

29th January 2003

SECTION 51 MANUAL FOR IQ INSTRUMENTS CC

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A. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Quanta Instruments was started in 1977 and IMC Instruments formed in 1988. On the 1st March 1991 the companies merged and became Imc Quanta Instruments cc, later to be abbreviated to IQ Instruments cc.

The company employs a staff of 11 at their factory in Fontainebleau Randburg, some of whom have been with the company from the very early days. The high level of technical expertise and product knowledge ensures that customers always speak to someone who understands their needs.

The IQ product range has expanded over the years and some of the products that the company is best known for are the temperature, vibration and pH transmitters along with a whole host of analogue signal converters. Plug-in timers, level controllers, voltage and current monitors are still popular. Many products are available with certification for use in hazardous areas. IQ products can be found in applications from mining to medical.

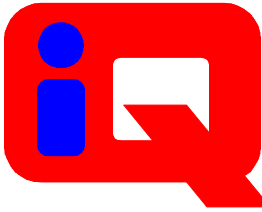
1. Contact details [*Section 51(1)(a)*]

IQ Instruments cc
P O Box 1411
Randburg
2125

Unit 2, Fontainebleau Commercial Park
69 Martha Road
Fontainebleau
Randburg

Tel: (011) 792-1210
E-mail: sales@iqinstruments.com

Fax: (011) 793-6863
Web: <http://www.iqinstruments.com>



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2. **The section 10 Guide on how to use the Act [Section 51(1)(b)]**

This Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to :

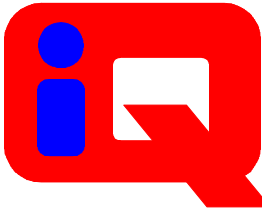
The South African Human Rights Commission :

**PAIA Unit
The Research and Documentation Department**

Postal address :	Private Bag 2700 Houghton 2041		
Telephone	+27 11 484-8300	Fax	+27 11 484-0582
Website	http://www.sahrc.org.za	E-mail	paia@sahrc.org.za

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

- 3.1 Financial**
 - 3.1.1 Financial Statements
 - 3.1.2 Auditors records
 - 3.1.3 Banking records
- 3.2 Accounting**
 - 3.2.1 Debtors records
 - 3.2.2 Creditors records
 - 3.2.3 Accounting Records
- 3.3 South African Receiver of Revenue**
 - 3.3.1 SARS returns
 - 3.3.2 Skills Development Levy
 - 3.3.3 VAT returns
 - 3.3.4 UIF records
- 3.4 Regional Services Records**
- 3.5 Workers Compensation records**
- 3.6 Metal & Engineering Industries Bargaining Council**
 - 3.6.1 Provident Fund records
 - 3.6.2 Sick Pay Fund records
 - 3.6.3 SEIFSA records
 - 3.6.4 CCMA records
- 3.7 Quality Assurance**
 - 3.7.1 Policy Manuals
 - 3.7.2 Procedure Manuals
 - 3.7.3 Work Instructions
 - 3.7.4 SABS/ISO Audit records
 - 3.7.5 Design records
- 3.8 Personnel**
 - 3.8.1 Payroll records
 - 3.8.2 Personnel files
 - 3.8.3 Medical Aid records
 - 3.8.4 Time keeping records
- 3.9 Professional Services Records**
- 3.10 JCCI Records**
- 3.11 IQ Product CD Catalog**



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4. **Access to the records held by IQ Instruments cc [Sections 51(1)(c) and 51(1)(e)]**

- i. The latest notice regarding the categories of records of IQ Instruments cc, 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)*]*
Policy Manuals (3.7.1), Procedure Manuals (3.7.2) and Product CD Catalog (3.11)
- ii. Records that may be requested [*Section 51(1)(e)*]
All other records
- iii. The request procedures

Form of request:

- ! The requestor must use the prescribed form to make the request for access to a record. This must be made to the head of IQ Instruments cc. This request must be made to the address, fax number or e-mail of IQ instruments cc [*s 53(1)*].
The requestor must provide sufficient detail on the request form to enable the head of IQ Instruments to identify the record and the requestor. The requestor should also indicate which form of access is required. The requestor should also indicate if any other manner is to be used to inform the requestor and state the necessary particulars to be so informed [*s 53(2)(a)* and *(b)* and *(c)*].
- ! The requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [*s 53(2)(d)*].
- ! If the request is made on behalf of another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of IQ Instruments cc [*s 53(2)(f)*].

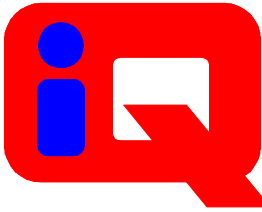
Fees:

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, who is not a personal requester, must pay the required request fee:

- ! The head of IQ Instruments cc will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [*s 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 [*s 54(3)(b)*].
- ! After the head of IQ Instruments cc has made a decision on the request, the requester will 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 any time that has exceeded the prescribed hours to search and prepare the record for disclosure [*s 54(6)*].

5. **Other information as may be prescribed [Section 51(1)(f)]**

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



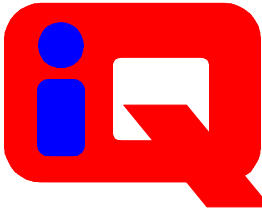
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6. **Availability of the manual [Section 51(3)]**

The manual is available for inspection at the offices of IQ Instruments cc free of charge; and copies are available at the SAHRC, in the Gazette and on the IQ Instruments cc web page <http://www.iqinstruments.com>

7. **Fees in respect of IQ Instruments cc**

	R
7.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) for every photocopy of an A4-size page or part thereof	1.10
7.2 The fees for reproduction referred to in regulation 11(1) are as follows:	
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
7.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.	
7.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:	
(7.4.1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	30,00
(7.4.2) For purposes of section 54(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.	
(7.4.3) The actual postage is payable when a copy of a record must be posted to a requester.	



IQ INSTRUMENTS CC

P O Box 1411
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iqinstruments.com
Tel (011) 792-1210

Unit 2 Fontainebleau
Commercial Park
69 Martha Road
F o n t a i n e b l e a u
Fax (011) 793-6863



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8. Prescribed forms

REQUEST FOR ACCESS TO RECORD OF IQ INSTRUMENTS CC (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

IQ Instruments cc
P O Box 1411
Randburg
2125

Unit 2 Fontainebleau Commercial Park
69 Martha Road
Fontainebleau
Randburg

Tel: (011) 792-1210

Fax: (011) 793-6863

E-mail: shaun@iqinstruments.com

Web site : <http://www.iqinstruments.com>

For the attention:

Shaun Groves
(Executive member, admin & marketing)

B. Particulars of person requesting access to the record

Full name and surname:

Identity Number:

Postal address:

.....

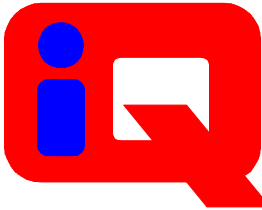
..... Code:

Fax Number: Phone Number

E-mail address:

Capacity in which request is made,

When made on behalf of another person.



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C. Particulars of person on whose behalf the request is made

Full name and surname:

Identity Number:

Postal address:

.....

..... Code:

Fax Number: Phone Number

E-mail address:

D. Particulars of record requested

- (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 additional folios.**

1. Description of record or relevant part of the record :

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.....

.....

2. Reference number, if available :

3. Any other particulars of record:

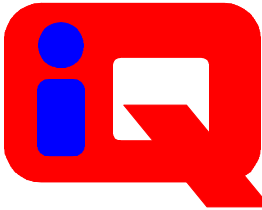
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E. Fees

- (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** had 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:

.....

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.....

.....

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.

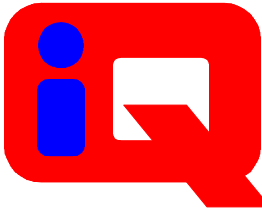
Disability:

Form in which record is required:

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 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.



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1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated, 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)
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"/>	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 by you.			YES
			NO

G. Particulars of right to be exercised or protected

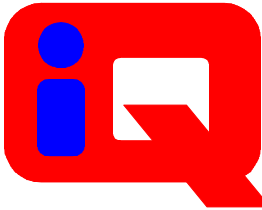
If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

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:

.....
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.....
.....
.....



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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 ?

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.....
.....

Signed at.....this.....day of.....2003

**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**