
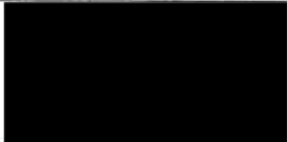
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Approved by:	John Akal	Signature:	
Responsible person:	Administration Manager	Signature:	

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1. INTRODUCTION

This manual is prepared in accordance with **Section 51 of the Promotion of Access to Information Act, 2000 (PAIA)**.

The purpose of this manual is to:

- Inform the public of the categories of records held by Risk Train (Pty) Ltd
- Explain how members of the public may request access to records
- Promote transparency and accountability in accordance with the Constitution
- Ensure compliance with PAIA and the Protection of Personal Information Act (POPIA)

This manual applies to all information held by **Risk Train (Pty) Ltd**, including information relating to training, administration, financial records, learners, employees, and operations.

2. COMPANY OVERVIEW

Risk Train (Pty) Ltd is a South African training provider specialising in:

- Fire Safety Training
- Occupational Health and Safety Training
- Emergency Response Training
- First Aid and Medical Training

The organisation delivers compliance-driven training aligned with legislative and industry standards including the **Occupational Health and Safety Act (Act 85 of 1993)** and relevant industry frameworks.

Risk Train operates within the **Risk Group Assets group of companies**, alongside Risk Response and Risk Equip.

3. CONTACT DETAILS OF THE INFORMATION OFFICER

In terms of **POPIA and PAIA**, the head of a private body automatically becomes the **Information Officer**.

Information Officer

Risk Train (Pty) Ltd

Telephone:

+27 83 460 1851

Email:

john@risktrain.co.za

Website:

www.risktrain.co.za

Postal Address:

Unit 40A and 28
Pilkington Business Park
Meyerton
1961
Gauteng
South Africa

Physical Address:

Corner of Johan Le Roux and Morris Road
Meyerton
Gauteng
South Africa

4. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

A guide on how to use PAIA is available from the **Information Regulator**.

Contact Details

Information Regulator (South Africa)

Website:

<https://www.justice.gov.za/infoereg/>

Email:

PAIAComplaints@infoeregulator.org.za

Physical Address:

JD House
27 Stiemens Street
Braamfontein
Johannesburg
South Africa

5. RECORDS AUTOMATICALLY AVAILABLE

The following records may be available without a formal request:

- Company profile and marketing material
- Training course information
- Training schedules
- Promotional material
- Website content
- Public safety information material

6. RECORDS HELD BY RISK TRAIN (PTY) LTD

6.1 Company Records

- Company registration documents
- Memorandum of Incorporation (MOI)
- Share registers
- Director information
- Company policies
- Compliance records

6.2 Financial Records

- Accounting records
- Financial statements
- Tax records
- Invoices and quotations
- Banking records
- Asset registers

6.3 Human Resources Records

- Employment contracts
- Payroll records
- Personnel files
- Training and qualifications records
- Disciplinary records

6.4 Training and Learner Records

- Learner registration records
- Assessment results
- Certification records
- Moderation reports
- Training attendance registers
- Skills programme documentation
- QCTO / SETA compliance documentation

6.5 Operational Records

- Risk assessments
- Training materials
- Standard operating procedures
- Emergency response procedures
- Incident reports

6.6 Legal and Compliance Records

- Occupational Health and Safety compliance documentation
- Insurance documentation
- Regulatory correspondence
- Accreditation documentation

7. RECORDS REQUIRED IN TERMS OF OTHER LEGISLATION

Risk Train maintains records in terms of various legislation including:

- Promotion of Access to Information Act (PAIA)
- Protection of Personal Information Act (POPIA)
- Occupational Health and Safety Act 85 of 1993
- Basic Conditions of Employment Act
- Labour Relations Act
- Skills Development Act
- Skills Development Levies Act
- Companies Act 71 of 2008
- Income Tax Act
- Value Added Tax Act

8. REQUEST PROCEDURE

A requester must complete the **PAIA Request Form (Form 2)** and submit it to the Information Officer.

The request must include:

- Full name and contact details
- Description of the record requested
- Format in which the record is required
- Reason for the request (if applicable)

Requests may be submitted by:

- Email
- Post
- Physical delivery

9. REQUEST FEES

Fees are payable as prescribed by the **PAIA Regulations**.

Typical fees include:

- Request fee
- Access fee (for searching and preparing records)
- Reproduction fee (copies)

Payment must be made before access is granted.

10. GROUNDS FOR REFUSAL OF ACCESS

Access may be refused where the record:

- Contains personal information of a third party
- Is commercially sensitive
- Contains confidential information
- May endanger the safety of individuals
- Is legally privileged

11. PROTECTION OF PERSONAL INFORMATION (POPIA)

Risk Train (Pty) Ltd processes personal information in accordance with **POPIA**.

Personal information collected may include:

- Learner details
- Employee records
- Client information
- Assessment records

The company implements appropriate security safeguards to protect personal information.

12. AVAILABILITY OF THIS MANUAL

This manual is available:

- On the Risk Train website
- At the company's registered office
- Upon request from the Information Officer

13. UPDATING OF THE MANUAL

This manual will be updated periodically to ensure compliance with legislation.

INFORMATION OFFICER DECLARATION

I confirm that this PAIA Manual is prepared in accordance with the requirements of the Promotion of Access to Information Act.

Information Officer

Name: _____

Date: _____

FORM 2 - REQUEST FOR ACCESS TO RECORD

Promotion of Access to Information Act (PAIA) – Request Form

Private Body: Risk Train (Pty) Ltd

Registration Number: 2025/673413/07

Full Name and Surname: _____

Identity Number / Company Registration: _____

Postal Address: _____

Telephone Number: _____

Email Address: _____

Description of the Record Requested: _____

Reference Number (if known): _____

Preferred Form of Access (copy / electronic / inspection):

Reason for Request (if required):

Signature of Requester: _____

Date: _____

11. CHANGE CONTROL REGISTER

Control Change Form for Attachments, Changes or Cancellations			
Version	Date	Nature of Change	Review by:
1	18-03-2026	First draft of PAIA Manual	John Akal