

SECTION 51 MANUAL FOR
SOUTHERN AFRICAN AUDITOR & TRAINING CERTIFICATION AUTHORITY
To Comply to

Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

Date: 03 July 2007



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INTRODUCTION

1. 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.

AVAILABILITY OF THIS MANUAL

The “SECTION 51 MANUAL FOR SOUTHERN AFRICAN AUDITOR & TRAINING CERTIFICATION AUTHORITY” is available at our offices at Building 4, CSIR Campus, Meiring Naude Road, Lynnwood, Pretoria, Gauteng, SOUTH AFRICA for access during normal business hours 08h00 to 15h00, Mondays to Fridays. Electronic copies of this document will be e-mailed upon request to any requestor.

ORGANIZATION CONTACT DETAILS

2. Persons designated/duly Authorised persons:

Designated Person: SAATCA Registrar	
Postal address	PO Box 41, Persequor Park Brummeria, 0020 SOUTH AFRICA
Street address	Building 4, CSIR Campus, Meiring Naude Road, 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

THE ACT

3. 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.
4. 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.
5. 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

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

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



COMPANY ACCESS TO INFORMATION MANUAL
Southern African Auditor & Training Certification Authority (SAATCA)
To comply to the
PROMOTION OF ACCESS TO INFORMATION ACT

REQUEST PROCEDURES

6. 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.

PRESCRIBED FEE PAYMENT

7. 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.

PRESCRIBED FEES

8. 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.

FEES IN RESPECT OF PRIVATE BODIES.

9. 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

10. 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

11. 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.
12. The actual postage is payable when a copy of a record must be posted to a requester.

(Application form)
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

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

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:

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:

E. Fees

- | |
|---|
| <p>(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></p> <p>(b) <i>You will be notified of the amount required to be paid as the request fee.</i></p> <p>(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></p> <p>(d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i></p> |
|---|

Reason for exemption from payment of fees:

F. Form of access to record

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.

Disability: _____	Form in which record is required: _____
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Mark the appropriate box with an X.

NOTES:

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (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.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (compact disc)
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*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.

YES	NO
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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 WHOSE BEHALF
REQUEST IS MADE