



## MANUAL ON ACCESS TO INFORMATION

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**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 THE POSSESSION OF ARMSCOR.

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## AMENDMENT HISTORY

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003	30-04-2008	Update	DCP000245	Phiri	MO

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## 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

## 2. 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.

## 3. DOCUMENTS

### 3.1. Applicable documents

3.1.1	Act 2 of 2000	Promotion of Access to Information.
3.1.2	Act 54 of 1997	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	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	National Archives and Record Service of South Africa
3.2.4	Act 51 of 2003	Armaments Corporation of South Africa, Limited
3.2.5	A-PROC-10031	Promotion of Access to Information Procedure
3.2.6	A-PROC-007	Management of Management Documentation 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.
“Armscor”	The Armaments Corporation of South Africa Limited and Armscor Business (Pty) Ltd.
“Information Officer”	The Chief Executive Officer of Armscor or the person acting as such.
“Nodal Point”	The Armscor 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)**

##### **5.1. VISION**

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

##### **5.2. 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. Armcor maintains strategic capabilities and technologies and promotes the local defence-related industry.

##### **5.3. FUNCTIONS**

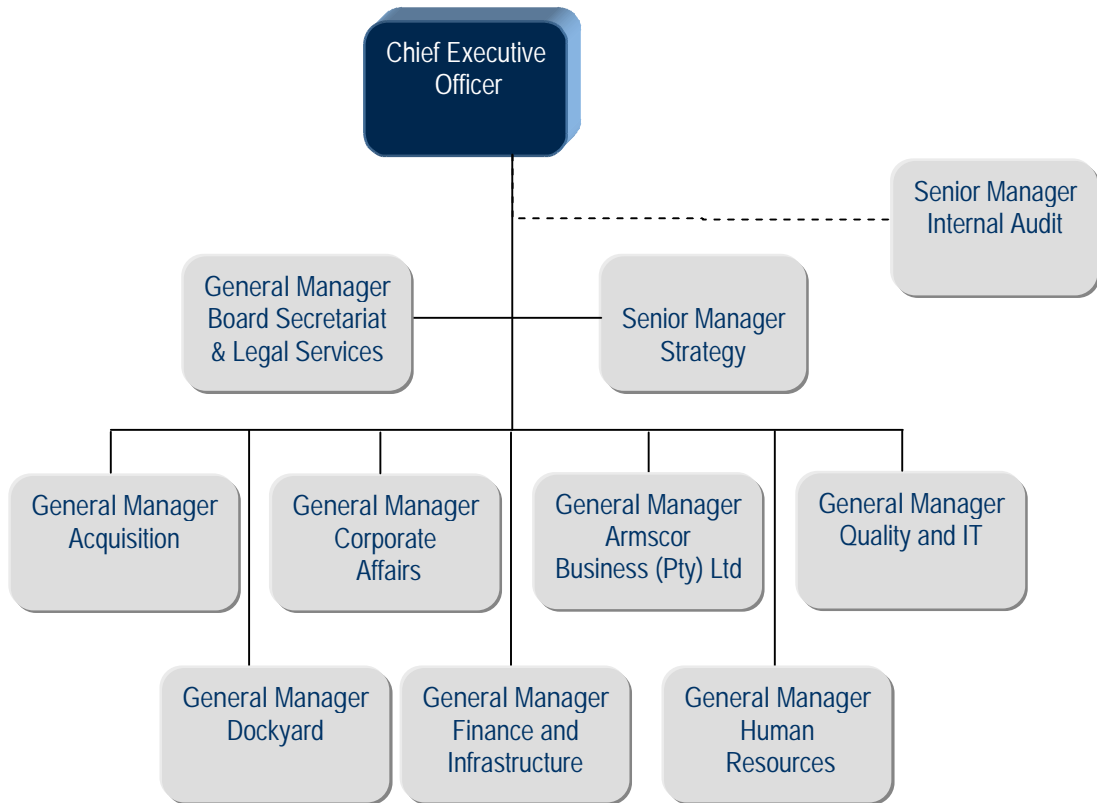
The core function of ARMSCOR is to acquire defence matériel, primarily for the SANDF, and also for other security services like the SAPS and Correctional Services as empowered by the Act.

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 industrialisation and manufacturing of mature products and systems that fully meet the State user requirements.

## 5.4. Structure

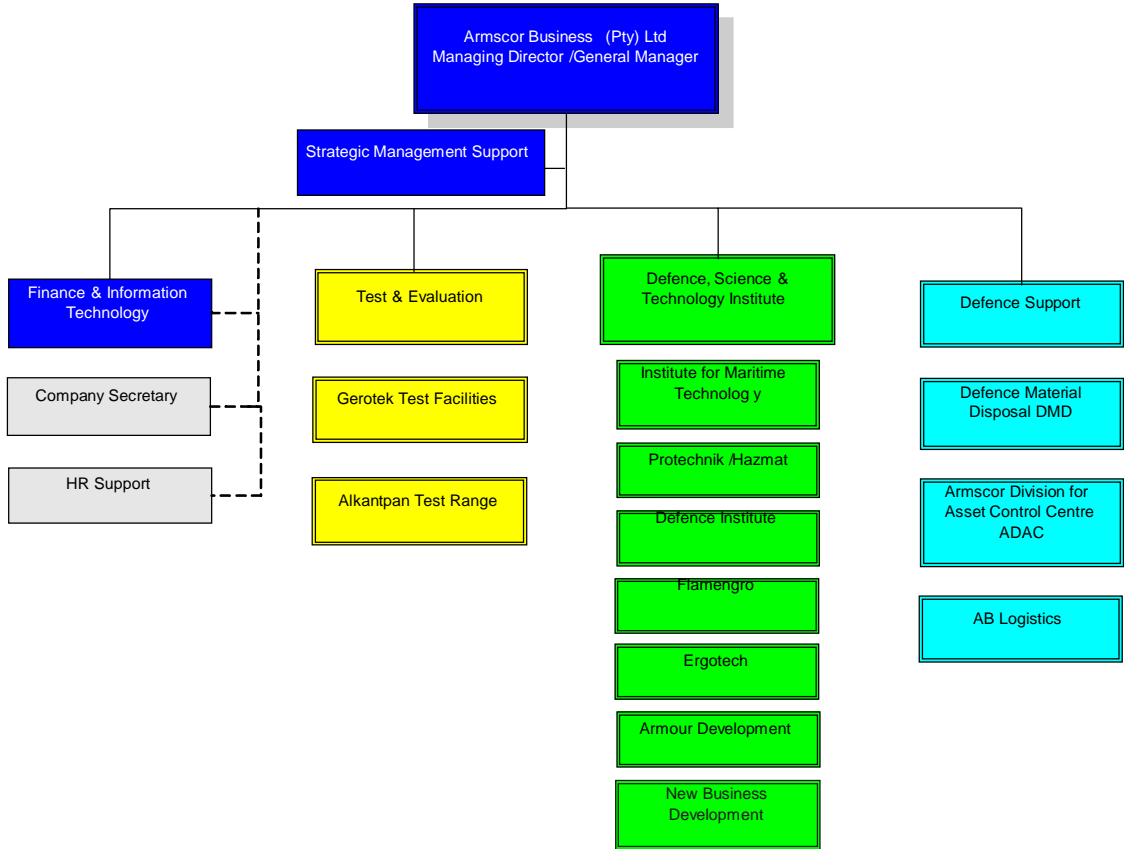
### (a) THE STRUCTURE OF ARMSCOR

#### ARMSCOR'S ORGANISATIONAL STRUCTURE





**(b) ARMSCOR BUSINESS STRUCTURE**



## 5.5. Contact details – Section 14(1)(b)

### Information Officer (IO)

Designation : Chief Executive Officer  
 Postal Address : Private Bag X337  
 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 X337  
 Pretoria  
 0001

Telephone No. : 012 428 2338  
 Fax No. : 012 428 2377

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

Designation : General Manager: Armscor Business

Postal Address : Private Bag X337  
 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 X337  
 Pretoria  
 0001

Telephone No. : 012 428 2242  
 Fax No. : 012 428 2101

## 5.6. 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  
PO Box 2700  
Houghton  
2041

Telephone No : 011 484 8300

Fax No : 011 484 1360

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail address : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **5.7 Voluntary disclosures and Automatic Availability of certain documents**

The documents and/records in possession of Armscor shall be requested as per section 18(1).

## **5.8 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 it together with the 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 and it

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

- 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's 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.

## 5.9 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 on 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.

### **5.10 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.

### **5.11 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.

### **5.12 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.

### **5.13 Availability of the Manual - Section 14(3)**

This manual is made available in the following manner:

- ✓ Submitted at the South African Human Rights Commission
- ✓ Published on the ARMSCOR website at [www.armscor.co.za](http://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 Manager: Armscor Documentation Management 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.