



Southern African Auditor and Training Certification Authority

COMPANY ACCESS TO INFORMATION

SUMMARY: To comply with Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

DATE OF APPROVAL FOR THIS REVISION: 10 JUNE 2017

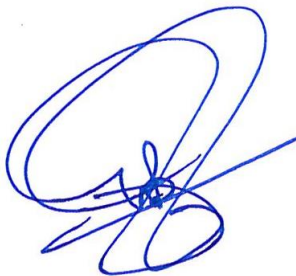
Southern African Auditor and Training Certification Authority

APPROVAL PAGE



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10 JUNE 2017
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10 JUNE 2017
DATE

Southern African Auditor and Training Certification Authority

AMENDMENT HISTORY

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Southern African Auditor and Training Certification Authority

LIST OF CONTENTS

| No. | Description | Page No. |
|------------|--|-----------------|
| 1. | Introduction | 5 |
| 2. | Availability of this manual | 5 |
| 3. | Organization record classification key | 5 |
| 4 | The ACT | 6 |
| 5. | Organization record classification key | 7 |
| 6. | Summary records availability | 8 |
| 7. | Request procedure | 9 |
| 8. | Prescribed fee payment | 9 |
| 9. | Prescribed fees | 10 |
| 10. | Fees in respect of private bodies | 10 |
| 11. | Application form | 12 |

Southern African Auditor and Training Certification Authority

1. INTRODUCTION

The ORGANIZATION, SOUTHERN AFRICAN AUDITOR & TRAINING CERTIFICATION AUTHORITY (Registration number 95/11974/08) conducts business as a section 21 ORGANIZATION concerned with the certification of persons.

2 AVAILABILITY OF THIS MANUAL

The "SECTION 51 MANUAL FOR SOUTHERN AFRICAN AUDITOR & TRAINING CERTIFICATION AUTHORITY" is available at our offices at, Meiring Naude Road, Persequor Technopark, Lynnwood, Pretoria, Gauteng, SOUTH AFRICA for access during normal business hours 08h00 to 15h30, Mondays to Fridays. Electronic copies of this document will be e-mailed upon request to any requestor.

3 ORGANIZATION CONTACT DETAILS

Persons designated/duly Authorised persons:

| Designated Person: SAATCA Registrar | |
|--|--|
| Postal address | PO Box 41, Persequor Park Brummeria, 0020 SOUTH AFRICA |
| Street address | Meiring Naude Road, Persequor Technopark, Lynnwood, Pretoria, Gauteng, SOUTH AFRICA |
| Telephone numbers | +27-(0)12 349 2763 |
| Fax numbers | +27-(0)86 516 2966 |
| EMail Address | admin@saatca.co.za |
| Payments should be made in cash to: | Southern African Auditor & Training Certification Authority |



Southern African Auditor and Training Certification Authority

4 THE ACT

2. The ACT grants a requester access to records of the ORGANIZATION, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
3. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff may be accessed under prescribed form and prescribed fees.
4. Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website www.sahrc.org.za

Southern African Auditor and Training Certification Authority

5 ORGANIZATION RECORD CLASSIFICATION KEY

| Classification No. | Access | Classification |
|---------------------------|----------------------|---|
| 1 | May be Disclosed | Public Access Document |
| 2 | May not be Disclosed | Request after commencement of criminal or civil proceedings |
| 3 | May be Disclosed | Subject to copyright |
| 4 | Limited Disclosure | Personal Information that belongs to the requester of that information |
| 5 | May not be Disclosed | Unreasonable disclosure of personal information of Natural person |
| 6 | May not be Disclosed | Likely to harm the commercial or financial interests of third party |
| 7 | May not be Disclosed | Likely to harm the ORGANIZATION or third party in contract or other negotiations |
| 8 | May not be Disclosed | Would breach a duty of confidence owed to a third party in terms of an Agreement |
| 9 | May not be Disclosed | Likely to compromise the safety of individuals or protection of property |
| 10 | May not be Disclosed | Legally privileged document |
| 11 | May not be Refused | Environmental testing / investigation which reveals public safety / environmental risks |
| 12 | May not be Disclosed | Commercial information of Private Body |
| 13 | May not be Disclosed | Likely to prejudice research and development information of the ORGANIZATION or a third party |
| 14 | May not be Refused | Disclosure in public interest |

Southern African Auditor and Training Certification Authority

6 SUMMARY: RECORDS AVAILABILITY

| Records | Subject | Classification No. |
|-------------------------------|--|---------------------------|
| Communications/Public Affairs | Current Services Information | 1,4 |
| | Public Corporate Records | 1 |
| | Media Releases | 1 |
| Environmental Records | Environmental Policy – none | 1 |
| | Environmental Records – none | 11,14 |
| Human Resource | Employee Records | 4,5,9 |
| | Employment Contracts | 4,5 |
| | Personnel Guidelines, Policies and Procedures | 12 |
| | Employee Medical Records | 4,5,8 |
| Financial | Audited Financial Statements | 12 |
| | Tax Records (ORGANIZATION & Employees) | 12 |
| | Asset Register | 12 |
| | Management Accounts | 12 |
| Corporate and Legal Services | General Contract Documentation | 6,12 |
| | ORGANIZATION Guidelines, Policies and Procedures | 12 |
| | Trade Marks | 3 |
| | Statutory Records | 12 |
| Sales and Marketing | Market Information | 12,13 |
| | Service Brochures | 1 |
| | Owner Manuals | 4 |
| | Field Records | 4,12 |
| | Performance Records | 12 |
| | Services Sales Records | 1 |
| | Marketing and Future Sales Strategies | 12 |
| | Customer Information and Database | 12 |
| Operations / Logistics | Operational Records | 12 |
| Quality | Quality Records | 12 |

Southern African Auditor and Training Certification Authority

7 REQUEST PROCEDURES

5. To facilitate the processing of your request, kindly:
- a. Use the prescribed form, available later in this manual
 - b. Address your request to the Designated Director.
 - c. Provide sufficient details to enable the ORGANIZATION to identify:
 - i. The specific record(s) requested;
 - ii. The requester's details and capacity (and if an agent is lodging the request, proof of capacity);
 - iii. The form of access required;
 - iv. The postal address or fax number of the requester in the Republic;
 - v. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - vi. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

8 PRESCRIBED FEE PAYMENT

8.1 The following applies to requests (other than personal requests):

- a. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- b. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- c. Records from previous financial years will require archival searches. We will inform the applicant of the expected preparation time and expected costs of the applicable fees.
- d. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- e. Records may be withheld until the fees have been paid.
- f. The Fee Structure is available as indicated hereunder.



Southern African Auditor and Training Certification Authority

9 PRESCRIBED FEES

9.1 The following applies to requests (other than personal requests):

- a. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- b. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- c. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- d. Records may be withheld until the fees have been paid.
- e. Payments should be made to Southern African Auditor & Training Certification Authority in cash.

10 FEES IN RESPECT OF PRIVATE BODIES.

10.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R2,10 for every photocopy of an A4-size page or part thereof. The fees for reproduction referred to in regulation 11(1) are as follows:

| Item | Fees |
|--|--------|
| For every photocopy of an A4-size page or part thereof | R2.10 |
| For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form | R2.10 |
| For a copy in a computer-readable form on CD | R70.00 |
| For a transcription of visual images for an A4-size page or part thereof | R40.00 |
| For a copy of visual images | R60.00 |
| For a transcription of an audio record for an A4-size page or part thereof | R20.00 |
| For a copy of an audio record | R30.00 |



Southern African Auditor and Training Certification Authority

- d. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00. The access fees payable by a requester referred to in regulation 11(3) are as follows:

| Item | Fees |
|--|-----------------|
| For every photocopy of an A4-size page or part thereof | R2.10 |
| For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R2.10 |
| For a copy in a computer-readable form on - compact disc | R70.00 |
| For a transcription of visual images, for an A4-size page or part thereof | R40.00 |
| For a copy of visual images | R60.00 |
| For a transcription of an audio record, for an A4-size page or part thereof | R40.00 |
| For a copy of an audio record | R30.00 |
| To search for and prepare the record for disclosure | R30.00 per hour |

- e. For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- f. The actual postage is payable when a copy of a record must be posted to a requester.

Southern African Auditor and Training Certification Authority

12 (Application form)

ANNEXURE 1

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head/Designated Person:

B. Particulars of person requesting access to the record

- | | |
|-----|--|
| (a) | <i>The particulars of the person who requests access to the record must be given below.</i> |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:



Southern African Auditor and Training Certification Authority

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:



Southern African Auditor and Training Certification Authority

E. Fees

- | | |
|-----|---|
| (a) | <i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i> |
| (c) | <i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i> |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i> |

Reason for exemption from payment of fees:

Southern African Auditor and Training Certification Authority

F. Form of access to record

| | |
|--|--|
| <p><i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i></p> | |
| <p>Disability: _____</p> | <p>Form in which record is required: _____</p> |
| <p>Mark the appropriate box with an X. NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p> | |

| | | | |
|---|--|--------------------------|---|
| <p>1. If the record is in written or printed form:</p> | | | |
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> | inspection of record |
| <p>2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p> | | | |
| <input type="checkbox"/> | View the images | <input type="checkbox"/> | copy of the images* |
| <input type="checkbox"/> | | <input type="checkbox"/> | transcription of the images* |
| <p>3. If record consists of recorded words or information which can be reproduced in sound:</p> | | | |
| <input type="checkbox"/> | Listen to the soundtrack (audio cassette) | <input type="checkbox"/> | Transcription of soundtrack* (written or printed document) |
| <p>4. If record is held on computer or in an electronic or machine-readable form:</p> | | | |
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record* |
| <input type="checkbox"/> | | <input type="checkbox"/> | copy in computer readable form* (compact disc) |
| <p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p> | | | <p>YES</p> |
| | | | <p>NO</p> |

COMPANY ACCESS TO INFORMATION MANUAL
SOUTHERN AFRICAN AUDITOR & TRAINING Authority
To comply to the
PROMOTION OF ACCESS TO INFORMATION ACT

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON ON WHO'S BEHALF REQUEST IS MADE