

43 Ruby Street
Carletonville
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68 Central Road
Flamwood
Klerksdorp
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PSIRA NR 3269756

BK Reg No: 2007/174031/23

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Lede/Members: MJ VAN ZYL & HM VAN ZYL



21 7th Street
Fochville

GUARDING BK

CPI GUARDING CC

STANDARD OPERATING PROCEDURE (SOP)

SOP-OPS-007: Search & Arrest – Guard Protocol at Pharmaceutical Packaging Sites

Issued by: CPI Security Operational Headquarters

Applies to: All CPI guards deployed at pharmaceutical production and Packaging facilities

Effective Date: 18 July 2025

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1. Purpose of this SOP

This document outlines the lawful, safe, and professional procedures that CPI Security guards must follow when performing duties at pharmaceutical packaging sites. This includes access control, visual inspections, handling suspicious behaviour, and civilian arrest protocols.

2. Legal and Regulatory Framework

This SOP is informed by the following laws and standards:

Private Security Industry Regulation Act (SIRA)

Criminal Procedure Act 51 of 1977 – Section 42 (Citizen's Arrest)

Good Manufacturing Practice (GMP) standards required for pharmaceutical sites

The client's documented site-specific access and inspection policies

3. Authority of CPI Guards

Action Permitted? Conditions

Bag Inspection ☒ Yes Only with consent or pre-agreed site policy

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Physical Search ☒ No Not permitted without SAPS present

Arrest ☒ Only on direct evidence In terms of Section 42 (Citizen's Arrest)

Denial of Access ☒ Yes If ID or permit is not presented

Physical Detainment ☒ No Only observe and report unless life is at risk

4. Access Control Procedure

All personnel and visitors must show ID or access permits.

Employees must be monitored at both entry and exit points.

No individual may enter or exit without being recorded in the register.

Visitors must:

State the purpose of their visit

Sign the visitor logbook

Wear a visible visitor badge at all times

5. Search Procedure

◆ Bag Checks at Exit Points:

1. Politely introduce yourself and state your role.

2. Ask: "May I please inspect your bag as per site policy?"

3. The individual must open the bag and display its contents voluntarily.

4. Guards may not physically handle or search inside the bag.

5. If consent is refused:

Do not force the search.

Immediately report the refusal to your supervisor and the client.

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Record the incident in the guard's occurrence book and notify Control Room.

6. Suspicious Behaviour or Suspected Theft

Immediately report to:

CPI Control Room

Your site supervisor

The client's designated site contact

Use CCTV (if available) to observe and document

Describe the individual and vehicle clearly

Do not confront the individual alone

Only CPI armed response or SAPS may proceed with enforcement

In the event of a crime witnessed directly (in flagrante delicto):

A citizen's arrest is permitted under Section 42 only if:

The guard witnesses the act personally

The situation is safe

SAPS or CPI Armed Response is en route

7. GMP Compliance Responsibilities

No eating, drinking, or smoking in or near production areas

Guards must wear required PPE when entering clean zones

Immediately report:

Wet or dirty floors

Broken glass or contamination risks

Unauthorized persons in restricted areas

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Unlabelled containers

8. Documentation and Incident Logging

All incidents must be recorded in:

The guard occurrence book

The daily incident register

Urgent matters must be reported by SMS or phone to the Control Room within 2 minutes

Any search refusal, suspicion, or arrest must be documented with:

Time and date

Full names (if available)

Description of event

Actions taken

9. Training and SOP Awareness

All CPI guards at pharmaceutical sites must sign this SOP as acknowledgment

Refresher training is mandatory every 6 months or if client policy changes

Guards must hold a valid PSIRA certificate to be deployed on such sites

All CPI personnel must act lawfully, respectfully, and with full integrity at all times.

This SOP is binding and enforceable by CPI Operations Management and the client.

Signed on behalf of CPI Security:

Date: 18 July 2025