



CALL: (012) 348 1193

MAIL: verifications@a-o-s.co.za

B-BBEE VERIFICATION AGENCY

Re-Evaluations Form

1. Client file details:
(Client to complete areas in grey)

MEASURED ENTITY NAME:	EG: ABC (PTY) LTD QSE2001-V1	
CERTIFICATE NO:	E.G: QSE2001-V1	
FINANCIAL PERIOD VERIFIED:	EG: 01 MARCH 2016 – 28 FEBRUARY 2017	
ISSUE DATE OF CERTIFICATE:	EG: 03/04/2017	
ON-SITE ADDRESS:	EG: 24 PRETORIUS STREET MENLOPARK PRETORIA	
CONTACT PERSON IN MEASURED ENTITY AT TIME OF VERIFICATION:	EG: MR. MARIUS NOETH	
ELEMENT(S) INVOLVED IN RE-EVALUATION: MARK WITH "X"	OWNERSHIP:	
	MANAGEMENT CONTROL:	
	SKILLES DEVELOPMENT:	
	PREFERENTIAL PROCUREMENT:	
	ENTERPRISE - & SUPPLIER DEVELOPMENT	
	SOCIO ECONOMIC DEVELOPMENT:	
	OTHER:	

RE-EVALUATION LODGED BY:	EG: MARIUS NOETH	
DESIGNATION OF APPLICANT:	EG: FINANCIAL MANAGER	
DATE OF LODGEMENT OF RE-EVALUATION:	EG: 10/10/2016	

MEANS OF LODGEMENT OF RE-EVALUATION:	EG: VIA EMAIL	
SCOPE OF RE-EVALUATION:	EG: EXTERNAL SKILLS TO BE ADDED	
FOR OFFICE USE:		
POLICY APPLIED TO APPLICABLE ELEMENTS:	HANDLING OF COMPLAINTS, APPEALS AND RE-EVALUATIONS POLICY AND PROCEDURES (AOSMP15)	
DATE OF RECEIPT OF RE-EVALUATION:	EG: 10/10/2016	
DATE OF FIRST COMMUNICATION TO APPLICANT:	EG: 12/10/2016	
DATE OF FINDINGS REPORT SUBMITTED TO APPLICANT:	EG: 20/10/2016	
VERIFICATION ANALYST ON FILE	EG: B-BBEE ANALYST - TALITA SCHALEKAMP	
TECHNICAL SIGNATORY ON FILE:	EG: TECHNICAL SIGNATORY – CORNELIUS JANSEN VAN DYK	
DECLARATION OF CONFIDENTIALITY, IMPARTIALITY & NON-DISCLOSURE OF INFORMATION RELATED:	B-BBEE ADMINISTRATION	
	B-BBEE ANALYST	
	B-BBEE ANALYST	
	TECHNICAL SIGNATORY	

2. Re-Evaluation Procedure and Responsibilities:

Re-evaluation Procedure	Responsible Person
1. Lodge the applicable re-evaluation (From the first period of engagement up to 30 calendar days from the issuing of a B-BBEE certificate and report)	B-BBEE Administrator (admin@a-o-s.co.za)
2. AOS takes ownership of the applicable re-evaluation, allocates a re-evaluations reference number and communicates this to applicant (Within 7 calendar days from receipt of complete and correct re-evaluation form, with sufficient detail disclosed, complete and correct new claim and all evidence supporting new claim, from measured entity)	B-BBEE Administrator

<p>3. Verification Agency appoints B-BBEE Analyst to process the re-evaluation. (Within the 7th calendar day from receipt of complete and correct re-evaluation form, with sufficient detail disclosed, complete and correct new claim and all evidence supporting new claim, from measured entity)</p>	<p>B-BBEE Administrator to B-BBEE Analyst</p>
<p>4. Verification agency provides feedback to the measured entity, on the progress of the re-evaluation processing (Within the 14th calendar day from receipt of complete and correct re-evaluation form, with sufficient detail disclosed, complete and correct new claim and all evidence supporting new claim, from measured entity)</p>	<p>B-BBEE Administrator</p>
<p>5. Verification agency processes re-evaluation and report findings report to B-BBEE administrator, including issuing of next applicable version certificate and report (where applicable) (By the 25th calendar day from receipt of complete and correct appeal, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim, from measured entity)</p>	<p>B-BBEE Analyst and Technical Signatory</p>
<p>6. Communicate findings to applicant and advise applicant of the opportunity to appeal against report, including informing appellant of end of the re-evaluation process. (By the 30th calendar day from receipt of complete and correct appeal, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim, from measured entity)</p>	<p>B-BBEE Administrator</p>

**3. Re-evaluation processing, implementation of Corrective action, and findings report
B-BBEE Analyst / B-BBEE Manager to complete this section**

<p>PROVIDE A DETAILED DESCRIPTION OF THE FINDINGS ON THE RE-EVALUATION LODGED BY THE MEASURED ENTITY AND PROVIDE NOTICE OF THE END OF THE RE-EVALUATION PROCESS:</p>	
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4. Re-evaluation findings provided to applicant and advised applicant of the opportunity to appeal against report Accountants-on-Site B-BBEE administrator to complete this section

WAS THE ABOVE CONDUCTED?	
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Please note that Accountants-on-Site (Pty) Ltd shall treat all re-evaluations with the utmost professionalism, and undertake not to discriminate against the applicant in identifying the re-evaluation, nor in our findings report in addressing your re-evaluation.