



B S BE SAFE PARAMEDICAL CC
P M www.be-safe.co.za

Company Registration No: CK 98/52711/23

Manual

Prepared in accordance with Section 51 of
The Promotion of Access to Information Act 2/2000
("the Act")

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1. Introduction to Be Safe Paramedical cc

Be Safe Paramedical cc is a medical equipment developer, manufacturer, importer and distributor with branches in Cape Town and Johannesburg. Be Safe Paramedical cc is an ISO 9001:2008 certified company

The Promotion of Access to Information Act No 2 of 2000 was enacted to give effect to the constitutional right of access to any information that is held by another person and that is required for the exercise or protection of any rights as well as to provide for matters connected therewith.

This manual is to assist potential requesters as to the procedure to be followed when requesting access to information from Be Safe Paramedical cc in terms of the Act.

This manual may be amended from time to time and any new versions of the manual will be made public.

2. Be Safe Paramedical cc Contact Details (Section 51 (1) (a))

Sole Member:	Mr. Michael Alan Kros
Information Officer:	Mr. Gavin Sutton (COO)
Postal Address:	P.O.Box 188 Muizenberg 7950
Street Address:	58 Promenade Road Zandvlei Muizenberg 7845
Telephone Number:	+27 (21) 788-4681
Fax Number:	+27 (21) 788-1830
Email:	gavins@be-safe.co.za
Website:	www.be-safe.co.za



3. The ACT and Section 10 Guide (Section 51(1) (b))

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. Applicable Legislation (Section 51 (1) (c))

No	Reference	Act
1.	No. 75 of 1997	Basic Conditions of Employment Act
2.	No. 69 of 1984	Closed Corporation Act
3.	No. 61 of 1973	Companies Act
4.	No. 130 of 1993	Compensation of Occupational Injuries and Diseases Act
5.	No. 91 of 1964	Customs and Excise Act
6.	No. 25 of 2002	Electronic Communications and Transactions Act
7.	No. 55 of 1998	Employment Equity Act
8.	No. 58 of 1962	Income Tax Act
9.	No. 24 of 1936	Insolvency Act
10.	No. 66 of 1995	Labour Relations Act No. 66 of 1995
11.	No. 85 of 1993	Occupational Health and Safety Act No. 85 of 1993
12.	No. 2 of 2000	Promotion of Access to Information Act
13.	No 68 of 2008	Consumer Protection Act
14.	No 89 of 1991	Value Added Tax Act
15.	No. 9 of 1999	Skills development Levies Act No. 9 of 1999
16.	No. 194.of 1993	Trademarks Act
17.	No. 30 of 1966	Unemployment Insurance Act



5. Schedule of Records (Section 51 (1) (d))

Be Safe Paramedical cc maintains records on the following categories and subject matters. **NB:** Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be approved. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

Records	Subject
Administrative	- Title Deeds
	- Company Correspondence
	- Minutes of meetings
	- Licences
	- Contracts and agreements
	- Client Contact and Account Information
Human Resources	- Employment Contracts
	- Staff Salaries and Payments
	- Training records
	- Staff Job Descriptions
	- Staff Disciplinary Records
	- Staff Performance Appraisals
	- Staff Personal Documents
	- Employment Equity Reports and Submissions
Operational	- Customer and Sales Records
	- Design and Production Records
	- Bills of Material Records
	- Stock and Stores Records
	- Logistic Records
	- Quality Management Records
Financial	- Transaction Records
	- Financial statements
	- Asset Registers
	- Management Records
	- Company and Employee Tax Records
	- Product Cost Records
	- Company Tax Records

6. Procedure for Requesting a Record

- 6.1** Requests for access to records held by Be Safe Paramedical cc must be made on the prescribed request forms that are available on our website www.be-safe.co.za.
- 6.2** For the convenience of requestors, a copy of this form is included in Section 7 of this manual and on our website. Please note that requestors are also required to make payment of the prescribed fees stipulated in Section 8 of this manual.
- 6.3** Requests for access to records must be made to our Information Officer at the contact details indicated in Section 2 of this manual.
- 6.4** The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and requester



- 6.5** The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to so be informed
- 6.6** 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
- 6.7** If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Be Safe Paramedical cc Information Officer
- 6.8** The standard form that must be used when making a request is found in Section 7 of this manual. Not using the prescribed form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed
- 6.9** Please note that all requests to Be Safe Paramedical cc will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories or subject matter of information held by Be Safe Paramedical cc does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

7. Form of Request (Section 51 (1) (e))

See overleaf.



8. Prescribed Fees

1. The fee for a copy of the manual as contemplated in regulation 5(c) is for every copy of an A4 size or part thereof.	R1.10
2. The fees for reproduction referred to in regulation 7(1) are as follows:	
a) for every photocopy of an A4-size or part thereof	R1.00
b) for every printed copy of an A-size 4 page or part thereof held on a computer or in an electronic or machine readable form	R0.40
c) for a copy in a computer-readable-form on CD i. Stiffy Disk ii. Compact Disk	R5.00 R40.00
d) (i) for a transcription of an audio record, for an A4-size page or part thereof (ii) for a copy of visual images	R22.00 R60.00
e) (i) for a transcription of an audio record, for an A4-size page (ii) for a copy of an audio recording	R12.00 R17.00
3. The request fee payable by every requester, other than a Personal requester, referred to in regulation 7(2)	R35.00
4. The access fee payable by a requester referred to in Regulation 7(2) are as follows:	
1) a) for every photocopy of an A4-size page or part thereof	R0.60
b) for every printed copy of an A-sized page or part thereof held on a computer or in electronic or machine readable form	R0.40
c) for a copy in a computer-readable form on: (i) Stiffy Disk (ii) Compact Disk	R5.00 R40.00
d) (i) for a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	R22.00 R60.00
e) (i) for a transcription of an audio record, for an A4 size page or part thereof (ii) For the copy of an audio record	R12.00 R17.00
f) 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 such search and preparation	R15.00/hr

2) For purposes of Section 22(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.