

Letter of Appointment: OHS Representative

Date: 21/05/2025

To: A Van Rooyen

Job Title: Fire Marshal

Department/Division: Training and Development

Subject: Appointment as Fire Marshal

Dear Miss, A Van Rooyen

In terms of **Section 17** of the **Occupational Health and Safety Act (Act 85 of 1993)**, you are hereby appointed as a Fire Marshal for the Training and Development department with effect from 21/05/2025.

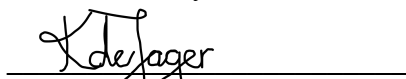
As a Fire Marshal, your responsibilities will include:

- Preventing fires and ensuring a safe evacuation in case of an emergency
- Regular inspections, maintaining fire safety equipment, developing and practicing evacuation plans, and educating staff on fire safety procedures

You are required to perform these duties during your normal working hours and are entitled to adequate training, time, and resources to fulfil your responsibilities. Your term of appointment shall be for a period of **1 year**, unless otherwise agreed or terminated in writing.

Please sign and return the attached copy of this letter to confirm your acceptance.

Yours sincerely,



Kerry De Jager
Chief Executive Officer
SAPSI

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Acknowledgment and Acceptance

I, Amory van Rooyen hereby accept my appointment as a Fire Marshal in accordance with the provisions of the OHS Act. I understand and agree to fulfil the duties as described above.

Signature: 

Date: 21/05/2025