



Specializing in Stainless Steel Machining, Fabrication and Projects

Vat Reg #: 4740121910

CK #: 2024/374746/07

Physical Address: 15 Drosty Street Cleveland Johannesburg 2022

Postal: PO Box 73892 Fairland 2030

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PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000 (as amended)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
CEO	Chief Executive Officer
DIO	Deputy Information Officer
IO	Information Officer
Minister	Minister of Justice and Correctional Services
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as Amended)
POPIA	Protection of Personal Information Act No. 4 of 2013
Regulator	Information Regulator
Republic	Republic of South Africa



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2. PURPOSE OF PAIA MANUAL

This PAIA Manual is intended to assist the public to:

- 2.1 Check categories of records available without a formal PAIA request.
- 2.2 Understand how to request access to records.
- 2.3 Know records available under other legislation.
- 2.4 Access contact details of the Information Officer and Deputy IO.
- 2.5 Understand and access the PAIA Guide issued by the Regulator.
- 2.6 Know whether personal information is processed and why.
- 2.7 Understand categories of data subjects and information processed.
- 2.8 Know who may receive personal information.
- 2.9 Know if data is processed outside the Republic.
- 2.10 Understand the body's information security measures.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1 Chief Information Officer

Name: Robert Holloway

Tel: 011 622 5448

Email: bob.holloway@qualitec.co.za

3.2 Deputy Information Officer(s)

Name: Angelique Pretorius

Tel: 011 622 5448

Email: admin@qualitec.co.za

3.3 General Access to Information Contact

Email: admin@qualitec.co.za

3.4 Head or National Office

Postal Address: P.O Box 73892 Fairland 2030

Physical Address: 15 Drosty Street Cleveland Johannesburg 2022

Telephone: 011 622 5448

Email: admin@qualitec.co.za

Website: <https://qualiteceng.co.za>

4. GUIDE ON HOW TO USE PAIA

- 4.1 The PAIA Guide is published by the Information Regulator.
- 4.2 Available in all official languages and braille.
- 4.3 Contents include:



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- Overview of PAIA & POPIA
- IO contact details
- Form and manner of requests
- Assistance available from IO & Regulator
- Legal remedies
- Manual access provisions
- Voluntary disclosures
- Fees and regulations

4.4 Available at public/private bodies and the Regulator.

4.5 Obtainable from IO or the Regulator's website: <https://www.justice.gov.za/inforeg/>

4.6 Available in: **English**

5. RECORDS AVAILABLE WITHOUT REQUEST

Category of Records	Types of Records	Available on Request
Company Overview	Vision, Mission, Services	✓
Financials	Annual Reports	✓
Policies	HR & POPIA Policies	✓

6. RECORDS AVAILABLE IN TERMS OF LEGISLATION

Category of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employment Records	Basic Conditions of Employment Act
Tax Records	Income Tax Act

7. SUBJECTS & CATEGORIES OF RECORDS

Subjects	Categories of Records
Human Resources	Policies, Contracts, Employee Records



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Subjects

Finance

Procurement

Categories of Records

Budgets, Invoices,
Annual Statements

Supplier Lists

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose

To manage employees, services, clients, compliance, and business operations.

8.2 Data Subjects & Personal Information

Data Subjects

Clients

Employees

Suppliers

Personal Information

Name, ID/Registration
Number, Bank Details

ID, Address, Employment
History, Demographics

Company Registration, VAT
Number, Bank Info

8.3 Recipients

Personal Info Category

ID & Criminal Checks

Qualifications

Credit Info

Recipients

SAPS

SAQA

Credit
Bureaus

8.4 Transborder Flow

Some personal data is stored in Johannesburg via secure cloud services.

8.5 Security Measures

- Data Encryption
 - Secure Access Control
 - Antivirus & Firewall Software
 - Regular Backups
-



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9. AVAILABILITY OF THIS MANUAL

9.1 A copy is available:

- On our website: <https://qualiteceng.co.za>
- At the Head Office: Qualitec Engineering (Pty) Ltd
15 Drosty Street Cleveland Johannesburg 2022
- To the Regulator on request

10. UPDATING OF THE MANUAL

This manual is reviewed and updated annually or as required.

Issued by:
Robert Holloway
Information Officer / CEO
Qualitec Engineering (Pty) Ltd
Date: 19 June 2025