



**Section 51 Manual for
WESTINGHOUSE ELECTRIC SOUTH AFRICA (PTY) LTD
(Westinghouse SA)**

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No2 of 2000

INTRODUCTION

Westinghouse Electric South Africa (Pty) Ltd, or short form Westinghouse SA, specializes in a variety of solutions in the Nuclear and Non-Nuclear Engineering and Supply field.

1. Contact Details [Section 51(1)(a)]

Postal Address:

PostNet Suite 146

Private Bag X1

Big Bay

7448

Street Address:

Unit 58, Eden on the Bay

cnr Otto du Plessis Dr & Sir David Baird Rd

Bloubergstrand

Cape Town

7441

Managing Director: Dr. FP Wolvaardt

Telephone:	+27 (0) 21 554 9602
Fax:	+27 (0) 21 554 9603
E-mail:	www.westinghousenuclear.co.za

2. Section 10 Guide

The Guide on how to use the Act will be available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700 Houghton 2041

Telephone: +27 11 484-8300 +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No. 130 Of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Promotion of Access to Information Act No. 2 of 2000
- Skills development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Value – Added Tax Act No. 89 of 1991

4. Access to records held by Westinghouse SA [Section 51(1)(c) and 51(1)(e)]

- 1.1. Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] include details about our products, services and acceptable use policy.
- 1.2. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classified [Section 51(1)(e)]
 - a. GENERAL COMPANY DOCS
 - Company Registration documents
 - Company Policies and Procedures

- Company Quality Manual
- b. HUMAN RESOURCES
- Employment Contracts
 - Remuneration Records
 - Leave records and Policies
 - Employment Equity Records
 - Job Descriptions
- c. FINANCIAL
- Accounting Records
 - Financial Statements
 - Tax Records and Returns
 - Debtor Invoices and Statements
 - Creditors Invoices, Statements and Related Payment Supporting Documents
 - Insurance Policies

5. The request procedure

Form of request

- To request a document that does not fall within the ambit of the Act, the requester must direct the request to the CEO (MD) in writing and request an appointment to view the documentation.
- To request a document that does fall within the ambit of the Act, the requester must make use of the prescribed form. This must be directed to the CEO (MD) of Westinghouse SA at the address, fax number or e-mail address of the body concerned [Section 53(1)].
- The requester must provide sufficient detail on the request form to enable the head 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 manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53(2)(a) and (b) and (c)].
- The requester must identify the right being exercised or protected and provide an explanation of why the requested record is necessary to exercise or protect that right [Section 53(20)(d)].

- If a request is made on behalf of another person, a consent form/letter of authority must accompany the request. [Section 53 (2)(f)].

Fees

A requester seeking access to a record containing personal information about that requester is not required to pay the request fee. Any other requester, who is not a personal requester, must pay the required request fee.

- The head of the private body must notify the requester (other than a personal requestor) by notice, requiring the requester to pay the prescribed fee (if any) before processing the request [Section 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

6. Other information as may be required [Section 51(1)(f)]

The minister of Justice and Constitutional Development has not yet made any regulations in this regard.

7. Availability of the manual [Section 51(3)]

The manual is available for inspection by appointment at the Company's premises, or on the Company website www.westinghousenuclear.co.za, and copies are available from the SAHRC or in the Government Gazette.

Dr. FP Wolvaardt

8. 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 Managing Director:
Westinghouse Electric South Africa (Pty) Ltd
PostNet Suite 146
Private Bag X1
Big Bay
7448

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:

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:
- 2 Reference number, if available:
- 3 Any further particulars of record:

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:

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
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <ul style="list-style-type: none">(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 for 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		transcription of soundtrack*
	audio cassette		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:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE