
**PROMOTION OF ACCESS TO INFORMATION
ACT MANUAL**

**MANUAL ON FUNCTIONS OF, AND INDEX OF,
RECORDS HELD BY**

**The Paraffin Safety Association of Southern Africa
(association incorporated under sect. 21)
Reg no: 1997/018719/08**

1 August 2007

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1 INTRODUCTION

The Paraffin Safety Association of Southern Africa was founded in 1996 to prevent paraffin (kerosene) related injuries through research, education, standards, packaging and safe appliances. It is funded by BP, Caltex, Engen, Sasol, Shell and Total and is the facilitator of the necessary partnerships between business, the oil industry, government and other role players to make paraffin (kerosene) safety a reality for all South Africans. Although called The Paraffin Safety Association of Southern Africa, we currently only operate within South Africa.

The Paraffin Safety Association mission is to reduce paraffin related harmful incidents by half by 2009. Over 800 million litres of illuminating paraffin (kerosene) are produced and sold by oil companies and bought by consumers mainly for cooking, but also heating and lighting every year in South Africa. Paraffin is the most commonly used, purchased fuel source for low-income communities throughout the country and is used to some degree by almost half of all South African homes. Although important as a fuel source, paraffin is a hazardous substance and it is essential that consumers exercise safety precautions when storing and using it. Most consumers ignore or are unaware of the dangers of using paraffin.

Paraffin is distributed through a complicated and unregulated supply chain. It is distributed in bulk (unpackaged) and as such is susceptible to contamination. The second major area of risk relates to the inherent unsafe nature of the cooking devices sold in South Africa. Profit margins are very thin and safety is therefore compromised. The third major risk is that paraffin is consumed in inherently unsafe, cramped household conditions by consumers who are unaware of the risks and dangers and how to prevent harmful incidents from occurring.

1.1 *The vision, mission and values statement revised and adopted on 17 November 2006*

The Paraffin Safety Association mandate is the promotion of safety in the domestic use of paraffin.

1.1.1 **Problem Statement**

The use of paraffin as a household energy source in South Africa results in unacceptably high levels of harmful human, financial and economic consequences.

1.1.2 **Vision (long term objective)**

To establish South Africa as the world leader in paraffin and energy safety.

1.1.3 **Mission (Immediate Objective)**

We ensure the safe use of paraffin, as part of the energy mix for domestic users.

We will achieve this through strategic partnerships, research and promotion of safe practices from the point of manufacture to the point of consumption of domestic energy.

1.1.4 **Values (underpinning the what, why and how)**

Right to Safety

- We believe that every person who uses energy has the right to use energy safely.
- Our safety focus is at the core of all our other values.

Quality of life

- We promote the ideals of no accidents, no harm to people and no damage to the environment
- We value the quality of life of all energy users, especially that of paraffin users.

Honesty and Integrity

- We insist on honesty, integrity and fairness in all aspects of our business and expect the same in our relationships with all those with whom we do business

Accountability

- We are accountable to our stakeholders who share our values

Innovation

- We are responsible for the trust placed in us to promote safety in the most innovative, efficient, effective, and responsive way possible

Quality

- We will strive for excellence in all our undertakings,
- We strive for continuous improvement
- We will make appropriate use of our resources

Teamwork

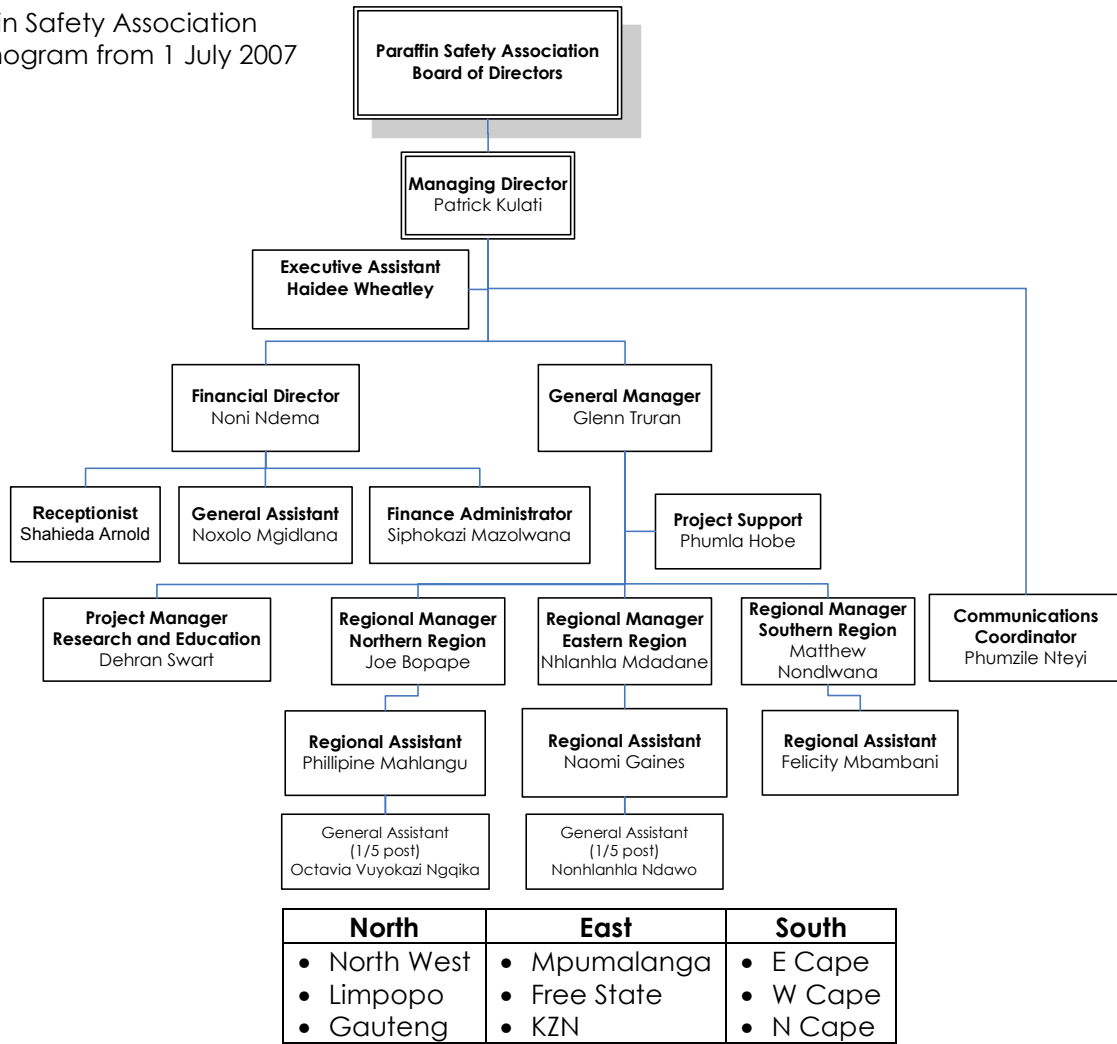
- We aim to develop mutual understanding, tolerance, trust, loyalty, and assistance in achieving common objectives.

Rule of law

- We will comply with law and regulations in the countries in which we operate.

2 STRUCTURE OF ORGANISATION/COMPANY

Paraffin Safety Association
Organogram from 1 July 2007



3 FUNCTIONS AND OPERATIONS OF UNITS AT THE THE PARAFFIN SAFETY ASSOCIATION OF SOUTHERN AFRICA (ASSOCIATION INCORPORATED UNDER SECT. 21) REG NO: 1997/018719/08

3.1 Board of Directors

The directors are the nominees of the founding members of the association. The detailed role of the board is outlined in the Articles of Association which is subject to the Companies Act, No.61 of 1973. The board of directors are primarily responsible for overall governance and determining the strategy for organisation. They are responsible for ensuring that the Paraffin Safety Association fulfils its mandate. The board meets a minimum of quarterly to carry this mandate out. Broad areas of responsibility of the directors include;

- Fiduciary responsibility
- Setting the general policy for promoting and furthering the objects for which the Association is established

3.2 Administration and support

Various support functions are carried out in order to ensure that the organization operates with the requisite capacity. These include, but are not limited to;

1. Accounting
2. Human Resources
3. Communication
4. Knowledge Management
5. Legal

3.3 Operations

Operations refer to the actual programme that has been developed to counter the harmful paraffin related incidents. The programme has in turn been divided into projects. The regional offices however, are responsible for fulfilling the Association mandate on a regional basis

3.3.1 Safer Systems:

This project has the following objectives:

1. By 2009, all Illuminating Paraffin reaching South African domestic consumers is uncontaminated, affordable and contained in tamper-proof, safe packaging.
2. Unsafe appliances are outlawed and safe & affordable appliances (stoves) are available to all South African consumers.

3.3.2 Safety Education:

This project has the following objective: Safer practices are adopted by consumers and supply chain stakeholders (both Illuminating Paraffin and appliances)

3.3.3 Research and Capacity Building:

This project has the following objective: Paraffin Safety Association has the knowledge and capacity to facilitate the reduction of the negative consequences of domestic paraffin usage.

3.3.4 Regional Offices:

Three regional offices have been established in order to carry out the associations mandate on a regional basis. They are:

Office	Location
Northern Office	Parktown, Johannesburg, Gauteng
Eastern Office	Westville, Durban, KwaZulu Natal
Southern Office	Cape Town, Western Cape

4 LOCATION

The Head office of **The Paraffin Safety Association of Southern Africa** (association incorporated under sect. 21) Reg no: 1997/018719/08 are at: 125 Belvedere Rd, Claremont, Cape Town.

Cape Town (Head Office)

Physical Address	125 Belvedere Rd, Claremont, Cape Town
Postal Address	P O Box 2321, Clareinch, 7740
Telephone: South African callers	021 671 5767
Telephone: International callers	+27 21 671 5767
Fax	+27 21 671 0233
Share call number	0861 22 44 22
Email	info@paraffinsafety.org

Johannesburg Office (Regional office)

Physical Address	Isle of Houghton Harrow Court 1 Second Floor Cnr Boundary and Carse O'Gowrie Roads Parktown, Gauteng
Postal Address	Isle of Houghton Harrow Court 1 Second Floor Boundary Road Parktown, Gauteng 2193
Telephone: South African callers	011 484 2796/7
Telephone: International callers	+27 11 4842796/7
Fax	+27 11 4842795
Email	joe@paraffinsafety.org

Durban Office (Regional office)

Physical and Postal Address	Suite 10, First Floor 6 Derby Downs Lakeside Office Park Westville Durban 3630
Telephone: South African callers	031 266 4883
Telephone: International callers	+27 31 2664883
Fax	+27 31 266 5385
Email	nhlanhla@paraffinsafety.org

5 INFORMATION OFFICER

The Information officer for The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 is: Patrick Kulati, Managing Director.

Postal address:

P O Box 2321
Clareinch
7740

Telephone: 021 671 5767

Facsimile: 021 671 0233

Email: pkulati@pasasa.org

Website: www.pasasa.org

6 GUIDE ON HOW TO USE THE ACT

The South African Human Rights Commission provides guidelines on how to access information on their website at http://www.sahrc.org.za/sahrc cms/publish/cat_index_70.shtml

For any further information please contact:

The Research & Documentation Department
South African Human Rights Commission.

Postal address:
Private Bag 2700
HOUGHTON
2041

Telephone: 011 484 8300
Facsimile: 011 484 1360
Website: www.sahrc.org.za

7 OTHER LEGISLATION

The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 also holds information in terms of the following legislation. This list is not exhaustive:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967.
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999.
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

8 RECORDS HELD BY THE ORGANISATION

8.1 Records Management System

Each of the business units at The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 hold records related to that unit. Where practicable, records are kept in electronic format. Where records cannot be transferred or cannot be converted to electronic form such documents are filed and stored in shelves managed by each unit.

8.2 Categories of records held

1. Administrative
 - a. Backups
 - b. Company Secretarial
 - i. Financial and management reports
 - ii. Memorandum of Association
 - iii. Articles of Association
 - c. Computer & Office Equipment
 - d. Contracts
 - e. Legal
 - f. Internal Communication
 - i. Minutes
 - ii. Memos
 - g. Policy & Procedures
 - h. Templates
 - i. Travel
2. External Communication
 - a. Individuals
 - b. Organisations
 - c. Media
3. Finance
 - a. Financial Reports
 - b. Financial and management reports
 - c. Banking records
 - d. Audited Financial Statements.
 - e. Income tax statements
 - f. Requisitions and Invoices
 - g. Insurance
4. Personnel
 - a. Leave
 - b. Medical Aid
 - c. Pension
 - d. Performance Management
 - e. Staff Files - Current Members
 - f. Staff Files - Past Members
5. Technical
 - a. Conference Material
 - b. Human Empowerment / Development
 - c. Planning Resources
 - d. Procedure Resources
 - e. Resources - other
6. Programme
 - a. Capacity Building
 - b. Safer Systems
 - i. Chemical Composition Standards
 - ii. Independent Safe Sites
 - iii. Indoor Air Pollution
 - iv. Integrated Energy Centres
 - v. Modelling a future IP Supply Chain
 - vi. Packaging and labelling Standards
 - vii. Safety Operating Procedures
 - viii. Alternative appliance research
 - ix. Safe Stove Competition
 - x. Stove Standards
 - c. Safety Education
 - i. Body of knowledge
 - ii. Consumer Awareness
 - iii. Partner Training
 - iv. Resource Development
 - d. Regional office – North
 - e. Regional office – South
 - f. Regional office – East
- g. Staff Induction and Recruitment

9 CATEGORIES OF RECORDS AVAILABLE WITHOUT RECOURSE TO THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)

The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 also holds some documents which are already available to the public and records which can be accessible without using PAIA.

1. Administrative
 - a. Memorandum of Association
 - b. Articles of Association
2. External Communication
 - a. Media
3. Finance
 - a. Audited Financial Statements.
4. Technical
 - a. Conference Material
5. Programme
 - a. Safety Education
 - i. Body of knowledge
 - ii. Resource Development
- b. Human Empowerment / Development
- c. Planning Resources
- d. Procedure Resources
- e. Resources - other

Some of these documents can be found at The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 website, which is www.paraffinsafety.org .

10 ACCESSING RECORDS HELD BY THE PARAFFIN SAFETY ASSOCIATION OF SOUTHERN AFRICA (ASSOCIATION INCORPORATED UNDER SECT. 21) REG NO: 1997/018719/08 THROUGH PAIA

All requesters should send their requests, on prescribed request forms (attached), to Information Officer. The process detailed below has been endorsed by the South African Human Rights Commission. (See <http://www.sahrc.org.za/guideline.doc>)

10.1 The Process

- a) The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.
- b) The requester must provide sufficient detail on the request form to enable the Information Officer 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 other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- c) The requester 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.
- d) If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

10.2 Fees:

- a) 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.
- b) The Information Officer must 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
- c) 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
- d) After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- e) 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

10.3 Prescribed fees

The fees (as per Government Notice No. R. 187) are :

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c)1 is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction are as follows:

	R
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) For a transcription of visual images,	
I. for an A4-size page or part thereof	40,00
II. For a copy of visual images	60,00
e) For a transcription of an audio record,	
I. for an A4-size page or part thereof	20,00
II. For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(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, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54(2) of the Act, the following applies:

¹ The Information Officer may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a) [of Section 9 of Government Notice No. R. 187, charge the fee prescribed in Item 1 of Part III of Annexure A. (of Government Notice No. R. 187).

-
- (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.

11 APPEALS

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, within 30 days of being informed of any decision of an Information Officer of The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08 on any request, for relief against the refusal of the request, and the procedure (including the period) for lodging the application.

12 SERVICES OF THE ORGANISATION

For more information on the services of **The Paraffin Safety Association of Southern Africa** (association incorporated under sect. 21) Reg no: 1997/018719/08 please send your inquiries to:

Glenn Truran

Postal address:

P O Box 2321
Clareinch
7740

Telephone: 021 671 5767

Facsimile: 021 671 0233

Email: glenn@pasasa.org

Website: www.paraffinsafety.org

13 AVAILABILITY OF THE MANUAL

The Paraffin Safety Association of Southern Africa (association incorporated under sect. 21) Reg no: 1997/018719/08's PAIA manual shall be made available to the public for inspection at our offices on 125 Belvedere Road, Claremont, 7708. A copy of our manual will also be available from the South African Human Rights Commission.

14 PAIA FORMS

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 Head:

B. Particulars of person requesting access to the record

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(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.</p> <p>(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.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

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 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 or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
Postage is payable.			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:

.....

1. 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 _____ 20__

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE