



DEFCONPROTEC

DEFENCE CONTRACTS AND PROTECTION TECHNOLOGIES

BCR Number 142

BUSINESS CAPABILITY VERIFICATION CERTIFICATE.

HEADWEAR 24 (PTY) LTD

Unit 1, Fosa Industrial Park, 570 Inanda Road, Newlands West,
Durban KZN 4037
Registration No. 2009/020129/07
VAT No. 4040255897

The abovementioned Company is validated as a capable and approved supplier of the products as indicated below, to all Purchasing Authorities in All Organs of the State, including all Public Entities as listed in the PUBLIC FINANCE MANAGEMENT ACT, ACT No 1 of 1999 (as amended ACT 29/1999)

THE FOLLOWING ELEMENTS WERE EVALUATED

QUALITY MANAGEMENT SYSTEMS
PRODUCT CAPABILITIES
PROCESS CAPABILITIES
PEOPLE SKILLS CAPABILITIES
MINIMUM WAGE COMPLIANCE

CERTIFICATE DATE 7 September 2021
EXPIRY DATE 6 September 2022

AUTHORISED

Defcon Protec (Pty) Ltd www.defconprotec.co.za
Phone 083 625 3078 marthie@defconprotec.co.za



APPROVED PRODUCTS

BUCKET HATS, BASEBALL
CAPS, BEANIES, SCARVES,
GLOVES, APRONS, SHOPPING
BAGS



DP-035-01



DEFCON PROTEC BUSINESS CAPABILITY REPORT

SUPPLIER INPUT FORM

NOTE: ONLY ENTER DATA INTO GREY SHADED CELLS			BCR NO:	142
Assessment Date:	07 September 2021	Accessor Name:		
Expiry Date:	06 September 2022			
Factory Name:	Headwear 24 (Pty) Ltd			
Location Address:	Unit 1, Fosa Industrial Park, 570 Inanda Road, Parlock, Newlands West, Durban			
Area Code:	4037	Province:	KZN	
Postal Address:	PO Box 423, Kloof, KZN			
Postal Code:	3640	Email Address:	info@headwear24.com	
Phone Number:	031 574 7020	Website Address:	www.headwear24.com	
Fax No:	N/A	BEE Level:	8	Black Ownership: 0%
Company Reg No:	2009/020129/07	VAT No:	4040255897	
Income Tax No:	9277730173	Full Time Employees:	91	
Year Established:	2009	Contract Employees:	0	

COMPANY CREDENTIALS				
Key Personnel				
Designation	Name	NOTES	YES	NO
CEO	Ryan Ambler-Smith	Is there a valid Company Organogram?	X	
General Manager	Wesley Subramony	Who does the QA Manager report to?	FM	
Sales	Russell Shaw	Does the QA Manager have a job description?	X	
QA Manager	Bernadette Abraham	Are there conflicts in the job description?		X
HR Nanager	Estell Malan	Any other comments?	NA	

KEY CONTACT PERSON (DECLARATION THAT ALL INFORMATION IS ACCURATE AND TRUE)

NAME & SURNAME:	Russell Shaw	SIGNATURE:	
EMAIL ADDRESS:	russell@headwear24.com		
TEL NO:	082 804 6143		

FACULTY APPROVAL CHECK LIST	
Item	Verification YES/NO
Verification of Capability to Produce the Products as Profiled in this report	
Quality Management System	YES
Product Capabilities	YES
Process Capabilities	YES
People Capabilities	YES
Minimum Wage Compliance	YES
Security Clearance	NO

AUDITOR NAME:

AUDITOR SIGNATURE:

MJ JANSEN VAN VUUREN





DEFCON PROTEC BUSINESS CAPABILITY REPORT

COMPANY NAME	Headwear 24 (Pty) Ltd
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QUALITY CREDENTIALS

CERTIFICATION	YES/NO	DESCRIPTION	CERTIFICATE NUMBER	EXPIRY DATE
1) ISO9001/2:2008	NO			
2) ISO/TS16949:2009	NO			
3) ISO14001	NO			
4) OTHER/SPECIFY	NO			

QUALITY SCORING (Only required if no formal Quality Certification is evident)

		Score 1 - 5			
Quality Control	YES (Y) or NO (N)	Points	Weighting	Total	Comments
Quality Manual or Procedures or similar?	Y	5	5	25	Own Internal System
Are there records of QC training for all personnel?	Y	5	3	15	Yes
Are there approved standards used for testing?	Y	5	3	15	Yes
Do documents and records comply with manual?	Y	5	5	25	
Is there adequate evidence of QC supervision?	Y	5	3	15	1
Is there traceability or adequate identification?	Y	5	4	20	Bundle sheets
Are records kept to show release or approval?	Y	5	4	20	Sealed sample
Is there evidence of Management commitment?	Y	5	3	15	
	Score			150	
Factory Facility	YES (Y) or NO (N)	Points	Weighting	Total	Comments
Is housekeeping and cleanliness acceptable?	Y	5	1	5	
Is the layout practical and streamlined?	Y	5	2	10	
Is there a clear production schedule?	Y	5	5	25	Yes
Is there a dedicated maintenance team?	Y	5	2	10	Yes, inhouse
Are machined calibrated and checked?	Y	3	4	12	Yes
Are there demarcated separate storage areas?	Y	5	4	20	3x Ware houses
Are the equipment suitable for the products?	Y	5	5	25	
Is there compliance with Health and Safety laws?	Y	4	3	12	
	Score			119	
Process Control	YES (Y) or NO (N)	Points	Weighting	Total	Comments
Are there incoming and outgoing stock records?	Y	5	3	15	Yes
Is in process and storage conditions adequate?	Y	4	3	12	Yes
Are machines/products signed off for production?	Y	5	5	25	Yes
Is non conforming product identified and segregated?	Y	5	5	25	
Are there in process inspections and records?	Y	5	3	15	Yes
Are key documents controlled and updated?	Y	4	4	16	Yes
Are there records of quality performance and history?	Y	5	3	15	Yes

Is there a final inspection to verify conformance?	Y	5	5	25	100% Inspection
Are the relevant customer specifications controlled?	Y	5	4	20	Yes
Are products adequately identified to prevent mixing?	Y	5	4	20	Yes
Are products adequately packaged to prevent damage in storage and transport?	Y	5	4	20	Yes
Is there a procedure for rejects and waste?	Y	5	4	20	Reject store - recycling
Is there evidence of analysis of rejects and improvements made?	Y	5	5	25	Yes
Is there traceability of all documentation related to any order - from receipt of order to despatch ?	Y	5	5	25	Yes
	SCORE			278	
	Overall Score	Maximum 560	97%	547	

Facility Size(Sq. Meters)	Manufacturing	4168 sqm	Other	
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Do you currently supply Govt Contracts?	Yes/No	Yes	Comment	
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AUDITORS COMMENTS :

The company is well established to manufacture and deliver high quality products. The company produces for various large corporate brands as well as for government departments. NDA's are in place to protect any disclosures to the public. Headwear 24 manufactures for a wide variety of brands and corporates including, Standard Bank, FNB, Total, Engen, Ford, BMW, Discovery, utsurance, The Presidency, Transnet, Multiple Municipalities. In order to maximise production time and capacity the company does, from time to time, subcontract embroidery, screenprinting and actual manufacture to pre-approved companies. These Subcontractors are all vetted and goods inspected daily by the Headwear QA- team.

DOCUMENT CHECKLIST



COMPANY NAME	Headwear 24 (Pty) Ltd
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DOCUMENTATION VERIFICATION <i>TICK WHICH DOCUMENTS HAVE BEEN SUPPLIED AS HARD COPIES</i>	CHECK ONE OPTION		AUDITOR COMMENTS/VERIFICATION
	SUPPLIED	VALID OR NOT	
Letterhead with Company Details	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
BEE Certificate	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Expiry Date 29/11/2021
Quality System Certificate 9000 series	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Own unique QA system - effective
Quality System Certificate TS series	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Other Quality / Environmental Certificates	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Bargaining Council Compliance Certificate	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Expiry Date 15/02/2022
VAT Registration Certificate	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Tax Clearance Certificate	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Expiry Date 28/05/2022
Defcon Business Capability Report	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	New BCR 142
Other (Please Specify)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Cor 14.3
Compliance with Minimum Wage as per Labour Relations Act of 1995	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		National Bargaining Council Compliant
Are Subcontractors used ?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		When needed
Are BCR's available for all Subcontractors?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		Own QA system and verification
Secure storage for Restricted Documents? (Written Procedure must be verified)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		NA
Procedure for control and disposal of restricted items (Written Procedure must be verified)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		NA

PRODUCTS PROFILE



COMPANY NAME	Headwear 24 (Pty) Ltd
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Products Profile	Quantity/Capacity Capability	Unit of Measure (kg/m/unit)	Supplied to which Departments	Year	Notes
Baseball Caps	35 625	Units/Month			
Bucket Hats	50 040	Units/Month			Done order for Cyril Ramaphosa
Beanies	790	Units/Day			Day and night shift
Scarves	419	Units/Day			
Aprons	120	Units/Day			
Shopping Bags	120	Units/Day			
Outsourced					
Gloves					Outsourced

EXPORTS PROFILE	YES/NO	YES
Product	Country	Year
Namibia		from 2017
CMT Headwear Africa	Africa	from 2017

EQUIPMENT PROFILE



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Equipment	Process	Notes
CUTTING ROOM		
HYDAULIC PRESS CUTTING MACHINE		
TABLE CUTTER		
CAP PREP LINE		
FLAT MACHINE	MAKING POCKETS	
FLAT MACHINE	FITTING PEAKS INTO POCKETS	
FLAT MACHINE WITH SPECIAL ROW GUIDES	MAKING ROWS	
FLAT MACHINE	TRIMMING POCKETS	
AUTOMATIC BARTACK MACHINE	EYELETS	
FLAT MACHINE	JOINING FRONTS	
FLAT MACHINE	JOINING BACKS	
FLAT DOUBLE NEEDLE MACHINE	BINDING FRONT	
FLAT DOUBLE NEEDLE MACHIE	BINDING BACKS	
FLAT DOUBLE NEEDLE MACHINE	JOINING FRONTS	
FLAT DOUBLE NEEDLE MACHINE	JOINING BACKS	
FLAT DOUBLE NEEDLE MACHINE	ARC BINDING	
FLAT DOUBLE NEEDLE MACHINE	MAKING VELCRO	
SEMI-AUTO PRESS STUD MACHINE	MAKING BUTTONS	
MULTI NEEDLE MACHINE	MAKING SWEATBANDS	
BUCKET PREP LINE		
FLAT MACHINE	ATTACHING SIDE PANELS	
FLAT MACHINE	CLOSING SIDE PANELS	
FLAT MACHINE	TOP STITCH	
FLAT MACHINE	DOING ROWS	
CAP CLOSING LINE		
AUTOMATIC HEAT PRESSING MACHINE	PRESSING FRONT	
LAT MACHINE	JOINING FRONTS	
FLAT MACHINE	JOINING BACKS	
FLAT MACHINE	JOINING CROWN	
DOUBLE NEEDLE HIGH POST MACHINE	BINDING CROWN FRONT	
DOUBLE NEEDLE HIGH POST MACHINE	BINDING CROWN BACK	
SEMI-AUTO PRESS STUD MACHINE	ATTACHING BUTTONS	
FLAT MACHINE	ATTACHING SIDE TAPE	
FLAT MACHINE	ATTACHING PEAKS	
SINGLE NEEDLE HIGH POST MACHINE	ATTACHING SWEAT BAND	
SINGLE NEEDLE HIGH POST MACHINE	TOP STITCH	
FLAT MACHINE	ATTACHING POLY SNAPS	
CLOSING BUCKET LINE		
FLAT MACHINE	JOINING SIDES	
DOUBLE NEEDLE HIGH POST	BINDING CROWNS	
FLAT MACHINE	MAKING CROWNS FOR BINDING	
FLAT MACHINE	TOP STITCH CROWN	
FLAT MACHINE	BINDING CROWNS TO BRIM	
SINGE NEEDLE HIGH POST MACHINE	ATTACHING SWEATBAND	
FLAT MACHINE	TACKING AND FITTING LABELS	
FLAT MACHNE	TOP STITCH	
PRESSING DEPARTMENT		
AUTOMATIC CAP IRONING MACHINES	PRESSING OF FINISHED CAPS AND BUCKET HATS	
AUTOMATIC HEAT PEAK SHAPING MACHINE	PEAK SHAPING AND COOLING	
AUTOMATIC PEAK COOLING MACHINE	PEAK SHAPING AND COOLING	
PACKAGING		
FLOOR STANDING SCALES		

NON CONFORMANCES IDENTIFIED



COMPANY NAME

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Non Conformance Identified	Corrective Action Required	Date Cleared	Signature
NONE			
Comments			