

**APPOINTMENT (DESIGNATION) AS COVID-19 COMPLIANCE EMPLOYEE IN TERMS OF REGULATION 5(4)(e) OF THE REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, NO. 57 OF 2002**

**Job Title:**

**Name:**

**ID No.:**

**Employee No.:**  If applicable

On 29 April 2020 new Regulations were issued in terms of Section 27(2) of the Disaster Management Act, No. 57 of 2002 (“DMA Regulations”).

In terms of DMA Regulation 16(6)(a), I have been appointed (designated) as the COVID-19 Compliance Officer by the Head of Institution for ………………………………………………[INSERT NAME OF STABLE YARD] and I must make the appointments (designations) of COVID-19 Compliance Employees, at …………………………………………………..[INSERT] Stables (“the Stables”).

You are hereby appointed (designated) as the COVID-19 COMPLIANCE EMPLOYEE in terms of Regulation 5(4)(e) of the DMA Regulations, at the Stables.

Your appointment (designation) as Compliance Employee at the Stables and its premises, is on the following terms:

1. **DURATION**

Your appointment as COVID-19 Compliance Employee with effect from ……May 2020 until such time as the “*state of disaster*” which has been declared in terms of Section 27(1) of the DMA is lifted / revoked, or this appointment is superseded or cancelled.

1. **REPORTING**

From a statutory perspective you will report to me, as the COVID-19 Compliance Officer of …………………………………………………..[INSERT] Stables (the “COVID-19 Compliance Officer”), and ensure compliance in terms of DMA Regulation 5(4)(e) of the DMA Regulations.

# **SCOPE OF APPOINTMENT**

The geographic scope of your appointment is limited to the stables, yard ablution facilities, ……………………………………………………………………………[INSERT ADDITIONAL IF NEEDED] at ………………………………………………… [INSERT] Stables.

# **STATUTORY RESPONSIBILITY**

You are appointed (designated) in terms of DMA Regulation 5(4)(e) to ensure compliance with the measures provided for in paragraphs (a) to (d) thereof, within your area of responsibility.

# **FUNCTIONAL RESPONSIBILITY**

* 1. In your capacity as the appointed COVID - 19 Compliance Employee at the Stables and the premises, you are required to ensure:
     1. Compliance with the measures provided for in the DMA Regulation 5(4)(a)-(d); and
     2. That all directions in respect of hygiene conditions and limitations of exposure to persons with COVID-19 are adhered to, and in this regard your attention is drawn to DMA Regulation 5(4) and (5)(b).

# **GENERAL**

* 1. It will be your responsibility to report any shortcomings in relation to the implementation of applicable DMA Regulations, as well as the underlying safe operational procedures and managerial instructions which you are unable to rectify, immediately in writing to me as the Covid-19 Compliance Officer.
  2. You acknowledge that you are sufficiently informed, trained, qualified and skilled to carry out your responsibilities as set out in this letter of appointment.
  3. In the event that you require any further training, information, guidance or instruction, you are required to request such guidance, information or instruction immediately.
  4. You acknowledge that you have been provided with the necessary means and support to carry out your responsibilities as set out in this letter.
  5. This letter of appointment cancels and supersedes all previous designation(s) in relation to Covid-19.

**Signed at on this day of May 2020**

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**COMPLIANCE OFFICER**

I hereby acknowledge the designation above, confirm that I fully understand the requirements of the designation, the responsibilities as set out in the DMA Regulations and that I am fully conversant with the provisions of these Regulatory requirements.

**Signed at on this day of May 2020**

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**COMPLIANCE EMPLOYEE**