

SECTION 51 MANUAL FOR Atlantic Abrasive and Hardware CC.

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PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

SECTION 51 MANUAL FOR Atlantic Abrasive and Hardware CC.

B. Introduction

Atlantic Abrasive and Hardware CC. was established on 3rd June 1985, as wholesalers and Retailers of Power Tools, Abrasives and hardware.

Members of Atlantic Abrasive and Hardware CC are qualified for the distribution training advising and demonstrating solutions for polishing grinding drilling cleaning sanding etc. of various manufactured products as well as the advising and training on occupational health products. Members are subject to rules of professional conduct and a strict code of ethics that are enforced by comprehensive complaint procedures.

Professional indemnity insurance for all practising members is compulsory. To further the integrity of the profession, a mandatory continued professional development program is in place.

C.1. Contact details [Section 51(1)(a)]

The Chief Executive Officer of Atlantic Abrasive and Hardware CC. has appointed Maureen Engelbrecht to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, Act 2 of 2000.

Postal address: **P.O Box 2218**
 Bellville
 7535

Physical address: **16 Middle Street**
 Bellville
 7530.

Telephone: **(021) 9463590**

Fax: **(021) 9498460**

E-mail: **des@atlanticabrasive.co.za**

C.2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
204
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

C.3. Records available in terms of any other legislation [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

Basic Conditions of Employment Act, Act No. 75 of 1997
Employment Equity Act, Act No. 55 of 1998
Income Tax Act, Act No. 95 of 1967
Labour Relation Act, Act No. 66 of 1995
Regional Services Councils Act, Act No. 109 of 1985
Skills Development Act, Act No. 97 of 1998
Unemployment Insurance Act, Act No. 63 of 2001
Unemployed Contributions Act, Act No. 4 of 2002
Value Added Tax Act, Act No. 89 of 1991

C.4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**

At this stage no notice(s) has/have been published.

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

Administration: Minutes of council meetings
Minutes of disciplinary committee meetings
Minutes of investigation committee meetings
Minutes of staff meeting
Human Resources: Employment contracts
Remuneration records

Finances:	Financial statements Vouchers Assets
Other:	Rules of professional conduct Constitution By-laws

iii. The request procedures.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of an another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

C.5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

C.6. Availability of the manual [Section 51(3)]

- i. The manual is available for inspection at the offices of the CFA free of charge.
- ii. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the CFA.
- iii. The manual can also be viewed on the website of the CFA (www.cfa-sa.co.za).
- iv. Copies of the manual are available with the SAHRC and in the Gazette.