



MANUAL ON ACCESS TO INFORMATION

SUMMARY: THIS DOCUMENT IS PREPARED IN ACCORDANCE WITH SECTION 14 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000, AND CONTAINS INFORMATION ON RECORDS IN POSSESSION OF ARMSCOR.

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APPROVAL PAGE



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2004/10/11

DATE



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2004/10/11

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AMENDMENT HISTORY

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LIST OF CONTENTS

1.	FOREWORD	5
2.	SCOPE OF MANUAL	6
3.	DOCUMENTS	7
3.1	Applicable Documents	7
3.2	Reference Documents	7
4.	DEFINITIONS / ABBREVIATIONS	7
5.	PARTICULARS IN TERMS OF SECTION 14 OF THE ACT	8 - 15
5.1	Vision	8
5.2	Mission	8
5.3	Functions	8
5.4	Structure	9
5.5	Contact details	10
5.6	Section Guide	11
5.7	Access to records held by Armscor	16
5.8	Request procedures	13
5.9	Services available	14
5.10	Arrangement allowing for public involvement in the formulation of policy	15
5.11	Remedies available if provisions of this Act are not complied with	15
5.12	Updating of the Manual	15
5.13	Availability of the Manual	15
6.	RESPONSIBILITIES	15 - 16
6.1	Process owner	
6.2	Communication	
6.3	Implementation	
6.4	Review	
6.5	Data management	

FOREWORD

The object of this manual is to foster a culture of transparency and accountability within Armscor. It enables any member of the public to gain knowledge of or access to the records which are in possession of Armscor. It further outlines request procedures for such records.

The manual is prepared in terms of the provisions of the Promotion of Access to Information Act, 2000 ("the Act"), which Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

This manual is produced and published in three languages: English, Afrikaans and Zulu, in an attempt to broaden access into Armscor's information by all South Africans. To promote easy and speedy access to Armscor's records, the Chief Executive Officer, being the Information Officer in terms of the Act, has delegated his powers to two designated Deputy Information Officers, as provided for in terms of section 17 (3) of the Act.

This manual also applies to Armscor Business, a company wholly-owned by Armscor, and its subsidiaries.

Mr HS THOMO

CHIEF EXECUTIVE OFFICER

ARMSCOR

SCOPE OF MANUAL

This manual has been prepared in respect of the Armaments Corporation of South Africa Limited (“ARMSCOR”), including Armscor Business (Pty) Ltd, which is a wholly-owned Armscor company. Armscor Business holds the following subsidiaries:

Name	Registration Number
Armscor Business (Pty) Ltd	1990/003885/07
Gerotek Test Facilities (Pty) Ltd	1987/002029/07
Hazmat Protective Systems (Pty) Ltd	1992/005851/07
Military Sales & Services (Pty) Ltd	1993/004718/07
Macro Freight (Pty) Ltd	1986/004956/07
Technology Exploitation Centre (Pty) Ltd	1975/002987/07
Airborne Travel (Pty) Ltd	1990/001528/07
Gennan Systems (Pty) Ltd	1987/002029/07
Alkantpan (Pty) Ltd	1992/00575/07
Institute of Maritime Technology (Pty) Ltd	1987/001837/07
Defence Research Centre (Pty) Ltd	1987/001831/07
Protechnik Laboratories (Pty) Ltd	1987/002769/07

3. DOCUMENTS

3.1. Applicable documents

- 3.1.1 Act 2 of 2002, the Promotion of Access to Information.
- 3.1.2 Act 54 of 1997, the Legal Deposits.
- 3.1.3 Regulation No. 187 of 15 February 2002 (Gazette No. 23119, Vd. 440).

3.2. Reference documents

- 3.2.1 Act of 108 of 1996, the Constitution of the Republic of South Africa.
- 3.2.2 Act 3 of 2000, Promotion of Administrative Justice.
- 3.2.3 Act 43 of 1996, the National Archives of South Africa.
- 3.2.4 Act 51 of 2003 Armaments Corporation of South Africa, Limited Act
- 3.2.5 A- PROC-10031 Promotion on Access to Information Procedure

4. DEFINITION / ABBREVIATIONS

In the case of any inconsistency or contradictory definitions, the definitions in the applicable Acts shall take precedence.

“The Act”	The Promotion of Access to Information Act.
“Armcor”	The Armaments Corporation of South Africa Limited and Armcor Business (Pty) Ltd.
“Information Officer”	The Chief Executive officer of Armcor or the person acting as such.
“Nodal Point”	The Armcor central point for co-ordination and monitoring of the requests received in terms of the Act.
“SAHRC”	The South African Human Rights Commission.
“SADESO”	South African Defence Export Support Organisation.
“DIP”	Defence Industrial Participation.

SECTION 14: MANUAL FOR ARMSCOR

5. PARTICULARS IN TERMS OF SECTION 14

A. The functions and structure of ARMSCOR – Section 14 (1) (a)

i. VISION

ARMSCOR is a truly South African organization that is valued locally and globally as a centre of technical excellence for defence acquisition, and support services.

ii. MISSION

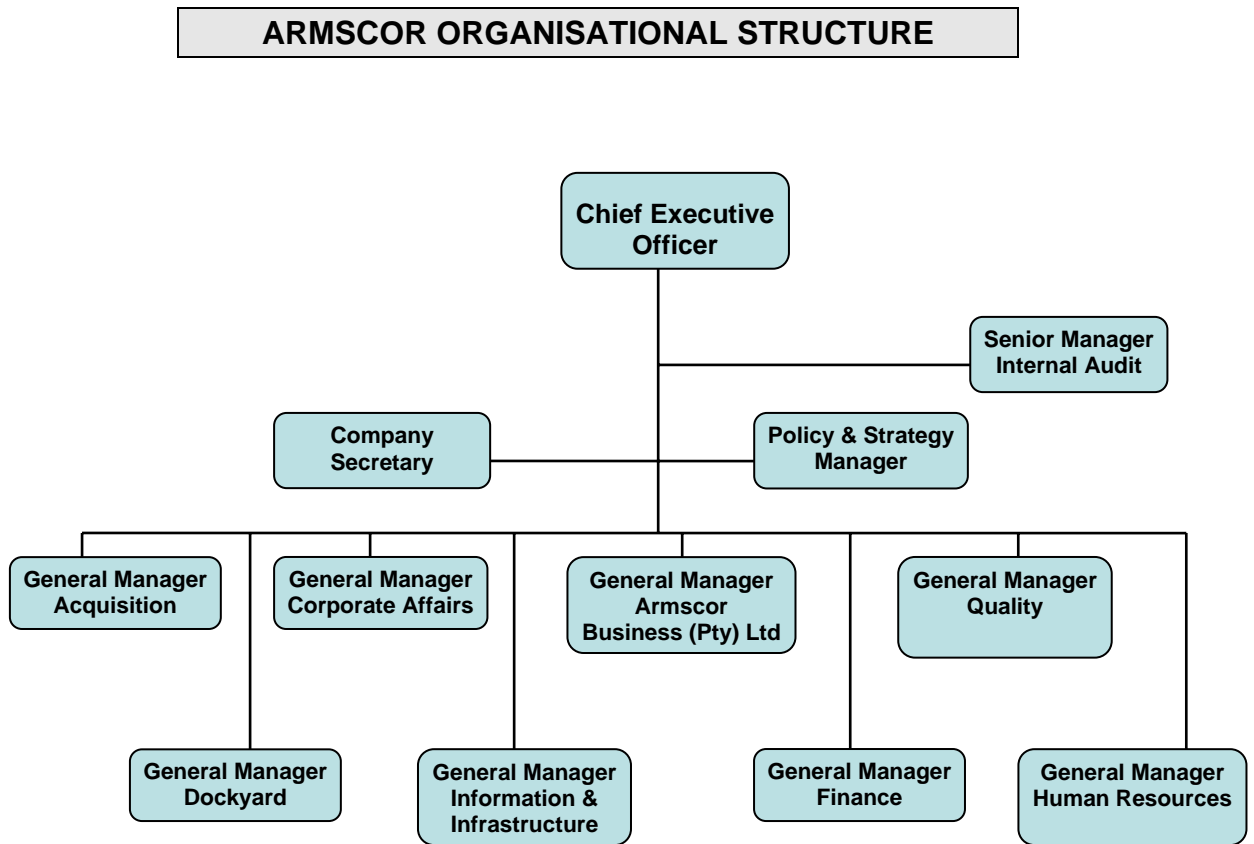
ARMSCOR's mission is to meet the acquisition, maintenance and disposal needs of the South African Department of Defence and other clients in terms of defence matériel, related products and related services. Arm Scor maintains strategic capabilities and technologies and promotes the local defence –related industry.

iii. FUNCTIONS

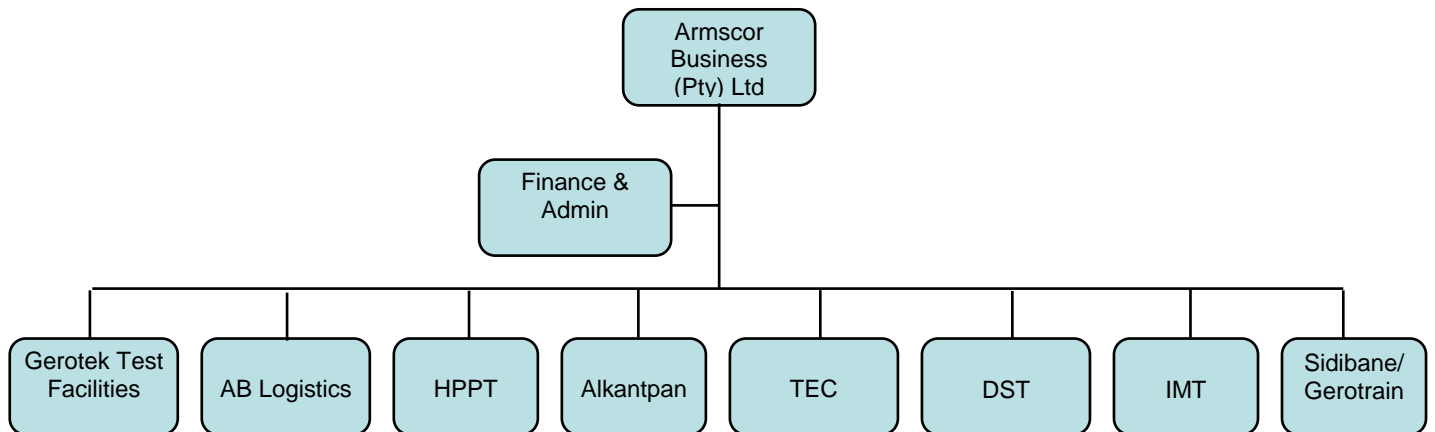
The core function of ARMSCOR is to acquire defence matériel, primarily for the SANDF, and also for other security services like the SAPS and Correctional Services as empowered by the Act.

The acquisition role of ARMSCOR entails all the actions that need to be taken to satisfy the need for matériel, facilities or services intended for use in or in support of client requirements. This includes long-term operational research, requirement planning, establishment and development of technology, design and development of products and systems, and the industrialization and manufacturing of mature products and systems that fully meet the State user requirements.

iv. (a) THE STRUCTURE OF ARMSCOR



(b) ARMSCOR BUSINESS STRUCTURE



B. Contact details – Section 14 (1) (b)**Information Officer (IO)**

Designation : Chief Executive Officer
 Postal Address : Private Bag X 337
 Pretoria
 0001

Telephone No. : (012) 428 2113
 Fax No. : (012) 347 0049

Deputy Information Officer (with delegated IO's powers in terms of Section 17(3))

Designation : General Manager: Corporate Affairs

Postal Address : Private Bag X 337
 Pretoria
 0001

Telephone No. : (012) 428 1911
 Fax No. : (012) 347 9124

Deputy Information Officer (with delegated IO's powers in terms of Section 17(3))

Designation : General Manager: Armscor Business

Postal Address : Private Bag X 337
 Pretoria
 0001

Telephone No. : (012) 428 1911
 Fax No. : (012) 428 5635

Promotion of Access to Information Act Nodal Point (for the receipt and registration of requests for information and to monitor compliance with the Act)

Designation : Armscor Legal Services

Postal Address : Private Bag X 337
 Pretoria
 0001

Telephone No. : (012) 428 1911
 Fax No. : (012) 428 5635

C. The Section 10 Guide on how to use the Act – Section 14 (1) (c)

Description of a Guide prepared by the SAHRC and their contact numbers.

The objects of the Promotion of Access to Information Act, 2000, and the particulars of all the public and private bodies are contained in the Guide issued by the South African Human Rights Commission. The contact details of the South African Human Rights Commission are as follows:

The South African Human Rights Commission
PAIA Unit
P. O. Box 2700
Houghton
2041

Telephone number : 011 484 8300
Fax number : 011 484 1360
Website : www.sahrc.org.za
E-mail address : PAIA@sahrc.org.za

D. Access to records held by ARMSCOR – Section 14 (1) (d)

- i. Records in possession of Armscor that may be requested. It must be noted that a request may be refused as provided for by the Act.

ARMSCOR MANAGEMENT RECORDS:

Armscor Records are kept in the following categories and subjects:

- 1 **MANAGEMENT**
 - Meetings
 - Reports
 - Planning
 - Organisational Structures
 - Delegations
 - Strategy
 - Directives
 - Announcements
 - Organisational performance
 - Presentations
 - Risk Management
 - Environmental Management

2 HUMAN RESOURCES

Meetings
Reports
Planning
Movement
Continuance
Development and Evaluation
Labour Relations
Occupational Health and Safety
Personal files

3 FINANCE AND ADMINISTRATION

Meetings
Reports
Audits
Budget
Expenditure and Cash flow
Income / Recoveries
Insurance
Accommodation
Assets
Travel
Routine Administration
Procurement

4 LIAISON AND RELATIONSHIP MANAGEMENT

Meetings
Reports
Relationship Management
 Clients
 Suppliers and Contractors
 Stakeholders
 Partners
 Media
BEE
Exhibitions
Marketing
Conferences and Seminars

5 OPERATIONS

Meetings
Reports
Operational Tasks
Knowledge and Information Management
Security

**Detached Matters
Specialist areas**

6 GOVERNANCE

**Meetings
Reports
Management Documents
Policies, Practices, Procedures, etc
External Documents
Legislations, DODIs
Standards
Templates
Dept/Divisional Practices, Procedures, etc.**

There is information available on the ARMSCOR website www.armscor.co.za

Voluntary Disclosures

All records or information that appear on the Armscor website is classified as information or records voluntarily disclosed by Armscor.

The documents described under section 14 (1) (d) above shall be requested as per section 14 (1) (f).

- i. Request procedures
 - a) The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
 - b) The requester must complete the prescribed form enclosed herewith in Appendix A and submit same as well as payment or bank deposit slip of the request fee, if applicable, to the Nodal Point Office at the postal or physical address, fax number or electronic mail address as stated under B Contact details.
 - c) The prescribed form must be filled in with sufficient particularity to at least enable the Nodal Point Officer to identify –
 - ❖ the record or records requested;
 - ❖ the identity of the requester;
 - ❖ the capacity in which the request is made;
 - ❖ which form of access is required, if the request is granted; and
 - ❖ the postal address or fax number of the requester.
 - d) If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the information officer.
 - e) If an individual is unable to complete the prescribed form because of illiteracy or disability, such person may make the request orally, which

request will be reduced to writing on the prescribed form by the Nodal Point Officer and the requester provided with a copy thereof.

- f) The requester must pay the prescribed request fee before any further processing can take place. The access fee will be determined by taking into account reproduction costs, search and preparation time and costs, as well as postage.

ARMSCOR banking details:

Beneficiary: Armaments Corporation of South Africa Ltd.
 Bank: ABSA Bank
 Branch: Menlyn, Pretoria Branch
 Branch No.: 3356 4518
 Account No: 2310143807
 Deposit Ref: SP 180200040132062000

- g) The requester shall be informed whether access is granted or denied. If, in addition, the requester wishes to be informed of the decision on the request in any other manner, he must state the manner and the necessary particulars so required.
- h) The Nodal Point Officer shall withhold a record until the requester has paid the fees as indicated.

E. Services available (Section 14 (1) (f))

- ❖ The South African Defence Export Support Organisation (SADESO)

SADESO, on behalf of the South African Government and the South African Defence Related Industry, by means of Government export support structures, initiatives and incentives, facilitates the South African incorporated export drive, geared to promote export opportunity.

- ❖ Defence Industry Participation (DIP)

DIP is the process where purchases of the Department of Defence are used as a leverage to oblige a foreign seller of defence commodities/ services to do defence-related business in South Africa in a reciprocal basis in order to advance military imperatives and defence-related industry imperatives.

- ❖ Small Business Development

The Small Business Development Unit promotes and facilitates the introduction of SMEs as suppliers to Armscor, and promotes Black Economic Empowerment between local enterprises of SME nature and foreign suppliers.

F. Arrangement allowing for public involvement in the formulation of policy and the exercise of power - Section 14 (1)(g)

During the legislative process, the general public may attend hearings of the Parliamentary Committee and if opportunity is afforded by Parliament, they may be allowed to make inputs.

G. The remedies available if provisions of this Act are not complied with - Section 14 (1)(h)

In an instance where there is non-compliance with the Act by the Armaments Corporation of South Africa Ltd and Armscor Business (Pty) Ltd, the aggrieved person or institution should seek a remedy from a court of law.

Updating of the Manual - Section 14(2)

A public body must, if necessary, update and publish its manual referred to in subsection (1) of section 14, at intervals of not more than a year.

H. Availability of the Manual - Section 14(3)

This manual is made available in the following manner:

- ❖ Submitted at South African Human Rights Commission
- ❖ Published in the government gazette
- ❖ Published in the ARMSCOR website at www.armscor.co.za
- ❖ Every office of Armscor and Armscor Business

6. RESPONSIBILITIES

6.1. Process owner

The Senior Manager: Legal Services is the process owner of this Manual.

6.2. Communication

The management of Information and Documentation Services is responsible for the communication of this manual via the electronic medium to all Armscor employees.

6.3. Implementation

The Senior Manager: Legal Services is responsible for implementation of this manual after approval.

6.4. Review

This manual will be reviewed by the process owner annually or whenever necessary.

6.5. Data Management

The Senior Manager: Legal Services is responsible for data management.