



**EXPLOSIVES SECTION
QUALITY MANAGEMENT SYSTEM
QUALITY PROCEDURE**



ISSUING OF STAGE EFFECT PERMITS

Revision no: 0

Effective date: October 2023

Ref: EXP0019P

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This document has been approved by the Core Management of the Explosives Section. It is electronically distributed to the centres as reflected on the Explosives document masterlist.

1. OBJECTIVE

To provide a standardised working procedure to inspectors of explosives for the issuing of stage effect permits in terms of regulation 10.38 of the Explosives Regulations made under section 30 of the Explosives Act, 1956 (Act No 26 of 1956).

2. SCOPE

The procedure shall be applicable to the processing of applications for stage effect permits.

3. REFERENCES

- 3.1 Explosives Act, 1956 (Act No 26 of 1956);
- 3.2 Explosives Regulations, 1972;
- 3.3 Commercial Explosives System (CES) Training Manual; and
- 3.4 SANS 10366 - South African National Standard for Health and safety at events – Requirements.

4. RESPONSIBILITY

It shall be the responsibility of Explosives Section commanders at all levels to ensure compliance by members with this procedure.



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5. DEFINITIONS AND ABBREVIATIONS

- 5.1 **Act** - Explosives Act, 1956 (Act No 26 of 1956), and includes relevant Explosives Regulations made under section 30 of the Act.
- 5.2 **CES** - Commercial Explosives System.
- 5.3 **CIE** - Chief Inspector of Explosives appointed by the Minister of Police in terms of section 2(1) of the Act.
- 5.4 **Client Services Desk** - A dedicated client contact point identified by the Commander of the Explosives Section where services are rendered.
- 5.5 **Event** - Entertainment, recreational, educational, cultural, religious, business, charitable, exhibitional, conferential, organisational and similar activities hosted at a stadium, or a venue as contemplated in SANS 10366.
NOTE 1: Entertainment activities include live acts.
NOTE 2: Business activities include marketing, public relations and promotional activities.
- 5.6 **Local inspector** - An inspector of explosives stationed nearest to the stage effect site, appointed by the CIE in terms of section 2(5) of the Act.
- 5.7 **Organiser** - Any person who engages in organising an event for purposes of public entertainment, whether in a public place or for stage, film, television, video, or otherwise, where explosives are used.
- 5.8 **Pre-permit inspection** - A planned inspection conducted at a site where stage effects are intended to be used, to make a recommendation for the issuing of a stage effects permit.
- 5.9 **Pyrotechnician** - A suitable person who is authorised by the Chief Inspector as competent to produce or present a public fireworks display, stage or special effects production.
- 5.10 **Pyrotechnic composition** - A substance in a solid or liquid state or a mixture of such substance, designed to produce an effect by heat, light, sound, gas or smoke or a combination of these as the result of non-detonative, self-sustaining exothermic chemical reaction, including pyrotechnic substances which do not evolve gases.
- 5.11 **Pyrotechnic device** - Any device containing pyrotechnic material capable of producing a special effect. This includes cold spark machines.



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- 5.12 **Pyrotechnic effect simulation equipment** - Equipment that uses a chemical mixture, heat source, and the introduction of oxygen to initiate or maintain combustion and is used to produce visible or audible effects by combustion, deflagration, or detonation. This includes cold spark machines.
- 5.13 **SEP** - Stage Effect Permit generated on the CES.
- 5.14 **Site plan** - A plan, sketch, drawing or satellite image of the proposed site where pyrotechnics are intended to be used for stage effects.
- 5.15 **Sponsor** - A person that partakes, financially or otherwise, in the presentation of stage effects during a production.
- 5.16 **Stage effect inspection** - A planned inspection conducted at a site for which a stage effect permit has been issued, to ensure compliance with the Act on the day of the event.
- 5.17 **Stage pyrotechnics** - Any electrically initiated pre-manufactured indoor fireworks or pyrotechnic articles or compositions meant for use by an authorised pyrotechnician in stage productions whether it be for theatre, film, television or video and **stage effects** has a similar meaning.

6. PROCEDURE

6.1 Receipt of application

- 6.1.1 Applications shall be submitted on the form *Application for stage effect permits (EXP0019F_1)* by the applicant to any Explosives Section office for processing on the Commercial Explosives System (CES).
- 6.1.2 Applications may be submitted to the Client Services Desk by hand by the client/courier or email.
- 6.1.3 The receiver shall peruse and verify the application for completeness by using the *Checklist for stage effect permits (EXP0019F_2)*.
- 6.1.4 Complete applications shall be registered on the CES and the applicant provided with a request for explosives control service reference number.
- 6.1.5 The client shall be informed of any outstanding information or document, which shall be recorded on the checklist. The communication may be in writing (email) or telephonically.
- 6.1.6 The completed checklist shall be attached to the application.

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6.2 Processing of applications

6.2.1 The commander or supervisor shall allocate the application to an inspector for further processing by the next working day.

6.2.2 The local inspector may conduct a pre-permit inspection to ensure that the site is suitable for using stage effects and complete the form: *Stage effect event inspection report (EXP0019F_3)*. Inspections performed shall be captured on the CES as per CES Training Manual and the inspection number captured on the inspection report.

6.2.3 If the intended stage effect is to be conducted outside the area of responsibility of the receiving office, the local inspector responsible for the issuing of the permit shall submit a request for a pre-permit inspection to the relevant office.

6.2.4 The local inspector shall process the completed application and issue a stage effect permit on the CES to the applicant within three working days after allocation. In a case where a permit is not issued within three working days, the client shall be informed of the delay and proof of communication shall be attached to the application.

6.2.5 The following general rules shall apply to the issuing of stage effect permits:

6.2.5.1 Permits shall only be issued to a pyrotechnician registered on the CES to conduct stage effects through the use of CIE approved pyrotechnic compositions, stage pyrotechnics, pyrotechnic devices or pyrotechnic effect simulation equipment;

6.2.5.2 Details of persons who will assist the pyrotechnician shall be entered in the relevant field on the CES;

6.2.5.3 The local inspector shall be satisfied that the stage effects will be conducted in a reasonably safe and responsible manner, before issuing the permit;

6.2.5.4 If the local inspector is of the opinion that certain factors may impact negatively on safety and/or security, he/she shall consult the pyrotechnician in charge, in order to mitigate such factors;

6.2.5.5 The local inspector may add additional conditions to enhance safety and security. The following are examples of conditions:

- “Permission is granted for sleepover of stage pyrotechnics provided that all reasonably practicable safety and security measures are in place”;
- “An additional fire-extinguisher shall be placed 2 m from the control box”; and



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- "Proof of local authority approval shall be submitted to the local inspector before setting up the stage pyrotechnics".

Note: Vague general conditions such as "All relevant regulations must be complied with", shall be avoided;

6.2.5.6 The permit shall be issued on the CES in accordance with the CES Training Manual.

6.2.5.7 Permits may be processed by Public Service Act appointed personnel who successfully completed the CES Course, but shall only be signed by an inspector of explosives; and

6.2.5.8 No duplicate permit may be printed from the CES, signed on behalf of the issuer and provided to an applicant by a local inspector who did not issue the original permit.

6.3 Notification of client and other role-players

6.3.1 The issuer of the permit shall scan and email the original permit to the applicant.

6.3.2 The original permit may be collected by the applicant upon request.

6.3.3 The Provincial and Office Commander shall be informed via email of the permit issued.

6.3.4 If the stage effect permit was issued outside the area of responsibility where the event will take place, the local inspector responsible for the issuing of the permit shall provide a copy of such permit to the relevant Office and Provincial Commander before the event.

6.4 Stage effect inspections

6.4.1 The form: *Stage effect event inspection report (EXP 0019F_3)* shall be completed during pre-permit or stage effect inspections.

6.4.2 Inspections performed shall be captured on the CES as per CES Training Manual and the inspection number captured on the inspection report.

6.4.3 A copy of the signed inspection report shall be provided to the pyrotechnician in charge in the case of a stage effect event inspection by the inspector within two working days after the event.

6.5 Filing of documents

6.5.1 All documents related to the issuing of a stage effect permit shall be filed in accordance with one of the following options:



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6.5.1.1 In a client file as contemplated in *EXP0011P Management of Client Files*, where the client is based in the same area of responsibility where the permit was issued or where the stage effects were used; or

6.5.1.2 In a general file for Firework Displays (28/2/3/1) where stage effects were conducted by pyrotechnicians from other areas.

6.5.2 The application form, checklist, completed inspection report and copy of the permit shall be filed within three working days after the event.

6.6 **Amendment of permits**

Requests for amendments shall be made in writing to the local inspector. An amendment stamp or handwritten endorsement with the word "AMENDED" in red capital letters shall be placed next to the permit number on the updated permit and a valid reason for the amendment shall be provided under additional conditions on the permit.

7. **RISK ANALYSIS**

Non-conformance to this SOP may lead to the illegal possession and/or use of pyrotechnics, which may result to the following risks endangering the safety and security of the community, including but not limited to:

- Non-compliance with the Explosives Act and Regulations;
- Pyrotechnics related accidents;
- Possibility of unintended explosions;
- Injury or loss of life; and
- Damage to property.

8. **RECORDS**

8.1 EXP0019F_1 Application for stage effect permits

8.2 EXP0019F_2 Checklist for stage effect permits

8.3 EXP0019F_3 Stage effect event inspection report



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9. DOCUMENT HISTORY

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