

MANUAL OF
AIRGAS COMPRESSORS (PROPRIETARY) LIMITED
Registration no. 1985/001571/07

(referred to as “the company”)

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
No.2 of 2000 (“the ACT”).

INTRODUCTION

Airgas Compressors (Pty) Ltd manufactures and imports the Aerzener Maschinenfabrik GmbH range of Blowers, Compressors, Gas Meters as well as offering after sales service.

CONTACT DETAILS OF INFORMATION OFFICER

All requests pursuant to the Act should be directed to The Company Secretary, Airgas Compressors (Pty) Ltd.

Postal address: P.O. Box 43111
Industria
2042

Physical address: 1175 Domkrag Street
Robertville Extension 1
Roodepoort
Gauteng

Telephone number: 011 474-2193

Facsimile: 011 474-2321

e-mail address: info@airgas.co.za

GUIDE

A guide on the objectives and use of the Act is to be published by the South African Human Rights Commission. The Commission has indicated that the guide will be ready by August 2003.

Please direct any queries to:

The Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: 011 484-8300

Facsimile: 011 484 1360

Website: www.sahrc.org.za

e-mail: PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are available for inspection in accordance with the following legislation (other than the Act);

ACT

Companies Act 61 of 1973

Labour Relations Act 66 of 1995

Pension Funds Act 24 of 1956

Employment Equity Act 55 of 1998

Basic Conditions of Employment Act 75 of 1997

Occupational Health and safety 1993

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Skills Development levies Act 9 of 1999

Unemployment Insurance Act 63 of 2001

RECORDS

Register of allotments
Register of members
Register of directors and officers
Register of interests in contracts of directors and officers

Labour Records

Pension fund Rules
Revenue accounts

Analytical documentation

Employment Records

Accident registers and Act 85 of investigation records

Statutory Returns

Statutory Returns
Vouchers

Statutory Returns
Development Plans

Statutory Returns
Employment records

An appointment can be made with the Company Secretary to view the records within reasonable company hours. Fair notice needs to be given as certain records are stored at the offices of the administrative authority.

INFORMATION FREELY AVAILABLE

The company has not submitted any notice in terms of section 52(1) of the Act:

The following information is freely available without a request in terms of the Act:

- Marketing brochures
- Environmental Policy
- Health and Safety Policy
- Code of Ethics

Interested parties are requested to make an appointment with the Information Officer although a formal application need not be submitted. Some of the information is also available on the Airgas Compressors website: www.airgas.co.za

RECORDS AVAILABLE ONLY IN TERMS OF THE PROVISIONS OF THE ACT

The Company has the following records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act.) Information is presented by subject and categories of each subject held:

Accounting and Finance

- Books of account
- Vouchers
- Invoice and statements
- Fixed asset registers
- Inventories
- Agreements and correspondence
- Banking details and bank account records
- Reports
- Statutory returns
- Policies and procedures

Communications

- Correspondence and memorandums
- Legal proceedings

Company Secretarial Services and Administration

- Agreements
- Annual reports
- Minutes of meetings
- Registers required in terms of companies Act
- Share certificates
- Statutory returns
- Statutory documents such as memoranda, articles of association and certificates of incorporation
- Legal proceedings

Human Resources

- Agreements and contracts of employment
- Policies and procedures
- Employee information: leave, salaries, payroll, bonuses
- Forms and applications
- Industrial council agreements and records
- Benefit schemes: rules and records
- Documents relating to appointments, promotions, dismissals, suspensions, demotions and disciplinary actions
- Returns in respect of skills development levies, UIF etc.
- Employment equity reports
- Training schedules

Information Systems

- System documentation and manuals
- Licenses
- Project, disaster recovery and implementation plans
- Agreements
- Policies and procedures

Insurance

- Insurance policies
- Underwriting documentation
- Claim documentation

Intellectual Property

- Assignments, cession and transfer of trademarks, patents designs and copyright material

Logistics

- Agreements relating to transportation
- Storage, handling, packaging and distribution agreements
- Clearing and forwarding agreements

Maintenance

- Maintenance and inspection schedules and registers
- Preventative maintenance programmes
- Operating procedures

Manufacturing and Production

- Manufacturing and production specifications
- Production statistics
- Documents relating to delivery and receipt of product
- Warehouse and storage records

Marketing

- Promotional material
- Agreements
- Print and audio-visual material
- Brochures and advertising material
- Brand and advertising material

Order Generation and Fulfillments

- Quotations and orders
- Delivery documents
- Supply Agreements

Procurement and Supply Chain Management

- Documents and agreements relating to procurement and supply of commodities and services
- Inspection and stock acceptance documentation

Property rights

- Title deeds, licenses, permits
- Lease agreements
- Installment sale agreements

Research and Development

- Product performance test results

Health and Safety

- Safety, health and environmental audits, inspections and procedures
- Environmental policy
- Safety and health policy
- Documents relating to reporting and investigation of safety, health and environmental incidents

Taxation

- Records and returns pertaining to company tax, STC, PAYE, RSC levies and capital gains.

REQUEST PROCEDURES AND FEES

A request for a document that is not in terms of the Act must be addressed to The Company Secretary in writing together with a request for an appointment to view the documentation.

A request for access to a record in terms of the Act must be made to The Company Secretary as detailed under the contact detail paragraph of this manual. The request must be made using the prescribed form (attached FORM A)

The requester must provide sufficient details on the request form to enable The Company Secretary to identify the record and the requester. The requester should also indicate which format of access is required.

The requester must identify the right that he or she is seeking to exercise or protect and must provide an explanation of why the record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of The Company Secretary.

Fees payable for the gathering and supply of information were prescribed by the Minister of Justice and Constitutional Development in Government Notice R. 187 dated 15 February 2002. The fee structure prescribed under the Act is available on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za)

A requester (other than a personal requester) must pay the prescribed fee of R50.00. The requester may make an application to the court against the payment of the request fee.

A requester will be required to pay the prescribed fee before the request is processed.

The Company Secretary will make a decision on the request and will notify the requester in the required form.

In the case of a successful request a further fee must be paid for the searching, reproduction and preparation of the records for disclosure.

REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of Chapter 4 of the Act, the company must refuse access to information in the following categories, unless specifically provided for in the Act.

- Information relating to the privacy of natural persons. This includes the personal information of deceased persons.
- Information consisting of commercial or confidential information of a third party.
- Information for the protection of the safety of individuals and the protection of property
- Information privileged from production in legal proceedings
- Third party research information

RIGHTS OF APPEAL

A requestor that is dissatisfied with The Company Secretary's decision may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party who is dissatisfied with The Company Secretary's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

AVAILABILITY OF THE MANUAL

This manual is available as follows:

- On the Airgas Compressors (Proprietary) Limited website: www.airgas.co.za
- In hard copy, to be viewed free of charge by appointment during office hours, at the offices of Airgas Compressors (Proprietary) Limited (Company Secretarial Department), 1175 Domkrag Street, Robertville Ext 1, Roodepoort.
- At the offices of the South African Human Rights Commission.
- The manual will be published in the Government Gazette dated 28/02/2003.

FORM A

**REQUEST FOR ACCESS TO RECORDS OF AIRGAS COMPRESSORS
(PROPRIETARY) LIMITED**

(Section 53 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

A. PARTICULARS OF AIRGAS COMPRESSORS (PTY) LTD

The Company Secretary

**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:

Telephone Number: _____ Fax 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) 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 from reading, viewing or listening 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:
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Mark the appropriate box with an X.

NOTES:

- (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 to 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:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If consists of visual images (this includes photographs, slides, video, recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy of transcription of a record (above), do you wish the copy of transcription to be posted to you? Postage is payable.			<input type="checkbox"/> Yes
			<input type="checkbox"/> 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 of _____ 200__

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE