

SECTION 51 MANUAL

ANDREY P GRUDKO T/A GRUDKO ASSOCIATES

A: INTRODUCTION

Andrey P Grudko (hereafter called 'APG T') is a Private Investigator, having been involved in security and investigations from 1980. At the time of writing he is involved in consulting, training, public appearances, media activities, journalism, and legislative process through various associations and occasional special projects.

B: PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details

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2. Section 10 - Guide on how to use the Act

The Guide is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address:

Private Bag 2700

Houghton 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available from www.gov.za in terms of any other legislation

Private Security Industry Regulation Act No. 51 of 2001

4. Access to the records held by APG

i) APG maintains a regularly updated informative website with information varying from services, history, statistical references and references.

APG has a brochure clearly explaining his qualifications, experience and services and is usually available from 09:00 to 15:00 on weekdays to answer inquiries and attend to any complaints. It must be understood that Mr Grudko is semi-retired, does not work regular hours and therefore might not be available for various periods.

ii) Summary of records kept

a) All clients operate on written mandate, usually in an electronic form, which is kept on file for a minimum of 3 years under the Regulations of the PSIR Act.

b) A case file may contain reports from public and private data bases, surveillance and agent reports and information collected from sources such as the media, internet etc.

c) At the termination of a case the client is offered the case file (but not the mandate or APG's invoices), and if declined may be destroyed unless the nature of the matter is such that it may recur.

d) Financial records relating to investigations and the conduct of the business, including VAT, are kept for a minimum of 7 years, as required by the Receiver of Revenue.

e) Other

Staff recruitment policies - not applicable as Mr Grudko does not employ any staff

Business Equity contracts- not applicable

Employment contracts - not applicable

Remuneration records and policies - not applicable

Employment Equity Policies- not applicable

Financial statements - not applicable

Annual financial statements - not applicable

Assets register- not applicable

Procurement contracts- not applicable

Tender documents- not applicable

Debtors and creditors journals - Private

Contracts/leases - Private

Records Available without Request

Information available on the APG website and various online, conference and print

publications authored by APG.

Circulars sent to the Industry or prospective clients

Media Releases pertaining to APG

TV and radio interview quotations and recordings

Records Available for Inspections

No records are available for inspection, all records should be requested as prescribed by the Act.

Records Available for Purchase

The following records are available for purchase:

The Manual of Information in respect of APG

A copy of any directly relevant specific file information, which is not private to APG, sub-judice, or protected by client attorney or other legal privilege.

iii) The Request Procedures

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the public body. This request must be made to the address, fax number or electronic mail address of the body concerned .

The requester must provide sufficient detail on the request form to enable the head of the private body 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.

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.

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 head of the public body.

Fees:

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:

The head of the public body 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.

The fee that the requester must pay to a public body is R35. The requester may lodge an application to the court against the tender or payment of the request fee.

After the head of the public body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

This manual is also available for inspection at the offices of APG by appointment, free of charge; and copies are available with the SAHRC, in the Gazette as well as on the APGT website.

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