

 Eskom	Standard	
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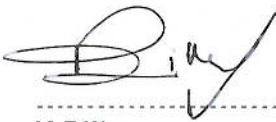
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1. INTRODUCTION

This document details the required standard for the wearing of uniforms and utilisation of equipment and accessories as issued to Eskom Security personnel. Only Eskom-issued uniform items, accessories and equipment shall be worn when on duty. This document also details aspects relevant to the specifications, purchase, issue, care and control of these items.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

This standard prescribes a universal system for the control and management of Security uniforms, equipment and accessories by business units.

2.1.2 Applicability

This standard shall apply throughout Eskom Holdings SOC Limited, its divisions and subsidiaries.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- [1] ISO 9001 Quality Management Systems.
- [2] Act 56 of 2001: Private Security Industry Regulation Act and Regulations
- [3] Act 85 of 1983: Occupational Health and Safety Act
- [4] Corporate Identity Manual
- [5] Corporate Job Evaluation Policy

2.2.2 Informative

- [6] Act 102 of 1980: National Key Points Act and Regulations.
- [7] Personal Issue record form
- [8] Undertaking form

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2.3 Definitions

Definition	Explanation
Uniform	Uniform means any article, equipment, clothing and accessory, of any nature whatsoever, that a member of Eskom or its divisions' or its subsidiaries' security personnel shall wear and maintain in the execution of their function.
Head of Security	The most senior person appointed to supervise/manage the security operation at an operating unit, business unit, power station, distribution or transmission area.
Eskom	Denotes Eskom Holdings SOC Limited, its divisions and subsidiaries
Safety shoes	Eskom prescribed (As approved by the SANS)

2.4 Abbreviations

Abbreviation	Explanation
Ltd	Limited
NKP	National Key Point
PSIRA	Private Security Industry Regulatory Authority
SANS	South African National Standard

2.5 Roles and Responsibilities

2.5.1 Head of Security

- a) Ensuring that all security personnel in their area of responsibility conform to the requirements as prescribed in this standard.
- b) The purchasing, issuing, care and disposal of security uniforms at their business unit/area level.
- c) The mode of wear/application of security uniforms, equipment and accessories and the appearance of security personnel while in uniform.

2.5.2 Divisional Security Business Advisors

Ensuring that this standard is adhered to and implemented in their area of responsibility.

2.6 Process for Monitoring

The Sustainability Systems Inspectorate is responsible for providing assurance on the compliance to this standard and related process.

Group Security shall maintain and update this standard as and when required.

2.7 Related/Supporting Documents

Personal Uniform, Equipment and Accessories Record.

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3. DOCUMENT CONTENT

3.1 Compliance with Corporate Identity

All uniforms issued to Eskom Security personnel shall comply with and conform to the corporate identity specifications as contained in the Corporate Identity Manual - ESKAMAAA1.

3.2 Uniforms and Accessories

The wearing of uniforms by personnel rendering a security service is compulsory as required by the PSIRA Act, section 13(1) and as defined in section 1(1), paragraphs (a), (c) and (d) of the Act.

3.2.1 PSIRA and Eskom identification cards

All security personnel on duty, including personnel exempted from wearing the uniform (dressed in private clothing), must carry their PSIRA identity card, Eskom identification card and Eskom-issued name badges on their person.

3.2.2 Uniform

- *Standard male uniform:* Consists of items of uniform to be worn by male security officers performing functional duties, but does not apply to tactical response or reaction duties (see Annexure A).
- *Standard female uniform:* Consists of items to be worn by female security officers performing functional duties, but does not apply to tactical or reaction duties (see Annexure B).
- *Operational uniform:* This is the standard uniform to be worn by security personnel performing operational or tactical response or reaction duties (see Annexure C).

3.2.3 Exemption

Personnel conducting investigations may, with the written approval of the Divisional Security Manager, be exempted from wearing uniform. Security personnel employed at power stations shall make use of operational uniform only. Administrative staff and heads of security are exempted from wearing security uniform.

3.3 Scales of Issue of Uniforms and Equipment

Guidelines on the various scales of issue of uniforms and equipment to security personnel performing related duties are set out in Annexure D.

3.4 Application of uniforms and equipment

Unless otherwise stated, the following dress codes are applicable to all security officers. No deviation from this standard is permitted.

- a) When in possession of a firearm, appropriate safety apparel, holsters and related equipment shall be worn or carried or when instructed to do so.

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3.5 Conduct and Appearance while in Uniform

All security personnel shall have a clean and neat appearance whilst dressed in uniform.

- Hair shall be well-maintained and kept neat and tidy.
- Facial hair, moustaches and beards shall be clipped short and neat or clean-shaven
- While dressed in uniform, the conduct and behaviour of security personnel shall be ethical, professional and above reproach, promoting pride and dignity at all times.

3.6 Acknowledgement of Receipt

- All Security personnel who receive uniforms, equipment and accessories shall, at the time of issue, acknowledge receipt in writing for each of the items issued or received.
- A Personal Issue Record setting out the articles of uniform, equipment and accessories issued, shall be recorded individually for each member of staff.
- An Undertaking form shall be completed and signed by each member of staff receiving and using Eskom-issued uniform and equipment in respect of the articles issued, indicating agreement to adhere to such undertaking and the requirements contained therein. This undertaking shall be filed in the respective personal files of the security personnel and stored at the offices of the specific business unit.
- A personal uniform, equipment and accessories record shall be filed in each member's personal file at their business unit.

3.7 Replacement of Uniforms, Equipment and Accessories

- Uniforms, equipment and accessories remain the property of Eskom. Eskom is entitled to recover the costs in respect of wilful damage to the uniform or failure to return the uniform for replacement, as compensation for the damage incurred by Eskom.
- Replacement of unserviceable or damaged uniforms must be done with the authorisation of the responsible head of security. The unserviceable uniform must be handed in and recorded accordingly in the Personal Issue Record form.

3.8 Maintenance of Uniforms, Equipment and Accessories

All Security personnel issued with uniforms, equipment and accessories will be personally responsible for the maintenance and upkeep of the issued items. These items must be in a clean, presentable and serviceable condition at all times.

3.9 Violation of Procedures

- No staff member of Security may wilfully damage, destroy, lend, borrow or dispose of any article of uniform, equipment or accessory issued in terms of this standard.
- Any staff member of Security contravening the conditions of this standard may be disciplined in terms of Eskom's Disciplinary Code and/or legislative regulations.

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3.10 Inspections of Uniforms, Equipment and Accessories

- a) Inspection of uniforms, equipment and accessories shall be conducted annually by the responsible head of security or their delegated representative.
- b) The head of security shall notify security personnel in writing of such intended inspection at least 14 (fourteen) days prior to the scheduled inspection.
- c) Such inspection shall cover all items of uniform, equipment and accessories as detailed in their personal issue record.
- d) At such inspection, attention shall be given to:
 - Whether the member is in possession of all their items of uniform, equipment and accessories as detailed in the Personal Issue record; and
 - Whether any of the articles of uniform, equipment or accessories have become unserviceable through normal wear.

3.11 Records

The personal issue record form shall be retained in the member's personal file at their business unit until such time as they are no longer in the employ of Eskom.

3.12 Purchasing

All business units shall adhere to the specifications and standards herein when procuring uniforms, accessories and equipment. The purchase of uniform items and accessories shall be carried out on a business unit contract basis.

3.13 Mode of Wear and Application

The appearance of Security personnel while in uniform/when on duty shall be the responsibility of the head of security and supervisors.

3.14 Disposal of Uniforms and Accessories

- All uniforms and accessories that are unserviceable for normal wear must be handed in to the head of security to be destroyed or disposed of.
- All unserviceable uniforms and accessories must be destroyed in a manner that will not expose Eskom to any risk. A relevant entry on the actions taken must be recorded in the Occurrence Book.

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4. ACCEPTANCE

This document has been seen and accepted by:

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5. REVISIONS

Date	Rev.	Compiler	Remarks
February 2009	0	MD Strauss	A standard with Reference Number 32-151 was developed, formatted and published on the Eskom Documentation System.

6. DEVELOPMENT TEAM

- This standard was developed by an integrated team of specialists from Group Security and Group Commercial

7. ACKNOWLEDGEMENTS

None

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Annexure A: Uniform and equipment specifications to be issued to security personnel – standard

Male Uniform

This uniform shall be issued as the standard Eskom security uniform and will consist of:

A.1 Blazer

Material quality: Polyester/wool (55% polyester, 45% new wool), classic blend

Colour: Navy blue

Style: Fully lined blazer, epaulettes

Front: Single-breasted, front lapels, two-button fastening, two inside pockets, fully lined

Back: Two-part back, single back centre vent

Sleeves: Two-piece sleeve, side opening on bottom with one button

Collar: Front lapels, lined felt on under-turn, stiffening in lapels and collar.

A.2 Winter Jacket (Reversible long sleeve)

Material quality: Oxford weave/Ottoman

Colour: Navy blue and high-visibility lime

Style: Ottoman side hip length – quilted body ottoman fabric side, chunky reversible slider, jet pocket, epaulettes

Reflective side: High-visibility oxford fabric, 2 x top entry pocket, reflective tape 50 mm from shoulder to waist, waist to front and below the pocket

Sleeves: One-piece long sleeve with 50–55 mm self-lined open cuff with press stud fastener and a square opening of 30 mm for adjustment to fasten at the hind arm; press studs to be fitted 22 mm from cuff edges.

Collar: Double collar

Bottom: Navy shock cord, 2x2 eyelets at the bottom, two-way toggles

A.3 Jersey (flat stitch)

Material quality: 100% High-bulk acrylic 232 count, 7 gauge “V” bed flat-knitting 2/3 1nm two ends per feeder 400 g

Colour: Navy blue with Eskom corporate colours on the rib and sleeves

Style: 2 x 1 Rib trim folded double, 2 x 1 Rib special half Milano body, epaulettes

A.4 Pullover

Material quality: 100% High bulk acrylic count 7 gauge “V” bed flat knitting 2/31nm two ends per feeder

Colour: Navy blue

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Style: 2 x 1 Rib trim folded double, 2 x 1 Rib- special half Milano body, weight 400 grams

A.5 Trousers

Material quality: A mixture of polyester, trevira and wool, 2 x 1 twill ring-spun yarn with 235 g/sm

Colour: Navy blue

Waistband: 4 cm wide with hook and bar fastening, vilene fused-on stiffening, washable polyester, or polycotton and canvas interlining

Belt loops: 6–8 belt loops spaced to the size of the waist, 1 cm width, 5 cm length

Fly/zipper: Metal slide fastener with French bearer

Pockets:

- a. Two side pockets turn-in, facing to be fused to vilene
- b. One jetted hip pocket right side with button and hole
- c. Polycotton pocketing

Bottoms: Plain bottoms, no turn-up, 43–46 cm wide, 5 cm hem, blind stitch

Seams: Standard open seams with 2 cm inlay for waist and seat seam

A.6 Long-sleeved shirt (lounge)

Material quality: 65% polyester, 35% cotton, weight 110 g/m, plain weave

Colour: In line with Eskom corporate colours (gold)

Style: Closed collar, fused fronting strap, epaulettes

Back: Whole back with self-material, double yoke

Front: Single-breasted, buttons eight with fused fronting strap for button stand; seven-button fastening, one extra button

Sleeves: Mitred cuffs and gauntlet, boucle buttonhole on cuffs, one button fastening on each cuff

Pockets: Two 130 x 140 mm patch pockets with 30 mm stitched hem, button-down flaps and pointed bottoms

Buttons: White

A.7 Short-sleeved shirt (lounge)

Material quality: 65% polyester, 35% cotton, weight 110 g/m, plain weave

Colour: In line with Eskom corporate colours (gold)

Style: Glad-neck, epaulettes

Back: Whole back with self-material, double yoke

Front: Single-breasted, buttons eight with fused fronting strap for button stand; seven-button fastening, one extra button

Sleeves: One-piece short sleeve with 30 cm cuff stitched seam

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Pockets: Two 130 x 140 mm patch pockets with 30 cm stitched hem, button down flaps and pointed bottoms

Buttons: White

A.8 Belt

Black high-grain leather belt, pressed edge, nickel-plated buckle with single prong, 40 mm wide, 4 mm thick

A.9 Shoes

Category/Style: Service non-steel toe cap

Resistance: Acid, oil, fuel, water

Material quality: Genuine leather uppers, smooth full grain leather, SABS-approved rubber sole

Colour: Black

Vamp lining: Non-woven synthetic

Sole material: Nitrile rubber

A.10 Half-hose men's socks

Composition: 65% wool, 35% polyamide for stretch, weight 85 g per pair

Colour: Navy blue

Style: Heavyweight cushion foot – with green stripe

A.11 Raincoat

Material: 16 gauge rubberised nylon taffeta

Colour: Navy blue

Style: One piece, attached hood with drawstring, zip front with storm flaps and four press studs, two bottom, taped on inside of jacket, epaulettes

Sleeves: Raglan sleeves, elasticised cuffs

Back: Sewn air vent across back of jacket

A.12 Nameplate (gold)

Indicating name and surname, with the PSIRA registration number below (in accordance with Corporate Identity specifications).

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A.13 Baseball cap

Material quality: Wool-acrylic blend

Colour: Navy blue

Style: Baseball cap, Velcro-adjustable; reinforced front for Eskom logo

A.14 Tie

Eskom tie.

A.15 Holster

Eskom-approved – specifications obtainable from the Eskom Armoury Manager.

A.16 Scarf (winter)

Fabric: Polar fleece

Style: scarf with fringe

Size: 165 cm x 25 cm

A.17 Gloves:

Fabric: Leather Touch

Style: Unlined/lined black leather, water resistant, designed for males and females

Colour: Black/Navy blue

A.18 Beanie

Fabric: Polar fleece

Style: 6 panels unstructured

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Annexure B: Uniform and equipment specifications to be issued to security personnel – standard

Female Uniform

A.19 Coat (long-sleeved and short-sleeved)

Material quality: 55% polyester 45% new wool - Classic blend

Colour: Navy blue

Style: Fully lined coat with epaulettes

Front: Single-breasted front lapels, two/three-button fastening, two inside pockets, fully lined

Back: Two-part back, single back centre vent (optional)/no back vent

Sleeves: Two-piece sleeve, side opening on bottom with three buttons

Collar: Front lapels, lined felt underturn, stiffening in lapels and collar

A.20 Cardigan/pullover

Material quality: High-bulk acrylic count 7 gauge "V" bed flat knitting 2/31 nm two ends per feeder

Colour: Navy blue with Eskom corporate colours on the rib and sleeves

Style: 2 x 1 Rib trim folded double, 2 x 1 Rib special Milano body, 2 x 1 Button stand rib folded double with 5 button plus 1 spare

Sleeves: 2 x 1 Rib special half Milano body

Bottom: Tubular start-start special half Milano body with two pockets

Weight: 550 g

A.21 Skirt

Material quality: A mixture of polyester, Trevira and wool, 2 x 1 twill ring-spun yarn, with 235 g/sm

Colour: Navy blue

Style:

(a.) Lined pencil skirt with elastic sides in waistband and slit on sides or at the back

(b.) Lined pencil skirt with plain waistband (two lengths to choose from)

Waistband: 4 cm wide with hook and bar fastening, vilene fused-on stiffening, washable polyester or polycotton and canvas interlining

Belt loops: 6–8 belt loops spaced to the size of the waist, 1 cm width, and 5 cm length

A.22 Long-sleeved blouse

Material quality: 55% polyester, 45% cotton

Colour: Eskom corporate colours (gold)

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Style: Darts front and back, raised collar, constructed placket, 11 x12 cm patch pockets, epaulettes mitred cuffs and gauntlet, boucle buttonhole on cuffs, one button fastening on each

Front: 7 x clear front buttons, single-breasted with fused fronting strap on button stand

A.23 Short-sleeved blouse

Material quality: 55% polyester, 45% cotton polyester-lycra blend

Colour: Eskom corporate colours (gold)

Style: Darts front and back, raised collar, constructed placket, 11 x 12 cm patch pocket, epaulettes

Front/back: 7 x clear front buttons, single-breasted with fuse fronting strap, sleeve with 20 cm cuff stitch seam

A.24 Trousers

Material quality: A mixture of polyester, Trevira and wool, 2 x 1 twill ring-spun yarn with 235 g/sm

Colour: Navy blue

Waistband: 4 cm wide with hook and bar fastening, vilene fused-on stiffening, washable polyester or polycotton and canvas interlining

Belt loops: 6–8 belt loops spaced to the size of the waist, 1 cm wide and 5 cm long

Fly: Metal slide fastener with French bearer

Seams: Standard open seams with 2 cm inlay for waist and seat seam

A.25 Shoes

Style: Service non-steel toe cap

Resistance: Acid, oil, fuel, water

Upper leather: black, navy HMC leather 1,6–1,8 mm thick

Upper synthetic: vamp lining welted vamp

Upper linings: syntan leather

Material quality: Genuine leather

Colour: Black/Navy blue

Style: Court 747

A.26 Handbag

Fabric: Leather touch

Size: 40 cm x 30 cm with two compartments

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Scarf (ladies)

Style: Eskom patterns

Size: 165cm x 25cm

Fabric: Satin

A.27 Scarf (winter)

Fabric: Polar fleece

Style: scarf with fringe

Size: 165 cm x 25 cm

A.28 Gloves:

Fabric: Leather Touch

Style: Unlined/lined black leather, water resistant, designed for males and females

Colour: Black/Navy blue

A.29 Beanie

Fabric: Polar fleece

Style: 6 panels unstructured

A.30 Belt

Navy blue/Black high-grain leather belt, pressed edge, nickel-plated buckle with single prong, 40 mm wide, 4 mm thick.

A.31 Raincoat

Material: 16 gauge rubberised nylon taffeta

Colour: Navy blue

Style: One-piece, attached hood with drawstring, zip front with storm flaps and four press studs, two bottom taped on inside of jacket, epaulettes

Sleeves: Raglan sleeves, elasticised cuffs

Back: Sewn air vent across back of jacket

A.32 Coat

Material: Wool-acrylic blend

Colour: Navy blue

Style: Knee length, epaulettes

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A.33 Scarf

Eskom scarf.

A.34 Name plate (gold)

Indicating name and surname, with the individual's PSIRA registration number below (in accordance with Corporate Identity specifications).

A.35 Holster

Eskom approved –specifications obtainable from the Eskom Armoury Manager.

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Annexure C: Uniform and equipment specifications to be issued to security personnel

Reaction and or/Operational uniform

A.36 Jacket (combat)

Material quality: T53, 65% polyester, 35% cotton

Colour: Navy blue

Style: Hip length – 20 cm longer; double collar, quilted body and sleeves; zip front with storm flap, epaulettes

Sleeves: One-piece long sleeve with 50–55 mm self-lined open cuff with press stud fastener and a square opening of 30 mm for adjustment to fasten at the hind arm; press studs to be fitted 22 mm from cuff edges

Collar: Double collar

Foreparts: Square fronts to fasten with nylon slide fastener with slide-out bottom; zip front with storm flap and three press studs on storm flap

Pockets: One breast pocket with epaulettes with flaps fastened by press studs; two slanted side pockets

Top stitching: Fronts, pockets, flaps and cuffs to be stitched 7 mm from closed edges

Bottom: Plain bottom; NO elasticised waist

A.37 Trousers (combat)

Material quality: 65% polyester 35% cotton blend

Colour: Navy blue

Style: Double seat, double knees; draw cord in waist and trouser bottoms; two standard side pockets, one jet hip pocket with concealed button; one pleated field dressing pocket – right groin, Velcro-closing; single map pocket on right thigh

Fly/zipper: Zip fly

Belt loops: 5 x 70 x 25 mm stitched-down belt loops

A.38 Long-sleeved shirt (combat)

Material quality: 65% polyester 35 % cotton blend

Colour: Navy blue

Style: Military style glad-neck, epaulettes

Front: Two pleated breast pockets with button-down flaps

A.39 Short-sleeved shirt (combat)

Material quality: 65% polyester 35% cotton blend

Colour: navy blue

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Style: Military style glad-neck, epaulettes

Front: Two pleated breast pockets with button-down flaps

A.40 Jersey

Material quality: High-bulk acrylic, machine-washable

Colour: Navy blue

Style: V-neck, three-two rib, reinforced polyester shoulders, epaulettes and elbow patches

A.41 Half-hose/socks

Material quality: 25% x wool, 75% x Trevira

Colour: Navy blue

Style: Cushion sole and heel

A.42 Combat boots (Magnum service boots)

Material quality: Lightweight tactical boot, full-grain and action leather upper; Cambrelle lining, 1 150 denier nylon underlay, EVA midsole. Midsole features steel shank, heel stabiliser, channel-stitched heel, carbon rubber outsole

Colour: Navy blue

Style: Magnum/FUEL service boots

A.43 Belt (combat)

Navy blue/ Black webbing type 7 with tensile strength of 275kg, regular stiffness.

A.44 Overall – two-piece

For Work Wear Suits (Two Piece) Colour: Navy blue Type D59 Material: Cotton 100 Pct Sans1387-4 D59 Soft Woven Pre-Shrunk Flame Retardant; Standard Spec: Stitching Sans10101; ZipFastener Sans1822 (Non-Conductive Material); Thread Sans1362; Jacket, Utility: Type: Operating; Size: 102 Cm; Material:

Fabric Cotton 100 Pct Sans1387-4 D59 Soft Woven Pre-Shrunk, Flame Retardant; Color: Blue Sans Cks129-179C-2006; Pocket. Type: Chest 1; Side 2; Garment Closing Method: Zip Sans 1822;

The Jacket shall have a collar; the front shall be an open type with fastenings; have a plain hem without side vents. For bottom Pockets; Sleeves shall be one-piece long and set-in front edges, shall have grown-on facings of width at least 45 mm. The inside edges neatly finished; each front panel shall not have a yoke and be as follows: A) Slide Fastener Fronts: the fronts shall fasten with a slide fastener that extends to at least 90 mm above the bottom hem; slide fastener is concealed and stitched down; slide fasteners shall be secured.

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The back shall be plain (No Centre Back Seam); Sleeves shall be of the one-piece; The end of sleeve shall have a plain cuff of width at least 15 mm; Pockets shall be patch pockets of outer material and shall have round blunted corners; pocket mouth hems shall be of finished width 10 mm or 20 mm; Breast And Side Pockets shall be of finished measurement. The bottom of a jacket shall be finished with a plain hem of finished width at least 15 mm;.

Trousers shall have two Pockets: One on Back Two on Swing And One Patch Pocket with Eskom logo embroidered on right back pocket; Flame Retardant; Standard Spec: Stitching Sans10101; Zip Fastener Sans1822 (Non-Conductive Material); Thread Sans1362; Right Back Pocket Embroidered Identification Indelible Mnfrs Trademark; Size/Cleaning/Laundry Instructions/Sabs Mark Of approval On All Relevant Items

A.45 Name plate (gold)

Indicating name and surname, with the individual’s PSIRA registration number below (in accordance with Corporate Identity specifications).



A.46 Bush hat

Navy blue, cotton twill, brass eyelets and studs cord with slide toggle

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Annexure D: Standard size chart for security uniforms

MENS SHIRTS, TROUSERS SIZE CHART												
	S			M				L			XL	XXL
Men's shirts	34	36	37	38	39	40	41	42	43	44	46	47
Men's trousers waist		66	71	76	81	87	92	97	102	107	112	122

LADIES PANTS SIZE CHART															
Sizes	67	72	77	82	87	92	97	102	107	112	117	122	127	132	137
Waist	67	72	77	82	87	92	97	102	107	112	117	122	127	132	137
Seat	92	97	102	107	112	117	122	127	132	137	142	147	152	157	162
Out leg	106	106	107	108	108	109	109	110	111	111	112	113	113	114	114
In leg	79	79	80	80	80	81	81	81	82	82	83	83	83	83	83

LADIES SHIRT SIZE CHART															
Sizes	77	82	87	92	97	102	107	112	117	122	127	132	137	142	147
Bust	92	97	102	107	112	117	122	127	132	137	142	147	152	157	162

JACKETS AND COATS								
Jackets	S	M	L	XL	2XL	3XL	4XL	5XL
	87	97	107	117	122	132	137	147

Shoes/ Boots	Ladies	210 2	220 3	230 4	240 5	250 6	255 7	262 8	
	Men	247 6	255 7	262 8	270 9	277 10	285 11	292 12	300 13
Socks	Men/ Ladies	S	M	L	XL	XXL	XXXL		

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