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SOP No 2.28

Promotion for the Access of Information Manual

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1. Approval

The signatures below certify that this Promotion of Access to Information Act (PAIA) Manual has been reviewed, accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared By:	Jakes Erasmus		IMS Manager	01.11.2023
Approved By:	Richard Oliver		Managing Director	01.11.2023

2. Company Proprietary Information

The electronic version of this manual is the latest revision. It is the responsibility of the staff member to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled.

3. Abbreviations

PAIA	- Promotion of Access to Information Act
SAHRC	- South Africa Human Rights Commission

4. Introduction to AS AutoMech

With skilled personnel, the latest technology, and well-equipped workshops, we are established as an Original Equipment Manufacturer or OEM in specific sectors of the market. Our equipment is in-house engineered, drawn and designed with a blend of innovation, experience, and knowledge. Applying the latest technology from the automation industry to our OEM products, afford us the opportunity to keep in touch with the latest developments in the automation world.

AS AutoMech Uses:

- ISO 9001:2015 to assist the company ensuring conformance.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights. In these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

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5. Particulars in terms of Section 51

5.1. Contact Details

Name of Company	AS AutoMech (PTY) Ltd.
Registration Number	2002 / 007472 / 07
Postal Address	PO Box 15285, Riverfield, Gauteng 1564
Physical Address	161 Clydesdale Road, Daggafontein, Springs, 1559
Telephone Number	011 363 0534/5
Web Address	www.asautomech.co.za
Managing Director	Richard Olivier
Designated Information Officer	Richard Olivier
Email Addresses:	info@asautomech.co.za

6. Section 10 Guide

The South African Human Rights Commission (SAHRC) published a “Guide on how to use the Promotion of Access to Information Act 2 of 2000” which is available on SAHRC website www.sahrc.org.za. Queries are to be directed to:

The South African Rights Commission	
PAIA Unit – The Research and Documentation Department	
Postal Address:	Private Bag 2700, Houghton 2041
Telephone Number:	+27 11 877 3600
Fax Number:	+27 11 484 7146
Web Address:	www.sahrc.org.za
Email Address:	paia@sahrc.org.za

7. Other Legislation Records

7.1. Records that are available in terms of other legislation are as follows:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

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- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Tax on Retirement Funds Act No. 38 of 1996
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

8. Access AS AutoMech Records

8.1. Records Freely Available

The following records are freely available on the AS AutoMech Website without having to request access in terms of the PAIA Act section 52(2):

- Company Profile
- Professional Services and Capability Statements
- Location of Offices and contact details

8.2. Requested Records

The following records may be requested:

- Registers required in terms of the Companies Act
- Financial Records and Management Accounts
- Audit Statements and Tax Records

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- Legal and Contractual Records
- Policies and Procedures
- Insurance Policies
- Purchasing Records
- Employee Records
- Skills Development and Training Records
- Pension Fund and Medical Aid Records
- Correspondence
- Client Records
- Contracts
- Minutes and Correspondence
- ISO Management System Records
- Time and Expense Records
- Billing Records

8.3. Statutory Employee Records

- Employees' names and occupations.
- Time worked by each employee.
- Employee contracts
- Remuneration paid to each employee.
- Date of birth of each employee.
- Attendance register.
- Employment equity plan.
- Salary and wages register.
- Records of foreign employees.
- Substantive agreements.
- Determinations made in terms of the Wage Act.
- Records of strikes, lockouts, or protest action.
- Skills and development records.
- Staff records (after date of employment ceases).

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- Tax returns of employees.
- Incentive schemes.
- Study assistance schemes.
- Maternity leave policy.
- Medical boarding.
- Funeral insurance scheme.
- Code of conduct and ethics
- Employee medical surveillance and biological monitoring records in respect of hazardous chemical substances.
- Records of investigations and tests in respect of hazardous chemicals and substances.
- Records of risk assessments and monitoring results in respect of hazardous biological agents.
- Records of assessment and air monitoring and asbestos inventory.
- Records of training of employees in respect of exposure to hazardous chemicals.
- Safety management systems, data, and audits.
- Industrial hygiene programs, data, and audits.
- Permits, licences, approvals, and registrations for operations of sites and business.
- Emergency response plans.
- Environmental impact assessments.
- Environmental management programs and systems.
- Details of solid waste discharges.
- Details of air emission discharges.

8.4. Agreements and Contracts

- Material agreements concerning provision of services or materials.
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion, or other alliance agreements.
- Agreements with shareholders, officers, or directors.
- Acquisition or disposal documentation.
- Agreements with contractors and suppliers.
- Agreements with customers.

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- Warranty agreements.
- Sale agreements.
- Distributor, dealer, or agency agreements.
- Restraint agreements.
- Agreements with governmental agencies.
- Purchase or lease agreements.

8.5. Intellectual Property

- Trademarks, trade names and protected names.
- Copyrights.
- Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- Litigation and other disputes involving intellectual property.

8.6. Information Technology

- Hardware.
- Operating systems.
- Telephone exchange equipment.
- Telephone lines, leased lines, and data lines.
- LAN installations.
- Software packages.
- Disaster recovery systems.
- Internal systems support and programming/development
- Capacity and utilisation of current systems.
- Development or investment plans.
- Agreements.
- Licenses.
- Audits.

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8.7. Sales and Marketing

- Products.
- Markets.
- Customers.
- Brochures, newsletters, and advertising materials.
- Sales.
- Public relations policies and procedures.
- Domestic and export orders.

9. Request Procedure

9.1. Form of Request:

- The Requester must use the prescribed form (Form 2) to make the request for access to a record. This request must be made to the Information Officer. This request must be made to the address or electronic mail address of the body concerned [section 53(1)]. These forms are available from:
 1. Our information officer.
 2. The SAHRC website (www.sahrc.org.za)
 3. The Department of Justice and Constitutional Development website (www.doj.gov.za).
- The Requester must provide sufficient detail on the request form to enable the Information Officer 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.
- 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.
- If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the Information Officer of the private body.
- 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:
 1. The Information Officer 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.
 2. The fee that the Requester must pay to a private body is R50 (listed in the Guide referred to in Section 2.2 above). The requester may lodge an application to the

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court against the tender or payment of the request fee.

3. After the Information Officer of the private body has made a decision on the request, the Requester must be notified in the required form. (Form 3)
 4. 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.
- Other Information - The Minister of Justice and Constitutional Development has not made any regulations in this regard.
 - Manual Availability - This manual is available for inspection free of charge at the offices of AS AutoMech.