## STANDARD OPERATING PROCEDURE:
### SECOND-HAND GOODS

<table>
<thead>
<tr>
<th>SOP File Number:</th>
<th>SHG – 2012-10-09 1.1</th>
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<tbody>
<tr>
<td>Document Owner:</td>
<td>SAPS Second-Hand Goods Control</td>
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<table>
<thead>
<tr>
<th>SOP Version No:</th>
<th>1.1</th>
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<tbody>
<tr>
<td>Approval Date:</td>
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<tr>
<td>Review Date:</td>
<td>2013-06-01</td>
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<tr>
<td>Commencement Date:</td>
<td>2012-10-09</td>
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### Intent of SOP:
To define and manage the business processes of Second-Hand Goods within the SAPS

### Scope:

### Objective(s):
To regulate the business of dealers in second-hand goods and pawnbrokers in order to:
- Combat trade in stolen goods;
- Promote ethical standards in the second-hand trade; and
- Provide for matters connected therewith.

### Procedure and Principles:
Procedures and Principles as per attached documentation.

### Periodicity of Review:
6 monthly

### Authorization:

<table>
<thead>
<tr>
<th>Section Head: Second-Hand Goods Control</th>
<th>Signature:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Head: Firearms, Liquor and Second-Hand Goods Control</th>
<th>Signature:</th>
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<tr>
<th>Divisional Commissioner: Visible Policing</th>
<th>Signature:</th>
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### Distribution and Use of SOP:
National distribution down to station level (with specific reference to Designated Second-Hand Goods Officers)
<table>
<thead>
<tr>
<th>CONTENT</th>
<th>REFERENCE NUMBER</th>
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BACKGROUND:

The purpose of this Standard Operating Procedure is to provide step-by-step guidance on the execution of applicable business process models and procedures related to Second-Hand Goods Control in the South African Police Service.

Furthermore, the Standard Operating Procedure aims to capacitate staff at all national, provincial and station level, on the various processes and procedures in conducting their day-to-day activities in the Second-Hand Goods environment.

This Standard Operating Procedure will help Designated Second-Hand Goods Officers to move easily and quickly across the “bridge” that spans the chasm of frustration between “knowing” and “doing” and the outcome will be continuous improvement in service delivery. This will ensure that there is enhanced satisfaction on the part of service beneficiaries.

UNDERSTANDING THE STANDARD OPERATING PROCEDURE:

Standard Operating Procedure Composition

The Standard Operating Procedure has been compiled with the viewpoint of presenting a step-by-step and task orientated approach which is in line with the Second-Hand Goods legislation.

The Standard Operating Procedure has further been developed with quick reference tabs to assist the user in accessing information quickly and easily.

Each Standard Operating Procedure chapter will address the following issues:

- Introduction to the specific task
- Process Flow Diagram
- Procedure
  - Process Execution
  - Responsible Person(s)
  - Governance
  - Forms / Registers
  - System Functions
**Standard Operating Procedure Icons**

To enhance the user friendly characteristics of this Standard Operating Procedure, icons was utilized to indicate certain main focus areas.

The Standard Operating Procedure icons are hereby explained:

<table>
<thead>
<tr>
<th>MEANING / EXPLANATION</th>
<th>ICON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Models</td>
<td><img src="image1" alt="Process Models Icon" /></td>
</tr>
<tr>
<td>Governance (Act, Regulations, National Instruction)</td>
<td><img src="image2" alt="Governance Icon" /></td>
</tr>
<tr>
<td>Documentation (Forms, Registers, Checklists, Certificates and Notices)</td>
<td><img src="image3" alt="Documentation Icon" /></td>
</tr>
<tr>
<td>System Functions</td>
<td><img src="image4" alt="System Functions Icon" /></td>
</tr>
<tr>
<td>Responsible Person(s)</td>
<td><img src="image5" alt="Responsible Person Icon" /></td>
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</tbody>
</table>
**Process Model Icons**

To ensure standardization the following process icons are hereby explained:

<table>
<thead>
<tr>
<th>MEANING / EXPLANATION</th>
<th>ICON</th>
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<tbody>
<tr>
<td><strong>Process Step:</strong> Indicates the steps which must be taken to execute a task.</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Branching / Criteria:</strong> Indicates a decision or option that need to be taken.</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Start Event:</strong> Indicate what happens before a process can be activated.</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Pre-condition:</strong> This creates a break or a waiting period in the process. The process can and will not continue if this pre-condition is not adhered to.</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Goal Event:</strong> After completion of the process, this icon will indicate what the final step will be.</td>
<td><img src="image" alt="Icon" /></td>
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Definitions
In this Standard Operating Procedure any word or expression to which a meaning has been assigned in the content, will have the following meaning, unless the context otherwise indicates -

- “acquire” means acquire by any means, and includes importing into the Republic;
- “antique” means goods representing a previous era in human society and which are collected or desirable because of age, rarity, condition, utility or other unique features;
- "applicant" means the person applying to be registered as a dealer or recycler in terms of the Act and includes any person contemplated in section 5( 1)( d) of the Act;
- “business trust” means a trust created for the purposes of making a profit through the combination of capital contributed by the beneficiaries of the trust and through the administration or management of the capital by trustees or a person acting on behalf of those trustees, for the benefit of the beneficiaries;
- "certificate of registration" means the certificate of registration contemplated in regulation 4 and includes all conditions determined by the National Commissioner;
- “charity organization” means a voluntary organization established for charitable purposes, that carries on a business in dealing in second-hand goods and that acquires such second-hand goods by way of donation;
- “close corporation” means a close corporation within the meaning of the Close Corporations Act, 1984 (Act No. 69 of 1984);
- “company” means a company within the meaning of the Companies Act, 1973(Act No. 61 of 1973);
- “communication equipment” means any wireless mobile communication equipment with IMEI capable of using SIM, including cellular telephones, telephones and two-way radios, and includes accessories of such equipment;
- “controlled metal” means any metal contemplated in Schedule 2 of the Act;
- “dealer” means a person who carries on a business of dealing in second-hand goods, and includes a scrap metal dealer and a pawnbroker;
• “dealers’ association” means an association of dealers formed in order to represent the interests of dealers;
• “deal in” includes acquire and dispose of;
• “Designated Police Officer” means any police official to whom the National Commissioner delegates any function in terms of section 38(2) and who is responsible for the designated area in which an applicant’s business premises is situated, or will be situated in;
• “dispose of” means dispose of by any means, and includes exporting out of there public;
• “goods” means any of the goods specified in Schedule 1, but does not include firearms or ammunition as defined in the Firearms Control Act, 2000 (Act No. 60 of 2000) or clothing;
• “household and office equipment” includes communication equipment, electric and electronic equipment and appliances, electronic software, furniture, gardening equipment, tools, books, valuables, clothing and works of art;
• “IMEI” means the International Mobile Equipment Identity that uniquely identifies mobile communication equipment;
• “management” includes the chief executive officer, chief operating officer, owner or manager of a registered dealer who is responsible for the day to day control, direction or supervision of the business of that dealer at the premises in question;
• “pawnbroker” means a person who—
  o engages in the business of lending or advancing money on the deposit or pledge of goods;
  o lends money upon goods, wares or merchandise pledged, stored or deposited as collateral security; or
  o otherwise engages in pawn transactions within the meaning of the National Credit Act, 2005 (Act No. 34 of 2005);
• “pawned goods” means any movable goods subject to a pledge;
• “person” includes a trust and a business trust;
• “**police official**” means a member of the South African Police Service as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995);
• “**premises**” includes land, any building, structure, vehicle, conveyance, ship, boater aircraft;
• “**precious metals**” means precious metals as defined in the Precious Metals Act, 2005 (Act No. 37 of 2005);
• “**prescribe**” means prescribe by regulation made in terms of section 41;
• “**registers**” means registers prescribed in terms of this Act, and includes a print-out of registers kept electronically;
• "**responsible person**" means the natural person contemplated in section 2(2) of the Act who is nominated in writing by a dealers' association to act on behalf of that dealers’ association;
• “**second-hand goods**” means goods which have been in use by a person other than the manufacturer or producer thereof or a person dealing therewith for such manufacturer or producer in the course of business, but does not include goods with a value of less than R100;
• “**scrap metal**” includes any used, broken, worn out, defaced or partly manufactured goods made wholly or partly of non-ferrous or ferrous metal, lead or zinc or any substance of metallic waste or dye made of any of the materials commonly known as hard metals or of cemented or sintered metallic carbides;
• “**scrap metal dealer**” means a person who carries on a business that consists wholly or partly of the buying or selling of scrap metal;
• “**SIM**” means Subscriber Identity Module;
• "**statement**" means a statement made before a Commissioner of Oaths under oath or affirmation
• “**Subscriber Identity Module**” means an independent, electronically activated device designed for use in conjunction with the use of mobile, including cellular or satellite communication equipment, to enable the user of the equipment to receive and transmit indirect communications by providing access telecommunication
systems and enabling such telecommunication systems to identify the particular subscriber identity module and its installed information;

- “the Accreditation Regulations” means the Second-Hand Goods Regulations for Accreditation of Second-Hand Goods Dealers’ Associations, 2011;
- “the Act” means the Second-Hand Goods Act, 2009 (Act NO. 6 of 2009);
- “the Regulations” means the Second-Hand Goods Regulations for Dealers and Recyclers, 2012; and
- “valuables” means personal possessions that have a significant monetary value.

**Abbreviations**

In this Standard Operating Procedure the under mentioned abbreviations will have the following meaning, unless the context otherwise indicates -

- “CIO” means Crime Information Officer
- “CRC” means Criminal Record Centre
- “CRIM” means the Criminal Record Information Management System
- “DSO” means Designated Second-Hand Goods Official
- “LCRC” means Local Criminal Record Centre
- “SHG” means Second-Hand Goods