



**environment & tourism**

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Department  
Environmental Affairs and Tourism  
REPUBLIC OF SOUTH AFRICA

**D.E.A.T**

**APPA Certificate Registration System**

**User Manual**

**Version 1.6**

Version : 1.6  
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## 1. Overview

The APPA Certificate Registration System will allow you to capture information on companies and their compliance with the air pollution prevention act.

*Please Note:* There are sections in the applications which are not programmed viz. Atmospheric Emission License, Public Perception / Media Attention, Receiving Environment, Facility Air Quality Management Practices, Pollution Prevention Plan, Major Hazard Installation and Inspections as these sections are related to licensing and can only be programmed when the framework for licensing is in place and requirements are clear and business rules are defined.

The procedure for capturing a company's details is as follows.

### **Login**

1. Login

### **Search for Results**

2. Search for the entry you are about to capture, if found, click on the edit button or you may start a new capture.

### **Enterprise Info Tab**

3. Enter, and save the "General Company Details" section under Enterprise Tab.
4. View responsible person/s
5. View Contact Person/s
6. View Location Details
7. Select applicable regulations
8. Hard Copy

### **Registration Certificate Tab**

9. Complete the "Administration of Registration Certificates" section.
10. Add APCO Observations

### **Adding Registration Certificate**

11. Adding Registration Certificate
- 10.1 Complete the Registration Certificate section
- 10.2 Add schedule processes
- 10.3 Add types of raw materials
- 10.4 Add products
- 10.5 Add appliance
- 10.5.1 Add appliance pollutants
- 10.6 Add measures to prevent air pollution
- 10.7 Add disposal of effluent from purification equipment

### **Upload Supporting Documents**

12. Upload applicable files
13. Add another application if necessary
14. Logout



## 2. System Login

### Login

This page allows the user to enter username and password in order to use the system. If the username or password is incorrect, it throws an error message to re-enter the correct username and password.

The screenshot shows a web page for the Air Pollution Prevention Act (APPA) Online Registration. At the top left is the logo of the Department of Environmental Affairs and Tourism, Republic of South Africa. The page title is 'Air Pollution Prevention Act (APPA) Online Registration'. Below the title is a login form with the following elements:

- Logo of the Department of Environmental Affairs and Tourism
- Text: 'environment & tourism', 'Department Environmental Affairs and Tourism', 'REPUBLIC OF SOUTH AFRICA'
- Section Header: 'Air Pollution Prevention Act (APPA) Online Registration'
- Form Title: 'Login to View Registration Forms Version : 1.0.5'
- Username field: 'Username: [input box]'
- Password field: 'Password: [input box]'
- Submit button: 'Submit'

Figure 1: Login Screen

To get started, point your browser to the portal homepage, e.g.  
<http://www.environment.gov.za/APPA/APPARegCertificate/Login.aspx>

The login screen will be presented to you.  
Enter your username and password, and click on submit.

**Note:** For security reasons, the password field is masked.  
**\*\* User name and password are not case sensitive. \*\***

If your Login details are correct, you will be redirected to the Search Screen. If your login details are incorrect, you will be prompted to re-enter them. If you are having trouble logging in, please consult your super




municipalities belonging to selected Province to appear in District Municipality drop down list.

**Local Municipality**

Select Municipality from the Municipality drop down list. Province must be selected from the Province drop down for local municipalities belonging to selected Province to appear in Municipality drop down list

**Operational Enterprise Only**

Selecting this option will filter the enterprises which are operational only.

Click the search button <  >. If any entries match your search criteria, they will be displayed in a grid below the search.

**Figure 3: Search Results**


**Basic Search**

Advanced Search

Enterprise Info  
 Registration Certificate

Appa Reg No   
 Enterprise Name   
 Province   
 District Municipality   
 Operational Enterprise Only

New Reg No   
 Company Reg No   
 Deeds Farm Town   
 Local Municipality


  


**7 Records** found based on your search criteria.  
 Displaying [1] - [7] of 7 Records.

APPA Reg. No.	Company Name	Trading Name	Checked	Verified	View/Edit	Delete	Standard Report
14	Mittal Steel Dunswart		✓	✓			
46	Mittal Steel Newcastle		✗	✗			
657	Mittal Steel Newcastle		✗	✗			
88	Mittal Steel Pretoria Works		✓	✗			
89	Mittal Steel Vanderbijlpark		✓	✓			
548	Mittal Steel Vereeniging		✓	✓			
1010	Suprachem, Division of Mittal Steel		✗	✗			

« First « Previous Next » Last »

 [Add New APPA Enterprise](#)

Click the Export to Word button <  > to export the search results to MS Word.


Click the Export to Excel button <  > to export the search results to MS Excel.

Click the Print button <  > to view the Enterprise Standard Report for the selected Enterprise. An example of an Enterprise Standard Report is below:



Enterprise Standard Report					
APPA Reg. No.	64				
Company Name	Anglo Alpha Cement Ltd Roodepoort				
Name Under Which Business Is Carried Out					
State Of Company	Operational				
Name of Safety, Health and Environmental Officer					
Responsible Persons					
Contact Persons					
Name	Designation	ID Number	Email Address	Contact Type	Contact Number
Ampie Smit	General Manager			Primary Contact	011 672 5431
Facility Location					
Province	Gauteng				
ERF/Farm	236 IQ				
Deeds Farm/Town	Roodepoort				
Portion					
Description	Farm Roodepoort No. 236 IQ, Roodepoort Industrial Stand No. 337.				
SGCode					
District Municipality	West Rand District Municipality(DC48)				
Municipality	Mogale City Local Municipality(GT481)				
Coordinates	0 degrees 0 minutes 0 seconds				
Extent Of Site	35,693				
Land Use Zoning Per Town					
PHYSICAL ADDRESS	Anglo Alpha Cement Ltd Corner of Main Reef & Dobsonville Road				
City	Roodepoort				
Province	Gauteng				
Postal Code	1725				
POSTAL ADDRESS	Anglo Alpha Cement Ltd PO Box 15				
City	Roodepoort				
Province	Gauteng				
Postal Code	1725				
Applicable Regulations					
Does The Facility Require A Registration Certificate Under APPA?	Yes				
Is The Facility Located Within A Priority Area?	Yes				
Is A Pollution Prevention Plan Required?	Yes				
Does The Facility Constitute A Major Hazard Installation?	No				
Current Registration Certificates					
Certificate Number					Date
64					2003/11/03 12:00:00 AM

The report will open up and immediately give you the option to print it by clicking the Print button. If you do not want to print, just click the Cancel button.

You will then be able to review the report. Once you are ready to print, you can click the Print  icon.

### 3.2 Search for Enterprise Registration Information by Registration Certificate

**Basic Search**

[Advanced Search](#)

Enterprise Info

Registration Certificate

Reg Cert No	<input type="text"/>	Company Name	<input type="text"/>
APCO	<input type="text"/>	Schedule Process	<input type="text" value="--Select a Scheduled Process--"/>
Permit Type	<input type="text" value="--Select a Permit Type--"/>		
Issue Date (from) [dd/mm/yyyy]	<input type="text"/>	Issue Date (to) [dd/mm/yyyy]	<input type="text"/>
Inspection Date (from) [dd/mm/yyyy]	<input type="text"/>	Inspection Date (to) [dd/mm/yyyy]	<input type="text"/>

« First « Previous Next » Last »


[Add New APPA Enterprise](#)

**Figure 4.1: Basic Search Screen by Registration Certificate Information**

An entry can be searched for any or all of the following fields:

- |                             |   |
|-----------------------------|---|
| <b>Reg Cert No</b>          | Enter first few characters of the registration certificate number or the whole registration certificate number.   |
| <b>Company Name</b>         | Enter first few characters of the name of the company or the whole name of the company under which registration certificate is issued.                                  |
| <b>APCO</b>                 | Enter first few characters of the name of the air pollution control officer or the whole name of the air pollution control officer.                                     |
| <b>Schedule Process</b>     | Select <i>Schedule Process</i> from the drop down list box. Allows searching for registration certificates based on a scheduled process.                                |
| <b>Permit Type</b>          | Select <i>Permit Type</i> from drop down list box. Available values are (i) Permanent (ii) Provisional.   |
| <b>Trade type</b>           | Select <i>Nature of Trade</i> from drop down list box. Nature of Trade is the type of business the company is operating to whom registration certificate is issued.     |
| <b>From Issue Date</b>      | <i>From issue date</i> allows to search for registration certificates for which date of issue of registration certificate is greater than or equal to from Issue date.  |
| <b>To Issue Date</b>        | <i>To issue date</i> allows searching for registration certificates for which date of issue of registration certificate is less than or equal to <i>to issue date</i> . |
| <b>From Inspection Date</b> | <i>From inspection date</i> allows searching for registration certificates for which date of inspection is greater than or equal to <i>from inspection date</i> .       |
| <b>To Inspection Date</b>   | <i>To inspection date</i> allows for searching for registration certificates for which date of inspection is less than or equal to <i>to inspection date</i> .          |



Click the search button . If any entries match your search criteria, they will be displayed in a grid below the search.

**Figure 5.1: Search Results**

**Basic Search**
Advanced Search

Enterprise Info  
 Registration Certificate

Reg Cert No

APCO

Permit Type

Issue Date (from) [dd/mm/yyyy]




Inspection Date (from) [dd/mm/yyyy]

Company Name














































Schedule Process

Issue Date (to) [dd/mm/yyyy]


Inspection Date (to) [dd/mm/yyyy]


  


**27 Records** found based on your search criteria.  
Displaying **[1] - [15]** of **27** Records.


Reg Cert. No.	Company Name	Permit Type	APCO	Inspection Date	Issue Date	View/Edit	Delete	Print
A.1137/1	Brake Linings (Natal) (Pty) Ltd	Provisional		01/01/1900	26/11/1979			
1002	Castle Lead Works (Natal) (Pty) Ltd	Permanent	Lloyd	11/06/1985	18/07/1977			
1002	Castle Lead Works (Natal) (Pty) Ltd	Permanent	Lloyd	11/06/1985	18/07/1977			
	Castle Lead Works (Natal) (Pty) Ltd	Permanent	Lloyd	11/06/1985	18/07/1977			
	Castle Lead Works (Natal) (Pty) Ltd	Permanent	Lloyd	11/06/1985	18/07/1977			
A.1049	Hydrochem Buchel Natal (Pty) Ltd	Provisional		01/01/1900	15/08/1977			
1472	Natal Battery Manufacturers (Pty) Ltd	Permanent	Lloyd	14/01/1985	14/01/1985			
1045	Natal Battery Manufacturers (Pty) Ltd	Permanent		01/01/1900	18/07/1977			
2599	Natal Forest Products	Permanent	Chris du Plooy	30/08/2004	30/08/2004			
A.1509	Natal Iron and Brass Foundry	Provisional	Natal (no APCO)	07/10/1985	27/09/1985			
1506/1	Natal Portland Cement (Pty) Ltd	Permanent	Metli Motepe	05/03/2004	05/03/2004			
8/4	Natal Portland Cement Co (Pty) Ltd	Permanent		19/04/2004	14/09/1983			
8/7	Natal Portland Cement Company (Pty) Ltd	Permanent		19/04/2004	19/04/2004			
1339	Natal Portland Cement Company (Pty) Ltd (Simuma)	Permanent	du Toit	23/01/2003	24/05/1985			
1339/1	Natal Portland Cement Company (Pty) Ltd (Simuma)	Permanent	du Toit	23/01/2003	24/01/2003			

« First < Previous [Next](#) > Last »



Click the Export to Word button  to export the search results to MS Word.


Click the Export to Excel button  to export the search results to MS Excel.

Click the Print button  to view the Registration Certificate Report for the selected Registration Certificate. An example of a Registration Certificate Report is below:




Registration Certificate Report												
Company Name	Alpha Cement - Roodepoort Factory											
Registration Certificate Number	64											
Permit Type	Permanent											
Process Type												
Issue Date	2003/11/03 12:00:00 AM											
Expiry Date												
General Conditions												
Scheduled Processes												
Name	Description											
Cement Processes	The off-loading of cement clinker is done by means of a Strachan and Henshaw rotary tippler. The additives slagment and fly-ash are pneumatically conveyed from road tankers to four dedicated storage silo's. The cement clinker is grinded and stored in the bulk storage silo's and transported to the 350 ton silo's via air slides and bucket elevators. The product from the 350 ton silo's, containing rapid hardening or ordinary portland cement and the relevant additives are weighted and fed to a mixer. The product is then either transported to one of the five 120 ton bulk outloading storage silo's or via elevators and air slides to storage silo's at the packaging plant where the product is packed into bags. The product in the 120 ton silo's can be fed to any of three weigh bins and loaded into a road or rail tanker.											
Raw Materials												
Type	Amount	Unit										
Cement clinker	0											
Fly ash	0											
Limestone	0											
Silica fume	0											
Slag	0											
Slagment	0											
Products												
Type	Amount	Unit										
Milled clinker	0											
All purpose cement	0											
Milled rapid hardening cement	0											
Mortar cement	0											
Bulk cement	0											
Specialised cement	0											
Ready mix cement	0											
Milled clinker blends	0											
High strength blends	0											
Total capacity	600000.000	tonnes/annum										
Appliances												
Appliance No.	Description	Emission Control Equipment	Pollution Prevention Measures	Details								
	58 bagfilters across different sections of plant.	Bagfilter		<table border="1"> <tr> <td>Stack Height (m)</td> <td>0</td> </tr> <tr> <td>Stack Diameter (m)</td> <td>0</td> </tr> <tr> <td>Stack Latitude</td> <td>degrees minutes seconds</td> </tr> <tr> <td>Stack Longitude</td> <td>degrees minutes seconds</td> </tr> </table>	Stack Height (m)	0	Stack Diameter (m)	0	Stack Latitude	degrees minutes seconds	Stack Longitude	degrees minutes seconds
Stack Height (m)	0											
Stack Diameter (m)	0											
Stack Latitude	degrees minutes seconds											
Stack Longitude	degrees minutes seconds											


The report will open up and immediately give you the option to print it by clicking the Print button. If you do not want to print, just click the Cancel button.

You will then be able to review the report. Once you are ready to print, you can click the Print  icon.

### 3.3. Edit Enterprise Registration Information

To edit an entry, first do a search for it. Once the results are displayed, click the edit icon  next to the entry you wish to edit. You will be taken to the enterprise information screen, where you may make alterations to the entry.

### 3.4 Capture New Enterprise Registration Information

If you plan to capture a new entry, click on the  [Add New APPA Enterprise](#) > link.

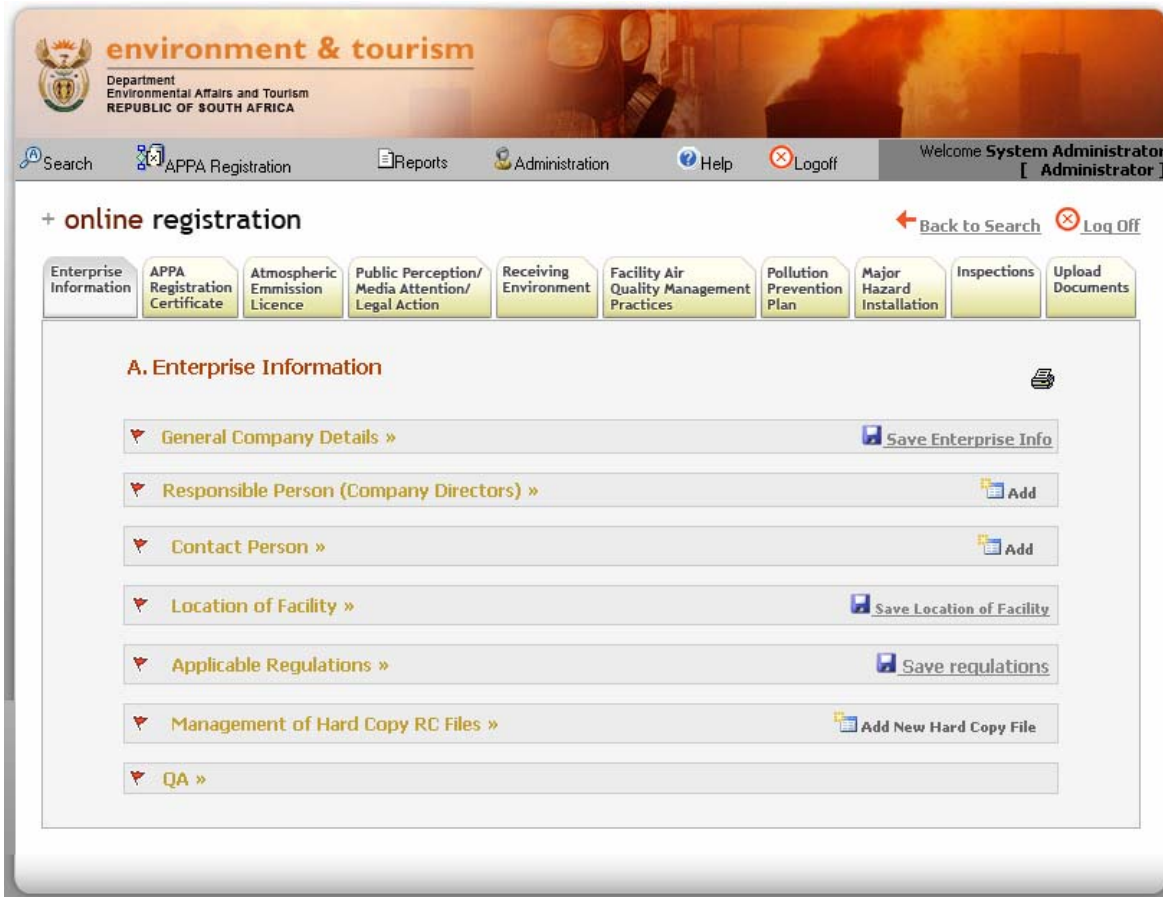
**Please Note:** Before you start capture of a new entry, please search for the entry first, to ensure that it does not already exist.

## 4. Enterprise Information

### Enterprise Info

#### Prerequisite tasks


- User must be logged into the system



**Figure 6: Enterprise Info Tab**

This tab will allow you to capture general enterprise info about the company. You must complete the General Company Details section first. As soon as any information is saved in a section, the flag will turn green. Each section can be expanded by clicking on the section header, and collapsed by clicking on the section header again. Only one section will be visible at a time. As soon as one section is expanded, any others that may have been expanded previously will collapse.

### ***Return to Search***

To return to the Search Screen, click on the Back to search link. <  **Back to Search** >



## General Company Details



**General Company Details »** [Save Enterprise Info](#)

**\* All fields marked are compulsory**

<b>* APPA Reg. No.</b> <input type="text" value="1137"/>	<b>New Registration No.</b> <input type="text"/>
<b>* Company Name</b> <input type="text" value="Brake Lining (Natal) (Pty) Ltd"/>	<b>Company Registration No.</b> <input type="text"/>
<b>State of Company</b> <input type="text" value="Closed"/>	
<b>Name under which the business is carried out</b> <input type="text" value="RBL Manufacturers and Distributors (Pty) L"/>	<b>Name of the land owner or landlord</b> <input type="text"/>
<b>Company Alternate Name</b> <input type="text"/>	<b>Secretary Name</b> <input type="text"/>
<b>Name of Safety, Health and Environmental Official</b> <input type="text"/>	<b>Name of emission control officer</b> <input type="text"/>
<b>Electricity account number</b> <input type="text"/>	<b>Water account number</b> <input type="text"/>

[Save Enterprise Info](#)

Figure 7: General Company Details

General Information about the company is entered into this section. If you cannot see the section in Figure 7, you may have to expand the section first. To do this, click on the section header that reads “General Company Details”.

**Mandatory fields** are indicated by a red \*. Following are the mandatory fields:

- (i) APPA Reg No

Fill in as much information as available.




Enter the following field:

<b>APPA Reg No.</b>	The Old APPA registration number
<b>New Registration Number</b>	The new registration number allocated to the enterprise. New Registration Number is not generated by system.
<b>Company Name</b>	This is populated from Central Registry
<b>Company Registration No.</b>	This is populated from Central Registry
<b>State of Company</b>	State of Company is populated from Central Registry
<b>Name under which the business is carried out</b>	Name of the company by which the company is registered is populated from Central Registry
<b>Name of the land owner or landlord</b>	Enter the name of the landlord or land owner who owns the property from where the business is being carried out
<b>Company Alternate Name</b>	Enter the alternate name of the company, if any by which company / enterprise may be trading
<b>Secretary Name</b>	Enter the name of the secretary of the company
<b>Name of Safety, Health and Environmental Official</b>	Enter the name of the Safety, Health and Environmental Officer of the Company
<b>Name of emission control officer</b>	Enter the name of the emission control officer of the company, if available
<b>Electricity account number</b>	Enter the electricity account number, if available
<b>Water account number</b>	Enter the Water account number, if available

Click the **Save Enterprise Info** button

The save button is located at the top, and duplicated at the end of the section to enable easy access to saving the info. Once the information is successfully saved, the flag for this section will turn green. You will now have access to save information for the other sections.

Note: Attempting to save this information without entering any info in the mandatory fields will result in a screen similar to Figure 8. A list of the errors will be displayed at the top of the page, as well as an R symbol <  >, along with steps to rectify alongside the affected field/s.



**General Company Details »** Save Enterprise Info

**\* All fields marked are compulsory**

**\* APPA Reg. No.**  
 **New Registration No.**

**\* Company Name**  
 <sup>®</sup> Company **Company Registration No.**  
  
 Name is required

**State of Company**

**Name under which the business is carried out**  
 **Name of the land owner or landlord**

**Company Alternate Name**  
 **Secretary Name**

**Name of Safety, Health and Environmental Official**  
 **Name of emission control officer**

**Electricity account number**  
 **Water account number**

Save Enterprise Info

Figure 8: Enterprise Info - Mandatory fields missing


### Responsible Person



**Responsible Person (Company Directors) »** Add

Figure 9: Responsible Person Section (Nothing captured)

Each Enterprise Registration Information can have multiple responsible persons. The first time you expand the Responsible Person Section, you should see a blank section as there are no responsible persons for that entry.

To add a responsible person, click on the add link <  Add > on the Responsible Person Section Header. A screen similar to that in Figure 10 will be displayed.



APPA :: Responsible Person (Add / Edit) - Microsoft Internet Explorer

New Responsible Person Save Close

**\* Completed for all**

First Name  Initials  Last Name

Identification number  \* Designation

Telephone number(work)   Fax number (work)

Telephone number(home)   Cellphone number

Email Address

**Physical Address**

Address

City  Province --Select Province--

Postal Code

**Postal Address to which correspondence is to be sent**

Address

City  Province --Select Province--

Postal Code

Save Close

**Figure 10: Add Responsible Person Screen**

You may now capture the responsible person's details.

Mandatory fields are indicated by a red \*. Following are mandatory fields:


- (i) **Designation.**

Fill in as much information as available.

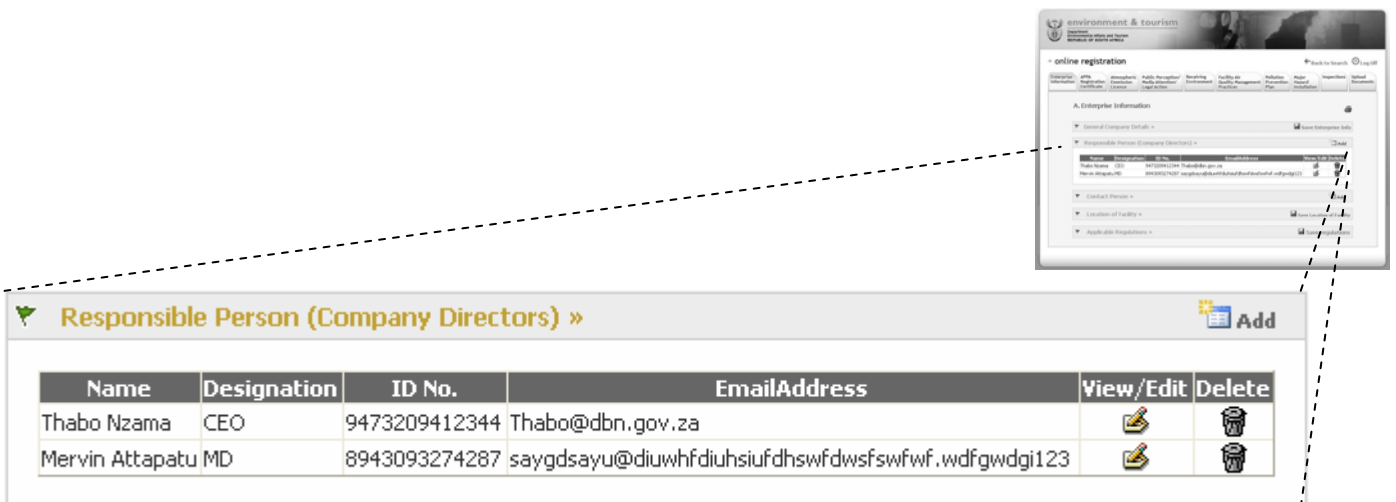
Enter the following field(s):

<b>First Name</b>	First name of the responsible person
<b>Initials</b>	Initials of the responsible person
<b>Last Name</b>	Last name of the responsible person
<b>Identification Number</b>	I.D number of the responsible person
<b>Designation</b>	Designation of the responsible person
<b>Telephone number (Work)</b>	Work telephone number of the responsible person
<b>Fax number (Work)</b>	Fax number of the responsible person
<b>Telephone number (Home)</b>	Home telephone number of the responsible person
<b>Cell phone number (Home)</b>	Cell phone number of the responsible person
<b>Email address</b>	Email address of the responsible person
<b>Physical address</b>	Physical address of the responsible person
<b>Postal address</b>	Postal address of the responsible person


Click the **save icon** <  >


To close the window/cancel without saving, click on the close icon <  >. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.

As responsible persons are added, they will be reflected in a grid on the main form. The grid will look similar to that in Figure 11, once one or more responsible persons have been added. The flag for this section will also change to green once one or more responsible persons have been added.

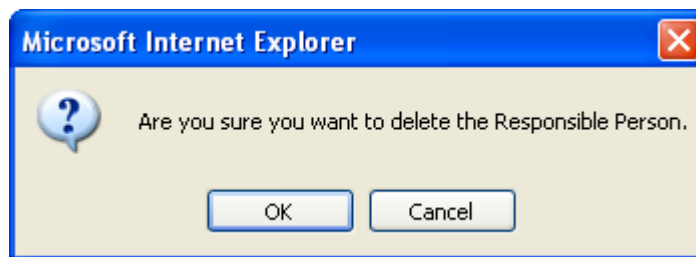


**Figure 11: Multiple Responsible Persons Grid**

To edit an existing responsible person, click on the edit icon <  > next to the desired responsible person. A screen similar to that in Figure 10 will be displayed. However, this time it will be pre-populated with the data previously captured for that responsible person. You may now make the necessary changes, and click on the save button to update the information.

To delete a responsible person, click on the delete icon <  > next to the desired responsible person. A message will prompt you to confirm the delete.





Click "Cancel" to abort the delete, or "OK" to permanently delete that specific responsible person.

## Contact Person

Contact Person » <span style="float: right;">Add</span>						
Name	Contact Type	Designation	ID No.	Work No	View/Edit	Delete
Breedt	Primary Contact	Managing Director		452251		

**Figure 12: View Contact Person Details**

Each entry can have multiple Contact Persons. At least one of these should be a primary contact. You may now view the contact person's details.

The first time you expand the Contact Person Section, you should see a blank section, as there are, no contact persons for that entry.

To add a contact person, click on the add link < > on the Contact Person

The following field(s) are displayed:

<b>First Name</b>	First name of the responsible person
<b>Initials</b>	Initials of the responsible person
<b>Last Name</b>	Last name of the responsible person
<b>Identification Number</b>	I.D number of the responsible person
<b>Designation</b>	Designation of the responsible person
<b>Telephone number (Work)</b>	Work telephone number of the responsible person
<b>Fax number (Work)</b>	Fax telephone number of the responsible person
<b>Telephone number (Home)</b>	Home telephone number of the responsible person
<b>Cell phone number (Home)</b>	Cell phone number of the responsible person
<b>Email address</b>	Email address of the responsible person
<b>Physical address</b>	Physical address of the responsible person
<b>Postal address</b>	Postal address of the responsible person

To close the window/ cancel, click on the close icon < >.

## Location of Facility

Location of Facility »
Save Location of Facility

<b>Province</b> Gauteng	<b>Deeds Farms/Town</b> Kleinfontein	<b>ERF / Farm Allot. No</b> 67 IR	<b>Portion</b> 33 and 34
----------------------------	---	--------------------------------------	-----------------------------

**Description (200 chars)**  
Remainder portion of portion 33 and remainder of portion 34 of the farm Kleinfontein No. 67, Distric

<b>District Municipality</b> Ekurhuleni Metropolitan Municipality( EKU)	<b>Municipality</b> Emfuleni Local Municipality( GT421)
--	--

<b>Coordinates (latitude) of approximate centre of Operation</b> 0 degrees 0 mins 0 seconds	<b>SG Code</b> 
<b>Coordinates (longitude) of approximate centre of Operation</b> degrees mins seconds	

<b>Extent of site (ha)</b> 1.1031	<b>Land use zoning as per Town Planning scheme</b> 
--------------------------------------	--

**Physical Address (including postal code)**

Address	Mittal Steel South Africa Limited	
	273 General Hertzog Road	
City	Peacehaven	Province Gauteng
Postal Code	1939	

**Postal Address to which correspondence is to be sent**

Address	Mittal Steel South Africa Limited	
	P O Box 48	
City	Vereeniging	Province Gauteng
Postal Code	1930	

**View map detailing location of premises in relation to surrounding community provided**

Map Detailing Location of Premises	View
------------------------------------	------

**View Site layout Plan**

Map Detailing Location of Premises	View
------------------------------------	------

Save Location of Facility

Figure 13: Location of Facility

Location Information Section allows you to capture information relating to the location of the facility.

Fill in as much information as available.

Enter the following field(s):

<b><i>Province</i></b>	Select the Province in which the facility is located from the Province drop down list
<b><i>Deeds Farm/Town</i></b>	Enter the Deeds Farm or Deeds Town name in which the facility is registered in deeds office
<b><i>ERF / Farm Allot. No.</i></b>	Enter the ERF number of the property in which the facility is registered in deeds office. ERF is applicable if property is located in Deeds Town and Farm Allotment Number is applicable if property is located in Deeds Farm
<b><i>Portion</i></b>	Enter the Portion number, if applicable of the property in which facility is registered in deeds office
<b><i>Description</i></b>	Enter the description of the property in which facility is registered in deeds office
<b><i>District Municipality</i></b>	Select the District Municipality in which the facility is located from the District Municipality drop down list
<b><i>Municipality</i></b>	Select the Municipality in which the facility is located from the Municipality drop down list
<b><i>Coordinates</i></b>	Enter the coordinates of the property where facility is located
<b><i>SG Code</i></b>	Enter the 21 digit SG Code of the property. SG Code is made from ERF / Farm Allotment Number, Portion and Deeds Farm / Town
<b><i>Extent of Site</i></b>	Enter the area of the site
<b><i>Land use zoning</i></b>	Enter the Land use zoning of the property where the facility is located
<b><i>Physical Address</i></b>	Enter the physical address of the property where facility is located
<b><i>Postal Address</i></b>	Enter the postal address of the facility

Note: Certain information such as district municipality and municipality may not be known. You may leave these fields blank if you are unsure. The Deeds farm, ERF, and portion may not be available to you in a format that allows you to capture them to these fields, or there may be more than one ERF, etc. In this case, record the information as is in the description box.

If images of the sites are available, they will be available for viewing here. See the section on Uploading of Documents for information on how to upload images / documents on page 48.

## Applicable Regulations

+ **online registration** [← Back to Search](#) [⊗ Log Off](#)

Enterprise Information | APPA Registration Certificate | Atmospheric Emission Licence | Public Perception/Media Attention/Legal Action | Receiving Environment | Facility Air Quality Management Practices | Pollution Prevention Plan | Major Hazard Installation | Inspections | Upload Documents

**A. Enterprise Information**

▼ General Company Details (Enterprise Details)» [Save Enterprise Info](#)

▼ Responsible Person (Company Directors) » [Add](#)

▼ Contact Person (Central Registry)»

▼ Location of Facility » [Save Location of Facility](#)

▼ Applicable Regulations » [Save regulations](#)

Facility require Registration Certificate under APPA?	Yes	▼
Facility located within a designated Priority Area?	No	▼
Is a Pollution Prevention Plan required?	No	▼
Does the facility constitute a major Hazard Installation?	-Please Select-	▼

[Save Regulations](#)

▼ Management of Hard Copy RC Files » [Add New Hard Copy File](#)

**Figure 14: Regulations**

Select the options that are applicable, and click on the save icon.  
 Now you may capture Registration Certificate information or upload documents by clicking on the appropriate tabs.

**QA/ QC**

+ **online registration**

[← Back to Search](#) [ⓧ Log Off](#)

- Enterprise Information
- APPA Registration Certificate
- Atmospheric Emission Licence
- Public Perception/ Media Attention/ Legal Action
- Receiving Environment
- Facility Air Quality Management Practices
- Pollution Prevention Plan
- Major Hazard Installation
- Inspections
- Upload Documents

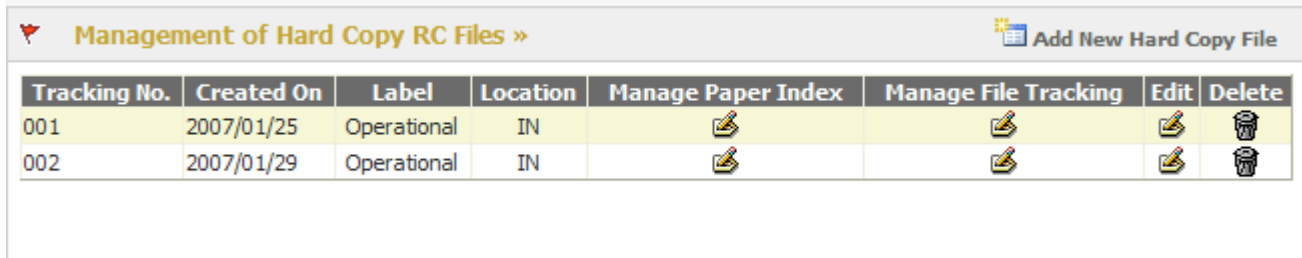
**A. Enterprise Information**



▼ <b>General Company Details »</b>	<b>Save Enterprise Info</b>
▼ <b>Responsible Person (Company Directors) »</b>	<b>Add</b>
▼ <b>Contact Person »</b>	<b>Add</b>
▼ <b>Location of Facility »</b>	<b>Save Location of Facility</b>
▼ <b>Applicable Regulations »</b>	<b>Save regulations</b>
▼ <b>Management of Hard Copy RC Files »</b>	<b>Add New Hard Copy File</b>
▼ <b>QA »</b>	
<b>Mark File As Checked</b>	
<input checked="" type="checkbox"/> <b>Mark File as Checked</b>	<b>Save</b>
<b>Checked By</b>	<input type="text" value="Greg Scott"/>
<b>Date Checked</b>	<input type="text" value="06/11/2007"/>
<b>Mark File As Verified</b>	
<input type="checkbox"/> <b>Mark File as Verified</b>	<b>Save</b>
<b>Verified By</b>	<input type="text"/>
<b>Date Verified</b>	<input type="text"/>

This section deals with the checking and verification of the APPA record. Administrators will be able to state when the file was checked and verified by supplying the date. The appropriate name (either Checked By or Verified By) will be loaded automatically when the user checks either the Mark File as Checked or Mark File as Verified checkboxes.

## 5. Management of Hard Copy Files




Tracking No.	Created On	Label	Location	Manage Paper Index	Manage File Tracking	Edit	Delete
001	2007/01/25	Operational	IN				
002	2007/01/29	Operational	IN				

**Figure 17: Management of Hard Copy Files**

This section allows you to perform the following functionalities:

- (i) Creation of a Hard Copy file for an enterprise
- (ii) Deletion of a Hard Copy file from repository
- (iii) Addition of Paper Work to existing Hard Copy files
- (iv) Creation of an additional Hard Copy File for an existing enterprise
- (v) Check In and Check Out facility for Hard Copy files from repository

### 5.1 Creation of a Hard Copy for an Enterprise

To create a Hard Copy File, click on the “Add New Hard Copy File” link <  Add New Hard Copy File > on the **Management of Hard Copy RC Files** Section Header. A screen similar to that in Figure 18 will be displayed.



**Figure 18: Add New Hard Copy File**

To Create a Hard Copy File, Click the  [Create New Hard Copy File](#) link. A new Hard Copy File will be created and list of Hard Copy Files will be refreshed.

To cancel without **saving**, Click on the close link <  [Close](#) >

As Hard Copy Files are added, they will be reflected in **Management of Hard Copy RC Files** Section ref. **Figure 17**


## 5.2 Updating of a Hard Copy for an Enterprise

To update a Hard Copy File, Click on the “Edit” Link <  > A screen similar to the **fig. 19** will appear. You may now make changes, and click on the save button <  Save Hard Copy File > to save the amended information.



Figure 19: Add New Hard Copy File

## 5.3 Deletion of a Hard Copy for an Enterprise

To Delete a Hard Copy File from repository, Click on the delete icon <  > next to the specific Hard Copy File. A message will prompt you to confirm the delete.

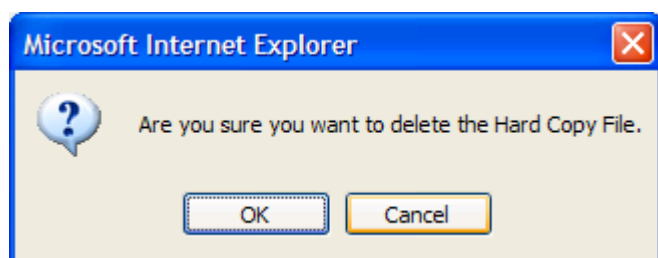



Figure 20: Deletion of a Hard Copy File

Click “Cancel” to abort the delete, or “OK” to permanently delete the that specific Hard Copy File from repository

## Management of PaperWork Index

To manage the PaperWork i.e. Documents in the Hard Copy File, Click on the **Manage PaperWork Index** <  > next to the specific Hard Copy File. Screens similar to ref. Figure 21 for managing paperwork index will appear









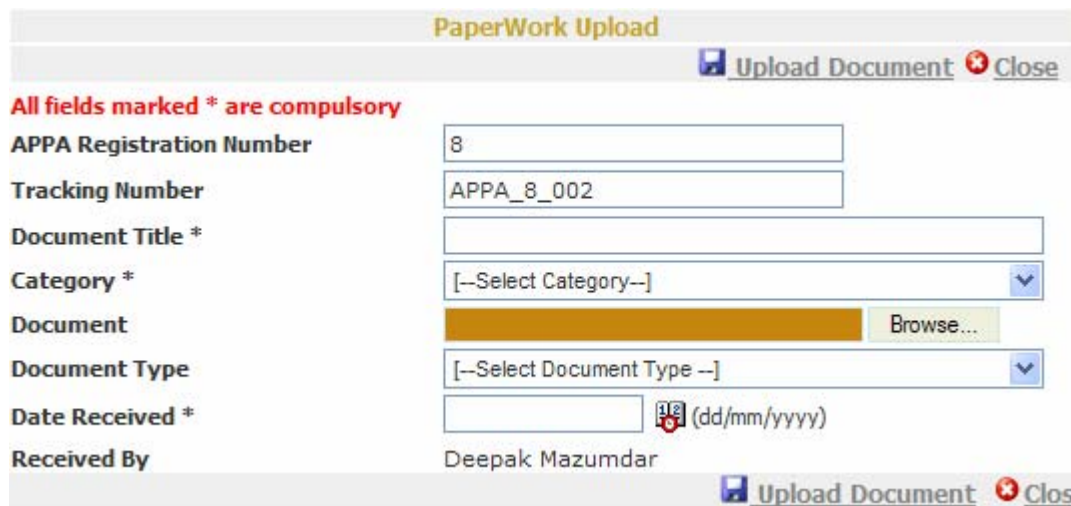
Index of Paperwork in Hard Copy File :: Tracking No. 002					Add New Paperwork to Index			
Title	Category	Type	Date Received	Date Placed in File	View	Move PaperWork	Edit	Delete
Test Title	Site and Area Map	Adobe PDF	01/01/2007					
TEST DOC TITLE	Plan Layout Map	MS Word Document	01/01/2007					

Figure 21: Management of PaperWork Index

## 5.4 Addition of PaperWork to PaperWork Index

To add PaperWork to PaperWork Index, click on the “Add New PaperWork to Index” link <  Add New Paperwork to Index > on the **Management of Paperwork Index** Section Header. A screen similar to that in ref. **Figure 22** will be displayed.

**Note: By default, paperwork should be added to the most recent file (the latest tracking number). So if there are seven files, paperwork should be added to file tracking number 007**



**Figure 22: Addition of Paperwork to Paperwork Index**


Mandatory fields are indicated by a red \*. Following are mandatory fields:


- (i) **Document Title**
- (ii) **Category**
- (iii) **Date Received**

Fill in as much information as available.

Enter the following field(s):

<b>Document Title</b>	Title of the PaperWork
<b>Category</b>	Select the Category from drop down list to which the paperwork belongs to
<b>Document</b>	Browse to the document that you want to add with the PaperWork
<b>Document Type</b>	Enter the type of document from drop down list
<b>Date Received</b>	Enter the date, PaperWork was received


Click the **Upload Document** <  [Upload Document](#) > icon

To close the window/cancel without saving, click on the close icon <  **Close**>. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.


As Paperwork's are added, they will be reflected in a “**Management of PaperWork Index**” section on the main form. The **Management of PaperWork Index**” section will look similar to that in ref. **Figure 21**

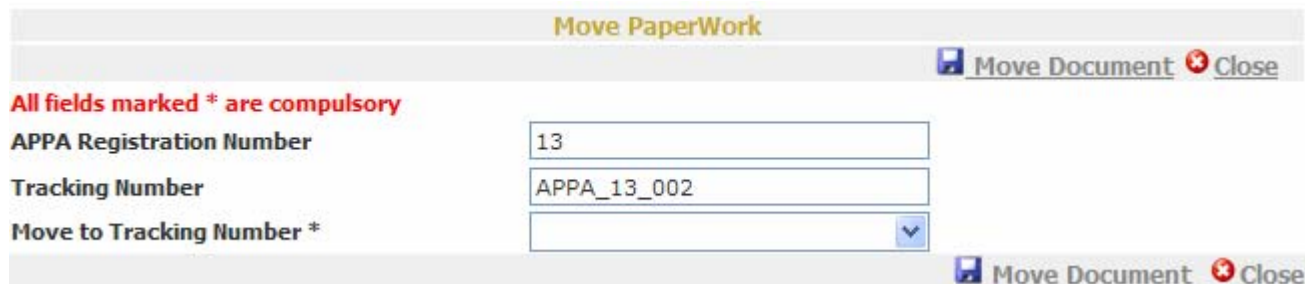


## 5.5 Viewing of Document Upload with PaperWork

To view the document Uploaded with the PaperWork, Click on the “**View**” link <  > next to the specific PaperWork. Document will be displayed in new window.

## 5.6 Moving of PaperWork from One Hard Copy File to another Hard Copy File

This section allows moving the PaperWork from One Hard Copy File to another Hard Copy File. To move the Paperwork from one Hard Copy File to another Hard Copy file, Click on the “**Move PaperWork**” link <  > next to the specific PaperWork. A screen similar to that in **ref. Figure 23** will be displayed.





**Figure 23: Moving of Paperwork**

Mandatory fields are indicated by a red \*. Following are mandatory fields:

- (i) **Move to Tracking Number**


Select the **Tracking No.** from the list of tracking numbers displayed in “**Move to Tracking Number**” drop down list which lists all the tracking numbers of hard copy files except the tracking no. to which the PaperWork belongs to.

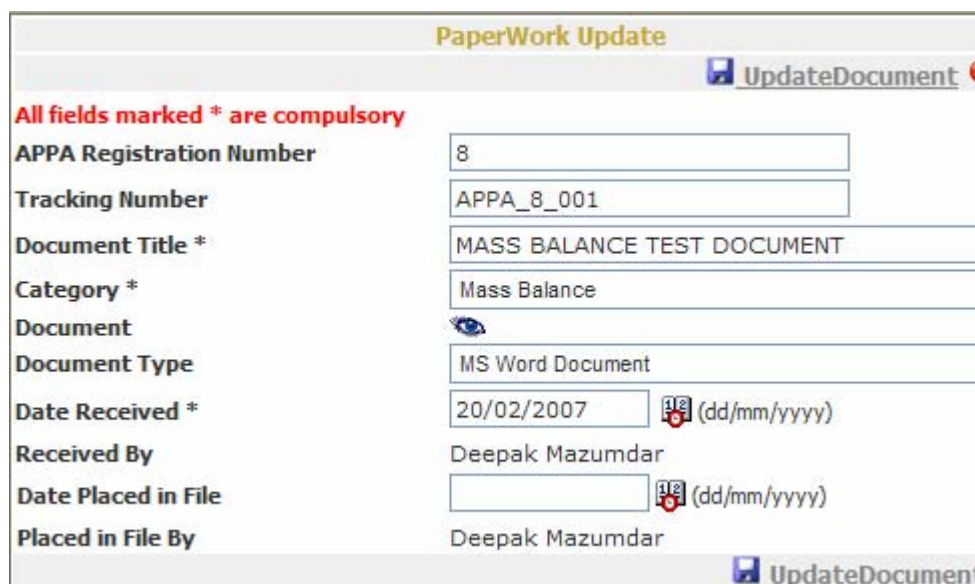
Click the **Move Document** <  [Move Document](#) > icon

To close the window/cancel without saving, click on the close icon <  **Close**>. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.

The PaperWork moved will be removed from the list of existing Hard Copy File and will be displayed under the list of Hard Copy File to which the PaperWork has been moved.

## 5.7 Updating of PaperWork

This section allows updating the details of the PaperWork already added to the PaperWork Index. To update the details of the PaperWork, Click on the “**Edit**” link <  > next to the specific PaperWork. A screen similar to that in **ref. Figure 24** will be displayed.



**PaperWork Update**

[UpdateDocument](#)

**All fields marked \* are compulsory**

**APPA Registration Number**   
**Tracking Number**   
**Document Title \***   
**Category \***   
**Document**   
**Document Type**   
**Date Received \***  (dd/mm/yyyy)  
**Received By**   
**Date Placed in File**  (dd/mm/yyyy)  
**Placed in File By**

[UpdateDocument](#)

**Figure 23: Updating of PaperWork**

Mandatory fields are indicated by a red \*. Following are mandatory fields:


- (i) **Document Title**
- (ii) **Category**
- (iii) **Date Received**

Fill in as much information as available.

Enter the following field(s):


- Category** Select the Category from drop down list to which the paperwork belongs to
- Document Title** Title of the PaperWork
- Document Type** Select the type of document from drop down list
- Date Received** Enter the date, PaperWork was received
- Date Placed in File** Enter the date, PaperWork was placed in the File

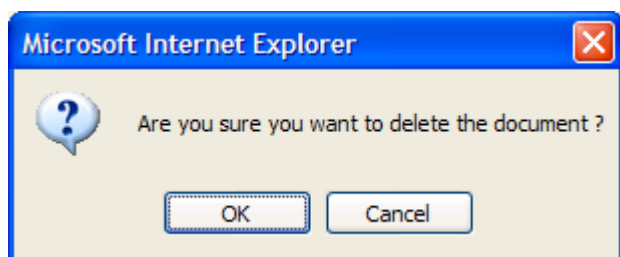
Click the **Update Document** < [Update Document](#) > icon

To close the window/cancel without saving, click on the close icon <  **Close**>. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.

As Paperwork's are updated, they will be reflected in a "**Management of PaperWork Index**" section on the main form. The **Management of PaperWork Index**" section will look similar to that in ref. **Figure 21**

## **5.8 Deletion of a PaperWork form PaperWork Index**


To Delete a PaperWork from PaperWork Index, Click on the delete icon <  > next to the specific PaperWork. A message will prompt you to confirm the deletion of paperwork.




**Figure 24: Deletion of PaperWork from PaperWork Index**

Click “Cancel” to abort the delete, or “OK” to permanently delete the specific PaperWork from PaperWork Index.

### **Management of File Tracking**


To manage the File Tracking, Click on the **Manage File Tracking**  next to the specific Hard Copy File. Screens similar to **ref. Figure 25** for managing File Tracking will appear

File Tracking :: Tracking No. - APPA_8_002 (Status : IN) <span style="float: right;"> Check OUT File from Repository</span>								
Tracking No.	Borrower	Email	Address	Phone No.	Designation	Date Removed	Exp. Return Date	Date Returned
002	Deepak Mazumdar	deepak@dataworld.co.za		0313043771	Test Designation	20/02/2007	22/02/2007	21/02/2007

**Figure 24: Management of File Tracking**

It will display the status whether **IN** or **OUT** based on whether the file is actually **Checked Out** or **Checked IN**. Option for Check IN or Check Out will be displayed based on the Status of the file. If the file is **Checked IN**, then option will be displayed to **Check OUT** the file and if file is **Checked Out** then option will be displayed to **Check IN** the file

### **5.9 Check OUT File**

This section allows to Check OUT the file. To Check OUT the file, Click on the “**Check OUT File fro Repository**” link <  Check OUT File from Repository >. A screen similar to that in **ref. Figure 25** will be displayed.



**Check OUT File from Repository »** [Check OUT File](#) [Close](#)

Tracking No	<input type="text" value="002"/>
Borrower First Name *	<input type="text" value="Deepak"/>
Borrower Last Name *	<input type="text" value="Mazumdar"/>
Designation *	<input type="text" value="Test Designation"/>
Email ID *	<input type="text" value="deepak@dataworld.co.za"/>
Phone No *	<input type="text" value="0313043771"/>
Address	<input type="text"/> <input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Date Received [dd/mm/yyyy] *	<input type="text" value="20/02/2007"/>
Expected Date of Return [dd/mm/yyyy] *	<input type="text" value="22/02/2007"/>

[Check OUT File](#) [Close](#)

Figure 25: Check OUT File

Mandatory fields are indicated by an \*. Following are mandatory fields:

- (i) **Borrower First Name**
- (ii) **Borrower Last Name**
- (iii) **Designation**
- (iv) **Address**
- (v) **Date Received**
- (vi) **Expected Date of Return**


Fill in as much information as available.



Enter the following field(s):

<b>Borrower First Name</b>	Enter the first name of the person who is borrowing the file
<b>Borrower Last Name</b>	Enter the last name of the person who is borrowing the file
<b>Designation</b>	Enter the designation of the person who is borrowing the file
<b>Email ID</b>	Enter the email address of the person to whom the file is being checked out
<b>Phone No</b>	Enter the contact phone no. of the person to whom the file is being Checked out
<b>Address</b>	Enter the address of the person to whom the file is being Checked out
<b>City</b>	Enter the City of the address.
<b>Postal Code</b>	Enter the Postal Code of the address
<b>Date Received</b>	Enter the date file is being checked out
<b>Expected Date Of Return</b>	Enter the date file is expected to be returned by the borrower


Click the **Check OUT File** <  [Check OUT File](#) > icon

To close the window/cancel without saving, click on the close icon <  **Close**>. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.

As file is Checked OUT or Checked IN, they will be reflected in a “**Management of File Tracking**” section on the main form. The **Management of File Tracking**” section will look similar to that in **ref. Figure 25**

## 5.10 Check IN File

---

This section allows to Check IN the file. To Check IN the file, Click on the “**Check IN File to Repository**” link <  **Check IN File to Repository** >. A screen similar to that in **ref. Figure 26** will be displayed.



Check IN File in Repository »		Check IN File	Close
Tracking No	<input type="text" value="002"/>		
Borrower First Name	<input type="text" value="Deepak"/>		
Borrower Last Name	<input type="text" value="Mazumdar"/>		
Designation	<input type="text" value="Test Designation"/>		
Email ID	<input type="text" value="deepak@dataworld.co.za"/>		
Phone No	<input type="text" value="0313043771"/>		
Address	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>		
Postal Code	<input type="text"/>		
Date Received	<input type="text" value="20/02/2007"/>		
Expected Date of Return	<input type="text" value="22/02/2007"/>		
Date Returned [dd/mm/yyyy] *	<input type="text" value="21/02/2007"/>	<input type="button" value="Check IN File"/>	<input type="button" value="Close"/>

Figure 26: Check IN File

All the details which are entered while **Checking OUT** the file are displayed. Enter the **Date Returned** field and click "**Check IN File**" < [Check OUT File](#) > link.

To close the window/cancel without saving, click on the close icon < **Close**>. The save and close buttons are located at the top of the window, and duplicated at the bottom as well to facilitate ease of access.

As file is Checked IN they will be reflected in a "**Management of File Tracking**" section on the main form. The **Management of File Tracking**" section will look similar to that in **ref. Figure 25**



## 6. Registration Certificate Administration

### Registration Certificate Administration



The screenshot displays the 'environment & tourism' website interface. At the top, there is a navigation bar with the following items: Search, APPA Registration, Reports, Administration, Help, and Logoff. The user is logged in as 'System Administrator [ Administrator ]'. Below the navigation bar, there is a section titled '+ online registration' with a 'Back to Search' link and a 'Log Off' button. A horizontal menu contains several categories: Enterprise Information, APPA Registration Certificate, Atmospheric Emission Licence, Public Perception/Media Attention/Legal Action, Receiving Environment, Facility Air Quality Management Practices, Pollution Prevention Plan, Major Hazard Installation, Inspections, and Upload Documents. The 'APP A Registration Certificate' category is expanded, showing a sub-menu with three items: 'Administration of Registration Certificate(s)' with a 'Save Admin' button, 'APCO Observations »' with an 'Add Observation' button, and 'Registration Certificate(s) Held »' with an 'Add Certificate' button.

Figure 15: Reg Cert Tab

This section allows you to capture information about the registration certificates for an entry. Please note that you must complete the Administration of Registration Certificate Section, before adding any APCO observations or registration certificates.



## Reg Cert Admin

 Administration of Registration Certificate(s)»  Save Admin

**\* All fields marked are compulsory**

<b>First Name (person who inspected facility)</b>	<b>Initials</b>	<b>Last Name</b>
<input type="text" value="Julius"/>	<input type="text" value="J.R"/>	<input type="text" value="van Graan"/>

**Date when facility was last inspected**       /  /  (YYYY/MM/DD)

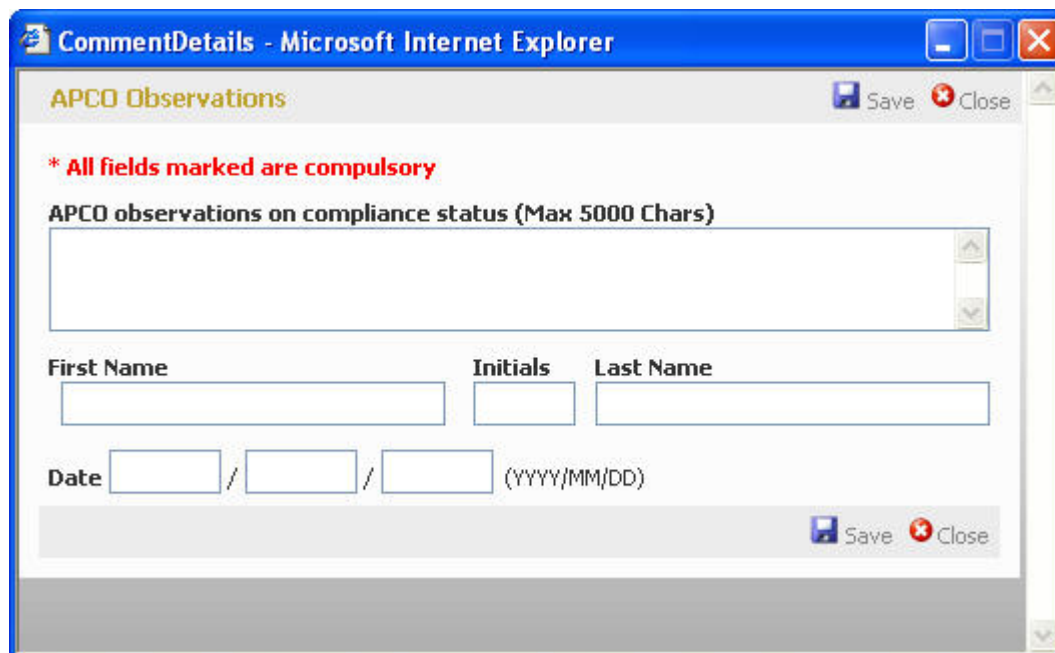
Figure 16: Administration of Registration Certificate

Complete as much information as possible, and click on the Save Admin icon. The flag will now change to green, and you will be allowed to add APCO observations, or registration certificates.



## APCO Observations

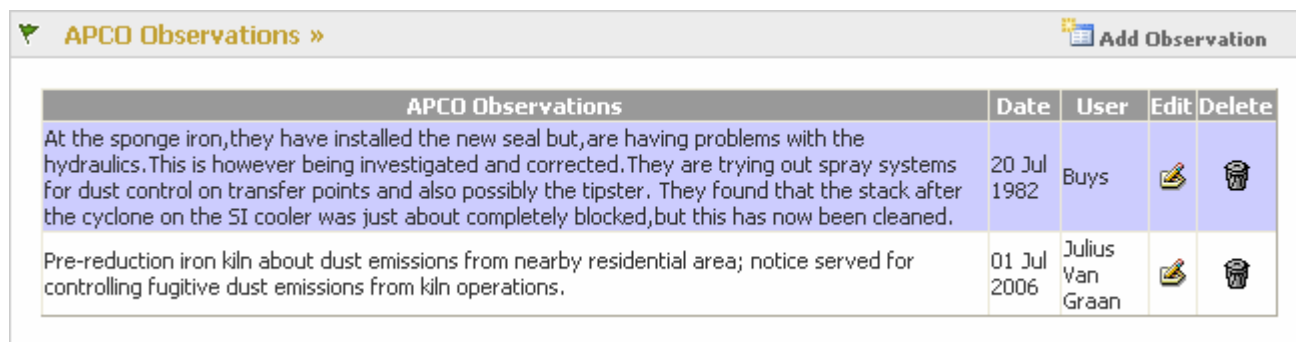
To add a new APCO observation, click on the Add APCO Observation Link. The following window will display.







**Figure 17: Add APCO Observation**

Complete as much information as available to you, and click on the save icon. To cancel, click on the cancel icons. These icons are repeated on the top and bottom for ease of access.

Once one or more Observations have been recorded, a grid similar to the following will appear.



APCO Observations	Date	User	Edit	Delete
At the sponge iron,they have installed the new seal but,are having problems with the hydraulics.This is however being investigated and corrected.They are trying out spray systems for dust control on transfer points and also possibly the tipster. They found that the stack after the cyclone on the SI cooler was just about completely blocked,but this has now been cleaned.	20 Jul 1982	Buyts		
Pre-reduction iron kiln about dust emissions from nearby residential area; notice served for controlling fugitive dust emissions from kiln operations.	01 Jul 2006	Julius Van Graan		

**Figure 18: APCO Observations**

To edit an existing Comment, click on the edit icon. The existing details will be displayed in a screen similar to the previous. You may now make amendments, and click on the save icon.

To delete an existing observation, click on the delete icon. You will be prompted to confirm the delete. If you choose yes, the observation will be permanently deleted. If you choose no, the operation will be aborted, and the observation will remain.

## Registration Certificates

To add a new registration certificate, click on the add icon. See the section “**APPA Registration Certificate**” on completing a registration certificate on page 28 for detailed information on how to complete this section.

**Figure 19: Adding Registration Certificate**

Once you have saved one or more registration certificates, the grid will be populated similar to the following:

Registration Certificate(s) Held »							Add Certificate
Reg Certificate Number	Company Name	Issue Date	Expiry Date	Edit	Print	Delete	
14/3	Dunswart Iron & Steel Works Ltd	07 Feb 1986					
14/2	Dunswart Iron & Steel Works Ltd	25 Feb 1980					
14/4	Dunswart Iron & Steel Works Ltd	07 Feb 1986					
14/1	Iskor Vereeniging Steel-Dunswart Plant	08 Apr 2004					

**Figure 20: Multiple Registration Certificate**


To edit one of these existing records, click on the Edit icon, the previous window will open with the relevant data populated. Make amendments to this record, and save.

To delete an existing Registration Certificate, click on the Delete icon. You will be prompted to confirm the delete. If you click yes, then the record will be permanently deleted. If you click no, the operation will be aborted, and the record will not be deleted.

Click the Print button  to view the Registration Certificate Report for the selected Registration Certificate. An example of a Registration Certificate Report is below:

Registration Certificate Report					
Company Name	Alpha Cement - Roodepoort Factory				
Registration Certificate Number	64				
Permit Type	Permanent				
Process Type					
Issue Date	2003/11/03 12:00:00 AM				
Expiry Date					
General Conditions					
Scheduled Processes					
Name	Description				
Cement Processes	The off-loading of cement clinker is done by means of a Strachan and Henshaw rotary tippler. The additives slagment and fly-ash are pneumatically conveyed from road tankers to four dedicated storage silo's. The cement clinker is grinded and stored in the bulk storage silo's and transported to the 350 ton silo's via air slides and bucket elevators. The product from the 350 ton silo's, containing rapid hardening or ordinary portland cement and the relevant additives are weighted and fed to a mixer. The product is then either transported to one of the five 120 ton bulk outloading storage silo's or via elevators and air slides to storage silo's at the packaging plant where the product is packed into bags. The product in the 120 ton silo's can be fed to any of three weigh bins and loaded into a road or rail tanker.				
Raw Materials					
Type	Amount	Unit			
Cement clinker	0				
Fly ash	0				
Limestone	0				
Silica fume	0				
Slag	0				
Slagment	0				
Products					
Type	Amount	Unit			
Milled clinker	0				
All purpose cement	0				
Milled rapid hardening cement	0				
Mortar cement	0				
Bulk cement	0				
Specialised cement	0				
Ready mix cement	0				
Milled clinker blends	0				
High strength blends	0				
Total capacity	600000.000	tonnes/annum			
Appliances					
Appliance No.	Description	Emission Control Equipment	Pollution Prevention Measures	Details	
	58 bagfilters across different sections of plant.	Bagfilter		Stack Height (m)	0
				Stack Diameter (m)	0
				Stack Latitude	degrees minutes seconds
				Stack Longitude	degrees minutes seconds

The report will open up and immediately give you the option to print it by clicking the Print button. If you do not want to print, just click the Cancel button.

You will then be able to review the report. Once you are ready to print, you can click the Print  icon.



## APPA Registration Certificate

Close

---

Registration Certificate »Save Reg Certificate

---

**Company Name**

**Registration Certificate Number**

**Permit Type**

**Date of Issue of Permit**

 /  /  (YYYY/MM/DD)

**Date of Expiry of Permit**

 /  /  (YYYY/MM/DD)

**General conditions listed for retaining certificate or for obtaining a permanent certificate (Max 500 chars)**

---

Schedule Process »Add New Sched Process

---

Type of raw material used »Add New Raw Material

---

Type of product »Add New Product

---

Appliance Details »Add New Appliance

---

Appliances and Measures to prevent air pollution »Save Prevention Measures

---

Disposal of effluent from purification equipment »Save Effluent Disposal

---

Close

Figure 21: Adding Registration Certificate

This Window allows you to capture information of a particular Reg Cert. You must complete the top section (Registration Certificate) before capturing any other information.

Clicking on the headings will expand/collapse the sections. Note that most of the form is disabled. It will only be enabled once the first section is completed.

## Registration Certificate

Close

▼ Registration Certificate » Save Reg Certificate

<b>Company Name</b>	<b>Registration Certificate Number</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Permit Type</b>	
<input style="width: 95%;" type="text" value="Select a Permit Type"/>	
<b>Date of Issue of Permit</b>	<b>Date of Expiry of Permit</b>
<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> (YYYY/MM/DD)	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> (YYYY/MM/DD)
<b>General conditions listed for retaining certificate or for obtaining a permanent certificate (Max 500 chars)</b>	
<div style="border: 1px solid #ccc; height: 40px;"></div>	

▼ Schedule Process » Add New Sched Process

▼ Type of raw material used » Add New Raw Material

▼ Type of product » Add New Product

▼ Appliance Details » Add New Appliance

▼ Appliances and Measures to prevent air pollution » Save Prevention Measures

▼ Disposal of effluent from purification equipment » Save Effluent Disposal

Close

**Figure 22: Adding Registration Certificate**

Complete as much information as possible. Note that there are no mandatory fields. When you are done, click on the **Save Reg Cert** icon. The flag will now turn green, the entire form will be enabled, and you will be able to capture other information.

## Scheduled Process

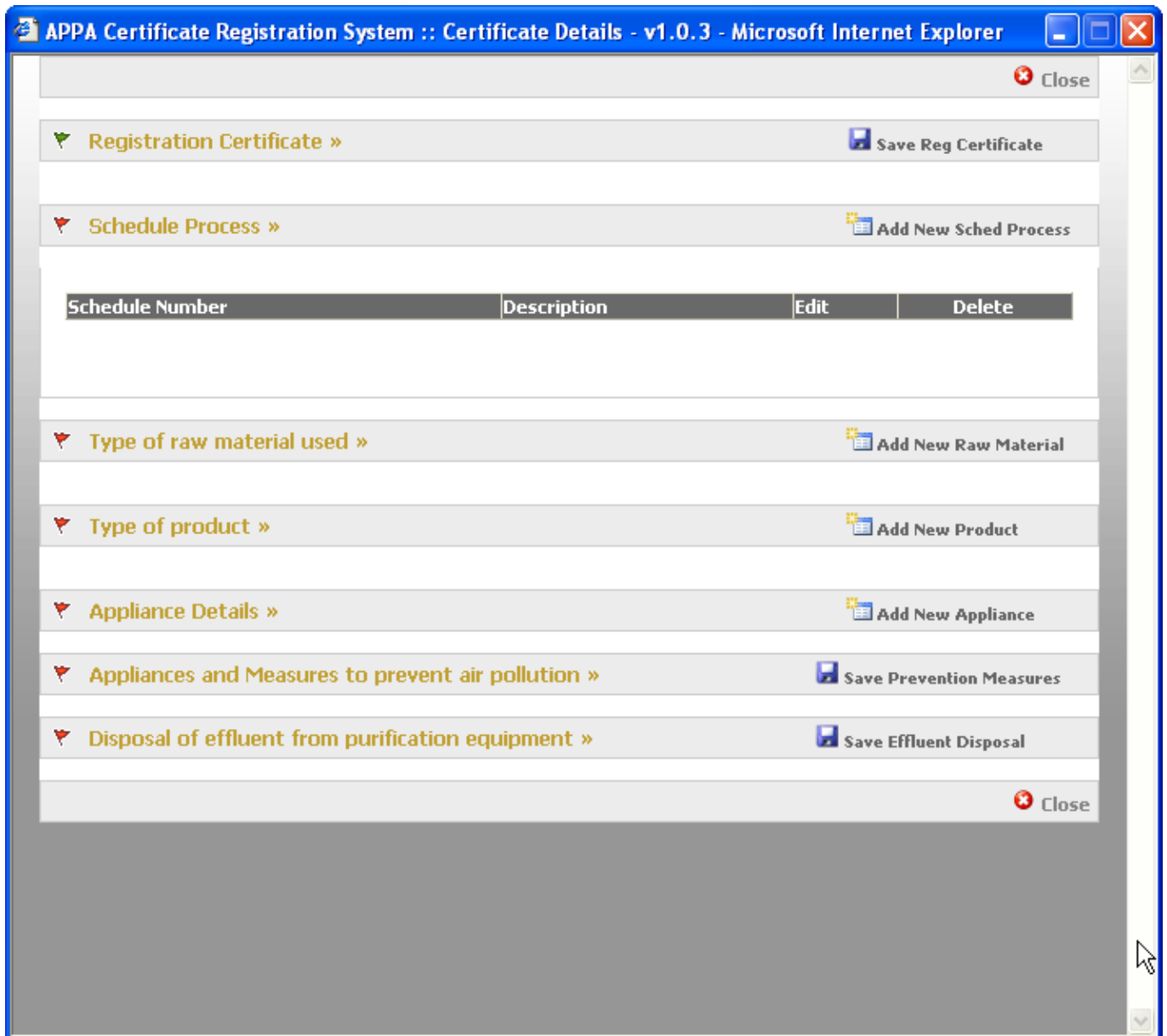


Figure 23

This section allows you to add a Scheduled Process for a Registration Certificate. You may add more than one Scheduled Process. To add a new Scheduled Process, click on the **Add new Scheduled Process** icon. The following screen will appear.

✖ Close

▼ Registration Certificate »
📄 Save Reg Certificate

▼ Schedule Process »
📅 Add New Sched Process

Schedule Number	Description	Edit	Delete
<span style="color: #808000;">Registration Certificate Schedule Process</span> <span style="float: right;">📄 Save ✖ Close</span>			
<p style="color: red; margin: 0;">* All fields marked are compulsory</p> <p style="margin: 0;">* Schedule Process <input style="width: 60%;" type="text" value="Select a Schedule Process"/></p> <p style="margin: 0;">Schedule Description (Max 2000 Chars)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <span>📄 Save</span> <span>✖ Close</span> </div>			

▼ Type of raw material used »
📅 Add New Raw Material

▼ Type of product »
📅 Add New Product

▼ Appliance Details »
📅 Add New Appliance

▼ Appliances and Measures to prevent air pollution »
📄 Save Prevention Measures

▼ Disposal of effluent from purification equipment »
📄 Save Effluent Disposal

✖ Close

**Figure 24: Add Scheduled Process**

Select a Scheduled Process from the drop down, and provide a description. Then click on the save button. To close without saving, click on the close icon.

Once one or more Schedule Processes have been added, the data grid will be populated similar to the figure 26.



✖ Close

---

▼ Registration Certificate »📄 Save Reg Certificate

---

▼ Schedule Process »📅 Add New Sched Process

---

Schedule Number	Description	Edit	Delete
6	outputs chlorine		
22	Drying of Cement		

---

▼ Type of raw material used »📅 Add New Raw Material

---

▼ Type of product »📅 Add New Product

---

▼ Appliance Details »📅 Add New Appliance

---

▼ Appliances and Measures to prevent air pollution »📄 Save Prevention Measures

---

▼ Disposal of effluent from purification equipment »📄 Save Effluent Disposal

---

✖ Close

**Figure 25: Multiple Scheduled Processes**

To edit an existing Scheduled Process, click on the edit icon, the previous screen will display with the information pre populated.

To delete Scheduled Process, click on the delete icon. You will be prompted to confirm the deletion. If you click yes, the process will be deleted permanently. If you click no, then no action will be taken on the schedule.



## Raw Material

✖ Close

▼ Registration Certificate » 💾 Save Reg Certificate

▼ Schedule Process » 📅 Add New Sched Process

▼ Type of raw material used » 📅 Add New Raw Material

Type	Amount	Units	Edit	Delete

▼ Type of product » 📅 Add New Product

▼ Appliance Details » 📅 Add New Appliance

▼ Appliances and Measures to prevent air pollution » 💾 Save Prevention Measures

▼ Disposal of effluent from purification equipment » 💾 Save Effluent Disposal

✖ Close

**Figure 26: Raw Material**

This section allows you to add raw materials to the Registration Certificate. You may add more than one raw material.

To add a new raw material, click on the **Add New Raw Material** Link. The following screen will appear:

Close

Registration Certificate » Save Reg Certificate

Schedule Process » Add New Sched Process

Type of raw material used » Add New Raw Material

Type	Amount	Units	Edit	Delete										
<span>Registration Certificate Raw Materials</span> <span style="float: right;">Save Close</span>														
<p><b>* All fields marked are compulsory</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Raw Material Type</td> <td style="width: 25%; padding: 5px;">Amount</td> <td style="width: 25%; padding: 5px;">Unit</td> <td colspan="2" style="width: 25%; padding: 5px;">Schedule Process Link</td> </tr> <tr> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;">Select a unit <span style="float: right;">▼</span></td> <td colspan="2" style="padding: 5px;">Select a Schedule Proi <span style="float: right;">▼</span></td> </tr> </table> <div style="text-align: right; padding: 5px;"> <span>Save</span> <span>Close</span> </div>					Raw Material Type	Amount	Unit	Schedule Process Link		<input type="text"/>	<input type="text"/>	Select a unit <span style="float: right;">▼</span>	Select a Schedule Proi <span style="float: right;">▼</span>	
Raw Material Type	Amount	Unit	Schedule Process Link											
<input type="text"/>	<input type="text"/>	Select a unit <span style="float: right;">▼</span>	Select a Schedule Proi <span style="float: right;">▼</span>											

Type of product » Add New Product

Appliance Details » Add New Appliance

Appliances and Measures to prevent air pollution » Save Prevention Measures

Disposal of effluent from purification equipment » Save Effluent Disposal

Close

**Figure 27: New Raw Material**

Enter the Raw material Type, Amount, and unit. If the unit is not available from the drop down list, see the section on adding units dynamically. Also link the raw material to a schedule process, by selecting one from the drop down list. Click the save icon to save raw material. As Raw materials are added, they will be displayed on the data grid similar to the one shown in Figure 28.



Close

---

Registration Certificate »Save Reg Certificate

---

Schedule Process »Add New Sched Process

---

Type of raw material used »Add New Raw Material

Type	Amount	Unit	Edit	Delete
Wood	30	kilotonnes / day		
Metal	123	kilotonnes / day		

---

Type of product »Add New Product

---

Appliance Details »Add New Appliance

---

Appliances and Measures to prevent air pollution »Save Prevention Measures

---

Disposal of effluent from purification equipment »Save Effluent Disposal

Close

**Figure 28: Multiple Raw Materials**

To edit a Raw material, click on the edit icon, and a screen similar to the previous one will be displayed with data pre populated. Make amendments, and click on the save icon.

To delete an existing Raw Material, click on the delete icon. You will be prompted to confirm the delete. If you click ok, the Raw Material will be permanently deleted. If you click no, the Raw Material will be left as is.



## Type of Product

Close

Registration Certificate » Save Reg Certificate

Schedule Process » Add New Sched Process

Type of raw material used » Add New Raw Material

Type of product » Add New Product

Type	Amount	Units	Edit	Delete
------	--------	-------	------	--------

Appliance Details » Add New Appliance

Appliances and Measures to prevent air pollution » Save Prevention Measures

Disposal of effluent from purification equipment » Save Effluent Disposal

Close

Figure 29: Product Section (Blank)

This screen enables you to capture products for a Registration Certificate. You may add more than one Product.

To add a new product, click on the **Add New Product** link.  
The following screen will be displayed.



Close

Registration Certificate » Save Reg Certificate

Schedule Process » Add New Sched Process

Type of raw material used » Add New Raw Material

Type of product » Add New Product

Type	Amount	Unit	Edit	Delete
clicker	43627	cubic metres / annum		

Save Close

**\* All fields marked are compulsory**

**Product Type** 
**Amount** 
**Unit** 
**Schedule Process Link**

Save Close

Appliance Details » Add New Appliance

Appliances and Measures to prevent air pollution » Save Prevention Measures

Disposal of effluent from purification equipment » Save Effluent Disposal

Close

Figure 30: Add new product.

Complete the fields, and click on the save link. The product will now be saved, and will be reflected on the grid. As you add more they will be reflected as follows:

✖ Close

▼ Registration Certificate » 📄 Save Reg Certificate

▼ Schedule Process » 📅 Add New Sched Process

▼ Type of raw material used » 📅 Add New Raw Material

▼ Type of product » 📅 Add New Product

Type	Amount	Unit	Edit	Delete
clicker	43627	cubic metres / annum	✎	🗑
ace	3829	bricks / annum	✎	🗑

▼ Appliance Details » 📅 Add New Appliance

▼ Appliances and Measures to prevent air pollution » 📄 Save Prevention Measures

▼ Disposal of effluent from purification equipment » 📄 Save Effluent Disposal

✖ Close

**Figure 31: Multiple Products**

To edit an existing product, click on the edit link. Update the details, and click on the save link.

To delete an existing Product, click on the delete icon. You will be prompted to confirm the delete. If you select yes, then the Product will be deleted permanently. If you click no, the delete operation will be cancelled, and the product will remain as is.



## Appliance Details

Close

- Registration Certificate » Save Reg Certificate
- Schedule Process » Add New Sched Process
- Type of raw material used » Add New Raw Material
- Type of product » Add New Product
- Appliance Details » Add New Appliance

Appliance No.	Serial No.	Description	Edit	Delete
---------------	------------	-------------	------	--------

- Appliances and Measures to prevent air pollution » Save Prevention Measures
- Disposal of effluent from purification equipment » Save Effluent Disposal

Close

**Figure 32: Appliance Section**

This section will allow you to add an appliance to the Registration Certificate, as well as its associated pollutants. Before a pollutant can be added to an appliance, the appliance must be saved first.

To capture a new appliance, click on the add New Appliance Link. The screen similar to Figure 34 will be displayed:



Close

Registration Certificate »

Save Reg Certificate

Schedule Process »

Add New Sched Process

Type of raw material used »

Add New Raw Material

Type of product »

Add New Product

Appliance Details »

Add New Appliance

Appliance No.	Serial No.	Description	Edit	Delete
---------------	------------	-------------	------	--------

Registration Certificate Appliance

Save Close

\* All fields marked are compulsory

Appliance Number

Appliance Serial Number

Appliance Description (Max 250 Chars)

Manufacture Date

 (dd/MM/yyyy)

Type of emission control equipment attached

Permitted availability of controlequipment (%)

Stack Height (m)

Stack Diameter (m)

Stack Latitude

 degees  mins  secs

Gas Exit velocity (m/s)

Gas Exit Temp. (celsius)

Stack Longitude

 degrees  mins  secs

Measure to prevent pollution (Max 2000 chars)

Registration Certificate Appliance Pollutant

Add Pollutant

Save Close

Appliances and Measures to prevent air pollution »

Save Prevention Measures

Disposal of effluent from purification equipment »

Save Effluent Disposal

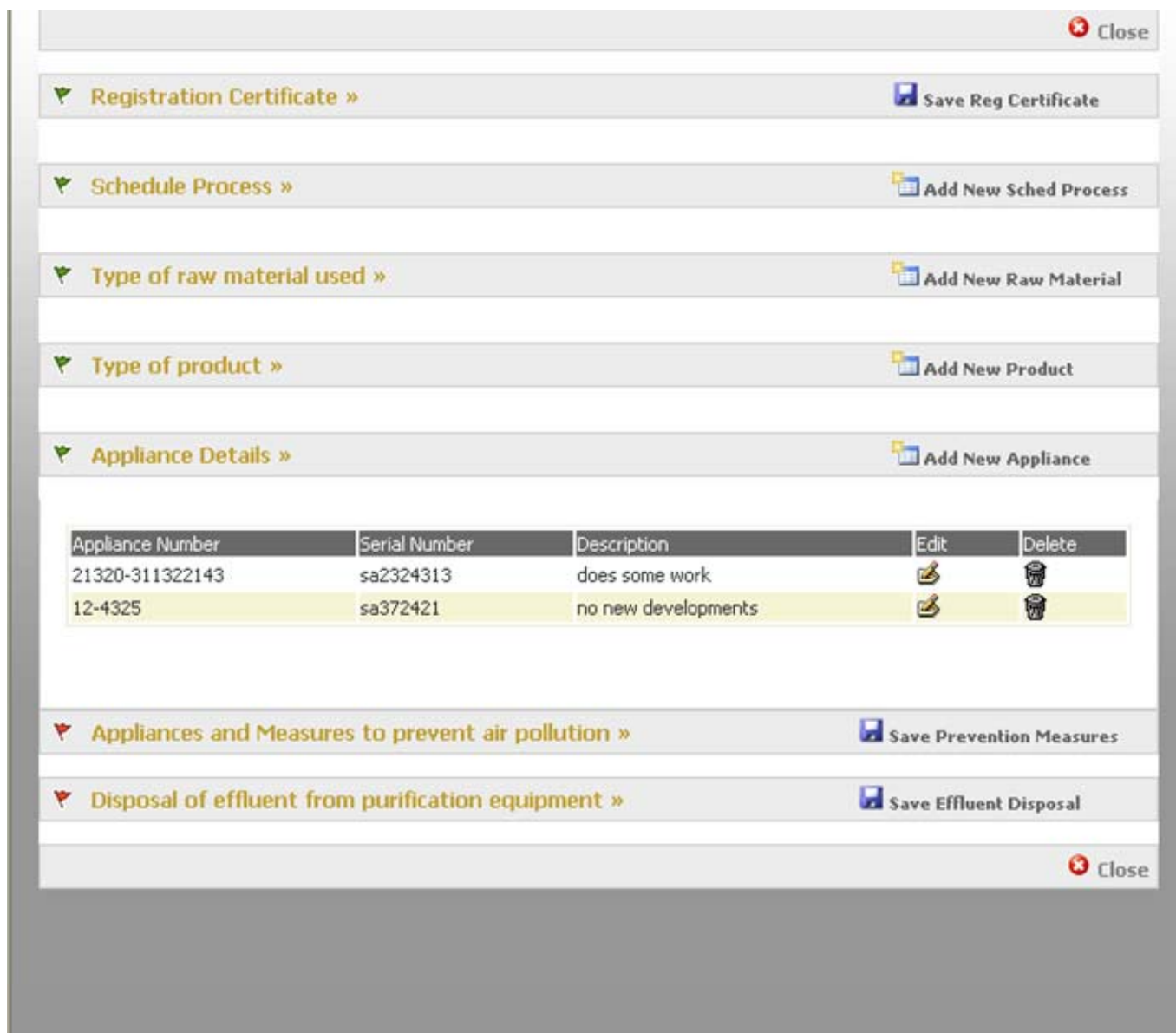
Close

Figure 33: New Appliance

Complete as much information as possible, and click on the Save link. Please note that although you can see the pollutant section, you will not be able to capture a pollutant until the appliance has been saved.



After one or more appliances have been added, they will appear on the appliance grid similar to the Figure 35.



**Figure 34: Multiple Appliances**

To edit an existing Appliance, click on the edit icon. A screen will appear with the previously captured information display. Amend the information accordingly, and click on the save link.

To delete an appliance, click on the delete icon. You will be prompted to confirm. If you click yes, the appliance will be permanently deleted. If you click cancel, the appliance will be left alone.

Because each appliance can have multiple pollutants, adding these will be covered in the following section.

## Appliance Pollutants

✖ Close

▼ Registration Certificate »
📄 Save Reg Certificate

▼ Schedule Process »
📄 Add New Sched Process

▼ Type of raw material used »
📄 Add New Raw Material

▼ Type of product »
📄 Add New Product

▼ Appliance Details »
📄 Add New Appliance

Appliance No.	Serial No.	Description	Edit	Delete
<span style="color: #4F81BD;">Registration Certificate Appliance</span> <span style="float: right; color: #4F81BD;">📄 Save ✖ Close</span>				
<span style="color: red;">* All fields marked are compulsory</span>				
<b>Appliance Number</b> <input style="width: 90%;" type="text"/>		<b>Appliance Serial Number</b> <input style="width: 90%;" type="text"/>		
<b>Appliance Description (Max 250 Chars)</b> <input style="width: 95%; height: 30px;" type="text"/>		<b>Manufacture Date</b> <input style="width: 60%;" type="text"/> (dd/MM/yyyy)		
<b>Type of emission control equipment attached</b> <input style="width: 95%;" type="text"/>		<b>Permitted availability of controlequipment (%)</b> <input style="width: 95%;" type="text"/>		
<b>Stack Height (m)</b> <input style="width: 80%;" type="text"/>	<b>Stack Diameter (m)</b> <input style="width: 80%;" type="text"/>	<b>Stack Latitude</b> <input style="width: 20%;" type="text"/> degees <input style="width: 20%;" type="text"/> mins <input style="width: 20%;" type="text"/> secs		
<b>Gas Exit velocity (m/s)</b> <input style="width: 80%;" type="text"/>	<b>Gas Exit Temp. (celsius)</b> <input style="width: 80%;" type="text"/>	<b>Stack Longitude</b> <input style="width: 20%;" type="text"/> degrees <input style="width: 20%;" type="text"/> mins <input style="width: 20%;" type="text"/> secs		
<b>Measure to prevent pollution (Max 2000 chars)</b> <input style="width: 95%; height: 30px;" type="text"/>				
<span style="color: #4F81BD;">Registration Certificate Appliance Pollutant</span>				<span style="color: #4F81BD;">📄 Add Pollutant</span>
				<span style="color: #4F81BD;">📄 Save ✖ Close</span>

▼ Appliances and Measures to prevent air pollution »
📄 Save Prevention Measures

▼ Disposal of effluent from purification equipment »
📄 Save Effluent Disposal

✖ Close

Figure 35: Pollutant section

Each appliance can have multiple pollutants. This section will enable you to add a pollutant for a specific appliance.

To add a new pollutant, click on the add pollutant link. A form similar to the Figure 37 will be displayed.

Close

Registration Certificate »
Save Reg Certificate

Schedule Process »
Add New Sched Process

Type of raw material used »
Add New Raw Material

Type of product »
Add New Product

Appliance Details »
Add New Appliance

Appliance No.	Serial No.	Description	Edit	Delete
21320-311322143	sa2324313	does some work		
12-4325	sa372421	no new developments		

Save Close

**\* All fields marked are compulsory**

Appliance Number 12-4325	Appliance Serial Number sa372421
Appliance Description (Max 250 Chars) no new developments	Manufacture Date 13/04/1934 (dd/MM/yyyy)
Type of emission control equipment attached	Permitted availability of controlequipment (%)
Stack Height (m)	Stack Diameter (m)
Gas Exit velocity (m/s)	Gas Exit Temp. (celsius)
Stack Latitude	Stack Longitude
Measure to prevent pollution (Max 2000 chars)	

Add Pollutant

Save Close

Name	Compliance Date / / (YYYY/MM/DD)
Max Value	Units --Select a Unit--
Avg Emission	Avg Emission Units --Select a Unit--
Target Max Emission	Target Max Emission Unit --Select a Unit--
Target Avg Emission	Target Avg Emission Unit --Select a Unit--

Save Close

Appliances and Measures to prevent air pollution »
Save Prevention Measures

Disposal of effluent from purification equipment »
Save Effluent Disposal

Close

Figure 36: New Pollutant

Capture available information to the form, and click on the save link. When one or more pollutants have been captured for an appliance, these will be added to the grid of pollutants for that the specific appliance, similar to the Figure 38.

✖ Close

▼ Registration Certificate »
📄 Save Reg Certificate

▼ Schedule Process »
📄 Add New Sched Process

▼ Type of raw material used »
📄 Add New Raw Material

▼ Type of product »
📄 Add New Product

▼ Appliance Details »
📄 Add New Appliance

Appliance Number	Serial Number	Description	Edit	Delete
21320-311322143	sa2324313	does some work	✎	🗑
12-4325	sa372421	A stack attached to the main power plant. Emits minor particles into the atmosphere.	✎	🗑

📄 Save ✖ Close

\* All fields marked are compulsory

**Appliance Number**

**Appliance Description (Max 250 Chars)**

**Type of emission control equipment attached**

**Stack Height (m)**

**Gas Exit velocity (m/s)**

**Measure to prevent pollution (Max 2000 chars)**

**Appliance Serial Number**

**Manufacture Date**  
 (dd/MM/yyyy)

**Permitted availability of controlequipment (%)**

**Stack Diameter (m)**

**Gas Exit Temp. (celsius)**

**Stack Latitude**  
 degees  mins  secs

**Stack Longitude**  
 degrees  mins  secs

📄 Add Pollutant

Pollutant Name	Max Value	Max Unit	Edit	Delete
Sulphor dioxide	23	grams / day	✎	🗑
Hydrochoric Acid + H2O	12	grams / hour	✎	🗑

📄 Save ✖ Close

▼ Appliances and Measures to prevent air pollution »
📄 Save Prevention Measures

▼ Disposal of effluent from purification equipment »
📄 Save Effluent Disposal

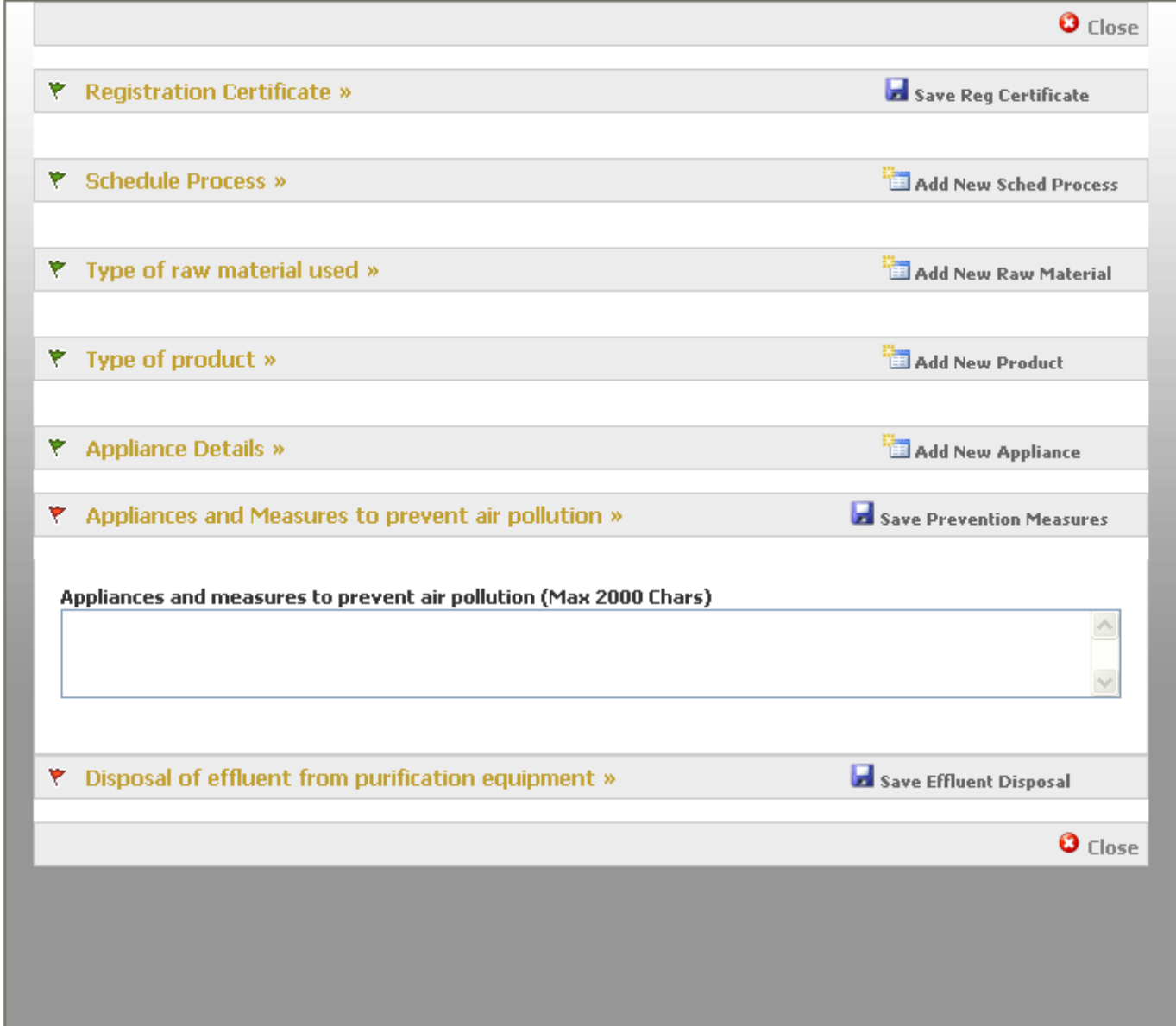
✖ Close

**Figure 37: Multiple Pollutants**

To edit an existing pollutant, click on the edit link. The form will be displayed with the captured information. Make amendments to this information as appropriate, and click on the save link.

To delete an existing pollutant, click on the delete link. You will then be prompted to confirm your deletion. Clicking on the Yes button will permanently delete the pollutant. If you are unsure, click on the Cancel button to cancel to delete.

### ***Appliances and Measures to prevent air pollution***

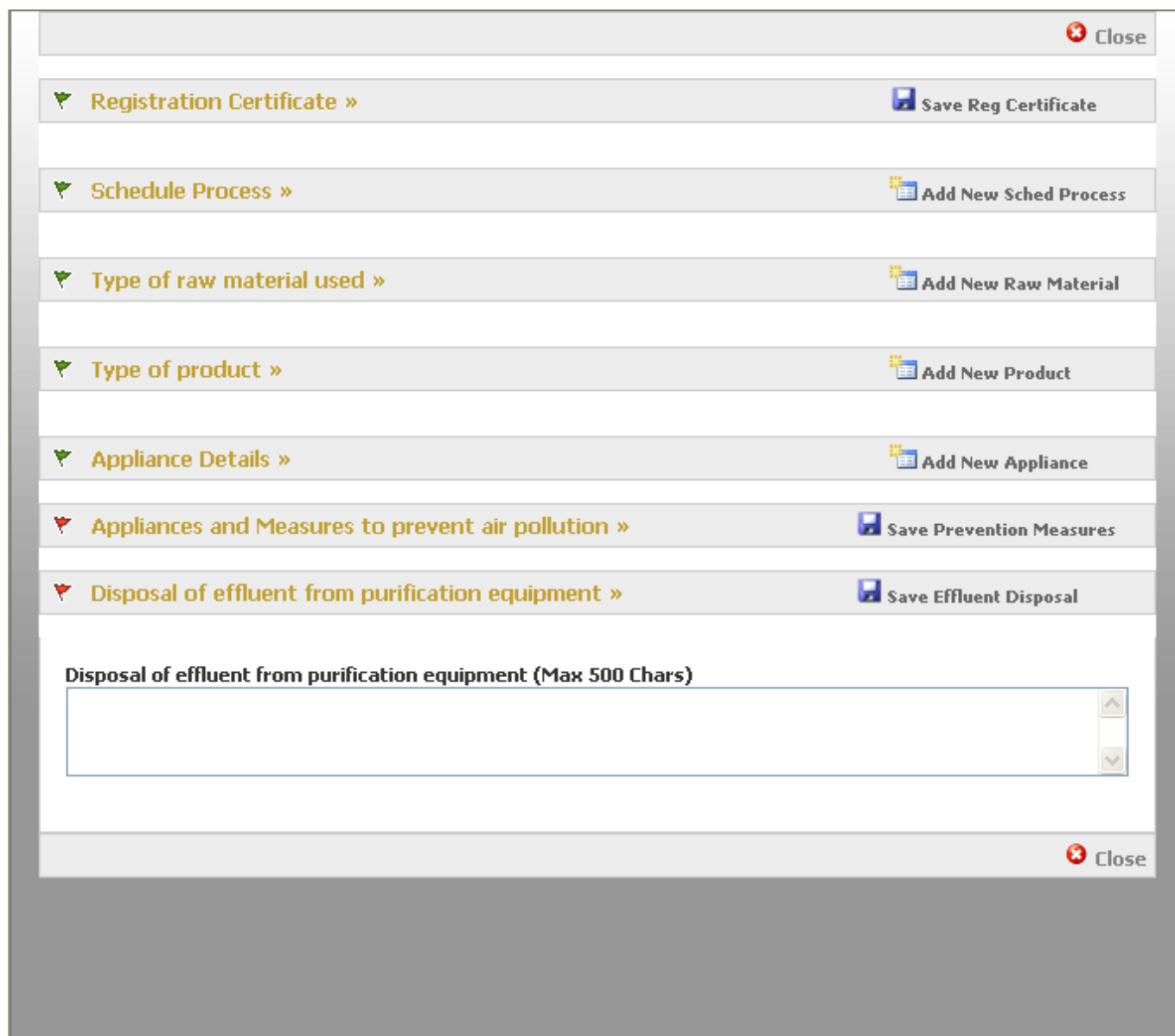


**Figure 38**

Information about appliances and measures to prevent air pollution for the specific Registration Certificate as a whole should be captured in this field. Once this is done, click on the **Save Prevention Measures** link to save the info.

Appliances and measures to prevent air pollution can be updated by overwriting the existing value displayed in "Appliances and measures to prevent air pollution" textbox. After updating click on **Save Prevention Measures** link to update the Information about appliances and measures to prevent air pollution for the specific Registration Certificate.

## Disposal of effluent form purification equipment



**Figure 39**

Information about effluent disposal for the specific Registration Certificate as a whole should be captured in this field. Once this is done, click on the **Save Effluent Disposal** link to save the info.

Disposal of effluent from purification equipment can be updated by overwriting the existing value displayed in “Disposal of effluent from purification equipment” textbox. After updating click on **Save Effluent Disposal** link to information about effluent disposal for the specific Registration Certificate.



## Uploading of Documents

environment & tourism  
Department  
Environmental Affairs and Tourism  
REPUBLIC OF SOUTH AFRICA

Search APPA Registration Reports Administration Help Logoff Welcome System Administrator [ Administrator ]

+ online registration Back to Search Log Off

Enterprise Information APPA Registration Certificate Atmospheric Emission Licence Public Perception/Media Attention/Legal Action Receiving Environment Facility Air Quality Management Practices Pollution Prevention Plan Major Hazard Installation Inspections Upload Documents

### 3. Upload Documents

#### Enterprise Documents

\* All fields marked are compulsory

[View All Site Area Maps](#) (0) items currently available

Site and Area Map  Browse... Upload Documents

\* Document Title

[View All Plan Layout Maps](#) (0) items currently available

Plant Layout Map  Browse... Upload Documents

\* Document Title

[View All Flow Diagrams](#) (0) items currently available

Flow Diagram  Browse... Upload Documents

\* Document Title

---

#### Registration Certificate

[View All Mass Balance Documents](#) (0) items currently available

Mass Balance  Browse... Upload Documents

\* Document Title

[View All Scanned Certificates](#) (1) items currently available

Scanned Certificate  Browse... Upload Documents

\* Document Title

#### Other Documents

Category

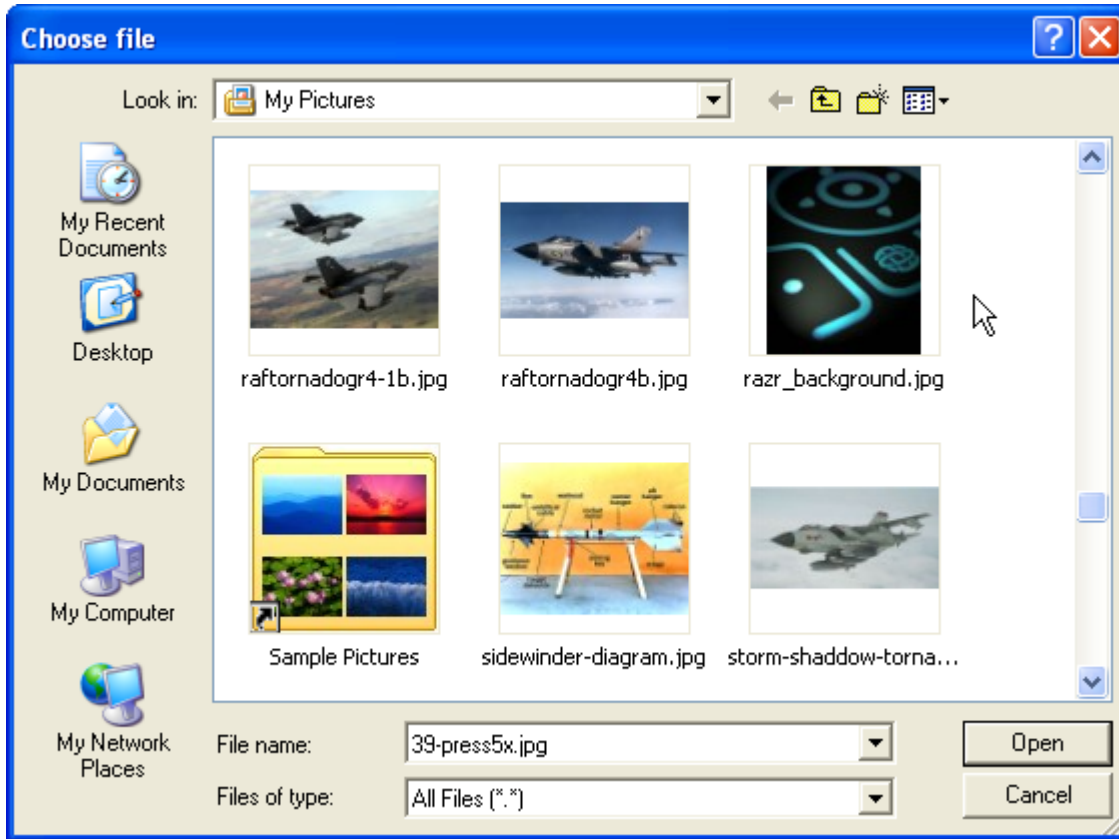
Browse... Upload Documents

\* Document Title

Figure 40

This Tab allows you to upload supporting files for the entry. Examples may include diagrams, maps etc.

To upload a file, click on the browse button. A Choose file dialogue similar to the following will display:



**Figure 41**

From this dialogue navigate to the file you wish to upload. To choose the file, either double click on it, or select it and click on the open button. The dialogue will close, and the file path will be reflected in the browse textbox. Now enter a title for the document, and click on the upload button.

Note: The uploaded files are stored with a system generated filename. The document title you specify in the name field will be the name that the application uses to refer to the file, eg in the location section.

There are several upload controls in this section. Choose the appropriate one. E.g., Use the site and area map section to upload a map detailing the location of the facility. The last section has a drop list which has further categories to which a document might belong to.





## Reports

The reports section can be accessed by clicking on the reports menu item on the header. There are 2 reports available, namely the Activity Log and Usage Counter.

The screenshot displays the 'environment & tourism' header with the Department of Environmental Affairs and Tourism logo. A navigation bar includes 'Search', 'APPA Registration', 'Reports', 'Administration', 'Help', and 'Logoff'. The user is logged in as 'System Administrator [ Administrator ]'. The main content area is titled 'Reports' and contains two sections:

- Activity Log**: Includes 'Start Date' and 'End Date' fields, both set to '2009/05/22'. A 'View' button is located below the date fields.
- Usage Counter**: Includes 'From Date' and 'To Date' fields, both set to '2009/05/22'. A 'View' button is located below the date fields.


## Activity Log

The activity log shows the activity carried out during the specified period. To display the report, select the period using the calendar picker controls, and click on the view button.

A report similar to the following will be shown:

APPA Activity Log			
Enterprises			
Enterprise	Action	User	Date
Data World	Created	Administrator, System	2009/06/08 04:01:19 PM
TC001	Created	Administrator, System	2009/06/09 01:28:27 PM
TC002	Created	Administrator, System	2009/06/09 01:29:31 PM
TC001	Updated	Administrator, System	2009/06/09 04:11:51 PM
Registration Certificates			
Registration Certificate	Action	User	Date
ADC001	Created	System, Administrator	2009/06/10 08:14:09 AM

The report will open up and immediately give you the option to print it by clicking the Print button. If you do not want to print, just click the Cancel button.

You will then be able to review the report. Once you are ready to print, you can click the Print  icon.


## Usage Counter

The usage counter determines the number of new records per type created between specified periods.

To retrieve this report, select the time period by utilizing the calendar controls, and click on the View button. You will then be presented with a report similar to the one below.

Usage Counter Report	
Type	New Records
Enterprise	2225
Registration Certificates	2279

The report will open up and immediately give you the option to print it by clicking the Print button. If you do not want to print, just click the Cancel button.

You will then be able to review the report. Once you are ready to print, you can click the Print  icon.

## Miscellaneous

### Version Number

The Version Number appears is on the Title Bar. This will be visible on every main screen.

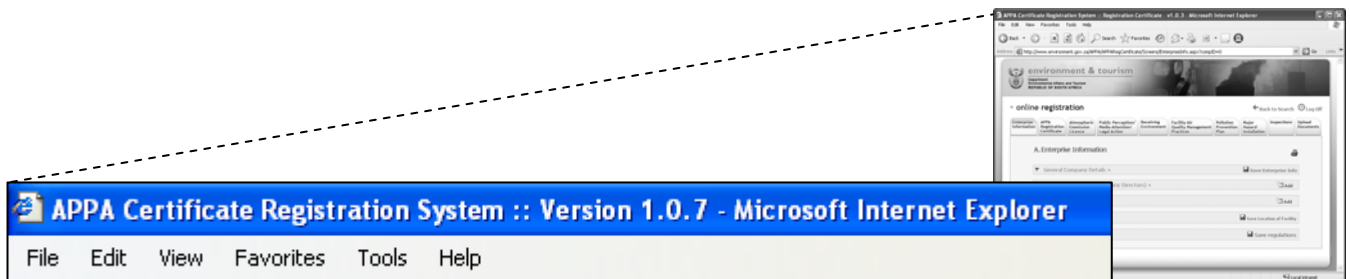


Figure 42: Version Number on Title Bar

### Session Timeout

For security and resource reasons, there is a limit as to how long an application is left running without any activity performed on it. Hence after a certain period of inactivity, the session will timeout, and you will have to login again. The default session timeout has been set to 30 minutes. To avoid losing data, ensure that you save you data regularly. If you have extended amounts of data to capture in a textbox for example, you may want to save the data in a temporary text file first before pasting into the application and saving. This will prevent you from having to type the information out again, should the session timeout.

### Text Box Limits

All information that is captured into the application is saved in a database that has a limited size. Hence textboxes have a limit on the number of characters you may enter into them. Once you've reached the limit, you will not be able to enter anymore characters into that textbox. Multiline textboxes will have an indication as to how many characters are acceptable.

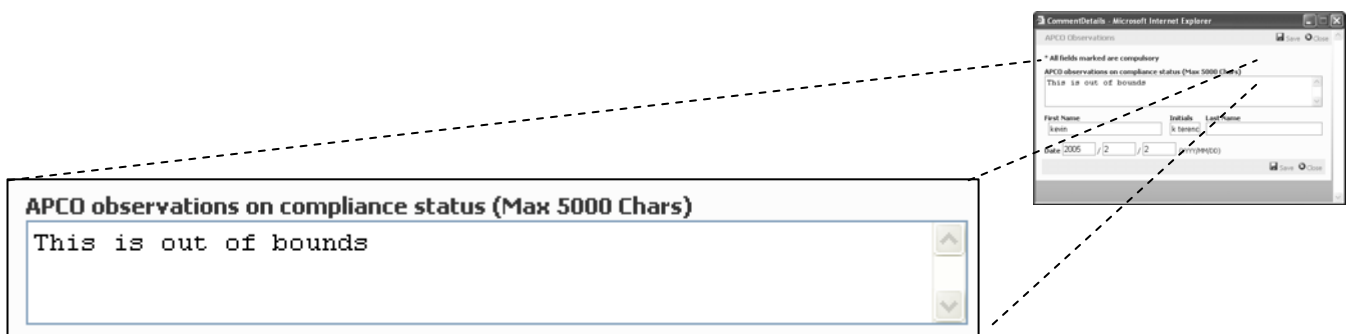


Figure 43: Max Length Indicator

## Adding New Units

When adding a “Raw Material”, “Product”, or “Pollutant”, there is a possibility that you may come across a unit that is not listed in the “unit” drop down list. A facility has been provided whereby you may add the required unit to the system. It is recommended that you inform your supervisor before carrying out this procedure.

To add the new unit, select the < OTHER > option from the “Unit” drop down list.

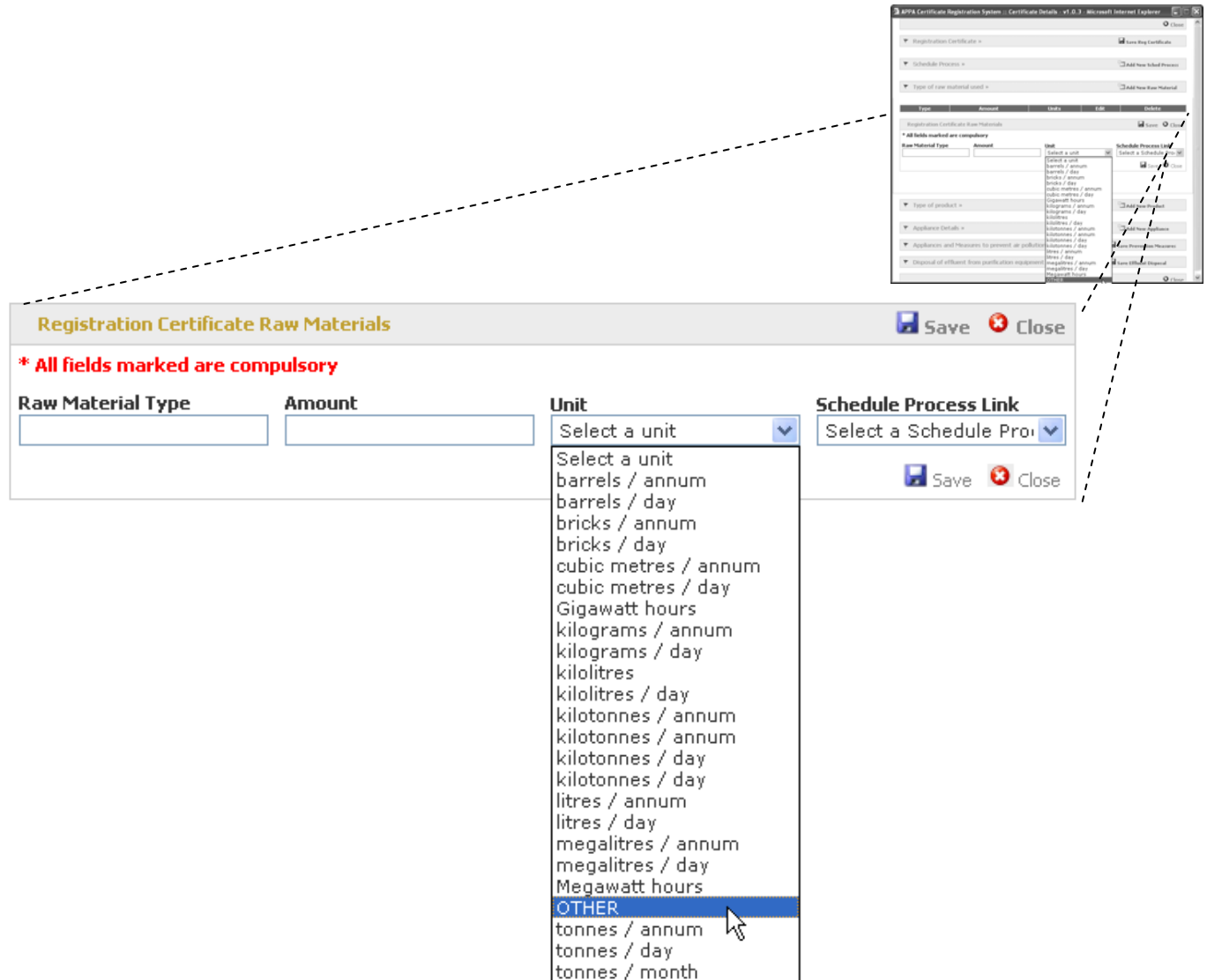
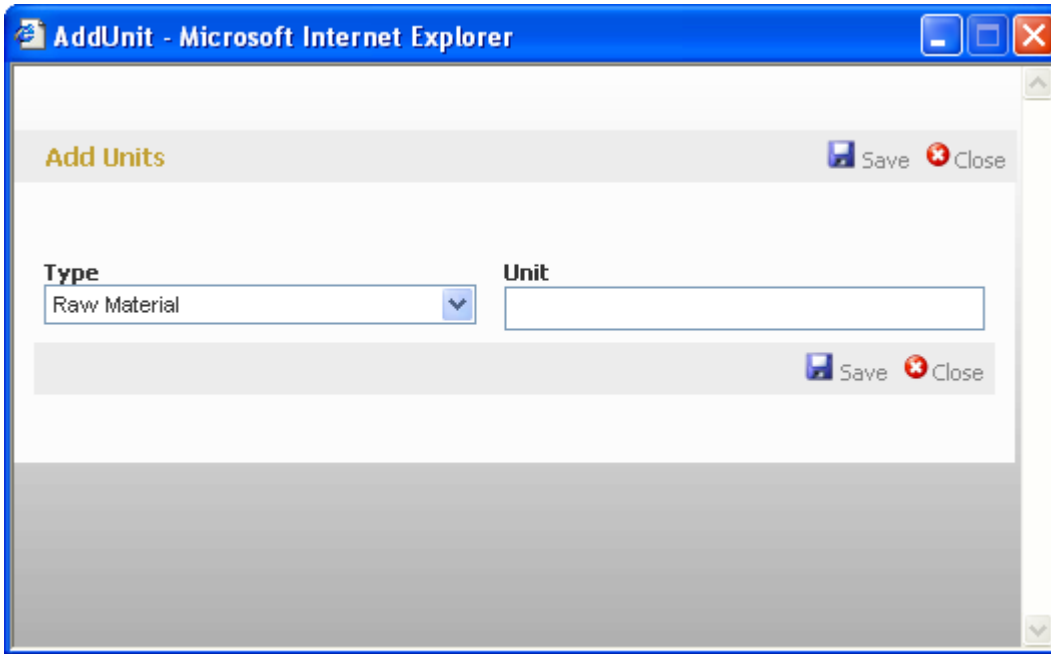


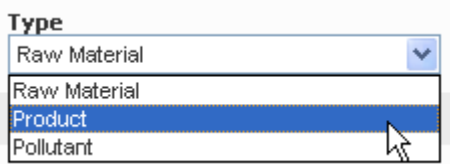
Figure 44

When you click on this option, the following screen will be displayed:




**Figure 45: Add Unit Screen**

Select the unit type from the < Type > drop down list. This will determine which section the unit is added to, i.e. < Raw Material >, < Product >, or < Pollutant >.



**Figure 46: Selecting the unit type**

Now enter the unit description in the < Unit > field, and click on the save link <  Save >. The unit you just added will now appear in the unit drop list of the section you are currently on.

## ***Tracking of Data Capturers***

The application automatically keeps a record of the first person to capture a section, as well as the last person who edited a section. The date and time is stored as well. The application detects this from the user's login details, hence it is recommended that you keep your password safe, and do not share it with anyone.

## Location of Buttons

Certain sections in the application can be quite long, and may require the user to scroll down the window to complete. To facilitate ease of use, the < save > and < cancel > buttons are usually located at the top of the section and duplicated at the bottom as well. The functionality between the top and bottom set is identical.

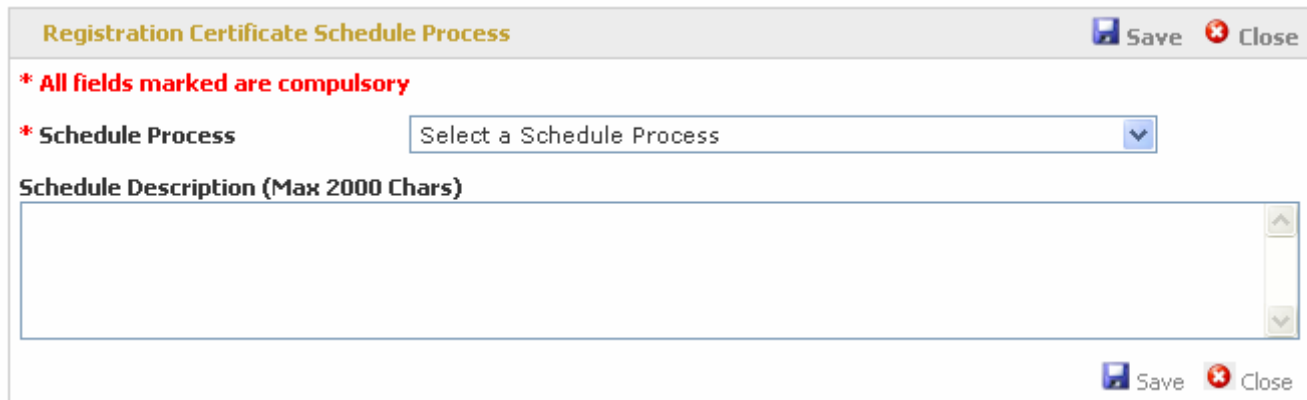


Figure 47

## Hide / Show Sections

Certain tabs contain more than one section. Viewing all of these sections at once can make data capturing confusing. To simplify the screen, individual sections can be hidden or shown. To show a collapsed section, click on the header of the collapsed section.

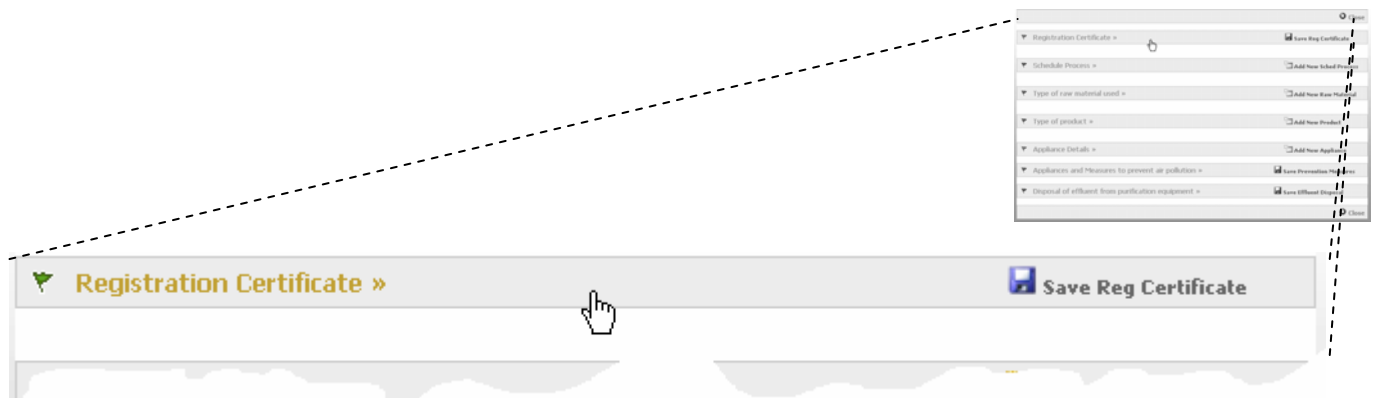
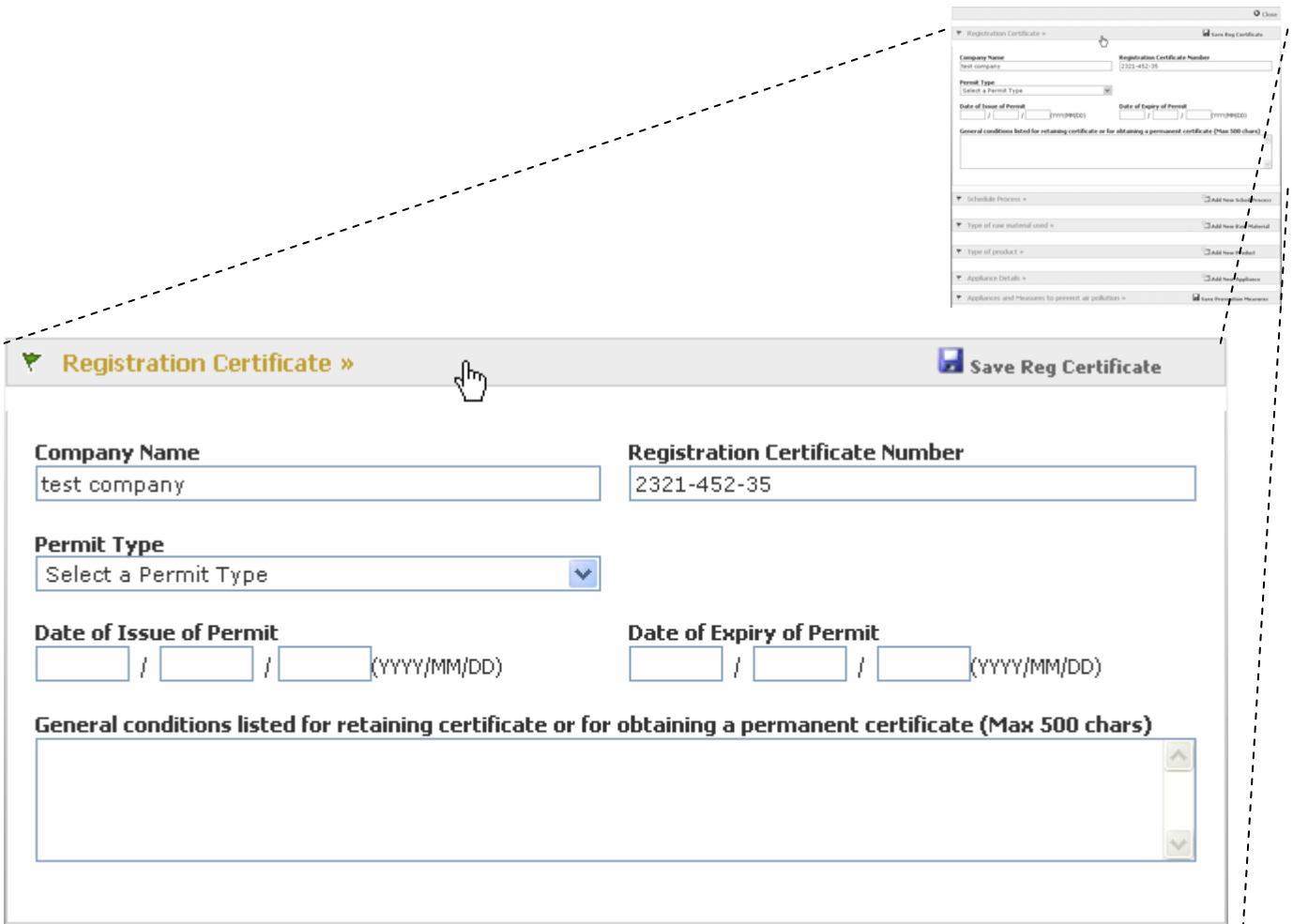


Figure 48: Show Section

To hide an expanded section, click on the header of the expanded section.



**Figure 49: Collapse a Section**

Note: When a section is expanded, any other section that was previously expanded will automatically collapse.

## Conventions and Definitions

The following conventions have been used throughout this document.



denotes an actual element in the application that is being referred to.

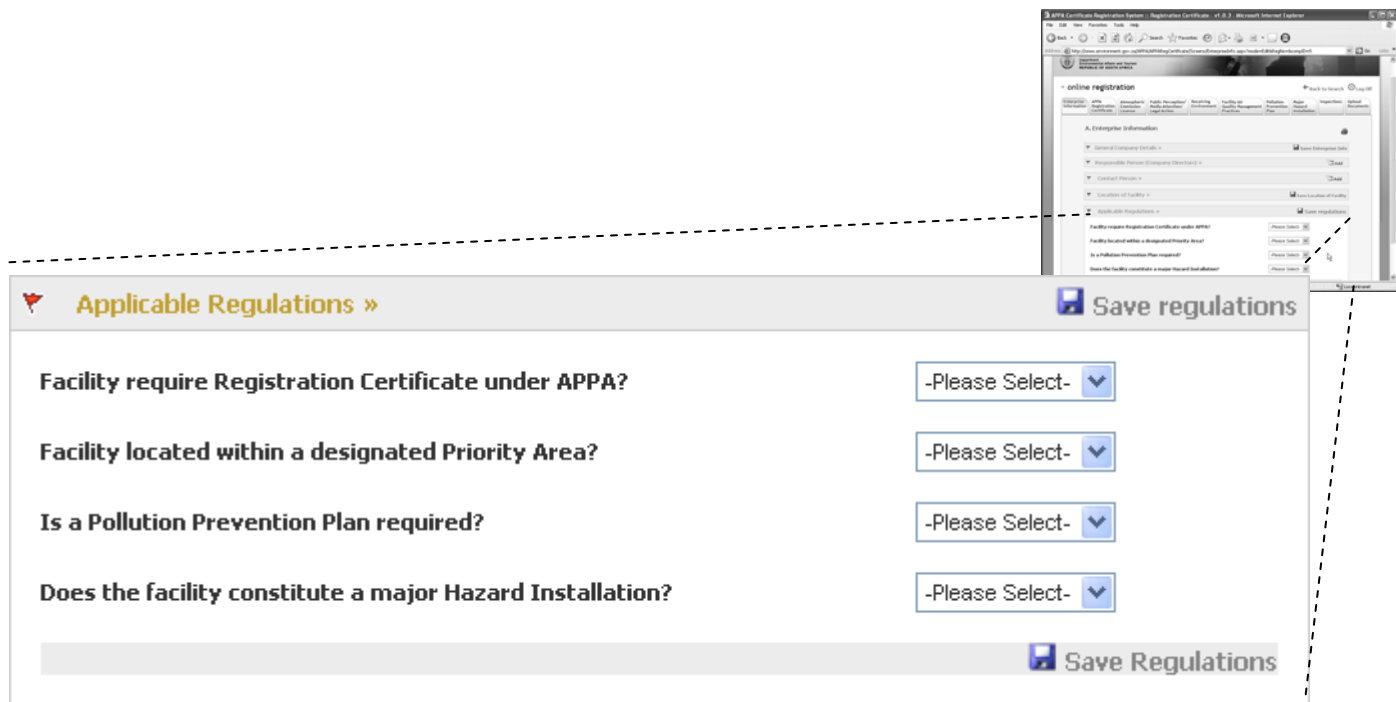
Tab

Refers to the entire page belonging to a tab.  
 Example: In the picture fragment below, the Upload Documents tab is currently selected, and refers to the entire contents of that tab. The current tab will always be indicated by having a silver background.



Section

Refers to the collapsible region of a tab.  
 Example: the section expanded below refers to the Applicable Regulations Section



**Figure 50**

Operation	Refers to an operation carried out by the application. Example: The delete operation refers to the operation carried out by the application to delete a record.
Entry	Refers to a complete entry captured for a company.
Field	Refers to an input area. You would typically select a value, or type in a value.