



P 42-01

SECTION 14 MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

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1. Purpose

The right of access to information is entrenched in terms of Section 32 of the **Constitution**, which provides that everyone has the right of access to any information held by the government or any other person that is

to be used for the protection or exercise of any right. The **PAIA** gives effect to Section 32 of the Constitution. The purpose of this document therefore is to serve both as an index of records held by SANAS as a public body and as a guide for requesters.

In terms of Section 14 of PAIA, SANAS is required to provide details of records held in order to facilitate a request for records.

2. Scope

The manual describes the procedure to be followed by a requester when requesting records from SANAS. This Manual is published in accordance with the Section 14 of PAIA.

3. Definitions and Acronyms

Accreditation Act	Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006
Constitution	The Constitution of the Republic of South Africa 108 of 1996
PAIA	The Promotion of Access to Information Act 2 of 2000
SAHRC	South African Human Rights Commission
SANAS	The South Africa National Accreditation System

4. Introduction

The PAIA is regulated by **SAHRC**. It was approved by Parliament on 02 February 2000 and came into effect on 09 March 2001.

The purpose of the PAIA entails the following:

- Protect our constitutional right to access information;
- Prescribe procedures and regulate access to information: and
- Promote transparency, accountability and good governance by empowering and educating the public to:
 - understand and exercise their rights;
 - understand the functions and operations of public bodies; and
 - effectively scrutinise and participate in decision-making by public bodies that affect their rights.

Any person can request records from SANAS. SANAS will respond to a request for records within 30 days of receipt.

SANAS embraces this opportunity to incorporate the provisions of the PAIA into its policies and procedures not only from a legal perspective, but also as an opportunity to encourage open communication within SANAS. To aid and govern SANAS's compliance with the PAIA, the process for handling requests is set out in the Manual.

Forms for requests for records are attached in **Annexure A** of this Manual.

The SANAS approved file plan can be consulted as an index when requesting information from SANAS.

5. Contact Details of the Information Officer and Deputy Information Officers of SANAS

Contact details of the Information Officer and Deputy Information Officers:

Information Officer:

Mr Ron Josias
Chief Executive Officer
SANAS
Telephone: 27 (0) 12 394 3764
Fax: 27 (0) 12 394 4764
E-mail: ronj@sanas.co.za

Deputy Information Officer:

Mr Dawood Petersen
Company Secretary Legal Affairs
SANAS
Telephone: 27 (0) 12 394 3880
Fax: 27 (0) 12 394 4880
E-mail: dawoodp@sanas.co.za

the dti Campus
Building G, Ground Floor
77 Meintjies Street
Sunnyside
0132

6. Availability of the Manual

SANAS has a single national office from which all activities are performed. This Manual is available in on www.sanas.co.za.

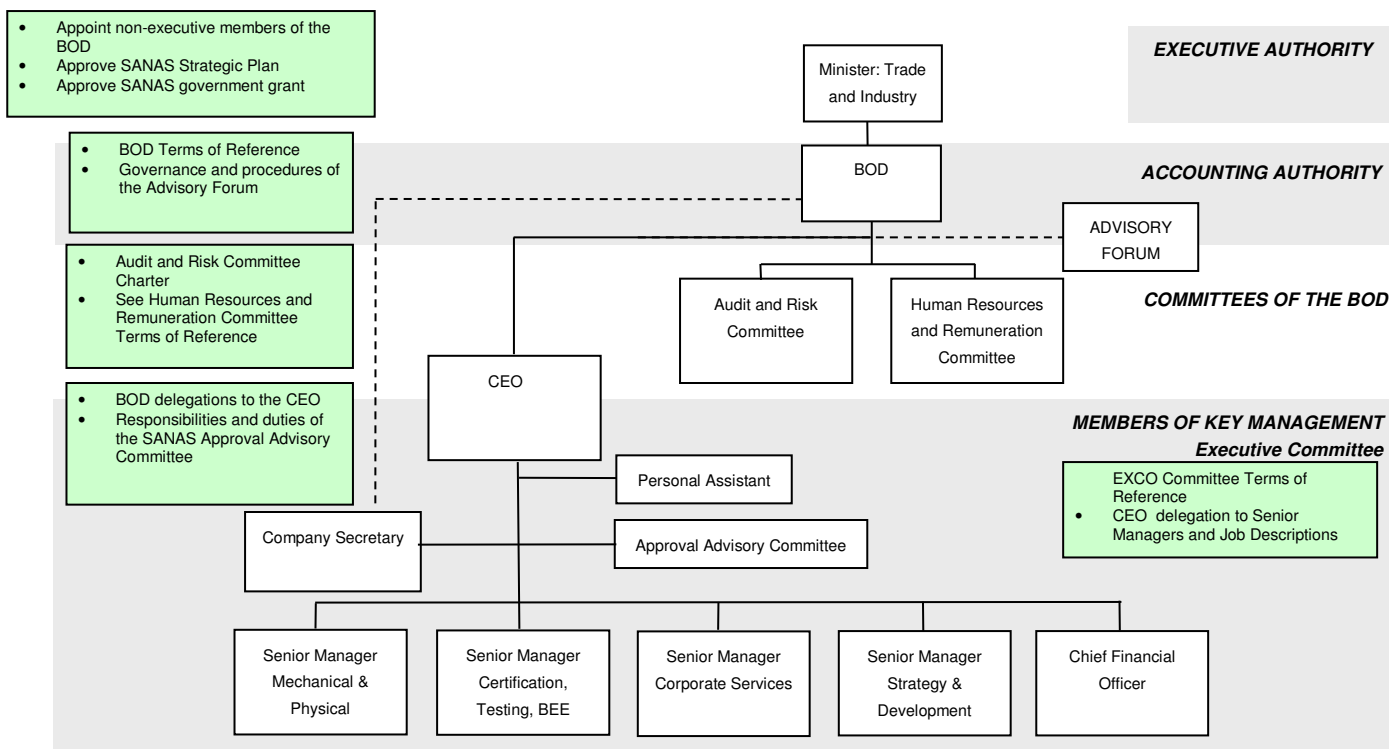
7. Structure, Functions and Services of SANAS

SANAS' structure provides guidelines for the system of reporting that drives our mandate. The structure is divided into areas that are responsible for certain aspects of our mandate. It shows the relationships between areas and individuals needed to achieve more efficient operations while attaining our goals.

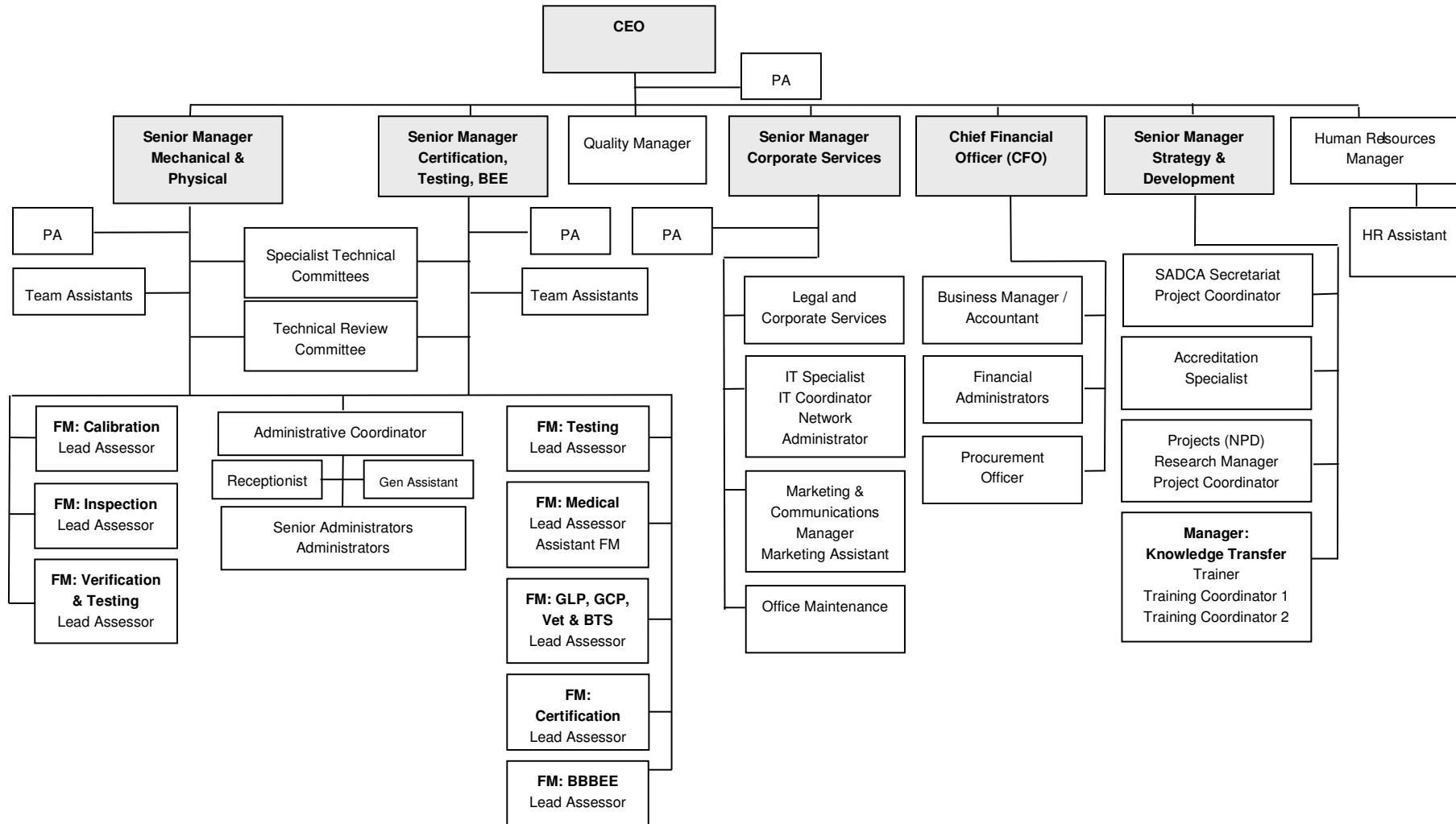
SANAS' organisational structure comprises of a governance structure and an operational structure.

The Minister of Trade and Industry is SANAS' executive authority, who is empowered to appoint the SANAS Board of Directors ("**BOD**"). The BOD is the Accounting Authority, and in consultation with the Minister of Trade and Industry, appoints the Chief Executive Officer ("**CEO**") as the Accounting Officer of SANAS. Senior Managers are also be appointed by the BOD. The BOD is supported by at least three Committees namely the Advisory Forum, the Human Resource and Remuneration Committee and the Audit and Risk Committee. The CEO is supported by an Executive Committee consisting of Senior Managers.

7.1 Governance Structure



7.2 Organisational Structure



8. Mission

SANAS's mission is to create an impartial and transparent mechanism for entities to independently demonstrate their competence and facilitate the beneficial exchange of goods, services and knowledge. SANAS provides a service that is recognised as equitable to best international practice while reflecting the demographics of South Africa in all that SANAS do.

9. Mandate

SANAS is mandated by the **Accreditation Act** to provide an internationally recognised and effective accreditation and monitoring system for South Africa to -

- Accredite, or monitor for Good Laboratory Practice (GLP) compliance purposes, entities falling within its scope of activity;
- Promote accreditation as a means of facilitating international trade and enhancing South Africa's economic performance and transformation;
- Promote the competence and equivalence of accredited bodies; and
- Promote the competence and equivalence of GLP compliant facilities.

10. Values

SANAS's values are based on the principles of Integrity, Excellence, Partnership and Pioneering.

SANAS ensure the acceptance of its accredited conformity assessment body's results facilitated through a network of co-operations and entities at national, regional and international level. SANAS facilitate and expand the recognition of its accredited conformity assessment body's results/reports by maintaining its:

- Mutual Recognition Arrangements (MRA) with the International Accreditation Forum (IAF) and the International Laboratory Accreditation Cooperation (ILAC)
- Bilateral/Technical Cooperation Agreement with the European Cooperation for Accreditation (EA) for the recognition of SANAS accredited certification bodies for EMS and Inspection Bodies;
- National body status to monitor GLP compliance with principles adopted by the Organisation for Economic Cooperation and Development (OECD) for GLP facilities; and
- Memorandum of Understandings with various South African government departments using accreditation to support their health, safety environment protection obligations.

11. Scope of Accreditation

SANAS is recognised as the only national body responsible for carrying out accreditation in respect of conformity assessment, which includes accreditation of -

- Calibration, testing and verification laboratories;
- Certification bodies;
- Inspection bodies;
- Rating agencies; and
- Any other type of body that may be added to SANAS' scope of activity.

Table 1 below describes the scope of SANAS' accreditation services.

SANAS is also recognised as the national body to monitor GLP compliance with the principles adopted by the OECD for GLP facilities. SANAS operate accreditation schemes in both the voluntary and regulatory sectors.

Table 1: SANAS Scopes of Accreditation

<i>Scopes of Accreditation</i>	<i>Accreditation is granted for:</i>
Testing Laboratories	<ul style="list-style-type: none"> • Tests performed on specified materials or products to specified test methods; • Techniques - for specified instrument(s) using specific chemical and / or physical methods, to identify and / or determine a physical property of a material or species contained within.
Medical Laboratories	<ul style="list-style-type: none"> • Tests performed on human biological materials to specified test methods.
Calibration Laboratories	<ul style="list-style-type: none"> • Specified types of measurements performed, measurement range and calibration and measurement capability (CMC). • The transfer of traceability from national standards.
Certification Bodies	<ul style="list-style-type: none"> • QMS Certifiers for certifying organisations to ISO 9001. • EMS Certifiers for organisations to ISO 14001. • QMS Certifiers for certifying organisations to HACCP SANS10330. • Personnel Certifiers for certifying or registration of personnel. • Product Certifiers for certifying products in accordance with various national and international specifications, and sector-specific industry schemes, whose requirements are maintained by the industries themselves. (E.g.: Globalgap, BRC (British Retail Consortium) and GFSI (Global Food Safety Initiative))
GLP / GCP Facilities	<ul style="list-style-type: none"> • GLP compliance monitoring, according to the Organisation for Economic Co-operation and Development (OECD) Principles of Good Laboratory Practice for facilities conducting non-clinical environmental health and safety studies
Blood Transfusion Laboratories	
Proficiency Testing (PT) Providers	<ul style="list-style-type: none"> • The operation of PT schemes

Scopes of Accreditation	Accreditation is granted for:
Producers of Certified Reference Materials (CRM)	• The production and assignment of property values of CRM
Inspection Bodies	• The performance of inspections in a specified field.
Verification Laboratories	Laboratories assessed to SANS 10378 are not allowed to perform commercial calibrations to ISO/IEC 17025 unless their accreditation certificate specifically indicates they are accredited for this. The Regulator recognised this exclusion.
Broad Based Black Economic Empowerment (BBBEE) Verification	Accreditation is granted to facilities who verify compliance to the BBBEE Act and Codes of Good Practice

12. Legal Responsibilities

As a public entity, SANAS shall ensure compliance with the following Acts -

- Accreditation Act;
- Public Finance Management Act 1 of 1999;
- Public Services Act 3 of 1994;
- State Liability Act 20 of 1957;
- Labour Relations Act 66 of 1995; and
- Any other legislation and/or regulation that is and may be applicable to SANAS and accreditation.

13. Policy Framework

SANAS endeavours to effectively implement its mandate, achieving management control, consistency and customer satisfaction. SANAS operate in accordance with the requirements, criteria, rules and regulations as laid down in the following documents -

- The Accreditation Act;
- Requirements of the international standard ISO/IEC 17011 "General requirements for bodies providing assessments and accreditation of conformity assessment bodies";
- Requirements as stipulated in the various Memoranda of Agreement with international bodies and national regulatory bodies; and
- Requirements for national bodies to monitor GLP compliance with principles adopted by the OECD for GLP facilities.

14. Objectives

SANAS sets 3-year objectives and on an annual basis reviews its strategic objectives. These objectives are captured in the SANAS Strategic and Business Plans.

15. Access to Records Held by SANAS

A requester will be given access to a record of SANAS if the requester complies with all the procedural requirements set out in the PAIA relating to the request for access to that record and if access to the record is not refused on any ground of refusal mentioned in the PAIA.

Access to the requested SANAS records is provided in a designated area under the supervision of the Deputy Information Officer. All records maintained by SANAS are available in English.

15.1 Automatic Disclosures

The following are categories of records generated by SANAS which are automatically available in terms of section 15(2). These records are available to the public on the SANAS website at www.sanas.co.za and can be downloaded free of charge.

Document Category	Description of the Document / Records
The Accreditation Act	Sets out the legal framework of SANAS
SANAS Policy Manual (PM01)	Contains SANAS' governing policies
SANAS Advisory Documents (A series Documents)	Contains general information on aspects concerning SANAS.
SANAS Assessment Forms (F series Documents)	Forms used for assessment purposes to capture information
SANAS Procedural Documents (P series documents)	Describes the formalities and requirements for obtaining accreditation.
SANAS Requirement Documents (R series documents)	Describes additional mandatory aspects that together with the relevant ISO/IEC documents must be complied with across all technical fields in order to obtain and maintain SANAS accreditation.
SANAS Technical Requirement Documents (TR series documents)	Describes the additional mandatory aspects in specific technical fields of expertise.
SANAS Technical Guidance Documents (TG series documents)	Contains technical information and specific guidance to best practices in specific fields of expertise.
SANAS Contents Lists (CL documents)	Lists all the documents relevant to a specific accreditation program.
SANAS Annual Reports, Pamphlets, Communiqué and Monthly Newsletters	Contains performance recordings and general communication with stakeholders
Details of Accredited Facilities	Includes details of SANAS accredited facilities, including the associated Certificates and schedules of accreditation
SANAS Courses	Contains information and dates of courses presented by SANAS

15.2 Records that may be Requested

The following are categories of records generated by SANAS which must be requested as prescribed in this procedure from the Deputy Information Officer in terms of the procedures as defined in Section 17 to Section 32 of the PAIA.

Document Category	Description of the Document / Records
SANAS Operational Procedures (OP series documents)	Describes the internal operational procedures of SANAS.
SANAS Human Resource Documents (HR series Documents)	Describes the handling of SANAS human resource related issues and the requirements of the applicable regulations.
SANAS Financial Procedures (FP series documents)	Describes the internal financial policies and procedures of SANAS.
SANAS Strategic and Budget Documents (SB series Documents)	Describes both the basic broad framework within which SANAS operates, as well as strategic intent.

15.3 Refusal of Access to Information

15.3.1 SANAS will refuse a request for access to records if:

- i) it involves the unreasonable disclosure of personal information about a third party;
- ii) disclosure constitutes a breach of confidence owed to a third party in terms of an agreement;
- iii) the disclosure of information supplied in confidence by a third party could put that third party at a disadvantage in contractual or other negotiation or prejudice that third party in commercial competition; or
- iv) the records contain trade secrets, financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party.

15.3.2 In accordance with the Accreditation Act, SANAS or any person involved in SANAS' accreditation activities shall not disclose any information obtained in the performance of such a function except:

- i) to the Minister;
- ii) to any person who of necessity requires it for the performance of his or her functions in terms of this Act;
- iii) if he or she is a person who of necessity supplies such information in the performance of his or her functions in terms of this Act;
- iv) if such information is required in terms of any law or as evidence in any court of law;
- v) to any competent authority which requires it for the institution, or an investigation with a view to the institution, of any criminal prosecution; or
- vi) by or on the authority of the Minister, the chairperson of the Board or the chief executive officer.

15.4 Conditions under which confidential information may be made available

15.4.1 Access to records mentioned in clause 15.3 may only be granted on condition that the information officer informs the third party concerned of such a request, and has received

written consent from the third party concerned for the disclosure of the record to the requestor. Where the records concern SANAS confidential information, the chairperson of the Board shall approve the disclosure of information to the requestor. Such records may include, but not be limited to:

- i) all records and information associated with the application, granting, maintaining, reducing, suspending or withdrawal of accredited/GLP compliant status of any SANAS applicant/accredited/GLP compliant body;
- ii) SANAS letters/memoranda/correspondence of a general nature associated with an accredited/GLP compliant body that contains information which may be considered to have an effect on the accreditation/GLP compliance status of the accredited facility;
- iii) signed accreditation agreements; ILAC/IAF sub-license agreements, memorandums of understandings, independent contractor agreements and any other contractual agreements;
- iv) Records of SANAS personnel, contracted personnel and committee members;
- v) Records of legal opinions, decisions and committee meetings;
- vi) Records of complaints and appeals;
- vii) SANAS financial records;
- viii) SANAS performance records;
- ix) SANAS Knowledge Transfer records; or
- x) SANAS Information Technology records

16. Process to Submit a Request for Information

A request for access to records must be submitted in the prescribed form, attached hereto as **Annexure A**, and accompanied by the prerequisite payment of prescribed fees as set out in the form attached as **Annexure B**.

All relevant portions of the application must be completed and forwarded to SANAS for the attention of the Deputy Information Officer at **the dti** Campus, Building G, Ground Floor, 77 Meintjies Street, Sunnyside 0132 or via e-mail to dawoodp@sanas.co.za.

The request will be processed subject to the grounds of exclusion as contained in Section 33 to Section 46 of PAIA. The request may be made by anyone who acts in his/her own interests or acts on behalf of someone who cannot himself/herself do so.

17. Nature of the Request

The requester must indicate if a copy of the record is required or if the requester prefers to inspect the record at the SANAS office. A requester should get access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by SANAS.

If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it.

If, in addition to a written reply to their request for the record, the requester wants to be told about the decision on the request for information in any other way, e.g. telephone, this must be indicated.

If a requester requires the information on behalf of somebody else, the capacity, accompanied by a power of attorney letter, in which the request is being made, should be made available.

18. Fees

There are two types of fees required to be paid in terms of the PAIA, namely the request fee and the access fee as set out in **Annexure B**.

A requester who seeks access to a record containing personal information on that requester will not be required to pay the request fee. Every other requester, who is not a personal requester is required to pay the prescribed fee before the request is processed.

After the Deputy Information Officer has made a decision on the request, the requester will be notified of such a decision in the way in which the requester required to be notified in. The requester will also be notified of the amount required to be paid as the request fee, if any. If the request is granted, then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

19. Appeals

A requester may lodge an internal appeal with SANAS against a decision of the Information Officer to refuse a request, or against the request and access fees, or an extended period to deal with the request.

The processing of the appeal will take 30 days in accordance with the PAIA.

The appeal must be lodged on the prescribed form issued in terms of the PAIA, attached as **Annexure C** within 60 days or if notice to a third party is required within **30 days** after notice has been given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken. The appeal must be made to the address, fax number or electronic mail address of the Deputy Information Officer.

An appellant must provide sufficient details on the appeal form in terms of the reasons for the appeal and how he/she wishes to be informed of the decision about the appeal.

After receiving an appeal, the Deputy Information Officer must submit the appeal to the Information Officer within 10 days, the reasons for his decision, and details of a third party involved, if any.

19.1 Third Party

If SANAS is considering an appeal against refusal of a request for access to a record of a third party that relates to his/her privacy; commercial interests and other confidential information, SANAS must

inform the third party about the appeal within 30 days after receipt of the appeal, and by the fastest means reasonably possible.


SANAS will furnish the third party with a description of the contents of the appeal, details of the appellant, and state whether the department is of the opinion that the information should be revealed in the interest of the public. The third party then has 21 days to make a written representation why the request for information should not be granted, or give written consent for the disclosure of the record to the requester.

SANAS may also consider lodging an appeal against granting access to information. SANAS will then have to notify the requester of such an appeal within 30 days after receipt of the appeal. The third party has 21 days to make a written representation why the access to the record should be granted.

19.2 Notice of Decision

SANAS may confirm the original decision, or make another decision. This will be done within 30 days after receipt of the appeal, or within 5 days after receiving written representation regarding the appeal. Notice will be given to the appellant, every third party involved and the requester, stating the reason/s for the decision.

ANNEXURE A: Request for Access to Records of a Public Body

	<p>REQUEST FOR ACCESS TO RECORDS OF A PUBLIC BODY</p>
<p>A. FOR SANAS USE</p> <p>Request received by: _____</p> <p>Name & Surname of Information Officer / Deputy: _____</p> <p>Reference number: _____</p> <p>Date of Receipt: _____</p> <p>Applicable Fees:</p> <p>Request Fee (if any): R _____</p> <p>Deposit Fee (if any): _____</p> <p>Access Fee (if any): _____</p>	
<p>B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD</p> <p><i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>Full names and surname of Requestor: _____</p> <p>Identity Number: _____</p> <p>Postal Address: _____</p> <p>Capacity in which request is made, when made on behalf of another person: _____</p> <p>Form of information (i.e: Post, Fax, Email) _____</p> <p>Fax: _____ Telephone: _____ Email: _____</p>	
<p>C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE</p> <p><i>This section must be completed only if a request for information is made on behalf of another person.</i></p> <p>Full names and surname of person on whose behalf request is made _____</p> <p>Identity Number: _____</p>	
<p>D. PARTICULARS OF RECORD</p> <p><i>Provide full particulars of the record to which access is requested, to enable the record to be located. 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.</i></p> <p>Description of record or relevant part of the record: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reference number (if available): _____</p>	

E. FEES

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. You will be notified of the amount required to be paid as the request fee. 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 the record.

If you qualify for exemption from the payment of any fee, please state the reason for this.

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 hereunder, state your disability and indicate in which form the record is required.

Disability: _____

Form in which record is required: _____

NOTES:

Compliance with your request for access in the specified form depends on the form in which the record is available. 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. The fee payable for access to a record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an "X".

<i>If the record is in written or printed form:</i>		
• copy of record*		
• inspection of record		
<i>If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</i>		
• view the images		
• copy of the images*		
• transcription of the images*		
<i>If the record consists of recorded words or information which can be reproduced in sound:</i>		
• listen to the soundtrack (audio cassette)		
• transcription of soundtrack* (stiffy or compact disc)		
<i>If the record is stored on computer or in an electronic or machine-readable format:</i>		
• printed copy of record*		
• printed copy of information derived from the record*		
• copy in computer readable form* (stiffy or compact disc)		

*If you requested a copy or transcript of a record (above), do you want the copy or transcription to be posted to you? A postal fee is payable.	Yes	No
If the record is not available in the language you prefer, access may be granted in the language in which the record is available. In which language would you prefer the record?		

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you like to be informed of the decision regarding your request for access to a record?


Signed at _____ this _____ day of _____ 20____.

Signature of requester / person on whose behalf request is made

ANNEXURE B: Fees in Respect of Public Bodies
Part II of Notice 187 in the Government Gazette of 15 February 2002

1.	The fee for a copy of the manual as contemplated in regulation 5(c) - for every photocopy of an A4-size page or part thereof.	R0,60
2.	The fees for reproduction referred to in regulation 7(1) are as follows:	
(i)	For every photocopy of an A4-size page or part thereof:	R 0,60.
(ii)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form:	R0,40.
(iii)	For every copy in a computer-readable form - stifty disc:	R5.00.
(iv)	For every copy in a computer-readable form - compact disc:	R40.00.
(v)	A transcription of visual images, for an A4-size page or part thereof:	R22.00
(vi)	A copy of visual images:	R60.00.
(vii)	A transcription of an audio record, for an A4-size page or part thereof:	R12.00
(viii)	A copy of an audio record:	R17.00.
3.	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2):	R35.00.
4.	The access fees payable by a requester referred to in regulation 7(3) are as follows:	
(i)	For every photocopy of an A4-size page or part thereof:	R0,60.
(ii)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form:	R0,40.
(iii)	For every copy in a computer-readable form - stifty disc:	R5.00.
(iv)	For every copy in a computer-readable form - compact disc:	R40.00.
(v)	A transcription of visual images, for an A4-size page or part thereof:	R22,00
(vi)	A copy of visual images:	R60,00
(vii)	A transcription of an audio record, for an A4-size page or part thereof:	R12,00
(viii)	A copy of an audio record:	R17,00
5.	To search for and prepare the record for disclosure: - for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R15,00
6.	For purposes of Section 22(2), the following applies:	
(i)	Six hours as the hours to be exceeded before a deposit is payable; and	
(ii)	One third of the access fee is payable as a deposit by the requester.	
(iii)	The actual postage is payable when a copy of a record has to be posted to a requester.	

ANNEXURE C: Reporting of an Appeal

		REPORTING OF AN APPEAL AGAINST ACCESS TO INFORMATION	
<p>The appeal must be lodged by completing this form in full and within 60 days, or if notice to a third party is required within 30 days, after notice has been given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.</p> <p>The appeal must be sent to: The Deputy Information Officer: Mr Dawood Petersen the dti Campus, Building G, Ground Floor, 77 Meintjies Street, Sunnyside, 0132 e-mail: dawoodp@sanas.co.za Tel: +27 12 394 3880</p>			
A. PARTICULARS OF APPELLANT			
Name and surname of Appellant:			
Names and surname of person on whose behalf appeal is made, if applicable:			
Capacity in which request was made, if made on behalf of another person:			
Date of Request to Information:			
How do you wish to be informed of the outcome of the appeal? (i.e: Post, Fax, Email)			
Reference number (if available)			
Fax: _____		Telephone: _____	
		Email: _____	
B. PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access was requested.</i>			
Description of record or relevant part of the record:		
.....		
.....		
C. FULL DETAILS OF THE APPEAL			
<i>Please provide sufficient details of the reasons for the appeal and how you wish to be informed of the decision about the appeal.</i>			
Signature of Appellant		Date	