

P.G.C.A



PROFESSIONAL GOLF CLUB AUDITING (PTY) LTD.

Proudly supported
by: PGA



In associated with:



Powered by:



Approved by:



Membership with:



Accredited by:



Founded by: Etienne Breytenbach

SERVICES



HEALTH & SAFETY

Is your program in place?



SKILLS DEVELOPMENT

Attain Financial Benefits.



EMPLOYMENT EQUITY

Become compliant.



B-BBEE

Strategies towards compliance?

P.G.C.A



YOUR COMPLIANCE IS OUR BUSINESS

OUR VISION

Our vision is that all industries in South Africa will adopt our safety system in order to have a **standardised** means to measure Occupational Health & Safety compliance.

OUR MISSION

Business Compliance Holdings Group (Pty) Ltd strives to be the most respected and professional service provider of business compliance solutions for our clients. We aim to always provide services of the highest integrity in the fields of our offerings.

Offering cost-effective solution sets to club's who embrace compliance through good corporate governance.



MISSION STATEMENT

- To enable our clients to grow their business through continual skills development of their employees resulting in increased productivity.
- To offer training which is relevant and job specific, thus assisting to bridge the identified skills gaps.
- To provide training material that adheres to SETA specifications and is developed in accordance with our high standards.
- Provide trainers/facilitators that are knowledgeable on our subject matter/course material and who are experienced and extensively trained in the courses/subjects that they facilitate.
- Skills Development Reports (WSP/ATR's) are compiled by our qualified Skills Development Facilitators (SDF's), and timeously submitted to the relevant SETA's to assist our clients in claiming their Mandatory Grants.
- To contribute towards the National Skills Development Strategy of South Africa through strategic training development.
- Assist our clients in achieving compliance as per DOL's Employment Equity Act.
- To conduct basic safety audits at the workplace to assist our clients with their OHS requirements and to maintain a safe and healthy work environment.
- Assist our clients in achieving compliance within the scope of the Occupational Health & Safety Act.
- To provide B-BBEE solutions through superior training interventions to carry out enterprise development as well as Socio Economic Development in South Africa.



SKILLS DEVELOPMENT

Compliance requirements:

- If a company's payroll exceeds R 250,000 p.a. the only legal requirement is to pay an amount of 1 % of payroll to SARS.
- Potential financial benefit for client
- Mandatory and discretionary grants available for rolling out skills strategies.
- 3 Step process:
 - Submit **WSP** (Work Force Skills Plan)
 - Achieve our training **objectives**
 - Submit **ATR** (Annual Training Report)
- PGCA offers training strategies on the following levels:
 - **GET** (General Education & Training) Soft skills
 - **FET** (Further Education & Training) Accredited training
- Training solutions are offered as:
 - **Live Facilitation or**
 - **Self Facilitated Packages**

Training courses
accredited by Merseta



DETAILED SOLUTION OFFERING

SKILLS DEVELOPMENT

- ✓ SUBMISSION OF WSP (Work Skills Plan)
- ✓ TRAINING COURSES (Over 85 Training Courses offered)
- ✓ SUBMISSION OF ATR (Annual Training Report)
- ✓ NOMINATION & IMPLEMENTATION OF SD COMMITTEE
- ✓ COMMITTEE TRAINING
- ✓ CHAIRING & MINUTES OF SD COMMITTEE MEETINGS
- ✓ SD STRATEGIES INTERGRATED WITH YOUR B-BBEE TARGETS





merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

STATEMENT OF QUALIFICATIONS AND/OR UNIT STANDARDS

Training Provider Name **Business Compliance Holding (Pty) Ltd**

Accreditation Status **FULL ACCREDITATION**

Approval Number **17-QA/ACC/0855/13**

SAQA ID No	QUALIFICATION OR UNIT STANDARD TITLE
NLRD242820	Maintain records for a team
NLRD7997	Managing self-development
NLRD243025	Monitor machining process, interpret statistical process control charts and rectify production problems
NLRD13194	Perform statistical process control
NLRD120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place
NLRD123369	Implement manufacturing and assembly material requirements
NLRD14609	Participate in management of conflict
NLRD114589	Manage time productively
NLRD114946	Identify causes of stress and techniques to manage it in the workplace
NLRD13235	Maintain the quality assurance system
NLRD120300	Analyse leadership and related theories in a work context
NLRD14586	Monitor and control quality control practices in a manufacturing/engineering environment
NLRD11473	Manage individual and team performance
NLRD242812	Induct a member into a team

SENIOR MANAGER: LETQA

26 June 2013
APPROVAL DATE

MERSETA FULL ACCREDITATION

SAQA ID No.	COURSE DESCRIPTION
NLRD242820	Maintain records for a team
NLRD7997	Managing self-development
NLRD243025	Monitor machining process, interpret statistical process control charts and rectify production problems
NLRD13194	Perform statistical process control
NLRD120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the workplace
NLRD123369	Implement manufacturing and assembly material requirements
NLRD14609	Participate in management of conflict
NLRD114589	Manage time productively
NLRD114946	Identify causes of stress and techniques to manage it in the workplace
NLRD13235	Maintain the quality assurance system
NLRD120300	Analyse leadership and related theories in a work context
NLRD14586	Monitor and control quality control practices in a manufacturing / engineering environment
NLRD11473	Manage individual and team performances
NLRD242812	Induct a member into a team

COMPLETE TRAINING COURSE LIST

3 TRAINING METHODS TO CHOOSE FROM:



Live training -
BCH will provide
a training
facilitator to
present your
training.

LIVE TRAINING



Facilitator pack -
BCH will prepare
a pack containing
all training
material for you
to present to
your staff.

FACILITATED



Self-study - You
will receive a
training pack that
can be completed
in a 3 month
period.

SELF STUDY



TRAINING LIST 2019.pdf

EMPLOYMENT EQUITY



Compliance Requirements:

Who is exempt?

This Act does not apply to members of the:

- National Defence Force
- National Intelligence Agency
- South African Secret Service
- South African National Academy of Intelligence.

Who must submit?

- All companies employing 50 or more employees must submit yearly to D.O.L
- If < 50 employees but exceed turnover threshold index as per applicable industry then entity is required to submit. (Index available on request)



BCH Solutions:

- Establish EE committee
- EE committee Training (Equity Skills Strategy)
- EEA2 Submissions
- EEA4 Submissions
- EEA9 Submissions
- Succession Planning (revolving 5 year plan)
- Chairing & minute taking of committee meetings

Employment Equity Act

Schedule 4

Annual Turnover Threshold – Revised January 2014

<u>Industrial Sector</u>	<u>OLD Total Annual Turnover</u>	<u>NEW Total Annual Turnover</u>
Agriculture	R 2,00m	R 6,00m
Mining and Quarrying	R 7,50m	R 22,50m
Manufacturing	R10,00m	R30,00m
Electricity, Gas and Water	R10,00m	R30,00m
Construction	R 5,00m	R 15,00m
Retail and Motor Trade and Repair Services	R15,00m	R45,00m
Wholesale Trade, Commercial Agents and Allied Services	R25,00m	R75,00m
Catering, Accommodation and Other Trade	R 5,00m	R 15,00m
Transport, Storage and Communications	R10,00m	R30,00m
Finance and Business Services	R10,00m	R30,00m
Community, Social and Personal Services	R 5,00m	R 15,00m



DETAILED SOLUTION OFFERING

Employment Equity

1. SUBMISSION OF EEA₂ (Annual submission required)
2. SUBMISSION OF EEA₄ (Annual submission required)
3. COMPILATION OF EE PLAN (Inspectors of DoL requirement)
4. NOMINATION & IMPLEMENTATION OF EE COMMITTEE
5. COMMITTEE TRAINING
6. CHAIRING & MINUTES OF EE COMMITTEE MEETINGS
7. EE STRATEGIES INTEGRATED WITH YOUR B-BBEE TARGETS



B-BBEE



Broad Based Black Economic Empowerment

**DO I REALLY NEED A B-BBEE
COMPLIANCE CERTIFICATE??**

THIS SHOULD BE YOUR FIRST QUESTION!!

THE ANSWER IS SIMPLE...



IF YOUR CLIENTS ARE REQUESTING

YOUR BEE CERTIFICATE & IT IS IMPERATIVE TO CONTINUE DOING BUSINESS, THEN YOU WILL NEED TO CONSIDER BECOMING B-BBEE COMPLIANT.

SOME FACTORS TO CONSIDER:

- IS YOUR EXISTING CLIENT/S REQUESTING YOUR B-BBEE CERTIFICATE?
- THERE IS POTENTIAL BUSINESS WITH NEW CLIENTS WITH A B-BBEE CERTIFICATE?
- GOVERNMENT AND MUNICIPAL CONTRACTS WOULD REQUIRE A B-BBEE CERTIFICATE.
- IT IS LIKELY THAT A B-BBEE CERTIFICATE WOULD BE REQUESTED AS PART OF THE PROCUREMENT POLICY & PROCEDURE.

BCH CAN ASSIST WITH YOUR INITIAL DECISION MAKING BY CALCULATING THE TARGETS OF THE QUANTIFIABLE ELEMENTS ON YOUR SCORECARD VS ESTIMATED POTENTIAL REVENUE.

BY CALCULATING THE BUSINESS VIABILITY OF EMBARKING UPON BECOMING BEE COMPLIANT, WE HAVE FOUND THAT IT MAKES FOR EASIER DECISION MAKING AND ACHIEVING BUY-IN FROM ALL RELEVANT SHARE HOLDERS.

B-BBEE



PPPFA

PREFERENTIAL PROCUREMENT POLICY
FRAMEWORK ACT No. 5 of 2000

B-BBEE		PPPFA - Government tender points allocation	
B-BBEE Level	B-BBEE Score Achieved	80/20	90/10
Level 1 Contributor	≥ 100 points	20	10
Level 2 Contributor	≥ 85 points but < 100 points	18	9
Level 3 Contributor	≥ 75 points but < 85 points	16	8
Level 4 Contributor	≥ 65 points but < 75 points	12	5
Level 5 Contributor	≥ 55 points but < 65 points	8	4
Level 6 Contributor	≥ 45 points but < 55 points	6	3
Level 7 Contributor	≥ 40 points but < 45 points	4	2
Level 8 Contributor	≥ 30 points but < 40 points	2	1
Non-Compliant Contributor	< 30 points	0	0

B-BBEE



IF YOU REQUIRE A B-BBEE CERTIFICATE CONTACT US FOR STRATEGIES AND SOLUTIONS TOWARDS MAXIMISING YOUR SCORECARD.

WE HAVE NETWORK PARTNERS TO CONSULT WITH YOU THROUGH EVERY STEP, FROM DOCUMENT EVIDENCE CHECKLISTS TO GREAT ADVICE ON HOW TO IMPLEMENT AND ACHIEVE MAXIMUM POINTS THROUGH ALL THE PILLARS OF THE B-BBEE CODES.

OUR PARTNERS INCLUDE VERIFICATION AGENCIES WHICH WILL VERIFY AND ISSUE YOUR B-BBEE CERTIFICATE.

NEW ELEMENT STRUCTURES OF THE B-BBEE CODES

1. OWNERSHIP
2. MANAGEMENT CONTROL (EE)
3. SKILLS DEVELOPMENT (SD)
4. ENTERPRISE AND SUPPLIER DEVELOPMENT
5. SOCIO-ECONOMIC DEVELOPMENT

DUE TO THE VERIFICATION MEASUREMENT PERIOD BEING 12 MONTHS, THE SOONER WE BEGIN THE SOONER A CERTIFICATE CAN ISSUED.

ALL WORKINGS BASED
ON NEW CODES.

B-BBEE SOLUTIONS

- ✓ Bi-Annual advisory consultation
- ✓ Retainer Solution or V.I.P solution
- ✓ Ad hoc advisory consultation
- ✓ File assist and compilation
- ✓ Skills development as per targets determined
- ✓ Preferential procurement (price determined by number of suppliers)
- ✓ Enterprise Development as per targets determined
- ✓ Socio Economic Development as per targets determined

OCCUPATIONAL HEALTH & SAFETY

The OHS Act No. 85 of 1993 is a legal requirement.

Compliance Requirements:

1. OHS SERVICES:

A] Assessments

Starting point to determine OHS requires.

B] Auditing

Conduct on-site audit.

This will identify any deviations.

Includes photo's and corrective measures.

A compliance certificate is issued thereafter.

C] Evacuation Plans – 3 phases

Phase 1. Pre-assessment is done in order to ensure evacuations can be conducted

Phase 2. Evacuation drills are conducted and

Phase 3. Management meeting where a report with results and possible improvements presented.



2. OHS TRAINING:

- OHS Induction Training – All staff
- Evacuation Induction – All staff
- OHS Reps 20+ Employees thereafter 1:50 employees
- First Aiders 10+ Employees thereafter 1:50 employees
- Fire Fighters
- Evacuation Leaders
- OHS Committee
- OHS Management



3. OHS PRODUCTS:

- A Comprehensive range of products is available as per items identified for corrective measure in the OHS audit reports.



4. CLIENT REPRESENTATION:

- When D.O.L inspectors carry out random visits.



HEALTH AND SAFETY LIABILITY

Key Extract: OHS ACT 85 of 1993

➤ *Section 8 – General duties of employers to their employees*

Section 8.1 – Every employer shall provide and maintain, as far as reasonably practical, a working environment that is safe without risk to the health of his employees.

This is a broad statement, fortunately we unpack & identify specific requirements

for our clients by conducting an on-audit

which includes the

50 sections & 22 regulations

in the OHS Act.

(See pg. 6 of the Safety Audit Report under Executive summary)

FIRST AID KITS
Office • Factory • Vehicles



OHS BOARDS
Display your OHS reps



WALL CHARTS



SIGNAGE



*Nova Safety Products
(PTY) Ltd.
in association with
BCH GROUP (PTY) LTD.
provides clients with OHS
products identified as per
the deviations found during
on-site safety audits
conducted.*



DEPARTMENT
OF LABOUR

Certificate

This is to certify that

BUSINESS COMPLIANCE HOLDINGS (PTY) LTD

has been approved in terms of
General Safety Regulation 3(4)(d)
of the Occupational Health and Safety Act, 1993
to issue certificates of competency in

FIRST-AID LEVEL ONE

to persons who have successfully completed the course.

2015-02-06

DATE

CI 262/3/12/1

CERTIFICATE NUMBER

CHIEF INSPECTOR





CERTIFICATE OF MEMBERSHIP

The South African Institute of Occupational Safety & Health (SaioSh) certifies that:

Etienne Greig Breytenbach is a Member

Full Name: Etienne Greig Breytenbach

Designation: Member

Membership: **VALID**

Membership Number: 46163180

Valid Until: 1 March 2021

Contact Details:

Landline: 011 682 1458

Mobile: 0615170224

Email: etienne@hchafrica.co.za



The South African Institute of Occupational Safety and Health (SaioSh) is recognised by the South African Qualifications Authority (SAQA) as the Professional Body to register Occupational Health and Safety Practitioners in South Africa in terms of the NQF Act, Act 67 of 2008.

SaioSh confirmed the above information, for digital certification and sharing by PrivySeal Limited, at 14:20 SAST on 30 March 2020.

Certificate ID: 46163180-3615



POWERED BY
PRIVYSEAL

TWO MIN VIDEO ON SAFETY AWARENESS

<https://youtu.be/3jLGkmOVtnI>

(press Ctrl & click link above)

Video is professionally produced, **not real** life and
contains graphic scenes.

INTERNET CONNECTION IS REQUIRED

SAFETY TRAINING - “FORE” PGA PARTNERS & GOLF CLUBS

PRESENTED BY:

PROFESSIONAL GOLF CLUB AUDITING

P.G.C.A



PROUDLY SUPPORTED BY:

PGA of SOUTH AFRICA



SAFETY - SKILLS - EQUITY - B-BBEE
YOUR COMPLIANCE IS OUR BUSINESS

SAFETY COURSES PRESENTED



FIRST AIDERS LEVEL-1



FIRE FIGHTERS



EVACUATION LEADERS



HEALTH & SAFETY
REPRESENTATIVES

LEGAL REQUIREMENTS

As per the Occupational Health & Safety Act # 85 of 1993, any workplace that employs the below number of employees must comply as follows:

- ◆ 10 or more employees to have **1 x FIRST AIDER** on-site, thereafter at a ratio of 1:50 employees.
- ◆ 20 or more employees to have **1 x OHS REPRESENTATIVE** on-site, thereafter at a ratio of 1:50 employees.
- ◆ If an entity employs more than 50 employees, then you will require **2 x OHS REPRESENTATIVES** & establish an **OHS COMMITTEE**.

*(Please contact PGCA on details provided at the end of this presentation for **assistance** with formulating, training and chairing of your **committee**.)*

- ◆ Quantity of **FIRE FIGHTERS & EVACUATION LEADERS** the following should be taken into consideration:
 - Workplace site size.
 - Number of floors or wings in building/s.
 - Number of departments.
 - Recommend appointing and training as a minimum 1:50 employees.

VENUE & DATES



VENUE: ROYAL JOHANNESBURG & KENSINGTON GOLF CLUB

DATES: QUARTERLY PER ANNUM

Training course duration & times are specified on the booking form.

TRAINING DATES & ACCREDITATION



- **First Aiders Level - 1** Monday 27th
US 119567
NQF Level 1
Credits 5
Tuesday 28th
- **OHS Representatives** Wednesday 29th
US 259622
NQF Level 2
Credits 3
- **Evacuation Leaders** Thursday 30th
US 254217
NQF Level 3
Credits 3
- **Fire Fighting Techniques** Friday 31st
US 252250
NQF Level 1
Credits 3

NOTE: Registration is at 08:30am - Training is 9:00am - 3:00pm daily







SAFETY, HEALTH & ENVIRONMENT CERTIFICATE

THIS CERTIFICATE SERVES TO CONFIRM THAT BUSINESS COMPLIANCE HOLDINGS (PTY) LTD
REG # 2012 / 172840 / 07

HAS DULY VERIFIED AN ON-SITE SAFETY, HEALTH & ENVIRONMENT AUDIT AND RATING FOR:

COMPANY NAME (PTY) LTD.

DATE AUDITED:

26th JUNE 2019

DATE EXPIRES:

26th JUNE 2020

CONGRATULATIONS



ON ACHIEVING OUR
5 STAR RATING

AUTHORISED BY:

Etienne Breytenbach CEO
Business Compliance Holdings (PTY) Ltd.

CONDUCTED BY:



www.businesscomplianceholdings.co.za



011 682 1458



info@bchafrica.co.za

IN ASSOCIATION WITH:



SAFETY, HEALTH & ENVIRONMENT CERTIFICATE

THIS CERTIFIES THAT PROFESSIONAL GOLF CLUB AUDITING (PTY) LTD REG # 2018/005250/07
HAS DULY VERIFIED AN ON-SITE SAFETY, HEALTH & ENVIROMENTAL AUDIT AND RATING

OF:

ROYAL JOHANNESBURG & KENSINGTON GOLF CLUB



CONGRATULATIONS



ON ACHIEVING OUR 5 STAR RATING

AUTHORISED BY:

Etienne Breytenbach
Founder & CEO

Professional Golf Club Auditing (PTY) Ltd.

A handwritten signature in blue ink, likely of Etienne Breytenbach, positioned above a horizontal line.



DATE AUDITED:
14th SEPTEMBER 2018

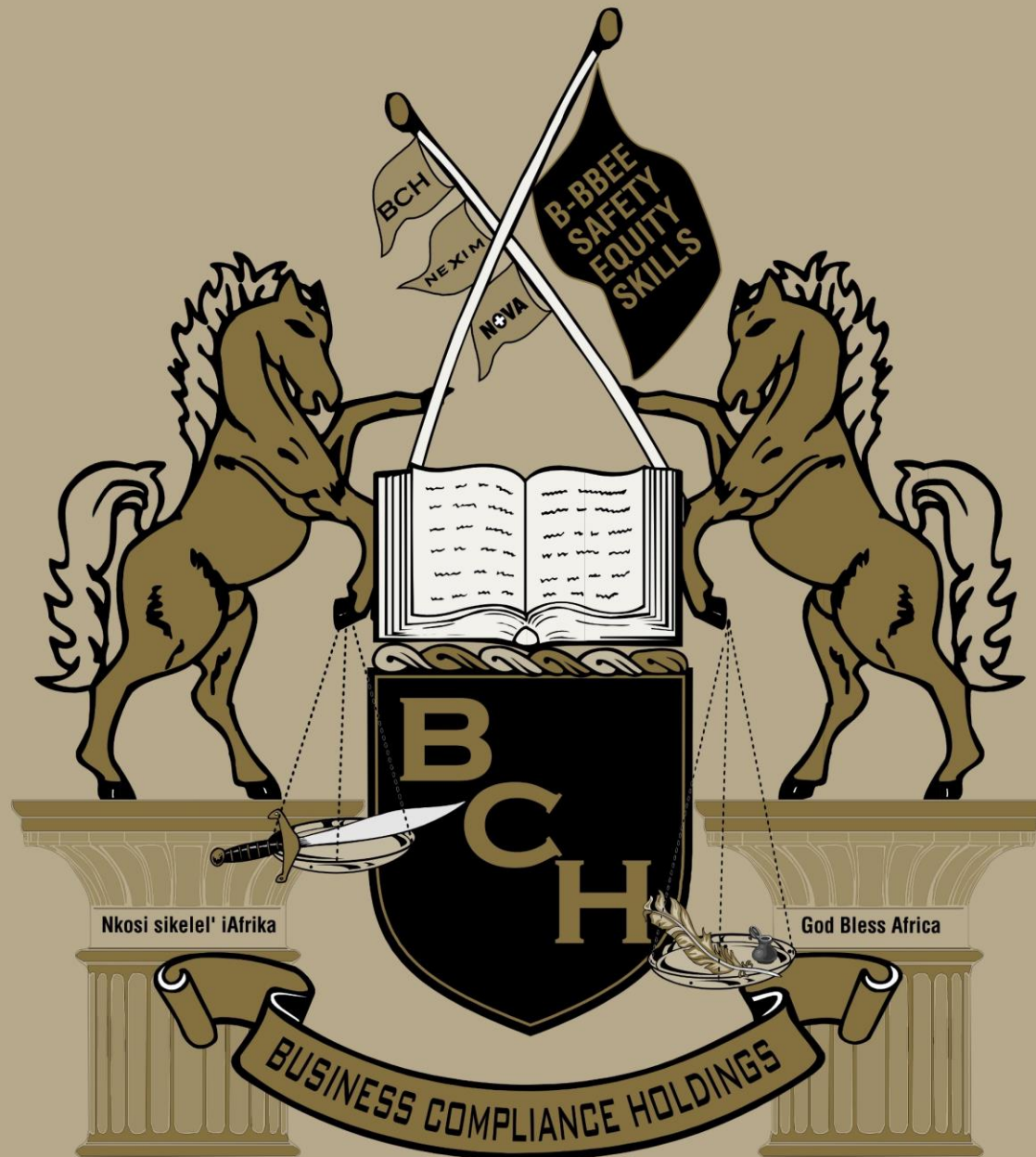
DATE EXPIRES:
14th SEPTEMBER 2019

 www.pgca.co.za
 info@pgca.co.za
 011-682 1458

NATIONAL CLIENTS



To name a few.....



CONTACT DETAILS

CEO: Etienne Breytenbach
Email: etienne@pgca.co.za
Cell: 061 517 0224

MD: Anabela Martins
Email: anabela@pgca.co.za
Office: 011 682 1458



WEBSITES: www.businesscomplianceholdings.co.za
www.novasafetyproducts.co.za
www.pgca.co.za