
Registration Number of Company :

1997/005608/07

NAME OF COMPANY : VIP CONSULTING ENGINEERS (PTY) LTD

T/A

VIP CONSULTING ENGINEERS (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

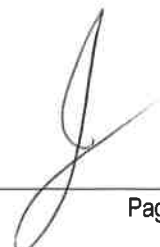
2/2000

(the "ACT")

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single letter 'J' with a long, sweeping tail.

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1. INTRODUCTION

VIP Consulting Engineers (Pty) Ltd was founded in 1976 and has established itself as a specialist consultancy in human settlements development. VIP has expertise and experience in the field of civil and structural engineering, municipal infrastructure, project management, housing and environmental management. VIP employs between 30 & 40 technical and administrative staff in their offices and throughout Sub Sahara Africa. VIP has developed an intimate understanding of the complexities and dynamics of the South African society through their direct involvement in all aspects of human settlements development since 1988. This experience and knowledge finds application in the development and upgrading of the quality of life of the communities that VIP operates in.

VIP Consulting Engineers is a Professional Consulting Engineering firm specializing in civil and structural engineering services to private and public sector clients. VIP specializes in human settlements development and has expertise and experience in the fields of civil and structural engineering, mining, municipal infrastructure, construction management and housing.

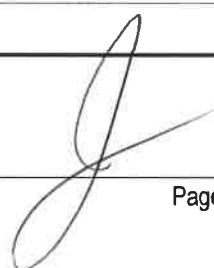
"VIP has developed an intimate understanding of the complexities and dynamics of the South African society through their direct involvement in all aspects of human settlements development since 1988"

2. COMPANY CONTACT DETAILS

Directors :

- Mr P van Immerzeel (CEO) (+27 12 809 0010; piet@vipconsulting.co.za)
- Mr IW Henning
- Mr S Prinsloo
- Mr J Jansen van Rensburg
- Mr JR Ramalope
- Mr HS Viljoen
- Mr P Strauss
- Me MG Kanakana

BRANCH	HEAD OFFICE (SILVER LAKES)	BENONI OFFICE
Street Address :	2 nd Floor Building 88A Tijger Vallei Office Park Pony Street, Silver Lakes, 0081	Reef House, Top Floor, West Wing Cnr Mowbray & Bunyan Streets Benoni, 1500
Postal Address :	P O Box 11211, Silver Lakes, 0054	P O Box 3108, Benoni, 1500
Tel Number :	+27 12 809 0010	+27 11 421 7233
Fax Number :	+27 12 809 1435	+27 11 420 0120
e-mail :	pretoria@vipconsulting.co.za	benoni@vipconsulting.co.za
Website :	www.vipconsulting.co.za	



3. THE ACT

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRS.

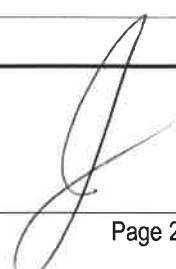
The contact detail of the Commission are :

Postal Address : Private Bag 2700, Houghton, 2041
Telephone Number : +27 11 877 3600
Fax Number : +27 11 403 0625
Website : www.sahrc.org.za

4. APPLICABLE LEGISLATION

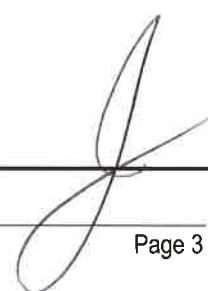
The following legislations are applicable :

NO	REF	ACT
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 97 of 1998	Skills Development Act
12	No 85 of 1993	Occupational Health and Safety Act



5. SCHEDULE OF RECORDS

GROUP	PROCESS	DESCRIPTION	AVAILABILITY
Business Planning	01 Business Planning and Development	Strategy, Strategy Map, Action Plans and Balanced Scorecard	Request in terms of PAIA
		Minutes of the Business Development (BD) Meeting in as far as it deals with BD	
Monitoring	01 Continual Improvement Process	Continual Improvement Process Report	Request in terms of PAIA
		Status Report	
Resource Management	01 Administration	Attendance Register : VIP Internal Meetings, Training or Workshops	Request in terms of PAIA
		Delivery Schedules	
		Archive and Destroy Authorization	
		Office Memos	
	02 Finance	Cash Flow Tracking Statement	Request in terms of PAIA
		Order Book and Income Budget	
		Tax Invoices, Pro-forma Invoices and Credit Notes	
		Debtor Statements	
		Accounts Receivable Age Analysis	
		ECSA Gazetted Guideline for Professional Fees	
		Accounts Payable Age Analysis	
		Accounts Receivable Batch	
		Payment Confirmation as Proof of Payment	
		Accounts Payable Batches	
		General Ledger Batches	
		Business Development Incentive (BDI) Certificate of Approval	
		Petty Cash	
		Form for Credit Card Allocation	
		General Ledger	
		Financial Statement	
Bank Statement (Transactional data through bank – payments / receipts)			
Proposal for Professional Indemnity			
Asset Register			
Employment Contracts			
Supplier Invoices / Tax Invoices			
Supplier Statements			



GROUP	PROCESS	DESCRIPTION	AVAILABILITY
Resource Management	02 Finance <i>(continue)</i>	Remittance Advises / Payment Confirmation as Proof of Payment	Request in terms of PAIA
		Professional Indemnity Insurance	
		Commercial Insurance Policy	
		Lease Agreements (Property & Equipment)	
		Shareholders Life Insurance	
		Triggers	
	03 HR and Training	Checklist of Personal File Records	Request in terms of PAIA
		Form for Employee Personal Information	
	04 Infrastructure	Backup Log	Request in terms of PAIA
		Software Licenses	
	05 Purchasing	BBBEE Certificate / Letter	Request in terms of PAIA
		Proof of Banking Details	
		Strategic External Provider Registration	
		Lease Agreements	
Contract Documents : Printers / Photo Copiers / Telephone System			
Form for Strategic External Provider Registration			
Register for Strategic Preferred External Providers			
Form for Purchase Orders			
Service Realization	00 Project Leader	Continual Improvement Process Report	Request in terms of PAIA
	01 Inception	Terms of Appointment	
	02 Concept and Viability	Concept and Viability Report	Request in terms of PAIA
		Formal Confirmation by Client	
		Other report of correspondence originating from the Client that contains specific requirements to the scope, nature and function of the project	
	03 Design Development	Register for Project Design Brief Summary	Request in terms of PAIA
		Statutory Approvals	
		Construction Drawings	
		Drawing Register	
		"As-Built" Drawings	
	04 Documentation and Procurement	Procurement Document	Request in terms of PAIA
		Procurement Report	
		Contract Document	
	05 Construction Monitoring	Final Quantity Calculation Sheets (RoQ's)	Request in terms of PAIA
		Completion Report	

GROUP	PROCESS	DESCRIPTION	AVAILABILITY
Service Realization	06 Contract Administration	Signed Contract Document	Request in terms of PAIA
		Guarantee	
		Confirmation of Insurance	
		Variation Orders	
		Dispute Notices	
		Dispute Documentation	
		Certificates	
	07 Close-Out	Customer Satisfaction Survey Form	Request in terms of PAIA
		Close Out Letter to Customer	
Financial Analysis			
VMS Management Responsibilities	01 Management ISO Requirements	No Records	N/A
	02 Document and Record Control	No Records	N/A
	03 Management System Review	Management System Review Report	Request in terms of PAIA
		Minutes : Directors Meeting	
04 Audits	Internal Audit Report		

6. FORM OF REQUEST

To facilitate the processing of your request, kindly :

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify :
 - a) The record(s) request;
 - b) The requester (and if an agent is lodging the request, proof of capacity);
 - c) The form of access required;
 - d)
 - i) The postal address of fax number of the requester in the Republic;
 - ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests) :

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender / payment of the request fee and / or deposit;
- 7.4 Records may be withheld until the fees have been paid;
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

8. REMEDIAL ACTION

Should the request for information be refused, the requester shall be entitled to a refund by written application to the Board of Directors of VIP Consulting Engineers.



.....
P VAN IMMERZEEL (CEO)



.....
DATE