

**SPECIFICATION OF THE
PRODUCT/SERVICE
REQUIRED OR
ATTACH SCOPE OF
WORK**

1. Purpose

The purpose of this requisition is to appoint a **competent and legally compliant service provider** to conduct the **inspection, servicing, maintenance and certification of fire extinguishers**, in compliance with the **Occupational Health and Safety Act, 85 of 1993**, and applicable **SANS standards**.

2. Scope of Equipment

This requisition applies to all portable fire extinguishers on site, including but not limited to:

1. 5X 2.5kg DCP Fire Extinguisher annual service
2. 5X 2.5kg bracket supply
3. 12X 9kg DCP Fire Extinguisher annual service
4. 3X 9kg DCP Fire Extinguisher annual
5. 15X 9kg fire extinguisher cabinet supply
6. 3X 5kg CO2 supply
7. 3X 5kg CO2 annual service
8. 4X 50kg FOAM Fire Extinguisher annual service

3. Scope of Work

The appointed service provider shall carry out the following:

3.1 Inspection & Servicing

- Visual inspection of extinguishers for damage, corrosion or leakage
- Verification of correct extinguisher type for fire risk
- Checking of pressure, seals, hoses and nozzles
- Weighing of CO₂ extinguishers
- Servicing in accordance with manufacturer requirements

3.2 Maintenance

- Annual servicing of all fire extinguishers
- Refilling or replacement where required
- Immediate removal from service of defective extinguishers

3.3 Identification & Signage

- Clear labelling of each extinguisher with:
 - Service date
 - Next service due date
 - Service provider details
- Verification that fire extinguisher signage is visible and compliant

4. Legislative & Standards Compliance

All work shall comply with, but not be limited to:

- **Occupational Health and Safety Act, 85 of 1993**
 - Section 8 – General duties of employers
- **SANS 1475** – Portable fire extinguishers
- **SANS 10105** – Installation, maintenance and location of extinguishers
- Manufacturer specifications

5. Inspection & Servicing Intervals (Audit Ready)

- **Annual servicing** – By competent service provider
- **Hydrostatic testing** – As per SANS requirements (usually every 5 years, extinguisher type dependent)

6. Deliverables

The service provider shall provide:

- Fire extinguisher service certificates
- Updated fire extinguisher register
- Defect report with corrective actions
- Service labels attached to each extinguisher
- Proof of compliance with SANS standards

All documentation must be suitable for **Department of Employment & Labour inspections and audits.**

7. Service Provider Requirements (VERY IMPORTANT)

The service provider **must submit the following with their quotation:**

7.1 Legal & Accreditation Requirements

- Proof of **SANS 1475 compliance**
- Technicians trained and deemed competent in fire extinguisher servicing
- Manufacturer-approved servicing capability

7.2 Documentation

- Company registration documents
- Valid **COID Letter of Good Standing**
- Public liability insurance
- Calibration certificates for servicing equipment

7.3 Experience & Capacity

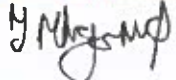
- Proven experience in servicing fire extinguishers
- Ability to issue legally valid service certificates
- Ability to provide an extinguisher register

8. Acceptance Criteria

Fire extinguishers will be accepted as compliant only once:

- All inspections and servicing are completed
- Defective extinguishers are repaired or replaced
- Service certificates and registers are submitted
- Extinguishers are correctly labelled and signed

APPROVAL

DESIGNATION	NAME	SIGNATURE	DATE
Submitted by:	Thabo Kgomo		29 January 2026