



DOC. NO.	OD-001-SHEQ	REV NO	03	EFFECTIVE DATE	28 MAY 2014
STATUS	CURRENT	NEXT REVIEW DATE	2017/05/25		
TITLE	INFORMATION MANUAL OF MARTIN BULK HANDLING SOLUTIONS PTY LTD (2003/019477/07) IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 OF 2000)	OWNER	L. LABUSCHAGNE		
		REVIEWER	H KOTZE		
		APPROVER	H KOTZE		

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1.	Introduction
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Martin Bulk Handling Solutions (Pty) Ltd trading as Martin Engineering makes bulk materials handling cleaner, safer and more productive.

2.	Contact Details Section 51 (1)a
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The Managing Director has duly authorized the Company SHEQ Controller to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act 2 of 2000 and all requests for information should be addressed to:

MR. Lappies Labuschagne (SHEQ Controller)

Postal Address: P.O. Box 12696

Leraatsfontein

Emalaheni (Witbank)

1038

Street Address: Corner Antwerpen Street and Arnhemsingel

Die Heuwel

Emalaheni (Witbank)

Telephone: 013 656 5135

Fax: 013 656 5129

Email: lappiesl@martin-eng.com

Website: www.martin-eng.co.za

3. South African Human Rights Commission Guide Section 51 (1)b

This Guide is available for public inspection during office hours at the South African Human Rights Commission. Any person may request to have a copy of the Guide at a fee. Please direct any queries to:

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Phone: +27 (11) 484-8300

Fax: +27 (11) 484-0582

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

4. Automatically Available Records Section 51 (1)c

The following categories of records are automatically available for inspection at head office.

- Product Brochures

5. Records in compliance with legislation Section 51 (1)d

- Promotion to Access of Information Act 2 of 2000
- The Occupational Health and Safety Act No. 85 of 1993
- The Value-Added Tax Act No. 89 of 1991
- Income Tax Act No. 58 of 1962
- Companies Act No. 61 of 1973
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Unemployment Insurance Act No. 30 of 1966
- The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

6. Subject records Section 51(1)(d)

6.1 General

6.2 Finance

- Banking Details
- Asset register
- Tax records

6.3 Audits

6.4 Communications

6.5 Human Resources

- Training records
- Medical aid records
- Employee code of conduct
- Employee contracts
- Disciplinary records
- Employee equity plan
- Pension fund records

6.6 Environmental

6.7 Health and Safety

- Safety Health and Environmental Policy
- Safety Health and Environmental audits, inspections, procedures, training and emergency response
- Environmental impact assessments
- Documents relating to investigations and reporting of Safety, Health and Environmental incidents

6.8 Legal

6.9 Medical

7. Procedure for requesting information Section 51 (1)e

7.1. A request for access to a record is made by completing a Request Form available on the website of the South African Human Rights Commission at www.sahrc.org.za.

7.1.1. Address your request to the Head of the Company representative

7.1.2. Provide sufficient details to enable the COMPANY to identify:

- a. The record(s) requested;
- b. The requester (and if an agent is lodging the request, proof of capacity);
- c. The form of access required;
- d. The postal address or fax number of the requester in the Republic;
If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- e. 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.

7.2. Prescribed Fees:

The following applies to requests (other than personal requests)

- 7.2.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2.2. 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);
- 7.2.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.2.4. Records may be withheld until the fees have been paid.
- 7.2.5. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

8. Additional Prescribed Information Section 51 (1)f

The Minister of Justice and Constitutional Development has not made any regulations in terms of section 51(f) of the Act.

9. Grounds for Refusal Section 62 - 70

Martin Engineering may refuse a request for access to a record on the grounds of:

- 1. Interpretation;
- 2. Mandatory protection of privacy of third party who is a natural person;
- 3. Mandatory protection of commercial information of third party
- 4. Mandatory protection of certain confidential information of third party;
- 5. Mandatory protection of safety of individuals, and protection of property;
- 6. Mandatory protection of records privileged from production in legal proceedings;
- 7. Commercial information of private body;
- 8. Mandatory protection of research information of third party, and of research information of private body;
- 9. Mandatory disclosure in public interest.

10. Appeals Section 78 - 82

A Requester that is dissatisfied with the information officer's refusal to disclose information, may within 30 calendar days of notification of the decision, apply to a Court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 calendar days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the Court of another court of similar status.

11. Availability of the manual

The information Manual is available at:

Street Address: Corner Antwerpen Street and Arnheimsingel

Emalaheni (Witbank)

Telephone: 013 656 5135

Fax: 013 656 5129

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