



**MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“the Act”) OF SAQCC NPC (“The Company”)**

Information Officer Details

<b>Information Officer</b>	Current Chairperson (at date of implementation of this manual Mr Barney Richardson)
<b>Deputy Information Officer full names</b>	Ms Virginia Mtshali
<b>Deputy Information Officer email address</b>	virginia@saqccgas.co.za

Document Review History

<b>Date</b>	<b>Version</b>	<b>Author/Reviewers</b>	<b>Action / comment</b>
10.9.2021	V1	Boogaard Attorneys and SAQCC Board	Implementation pursuant to POPIA

Company Address and Contact Details

Street address	Block G, Hurlingham Office Park, Woodlands Avenue, Woodlands Manor
Telephone number	011 285 0038
Website	<a href="http://www.saqccgas.co.za">www.saqccgas.co.za</a>

**1 Introduction**

This manual is prepared in terms of section 14 of the Act and in term of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

This manual provides the procedural steps and requirements a requestor must make to access information subject to the limitations to the rights of access to information as provided in the Act.

Kindly note the person requesting a record in terms of this manual (“the requestor”):

- must require the record to exercise or protect the requestor's rights;
- must request the record following the correct procedure as set out in this manual;
- may be refused access to the record on the grounds set out in the Act.



The Company has not submitted a notice providing for the Voluntary disclosure and automatic availability of certain records as contemplated in section 15(2) of the Act.

This manual is available for inspection at the street address set out above.

## 2 **Human Rights Commission Guide**

In terms of the Act, the Human Rights Commission ("HRC") is to prepare a guide in an easily comprehensible form and manner detailing how to utilise the Act and containing information for persons who may wish to exercise any right contemplated by the Act.

For queries to the HRC and to obtain the guide kindly note the following details:

Telephone number: 011 877 3600 (switchboard);

Email address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za);

Website: <http://www.sahrc.org.za>

Head office address: Braampark Forum 3, 33 Hoofd Street, Braamfontein

## 3 **Purpose of Processing Personal Information**

The Company is Non Profit Company that has been formed by the four (4) Member Associations to establish a central database which displays details of registered and authorised Gas Practitioners to work on gas and gas systems. The Company has been officially appointed and mandated by the Department of Employment and Labour to register gas practitioners, on their behalf, within the following gas industries:

- Natural Gas
- Liquefied Petroleum Gas
- Air Conditioning and Refrigeration Gas
- Compressed Industrial and Medical Gases

## 4 **Structure of the Company & Service to the Public**

The four Member Associations of the Company are:

- LPGSA NPC – Liquefied Petroleum Association of South Africa
- SACGA NPC – Southern Africa Compressed Gases Association
- SARACCA NPC – South African Refrigeration & Air Conditioning Contractors Association
- SAGA NPC – Southern African Gas Association



The practitioners who register with the Company, belong to the different Associations and could be members of those Associations. Registration is compulsory in terms of the Occupational Health and Safety Act 85 of 1993 specifically concerning the Pressure Equipment Regulation 17 July 2009)(PER).

The Company is responsible for ensuring that anyone working on Gas Systems, is competent to do so in terms of the PER. Applications for registrations are sent to the Company by each Association according to registration criteria and proof of competency, through a portfolio of evidence relating to training, qualifications and experience in the relevant Gas industry. Approved applicants are then registered with the Company and their details are incorporated onto the National Database for Authorised Practitioners which is in turn available to and accessible by members of the public.

The Company will process Personal Information to:

- Fulfil its responsibilities under the PER;
- Comply with applicable legislation;
- Identify data subjects;
- To pursue legitimate interests of the Company

## 5 **Security Measures**

The Company complies with and adopts best practices and frameworks aimed at securing Personal Information to prevent unauthorised access to and unlawful processing of Personal Information.

## 6 **Transborder Flows of Personal Information**

There is no envisaged transborder flow of Personal Information in the Company fulfilling its objectives however in so far as same becomes applicable, the Company will comply with the provisions of POPIA in processing of Personal Information.

### **Categories of records and subjects on which records are held**

#### **Data Subjects**

- Associations & Board Members
- Practitioners
- Employees (HR)
- Users reflected on Electronic Certificate of Conformity (CoC)
- Operators/Suppliers



### **Company records**

- Contract Management
- Association and Board member documentation
- Supplier Records
- Finance
- Marketing
- Information Technology
- Human Resources
- Company Law records
- DEL records

### **Records held in terms of the following legislation & regulations**

- Occupational Health and Safety Act 85 of 1993
- Pressure Equipment Regulations
- Electronic Communications and Transactions Act, 25 of 2002
- Compensation of Occupational Injuries and Diseases Act, 130 of 1993
- Employment Equity Act, 55 of 1998
- Companies Act, 64 of 2008
- Income Tax Act, 58 of 1962
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997

### **Procedure to gain access to records**

The Requestor must:

- properly complete the form provided in annexure A and submit same to the Company by email or by hand to one of the addresses provided on the covering page of this manual;
- pay the prescribed request fee before the Company processes the request and in accordance with the provisions of the Act.

### **Decision of the Practice to grant access to records**

The Company will within thirty days of having received the request or after having received the additional particulars the Company requested in terms of the Act to enable it to consider the request, notify the Requestor of its decision to grant or decline the request.

Kindly note that the Company may decline to grant access to records, in accordance with the Act on the basis provided in Part 2 Chapter 4 of the Act.



### Fees Payable

- In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.
- 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 relevant request fee.
- The Information Officer will notify the requester to pay the prescribed fee before further processing the request. The requester may lodge an internal appeal or an application to the court against payment of the request fee.
- The fees payable are as follows:
- The fee for a copy of the manual as contemplated in regulation 5(c) of the Act is R0,60 for every photocopy of an A4 size of page or part thereof.
- The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) of the Act R35,00

<b>REQUEST FEE, OTHER THAN PERSONAL REQUESTER</b>	
<b>REPRODUCTION / ACCESS FEES</b>	<b>R0,60</b>
The manual: For every photocopy of an A4-size page or part thereof. Also, any other A4-size photocopy	
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	<b>R0,40</b>
For a copy in a computer-readable form on compact disc	<b>R40,00</b>
For a copy of visual images	<b>R60,00</b>
For a transcription of visual images, for an A4-size page or part thereof	<b>R22,00</b>
For a transcription of an audio record for an A4-size page or part thereof.	<b>R12,00</b>
For a copy of an audio record.	<b>R17,00</b>

<b>ACCESS FEE, OTHER THAN PERSONAL REQUESTER</b>	
<b>REPRODUCTION / ACCESS FEES</b>	<b>R0,60</b>
The manual: For every photocopy of an A4-size page or part thereof. Also, any other A4-size photocopy	
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	<b>R0,40</b>
For a copy in a computer-readable form on compact disc	<b>R40,00</b>



For a transcription of visual images, for an A4-size page or part thereof	<b>R22,00</b>
For a copy of visual images	<b>R60,00</b>
For a transcription of an audio record for an A4-size page or part thereof.	<b>R12,00</b>
For a copy of an audio record.	<b>R17,00</b>

To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation.

For any request that would require more than six hours to access or to prepare for disclosure one third of the access fee is payable as a deposit by the requester.

The actual postage is payable by the requester when a copy of a record must be posted.



**ANNEXURE A**

**FORM TO REQUEST ACCESS TO RECORD OF THE COMPANY  
DIRECTED TO THE INFORMATION OFFICER OF THE COMPANY**

**Details of Requestor**

Full names of requestor	
Identity number/registration number	
Capacity of requestor if request is made on behalf of another person (please submit written evidence of authority together with this form)	
Contact number	
Email address	
Physical address	

**Record requested**

Provide full particulars of the record requested (if space is inadequate, please provide particulars on separate document and submit with this form)	
Details of right being enforced protected giving rise to request for the record (if space is inadequate, please provide particulars on separate document and submit with this form)	

**Fees**

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. You will be notified of the amount required to be paid which amount will be dependent on the form of access and the time required by the Company to search for and prepare a record. If you qualify for exemption of the payment of any fee, please state the reason for exemption.	
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**Disability**

If you are prevented by disability from reading or viewing a record, please advise:	
Type of disability	
Form in which record is required	

**Form of Access to Record**

If it is not possible to provide a record in the form requested, the Company will advise you and will further advise if it is possible to provide the record in an alternative form.

**Written or printed form** (mark x next to applicable option)

Copy of record	Inspection of record
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**Visual images** (mark x next to applicable option)

Copy of images	View images
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**Recorded words or information which can be reproduced in sound** (mark x next to applicable option)

Listen to soundtrack	Audio transcription of soundtrack
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**Electronic record** (mark x next to applicable option)

Printed copy of record	Printed copy of information derived from record	Copy or transcription of record (compact disc)
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Notice of decision by the Company will be given to you in writing. Please advise how you would like to receive notice of the decision?

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Signed on this the \_\_\_ day of \_\_\_\_\_ 2021.

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By or on behalf of the Requestor