitness must ensure that he/she is at all times in possession of a valid certificate of fitness.
- (8)
 - (a) Any expansion or removal of or change in anything relating to or in connection with premises for which a certificate of fitness has been issued will result *ipso facto* in the cancellation of the certificate of fitness, including any other authorisation granted in terms of these By-laws.
 - (b) The provisions of this subsection are not applicable to any action which results in the temporary removal of something for the purpose of effecting repairs or replacements in respect of the premises.
- (9)
 - (a) The owner must submit, on or before the first working day of the month in which the permit expires of each year, together with the prescribed fees determined in [Annexure I](#) to these By-laws, an application for the renewal of the certificate of fitness to the Chief Fire Officer on the prescribed form: Provided that if the Chief Fire Officer for some reason requires plans of the premises in question for the purposes of the renewal application, the plans must accompany the application,
 - (b) The Chief Fire Officer may send a reminder in respect of the renewal.
 - (c) Where a building is utilized and accordingly classified as A-type occupancy, in terms of the National Building Regulations, the Chief Fire Officer may issue such certificate for a period not exceeding five years. All other erf, stands or premises shall be issued with a certificate with validity not exceeding one calendar year.
- (10) Where so required by the Chief Fire Officer the attendance of the Service shall be provided for.
- (11) Any person who fails to comply with the provisions of this Section or who alters or attempts to alter a certificate of fitness, or knowingly allows the certificate to be altered, is guilty of an offence.

21. Water supply for fire-fighting

- (1) Every person who develops or redevelops a township must:-
 - (a) design and develop that township with a sufficient water supply for purposes of fire-fighting by members of the Service as specified in:
 - (i) SANS 10090 (Community Protection against Fire)
 - (ii) SANS 11200 and
 - (iii) The Red Book
 - (b) ensure the position of all fire hydrants are plotted on a plan for operational use by the Service;
 - (c) space all fire hydrants in accordance with SANS 10090 (Community Protection Against Fire), SANS 11200 and The Red Book's specifications
 - (d) in the event that any risk area is developed or redeveloped in such a manner that the risk area falls into the high-risk category, adapt the water reticulation accordingly without delay,
- (2) The Chief Fire Officer must inspect fire hydrants at the intervals as provided for in SANS 10090, and conduct a flow and pressure test on the stream to determine whether it complies with the said code of practise.
- (3) No person may obtain a water connection to the water reticulation system of the Council unless fire protection plans for the premises, as contemplated in Regulation A9 of the National Building Regulations, have been approved by the Chief Fire Officer.:-
- (4) Every person or owner of premises who requires a water connection to the water reticulation system of the Council must:-
 - (a) if the premises are protected by a sprinkler installation, ensure that:-
 - i. the connection is calculated and designed for each sprinkler installation in accordance with a rational design as contemplated in the National Building Regulations and Building Standards Act, and
 - ii, the size, delivery pressure and flow of the water connection is calculated in advance by the responsible engineer;
 - (b) if the Chief Fire Officer requires a larger water connection for the premises to ensure that fire-fighting equipment functions in accordance with the appropriate design requirements as set out in Part W of SANS 10400, the owner of the premises must provide the larger water connection ; and
 - (c) ensure the size, work pressure and delivery flow of any water supply, excluding a water supply as contemplated in subsection (5)(a), must be calculated and designed according to the provisions of Part W of SANS 10400 and SANS 10252, Part 1.

22. Registration applications for existing premises

- (1) If an owner rebuilds, alters, extends or changes the floor layout of an existing building that has been legally erected and used, or if ownership or control of the premises changes, no existing certificate of fitness, certificate of registration or spraying permit, as prescribed in [Annexure II](#) to these By-laws, will be renewed, unless and until all the appropriate provisions of these By-laws regarding an original application have been complied with.
- (2) No additions or alterations may be made to any existing registered premises unless and until:-
 - (a) the owner of the premises has submitted to the Building Control Officer and the Chief Fire Officer a plan of the existing premises and of the proposed work, as required in terms of [Regulation A2](#) of the National Building Regulations; and

- (b) the Building Control Officer and the Chief Fire Officer have approved the plan.

PART IV

DANGEROUS GOODS

23. Application for approval of plans

- (1) Subject to the provisions of the National Building Regulations and Building Standards Act, 1977 and the provisions of the Major Hazard Installation Regulations, every owner of premises on which there is a building in respect of which a floor layout change, addition, alteration, upgrading and/or renovation is envisaged, or the owner of premises on which bulk, above-ground and underground installations and any other structures are to be erected for the use, storage or handling of dangerous goods or erected in connection with such use, storage or handling, must submit plans in triplicate to the Council on the prescribed form obtainable from the office of the Building Control Officer.
- (2) The prescribed fees payable to the Chief Fire Officer for the approval of plans are determined in [Annexure I](#) to these By-laws, in consultation with the Building Control Officer for the approval of plans.
- (3) The Chief Fire Officer will not accept any plan (except for a plan regarded by the Building Control Officer to be that of "minor building work") unless the official certification of submission of the Building Control Officer appears on it.
- (4) No construction work may be started on any premises unless the building contractor is in possession of the relevant plans that have been officially certified as approved by the Fire Safety Section of the Service, as the case may be. For the duration of construction work on the premises the plans in question must be available for inspection by the Chief Fire Officer.
- (5) The provisions of [Section 23](#) of the National Building Regulations and Building Standards Act, 1977, are applicable to the approval of plans as regulated in this Section.
- (6) An MSDS (Material Safety Data Sheet) box, as described in [Annexure IV](#) shall be installed in a prominent place at the main entrance of the premises.
- (7) Any owner of premises who fails to comply with the provisions of this Section or any person who on behalf of the owner is involved in any activity contemplated in this Section and fails to comply with the provisions of this Section is guilty of an offence.

24. Issuing of certificates of registration

- (1) No person may on any premises use, handle or store quantities of dangerous goods in excess of the quantities referred to below or permit them to be used, handled or stored, unless and until the person is in possession of a certificate of registration as provided for in [Annexure II](#) to these By-laws and issued in respect of the specific quantities and appropriate devices on approved premises: Provided that if only one of the groupings referred to below is present on the premises and the applicable maximum permissible quantity is not exceeded, the provisions of this Section are not applicable:

Group IV:

Flammable solids

- 4.1 Flammable solids
Total quantity may not exceed 250 kg

- 4.2 Pyrophoric substances
No exemption
- 4.3 Water-reactive substances
No exemption

Group V:

Oxidising agents and organic peroxides

- 5.1 Oxidising agents
Total quantity may not exceed 200 kg
- 5.2 Group 1 organic
No exemption peroxides in packets
- 5.3 Group II organic
Total quantity may not peroxides in packets exceed 200 kg

Group VI:

Toxic/infective substances

- 6.1 Group I toxic substances in packets
Total quantity may not exceed 5 kg
- 6.2 Group II toxic substances in packets
Total quantity may not exceed 50 kg
- 6.3 Group III toxic substances in packets
Total quantity may not exceed 500 kg
- 6.4 Infective substances
No exemption

Group VII:

Radioactive materials
No exemption

Group VIII:

Corrosive/caustic substances

- 8.1 Group I acids in packets
Total quantity may not exceed 50 kg
- 8.2 Group II acids in packets
Total quantity may not exceed 200 kg
- 8.3 Group III acids in packets
Total quantity may not exceed 1 000 kg
- 8.4 Group I alkaline substances in packets
Total quantity may not exceed 50 kg
- 8.5 Group II alkaline substances in packets
Total quantity may not exceed 200 kg

- 8.6 Group III alkaline substances in packets
Total quantity may not exceed 1 000 kg

Group IX:

Miscellaneous substances

- 9.1 Liquids

Total quantity may not exceed 210 kg†

- 9.2 Solids

Total quantity may not exceed 210 kg

- (2) No person may, on any unregistered premises, store, use or handle any of the dangerous goods referred to in subsection (1), or have them stored, used or handled, or permit them to be stored, used or handled, unless the dangerous goods are stored, used or handled in such place or in such manner as to ensure that:-
- (a) no dangerous good or fumes of the substance come into contact or are likely to come into contact with any fire, flame, naked light or other source of ignition that may cause the dangerous good or fumes to catch fire; and
- (b) the escape of human beings or animals is not hindered or obstructed in the event of a fire or an emergency situation.
- (3) No person may, on any unregistered premises, use or handle dangerous goods, or have them used or handled or permit them to be used or handled on the premises, except in a suitable place out of doors to ensure that any fumes can escape freely, or in a properly and naturally ventilated room to ensure that any fumes or gas does not collect in the room but is effectively disposed of.
- (4) Dangerous goods may be stored on unregistered premises only if the dangerous goods are, when not in use, stored in strong, ~~labeled~~labelled containers that seal tightly.
- (5) No certificate of registration will be issued in respect of premises for the use, handling or storage of dangerous goods, unless all the applicable provisions of these By-laws have been complied with and a written application for registration, on the prescribed form, as described in [Annexure II](#) to these By-laws, has been submitted to the Chief Fire Officer, together with the fees prescribed in [Annexure I](#) to these By-laws.
- (6) When a certificate of registration is issued, the certificate must be endorsed with the following conditions, namely that the certificate:-
- (a) must at all times be displayed in a weatherproof container in a conspicuous place on the premises designated by a member of the Service;
- (b) must be maintained in a legible condition at all times;
- (c) must reflect the groups and the quantities of dangerous goods for which the premises has been registered;
- (d) must reflect the number of aboveground and/or underground storage tanks or storage facilities, and the capacity of each such storage tank or storage facility;
- (e) must reflect the number of storerooms and the total capacity of each storeroom;
- (f) must reflect the number of gas installations, the type of gas installation and the total volume and/or delivery capacity of each installation;
- (g) must specify the number of storage facilities for other dangerous goods and reflect the volumes intended for each facility;

- (h) must reflect a serial number;
- (i) must indicate whether the issue of such certificate is permanent or temporary;
- (j) must reflect the period of validity and the expiry date of the certificate: Provided that the period of validity will be only twelve calendar months, calculated from the date of issue, and written application for renewal of the certificate reaches the Chief Fire Officer at least one calendar month prior to the expiry date;
- (k) is not transferable from premises to premises;
- (l) must, subject to [Section 22](#) of these By-laws, be transferable from owner to owner and/or from control to control on the same premises: Provided that:-
 - (i) application for such transfer is made to the Chief Fire Officer on the prescribed form; and
 - (ii) if the trade name of the premises changes, the holder of the spraying permit and/or certificate of registration must ensure that the change is immediately brought to the attention of the Chief Fire Officer;
- (m) will not be issued unless the Chief Fire Officer is in possession of a set of approved plans as required by [Section 23](#) of these By-laws; and
- (n) will not be issued or renewed unless the prescribed application form has been completed in full and has been submitted.
- (7)
 - (a) Any person who has a legal certificate of registration in his/her possession may apply in writing on the prescribed form to have the total quantity of dangerous goods, flammable liquids and number of underground tanks, storerooms, gas installations and other storage areas amended, according to need, and the form must be accompanied by the prescribed fee.
 - (b) The Chief Fire Officer will approve an application only if the proposed amendments comply with the provisions of these By-laws.
 - (c) If the application is approved, the applicant must submit his/her certificate of registration to the Chief Fire Officer for amendment.
- (8) The Chief Fire Officer may send a holder of a certificate of registration a reminder for renewal of registration. A holder of a certificate who has not received a reminder is not indemnified from possible prosecution.
- (9) The holder of a certificate of registration must ensure that he/she is at all times in possession of a valid certificate of registration.
- (10) No person may alter or attempt to alter any certificate of registration.

25. Supply of dangerous goods

- (1) No person may:-
 - (a) supply more dangerous goods than the quantities referred to in [Section 24\(1\)](#) of these By-laws to any unregistered premises, or have them supplied or permit them to be supplied;
 - (b) deliver or supply more dangerous goods than the quantity specified in the applicable certificate of registration or dangerous goods of a group other than that specified in such certificate of registration to any premises or person, or have them delivered or supplied or permit them to be delivered or supplied.

- (2) No person may handle any container containing a dangerous good in a manner that will or may damage that container, or permit the container to be damaged.

26. Exemptions

- (1) Notwithstanding anything to the contrary in these By-laws:-
- (a) flammable liquids are not deemed to be stored, handled or transported whenever the liquids are, for normal use, in the fuel tank of a motor vehicle;
- (b) flammable liquids are not deemed to be stored, handled or transported if the liquids are in the fuel tank of a stationary engine: Provided that the volume of the fuel tank does not exceed 1 100 L and the fuel tank is surrounded by a liquid-proof retaining wall filled with:-
- (i) granite ballast with a nominal diameter of at least 40 mm; or
- (ii) quartzite ballast with a nominal diameter of at least 50 mm: Provided further that the fuel tank must be capable of containing the maximum proposed quantity of liquid, plus 10% of the volume of the tank.

27. Renewal of spraying permits and/or certificates of registration

- (1) Any holder of a certificate of registration or spraying permit must, at least one month prior to the expiry date of the permit, submit an application for renewal of the certificate or permit to the Chief Fire Officer on the prescribed form, which form must be accompanied by the fees prescribed in [Annexure I](#) to these By-laws: Provided that the Chief Fire Officer may require further, additional and/or amended plans of the premises in question for the purposes of renewal.
- (2) The period of validity will be only twelve calendar months, calculated from the date of issue of the original certificate.

28. Temporary storage of dangerous goods

- (1) The Chief Fire Officer may grant a temporary certificate of registration for a period of not more than six months to any person who, for bona fide reasons, requires more dangerous goods on the premises than the quantities contemplated in [Section 24\(1\)](#) of these By-laws: Provided that:-
- (a) if the dangerous goods are required for, or in connection with, excavations, construction work and road construction, the quantity must be limited to 14,000t
- (b) an application is submitted on the prescribed form, accompanied by the fees prescribed in Annexure I to these By-laws, together with the plans required by [Section 23](#) of these By-laws; and
- (c) the duration of the temporary storage is at the discretion of the Chief Fire Officer.
- (2) Any person whose application for a temporary storage tank is approved must ensure that:-
- (a) the storage tank is surrounded by a liquid-proof retaining wall filled with:-
- (i) granite ballast with a nominal diameter of at least 40 mm; or

- (ii) quartzite ballast with a nominal diameter of at least 50 mm: Provided that the storage tank must be capable of containing the maximum proposed quantity of liquid, plus 10% of the volume of the tank;
 - (b) provision is made for the run-off of any possible rainwater from the retaining walls or retaining embankments;
 - (c) the storage tank is not erected within 5 m of any erf boundary, building, excavation, road and/or driveway;
 - (d) no source of ignition or potential ignition is brought within 5 m of the storage tank;
 - (e) symbolic signs prohibiting smoking and open flames, at least 300 mm x 300 mm in size, are affixed to all sides of the temporary installation; and
 - (f) a minimum of two 9kg dry chemical fire extinguishers are installed within 10 m of the temporary installation.
- (3) Any person who fails to comply with the provisions of this Section is guilty of an offence.

29. Delivery of dangerous goods

- (1) Any person delivering dangerous goods to any supplier or user:-
- (a) may not, while delivering, park any delivery vehicle on or across a pavement or on or across a public road;
 - (b) may not, while delivering, let any delivery hose lie on or across a pavement, public road or other premises, or go through or over a building or have it lying there;
 - (c) must ensure that, while delivering, a 9kg dry chemical fire extinguisher is ready at all times;
 - (d) must ensure that, during the transferal of dangerous goods, the delivery vehicle is physically earthed with the storage facility to which the dangerous goods are being transferred;
 - (e) must ensure that, while delivering, the delivery vehicle is in such a position that it can be removed quickly and easily in the event of an emergency situation without exacerbating the situation;
 - (f) must ensure that no dangerous good is transferred from a delivery vehicle to a facility that is leaking or broken; and
 - (g) where delivery is done with a road tanker, as defined by the Road Traffic Act provision shall be made as to ensure that the delivery vehicle does not require to reverse out of any emergency situation.
- (2) The owner of any device connected with or used for the delivery of a dangerous good must ensure that the device is designed for the specific purpose and is in a safe and good working condition.
- (3) The person in charge of any delivery process of a dangerous good must take reasonable precautionary measures to ensure that no dangerous good is spilled during delivery on any surface when the substance is transferred from a delivery vehicle to a storage facility.
- (4) No person may transfer any dangerous good to a motor vehicle, aircraft, vessel, ship or boat while the power source thereof is in operation or permit the substance to be transferred.
- (5) No person may transfer a dangerous good to an aircraft unless and until the aircraft has been earthed with the transferral device by means of an earth cable.

30. Prohibition of certain actions

- (1) Any person who stores, uses or handles dangerous goods on premises or has them stored, used or handled or permits them to be stored, used or handled on the premises may not:-
 - (a) do anything or allow anything to be done that may reasonably result in or cause a fire or an explosion; and
 - (b) do anything or allow anything to be done that may obstruct the escape to safety of any human being or animal during an emergency.
- (2) No person may:-
 - (a) dump or spill any dangerous good into any borehole, pit, sewer, drain system or surface water or permit it to be done,
 - (c) discard or allow the discarding of dangerous goods in any manner other than by an organisation that is fully equipped to do so in terms of these By-laws.
 - (d) light, bring or use, any fire or anything else that produces or is capable of producing an open flame or permit any other person to do so, within 5 m of any place where dangerous goods are stored.
 - (e) use or allow to be used any device in connection with dangerous goods in any basement level in a building, excluding a gas welding device and/or gas cutting device for the sole purpose of maintenance of that building,
 - (f) while any other person, except the driver or any other person responsible for the bus contemplated in the National Road Traffic Act, is in or on the bus:-
 - i. fill the fuel tank or permit it to be filled, or
 - ii. transport or allow the transport of any dangerous good in or on such bus, except in its fuel tank,.
 - (g) deliver or supply or allow to be delivered or supplied, any dangerous goods to any premises unless the owner or person in charge of the premises is in possession of a valid certificate of registration.

31. "No Smoking" signs

The owner of a building, where flammable and/or explosive dangerous goods are used, stored and handled, must, in the affected areas display symbolic signs:-

- (a) prohibiting smoking and open flames, which conform with SANS 1186 and are of the appropriate size as specified by the Chief Fire Officer and
- (b) prominently in appropriate places where the sign can be clearly observed.

32. Fire-fighting equipment and mitigating agents

- (1) Notwithstanding anything to the contrary in these By-laws, the person to whom the certificate of registration in terms of [Section 24](#) of these By-laws and/or spraying permit in terms of [Section 45](#)(1) of these By-laws has been issued must ensure that all premises to which such certificate of registration and/or spraying permit applies are equipped with:-
 - (a) portable fire extinguishers, as specified in SANS 1567 (carbon dioxide type), SANS 810 (dry chemical type), SANS 1573 (foam type) and SANS 1571 (transportable type), of a minimum capacity of 9 kg or 9l, as the case may be, in a ratio of one fire extinguisher to every 100 m² or part of it: Provided that the Chief Fire Officer may specify the type of fire extinguisher to be provided and, if the Chief Fire Officer is of the opinion that exceptional hazards or risks

- necessitate a larger number of fire extinguishers, he/she may require that more fire extinguishers, in a consequential smaller ratio than the ratio stated above, be installed;
- (b) hose reels, as specified in SANS 543 (hose reels), connected to a water supply as reflected in Part W of SANS 10400, enabling each hose reel to maintain a flow of 0,5/ per second at a work pressure of 300 kPa;
 - (c) fire hydrants, with couplings as specified in SANS 1128, Part II (Fire-fighting equipment:- Couplings), in a ratio of at least one to every 1 000 m² or part of it; and
 - (d) approved sprinkler systems in accordance with SANS 10087, SANS 10089, SANS 10131.
- (2) Fire-fighting equipment must be inspected and maintained by a registered person in accordance with the provisions of SANS 10105 and SANS 1475 at least once every twelve months to the satisfaction of the Chief Fire Officer.
 - (3) If fire-fighting equipment is not positioned prominently, the position of the equipment must be indicated by symbolic safety signs in accordance with the specifications of SANS 1186 and to the satisfaction of the Chief Fire Officer.

33. Reporting of emergency incidents which relate to fires, accidents and dumping

(1) In this section "responsible person" includes any person who –

- (a) owns or occupies any premises on which the incident occurs;
- (b) is responsible for the incident;
- (c) owns any dangerous good or hazardous substance involved in the incident; or
- (d) was in control of any dangerous good or hazardous substance involved in the incident at the time of the incident;

(2) The responsible person or any member of the public with knowledge of the emergency incident which relates to any fire, accident or dumping involving any dangerous good or hazardous substance must, as soon as reasonably practicable after obtaining knowledge of the incident, inform the Chief Fire Officer immediately and for the responsible person to take all reasonable measures to contain and minimise the effects of the incident by undertaking clean up procedures, remedying the effects of the incident and assessing the immediate and long-term effects of the incident on the environment and public health.

~~The occupier of any premises must immediately report any fire, accident or dumping involving dangerous good on the premises that has caused damage to property, the ecology of the environment or injury to human beings or animals to the Chief Fire Officer.~~

34. Sampling

- (1) Whenever a member inspects any premises and suspects that a substance on the premises is hazardous, the member may have a sample taken, by a suitably authorized person or company, of any relevant substance for analysis: Provided that any sample:-
 - (a) so taken must be taken in the presence of the owner or occupier or any other third party;

Comment [JC8]: We recommend that EMM develop standard forms and procedures for the reporting of emergency incidents to the Chief Fire Officer

- (b) must be divided into two equal parts and be sealed in similar suitable containers with the following information on the containers:-
- (i) The address and the location of the premises
 - (ii) The trade name of the premises or concern
 - (iii) The name and signature of the persons who are present, as contemplated in subsection (1)(a)
 - (iv) The date on which and time at which the sample was taken
 - (v) A description of the exact location on the premises where the sample was taken; and
 - (vi) must be taken immediately to an accredited institution as determined by the Chief Fire Officer for an analysis and a report: Provided further that the results of the analysis may, subject to the rules of the law of evidence, be used as evidence in any potential legal steps that the Chief Fire Officer may consider and/or deem necessary, as the case may be.
- (2) Any cost incurred in the taking, transport or analysis of the sample taken from any premises for the purposes of these By-laws and a report on such analysis by an institution accredited by the Chief Fire Officer, for that purpose may be recovered from the owner or occupier of the premises if the owner or occupier of the premises is not in compliance with these By-laws regarding the substance concerned.

35. Storage tanks and devices that have become obsolete

The owner or user of any storage tank and/or related device that has become obsolete must, in accordance with the provisions of [Section 37](#) of these By-laws, remove the tank, installation or device or have the tank or device removed, or fill up the tank with matter approved by the Department of Environmental Affairs and Tourism in order to render the tank safe.

36. Access to storage tanks for repairs and maintenance

No person may enter or permit any other person to enter any storage tank which contained Group III dangerous goods,

- (a) until such tank has been de-aerated and made free of gas and fumes, as provided for in SANS 10089, Part I, as amended., or
- (b) unless that person
 - i. is wearing an effective self-supporting breathing apparatus, and
 - ii. is attached to a rescue rope controlled by a competent and responsible person

37. Installation, erection, removal and demolition

- (1) In addition to any other applicable legislation, any person who intends to erect, install, remove, demolish, extend or change any delivery pump, storage tank, storeroom, spraying room, gas installation, storage facility, fire protection arrangement and floor layout in respect of premises or anything connected with the premises, or has any of the above erected, installed, removed, demolished, extended or changed, must notify the Chief Fire Officer of his/her intentions at least three working days prior to the commencement date and estimated completion date, and this notification must be made on the form described in [Annexure II](#) to these By-law
- (2) Any failure to act as contemplated in subsection (1) will *ipso facto* cancel the certificate of registration and/or spraying permit, as the case may be, in so far as such failure is connected

with the matter, as well as any other authorisation, including an exemption granted in terms of these By-laws: Provided that the provisions of this Section are not applicable whenever –

- (a) anything is removed temporarily for carrying out repairs thereto or in connection therewith;
 - (b) any aboveground or underground equipment and/or parts of the equipment are replaced; and
 - (c) any aboveground or underground storage tanks are replaced with tanks of the same capacity.
- (3) (a) No structure, installation or building may, after completion of the action referred to in subsection (1), be erected again on the premises in question, unless application for the approval of plans, as contemplated in [Section 23](#) of these By-laws, is made again,
- (b) After completion of the structure, building or installation, application must be made again for a certificate of fitness, spraying permit and/or certificate of registration in accordance with the provisions of PART IV, DANGEROUS GOODS, of these bylaws.

GROUP I

38. Dangerous goods

All Group I dangerous goods (explosives) must be handled, used, stored and transported in accordance with the provisions of SANS 10228, 10229, 10232 and 10263, the Explosives Act, 2003, and the Hazardous Substances Act, 1973, and any regulations made under these Acts.

GROUP II

39. Dangerous goods

Portable containers

- (1) All portable metal containers and related devices for Group II dangerous goods must be manufactured, marked, maintained, filled and stored in accordance with the provisions of SANS 10019, SANS 10228, SANS 10229 and SANS 10238, as the case may be.
- (2) All portable metal containers for liquid petroleum gas must be stored, filled and/or installed in accordance with the provisions of SANS 10228, SANS 10229, SANS 10238, SANS 10019 and SANS 10087, Parts I to VIII, as the case may be.
- (3) All portable containers for Group II liquefiable, flammable, toxic, corrosive and dissolved gases as defined in SANS 10019 must at all times be transported, stored and/or installed in a vertical position.

Bulk containers

- (4) All bulk containers for Group II dangerous goods must be designed, manufactured, maintained and installed in terms of the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and any regulations made under the Act; SANS 10087, Part III; and the provisions of the National Building Regulations and Building Standards Act, 1977, and any regulations made under the Act, as the case may be.

Manifold installations

- (5)
- (a) No Group II flammable, toxic, and corrosive gases may, for any reason whatsoever, be used, stored, handled or installed indoors in any manifold installation or otherwise on any premises.
- (b) The provisions of this Section are not applicable to the storage, use, handling or installation of a portable liquefied petroleum gas container of a maximum water capacity of 45l inside a detached private dwelling-house (H4 occupancy classification in terms of [Regulation A20](#) of the National Building Regulations), on condition that the container is used solely for bona fide residential purposes: Provided that liquid petroleum gas will only be permitted indoors on condition that the prospective user is capable of furnishing the Chief Fire Officer with scientifically based proof that there is sufficient natural ventilation from the room to the outdoors to ensure that any gas concentration in the room that may be caused by a leakage or potential leakage of the gas and/or by a negligent action in respect of the use of the gas will be so neutralised as not to be within the recognised explosive limits for the gas.
- (c) Any person who furnishes proof, as contemplated in subsection (5)(b), must:-
- i. be an approved professional engineer or other registered competent person
 - ii. in terms of [Regulation A19](#) of the National Building Regulations, be appointed by the owner or occupier of the building in question,
 - iii. provide scientifically based detailed calculations and tests as the basis of such proof.
- (d) The design and construction of any liquefied petroleum gas manifolds shall comply with the provisions of SANS 10087-1.
- (6)
- (a) No person may, without the permission of the Chief Fire Officer, use, handle, display or apply any hydrogen-filled portable containers, hydrogen devices and/or hydrogen balloons indoors, for whatever purpose.
- (b) In enforcing this subsection, the concept of “hydrogen gas” includes any gas compound containing hydrogen gas, unless the non-flammable nature and/or non-explosiveness of the gas compound can be certified scientifically.
- (c) The provisions of [Section 39](#)(5)(b) of these By-laws are applicable *mutatis mutandis* to this subsection.
- (7) Whenever any person uses acetylene welding devices and/or cutting devices indoors, the devices must be used strictly in accordance with the requirements of SANS 10238: Provided that the Chief Fire Officer may prescribe fire protection requirements concerning the installation, storage and use of the devices.
- (8) The installation within the area of underground pipelines for any Group II dangerous good, and branches or manifolds of pipelines, as the case may be, is *mutatis mutandis* subject to the provisions of [Sections 22, 23, 24, 25, 27, 29](#) and [31](#) of these By-laws.

Underground pipelines

- (9) Any underground pipeline for a Group II dangerous good must comply with the following requirements except where the owner or the person in charge of the pipeline is exempted in

terms of [Section 15](#) of the Gas Act, No. 48 of 2001 from obtaining a license from the Gas Regulator:

- (a) The owner of the pipeline must provide fire hydrants, of which the required delivery of each individual fire hydrant must be at least 1 600l per minute at a work pressure of 300 kPa, and these fire hydrants must be parallel to the pipeline at every pump station within the area. The owner must maintain the fire hydrants in a working condition at all times.
- (b) The owner of the pipeline must provide sufficient cathodic protection if required for the pipeline and maintain the cathodic protection in a working condition at all times.
- (c) The pipeline must be marked with markers approved by the Chief Fire Officer and must be maintained in a functional condition at all times by the owner of the pipeline.
- (d) The installation and extension of the pipeline and/or branches to consumers' premises, and the maintenance of the pipeline within the area, must *in toto* be done according to a recognised standard approved by the Chief Fire Officer.
- (e) No construction work above or below the ground may be done within 16 m of the pipeline reserve, unless the construction company is in possession of written authorisation to do so, which authorisation has been issued by the Council and the owner of the pipeline.

GROUP III

40. Dangerous goods

Tank manufacture

- (1) No person may install, use or utilise or attempt to install, use or utilise any storage tank for the underground storage of Group III dangerous goods, unless the tank has been manufactured in accordance with the provisions of SANS 1535.
- (2) Any person who installs, uses or attempts to install, or use any underground storage tank, which does not comply with the requirements of SANS 1535, is guilty of an offence.
- (3) Any underground pipeline for a Group III dangerous good must comply with the following requirements except where the owner or the person in charge of the pipeline is exempted in terms of [Section 15](#) of the Gas Act, No. 48 of 2001 from obtaining a license from the Gas Regulator:-
 - (a) The owner of the pipeline must provide fire hydrants, of which the required delivery of each individual fire hydrant must be at least 1 600l per minute at a work pressure of 300 kPa, and these fire hydrants must be parallel to the pipeline at every pump station within the area. The owner must maintain the fire hydrants in a working condition at all times.
 - (b) The owner of the pipeline must provide sufficient cathodic protection for the pipeline and maintain the cathodic protection in a working condition at all times.
 - (c) The pipeline must be marked with markers approved by the Chief Fire Officer and must be maintained in a functional condition at all times by the owner of the pipeline.
 - (d) The installation and extension of the pipeline and/or branches to consumers' premises, and the maintenance of the pipeline within the area, must *in toto* be done according to a recognised standard approved by the Chief Fire Officer.
 - (e) No construction work above or below the ground may be done within 16 m of the pipeline reserve, unless the construction company is in possession of written authorisation to do so, which authorisation has been issued by the Council and the owner of the pipeline.

41. Installation of storage tanks

- (1) Any storage tank for Group III dangerous goods must be installed in accordance with the provisions of SANS 10400; SANS 10089, Parts I, II and III; SANS 10131, Parts I, II and III; SANS 10108 and SANS 10086, as the case may be: Provided that:-
 - (a) all storage tanks installed indoors must be installed in accordance with the provisions of SANS 10131, Parts I, II and III, as the case may be;
 - (b) all pumps and filling devices installed indoors must be in purpose-built, registered premises;
 - (c) all installations, as contemplated in subsection (1)(a) and (b) as the case may be, are subject *mutatis mutandis* to the provisions of [Section 23](#) and [Section 24](#) of these By-laws, as the case may be; and

PART V

CONSTRUCTION OF VEHICLES, AS WELL AS TRANSPORTATION AND TRANSPORT PERMITS

42. Service transport permit for flammable substances

- (1) The owner of any vehicle used for transporting flammable substances in the area must have a valid transport permit in terms of this Section for transporting flammable substances: Provided that:-
 - (a) each vehicle for which such a permit has been issued must comply with the provisions of this Section;
 - (b) the application form, provided for in [Annexure II](#) to these By-laws and obtainable from the Chief Fire Officer, must be completed correctly and in full;
 - (c) the application form must be accompanied by the fees prescribed in [Annexure I](#) to these bylaws; and
 - (d) the application must be submitted for processing to the registration office of the Service at least five days excluding Saturdays, Sundays and public holidays) prior to the proposed test date.
- (2) The transport permit must:-
 - (a) indicate the date of issue and the date of expiry;
 - (b) be valid for a period of twelve months from the date of issue;
 - (c) indicate the name, in block letters, of the issuing officer and bear the officer's signature;
 - (d) indicate a year-linked serial number;
 - (e) indicate the group and quantity of dangerous goods to be transported; and
 - (f) indicate the registration number of the vehicle in question;
- (3) The Chief Fire Officer may send a reminder for renewal of the transport permit to the owner of the vehicle(s). A transport permit holder who has not received a reminder is not indemnified from possible prosecution.
- (4) No person may alter or allow a transport permit to be altered.

PART VI

STOREROOMS FOR DANGEROUS GOODS

43. Requirements for storerooms

Capacity

- (1) The certificate of registration issued for any storeroom for dangerous goods as contemplated in [Section 24](#) of these By-laws must indicate the group and the largest quantity of dangerous goods which may be kept in the storeroom.

Danger notices in storeroom

- (2) No person may use any storeroom or permit any storeroom to be used for Group III dangerous goods, unless:-
 - (a) symbolic safety signs prohibiting open flames and smoking, at least 290 mm x 290 mm in extent, manufactured in accordance with the provisions of SANS 1186, are affixed at the storeroom; and

Display of certificate of registration

- (3) The certificate of registration for a storeroom, with the contents of the certificate clearly visible, must be kept and maintained in a legible condition in a weatherproof container on the outside of a door normally used as the entrance to the storeroom.

Construction of flammable liquid storerooms (excluding storerooms in recognised bulk depots and bulk installations)

- (4) The construction of any storeroom must be in accordance with the requirements of the General Safety Regulations of the Occupational Health and Safety Act and the following requirements:-
 - (a) The storeroom floor must consist of concrete;
 - (b) the storeroom walls must consist of material that has a fire resistance of at least 120 minutes; and
 - (c) the storeroom roof must consist of reinforced concrete with a fire resistance of at least 120 minutes; or any other non-combustible material, if the storeroom is not situated within 5 metres of any adjacent building or boundary of the premises; or adjoins a higher wall with no opening within 10 metres above and, 5 metres on either side of the storeroom.

Doors

- (5) Any storeroom must be equipped with Class B-type fire doors manufactured and installed in accordance with SABS 1253: Provided that:-
 - (a) the said doors must open to the outside and have a lock or locks as are approved by the Chief Fire Officer;
 - (b) whenever the distance to be covered from any storeroom is 4 m or more, the storeroom must have at least two Class B-type fire doors, which doors must be installed as far from each other as is practicable; and
 - (c) any door providing access to a storeroom must at all times be capable of being opened easily from the inside without the use of a key.

Windows

- (6) All window frames must be manufactured of steel and must:-

- (a) be fitted with wire glass with a minimum thickness of 8 mm; and
- (b) have window panels with a maximum size of 450 mm x 450 mm;
- (c) Provided that no window must be capable of being opened.

Catch pit

- (7) Any storeroom must be designed and constructed so that the floor of the storeroom is recessed below the level of the doorsill to form a catch pit: Provided that:-
 - (a) the catch pit formed by such recessed floor or sill must have a capacity capable of accommodating the total quantity of dangerous goods able to be stored in the storeroom, plus 10%, with a maximum height of 450mm;
 - (b) if required by the Chief Fire Officer the catch pit must be covered at door sill level with a strong, stable, non-combustible and oxidation-free grill, which grill must serve as a floor on which corrosion-free shelves and/or the contents of the storeroom must be placed and an access hatch for cleaning purposes must be placed in a suitable position on the grill floor; and
 - (c) the catch pit must, at its lowest level, have a non-corrosive drainage valve for cleaning purposes and for product recovery.

Ventilation

- (8) Any storeroom must be so designed and constructed to ensure that the collection of fumes of flammable liquids is effectively ventilated, whether naturally or mechanically, in all parts of the storeroom. The fumes must be released into the open air at a place or places where the fumes are not likely to come into contact with any source of ignition, which may ignite such fumes.

Natural ventilation

- (9) The owner or person in charge of any storeroom must effectively ventilate the storeroom at a minimum cycle of 30 total air changes per hour by installing non-combustible air bricks, at least 140 mm x 215 mm in extent, with non-corrosive gauze wire of which the nominal opening diameter must be at least 0,5 mm: Provided that the air bricks are:-
 - (a) provided in at least three external walls; and
 - (b) positioned 100 mm above the level of the sill and 100 mm below the roof and not more than 450 mm apart.

Mechanical ventilation

- (10) Whenever natural ventilation as contemplated in subsection (9) cannot be effected and the depth of the sill level exceeds 300 mm, the owner or the person in charge of a storeroom must equip the storeroom with a mechanical inlet and outlet ventilation system designed and installed for this purpose: Provided that:-
 - (a) the capacity of the system must be able to change the cubic air content in the storeroom at least 30 times an hour;
 - (b) the vanes of the system must be manufactured from a static-free material;

- (c) the fumes must be released into the open air and the outlets must not be within 5 m of any opening of a building or erf boundary;
- (d) all ventilators must be attached firmly to the inside of the walls;
- (e) the bottom ventilators must be affixed as close as possible to the level of the sill; and
- (f) all ventilation openings and/or air duct openings must be installed in the opposite wall, 100 mm above the level of the sill to ensure cross-ventilation in conjunction with the said mechanical ventilator.

Electrical equipment

- (11) The owner or person in charge of a storeroom must ensure that:-
 - (a) all electrical apparatus, fittings and switchgear used or installed in any storeroom are protected and installed in accordance with the equipment of the appropriate classification for the particular area in terms of the provisions of SANS 10108;
 - (b) all switchgear, distribution boxes, fuses and any other electrical equipment not in compliance with the provisions contained in SANS 10108 must be situated outside the storeroom and positioned so as not to come into contact or possibly come into contact with fumes escaping from the storeroom;
 - (c) all metal parts and electrical fittings and any device in or in connection with a storeroom are earthed effectively with each other and the ground;
 - (d) switches actuating any mechanical ventilation system are situated outside the storeroom;
 - (e) any mechanical ventilation system is on at all times during occupation, except whenever the system is switched off for repairs and/or replacement purposes: Provided that if the mechanical ventilation system breaks down, the system must be repaired without delay, and if the system breaks down irreparably, the system must be replaced without delay; and
 - (f) whenever any storeroom is not staffed, all electrical apparatus and fittings, with the exception of the mechanical ventilation system, are switched off.

Electrical installations installed by qualified electricians

- (12) All electrical installations must be installed and certified by a suitably qualified electrician: Provided that the certificate must be submitted to the Chief Fire Officer for record purposes immediately after installation.

Storerooms constructed from other, non-combustible materials

- (13) Notwithstanding the provisions of this Section, a storeroom may be constructed from other, non-combustible materials: Provided that:-
 - (a) the storeroom is not constructed within 3 m of any other building and/or the boundary of premises;
 - (b) the storeroom is surrounded with liquid-proof retaining walls or embankments that are capable of accommodating the quantity of dangerous goods able to be stored in the storeroom, plus 10%;
 - (c) the floor or space within these retaining walls or embankments is also liquid-proof to prevent ecological contamination; and
 - (d) where the storage is affected outside a flammable liquid storeroom, this is allowed when the storage is not within 15 m of any ignition source.

Unauthorised access

- (14) No person may enter, have any other person enter or permit any other person to enter any storeroom without the express permission of the occupier or any other responsible person who is in charge of such storeroom.

Abuse of a storeroom

- (15) No person may:-
- (a) use any storeroom, or have the storeroom used or permit the storeroom to be used for any purpose other than for the storage, use or handling of dangerous goods in the storeroom;
 - (b) employ any other person in any storeroom or permit the person to work in the storeroom unless all the doors of the storeroom are wide open and/or the mechanical ventilation system is on; and
 - (c) place any obstruction or hindrance, or have any hindrance or obstruction placed or permit any hindrance or obstruction to be placed in the passages or in front of any door(s) of any storeroom.
- (16) Any person who uses a storeroom or permits a storeroom to be used and does not comply with the provisions of this Section is guilty of an offence.

44. Keeping and handling dangerous goods in a storeroom

- (1) Any storeroom referred to in [Section 43](#) of these By-laws may be used for keeping any grouped dangerous good, with the exception of Group I dangerous goods (explosives), as defined in Section 2(1) of the Dangerous Goods Act, 1973: Provided that all chemically reactive dangerous goods must be separated from each other by means of compartmental liquid-proof fire partition walls to the satisfaction of the Chief Fire Officer, which fire partition walls must extend from the bottom of the catch pit to 1 m above the highest stack of each group inside the storeroom.
- (2) Notwithstanding the provisions of [Section 46](#) of these By-laws, any grouped dangerous good contemplated in this Section, with the exception of Group I dangerous goods (explosives), may also be stored, and kept in terms of SANS 10263: Provided that any storeroom will be subject *mutatis mutandis* to the provisions of [Sections 22, 23](#) and [24](#) of these By-laws, as the case may be.
- (3) Any person who fails to comply with the provisions of this Section is guilty of an offence.

PART VII

SPRAY-PAINTING MATTERS AND SPRAYING PERMITS

45. Registration of spray-painting rooms

- (1)
- (a) No person may spray, coat, plate or epoxy-coat any vehicle, or parts of a vehicle, or any other articles, objects or buildings, or parts thereof, or permit them to be sprayed, coated, plated or epoxy-coated, whether indoors or outdoors, with a Group III dangerous good or with liquid compounds of a Group III dangerous good, or with any other dangerous good, unless such person is in possession of a spraying permit in accordance with the requirements of [Annexure II](#) to these By-laws,

- (b) If circumstances require it, any motor vehicle, article or object, or any parts thereof, may be sprayed in any place other than in an approved spraying room and/or spraying booth by any person who possesses a spraying permit for the premises in question, provided that there is little likelihood of the proposed activities' posing a real danger or causing an emergency situation for any human being, animal or property.

Prohibition of certain actions

- (2) No person may use or handle dangerous goods, or permit dangerous goods to be used or handled, on unregistered premises, unless a member is satisfied that the dangerous goods will be used or handled in a place and in a manner that will ensure that:-
 - (a) no dangerous good or fumes come or are able to come into contact with any fire, flame or naked light, or any other source of ignition which is likely to set the dangerous good or fumes alight; and
 - (b) the escape of human beings or animals is not hampered or hindered in the event of a fire or an emergency situation.

Display and conditions of spraying permit

- (3) A spraying permit is issued on the following conditions:-
 - (a) The spraying permit must at all times be displayed prominently in a weatherproof container on the premises in a place designated by a member.
 - (b) The spraying permit must be legible at all times.
 - (c) The number of spraying rooms and/or spraying booths must be indicated on the spraying permit.
 - (d) A serial number must be indicated on the spraying permit.
 - (e) The spraying permit must reflect the period of validity and the date of expiry: Provided that the period of validity will be from the date of issue for a period of twelve months.
 - (f) The spraying permit is not transferable from premises to premises.
 - (g) In the case of reconstructing, the spraying permit is, subject to the provisions of [Section 22](#) of these By-laws, transferable from control to control or from owner to owner on the same premises: Provided that:-
 - (i) application must be made for transfer to the Chief Fire Officer on the prescribed form; and
 - (ii) if the trade name of the premises changes, the holder of the spraying permit must ensure that the change is immediately brought to the attention of the Chief Fire Officer,
 - (h) The Chief Fire Officer must be in possession of a set of approved plans as referred to in [Section 23](#) of these By-laws.
 - (i) The spraying permit will not be issued or renewed unless the prescribed application form has been completed in full and has been submitted to the Chief Fire Officer,
 - (i) Any person who is legally in possession of a spraying permit must apply to the Chief Fire Officer in writing on the prescribed form if that person wishes to amend the number of spraying rooms and/or spraying booths, according to need.

- (ii) The fees prescribed in Annexure I to these By-laws must accompany an application. The Chief Fire Officer will grant the spraying permit only if the proposed amendments comply with the relevant provisions of these By-laws,
- (iii) Whenever the Chief Fire Officer approves such an application, the person concerned must hand the spraying permit to the Chief Fire Officer to be amended.
- (4) The Chief Fire Officer may send a reminder for the renewal of registration to the owner or occupier of registered premises. An owner or occupier who has not received a reminder is not indemnified from possible prosecution.
- (5) The holder of a spraying permit or certificate of registration must ensure that he/she is always in possession of a valid spraying permit and/or certificate of registration.
- (6) Any person who fails to comply with the provisions of this Section, or who alters a spraying permit or attempts to alter a spraying permit or permits a spraying permit to be altered is guilty of an offence.

46. Construction and design of spray-painting rooms

- (1) The construction of a spraying room and/or spraying booth must be in accordance with the following requirements:-
 - (a) The floor must be of concrete.
 - (b) The walls must be of brick and/or concrete.
 - (c) The roof must be of reinforced concrete.
 - (d) The doors must be Class B-type fire doors as contemplated in SABS 1253.
 - (e) The window frames must be of steel and have window panels that cannot be opened, which panels must be a maximum size of 450 mm x 450 mm and fitted with wire glass with a minimum thickness of 8 mm.
- (2) The provisions of subsection (1) are not applicable to the erection of a spraying room and/or spraying booth if, in terms of the design thereof, the room or booth complies with the following requirements:-
 - (a) The framework of the entire structure, including the door assemblies, must have a sturdy steel profile with a minimum wall thickness of 2,5 mm.
 - (b) The framework, including any doors, must be clad on both sides with sheet metal with a minimum thickness of 1,3 mm.
 - (c) If the sheet metal is joined, the joins and/or joints of the sheet metal so joined, including any door assembly forming an integral part of the whole, must be fume-, flame- and liquid-proof.
 - (d) The floor must be of concrete or metal.
 - (e) The window frames must be of steel with window panels that cannot be opened, which panels must be a maximum size of 450 mm x 450 mm and fitted with wire glass with a minimum thickness of 8 mm.
 - (f) All materials used must have a fire integrity grading of at least 60 minutes.
- (3) The unit formed through the combination of components referred to in subsections (1) and (2), including any services constituting an integral part of the unit or required in the unit, must be constructed, installed and finished so that all surfaces are smooth to prevent any furring which may hamper the ventilation, washing and cleaning processes.
- (4) A prefabricated unit is suitable only if such a unit is evaluated by the SABS or CSIR and is found to be suitable for the particular intended purpose.

Location of and access to a spraying room

- (5)
- (a) Notwithstanding the door(s) granting access for motor vehicles or other objects to be sprayed in any spraying room, a spraying room must have at least two hinged doors for the purposes of escaping, which doors must:-
 - (i) open to the outside;
 - (ii) be at least 800 mm x 2 000 mm in extent;
 - (iii) be positioned in opposite sides, provided that, whenever there is any object in the spraying room for processing, the distance to be covered to any of the doors may not exceed 4 m; and
 - (iv) be fitted with locking mechanisms that can be opened easily from the inside without the use of a key.
 - (b) Any spraying room must be located so that it is at all times separated from other activities and/or areas by means of an escape opening of at least 1 200 mm wide, which escape opening must at all times be kept free of any obstruction, refuse or combustible materials.
 - (c) If any activity and/or process which is operated adjacent to a spraying room may pose a probable fire danger to the spraying room, the said escape opening of 1 200 mm must be identified by fire partition walls with a fire resistance of at least 60 minutes, and the height of these walls must be at least 300 mm higher than the roof of the spraying room.
 - (d) Any spraying room contemplated in subsection (2) may be erected indoors and outdoors against firewalls: Provided that not more than two sides of the spraying room may border the firewalls.

Water floors

- (6)
- (a) A spraying room may have a sunken water-filled floor covered at the level of the sill by a sturdy, stable, non-combustible and corrosion-free grill that is capable of bearing the weight of the heaviest object in the spraying room.
 - (b) The water in the sunken floor must be circulated through an effective non-combustible and cleanable filtering system by means of a closed-circuit pump circulation system of non-corrosive metal pipes with a suitable diameter and wall thickness.

Electrical equipment

- (7) All electrical apparatus, lights, fittings and switchgear used or installed in any spraying room must be protected and installed in accordance with the provisions for equipment of the appropriate type for the particular area in terms of SANS 10108.
- (8) All switchgear, distribution boxes, fuses and any other electrical equipment not in compliance with the provisions contained in SANS 10108 must be situated outside the spraying room and positioned so as not to come into contact or possibly come into contact with fumes escaping from the spraying room.
- (9) Switches actuating any mechanical ventilation system must be situated outside the spraying room.
- (10) All metal parts and electrical fittings and any device in or in connection with a spraying room must be earthed effectively with each other and the ground.

- (11) An accredited person must install and certify all electrical installations: Provided that a copy of the certificate must be submitted to the Chief Fire Officer for record purposes immediately after installation.

Mechanical ventilation

- (12)
- (a) Any spraying room must be equipped with a mechanical inlet and outlet ventilation system designed and installed for this purpose: Provided that:-
- (i) the capacity of the system must be able to change the cubic air content in the spraying room at least 30 times an hour or at a flow rate of 0,5m/s;
 - (ii) the vanes of the system must be manufactured from static-free materials;
 - (iii) the fumes must be released into the open air and the outlets must not be within 5 m of any opening of a building or erf boundary;
 - (iv) all ventilators must be attached firmly to the inside of the walls;
 - (v) the bottom ventilators must be affixed as close as possible to the level of the floor;
 - (vi) all ventilation openings and/or air duct openings must be installed in the opposite wall, door(s) or roof to ensure cross-ventilation in conjunction with the said mechanical ventilation system; and
 - (vii) every spray room shall have at least one of its doors fitted with an un-openable strengthened, shatterproof glass inspection window no larger than 450mm x 450mm.

Fire dampers, fire detectors and fire alarms

- (b) A fire damper must be affixed in front of any air purification filter, or any part of a filter forming an integral part of the ventilation system, on the inside of the spraying room, which fire damper must be manufactured and installed in accordance with the provisions of SANS 193: Provided that the fire damper must:-
- (i) close automatically by means of a sensor that is suitably located and actuated by a rise of more than 10 °C in the predetermined working temperature;
 - (ii) be so installed that the damper will remain in position even if the air duct distorts during a fire; and
 - (iii) be provided with an overriding fusible link,
- (c) The sensor contemplated in subsection (12)(b)(i) must also:-
- (i) be capable of turning off the ventilation system and any heating device used in connection with the spraying room in the event of a fire or whenever there is a rise of more than 10 °C in the predetermined working temperature inside the spraying room; and
 - (ii) activate a visual and audible alarm inside and outside the spraying room.

Positioning of ventilation outlets

- (13) All outlet openings must be designed and positioned so as to release all fumes into the open air at a place at least 1 m above a roof or 4 m above the ground level and at least 5 m from any opening of a building.
- (14) The ventilation system must function whenever any activities related to spray-painting take place in the spraying room.

Display of signs prohibiting open flames and smoking

- (15) No person may use any spraying room or permit any spraying room to be used, unless and until symbolic signs prohibiting open flames and smoking, at least 290 mm x 290 mm in extent, manufactured and installed in accordance with the provisions of SANS 1186, are affixed to the inside and outside of all doors of the spraying room.

Maintenance of spraying rooms

- (16) All spraying rooms must be maintained at all times in accordance with the provisions of this Section and the ~~manufacturers~~ manufacturer's specifications. Proof of such maintenance must be provided upon request from a member.

Unauthorised access

- (17) No person may enter a spraying room or permit any other person to enter a spraying room without the express permission of the owner and/or occupier or any other responsible person in charge of the spraying room.

Abuse of spraying room

- (18) No person may:-
- (a) use any spraying room or permit any spraying room to be used for any purpose other than for practicing or exercising activities related to spray-painting in the spraying room;
 - (b) employ any other person in a spraying room or permit any other person to work in the spraying room unless the mechanical ventilation system is on; and
 - (c) place any obstruction or hindrance, or have any hindrance or obstruction placed or permit any hindrance or obstruction to be placed in the escape openings or in front of any doors of the spraying room.

Provision of fire-fighting equipment

- (19)
- (a) Any spraying room must have a 9kg dry chemical fire extinguisher on the outside, which extinguisher must be installed in positions determined by the Chief Fire Officer,
 - (b) All spraying rooms must be protected by a fire hose reel, referred to in [Section 32\(1\)\(b\)](#) of these By-laws.

Drying kiln/heating devices

- (20) Whenever any manifold installation of a Group II dangerous good forms an integral part of the heating of a spraying room, the manifold installation must be in accordance with the provisions of SANS 10087, Part I, and the relevant provisions of these By-laws will apply *mutatis mutandis* in the application of this Section.

PART VIII

ANIMALS

47. Handling animals during emergencies

Provision must be made for the professional handling of animals during an emergency on any premises, but particularly at zoological gardens, feedlots, stables, research institutions, veterinary practices and/or places of veterinary science study: Provided that the Chief Fire Officer may:-

- (a) authorise a suitably qualified person to handle and/or put down the animals during an emergency situation, as the case may be; and
- (b) recover all costs involved in the matter from the owner or the institution responsible for the care of the animals.

PART IX

PENALTIES

48. Penalties for contraventions

Any person who contravenes or fails to comply with any provision of these By-laws, including any condition or requirement for a certificate of registration or spraying permit, or any instruction by a member of the Service, is guilty of an offence and on conviction liable to a fine not exceeding R5 000,00 or, in default of payment, liable to imprisonment for a period not exceeding six months.

PART X

GENERAL

49. Operation of these By-laws in relation to other laws

The provisions of these By-laws are in addition to and not a substitution for any other law which is not in conflict or inconsistent with these By-laws.

50. Repeal of By-laws

The following By-laws are hereby repealed:-

- (1) The Transvaal Peri-Urban Fire Brigade By-laws published under Administrator's Notice 1116 of 11 July 1984, as amended, in so far as they apply to the area of jurisdiction of the Ekurhuleni Metropolitan Municipality
- (2) The following By-laws of the disestablished municipalities within the area of jurisdiction of the Ekurhuleni Metropolitan Municipality and any other corresponding By-laws and / or Sections of By-laws of the disestablished municipalities within the municipal area of the Ekurhuleni Metropolitan Municipality:-

- (a) Fire Brigade Services By-laws

1	Benoni	Administrator's Notice 495 dated 5 May 1982
2	Boksburg	Administrator's Notice 40 dated 17 August 1983
3	Brakpan	Administrator's Notice 1771 dated 23 December 1981
4	Edenvale	Administrator's Notice 344 dated 19 April 1967
5	EG.SC	Administrator's Notice 1116 dated 11 June 1984

6	Germiston	Administrator's Notice 1771 dated 23 December 1981
7	Kempton Park	Administrator's Notice 1771 dated 23 December 1981
8	Nigel	Administrator's Notice 1576 dated 23 December 1983
9	Modderfontein	Administrator's Notice 231 dated 16 February 1982
10	Springs	Administrator's Notice 1771 dated 23 December 1981

(b) Flammable Liquids By-laws:

1	Boksburg	Administrator's Notice 2113 dated 21 November 1984
2	Edenvale	Administrator's Notice 720 dated 20 September 1961
3	Germiston	Administrator's Notice 720 dated 20 September 1961 Administrator's Notice 1548 dated 19 October 1977
4	Kempton Park	Administrator's Notice 502 dated 14 July 1967
5	Springs	Administrator's Notice 567 dated 18 July 1956
6	EGSC	Administrator's Notice 1116 dated 11 July 1984

51. Short title

These By-laws are called the Emergency Services By-laws.

PART XI

ANNEXURE I

TARIFFS

FEES PAYABLE TO THE SERVICE IN TERMS OF SECTION 10 OF THE FIRE BRIGADE SERVICES ACT, 1987 (ACT 99 OF 1987), FOR PROVIDING EMERGENCY SERVICES A. FEES FOR EMERGENCY SERVICES

1. All fees shall be as determined by Council from time to time.
2. General Directives for the Payment of the Fees
 - (1) All certificates of registration, certificates of fitness and/or spraying permits will be valid for twelve calendar months. A written application for the renewal of the certificate or permit must reach the Chief Fire Officer at least one calendar month prior to the expiry thereof.
 - (2) When application is made for registration, the appropriate application form, correctly completed in full, must be accompanied by the prescribed fees.
 - (3) All the appropriate application forms are available from the Chief Fire Officer and must be completed in full and, where applicable, be duly signed.
 - (4) If, for whatever reason, the Chief Fire Officer rejects an application for any certificate of registration, certificate of fitness or any permit, the applicant must, within 14 days (excluding weekends and public holidays) of the date of rejection, take corrective steps to ensure that the document in question is issued at no additional cost, failing which the applicant must pay the prescribed fees again.

- (5) If there are different divisions and/or affiliates within a business and/or company situated on the same premises but each division and/or affiliate is managed separately, each division and/or affiliate is liable to registration separately.

ANNEXURE II

OFFICIAL DOCUMENTS

A. GENERAL

The Chief Fire Officer must design and draw up all official documents in connection with these By-laws in accordance with the prevailing policy, and the documents must comply with the specific needs and requirements of the Service and the Council, but must not detract from the directives and provisions of these By-laws.

B. STANDARD ADMINISTRATIVE INFORMATION IN DOCUMENTS

The following must be indicated in all documents:-

1. The logo of the Service and/or Council
2. The full name of the premises in question
3. The name of the suburb in question
4. The street address of the premises in question, in full
5. The postal address of the premises in question, in full, including the postal code (on all application forms)
6. Full particulars of the occupier of the premises or the firm on the premises
7. The telephone and fax numbers of the business in question (on all application forms)
8. The signature of the issuing officer
9. The date on which the document was issued
10. The expiry date of the document
11. The type of document, such as:-
 - (1) "Application for a bulk depot certificate of registration" or "Bulk depot Certificate of Registration"
 - (2) "Application for a certificate of fitness" or "Certificate of Fitness"
 - (3) "Application for a certificate of registration/spraying permit" or "Certificate of registration/Spraying permit"
 - (4) "Application for a transport permit" or "Transport Permit"
 - (5) "Application for approval of plans" or "Application for inspection for the issuing of a certificate of occupancy"
12. Any other relevant information, such as:-
 - (1) The groups and subgroups of dangerous goods for which registration is required
 - (2) The required quantity of each group of dangerous good
 - (3) The manner in which the substances are to be stored, for example:-
 - (a) in an underground storage tank;
 - (b) in an above-ground storage tank;

- (c) in a dangerous good store; or
 - (d) in a manifold installation
- (4) An indication of all spray-painting rooms and submersion tanks, as the case may be
13. A serial number (on all permits and certificates)
14. A receipt number (on all permits and certificates)
15. The official stamp of the Service.

C. OFFICIAL DOCUMENTS IN CONNECTION WITH THESE BY-LAWS

1. APPLICATION FORMS

- (1) The purpose for which application forms are to be used must appear at the top of all application forms.
- (2)
- (a) All application forms must have all the administrative information as contained in paragraph **B (STANDARD ADMINISTRATIVE INFORMATION IN DOCUMENTS)**.
- (b) On all application forms, space must be left in which the correct application fee, as contained in Annexure I to these By-laws, can be indicated prominently in red figures.
- (c) A warning must appear below the space for the application fee to the effect that the applicant is granted only 14 working days (weekends and public holidays excluded) to make any corrections that may be indicated on the checklist, without any additional cost, but that if the said period of 14 days is exceeded, the prescribed fee must be paid again before any permit or certificate will be issued.
- (3) A suitable checklist must form part of each application form and must be drawn up chronologically in accordance with the appropriate requirements contained in these By-laws and/or relevant SABS codes of practice and/or specifications, as the case may be.
- (4) At the top of each checklist:-
- (a) it must be stated that the checklist is for office use only;
- (b) space must be set aside for the date, time and place of the appointment for an inspection; and
- (c) space must be set aside for particulars of the contact person who will represent the applicant during the inspection.
- (5) At the end of each checklist, space must be set aside for:-
- (a) the signature of the member of the Service who completed the checklist;
- (b) the date on which the checklist was completed; and
- (c) an indication of whether or not the application is successful,
- (6) Provision must also be made on each application form for:-
- (a) full particulars of the registration officer who received the application fee;
- (b) the method of payment, for example cash, postal order or cheque; and
- (c) an official receipt number.

2. PERMITS AND CERTIFICATES

- (1) The purpose for which permits and certificates are to be used, as contemplated in paragraph **A.1 (DESCRIPTION OF SERVICE)** in Annexure I to these By-laws must appear at the top of all permits and certificates.
- (2) All permits and certificates must have all the applicable administrative information as contained in paragraph **B (STANDARD ADMINISTRATIVE INFORMATION IN DOCUMENTS)**.

3. TRANSPORT PERMIT

In addition to the contents in terms of the administrative provisions contained in paragraph **B (STANDARD ADMINISTRATIVE INFORMATION IN DOCUMENTS)**, a round disc with the following information must form part of the official documentation of the Service in the case of transport permits:-

- (1) The registration number of the vehicle in question
- (2) The chassis number of the vehicle in question
- (3) The type of vehicle, for example a semi-trailer, trailer, flat-deck truck or tanker
- (4) The gross vehicle mass of the vehicle in question
- (5) The tare of the vehicle in question
- (6) The type of load to be transported, for example a single load or a multiple load, and the quantity to be transported in litres or kilograms, as the case may be
- (7) The group of dangerous good(s) to be transported, for example Group I, II or III, or a combination of them, as the case may be

- (8) Where applicable, the make of the vehicle
- (9) The date of issue of the permit
- (10) The date of expiry of the permit
- (11) The signature of the issuing officer
- (12) A serial number

- (13) A watermark.

ANNEXURE III

EMERGENCY EVACUATION PLANS

A. GENERAL

1. Any emergency evacuation plan must contain at least the following information under the headings listed below. All emergency evacuation plans must be updated at least once a year or, alternatively, whenever the key staff member referred to in the plan leaves the employ of the employer.
2. All emergency evacuation plans must be drilled at least annually, and all the staff members must participate. The employer must also ensure that all the disciplines involved are notified in writing of an emergency evacuation plan drill at least 21 calendar days prior to the proposed date of the drill.
3. All staff members of an employer must be aware of the emergency evacuation plan of the employer. Whenever an emergency evacuation plan is updated, the designated person responsible must collect and destroy all old plans that the emergency management members have in their possession to eliminate confusion as to the validity and accuracy of the emergency evacuation plan.

B. IMPLEMENTATION OF EMERGENCY EVACUATION PLANS

1. The emergency evacuation plan must be drawn up so that any sensitive information that may appear in the document can easily be removed to make it available to specific persons in the emergency management team.

2. DEALING WITH AND FURNISHING INFORMATION CONTAINED IN THE EMERGENCY EVACUATION PLAN

(1) THE EMERGENCY EVACUATION PLAN IN ITS ENTIRETY

- (a) The entire emergency evacuation plan must be made available to every member of the emergency management team.
- (b) A number of copies must be kept in a safe in the control room.

(2) EMERGENCY TELEPHONE NUMBERS AND BOMB THREAT QUESTIONNAIRE

Emergency telephone numbers must be on hand at all telephones on the premises and the bomb threat questionnaire must be on hand at all designated telephones on the premises.

(3) DUTIES AND RESPONSIBILITIES OF EMERGENCY PERSONNEL

All staff members involved must be informed in writing of their particular duties and responsibilities in this regard.

(4) ACTION PLANS AND EMERGENCY ACTIONS

Action plans must be available to all staff members to ensure that every staff member knows exactly what to do in an emergency.

(5) PLANS OF THE LAYOUT OF PREMISES AND ESCAPE ROUTES

Plans of the layout of the premises and escape routes must be put up permanently at all exits and strategic points on the premises.

3. TRAINING OF STAFF MEMBERS

Designated staff members must be trained in the following:-

- (1) First aid and/or fire fighting
- (2) Emergency aid
- (3) Emergency evacuation procedures
- (4) Emergency management techniques

(Drills of the emergency evacuation plan are an excellent training programme and offer the opportunity for the improvement of the plan.)

C. THE CONTENT OF AN EMERGENCY EVACUATION PLAN

Any emergency evacuation plan must contain the following:-

- (1) Emergency telephone numbers;
- (2) The following general information:
 - (a) The address of the premises in question
 - (b) The nature of the activities on the premises
 - (c) The number of staff members present on the premises at any time
 - (d) An indication of whether or not there is a control room on the premises
 - (e) An indication of whether or not there is an alarm system on the premises
 - (f) Particulars of contact persons
- (3) An area study with the following information:-
 - (a) History of incidents on the premises in question
 - (b) Important features/landmarks with regard to the location of the premises
 - (c) Key information of adjacent premises
- (4) Particulars regarding socio-economic or other threats and the potential impact of these threats on premises
- (5) Particulars of the following equipment available on the premises:-
 - (a) Equipment in the control room
 - (b) Fire-fighting and first-aid equipment throughout the premises
 - (c) Any other equipment
- (6) The following information on manpower:-
 - (a) Emergency management
 - (b) Continuity officers
 - (c) Fire teams
 - (d) First-aid teams
- (7) The duties and responsibilities of members of the emergency team
- (8) Action plans and emergency procedures
- (9) Plans of the buildings and topographical maps of the premises
- (10) An emergency plan register with the following information:-
 - (a) Updated register of emergency evacuation plan
 - (b) Drill register of emergency evacuation plan
- (11) A bomb threat questionnaire

ANNEXURE IV

- 1. Material Safety Data Sheet Box and Emergency Evacuation Plan Box [MSDS Box]**
 - i. A container no smaller than 300 x 400 mm shall be provided to contain all MSDS's
 - ii. Material safety data must be provided for every individual chemical substance when such substance is to be found on the said premises and falls outside exempt quantities as described in SABS 0228,
 - iii. Such MSDS shall contain no less information than shown on NOSA Form 2.17.05.01 "Hazardous Substances Record"

- iv. Such container shall be affixed to the outside of the building next to or near the main entrance and shall be placed 1,5 m above ground level,
- v. Such container shall have a locking device which will be to the satisfaction of the Chief Fire Officer.

2. Emergency Evacuation Plan Box [EEP Box]

- i. a container no smaller than 300 x 400 mm shall be provided to contain al EEP's
- ii. Such container shall have a locking device which will be to the satisfaction of the Chief Fire Officer
- iii. Such container shall be painted day-glow orange and be marked in black capital letters no smaller than 150 x 15 mm and shall read 'EEP'¹

ANNEXURE V

NORMATIVE REFERENCE LIST NORMATIVE REFERENCES

Where reference is made in these By-laws to an SABS number, the reference relates to a document bearing the number and title indicated in the following table:-

SANS NO	TITLE
193	Fire-dampers
543	Fire hose reels (with hose)
186	Symbolic safety signs
1253	Fire door assemblies
10087	Handling, storage and distribution of liquefied petroleum gas in domestic, commercial, and industrial installations Part 111 Part VI
10089	Code of practice for the petroleum industry Part III
10087	Handling, storage and distribution of liquefied petroleum gas in domestic, commercial, and industrial installations Part MI Part VI
10105	The classification, use and routine maintenance of portable fire extinguishers
10131 10400	The storage and handling of liquid fuel:- Part I; Part II; Part III The application of the National Building Regulations
10080	Electrical code
1193	Fire Dampers
10263	Warehousing of Dangerous Goods

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