



CHECKLIST GUIDELINE



ROUTINE INSPECTIONS AT SECOND-HAND GOODS DEALERS/RECYCLERS

Second-Hand Goods Act, 2009 (Act No. 6 of 2009)

NAME AND ADDRESS OF BUSINESS					
NAME OF STATION		DATE OF INSPECTION			
SAPS 607 SERIAL NO.		FILE REFERENCE NUMBER (25/13/2/)			
NO	DESCRIPTION OF INFORMATION TO BE INSPECTED	YES	NO		
1.	<ul style="list-style-type: none"> Is the original SHG certificate prominently displayed on the premises and kept undamaged and legible? 				
2.	<ul style="list-style-type: none"> Is the SHG certificate which was issued in terms of Section 7 still valid? 				
3.	<ul style="list-style-type: none"> Determine if the dealer complies with the conditions under which the SHG certificate has been issued. 				
4.	<ul style="list-style-type: none"> Verify if the dealer is a member of an accredited SHG association by inspecting the membership certificate, letter of confirmation as well as a copy of the Government Gazette in terms of any exemptions. 				
5.	<ul style="list-style-type: none"> Was ownership of the business confirmed? 				
6.	<ul style="list-style-type: none"> Was the address of the business confirmed? 				
7.	<ul style="list-style-type: none"> Were any of the registers, records, books or other documents inspected? 				
8.	<ul style="list-style-type: none"> Were any entries made in the prescribed register inspected in order to confirm compliance with Section 21 (2). Also see Section 24 and 26, where applicable? 				
9.	<ul style="list-style-type: none"> Determine if the dealer complies with Section 21 (3) to (7). 				
10.	<ul style="list-style-type: none"> Is the dealer able to ensure access to the information where a register is kept in an electronic format? 				
11.	<ul style="list-style-type: none"> Were any goods found in or on the premises inspected? 				
12.	<ul style="list-style-type: none"> Were the goods, mentioned under 12, compared with the entries in the prescribed register and ownership thereof verified? 				
13.	<ul style="list-style-type: none"> Was a SAPS 610 - Written Warning, issued to the Dealer and the dealer informed of any method of dealing, recording or storage that is in contravention of the Act and did the DSO demand discontinuation or rectification of any method of dealing, recording or storage that is in contravention of the Act? 				
14.	<ul style="list-style-type: none"> Was the register signed in the prescribed manner by the DSO? (Dealers' Register and SAPS 607 Register) 				
15.	<ul style="list-style-type: none"> Did the DSO obtain a copy of the CD containing the information where a dealer keeps registers electronically? 				
16.	<ul style="list-style-type: none"> Did the DSO certify and sign in the applicable manner the CD, mentioned under 17, in terms of Section 28(4)(b)(ii)? 				
17.	REMARKS				

INSPECTION CONDUCTED BY					
SIGNATURE	PERSAL NR	RANK	INITIALS & SURNAME	DATE	PLACE