

Company Profile

Pelma Truck Repair (PTY) Ltd



Changing the Face of Maintenance

PTR

We walk the extra mile !

Pelma Truck Repair (Pty) Ltd – A COMPANY PROFILE

Introduction

Pelma Truck Repair has a rich history in the truck maintenance, -repair and -refurbishment environment stemming way back since 1998. In its present format as a Black Owned Company in par with South African legislation, however, PTR has built up a reputation second to none in the industry for small, medium and heavy vehicles.

We work according to ISO 9001:2000 quality standards and our repair workshop facilities as well as staff expertise are highly valued amongst our main clients consisting of the SANDF and ARMSCOR.

AIM

The aim of this profile is to convince you to inspect and evaluate Pelma Truck Repair in order to be registered as an approved service provider regarding the **maintenance, -repair and refurbishment of small, medium and heavy vehicles.**

We are a dynamic high performance team rendering a quality service to our customers.

SCOPE OF PROFILE

As a background we'll discuss PTR's Black Economic shareholding- and management structure where after some detail regarding business functions will be summarized before general aspects is covered.

BEE SHAREHOLDING- AND MANAGEMENT STRUCTURE

Pelma Truck Repair (PTY) Ltd is 51% owned by PGSI Group (Pty) Ltd, a company that is a level 1 contributor to Black Economic Empowerment in South Africa.

By itself Pelma Truck Repair is rated on Level 1 which allows for 135% BEE procurement recognition.

(Please view Annexure A - the applicable rating certificate)

The Board of Directors consists of Mr. Nico Alberts as MD who is joined by Me RS Nyembe, Mr. S Nyembe(Director) and Me. Z Domingo (Director) . Me RS Nyembe, Mr NS Nyembe and Me Z Domingo are from Historically Disadvantage Individual background and are on a daily basis actively involved in the business



OPERATIONAL FUNCTIONS

Workshop facilities.

PTR can within its workshop accommodate an average of 24 vehicles under roof.

Capabilities.

PTR has a team of well trained artisans and may easily adapt to various makes and models of vehicles.

PTR as a vehicle repair concern is also supported by its sister companies, namely:

- a. I-Khanda Engineering (Pty) Ltd I-Khanda is an automotive engineering concern that specializes in the rebuild of a wide range of diesel engines, their main clients being Nissan and Mercedes Benz
- b. E-Khanda Engineering (Pty) Ltd t/a Makwena Cape Town. Makwena is an official dealer for Knorr Bremse air brake systems.
- c. E-Khanda Engineering (Pty) Ltd t/a Makwena Pretoria. Makwena Pretoria is an official Bosch agent specializing in Injector pumps, alternators and starters. They are the only supplier of the newly configuration of water tanker vehicles of the SANDF

Quality.

Pelma Truck Repair has since 1997 worked according to the German DEKRA ISO 9001:2000 quality certification. PGSI Planning Department monitor this on a daily basis and all non-conformities and/or client queries are professionally handled and investigated. If need be special investigations are referred to professional tertiary institutions.

OEM Specs.

All repair- and rebuild jobs are done in strict accordance with OEM prescriptions and -specifications.

Production Lead Times.

Production lead times depends on the individual tasking that is negotiated with the client.

Autoplan Software.

In order to back-up transparency, PTR has implemented the AUTOPLAN computer program. The basic principle of this program is that the quotation becomes the job card and the job card becomes the invoice. As such, each and every detail performed during the repair/rebuild process, will be reflected on the final invoice.

A very important feature of AUTOPLAN is the ability to link and store to a specific job card photos of each item as well as technical reports.

16. Training.

Pelma Truck Repair is SAQUA -and MERSETA accredited to present apprentice training up to level 2.



MARKETING

Service and After Sale Service. This aspect of business is based on attitude. All service organizations should have the capability of performing outstanding service and after sale service. The question is how prepared they are to perform these services at all hours under trying circumstances. On this count PTR is proud to announce its preparedness to assist our most valued clients under any circumstances.

Delivery.

PTR offers a free delivery and collection service within a 50km radius ex-factory Cape Town, There after normal AA - tariffs will prevail. The said 50km may serve as a final road test.

Pricing.

Prices are based on a principle of professional value for money. PTR is not in the game of discounted patch repair jobs. Either we do it professionally or we don't do it at all.

- a. All prices are quoted Ex-factory,
- b. All prices exclude VAT

Tariffs

Tariffs are negotiable depending on contract values or OEM prescribed guidance.

Flat Rate

The OEM approved flat rate will be quoted. Where a flat rate does not exist, hours will be quoted to mutual acceptance.

Spare Parts.

- a. Spares orders can be executed although we keep limited stock.
- b. Spares is supplied on a "cost plus" basis.

Warranty on rebuilds

- | | | |
|----|---------------------------|--------------------------|
| a. | Medium Vehicle Aggregates | - 3 Months or 10 000 km |
| b. | Heavy Vehicle Aggregates | - 12 Months or 10 000 km |
| c. | Components | - 3 Months or 10 000 km |
| d. | Small Vehicle | As per outwork supplier |

The warranty is subject to the vehicle being serviced and maintained as prescribed by the OEM service schedules.

Client referrals.

- a. Armscor - PDS van der Walt (021- 428 3359)
- b. Land systems-OMC - E Smith (011- 747 3300) .
- c. SANDF – Colonel van Vuuren (083 447 0138)



LOGISTICS

Workshop lay out - Heavy vehicles:

- a. Wash bay
- b. Stripping bay
- c. Service bay
- d. Client Furnished Item store
- e. Spares & tool store
- f. 8 x work bays
- g. Professional reception & offices

Workshop lay out – Commercial Vehicles:

- a. 2 post hoist
- b. 4 work bays

FINANCES

Accounts.

- a. Normal credit approval procedures will suffice.
- b. Every invoice will refer to an official order number. Additional work performed has to refer to an additional order number.
- c. Payment to be effected within 30 days after invoice.
- d. Payment is preferred by means of electronic transfer.

C.O.D. Clients.

- a. A deposit of 50% will be required with order confirmation.
- b. The balance of 50% will be payable in cash, bank guaranteed cheque or electronic transfer before final delivery

Insurance.

PTR does have its own comprehensive insurance policy covering amongst other bad workmanship to the amount of R5 million, in place, however, In terms of the same, a client is responsible for its own insurance arrangements. PTR will not be held responsible for any loss or damages that may occur to the clients' items while at our premises or during the, repair/ rebuild processes.

Accounting Software.

The financial office works in terms of the Pastell Accounting software and prepare figures u, to the point of trial balance before the complete audit pack is sent to the accountants.



Accountants.

A company called Botha Accountants has been contracted to manage financial control measures in the group. Mr. Botha was the former president of the Commercial Financial Association. In so doing sound financial practices are guaranteed on a daily basis.

Botha Accountants
129 3rd Avenue
Montana
PRETORIA
0151

Attorney.

PTR's appointed attorney overseeing all contracts and legal aspects is Mr. Chris van Dyk:

Van Dyk & Horn Attorneys
240 Orient St Arcadia
PRETORIA
0001
Tel: 012 3423505
E-mail: vdh@global.co.za

Tel (012) 548 9823
Fax: (012) 548 7479
E-mail: info@botharek.co.za

HUMAN RESOURCES

Managing HR.

All HR/IR functions are handled under the auspices of PSGI Group (Pty) Ltd, the holding company to Pelma Truck Repair (PTY) Ltd.

Career planning.

Individual career planning is regarded of high importance in order to motivate personnel and plan operational expertise. As such a career matrix regarding each individual staff member is in place.

Total staff compliment.

PTR employs a total of 21 staff members

GENERAL

Pelma Truck Repair is a company that guarantees professional, high quality deliverables in the truck maintenance, -repair and –refurbishment industry.

Contact details:

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Millitary Base
Youngsfield
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Fax: 0865024782
E-mail: ptr@pgsigroup.com
Web: <http://www.pgsigroup.com>

Contact person: : Mr. Nico Alberts
Cellular number : 0837083166

