**ROPE ACCESS INSPECTION CC**

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

TABLE OF CONTENTS

A. BACKGROUND TO THE PROMTION OF ACCESS TO INFORMATION ACT .................................................**2**

B. INTRODUCTION TO ROPE ACCESS INSPECTION .......................................................................................**2**

C. SOUTH AFRICAN HUMAN RIGHTS COMMISSION – GUIDE ON THE ACT .................................................**2**

D. AVAILABILITY OF MANUAL AND REQUEST FOR INFORMATION .............................................................**3**

E. CONTACT DETAILS .....................................................................................................................................**4**

F. INFORMATION AVAILABLE IN TERMS OF THE ACT ..................................................................................**4**

G. FEES............................................................................................................................................................**6**

FORM C - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY **.....................................................................7**

FEES IN RESPECT OF PRIVATE BODIES .............................................................................................................11

A. BACKGROUND TO THE PROMTION OF ACCESS TO INFORMATION ACT

The Promotion of Access to Information Act 2 of 2000 (“the Act”) came into operation on

23 November 2001. Section 51(1) of this Act requires that ROPE ACCESS INSPECTION, as a private body, compiles a manual giving information to the public regarding the subjects and categories of records in its possession and the procedure to be followed by any member of the public in requesting information from it for the purpose of exercising or protecting its constitutional right of access to any information that is held by another person and that is required for the exercise or protection of rights of the member of the public.

B. INTRODUCTION TO ROPE ACCESS INSPECTION

ROPE ACCESS INSPECTION specializes on NDT, LGI/LEEA and DROPS inspection services and reporting specifically for the oil and gas industry and most of the work is done under work at height disciplines., Being very dependent of well qualified technicians the company also do specilaised training, assessment and installations of safety structure. The company as a private body, has compiled this manual in compliance with the provisions of the Act and also as a means to foster a culture of transparency and accountability and to ensure that members of the public have effective access to information in its possession which will assist them in the exercise and protection of their rights.

C. SOUTH AFRICAN HUMAN RIGHTS COMMISSION – GUIDE ON THE ACT

In terms of section 10 of the Promotion of Access to Information Act 2 of 2000, the SA Human Rights

Commission has compiled a guide on the use of this Act. It is available from the Human Rights Commission on their website, [http://www.sahrc.org.z](http://www.sahrc.org.za)a. Any enquires relating to this guide should be directed to the Chief Executive Officer of the South African Human Rights Commission:

|  |  |
| --- | --- |
| Post: | South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700Houghton, 2041 |
| Telephone: | (011) 484-8300 |

|  |  |
| --- | --- |
| Fax: | (011) 484-0582 |
| Website: | [www.sahrc.org.z](http://www.sahrc.org.za)a |
| E-mail: | PAIA@sahrc.org.za |

D. AVAILABILITY OF MANUAL AND REQUEST FOR INFORMATION

This manual will enable you to view the categories of information in the possession of ROPE ACCESS INSPECTION and to follow the correct procedure when requiring access to any of the information in its possession. All requests for access to information should be addressed to the contact person referred to below.

The manual will also be available for inspection at the offices of ROPE ACCESS INSPECTION or via its website and at the South African Human Rights Commission. Copies can be obtained upon payment of the prescribed fee, at the offices of ROPE ACCESS INSPECTION.

Requests for access to records must be made on the request form, the prescribed form C, which is annexed hereto and can also be downloaded from the South African Human Rights Commission (SAHRC) web site [http://www.sahrc.org.z](http://www.sahrc.org.za)a. All requests will only be processed once payment of the prescribed fee has been made.

The requester must provide sufficient detail on the request form to enable ROPE ACCESS INSPECTION to identify the record and the requester. The requester should also indicate which form of access is required and indicate whether he or she in addition wishes to be informed in any other manner other than in writing of the decision on his or her request and state the necessary particulars to be so informed, in addition to a postal address and/or fax number in the Republic of South Africa.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a third party, the requester must then submit proof of the capacity in which the requester is making the request, to the satisfaction of ROPE ACCESS INSPECTION.

Kindly note that all requests to ROPE ACCESS INSPECTION will be evaluated and considered in accordance with the Act. Publication of this manual and the description of the categories and subject matter of the information held by ROPE ACCESS INSPECTION does not give rise to any rights to access such information or records except in terms of the Act.

At this stage no notice(s) has/have been published on the categories of records that are

automatically available without a person having to request access in terms of the Act.

E. CONTACT DETAILS

All requests for access to records relating to ROPE ACCESS INSPECTION should be addressed to:

|  |  |
| --- | --- |
| Name of body: | ROPE ACCESS INSPECTION |
| Designated Information Officer: | Jacobus Adriaan Louw |
| Registration Number: | 2012/215875/07 |
| Physical address: | Unit 13, The Square, Prime Park, 5 Printers Way, Montague Gardens, Cape Town, 7441. |
| Postal address: | P.O. Box 60325, Table View, 7439 |
| Telephone number: | 021 300 1120 |
| Fax number: | 086 625 3601 |
| Email address: | driaan@rope-access.co.za |
| Website: | [www.rope-access.co.z](http://www.rope-access.co.za)a |

F. INFORMATION AVAILABLE IN TERMS OF THE ACT

CATEGORIES OF INFORMATION

All information requested will only be made available subject to the provisions of the Act, in particular Sections 62 to 69 of the Act.

1. ROPE ACCESS INSPECTION holds the following categories of information:

1.1. Financial and accounting records (Transactional records, Investment and Bank Records, Management Reports, Accounting records etc.)

1.2. Insurance records

1.3. Customer information and Document Databases

1.4. Sales and Marketing Records

1.5. General Correspondence (Internal & External Correspondence amongst others)

1.6. Securities (Share Certificates, amongst others)

1.7. Orders, Invoices and Quotes

1.8. Drawings/ Blue prints, Designs and Plans

1.9. Minutes of Meetings and Resolutions

1.10. Company Records

1.11. Order Forms

1.12. Asset Register and Stock Lists

1.13. Employee records (including amongst others: Employee contracts, Pensions records, Disciplinary documentation, Employment Equity Reports, Performance Appraisals, etc.)

1.14. Health and Safety Documentation

1.15. Administrative Records (suchas Policy and Procedure Manuals, Operational Records etc)

1.16. Tax Records (including Vat, PAYE, PAYE and income Tax Records amongst others)

1.17. Contracts and Agreements

1.18. Working Papers

1.19. Information technology.

2. Information automatically available - section 52(2)

2.1. Statutory Company Information

2.2. Marketing Brochures

2.3. Website Publications.

3. Information available in terms of other legislation

Where applicable to its operations, information is also available in terms of certain provisions of the following statutes:

• Basic Conditions of Employment Act 75 of 1997

• Close Corporations Act 69 of 1984

• Companies Act 61 of 1973

• Compensation for Occupational Injuries and Diseases Act 130 of 1993

• Credit Agreements Act 75 of 1980

• Electronic Communications and Transactions Act, 2002

• Financial Intelligence Centre Act 38 of 2001

• Income Tax Act 58 of 1962

• Labour Relations Act 66 of 1995

• National Credit Act, 2005 (Act No. 34 of 2005)

• National Road Traffic Act 93 of 1996

• Occupational Health and Safety Act 85 of 1993

• Prescription Act 68 of 1969

• Promotion of Access to Information Act 2 of 2000

• Short-term Insurance Act 53 of 1998

• Skills Development Act, No 97 of 1998

• Value-added Tax Act 89 of 1991

• Unemployment Insurance Act 63 of 2001

G. 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 must pay the required request fee of R50.00. The fee structure can be obtained on the website of the South African Human Rights Commission (SAHRC) at [http://www.sahrc.org.z](http://www.sahrc.org.za)a. If the request is granted, the requester must pay a further access fee for the search, reproduction and preparation of the record, as well as for any time that has exceeded the prescribed hours to search and prepare the record requested to be accessed. Information on the structure of access fees is available at [http://www.sahrc.org.z](http://www.sahrc.org.za)a, or Government Notice Number R187 of 15 February 2002, which is available at [http://www.doj.gov.z](http://www.doj.gov.za)a.

FORM C - 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:

.........................................................................................................................................................................................................

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B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: .................................................................................................................................................................

......................................................................................................................................................................................................... Identity number: .............................................................................................................................................................................. Postal address: .................................................................................................................................................................................

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.................................................................................................... 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: ................................................................................................................

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2. Reference number, if available: .................................................................................................................................................

3. Any further particulars of record:...............................................................................................................................................

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E. Fees

(a) 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.

(b) You will be notified of the amount required to be paid as the request fee.

(c) 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.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: ................................................................................................................................

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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:............................................

................................................................................................ .................................................................................................

................................................................................................ .................................................................................................

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: |
|  | copy of record\* |  | inspection of record |
| 2. If record consists of visual images(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.): |
|  | view the images |  | copy of the images\* |  | transcription of the images\* |
| 3. If record consists of recorded words or information which can be reproduced in sound: |
|  | listen to the soundtrack (audio cassette) |  | transcription of soundtrack\* (written or printed document) |
| 4. If record is held on computer or in an electronic or machine-readable form: |
|  | printed copy of record\* |  | printed copy of information derived from the record\* |  | copy in computer readable form\* (stiffy or compact disc) |
| \*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 |

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: .................................................................................................................

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

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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 ................

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SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees

1

Reproduction fees apply to obtaining copies or transcriptions of information, which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

3. Access fees

2

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other fees

4.1 A request fee3 of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.

4.2 A search fee4 may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.5

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure “A”, Part III, Item 4(1)(f).

5 Section 54(2).

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

R

(a) For every photocopy of an A4-size page or part thereof ............................................................................... 1,10 (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or

machine-readable form.................................................................................................................................. 0,75

(c) For a copy in a computer-readable form on—

|  |  |  |  |
| --- | --- | --- | --- |
|  | (i) | stiffy disc................................................................................................................................................ | 7,50 |
| (ii) | compact disc.......................................................................................................................................... | 70,00 |
| (d) | (i) | For a transcription of visual images, for an A4-size page or part thereof . | 40,00 |
|  | (ii) | For a copy of visual images.................................................................................................................... | 60,00 |
| (e) | (i) | For a transcription of an audio record, for an A4-size page or part thereof ......................................... | 20,00 |
|  | (ii) | For a copy of an audio record................................................................................................................ | 30,00 |

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

R

(1) (a) For every photocopy of an A4-size page or part thereof ...................................................................... 1,10 (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or

machine-readable form......................................................................................................................... 0,75

(c) For a copy in a computer-readable form on—

(i) stiffy disc....................................................................................................................................... 7,50 (ii) compact disc................................................................................................................................. 70,00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof .................................... 40,00

(ii) For a copy of visual images........................................................................................................... 60,00 (e) (i) For a transcription of an audio record, for an A4-size page or part thereof ................................ 20,00 (ii) For a copy of an audio record....................................................................................................... 30,00

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably

required for such search and preparation.

(2) 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.

(3) The actual postage is payable when a copy of a record must be posted to a requester.