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## BOARD NOTICE

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### BOARD NOTICE 80 OF 2013

#### **THE ENGINEERING PROFESSION ACT, 2000 (ACT NO. 46 OF 2000)**

#### PUBLICATION OF REGISTRATION FORMS FOR REGISTRATION

The Engineering Council of South Africa hereby publishes registration forms in terms of s 19(1)(a) of the Engineering Profession Act (46 of 2000).

**ENGINEERING COUNCIL OF SOUTH AFRICA**(13/04/2012) Form **AA1.1**

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BRUMA  
Johannesburg  
2198



Office Use
Ref.: _____

## APPLICATION FORM FOR REGISTRATION INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERS

**NB:** Please consult the enclosed Information Sheets (Sheets AA1.1 & AA1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No: <i>Or</i>		
*Race Group: <small>Please tick the applicable block</small>	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final Examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: .....	Commissioner Of Oaths/ Justice Of Peace:	.....
------------------	---	-------

/...

**3. Previous/Current Registration or Application Details:** (e.g. Professional Engineer etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Date of Application

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**6. Referees:**

(1)	(2)
-----	-----

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply to be **Registered on the International Register of Professional Engineers** and undertake to abide by codes of practice and conduct applicable in jurisdictions where I may practice and to be bound by any terms and conditions imposed through the EMF Agreement, its Rules and any directives of the International Register Co-ordinating Committee. I authorise ECSA to exchange with other signatories such personal and other data as may be necessary in terms of the above Agreement. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ <span style="float: right;">(Council's stamp)</span>

Engineering Council of South Africa

(13/04/2012) Sheet **AA1.1**

## **Information Sheet for Applicants applying for Registration on the International Register of Professional Engineers**

### **A. Entry Requirements for Registration on the International Register of Professional Engineers:**

In terms of the EMF Agreement, the following requirements for entry to the register must be met by the applicant. Applicants must have:

1. reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering degree accredited by an organisation holding full membership of, and acting in accordance with the terms of, the Washington Accord; and
2. been assessed within their own economy as eligible for independent practice; and
3. gained a minimum of seven years practical experience since graduation; and
4. spent at least two years in responsible charge of significant engineering work; and
5. maintained their continuing professional development at a satisfactory level.

You need to have a degree accredited or recognised by ECSA, which includes those recognised through the Washington Accord, to comply with 1 above, and to be registered as a professional engineer with ECSA to comply with 2 above.

### **B. General:**

Your application for registration on the International Register of Professional Engineers will be considered only if the following documents are submitted:

- Completed Application Form (AA1.1 & AA1.2).
- Completed Experience Report (Forms AA2.1), one for each experience period, which should in total not exceed 2 000 words, and a Summary of Experience Reports (Form AA2.2).
- Referee Reports, each duly completed on Form AA4.1 & AA4.2.
- Record of Continuing Professional Development (CPD).

Please note the following:

- The submitted information must be complete, on the prescribed forms and all questions must be answered.
- In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- **Application fee** must accompany the Application. **NB. – See item 5 below.**
- Before submission of an application, ensure that the referees are indeed willing to submit their referee reports.
- Your application will be considered only when the referee reports have been received by the Council. If a referee report does not reach Council within a reasonable time, you will be notified accordingly. You will then be expected to get in touch with the referee on the matter.
- Each applicant will be informed of the Council's decision as soon as it becomes available, and no telephonic information regarding the progress of any application will be given.

Please note also that it is your responsibility to ensure that all reports reach Council's offices timeously.

### **C. The Application Form:**

The following information is given to assist applicants to complete this form - the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.
2. **Qualifications:**
  - This should include all educational qualifications but specifically your first engineering degree. Please ensure that certified copies of qualifications for which ECSA has no record, i.e. those obtained after registration are submitted with your application. Copies of a certified copy are not acceptable.
  - Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.

**3. Previous / Current Registration or Application Details:**

You must provide your current registration details as a Professional Engineer as this is a pre-requisite for entry to the International Register of Professional Engineers. If you have previously applied for registration in any category, or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in the relevant block. If you are currently registered in another category, also complete the appropriate block.

**4. Membership of recognised Voluntary Associations:**

A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee. Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies not recognised may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**5. Application and Annual Fees:**

The **Annual fee** is considered as a "dual registration" and is covered by the Annual Fee for registration as a **Professional Engineer** or contact the Council's offices at (011) 607-9500 to determine the current fee. **Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form.

**6. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of at least two referees, who have personal knowledge of the applicant's professional performance and engineering experience. Referees must be registered with ECSA as a Professional Engineer. Under certain circumstances, the foreign equivalents to the above category may be accepted.

Referees may be chosen from the following:

- |                          |  |
|--------------------------|--|
| (a) Immediate supervisor | (b) Colleague at a higher or the same level, involved with your work |
| (c) Indirect supervisor  | (d) Colleague not directly involved with your work                   |
| (e) Client               | (f) Employer   |

Use Form AA3 for formal correspondence with each referee, and enclose copies of the referee report (Form AA4.1 & AA4.2), the guideline for referees (Sheet AA4), and a copy of Form AA2.2. It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**7. Declaration:**

Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(13/04/2012) Form **AA2.1**

**EXPERIENCE REPORT**  
**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERS**

Page No: \_\_\_\_ of \_\_\_\_

Surname and Initials: \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
(e.g. Civil/Mech etc.)

Consult the enclosed Information Sheet (Sheet AA2) before completing this report.

Period No:	Date from:	to:	No of weeks:
Employer's Name and Address:		Position held:	
Supervisor's Name and Address:		Supervisor's Signature:	
ECSA Registration No:		Date:	

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) Form **AA2.2**

**SUMMARY OF EXPERIENCE REPORTS : INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERS**

**Surname and Initials:** \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
 (e.g. Civil / Mech etc.)  
 First complete a Form AA2.1 for each period.

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total Weeks:</b>						

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) Sheet **AA2**

## Information Sheet for completion of the Experience Report

Your application for registration on the International Register of Professional Engineers must be accompanied by the Experience Report (**Forms AA2.1**) in which your engineering experience from the date of obtaining your registration as a professional engineer to the date of application is recorded in chronological order and typed or printed in black ink.

- Use a separate form for each experience period.
- Number the periods in chronological order, which may not overlap.
- Cover generally the period from registration as a Pr Eng to date of application, with special reference to the last seven years.

An experience period ends when:

- your work environment has changed, e.g. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your experience is interrupted (for instance by study or prolonged illness).

The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form AA2.2**). Ensure that each Form AA2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct. If supporting documentation is appended, sign each document and indicate to which experience period it refers.

In the Experience Report on each period (Form AA2.1) you are expected to show how your engineering experience meets the EMF's requirements given on Sheet AA1.1. Cover, where applicable, such points as:

- |   |                                    |                                 |
|---|------------------------------------|---------------------------------|
| • Your responsibility in a task                                 | • Your own contributions in a task | • Organogram with your position |
| • Objective of each major task                                  | • Information base used            | • Method of problem analysis    |
| • Method of arriving at a solution                              | • Criteria used in evaluation      | • Communication on a task       |
| • Interaction with other disciplines                            | • Preparation of documentation     | • Compliance with regulations   |
| • Management of materials, machines, manpower, methods or money |                                    |                                 |
| • Handling of hazards and/or environmental aspects              |                                    |                                 |
| • Completion of courses relevant to your profession.            |                                    |                                 |

Your attention is specifically drawn to the requirement "spent at least two years in responsible charge of significant engineering work"; at least one Form AA2.1 must be used specifically for this requirement.

**The total Experience Report should not exceed 2000 words.**

(13/04/2012) Form **AA3**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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Fax: +27 11 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

Website: [www.ecsa.co.za](http://www.ecsa.co.za)



**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERS**

.....  
**Name of Referee** **Date**

**Address:** .....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Registration on the International Register of Professional Engineers** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms AA4.1 & AA4.2 and consult the guideline for referees (Sheet AA4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** **Name of Applicant** *(Please print)*

**Address:** .....  
.....  
..... **Postal Code** .....

**Telephone No:** ..... **Cell No:** .....

Engineering Council of South Africa

(13/04/2012) Form **AA4.1**

**REFEREE REPORT**  
**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERS**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet AA4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

1. **Name of Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **General Information:**

(a) My **personal** knowledge of the applicant's engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of:

Mentor	Colleague	Supervisor	Employer	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please state relationship \_\_\_\_\_

3. **Applicant's Engineering Experience:** (Referee's evaluation)

In my opinion, the applicant's involvement in the engineering work described in his experience report, was as follows:

TASK or PROJECT <small>(Please refer to period no. in applicant's training report and indicate core description of work)</small>	Level of responsibility - <small>(please check ✓)</small>	Full Involvement In		Only Exposure to	
		full task	part of task	Full Task	part of task
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				

/...

**4. Evaluation of Competence and Development:**

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of engineering	Adequate, but occasionally requiring amendments	Frequently Requiring Amendments	Do Not Know
Problem solving ability					
Application of engineering principles					
Engineering judgement					
Management:					
Time					
Finance and control					
Communication:					
Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

**5. Specific comments** on Applicant's ability, his/her competence, development and limitations:

\_\_\_\_\_

\_\_\_\_\_

**6. Referee's Recommendation:**

I regard the applicant competent to be registered on the **International Register of Professional Engineers:**

Yes	No	No comment	Do not know

**7. Declaration by Referee:** I hereby confirm that I am conversant with the requirements for registration on the International Register of Professional Engineers as set out in the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:** \_\_\_\_\_ **Title of Position held:** \_\_\_\_\_

**Qualifications:** \_\_\_\_\_

**ECSA Registration:** \_\_\_\_\_ **Registration No:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Tel/Cell. No:** \_\_\_\_\_

**Signature of Referee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please post to:

⇒ **The Chief Executive Officer ● Engineering Council of South Africa**  
**Private Bag X691 ● BRUMA ● 2026**

The Engineering Council of South Africa

(13/04/2012) Sheet **AA4**

## **REFEREE GUIDELINE**

for the Completion of the Referee Report  
International Register of Professional Engineers

### **1. Entry Requirements for Registration on the International Register of Professional Engineers**

In terms of the EMF Agreement, the following requirements for entry to the register must be met by the applicant. Applicants must have:

- (a) reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering degree accredited by an organisation holding full membership of, and acting in accordance with the terms of, the Washington Accord; and
- (b) been assessed within their own economy as eligible for independent practice; and
- (c) gained a minimum of seven years practical experience since graduation; and
- (d) spent at least two years in responsible charge of significant engineering work; and
- (e) maintained their continuing professional development at a satisfactory level.

The applicant must have a degree accredited or recognised by ECSA including those recognised through the Washington Accord to comply with a) above, and be registered as a professional engineer with ECSA to comply with b) above.

### **2. Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration on the International Register of Professional Engineers with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

### **3. General**

The Council attaches great value to the information that is supplied by the referee.

The applicant has been advised that referees may be chosen in the following order of preference:

- |                          |   |
|--------------------------|---|
| (a) Immediate supervisor | (b) Colleague at a higher or the same level, involved with the applicant's work |
| (c) Indirect supervisor  | (d) Colleague not directly involved with the applicant's work                   |
| (e) Client               | (f) Employer  |

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

### **4. Motivation Of Recommendation For Registration**

It is necessary that the referee be able to motivate clearly and strongly his/her opinion in respect of the applicant's suitability to be placed on the International Register of Professional Engineers. The referee must, when supplying reasons, consider the minimum registration requirements, in other words the referee must be familiar with the requirements of the International Register of Professional Engineers. When signing the referee reports, referees declare that they are acquainted with the EMF requirements as well as these notes and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

### **5. Evaluation**

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the applicant's professional competence and ethics is required.

### **6. Confidentiality**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
<b>No</b>	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMEchE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010

26	STE	Society of Telkom Engineers	VA A0035	12 June 2008
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Category B				
	Acronym	Name	Reference Number	Date Recognised
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

Category C				
	Acronym	Name	Reference Number	Date Recognised
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a.</i> SAACE)	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
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39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
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42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

<b>Application and Annual Fees</b> <b>April 2012 to 31 March 2013</b> <b>(Vat included)</b>
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**Application Fees (VAT included) - see Note 1 re pro rata annual fees**
**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.

- c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

Registration Number: \_\_\_\_\_

Name & Surname: \_\_\_\_\_

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

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**NB:** Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **EMF A1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



Office Use
Ref.: _____

**APPLICATION FORM**  
**REGISTRATION AS A PROFESSIONAL ENGINEER**  
**For a Foreign Engineer Registered on the EMF International Register of Professional Engineers**

**NB:** Please consult the enclosed Information Sheets (Sheets EMF A1.1 & EMF A1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No:  Or		
Nationality:		Passport No. And Country:	Country of normal residence:	(Please paste - do not staple)
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):  Tel. No. (Work): (include area codes)		Title of Position held:		Tel. No. (Employer):  Fax No.: (include area codes)
E-mail:		E-mail:		

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: ..... Commissioner Of Oaths/  
Justice Of Peace: .....

**3. Registration in Country of Origin:**

Country of Origin:	
Name of Registering Body	

	Number	Date
Registration as a Professional/Chartered Engineer:		
Registration as an International Professional Engineer:		

**4. Membership of Engineering Associations in Country of origin and/or South Africa:**

(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership Grade and date accepted	Date of Application

**5. Application Fee:** (See Item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**6. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for registration as a **Professional Engineer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I authorise ECSA to exchange with my home registering body such personal and other information as may be necessary in terms of the EMF Agreement, its Rules and any directives of the International Register Coordinating Committee. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

*Office Use Only*

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

Engineering Council of South Africa

(13/04/2012) Sheet **EMF A1.1**

**Information Sheet for a Foreign Engineer registering as  
Professional Engineer who is registered on the  
EMF International Register of Professional Engineers**

**A. General:**

Your application for registration as a Professional Engineer will be considered only if the following documents are submitted:

- Completed application form (**Form EMFA1.1 & A1.2**).
- Certified copies of qualifications.
- Statement from Engineering Body in Country of origin verifying educational qualifications, membership and registration as a Professional/Chartered Engineer.
- Concise CV covering the period from acceptance as an International Engineer to the time of application.
- Record of Continuing Professional Development (CPD).

Please ensure the following:

- The submitted information must be complete, on the prescribed forms and all questions must be answered.
- Forms **EMF A1.1** and **A1.2** may be typed or printed clearly in black ink to ensure clear copying.
- The supporting documents must be typed and must be marked clearly for purposes of identification.
- The application fee for ECSA must accompany the application form (Cheques must be crossed and made out to "The Engineering Council of South Africa " or "ECSA".) (See item 5 below.)
- Do not bind the application documents together. A stapled application is preferred.
- Each applicant will be informed of the Council's decision as soon as it becomes available.

Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

**B. The Application Form:**

The following information is given to assist applicants to complete this form - the numbers refer to the equally numbered sections of the application form.

**1. General Information:**

Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.

**2. Qualifications:**

- This should specifically include your first engineering degree. Ensure that copies of all qualification documents are certified. Copies of a certified copy are not acceptable.
- Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.

**3. Registration in Country of Origin:**

Furnish details of your current Professional Registration and the name of the registering body.

**4. Membership of recognised Voluntary Associations:**

A list of South African associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of institutes/societies in your country of origin must be stated. Proof of current membership of such associations will qualify you for a reduction in your annual fee should your application be successful.

**5. Application and Annual Fees:**

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "**Finance**" or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**6. Declaration:**

Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

**Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
<b>No</b>	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
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**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
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  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
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- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

---

---

**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **BB1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: +27 11 607-9500  
 Fax: +27 11 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



<b>Office Use</b>
Ref.:

**APPLICATION FORM FOR REGISTRATION  
 INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERING  
 TECHNOLOGISTS**

**NB:** Please consult the enclosed Information Sheets (Sheets BB1.1 & BB1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No:  Or		
*Race Group: <small>Please tick the applicable block</small>	Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Passport No. and Country:	(Please paste - do not staple)
	Coloured <input type="checkbox"/>	White <input type="checkbox"/>	Country of normal residence:	
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final Examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

/...

**3. Previous/Current Registration or Application Details:** (e.g. Professional Engineering Technologist etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Date of Application

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**6. Referees:**

(1)	(2)	(3)

**7. Declaration:**

I, \_\_\_\_\_ (full names)  
hereby apply to be **Registered on the International Register of Professional Engineering Technologists** and undertake to abide by codes of practice and conduct applicable in jurisdictions where I may practice and to be bound by any terms and conditions imposed through the ETMF Agreement, its Rules and any directives of the International Register Co-ordinating Committee. I authorise ECSA to exchange with other signatories such personal and other data as may be necessary in terms of the above Agreement. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/**

**Justice of Peace:** .....

(Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

(Council's stamp)

Engineering Council of South Africa

(13/04/2012) Sheet **BB1.1**

**Information Sheet for Applicants applying for  
Registration on the International Register of Professional Engineering  
Technologists**

**A. Entry Requirements for Registration on the International Register of Professional Engineering Technologists:**

In terms of the Engineering Technologist Mobility Forum (ETMF) Agreement, the following requirements for entry to the register must be met by the applicant. Applicants must have:

1. reached an overall level of academic and experiential training at the point of entry to the register in question, which is substantially equivalent to the level determined to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of and acting in accordance with the terms of the Sydney Accord; and
2. gained a minimum of seven years practical experience since graduation; and
3. spent at least two years in responsible charge of significant engineering work; and
4. been assessed within their own economy as eligible for independent practice; and are registered, licensed or certified as engineering technologists within the relevant economy; and
5. maintained their continuing professional development at a satisfactory level.

The conclusion reached in (1) above does not imply that acceptable academic achievement may be demonstrated only within the context of an accredited engineering technology program, and other mechanisms that can be applied to assess the substantial equivalence of academic achievement through the alternative professional development routes that exist, or that are being established, will be considered.

You need to have an engineering technology degree/diploma/certificate accredited or recognised by ECSA, which includes those recognised through the Sydney Accord, to comply with 1 above, and to be registered as a professional engineering technologist with ECSA to comply with 4 above.

**B. General:**

Your application for registration on the International Register of Professional Engineering Technologists will be considered only if the following documents are submitted:

- Completed Application Form (BB1.1 & BB1.2).
- Completed Experience Report (Forms BB2.1), one for each experience period, which should in total not exceed 2 000 words, and a Summary of Experience Reports (Form BB2.2).
- Referee Reports, each duly completed on Form BB4.1 & BB4.2.
- Record of Continuing Professional Development (CPD).

Please note the following:

- The submitted information must be complete, on the prescribed forms and all questions must be answered.
- In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- **Application fee** must accompany the Application. **NB. – See item 5 below.**
- Before submission of an application, ensure that the referees are indeed willing to submit their referee reports.
- Your application will be considered only when the referee reports have been received by the Council. If a referee report does not reach Council within a reasonable time, you will be notified accordingly. You will then be expected to get in touch with the referee on the matter.
- Each applicant will be informed of the Council's decision as soon as it becomes available, and no telephonic information regarding the progress of any application will be given.

Please note also that it is your responsibility to ensure that all reports reach Council's offices timeously.

**C. The Application Form:**

The following information is given to assist applicants to complete this form - the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.

**2. Qualifications:**

- This should include all educational qualifications but specifically your first engineering technology degree. Please ensure that certified copies of qualifications for which ECSA has no record, i.e. those degrees, diplomas or certificates obtained after registration are submitted with your application. Copies of a certified copy are not acceptable.
- Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.

**3. Previous / Current Registration or Application Details:**

You must provide your current registration details as a Professional Engineering Technologist as this is a pre-requisite for entry to the International Register of Professional Engineering Technologists. If you have previously applied for registration in any category, or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in the relevant block. If you are currently registered in another category, also complete the appropriate block.

**4. Membership of recognised Voluntary Associations:**

A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee. Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies not recognised may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**5. Application and Annual Fees:**

The **Annual fee** is considered as a "dual registration" and is covered by the **Annual Fee for registration as a Professional Engineering Technologist** or contact the Council's offices at (011) 607-9500 to determine the current fee. **Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment **(1)** via the internet, or **(2)** you may ask your bank for a bank cheque to be made out to ECSA, **(3)** contact your bank's telephone banking division to make payment into ECSA's account or **(4)** by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form.

**6. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of at least two referees, who have personal knowledge of the applicant's professional performance and engineering experience. Referees must be registered with ECSA as a Professional Engineer or Professional Engineering Technologist. Under certain circumstances, the foreign equivalents to the above category may be accepted.

Referees may be chosen from the following:

- |                          |  |
|--------------------------|--|
| (a) Immediate supervisor | (b) Colleague at a higher or the same level, involved with your work |
| (c) Indirect supervisor  | (d) Colleague not directly involved with your work                   |
| (e) Client               | (f) Employer   |

Use Form BB3 for formal correspondence with each referee, and enclose copies of the referee report (Form BB4.1 & BB4.2), the guideline for referees (Sheet BB4), and a copy of Form BB2.2. It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**7. Declaration:**

Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(13/04/2012) Form **BB2.1**

**EXPERIENCE REPORT**  
**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERING TECHNOLOGISTS**

Page No: \_\_\_\_ of \_\_\_\_

**Surname and Initials:** \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
(e.g. Civil/Mech etc.)

Consult the enclosed Information Sheet (Sheet BB2) before completing this report.

<b>Period No:</b>	<b>Date from:</b> _____ <b>to:</b> _____	<b>No of weeks:</b>
<b>Employer's Name and Address:</b>		<b>Position held:</b>
<b>Supervisor's Name and Address:</b>		<b>Supervisor's Signature:</b>
<b>ECSA Registration No:</b>		<b>Date:</b>

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Information Sheet for completion of the Experience Report

Your application for registration on the International Register of Professional Engineering Technologists must be accompanied by the Experience Report (**Forms BB2.1**) in which your engineering experience from the date of obtaining your registration as a professional engineering technologist to the date of application is recorded in chronological order and typed or printed in black ink.

- Use a separate form for each experience period.
- Number the periods in chronological order, which may not overlap.
- Cover generally the period from registration as a Pr Tech Eng to date of application, with special reference to the last seven years.

An experience period ends when:

- your work environment has changed, e.g. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your experience is interrupted (for instance by study or prolonged illness).

The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form BB2.2**). Ensure that each Form BB2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct. If supporting documentation is appended, sign each document and indicate to which experience period it refers.

In the Experience Report on each period (Form BB2.1) you are expected to show how your engineering experience meets the EMF's requirements given on Sheet BB1.1. Cover, where applicable, such points as:

- |   |                                    |                                 |
|---|------------------------------------|---------------------------------|
| • Your responsibility in a task                                 | • Your own contributions in a task | • Organogram with your position |
| • Objective of each major task                                  | • Information base used            | • Method of problem analysis    |
| • Method of arriving at a solution                              | • Criteria used in evaluation      | • Communication on a task       |
| • Interaction with other disciplines                            | • Preparation of documentation     | • Compliance with regulations   |
| • Management of materials, machines, manpower, methods or money |                                    |                                 |
| • Handling of hazards and/or environmental aspects              |                                    |                                 |
| • Completion of courses relevant to your profession.            |                                    |                                 |

Your attention is specifically drawn to the requirement "spent at least two years in responsible charge of significant engineering work"; at least one Form BB2.1 must be used specifically for this requirement.

**The total Experience Report should not exceed 2000 words.**

ENGINEERING COUNCIL OF SOUTH AFRICA  
Private Bag X 691 • BRUMA • 2026  
Tel: +27 11 607-9500  
Fax: +27 11 622-9295  
E-mail: engineer@ecsa.co.za  
Website: www.ecsa.co.za



**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERING TECHNOLOGISTS**

.....  
**Name of Referee** ..... **Date** .....

**Address:** .....

.....

.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Registration on the International Register of Professional Engineering Technologists** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms BB4.1 & BB4.2 and consult the guideline for referees (Sheet BB4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** ..... **Name of Applicant** *(Please print)* .....

**Address:** .....

.....

..... **Postal Code** .....

**Telephone No:** ..... **Cell No:** .....

Engineering Council of South Africa

(13/04/2012) Form **BB4.1**

**REFEREE REPORT**

**INTERNATIONAL REGISTER OF PROFESSIONAL ENGINEERING TECHNOLOGIST**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet BB4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

1. **Name of Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **General Information:**

(a) My personal knowledge of the applicant's engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of:

Mentor	Colleague	Supervisor	Employer	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

3. **Applicant's Engineering Experience:** (Referee's evaluation)

In my opinion, the applicant's involvement in the engineering work described in his experience report, was as follows:

TASK or PROJECT <small>(Please refer to period no. in applicant's training report and indicate core description of work)</small>	Level of responsibility - (please check ✓)	Full Involvement In		Only Exposure to	
		full task	part of task	Full Task	part of task
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				
Period No: _____ From: _____ To: _____	Full: _____ Part: _____ No: _____				

l...

**4. Evaluation of Competence and Development:**

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of engineering	Adequate, but occasionally requiring amendments	Frequently Requiring Amendments	Do Not Know
Problem solving ability					
Application of engineering principles					
Engineering judgement					
Management:					
Time					
Finance and control					
Communication: Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

**5. Specific comments** on Applicant's ability, his/her competence, development and limitations:

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---

**6. Referee's Recommendation:**

I regard the applicant competent to be registered on the **International Register of Professional Engineering Technologists**:

Yes	No	No comment	Do not know

- 7. Declaration by Referee:** I hereby confirm that I am conversant with the requirements for registration on the International Register of Professional Engineering Technologists as set out in the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
Private Bag X691 ● BRUMA ● 2026

## **REFEREE GUIDELINE**

**for the Completion of the Referee Report**  
**International Register of Professional Engineering Technologists**

### **1. Entry Requirements for Registration on the International Register of Professional Engineering Technologists**

In terms of the ETMF Agreement, the following requirements for entry to the register must be met by the applicant. Applicants must have:

1. reached an overall level of academic and experiential training at the point of entry to the register in question, which is substantially equivalent to the level determined to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of and acting in accordance with the terms of the Sydney Accord; and
2. gained a minimum of seven years practical experience since graduation; and
3. spent at least two years in responsible charge of significant engineering work; and
4. been assessed within their own economy as eligible for independent practice; and are registered, licensed or certified as engineering technologists within the relevant economy; and
5. maintained their continuing professional development at a satisfactory level.

The applicant must have an engineering technology degree/diploma/certificate accredited or recognised by ECSA including those recognised through the Sydney Accord to comply with 1(a) above, and be registered as a professional engineering technologist with ECSA to comply with 1(b) above.

### **2. Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration on the International Register of Professional Engineering Technologists with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

### **3. General**

The Council attaches great value to the information that is supplied by the referee.

The applicant has been advised that referees may be chosen in the following order of preference:

- |                          |   |
|--------------------------|---|
| (a) Immediate supervisor | (b) Colleague at a higher or the same level, involved with the applicant's work |
| (c) Indirect supervisor  | (d) Colleague not directly involved with the applicant's work                   |
| (e) Client               | (f) Employer  |

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

### **4. Motivation Of Recommendation For Registration**

It is necessary that the referee be able to motivate clearly and strongly his/her opinion in respect of the applicant's suitability to be placed on the International Register of Professional Engineering Technologists. The referee must, when supplying reasons, consider the minimum registration requirements, in other words the referee must be familiar with the requirements of the International Register of Professional Engineering Technologists. When signing the referee reports, referees declare that they are acquainted with the ETMF requirements as well as these notes and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

### **5. Evaluation**

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the applicant's professional competence and ethics is required.

### **6. Confidentiality**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010

26	STE	Society of Telkom Engineers	VA A0035	12 June 2008
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<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	SAFPA	South African Fluid Power Association	VA C0039	26 November 2008
41	SAISC	South African Institute of Steel Construction	VA C0018	11 August 2011
42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

<b>Application and Annual Fees</b> <b>1 April 2012 to 31 March 2013</b> <b>(Vat included)</b>
---

**Application Fees (VAT included) - see Note 1 re pro rata annual fees****1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.

- c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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BRUMA 2026  
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Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

---

---

**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form A1.1**

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BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



Office Use
Ref: _____

**APPLICATION FORM**  
**REGISTRATION AS A PROFESSIONAL ENGINEER**

**NB:** Please consult the enclosed Information Sheets (Sheets A1.1 & A1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type)</i>
Date of Birth:		Identity No:  <i>Or</i>		
*Race Group: <small>Please tick the applicable block</small>	Asian	Black	Passport No. And Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance		Date of final examination	Office use
		from	to		

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

/...

**3. Previous / Current Registration or Application Details:** (e.g. Candidate Engineer, Professional Engineering Technologist, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Date of Application

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**6. Referees:**

(1)	(2)
-----	-----

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Registration as a Professional Engineer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

## **Information Sheet for Applicants applying for Registration as a Professional Engineer**

### **A. General:**

Your application for registration as a **Professional Engineer** will be considered only if the following documents are submitted:

- Completed Application Form (A1.1 & A1.2).
- Certified copies of Qualifications.
- Completed Training/Experience Report (Forms A2.1), one for each training/experience period, which should in total not exceed 2 000 words, and a Summary of Training/Experience Reports (Form A2.2).
- Completed forms, which are attached to the Discipline Specific Guidelines, if applicable.
- Referee Reports, each duly completed on Form A4.1 & A4.2. If training under a Commitment and Undertaking (C&U), one referee report **must** be from the registered mentor for the C&U concerned.

Please note the following:

- The submitted information must be complete, on the prescribed forms and all questions must be answered.
- In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- The supporting documents must be **typed** and must be **marked clearly** for purposes of identification.
- **Application fee** must accompany the Application. NB. See item 5 below.
- Do not bind the application documents together. A **stapled application** is preferred.
- Before submission of an application, ensure that the **Referees** are indeed willing to submit their Referee Reports.
- Your application for registration will be considered only when the referee reports have been received by the Council. If a referee report does not reach Council within a reasonable time, you will be notified accordingly. You will then be expected to get in touch with the referee on the matter.
- The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- Information regarding the progress of any application will not be given telephonically.

Please note also that it is **your** responsibility to ensure that all reports reach Council's offices timeously.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form - the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.
2. **Qualifications:**
  - This should specifically include your first engineering degree. Ensure that copies of all qualification documents are certified. Copies of a certified copy are not acceptable.
  - Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.
3. **Previous/Current Registration or Application Details:**

If you have previously applied for registration in any category, or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in the relevant block. If you are currently registered in another category, also complete the appropriate block.

/...

**4. Membership of recognised Voluntary Associations:**

A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**5. Application and Annual Fees:**

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**6. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of at least two referees, who have personal knowledge of the applicant's professional performance and engineering experience. Referees must be registered with ECSA either as a Professional Engineer, a Professional Engineering Technologist or a Professional Certificated Engineer, of which at least one must be a Professional Engineer. Under certain circumstances, the foreign equivalents to the above categories may be accepted.

Referees may be chosen in the following order of preference:

- |  |                          |
|--|--------------------------|
| (a) Mentor   | (b) Immediate supervisor |
| (c) Colleague at a higher or the same level, involved with your work | (d) Indirect supervisor  |
| (e) Colleague not directly involved with your work                   | (f) Employer             |
| (g) Client   |                          |

If you trained under a C&U, one referee report **must** be from your Mentor, who is registered against the C&U. Use Form A3 for formal correspondence with each referee, and enclose copies of the referee report (Form A4.1 & A4.2), a copy of Policy Statement R2/1A, the guideline for referees (Sheet A4), a copy of the Discipline Specific Guidelines and a copy of Form A2.2. It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**7. Declaration:**

Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

**Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.**

Engineering Council of South Africa

(13/04/2012) Form **A2.1**

**TRAINING/EXPERIENCE REPORT**  
**PROFESSIONAL ENGINEERS**

Page No: \_\_\_\_ of \_\_\_\_

Surname and Initials: \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
(e.g. Civil/Mech etc.)

Consult the enclosed Information Sheet (Sheet A2) before completing this report.

Period No:	Date from: _____ to: _____	Position held:	No of weeks:
Employer's Name and address:		Did you train under a Commitment and Undertaking (CU)? If yes, provide number of CU No:	Yes No No: _____
Supervisor's Name and address:		Supervisor's Signature:	
ECSA Registration No:		Date:	

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) Form **A2.2**

**SUMMARY OF TRAINING/EXPERIENCE REPORTS : PROFESSIONAL ENGINEERS**

**Surname and Initials:** \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
 (e.g. Civil / Mech etc.)

First complete a Form A2.1 for each period.

Period No.	From:	To:	Dates	No. of weeks	Employer	Post held	Subject and type of work
<b>Total Weeks:</b>							

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) Sheet **A2**

**Information Sheet**  
for completion of the  
**Training / Experience Report**

Your application for registration as a **Professional Engineer** must be accompanied by the Training/Experience Report (**Forms A2.1**) in which your engineering experience from the date of obtaining the first engineering degree to the date of application is recorded in chronological order and typed or printed in black ink.

- Use a separate form for each training/experience period.
- Number the periods in chronological order, which may not overlap.
- Cover the period from graduation to date of application.

A training/experience period ends when:

- your work environment has changed, e.g. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your training is interrupted (for instance by study or prolonged illness).

The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Reports (**Form A2.2**). Ensure that each Form A2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct. If supporting documentation is appended, sign each document and indicate to which training/experience period it refers.

In the Training/Experience Report on each period (Form A2.1) you are expected to show how your engineering experience meets ECSA's requirements (see Policy Statement R2/1A and the Discipline Specific Guidelines).

- Write in the 1<sup>st</sup> person.
- Describe the work you did. Do not just list tasks and projects but explain your role – to what degree you were exposed or actually responsible for the work done.
- Do not spend more than one paragraph describing the project you worked on.
- Organograms should show who you work with and should show your position, one level above and one level below your position in the organisation.

The following are points that could be included in your Training/Experience Reports (Form A2.1) and are extracted from Policy Statement R2/1A and Discipline Specific Guidelines. Cover, where applicable, such points as:

- |   |                                     |   |
|---|-------------------------------------|---|
| • Your responsibility in a task                                 | • Your own contributions in a task  | • Organogram with your position                 |
| • Objective of each major task                                  | • Information base used             | • Method of problem analysis                    |
| • Method of arriving at a solution                              | • Criteria used in evaluation       | • Communication on a task                       |
| • Interaction with other disciplines                            | • Preparation of documentation      | • Compliance with regulations                   |
| • Contracts and conditions of contract                          | • Occupation, Health and Safety Act | • Finance and the build up of the cost of a job |
| • Management of materials, machines, manpower, methods or money |                                     |   |
| • Handling of hazards and/or environmental aspects              |                                     |   |
| • Completion of courses relevant to your profession.            |                                     |   |

Mature applicants: i.e those with at least 15 years of post graduate experience, need not hand in lengthy experience reports (Form A2.1) in respect of the earlier years of their career. A brief description, in bullet form, of the type of work undertaken for each training/experience period will suffice. This earlier part of the applicant's experience may be verified by means of an affidavit. The last five years of the experience, must however, be reported on in detail and must be verified by supervisors/senior colleagues. The professional attributes or training objectives specified in Policy Statement R2/1A and in the relevant discipline specific guidelines remain the basic requirements for registration. Hence mature applicants must provide evidence of engineering experience at an acceptable level and of sufficient variety in order that the evaluating committee is placed in a position to be able to assess the application.

**The total Training/Experience Report should not exceed 2000 words.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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Fax: (011) 622-9295

E-mail: engineer@ecsa.co.za

Website: www.ecsa.co.za



**PROFESSIONAL ENGINEERS**

.....  
**Name of Referee**

.....  
**Date**

**Address:** .....

.....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Registration as a Professional Engineer** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms A4.1 & A4.2 and consult the guideline for referees (Sheet A4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document **direct** to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

.....  
**Name of Applicant** (Please print)

**Address:** .....

.....  
.....

**Postal Code:** .....

**Telephone No:** .....

**Cell No:** .....

Engineering Council of South Africa

(13/04/2012) Form **A4.1**

**REFEREE REPORT : PROFESSIONAL ENGINEERS**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet A4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

**1. Name of Applicant:**

**Address:**

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---

**2. General Information:**

(a) My personal knowledge of the applicant's engineering training extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of: (Please tick  appropriate block)

<b>Mentor *</b>	<b>Colleague</b>	<b>Supervisor</b>	<b>Employer</b>	<b>Other (Describe)</b>

\* If the association with the applicant was that of a mentor, provide the C&U No: \_\_\_\_\_

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please state relationship \_\_\_\_\_

**3. Applicant's Engineering Experience:** (Referee's evaluation)

In my opinion, the applicant's involvement in the engineering work described in his training report, was as follows:

TASK or PROJECT <small>(Please refer to period no. in applicant's training report and indicate core description of work)</small>	Level of responsibility - <small>(please check ✓)</small>	Full involvement in		Only exposure to	
		full task	part of task	full task	part of task
Period No: _____ From: _____ To: _____	Full: Part: No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period No: _____ From: _____ To: _____	Full: Part: No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period No: _____ From: _____ To: _____	Full: Part: No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period No: _____ From: _____ To: _____	Full: Part: No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

/...

-2-

(13/04/2012) **Form A4.2****4. Evaluation of Competence and Development:** Meeting the requirements of ECSA and the Discipline Specific Guidelines

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of engineering	Adequate, but occasionally requiring amendments	Frequently requiring amendments	Do Not Know
Problem solving ability					
Application of engineering principles					
Engineering judgement					
Management:					
Time					
Finance and control					
Communication:					
Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

**5. Specific comments** on Applicant's ability to assume responsibility as a Professional Engineer, his/her competence, development and limitations:

---



---

**6. Referee's Recommendation:**I regard the applicant competent to be registered as a **Professional Engineer**:

Yes	No	No comment	Do not know

**7. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1A as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
Private Bag X691 ● BRUMA ● 2026

## **REFEREE GUIDELINE**

### **for the completion of the Referee Report**

### **Professional Engineers**

#### **1. AIM**

The referee report is a necessary and supplementary document to the applicant's application for registration as a professional engineer with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

#### **2. GENERAL**

A professional responsibility rests on the professional engineer to provide guidance to the applicant during his/her professional development. This task also includes the correct and accurate completion of the report. The Council attaches great value to the information that is supplied by the referee. There is no reason why internal mentors cannot act as referees or give assistance to referees or employers in respect of these aspects during the applicant's period of training.

The applicant has been advised that referees may be chosen in the following order of preference:

- (a) Mentor
- (b) Immediate supervisor
- (c) Colleague at a higher or the same level, involved with the applicant's work
- (d) Indirect supervisor
- (e) Colleague not directly involved with the applicant's work
- (f) Employer
- (g) Client

If the applicant trained under a C&U, the registered mentor for the C&U concerned, **must** provide one of the referee reports. The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

#### **3. MOTIVATION OF RECOMMENDATION FOR REGISTRATION**

It is necessary that the referee or employer be able clearly and strongly to motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum registration requirements, in other words the referee, himself/herself must be familiar with the content of the Council's Statement of Policy R2/1A (Acceptable Engineering Work for Candidate Engineers for Registration as Professional Engineers), variety of experience in relation to the functions and nature as well as the correct standard of training.

When signing the referee reports, referees declare that they are acquainted with Council's Policy Statement R2/1A as well as these notes and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

#### **4. EVALUATION**

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the applicant's ethical and professional competence is required.

#### **5. CONFIDENTIALITY**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a.</i> SAACE)	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	SAFPA	South African Fluid Power Association	VA C0039	26 November 2008
41	SAISC	South African Institute of Steel Construction	VA C0018	11 August 2011
42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours

- per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(17/05/2012) **Form B1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



<b>Office Use</b>
Ref.: .....

**APPLICATION FORM**  
**REGISTRATION AS A PROFESSIONAL ENGINEERING TECHNOLOGIST**

**NB:** Please consult the Information Sheets (Sheets B1.1 & B1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		<b>PHOTOGRAPH</b> <i>(Passport-type. Please paste - do not staple)</i>  <i>Alternatively, insert electronically in JPEG or similar format</i>
Date of Birth:		Identity No:		
		or		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level) (List of subjects to be provided on Form B1.3)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

**3. Previous / Current Registration or Application Details:** (eg. Candidate Engineering Technologist, Registered Lift Inspector, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of Act No 46 of 2000** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is transferred electronically.

**6. Referees:**

(1)	(2)	(3)
E-mail: Tel No:	E-mail: Tel No:	E-mail: Tel No:

**7. Declaration:**

I, \_\_\_\_\_ (full names)  
 hereby apply for **Registration as a Professional Engineering Technologist** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)



## **Information Sheet for Applicants Applying for Registration as a Professional Engineering Technologist**

This document briefly sets out the information required by  
the Registration Committee to evaluate applications.

### **A. General:**

- **All applicants should read, understand and provide all the information/documentation required in Sheets B1.1, B1.2, B2.1, B2.2, B4 and B5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
- The onus is on the Applicant to provide all the evidence for consideration of the Council. The evidence must demonstrate/show competency in accordance with the specification requirements of Policy Statement R2/1B: Acceptable Engineering Work for Registration of a Professional Engineering Technologist.
- Your application will only be considered by the Council if the following documents are submitted:
  - ⇒ **Completed Application Form (B1.1 & B1.2).**
  - ⇒ **Certified copies of qualifications.**
  - ⇒ **Completed detailed information on Qualifications (Form B1.3).**
  - ⇒ **Completed Experience Report (Forms B2.1), for each experience period and a Summary of Experience Reports (Form B2.2).**
  - ⇒ **Completed recent Engineering Report (Form B2.3).**
  - ⇒ **Completed Educational Development Report (Form B18), if applicable.**
  - ⇒ **Referee Reports, each duly completed.(Form B4).**
  - ⇒ **Completed Initial Professional Development Report (Form B5).**
- All supporting documentation must be clearly identified. If you are unable to complete any of the sections, please explain the reasons in a covering letter.
- In completing all paper forms use type or print clearly in **black ink** and **minimum font size 10** to ensure clear copying. Forms may not be substituted but may be photocopied or recreated in electronic format.
- It is imperative to present records of only the most significant work and achievements. The Registration Committee considers that an application of fifty (50) A4 pages or less, is sufficient to assess an applicant and that longer presentations may not be to the applicant's advantage.
- Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- If you are in doubt regarding any aspects please contact the Council's offices.
- The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- Information regarding the progress of any application will not be given telephonically.

Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

For registration as a Professional Engineering Technologist applicants must have the benchmark academic qualification and three years of approved experience as a technologist, of which at least a minimum of one year must be in a position of acceptable engineering responsibility. If the applicant does not have the benchmark academic qualification (BTech), their application will be considered by the **alternate route**. The difference must be made up by extended periods of both engineering experience and responsibility. The exact periods will depend upon the level of the qualifications held by the applicant. It must be clearly understood that the work which the candidates are doing or have done, as well as the submission of the completed **Educational Development Report (Form B18)** and the **Initial Professional Development Report (Form B5)**, are important factors in determining registrability.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type photograph of the applicant is required.
2. **Qualifications:**
  - Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)

- If your documents are not in English, please supply certified translations.
- The benchmark academic qualification required by Council for registration is a BTech degree awarded by a South African University of Technology or Comprehensive University.

### 3. Previous / Current Registration or Application Details:

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

### 4. Membership of recognised Voluntary Associations:

A list of associations is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

### 5. Application and Annual Fees:

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment **(1)** via the internet, or **(2)** you may ask your bank for a bank cheque to be made out to ECSA, **(3)** contact your bank's telephone banking division to make payment into ECSA's account or **(4)** by credit card by phoning our Accounts Department. When making the deposit please ensure that your name and initials are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "**Finance**" or contact the Council's offices at (011) 607-9500 to determine the current fee.

### 6. Referees:

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of three referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as a Professional Engineering Technologist or a Professional Engineer, and in exceptional circumstances a Professional Certificated Engineer or a Professional Engineering Technician, of which one must be a direct supervisor. In case of the supervisor not being registered with ECSA a forth registered referee must be provided.

Use Form B3 for formal correspondence with each referee, and enclose copies of the referee report (Form B4) and the guideline for referees (Sheet B4). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

### 7. Declaration: Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- if the applicant has been removed from an office of trust on account of improper conduct;*
- has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Consult the Information Sheet (Sheet B2) before completing this report.

Engineering Council of South Africa					
Training and Experience Report Form B2.1 (17/5/2012)					
As part of the Application for Registration as Professional Engineering Technologist					
Applicant's Name			Applicant's Signature	Date:	
Period No:	Start date:	End date:	No of weeks:	Position held:	
Employer's Name and Address for this period: (This is the employer and site at which the work took place, e.g. the site the applicant has been seconded to).			Did you train under a Commitment and Undertaking (CU)?	Yes	
				No	
			If yes, provide number of CU:	No:	
Supervisor's Name and Address:			Supervisor's Signature:		
ECSA Registration No:			Date:		
<b>Report:</b>					
Write in proper paragraphs in the first person singular. Compulsory paragraphs shown as *. Other fields should be selected as required.					
*Nature and purpose of this period of training or experience:					
*Discipline of Engineering: (Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, Mining)					
*Discipline Specific Field: (e.g. Power Transmission, Electronic Communication, Transportation, Structures, Automotive, Roads, etc.)					
*Organogram showing two levels above and below applicant (if present), with individual's name and ECSA registration category, if registered. Identify the applicant's supervisor:					
*Nature of problem(s) addressed in this period; method of analysis, developing solution and evaluation, decisions and judgement:					
Documentation, reports, presentations prepared:					
Management of materials, machines, manpower, methods or money, contracts:					
Interaction with clients, stakeholders and other disciplines:					
Health and safety considerations, hazards and environmental considerations; other legislation:					
*Applicant's contribution to the work; nature and degree of applicant's responsibility. Describe:			Degree of responsibility:		Tick:
			A. Being exposed		
			B. Assisting		
			C. Participating		
			D. Contributing		
E. Performing					

*For office use only: Level assessed for this period:*

Artisan/Specified Category	Technician	Technologist	Technologist + Complex	Engineer
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Engineering Council of South Africa

(17/05/2012) **Form B2.3****Engineering Report**

Use this form to submit a report under Outcomes 1 to 10 below in about 2500 to 3000 words on recent engineering work to which you have made a significant contribution. The report may cover conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing or planning at a broadly-defined level. Please also provide a sample relevant calculations and drawings as an addendum.

**Name of Applicant:**

<b><u>Designation of work and dates:</u></b> (<15 words)	
<b><u>Engineering brief and objective:</u></b> (<30 words)	
<b><u>Environment (Industry; Laboratory; Theory; Simulation)</u></b> (<15 words)	
<b><u>Short Summary</u></b> (State engineering problems; solutions in < 30 words)	
<b><u>Budget</u></b> (<10 words)	
<p><b><i>Broadly-defined engineering problems</i></b> have the following characteristics:</p> <ul style="list-style-type: none"> <li>(a) require coherent and detailed engineering knowledge underpinning the applicable technology area; <i>and one or more of:</i></li> <li>(b) are ill-posed, under- or over specified, requiring identification and interpretation into the technology area;</li> <li>(c) encompass systems within complex engineering systems;</li> <li>(d) belong to families of problems which are solved in well-accepted but innovative ways; <i>and one or more of:</i></li> <li>(e) can be solved by structured analysis techniques;</li> <li>(f) may be partially outside standards and codes; must provide justification to operate outside;</li> <li>(g) require information from practice area and sources interfacing with practice area that is complex and incomplete;</li> <li>(h) involves a variety of issues which may impose conflicting constraints: technical, engineering and interested or affected parties; <i>and one or both of:</i></li> <li>(i) requires judgement in decision making in practice area, considering interfaces to other areas;</li> <li>(j) have significant consequences which are important in practice area, but may extend more widely</li> </ul> <p><b><i>Broadly-defined engineering activities (BDEA)</i></b> have several of the following characteristics:</p> <ul style="list-style-type: none"> <li>a) <i>Scope</i> of practice area is linked to technologies used and changes by adoption of new technology into current practice;</li> <li>b) Practice area is located within a wider, complex <i>context</i>, requires teamwork, has interfaces with other parties and disciplines;</li> <li>c) Involve the use of a variety <i>resources</i>, including people, money, equipment, materials, technologies;</li> <li>d) Require resolution of occasional problems arising from <i>interactions</i> between wide-ranging or conflicting technical, engineering or other issues;</li> <li>e) Are <i>constrained</i> by available technology, time, finance, infrastructure, resources, facilities, standards and codes, applicable laws;</li> <li>f) Have significant <i>risks</i> and <i>consequences</i> in the practice area and in related areas.</li> </ul>	

**Guidelines on Outcomes to be covered in the report**

**Group A Outcomes: Engineering Problem Solving**

**Outcome 1: Define, investigate and analyse broadly-defined engineering problems encountered in your work:**

- 1.1 State how you interpreted the work instruction to the satisfaction of the client (acceptance criteria).
- 1.2 Describe how you analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result.

**Outcome 2: Design or develop a solution to broadly-defined engineering problems encountered in your work:**

- 2.1 Describe how you developed and analysed alternative approaches to do the work. Impacts checked.
- 2.2 State what the final solution to perform the work was, client in agreement

**Outcome 3: Comprehend and apply the knowledge embodied in widely accepted and applied engineering procedures and processes, systems or methodologies and those specific to the jurisdiction in which you practise as applied in your work:**

- 3.1 State what educational knowledge you used to execute the work.
- 3.2 State what standard procedures you used to do the design or work and on what theory these were based.

Report on the above:

**Group B Outcomes: Managing Engineering Activities**

**Outcome 4: Manage part or all of one or more broadly-defined engineering activities embodied in your work:**

- 4.1 State how you managed yourself, priorities, processes and resources in doing the work. (bar chart).
- 4.2 Describe your role and contribution in the work team.

**Outcome 5: Communicate clearly with others in the course of your engineering activity (broadly-defined engineering work):**

- 5.1 State how you reported back after completion of the work.
- 5.2 State how you issued instructions to entities working on the same task.

Report on the above:

**Group C Outcomes: Impacts of Engineering Activity**

**Outcome 6: Recognise and address the reasonable foreseeable social, cultural and environmental effects of your broadly defined engineering activity:**

- 6.1 Describe the social and environmental impact of this engineering activity.
- 6.2 State how you communicated mitigating measures to affected parties.

**Outcome 7: Meet all legal and regulatory requirements and protect the health and safety of persons in the course of your broadly-defined engineering activity:**

- 7.1 List the major laws and regulations applicable to this particular activity.
- 7.2 State how you obtained advice in doing risk management for this work.

Report on the above:

**Group D Outcomes: Exercise judgement, take responsibility and act ethically**

**Outcome 8: Conduct engineering activities ethically in executing your work:**

8.1 State how you identified ethical issues and affected parties and their interest.

8.2 Confirm that you are conversant and in compliance with ECSA's Code of Conduct.

**Outcome 9: Exercise sound judgement in the course of broadly-defined engineering activities encountered in your work:**

9.1 State the factors applicable to the work, their interrelationship.

9.2 Describe how you foresaw work consequences and evaluated situations in the absence of full evidence.

**Outcome 10: Be responsible for making decisions on part or all of broadly-defined engineering activities included in your work:**

10.1 State what theory you applied to justify decisions taken in doing engineering work.

10.2 State how you took responsible advice on any matter falling outside your own education and experience.

10.3 Describe how you took responsibility for your own work by evaluating your work output and revising any shortcoming.

Report on the above:

**Group E Outcome: Continued Professional Development**

**Outcome 11: Undertake professional development activities sufficient to maintain and extend your competence.**

Evidence of your competency development plan and independent learning ability must be given in the Initial Professional Development Report, Form B5

Signature of Applicant: \_\_\_\_\_

Date:

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor / Supervisor (printed):

Tel. No.:



Engineering Council of South Africa

(17/05/2012) **Sheet B2.1**

**Information Sheet**  
for completion of the  
**Experience Report / Engineering Report / Education Development Report**

1.1 Your application for registration as a **Professional Engineering Technologist** must be accompanied by the Experience Report (**Forms B2.1**) in which your engineering experience from the date of obtaining the first engineering qualification to the date of application is recorded in chronological order and typed or printed in black ink and minimum font size 10. If you have a BTech degree in Engineering, a minimum period of three years experience at professional technologist level of which at least one year must be in a position of responsibility, under the necessary supervision, is required.

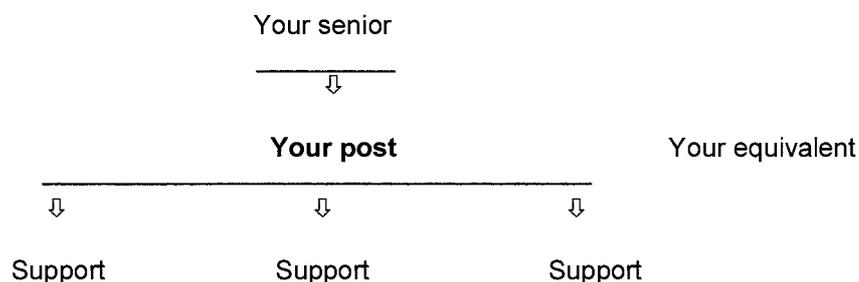
- Use a separate form for each experience period and approximately 200 words per form.
- Number the periods in chronological order, which may not overlap.
- Cover the period from first graduation to date of application.
- Provide full details of work done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than an engineering technician, or a specified category, like lifting machinery inspector, medical equipment maintainer, etc.

An experience period ends when:

- your work environment has changed, eg. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your experience is interrupted (for instance by study or prolonged illness).

1.2. The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form B2.2**). Ensure that each Form B2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, or if you are the owner of your own business, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct and give reasons why the supervisor signature cannot be obtained. Note that the Commissioner of Oaths stamp and signature is required on each experience report that is not signed by the supervisor.

1.3. Please include an Organogram indicating your degree of responsibility (example as shown):



Indicate on the organogram the names, qualifications, job titles and registration categories of the persons indicated.

1.4. The Experience Report (Form B2.1) must be set out in a way that clearly shows engineering knowledge applied (ultimately at BTech level) and responsibility carried by the applicant. It is incumbent on applicants to select and describe projects and tasks, which show their level of engineering knowledge and experience and clearly illustrates the applicant's own role and strategies devised to make these projects successful.

- 1.5. The description of your work should highlight special skills and expertise that you used in engineering practice. Mention particular engineering procedures and methods, which you followed and how you applied specialised knowledge and expertise to solve problems in the course of your work.
- 1.6. Representative sample copies of calculations, drawings or other relevant documents pertaining strictly to engineering work done by you, could be included only if essential to demonstrate your competence. Representative sample copies are adequate (not full documents). The documents must certify that you personally performed the work. Note that these documents should be A4 size and of a quality that would make clear copies, and that **your complete application, including these documents, should not be more than 50 pages.**
- 1.7. The use of obscure jargon and acronyms (without index) which relates to highly specialised fields is not acceptable and may confuse the issue and result in requests for clarification with consequent delays in processing applications.
- 1.8. All engineering experience, **not only experience obtained after obtaining your highest qualification**, must be submitted. For alternate route applicants, the experience report must cover at least the last 20 years (if applicable).
- 1.9. Describe any unique engineering development that you invented/developed and patents that you may hold. Also mention any engineering awards, commendations and prizes received and the dates these were received.
- 1.10. It is essential that the information supplied relates to engineering. Other activities which pertain indirectly to engineering may be considered but measurement of quantities, attendance at meetings and unrelated functions are not relevant. Management activities, where mentioned, must contain predominantly engineering content.
- 2.1. Use **Form B2.3** to submit a **recent engineering report, using at least BTech level knowledge**, of 2500 to 3000 words in total on major engineering work completed by yourself. Under each group of outcomes the following evidence must be provided:  
The reports must be written for the purpose of your application. While the report may be on major engineering work or a series of projects they are reports in which you reflect on your **engineering activities** that demonstrate the required level of competence and the **engineering responsibility** delegated to you.  
The engineering report must be of a nature that is representative of the engineering work done illustrating your own role and strategies devised to make the task successful. You should indicate your level of delegated specific engineering responsibility, independent judgement and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, interdisciplinary team working, financial implications and duration of the work have to be included. In addition the report should include the extent of your contribution to the engineering process such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing and planning.  
Your supervisor must sign the report.
- 3.1. The minimum academic qualification required for registration as a professional engineering technologist is an ECSA accredited BTech Degree in Engineering or equivalent obtained from a South African University of Technology or Comprehensive University. Applicants not in possession of this qualification must submit a completed **Educational Development Report** using **Form B18**.  
Your attention is drawn to the signatures required on the last page of the Education Development Report.

(17/05/2012) **Form B3****ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)Website: [www.ecsa.co.za](http://www.ecsa.co.za)**PROFESSIONAL ENGINEERING TECHNOLOGISTS****Name of Referee****Date****Address:**

Dear Sir / Madam

I have applied to the Engineering Council of South Africa for **Registration as a Professional Engineering Technologist** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Form B4 and consult the guideline for referees (Sheet B4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant****Name of Applicant** (Please print)**Address:****Postal Code:****Telephone No:****Cell No:**

Engineering Council of South Africa				
Referee Report on an Application for Registration as Professional Engineering Technologist Form B4 (17/5/2012)				
Applicant's Name				
Referee Name:	ECSA Registration Category	Registration Number		
Referee Employer and other details:				
My personal knowledge of the applicant's achievements extends:	From:	To:		
My personal relationship with the applicant is:	Unrelated	By birth	By marriage	
My professional relationship with the applicant is, for the period(s) shown:	Mentor	Supervisor	Employer	Colleague Client
I am conversant with the competency standard R-02-PT. I understand that the information will not be disclosed by ECSA unless required by law. I declare that the information provided is correct to the best of my knowledge.	Referee's Signature:  Date completed:			

#### Evaluation of the Applicant's Competence or state of Development

The level of competency required for registration as a Professional Engineering Technologist is defined in the Competency Standards, document R-02-PT. Competency is defined in terms of eleven outcomes and two level definitions, namely *broadly-defined engineering problems* and *broadly-defined engineering activities*. The applicant is expected to have demonstrated performance at a degree of responsibility appropriate to a Professional Engineering Technologist for at least one year.

As a referee, you are requested to rate the applicant against the outcomes as well as make a holistic evaluation.

Please use the following scale:

- CDC: The applicant consistently demonstrates competence
- CDI: The applicant demonstrated competence but not consistently
- CNDD: The applicant has not demonstrated competence but is developing
- CND: The applicant has not demonstrated competence
- X: I am unable to comment

Please enter your comments in the third column, giving your reasons for assigning the particular rating. When a rating CDI, CNDD, or CND is given, please clearly state the reason(s) for assigning this rating

Outcomes	Rating	Reason
<b>Group A: Engineering Problem Solving</b>		
1. Define, investigate and analyse broadly-defined engineering problems		
2. Design or develop solutions to broadly defined engineering problems		
3. Comprehend and apply the knowledge embodied in widely accepted and applied engineering procedures, processes, systems or methodologies and those specific to the jurisdiction in which he/she practices		
<b>Group B: Management of Engineering Activities</b>		
4. Manage part or all of one or more broadly-defined engineering activities		
5. Communicate clearly with others in the course of his or her engineering activities		
<b>Group C: Impacts of Engineering Activity</b>		
6. Recognise and address the reasonable foreseeable social, cultural and environmental effects of broadly defined engineering activities		
7. Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her broadly-defined engineering activities		
8. Conduct engineering activities ethically		
<b>Group D: Exercise judgement, take responsibility</b>		
9. Exercise sound judgement in the course of broadly-defined engineering activities		
10. Be responsible for making decisions on part or all of broadly-defined engineering activities		

<b>Group E: IPD</b>		
11. Undertake professional development activities sufficient to maintain and extend his or her competence		

**Optional: Further comments or additional information on the Applicant:**

--

<b>Viewed Holistically:</b>		
The applicant has demonstrated competence to be registered as a <b>Professional Engineering Technologist</b>		

**Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Competency Standards, document R-02-PT as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:**

**Title of Position held:**

**Signature of Referee:** \_\_\_\_\_ **Date:**

**Please post to:**

⇒ **The Chief Executive Officer ● Engineering Council of South Africa**  
**Private Bag X691 ● BRUMA ● 2026**

## REFEREE GUIDELINE for the Completion of the Referee Report Professional Engineering Technologists

**NOTE, from Sheet B1.2, paragraph 6:** "Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of three referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as a Professional Engineering Technologist or a Professional Engineer, and in exceptional circumstances a Professional Certificated Engineer or a Professional Engineering Technician, of which one must be a direct supervisor. In case of the supervisor not being registered with ECSA a forth registered referee must be provided."

### 1. COMPETENCY OF A PROFESSIONAL ENGINEERING TECHNOLOGIST

Professional Engineering Technologists are persons who, by virtue of a combination of education, training and experience have attained a level of competence, which enables them to apply engineering principles and techniques to the solution of engineering challenges of varying complexity in industry. Their training and experience can be relatively broadly based but they may also have specialised in a narrow field. Their work may include research, development, design, commissioning, maintenance and any other activity which requires their level of competence. Their stature is such that they may be in a position of responsibility in industry or consulting engineering practice.

Their decision making must be at an intellectual level requiring mature judgement, the ability to conceive, identify and optimise technical solutions beyond the mere comparison with accepted standards and norms. Implicit in the above is acceptance of full engineering responsibility for such decisions.

### 2. IMPLICATION OF REGISTRATION

The individual subscribes to and will adhere to the professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public.

### 3. COMPLETING THE REFEREE REPORT

#### 3.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Professional Engineering Technologist with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge that the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

#### 3.2 Motivation

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Competency Standards, document R-02-PT and ECSA's Rules of Conduct for Registered Persons (please refer to ECSA's website, [www.ecsa.co.za](http://www.ecsa.co.za)), and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

#### 3.3 Evaluation

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's ethical and professional competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and professional conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

### 4. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed.

### 5. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.

Engineering Council of South Africa

(17/05/2012) Form **B5**

<h2 style="margin: 0;">Professional Engineering Technologists</h2> <h3 style="margin: 0;">INITIAL PROFESSIONAL DEVELOPMENT REPORT (IPD)</h3> <p style="margin: 10px 0 0 0;">See enclosed Information Sheet (Sheet B5)</p>				
Name:				
Discipline:				
Itemise courses, workshops, conferences, symposia or congresses attended. <b>List these under the separate headings of engineering, management and computer courses.</b>				
Name or subject of item	Course Provider	Dates attended	Duration in hours	For use of Assessor
<b>Engineering Courses</b>				
<b>Management Courses</b>				
<b>Computer Courses</b>				

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Engineering Council of South Africa

(17/05/2012) **Sheet B5**

**Information Sheet**  
for completion of the  
**Initial Professional Development Report (Form B5)**

This form **must** be completed by all persons applying for registration as a Professional Engineering Technologist.

1. Initial Professional Development (IPD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

Engineering Council of South Africa

(17/05/2012) Form B18

**EDUCATIONAL DEVELOPMENT REPORT**

<b>A</b>	<b><u>INSTRUCTIONS</u></b>		
	<p>1. Applicants not in possession of an ECSA accredited B Tech (Eng) should complete this work based (experience) learning report. <b><u>WRITE A REPORT IN ABOUT 100 WORDS ON EACH CRITERION LISTED.</u></b></p> <p>2. Reports must include reference to <i>broadly-defined</i> practical examples in the work place demonstrating how the competencies were satisfied. (Additional supporting evidence may be attached, if necessary).</p> <p>3. This information can be provided from education or experience, or a combination of both.</p> <p>4. The applicant must sign the completed report and also obtain a signature from his/her supervisor.</p> <p>5. The applicant may be invited to an interview to expand and/or confirm this report.</p> <p><b><i>Broadly-defined engineering problems have the following characteristics:</i></b></p> <p>(a) require coherent and detailed engineering knowledge underpinning the applicable technology area; <i>and one or more of:</i></p> <p>(b) are ill-posed, under- or over specified, requiring identification and interpretation into the technology area;</p> <p>(c) encompass systems within complex engineering systems;</p> <p>(d) belong to families of problems which are solved in well-accepted but innovative ways; <i>and one or more of:</i></p> <p>(e) can be solved by structured analysis techniques;</p> <p>(f) may be partially outside standards and codes; must provide justification to operate outside;</p> <p>(g) require information from practice area and sources interfacing with practice area that is complex and incomplete;</p> <p>(h) involves a variety of issues which may impose conflicting constraints: technical, engineering and interested or affected parties.</p>		
<b>B.</b>	<b><u>APPLICANT'S PERSONAL DETAILS</u></b>		
	<b>Name:</b>		<b>Technical Qualifications:</b>
<b>C</b>	<b><u>EDUCATIONAL DEVELOPMENT REPORT (OUTCOMES BASED, DURING WORK EXPERIENCE)</u></b>		
	<b><u>Exit Level Outcome 1.</u> The applicant displays understanding of and the ability to apply the fundamentals of engineering in a selected sub-discipline together with the underpinning fundamentals of mathematics and natural science.</b>		
	<b><u>Item</u></b>	<b><u>Criteria</u></b>	<b><u>Development Report</u></b>
	1.1	State what mix of mathematical, natural science and engineering knowledge <u>you</u> applied in the solution of the <i>broadly-defined engineering problem</i> . State which theories and principles were used.	
	1.2	Describe how <u>you</u> analysed and modelled the engineering materials, components, systems or processes used and provide the motivation for the specific selection.	
	1.3	Describe the procedures applied for dealing with uncertainty and risk applicable to <u>your own</u> theoretical limitations and the use of specialists to do the work.	

<b>Exit Level Outcome 2. The applicant displays proficiency in engineering specialist fields of a selected engineering sub-discipline at the exit level.</b>		
<b>Item</b>	<b>Criteria</b>	<b>Development Report</b>
2.1	Describe how <u>you</u> analysed and defined a problem and identified the engineering knowledge and skills required for solving the problem.	
2.2	Describe how <u>you</u> generated possible solutions to the problem and how they were modelled, analysed and prioritised.	
2.3	State how <u>you</u> selected, formulated and presented the preferred solution.	
<b>Exit Level Outcome 3. The applicant displays proficiency in the use of engineering tools and IT support appropriate to the sub-discipline.</b>		
<b>Item</b>	<b>Criteria</b>	<b>Development Report</b>
3.1	Describe how <u>you</u> assess the method, skill or tool (including computer applications) for applicability to solving problems.	
3.2	Describe how <u>you</u> applied the method, skill or tool correctly to achieve the required result, and how this tested against the required results.	
<b>Exit Level Outcome 4. The applicant demonstrates design proficiency through substantial project work. The design problem meets the requirements of a broadly-defined engineering problem and the design approach is properly structured.</b>		
<b>Item</b>	<b>Criteria</b>	<b>Development Report</b>
4.1	Describe how <u>you</u> formulated the design problem and how the design process was managed.	
4.2	Describe how user needs, legislation, standards and resources were acquired and evaluated.	
4.3	Describe how <u>you</u> performed the design task, selecting a preferred solution out of alternatives, subject to relevant premises, assumptions and constraints.	
4.4	Describe how the selected design was evaluated in terms of impact and benefits and how this information was communicated in an engineering report.	
<b>Exit Level Outcome 5. The applicant displays proficiency in experimental or investigative and information handling methodology</b>		
<b>Item</b>	<b>Criteria</b>	<b>Development Report</b>
5.1	Describe the plan <u>you</u> devised to perform the investigation stating what information was used.	

<u>Item</u>	<u>Criteria</u>	<u>Development Report</u>
5.2	Describe the methodology <u>you</u> used to perform the analysis stating how the equipment and/or software was selected and used.	
5.3	From the data available, describe how information was derived, critically analysed and interpreted to reach conclusions.	
5.4	Describe how the purpose, process and outcomes of the investigation are recorded in an engineering report.	

**Exit Level Outcome 6. The applicant communicates in writing at the exit level of a BTech programme**

No entry required. Assessment will be done against evidence submitted in item 5 of the Engineering Report (Form B2.3).

**Exit Level Outcome 7. The applicant explains and analyses impacts of engineering technologies of the sub-discipline.**

No entry required. Assessment will be done against evidence submitted in item 6 of the Engineering Report (Form B2.3).

**Exit Level Outcome 8. The applicant explains ethical principles and analyses ethical issues.**

No entry required. Assessment will be done against evidence submitted in item 8 of the Engineering Report (Form B2.3).

**Additional requirements**

**Demonstrate knowledge and understanding of engineering management principles and apply these to one's own work, as a member and leader in a team and to manage projects.**

No entry required. Assessment will be done against evidence submitted in item 4 of the Engineering Report (Form B2.3).

**Engage in independent and life-long learning through well-developed learning skills.**

No entry required. Assessment will be done against evidence submitted in the Initial Professional Development Report (Form B5).

**Signature of Applicant: \_\_\_\_\_ Date:**

**Signature of Mentor / Supervisor: \_\_\_\_\_**

**Name of Mentor / Supervisor (printed):**

**Tel. No.:**

(17/05/2012)

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1. Application fee of R \_\_\_\_\_.
2. First page of Application Form is initialled by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of a minimum of three referees have been given.  
[The referee reports (Forms B4) must be sent under separate cover and the people chosen must be registered as either a Professional Engineer or a Professional Engineering Technologist. One report must be from a supervisor. If your supervisor is not registered with ECSA, four referee reports are required. Referee reports from your supervisors are preferable, and they should have played some mentoring or supervisory role in your career development.]
5. A photograph has been attached to Application Form B1.1.
6. Experience Reports covering **ALL** the experience gained completed on the forms provided (Forms B2.1 and B2.2). For alternate route candidates, for at least the last ten years. (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Experience Report.
8. Signatures of employer on each Experience Report.
9. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.
10. Organograms for the respective positions held by applicant signed by applicant and employer - Period and position (post held) must be indicated.
11. One Engineering report (paragraph 2.1 of Sheet B2.2) indicating the applicant's own contribution/role and responsibility in his/her work, signed by a supervisor.
12. Certified copies of certificates, diplomas, degrees, etc.
13. Completed Form B1.3 one for each qualification, where applicable.
14. Proof of membership of Voluntary Associations must be provided, where applicable.
15. Details of your Initial Professional Development (IPD) (using Form B5).
16. If you are not in possession of the BTech degree awarded by an ECSA accredited university of technology, the completed and signed Educational Development Report (Form B18).
17. **Ensure that your Application does not exceed 50 pages in total.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.

- f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

Do you have any disability (Please tick):

Yes	No
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If yes, state nature of Disability:

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**(17/05/2012) **Form C1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



<b>Office Use</b>
Ref.: _____

## APPLICATION FORM

### REGISTRATION AS A PROFESSIONAL ENGINEERING TECHNICIAN

**NB:** Please consult the Information Sheets (Sheets C1.1 & C1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		<b>PHOTOGRAPH</b> <i>(Passport-type. Please paste - do not staple)</i>  <i>Alternatively, insert electronically in JPEG or similar format</i>
Date of Birth:		Identity No:		
		<i>or</i>		
*Race Group: Please tick the applicable block	Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Passport No. and Country:	Country of normal residence:
	Coloured <input type="checkbox"/>	White <input type="checkbox"/>		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: .....

Commissioner Of Oaths/  
Justice Of Peace: .....

**3. Previous / Current Registration or Application Details:** (eg. Candidate Engineering Technician, Registered Lift Inspector, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is transferred electronically.

**6. Referees:**

(1)	(2)	(3)
E-mail: Tel No:	E-mail: Tel No:	E-mail: Tel No:

**7. Declaration:**

I, \_\_\_\_\_ (full names)  
hereby apply for **Registration as a Professional Engineering Technician** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

Engineering Council of South Africa

(17/05/2012) Sheet **C1.1**

## **Information Sheet for Applicants Applying for Registration as a Professional Engineering Technician**

This document briefly sets out the information required by  
the Registration Committee to evaluate applications.

### **A. General:**

- **All applicants should read, understand and provide all the information/documentation required in Sheets C1.1, C1.2, C2.1, C2.2, C4 and C5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
- The onus is on the Applicant to provide all the evidence for consideration of the Council. The evidence must demonstrate/show competency in accordance with the specification requirements of Policy Statement R2/1C: Acceptable Engineering Work for Registration of a Professional Engineering Technician.
- Your application will only be considered by the Council if the following documents are submitted:
  - ⇒ **Completed Application Form (C1.1 & C1.2).**
  - ⇒ **Certified copies of qualifications or courses..**
  - ⇒ **Completed Experience Report (Forms C2.1), for each experience period and a Summary of Experience Reports (Form C2.2).**
  - ⇒ **Completed recent Engineering Report (Form C2.3).**
  - ⇒ **Completed Outcomes Based Experience Report (Form C18), if applicable.**
  - ⇒ **Referee Reports, one from a supervisor, each duly completed. (Form C4).**
  - ⇒ **Completed Initial Professional Development Report (Form C5).**
- All supporting documentation must be clearly identified. If you are unable to complete any of the sections, please explain the reasons in a covering letter.
- In completing all paper forms use type or print clearly in **black ink** and **minimum font size 10** to ensure clear copying. Forms may not be substituted but may be photocopied or recreated in electronic format.
- It is imperative to present records of only the most significant work and achievements. The Registration Committee considers that an application of forty (40) A4 pages or less, is sufficient to assess an applicant and that longer presentations may not be to the applicant's advantage.
- Your application for registration will only be finalised when the Council has received all referee reports. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- If you are in doubt regarding any aspects please contact the Council's offices.
- The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.,
- Information regarding the progress of any application will not be given telephonically.

Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

For Registration as a Professional Engineering Technician applicants must have the benchmark academic qualification and three years of approved experience as a technician, of which at least a minimum of one year must be in a position of acceptable engineering responsibility. If the applicant does not have the benchmark academic qualification (NDip), their application will be considered by the **alternate route**. The difference must be made up by extended periods of both engineering experience and responsibility. The exact periods will depend upon the level of qualifications held by the applicant. It must be clearly understood that the work which the candidates are doing or have done, as well as the submission of the **Completed Outcomes Based Experience Report (Form C18)** and the **Initial Professional Development Report (Form C5)**, are important factors in determining registrability.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type photograph of the applicant is required.
2. **Qualifications:**
  - Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)
  - If your documents are not in English, please supply certified translations.
  - The benchmark academic qualification required by the Council for registration is a NDip diploma awarded by a South African University of Technology or Comprehensive University.

**3. Previous / Current Registration or Application Details:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**4. Membership of recognised Voluntary Associations:**

A list of associations is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**5. Application and Annual Fees:**

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment **(1)** via the internet, or **(2)** you may ask your bank for a bank cheque to be made out to ECSA, **(3)** contact your bank's telephone banking division to make payment into ECSA's account or **(4)** by credit card by phoning our Accounts Department. When making the deposit please ensure that your name and initials are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "**Finance**" or contact the Council's offices at (011) 607-9500 to determine the current fee.

**6. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as a Professional Engineering Technician, a Professional Engineering Technologist, Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.

**Referees may be chosen in the following order of preference:**

- (a) Immediate supervisor
- (b) Mentor
- (c) Indirect supervisor
- (d) Employer
- (e) Colleague at a higher level involved with your work (not more than one out of three referees).
- (f) Colleague at a higher level not directly involved with your work (not more than one out of three referees).
- (g) Client

Use Form C3 for formal correspondence with each referee, and enclose copies of the referee report (Form C4) and the guideline for referees (Sheet C4). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**7. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Consult the Information Sheet (Sheet C2) before completing this report.

Engineering Council of South Africa				
Training and Experience Report Form C2.1 (17/5/2012)				
As part of the Application for Registration as Professional Engineering Technician				
Applicant's Name			Applicant's Signature	Date:
Period No:	Start date:	End date:	No of weeks:	Position held:
Employer's Name and Address for this period: (This is the employer and site at which the work took place, e.g. the site the applicant has been seconded to).			Did you train under a Commitment and Undertaking (CU)?	Yes
				No
Supervisor's Name and Address:			Supervisor's Signature:	
			Date:	
ECSA Registration No:				
<b>Report:</b>				
Write in proper paragraphs in the first person singular. Compulsory paragraphs shown as *. Other fields should be selected as required.				
*Nature and purpose of this period of training or experience:				
*Discipline of Engineering: (Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, Mining)				
*Discipline Specific Field: (e.g. Power Transmission, Electronic Communication, Transportation, Structures, Automotive, Roads, etc.)				
*Organogram showing two levels above and below applicant (if present), with individual's name and ECSA registration category, if registered. Identify the applicant's supervisor:				
*Nature of problem(s) addressed in this period; method of analysis, developing solution and evaluation, decisions and judgement:				
Documentation, reports, presentations prepared:				
Management of materials, machines, manpower, methods or money, contracts:				
Interaction with clients, stakeholders and other disciplines:				
Health and safety considerations, hazards and environmental considerations; other legislation:				
*Applicant's contribution to the work; nature and degree of applicant's responsibility. Describe:			Degree of responsibility:	Tick:
			A. Being exposed	
			B. Assisting	
			C. Participating	
			D. Contributing	
			E. Performing	

**For office use only: Level assessed for this period:**

Artisan/Specified Category	Technician	Technologist	Technologist + Complex	Engineer
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Engineering Council of South Africa

(17/05/2012) **Form C2.3****Engineering Report**

Use this form to report in about 100 words per criterion on a major engineering task to which **you** have made a significant contribution. The report may cover conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing or planning at a well-defined level. Please also provide a sample relevant calculations and drawings as an addendum.

**Name of Applicant:**

Consult the Information Sheet (Sheet C2) before completing this report.

<b><u>Designation of Work:</u></b>	
<b><u>Date of Work:</u></b>	
<b><u>Engineering brief and objective:</u></b>	
<b><u>Environment:</u></b> (Industry; Laboratory; Theory; Simulation, etc)	
<b><u>Short Summary:</u></b> (State engineering problems; solutions)	
<b><u>Budget</u></b>	
<p><b><i>Well-defined engineering problems have the following characteristics:</i></b></p> <p>(a) can be solved mainly by practical engineering knowledge, underpinned by related theory; <i>and one or more of:</i></p> <p>(b) are largely defined but may require clarification;</p> <p>(c) are discrete, focused tasks within engineering systems;</p> <p>(d) are routine, frequently encountered, may be unfamiliar but in familiar context; <i>and one or more of:</i></p> <p>(e) can be solved by standardised or prescribed ways;</p> <p>(f) are encompassed by standards, codes and documented procedures; requires authorisation to work outside limits;</p> <p>(g) information is concrete and largely complete, but requires checking and possible supplementation;</p> <p>(h) involve several issues but few of these imposing conflicting constraints and a limited range of interested and affected parties; <i>and one or both of:</i></p> <p>(i) requires practical judgement in practice area in evaluating solutions, considering interfaces to other roleplayers;</p> <p>(j) have consequences which are locally important but not far reaching (wider impact are dealt with by others).</p> <p><b><i>Well-defined engineering activities (WDEA) have several of the following characteristics:</i></b></p> <p>a) Scope of practice area is defined by techniques applied; change by adopting new techniques into current practice;</p> <p>b) Practice area is located within a wider, complex <i>context</i>, with well-defined working relationships with other parties and disciplines;</p> <p>c) Work involves familiar, defined range of <i>resources</i>, including people, money, equipment, materials, technologies;</p> <p>d) Require resolution of <i>interactions</i> manifested between specific technical factors with limited impact on wider issues;</p> <p>e) Are <i>constrained</i> by operational context, defined work package, time, finance, infrastructure, resources, facilities, standards and codes, applicable laws;</p> <p>f) Have <i>risks</i> and <i>consequences</i> that are locally important but are generally not far reaching.</p>	
<b><u>Outcomes and Criteria</u></b>	
<b>Outcome 1: Define, investigate and analyse well-defined engineering problems encountered in your work:</b>	
1.1 State how <b>you</b> interpreted the work instruction to the satisfaction of the client (acceptance criteria).	

1.2 Describe how <u>you</u> analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result.	
<b>Outcome 2: Design or develop a solution to well-defined engineering problems encountered in your work:</b>	
2.1 Describe how <u>you</u> developed and analysed alternative approaches to do the work. Impacts checked.	
2.2 State what the final solution to perform the work was, client in agreement.	
<b>Outcome 3: Comprehend and apply the knowledge in established engineering practices and knowledge specific within your practice area as applied in your task:</b>	
3.1 State what educational knowledge <u>you</u> used to execute the work.	
3.2 State what standard procedures <u>you</u> used to do the design or work and on what theory these were based.	
<b>Outcome 4: Manage part or all of one or more well-defined engineering activities embodied in your work:</b>	
4.1 State how <u>you</u> managed yourself, priorities, processes and resources in doing the work (bar chart).	
4.2 Describe <u>your</u> role and contribution in the work team.	
<b>Outcome 5: Communicate clearly with others in the course of your engineering activities (well-defined engineering work):</b>	
5.1 State how <u>you</u> reported back after completion of the work.	
5.2 State how <u>you</u> issued instructions to entities working on the same task.	
<b>Outcome 6: Recognise the reasonably foreseeable social, cultural and environmental effects of your well-defined engineering activity (task):</b>	
6.1 Describe the social and environmental impact of this engineering activity.	
6.2 State how <u>you</u> communicated mitigating measures to affected parties.	
<b>Outcome 7: Meet all legal and regulatory requirements and protect the health and safety of persons in the course of your well-defined engineering activity (task):</b>	
7.1 List the major laws and regulations applicable to this particular activity.	
7.2 State how <u>you</u> obtained advice in doing risk management for the work.	

<b>Outcome 8: Conduct engineering activities ethically in executing your work:</b>	
8.1 State how <u>you</u> identified ethical issues and affected parties and their interest.	
8.2 Confirm that <u>you</u> are conversant and in compliance with ECSA's Code of Conduct.	
<b>Outcome 9: Exercise sound judgement in the course of well-defined engineering activities encountered in your work:</b>	
9.1 State the factors applicable to the work, their interrelationship.	
9.2 Describe how <u>you</u> foresaw work consequences and evaluated situations in the absence of full evidence.	
<b>Outcome 10: Be responsible for making decisions on part or all of well-defined engineering activities included in your work:</b>	
10.1 State how <u>you</u> applied theory to justify decisions taken in doing engineering work.	
10.2 State how <u>you</u> took responsible advice on any matter falling outside your own education and experience.	
10.3 Describe how <u>you</u> took responsibility for your own work by evaluating your work output and revising any shortcoming.	
<b>Outcome 11: Undertake professional development activities sufficient to maintain and extend your competence.</b>	
Evidence of your competency development plan and independent learning ability must be given in the Initial Professional Development Report, Form C5.	

Signature of Applicant: \_\_\_\_\_

Date:

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed:

Tel. No.:



Engineering Council of South Africa

(17/05/2012) Sheet C2

**Information Sheet**  
for completion of the  
**Experience / Engineering / Outcomes Based Experience Reports**

1. Your application for registration as a **Professional Engineering Technician** must be accompanied by the Experience Report (**Forms C2.1**) in which your engineering experience from the date of obtaining the first engineering qualification to the date of application is recorded in chronological order and typed or printed in black ink. If you have a National Diploma in Engineering, a minimum period of three years experience at professional technician level of which at least one year must be in a position of responsibility, under the necessary supervision, is required.
  - Use a separate form for each experience period and approximately 200 words per form.
  - Number the periods in chronological order, which may not overlap.
  - Cover the period from first graduation to date of application.
  - Provide full details of work done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman, learnership or a specified category like, lifting machinery inspector, medical equipment maintainer, etc.

An experience period ends when:

  - your work environment has changed, eg. when a major task or project has been completed;
  - your type of work has changed;
  - your responsibilities or level of function have changed (for instance, as in a promotion);
  - you have changed employer;
  - your experience is interrupted (for instance by study or prolonged illness).
2. The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form C2.2**). Ensure that each Form C2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, or if you are the owner of your own business, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct and give reasons why the supervisor signature cannot be obtained. Note that the Commissioner of Oaths stamp and sign each experience report that is not signed by the supervisor.
3. The Experience Report (**Form C2.1**) must be set out in a way that clearly shows your engineering knowledge (ultimately at NDip level) and skills applied. It is incumbent on applicants to select and describe tasks, which show your level of engineering knowledge and experience and clearly illustrates your own role and strategies devised to make these tasks successful.
4. The functions described must address your involvement and responsibility in engineering work. They should include but not be limited to:
  - Design, drafting, installation, calibration, commissioning, recommendation.
  - Operational management, maintenance, modification, development
  - Monitoring, manufacturing, economics, resources (including human resources) management.
5. Designs, calculations, reports, sketches and any other relevant documentation to support written submissions should be attached.
6. Please include an organogram for the last 3 years of your career, indicating your degree of responsibility and indicate on the organogram the names, qualifications, job titles and registration categories of the persons indicated.
7. Use **Form C2.3** to submit a recent single **engineering report** of 2000 to 3000 words in total. Under the criteria for each outcome the following evidence must be provided:  
The report must be written for the purpose of your application. While the report may be on a major engineering task or series of tasks it is a report in which you reflect on your **engineering activities** that demonstrate the required level of competence and the **engineering responsibility** delegated to you.  
The major engineering task must be of a nature that is representative of the engineering work that you have done illustrating your own role and strategies devised to make the task successful. You should indicate your level of delegated specific engineering responsibility, independent judgement and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, interdisciplinary team working, financial implications and duration of the task have to be included. In addition the report should include the extent of your contribution to the engineering process such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing and planning.  
Your supervisor must sign the report.
8. The minimum academic qualification required for registration as a professional engineering technician is an ECSA accredited National Diploma in Engineering or equivalent obtained from a South African University of Technology, or Comprehensive University. Applicants not in possession of this qualification should submit a completed **Outcomes Based Experience Report** using **Form C18**.  
Your attention is drawn to your signature and the signature of your supervisor required on the last page of the Outcomes Based Experience Report.

(17/05/2012) **Form C3****ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)Website: [www.ecsa.co.za](http://www.ecsa.co.za)**PROFESSIONAL ENGINEERING TECHNICIANS****Name of Referee****Date****Address:**

Dear Sir

I have applied to the Engineering Council of South Africa for **Registration as a Professional Engineering Technician** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Form C4 and consult the guideline for referees (Sheet C4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

**Name of Applicant** (Please print)

**Address:****Postal Code:****Telephone No:****Cell No:**

Engineering Council of South Africa				
Referee Report on an Application for Registration as Professional Engineering Technician				
Form C4 (17/5/2012)				
Applicant's Name				
Referee Name:	ECSA Registration Category	Registration Number		
Referee Employer and other details:				
My personal knowledge of the applicant's achievements extends:	From:	To:		
My personal relationship with the applicant is:	Unrelated	By birth	By marriage	
My professional relationship with the applicant is, for the period(s) shown:	Mentor	Supervisor	Employer	Colleague Client
I am conversant with the competency standard R-02-PN. I understand that the information will not be disclosed by ECSA unless required by law. I declare that the information provided is correct to the best of my knowledge.	Referee's Signature:			
	Date completed:			

#### Evaluation of the Applicant's Competence or state of Development

The level of competency required for registration as a Professional Engineering Technician is defined in the Competency Standards, document R-02-PN. Competency is defined in terms of eleven outcomes and two level definitions, namely *well-defined engineering problems* and *well-defined engineering activities*. The applicant is expected to have demonstrated performance at a degree of responsibility appropriate to a Professional Engineering Technician for at least one year.

As a referee, you are requested to rate the applicant against the outcomes as well as make a holistic evaluation.

Please use the following scale:

- CDC: The applicant consistently demonstrates competence
- CDI: The applicant demonstrated competence but not consistently
- CNDD: The applicant has not demonstrated competence but is developing
- CND: The applicant has not demonstrated competence
- X: I am unable to comment

Please enter your comments in the third column, giving your reasons for assigning the particular rating. When a rating CDI, CNDD, or CND is given, please clearly state the reason(s) for assigning this rating

Outcomes	Rating	Reason
<b>Group A: Engineering Problem Solving</b>		
1. Define, investigate and analyse well-defined engineering problems		
2. Design or develop solutions to well defined engineering problems		
3. Comprehend and apply the knowledge embodied in established engineering practices and knowledge specific to the jurisdiction in which he/she practices		
<b>Group B: Management of Engineering Activities</b>		
4. Manage part or all of one or more well-defined engineering activities		
5. Communicate clearly with others in the course of his or her engineering activities		
<b>Group C: Impacts of Engineering Activity</b>		
6. Recognise the reasonable foreseeable social, cultural and environmental effects of well-defined engineering activities		
7. Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her well-defined engineering activities		
8. Conduct engineering activities ethically		
<b>Group D: Exercise judgement, take responsibility</b>		
9. Exercise sound judgement in the course of well-defined engineering activities		

10. Be responsible for making decisions on part or all of well-defined engineering activities		
<b>Group E: IPD</b>		
11. Undertake professional development activities sufficient to maintain and extend his or her competence		

**Optional: Further comments or additional information on the Applicant:**

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**Viewed Holistically:**

The applicant has demonstrated competence to be registered as a <b>Professional Engineering Technician</b>		
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**Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Competency Standards, document R-02-PN as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:**

**Title of Position held:**

**Signature of Referee:** \_\_\_\_\_ **Date:**

**Please post to:**

⇒ **The Chief Executive Officer ● Engineering Council of South Africa**  
**Private Bag X691 ● BRUMA ● 2026**

## REFEREE GUIDELINE for the Completion of the Referee Report Professional Engineering Technicians

**NOTE, from Sheet C1.2, paragraph 6:** "Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of two but preferably three referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as a Professional Engineering Technician, a Professional Engineering Technologist, Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor."

### 1. COMPETENCY OF A PROFESSIONAL ENGINEERING TECHNICIAN

Professional Technicians are persons who execute work applying known and novel technology in a specific discipline, sub-discipline or a combination of disciplines, in an innovative manner, drawing on a broad base of expertise. They are people who perform a variety of functions, including but not limited to, design and draughting, installation, calibration, commissioning, servicing, repair, maintenance, operating, monitoring, manufacturing, economics and management of resources. The discipline and the work environment determine the number and the ratio of these functions practised. They understand fundamental principles underlying techniques and are competent to do calculations using mathematical formulas. They usually operate within standards, codes and procedures. Through their understanding of equipment and processes used they contribute to technical, financial, managerial and legal aspects of teams/projects. Their autonomy and competence enable evaluation, consultation, implementation and the taking of professional responsibility.

### 2. IMPLICATION OF REGISTRATION

The individual subscribes to and will adhere to the professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public.

### 3. COMPLETING THE REFEREE REPORT

#### 3.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Professional Engineering Technician with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge that the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

#### 3.2 Motivation

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Competency Standards, document R-02-PN and ECSA's Rules of Conduct for Registered Persons (please refer to ECSA's website, [www.ecsa.co.za](http://www.ecsa.co.za)), and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

#### 3.3 Evaluation

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's ethical and professional competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and professional conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

### 4. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed.

### 5. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.

Engineering Council of South Africa

(17/05/2012) Form C5

<b>Professional Engineering Technicians</b>  <b>INITIAL PROFESSIONAL DEVELOPMENT REPORT (IPD)</b>				
See enclosed Information Sheet (Sheet C5)				
<b>Name:</b>				
<b>Discipline:</b>				
<small>Itemise courses, workshops, conferences, symposia or congresses attended.</small> <b>List these under the separate headings of engineering, management and computer courses.</b>				
Name or subject of item	Course Provider	Dates attended	Duration in hours	For use of Assessor
<b>Engineering Courses</b>				
<b>Management Courses</b>				
<b>Computer Courses</b>				

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**Signature of Applicant**
**Date**

**Information Sheet**  
for completion of the  
**Initial Professional Development Report (Form C5)**

This form **must** be completed by all persons applying for registration as a Professional Engineering Technician.

1. Initial Professional Development (IPD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

Engineering Council of South Africa

(17/05/2012) Form C18

**OUTCOMES BASED EXPERIENCE REPORT**

<b>A</b>	<b><u>INSTRUCTIONS</u></b>		
	<p>1. Applicants not in possession of an ECSA accredited National Diploma should complete this work based (experience) learning report. <b>WRITE A REPORT IN ABOUT 100 WORDS ON EACH CRITERION LISTED.</b></p> <p>2. Reports must include reference to <i>well-defined</i> practical examples in the work place demonstrating how the competencies were satisfied. (Additional supporting evidence may be attached, if necessary).</p> <p>3. This information can be provided from education or experience, or a combination of both.</p> <p>4. The applicant must sign the completed report and also obtain a signature from his/her supervisor.</p> <p>5. The applicant may be invited to an interview to expand and/or confirm this report.</p> <p><i>Well-defined engineering problems have the following characteristics:</i></p> <p>(a) can be solved mainly by practical engineering knowledge, underpinned by related theory; and one or more of:</p> <p>(b) are largely defined but may require clarification;</p> <p>(c) are discrete, focused tasks within engineering systems;</p> <p>(d) are routine, frequently encountered, may be unfamiliar but in familiar context; and one or more of:</p> <p>(e) can be solved by standardised or prescribed ways;</p> <p>(f) are encompassed by standards, codes and documented procedures; requires authorisation to work outside limits;</p> <p>(g) information is concrete and largely complete, but requires checking and possible supplementation;</p> <p>(h) involve several issues but few of these imposing conflicting constraints and a limited range of interested and affected parties.</p>		
<b>B.</b>	<b><u>APPLICANT'S PERSONAL DETAILS</u></b>		
	<b>Name:</b>		<b>Technical Qualifications:</b>
<b>C</b>	<b><u>OUTCOMES BASED (DURING WORK) EXPERIENCE REPORT</u></b>		
	<p><b>Exit Level Outcome 1.</b> The applicant displays understanding of and the ability to apply a coherent range of discipline specific fundamental principles in engineering science and technology supported by established mathematical formulas to solve <i>well-defined</i> engineering problems.</p>		
<b><u>Item</u></b>	<b><u>Criteria</u></b>	<b><u>Experience Report</u></b>	
1.1	State what mix of mathematical, natural science and engineering knowledge <u>you</u> applied in the solution of the <i>well-defined engineering problem</i> . State which principles and laws were used.		
1.2	Describe how <u>you</u> analysed the engineering materials, components, systems or processes used and provide the motivation for the specific selection.		
1.3	Describe the procedures applied for dealing with uncertainty and risk applicable to <u>your own</u> theoretical limitations and the use of specialists to do the work.		

**Exit Level Outcome 2.** The applicant displays proficiency in discipline specific engineering techniques at exit level.

<u>Item</u>	<u>Criteria</u>	<u>Experience Report</u>
2.1	Describe how <u>you</u> analysed and defined a problem and identified the engineering knowledge and skills required for solving the problem.	
2.2	Describe how <u>you</u> generated possible solutions to the problem and how they were analysed and prioritised.	
2.3	State how <u>you</u> selected, formulated and presented the preferred solution.	

**Exit Level Outcome 3.** The applicant displays proficiency in the use of engineering tools and IT support appropriate to the discipline for the solution of *well-defined* engineering problems.

<u>Item</u>	<u>Criteria</u>	<u>Experience Report</u>
3.1	Describe how <u>you</u> assess the method, skill or tool (including computer applications) for applicability to solving problems.	
3.2	Describe how <u>you</u> applied the method, skill or tool correctly to achieve the required result, and how this tested against the required results.	

**Exit Learning Outcome 4.** The applicant demonstrates procedural design proficiency through project work. The design problem meets the requirements of a *well-defined engineering problem* and the design approach is properly structured.

<u>Item</u>	<u>Criteria</u>	<u>Experience Report</u>
4.1	Describe how <u>you</u> formulated the design problem and how the design process was managed.	
4.2	Describe how user needs, legislation, standards and resources were acquired and evaluated.	
4.3	Describe how <u>you</u> performed the design task, selecting a preferred solution out of alternatives, subject to relevant premises, assumptions and constraints.	
4.4	Describe how the selected design was evaluated in terms of impact and benefits and how this information was communicated in a technical report.	

**Exit Level Outcome 5.** The applicant displays proficiency in standardised experimental and research methodology

<u>Item</u>	<u>Criteria</u>	<u>Experience Report</u>
5.1	Describe the plan <u>you</u> devised to perform the investigation stating what information was used.	

<u>Item</u>	<u>Criteria</u>	<u>Experience Report</u>
5.2	Describe the methodology <u>you</u> used to perform the analysis stating the equipment and/or software used.	
5.3	From the data available, describe how information was derived, analysed and interpreted to reach conclusions.	
5.4	Describe how the purpose, process and outcomes of the investigation are recorded in a technical report.	

**Exit Level Outcome 6. The applicant communicates in writing at the exit level of a NDip programme**

No entry required. Assessment will be done against evidence submitted in item 5 of the Engineering Report (Form C2.3).

**Exit Level Outcome 7. The applicant explains and analyses impacts of engineering activity addressing issues by defined procedures.**

No entry required. Assessment will be done against evidence submitted in item 6 of the Engineering Report (Form C2.3).

**Exit Level Outcome 8. The applicant understands and commits to professional ethical principles in engineering.**

No entry required. Assessment will be done against evidence submitted in item 8 of the Engineering Report (Form C2.3).

**Additional requirements**

**Demonstrate knowledge and understanding of engineering management principles and apply these to one's own work, as a member and leader in a technical team and to manage projects.**

No entry required. Assessment will be done against evidence submitted in item 4 of the Engineering Report (Form C2.3).

**Engage in independent and life-long learning through well-developed learning skills.**

No entry required. Assessment will be done against evidence submitted in the Initial Professional Development Report (Form C5).

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Mentor / Supervisor:** \_\_\_\_\_

**Name of Mentor/Supervisor printed:**

**Tel. No.:**

(17/05/2012)

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1. Application fee of R \_\_\_\_\_.
2. First page of Application Form is initialled by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of a minimum of three referees have been given.  
[The referee reports (Forms C4) must be sent under separate cover and the people chosen must be registered as either a Professional Engineer, a Professional Engineering Technologist or a Professional Engineering Technician. Referee reports from your supervisors are preferable, and they should have played some mentoring or supervisory role in your career development.]
5. A photograph has been attached to Application Form C1.1.
6. Experience Reports covering **ALL** the experience gained completed on the forms provided (Forms C2.1 and C2.2). (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Experience Report.
8. Signatures of employer on each Experience Report.
9. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.
10. Engineering report (paragraph 7 of Sheet C.2) indicating the applicant's own contribution/role and responsibility in his/her work, signed by a supervisor.
11. Details of your Initial Professional Development (IPD) (using Form C5).
12. Organograms for the respective positions held during the most recent 3 years by the applicant, signed by applicant and employer - Period and position (post held) must be indicated.
13. Certified copies of certificates, diplomas, degrees, etc.
14. Proof of membership of Institutions must be provided, where applicable.
15. If you are not in possession of the National Diploma awarded by an ECSA accredited university of technology, the completed and signed Outcomes Based Experience Report (Form C18).

**If any of the above, do not accompany the Application Form,  
your Application will be held in abeyance until receipt of the information.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours

- per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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BRUMA 2026  
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Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **D1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



Office Use
Ref: _____

**APPLICATION FORM**  
**REGISTRATION AS A PROFESSIONAL CERTIFICATED ENGINEER**

**NB:** Please consult the enclosed Information Sheets (Sheets D1.1 & D1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type)</i>	
Date of Birth:		Identity No:  <i>Or</i>			
*Race Group: <small>Please tick the applicable block</small>	Asian	Black	Passport No. and Country:	Country of normal residence:	<i>(Please paste - do not staple)</i>
	Coloured	White			
Home Address:		Postal Address:		Name & Address of present Employer:	
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):	
Tel. No. (Work): <small>(include area codes)</small>				Fax No.: <small>(include area codes)</small>	
Cell No.:				E-mail:	
E-mail:					

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level other than Government Certificates of Competency.)

Educational Institution	Qualification	Year obtained	Copies attached	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

/...

**3. Government Certificates of Competency:** (Complete for each certificate held)

Type of Certificate	Date Issued	Certificate Number	Office Use	Type of Certificate	Date Issued	Certificate Number	Office Use
MH&S Act – Electrical				MH&S Act – Manager (Metal)			
MH&S Act – Mechanical				MH&S Act – Managers (Coal)			
OH& S Act – Electrical				MS Act – Ch Eng Off : Forgn Going			
OH&S Act – Mechanical				xx	xxxxxx	xxxxxxx	

**4. Legal Appointments:** (Spanning a minimum of 1 Year NON-ACTING)

Act/Regulation under which Appointed	Date from	Date to	Employer	Copy attached

**5. Previous / Current Registration or Application Details:** (eg. Candidate Engineering Technologist, Professional Engineering Technician, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**6. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

**7. Application Fee:** (See item 7 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**8. Referees:**

(1)	(2)
-----	-----

**9. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Registration as a Professional Certificated Engineer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that the above appointment(s) required the possession of a Certificate of Competency as Mine Manager, Engineer or Chief Engineer Officer –Foreign Going referred to herein. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_  
on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

---

**Office Use Only**

Application fee: R \_\_\_\_\_  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

## Information Sheet for Applicants applying for Registration as a Professional Certificated Engineer

### A. General:

- (i) The Council will only consider your application for registration as a **Professional Certificated Engineer** if the following documents are submitted:
- ⇒ Completed Application Form (D1.1 & D1.2).
  - ⇒ Certified copies of qualifications.
  - ⇒ Certified copies of Certificate of Competency.
  - ⇒ Certified copies of applicable legal appointment documentation.
  - ⇒ Completed Training/Experience Report (Forms D2.1), one for each training/experience period and a Summary of Training/Experience Reports (Form D2.2).
  - ⇒ Referee/Employer Report(s), duly completed on Form D4.1 & D4.2.
  - ⇒ Pre-Registration Professional Development Report (Form D5).
- (ii) Please submit **complete** information.
- (iii) **All** questions must be answered.
- (iv) In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- (v) All supporting documents **must** be clearly marked for purposes of identification.
- (vi) **Application fee** must accompany the completed application. NB. See item 7 below.

Please note the following:

- ⇒ Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- ⇒ The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- ⇒ Information regarding the progress of any application will not be given telephonically.
- ⇒ Please note that it is **your** responsibility to ensure that all reports reach the Council's offices timeously.

Applicants who have a recognised qualification including a recognised certificate of competency, but who do not have appropriate post-qualification experience may be registered as candidate certificated engineers.

### B. Application Form:

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.
2. **Qualifications:** Original certified copies of your qualification certificate(s) leading up to attainment of your certificate of competency must be submitted.
3. **Certificates of Competency:** The Certificates of Competency (which should not be of limited scope) recognised in terms of the Engineering Profession Act, are given below:

- <sup>1</sup> Electrical Engineer's Certificate of Competency issued i.t.o. the Mines Health and Safety Act (MH&S Act)
- <sup>1</sup> Mechanical Engineer's Certificate of Competency issued i.t.o. the MH&S Act
- <sup>2</sup> Electrical Engineer's Certificate of Competency issued i.t.o. the Occupational Health and Safety Act (OH&S Act)
- <sup>2</sup> Mechanical Engineer's Certificate of Competency issued i.t.o. the OH&S Act
- Manager's Certificate of Competency (Metalliferous) issued i.t.o. the MH&S Act
- Manager's Certificate of Competency (Coal) issued i.t.o. the MH&S Act
- <sup>3</sup> Chief Engineer Officer – Foreign Going Certificate of Competency issued i.t.o. the Merchant Shipping Act (MS Act)

<sup>1</sup> Previously also known as the Mines and Works Certificate.    <sup>2</sup> Previously also known as the Factories Certificate.

<sup>3</sup> Previously also known as the Chief Marine Engineer Officer Class 1 Certificate.

Give the details required for each certificate held.

/...

4. **Legal Appointments:** As a minimum, an applicant must have been appointed in terms of current (or previous) safety Acts and regulations, and must furnish the Council with certified copies of the letters and supporting documentation. (Subparagraph (a) of paragraph 3.2.2 of ECSA Policy Statement R1/1.) It is of vital importance for an applicant to state the date on which he/she was appointed in terms of the relevant Act as the legal responsible person and to attach a certified copy of the letter of appointment. The appointment(s) shall be for at least 1 year in a capacity which requires the possession of a relevant Government Certificate of Competence (NON-ACTING)
5. **Previous/Current Registration or Application details:** If you have previously applied for registration in any category, or were previously registered but your registration was cancelled for any reason, please provide category and registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.
6. **Membership of recognised Voluntary Associations:** A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such associations will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**7. Application and Annual Fees: Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**8. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of two referees. **Referees must be senior to the applicant during the period of reference, should have personal knowledge of the applicant's character as well as of his engineering experience and legal appointment(s) and be registered with ECSA as either a Professional Certificated Engineer or a Professional Engineer. At least one referee must be a Professional Certificated Engineer and at least one referee must have personal knowledge of your current period of employment and experience.**

Use Form D3 for formal correspondence with each referee, and enclose copies of the referee report (Form D4.1 & D4.2) and the guideline for referees (Sheets D4.1 & D4.2). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to Council.

**9. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(13/04/2012) Form **D2.1**

**TRAINING/EXPERIENCE REPORT**  
**PROFESSIONAL CERTIFICATED ENGINEERS**

Page No: \_\_\_ of \_\_\_

Surname and Initials: \_\_\_\_\_

Consult the enclosed Information Sheet (Sheets D2.1 & D2.2) before completing this report.

Period No:	Date from:	to:	Position held:	No. of Months:
Was this period covered by a legal appointment? Yes ___ No ___ If yes, state the Act and Regulation concerned.				
Act:		Regulation:		
Employer Name & Address:	Supervisor's Name and Address:		Supervisor's Signature:	
	ECSA Registration No:		Date:	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(13/04/2012) Form **D2.2**

Engineering Council of South Africa

**SUMMARY OF POST CERTIFICATE TRAINING/EXPERIENCE REPORTS : PROFESSIONAL CERTIFICATED ENGINEERS**

**Surname and Initials of Applicant:** \_\_\_\_\_

*First complete a Form D2.1 for each period.*

Period No:	Dates (inclusive)		Period in, months (post obtaining GCC).	Employer	Post held	Legal Appointment --state act & regulation	Subject and type of work
	From:	To:					
<b>Total months:</b>							

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Information Sheet**  
for the completion of the  
**Training/Experience Report**

1. To register as a Professional Certificated Engineer, a minimum period of three (3) years appropriate post-Government Certificate of Competency experience, which shall include a legal appointment as a Certificated Engineer for at least one (1) year, and updating of competence throughout, is required. Only experience and legal appointments, which meet the following requirements, shall be considered:

1.1 Legal appointment:

An appointment, which requires the possession of a Government Certificate of Competency, as a **Manager** or as an **Engineer** in terms, of **Regulation 2.6.1, or Regulation 2.13.1, 2.13.3.1 and 2.13.3.2** respectively of the Mines Health and Safety Act, 1996 (Act No. 29 of 1996), or if appointed in terms of **Section 3.1(a), 4.1 or 2(a)** where they are required in terms of their appointment to assume the responsibilities of the **Regulation 2.6.1 appointee requiring a GCC,** or as an **Engineer** in terms of **Regulation GMR 2.1 or 2.7** of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) or as a **Chief Engineer Officer – Foreign Going** on a vessel with a registered power of no less than 3 000 kW in terms of the Merchant Shipping Act, 1951 (Act No. 57 of 1951), or in terms of any Act which preceded or superseded any of the Acts mentioned above, and which demonstrates the applicant's competence to implement and manage the provisions of these Acts, and ensure the safe operation and maintenance of plant and equipment .

1.2 Experience:

Experience gained in engineering design, draughting, problem solving, construction, training and management - project, construction, quality and general, provided that at least two (2) of the required three (3) years of experience are directly concerned with the installation, operation and/or maintenance of machinery which requires sound engineering judgement, ability to work in a team, sound communication skills and management and which demonstrates the applicant's competence at the required level of a certificated engineer over the full three year period.

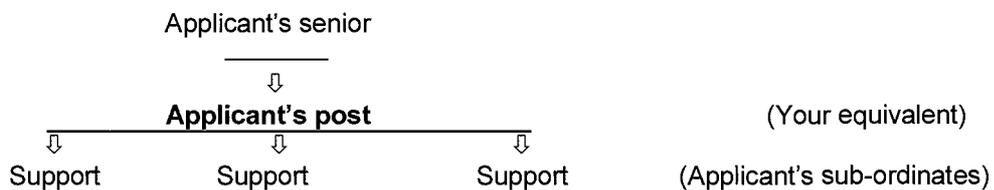
Experience as a mine captain / overseer / general engineering supervisor whether with or without a legal appointment does not count as appropriate experience.

2. In the case of marine engineers, as an alternate to the specified experience above, the following will be considered:

Experience gained as the appointed Chief Marine Engineer Officer for five (5) years, on a variety of vessels with registered power of no less than 2 200 kW plus at least six (6) months experience in an acting capacity as Supervising Marine Engineer, with proven continuing updating of competence during this period, will be considered in lieu of the experience specified above.

/...

3. In completing the report you should note the following:
- 3.1 Your engineering experience must be completed in chronological order from the date you obtained your certificate to the date of application. The report must be completed without any gaps. Each Form D2.1 must be numbered chronologically.
  - 3.2 Use no more than 200 words to describe each period of training/experience.
  - 3.3 The information given on each Form D2.1 should be adequately detailed to permit an assessment of the level of engineering work performed.
  - 3.4 If you have been promoted during the above period, or you received a legal appointment, or if the level of your responsibility or function has changed, or if you have changed employers, describe your training/experience after the change-over under a new period number. This is required in order to enable you to indicate clearly the changes in your responsibility, authority, other functions and specifically to identify periods involving a legal appointment.
  - 3.5 Additional information can be attached in the form of letters, sworn statements etc. You must sign each document and indicate clearly to which period the document refers.
  - 3.6 Please include an organigram indicating your degree of responsibility as shown in the example below.



- 3.7 Please indicate the number of people you are responsible for within the organisation and the budget which you control, if applicable.
- 3.8 No other report, form or curriculum vitae will be accepted as a substitute for Forms D2.1 & D2.2.

(13/04/2012) **Form D3**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: engineer@ecsa.co.za

Website: www.ecsa.co.za



**PROFESSIONAL CERTIFICATED ENGINEERS**

.....  
**Name of Referee** **Date**

**Address:** .....  
 .....  
 .....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Registration as a Professional Certificated Engineer** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms D4.1 & D4.2 and consult the guideline for referees (Sheets D4.1 & D4.2).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** **Name of Applicant** (Please print)

**Address:** .....  
 .....  
 .....

**Postal Code** .....

**Telephone No:** .....

**Cell No:** .....

**CONFIDENTIAL**

(13/04/2012) Form **D4.1**

**REFEREE / EMPLOYER REPORT : PROFESSIONAL CERTIFICATED ENGINEERS**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheets D4.1 & D4.2).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<b>Name of Applicant:</b> _____  _____  _____	<b>Address:</b> _____  _____  _____
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**1. General Information:**

(a) My personal knowledge of the applicant's engineering training and experience and legal appointments extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor	Colleague in superior capacity	Supervisor	Employer	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 If yes, please state relationship \_\_\_\_\_

**2. Referee's Personal Knowledge of Applicant:**

(a) Engineering experience:

From	To	Job description	Employer

/...

(b) Legal appointments of applicant:

Periods of legal accountability	Legal appointment	Brief description of responsibility

**3. Referee's Assessment of Applicant's Competency based on:**

Competency of Applicant	Exceptional	Above average	Average	Below average	Do not know
Ability to accept responsibility					
Quality of work					
Communication skills and abilities					
Management skills					
Application of technical knowledge					
Application of legal knowledge					
Professional conduct					
Engineering judgement					

**Remarks:** The Council would appreciate any additional remarks concerning the applicant's engineering achievements, ability and possible limitations.

**4. Referee's Recommendation:**

I regard the applicant competent to be registered as a Professional Certificated Engineer:

Yes	No	No Comment	Do Not Know

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1D as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
 Private Bag X691 ● BRUMA ● 2026

**REFEREE GUIDELINE**  
for the completion of the Referee Report  
**Professional Certificated Engineers**

1. To register as a **Professional Certificated Engineer**, a minimum period of three (3) years appropriate post-Government Certificate of Competency experience, which shall include a legal appointment as a Certificated Engineer for at least one (1) year, and updating of competence throughout, is required. Only experience and legal appointments, which meet the following requirements, shall be considered:

1.1 Legal appointment:

An appointment, which requires the possession of a Government Certificate of Competency, as a **Manager** or as an **Engineer** in terms, of **Regulation 2.6.1, or Regulation 2.13.1, 2.13.3.1 and 2.13.3.2** respectively of the Mines Health and Safety Act, 1996 (Act No. 29 of 1996), or if appointed in terms of **Section 3.1(a), 4.1 or 2(a)** where they are required in terms of their appointment to assume the responsibilities of the **Regulation 2.6.1 appointee requiring a GCC,** or as an **Engineer** in terms of **Regulation GMR 2.1 or 2.7** of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) or as a **Chief Engineer Officer – Foreign Going** on a vessel with a registered power of no less than 3 000 kW in terms of the Merchant Shipping Act, 1951 (Act No. 57 of 1951), or in terms of any Act which preceded or superseded any of the Acts mentioned above, and which demonstrates the applicant's competence to implement and manage the provisions of these Acts, and ensure the safe operation and maintenance of plant and equipment .

1.2 Experience:

Experience gained in engineering design, draughting, problem solving, construction, training and management - project, construction, quality and general, provided that at least two (2) of the required three (3) years of experience are directly concerned with the installation, operation and/or maintenance of machinery which requires sound engineering judgement, ability to work in a team, sound communication skills and management and which demonstrates the applicant's competence at the required level of a certificated engineer over the full three year period.

Experience as a mine captain / overseer / general engineering supervisor whether with or without a legal appointment does not count as appropriate experience.

2. In the case of marine engineers, as an alternate to the specified experience above, the following will be considered:

Experience gained as the appointed Chief Marine Engineer Officer for five (5) years, on a variety of vessels with registered power of no less than 2 200 kW plus at least six (6) months experience in an acting capacity as Supervising Marine Engineer, with proven continuing updating of competence during this period, will be considered in lieu of the experience specified above.

/...

## 2. COMPLETING THE REFEREE REPORT

### 2.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Professional Certificated Engineer with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

### 2.2 Motivation

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Policy Statement R1/1 and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

### 2.3 Evaluation

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's professional competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and professional conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

## 3. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

## 4. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.



Engineering Council of South Africa

(13/04/2012) Sheet **D5**

**Information Sheet**  
for completion of the  
**Pre-Registration Professional Development Report (Form D5)**

This form **must** be completed by all persons applying for registration as a Professional Certificated Engineer.

1. Pre-Registration Professional Development is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

(13/04/2012)

**C H E C K   L I S T**

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1.  Application fee of R \_\_\_\_\_.
2.  A photograph must be attached to the Application Form (Form D1.1)
3.  First page of Application Form is initialled by the applicant and Commissioner of Oaths. (Form D1.1)
4.  Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths. (Form D2.2)
5.  Summary of Training/Experience reports (Form D2.2) (Photocopies of the blank form may be made)
6.  Training/Experience Reports covering **ALL** the experience gained, completed on the form provided (Form D2.1) (Photocopies of the blank form may be made)
7.  Signatures of Applicant on each Training/Experience Report
8.  Signatures of Employer on each Training/Experience Report.
9.  If the applicant has his own business or signatures are unobtainable, an affidavit setting out the reasons why no signature could be obtained, must be provided.
10.  **Certified** copies of legal appointment, clearly stating the GMR you were appointed under as the **responsible** engineer, you must have held position for a minimum period of 1 year
11.  Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of two referees. Referees must be senior to the applicant during the period of reference, should have personal knowledge of the applicant's character as well as of his engineering experience and legal appointments and be registered with ECSA as either a Professional Certificated Engineer or a Professional Engineer. At least one referee **MUST** be a Professional Certificated Engineer and at least one referee must refer to your current period of employment and experience. (Form D4.1 & D4.2). (Refer Sheet D1.2 of Application Form).
12.  **Certified** copy of G.C.C. – must have a minimum of 3 years relevant experience **after** obtaining G.C.C.
13.  **Certified** copies of certificates, diplomas, degrees, etc.
14.  Organograms for the respective positions held by applicant, signed by applicant and employer – period and position (post held) must be indicated.
15.  Proof of membership of Institutions must be provided, where applicable.
16.  Pre-Registration Professional Development Report (Form D5).

**Acceptable GMR's: 2.1, 2.7a,  
GMR 16.2 & 2.9.2 is not acceptable**

<b>MINES HEALTH &amp; SAFETY ACT (MHSA)</b>	<b>Section 2.13.1</b>	<b>Eng Manager</b>
	<b>Section 2.13.3.1</b>	<b>Sect Eng</b>
	<b>Section 2.13.3.2</b>	<b>Assist Eng Manager</b>
	<b>Section 2.6.1</b>	<b>Subordinate Manager</b>
	<b>Section 3 (I)</b>	<b>Mine Manager</b>

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a.</i> SAACE)	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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BRUMA 2026  
Tel: (011) 607-9500  
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Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
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**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form E1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



<b>Office Use</b>
Ref: _____

**APPLICATION FORM**

**Application for Registration as:** (Tick appropriate block ✓)

- Candidate Engineer**
- Candidate Engineering Technologist**
- Candidate Certificated Engineer**
- Candidate Engineering Technician**

Please consult the enclosed Information Sheet (Sheet E1.1 & 2) before completing this application.

**1. General Information:**

Surname:		First Names:	
Date of birth:		Identity No. or	
*Race Group: Please tick the applicable block	Asian Coloured	Black White	Passport No:
Address:		Country of normal residence:	
		Home Tel. No.: (Include area codes)	
Residential Address:		Cell no.:	
		Work Tel. No.:	
		Fax No.:	
		E-mail:	

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Examinations Passed:**

2.1	Educational Institution	Qualifications attained	Date of final Examination month & year	Office use
				Recognised <input type="checkbox"/>
				Not recognised <input type="checkbox"/>
				Part <input type="checkbox"/>

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.  
 Commissioner of Oaths/  
 Applicant: ..... Justice of Peace: .....

**2.2 Declaration in the event of qualification not yet awarded:**

Name of educational institution: \_\_\_\_\_

We certify that \_\_\_\_\_ passed his/her final examination for \_\_\_\_\_ in this department of \_\_\_\_\_ of this educational institution on \_\_\_\_\_ (date), and is now entitled to have the degree/diploma conferred on him/her.

Date: \_\_\_\_\_

.....  
 Registrar / Dean / Head of Department (Official stamp of educational body must be affixed)

**3. Certificates of Competency:**

Type of Certificate	Date of Certificate	Certificate Number	Office use
			Recognised <input type="checkbox"/>
			Not recognised <input type="checkbox"/>

**4. Membership of Voluntary Associations recognised in terms of the Act:**

Name of Association / Institute / Society	Membership Grade and Date of acceptance	Date of Application (If not accepted as yet)

**5. Employment:**

Employer	Title of Position held:	Address

**6. Application Fees:** (See item 6 of the Information Sheet)

My application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for Registration as indicated on Form E1.1 and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any Rules published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Sworn to/Affirmed before me at \_\_\_\_\_ Signature: \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths / Justice of Peace:** ..... (Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

**Information Sheet for Applicants applying for Registration as a:**

- **Candidate Engineer**
- **Candidate Engineering Technologist**
- **Candidate Certificated Engineer**
- **Candidate Engineering Technician**

**A. General:**

Your application for registration will only be considered only if the following documents are submitted:

- Completed Application Form (Form E1.1 & 2).
- Qualification documents.
- Where applicable (see item 4 in section B below) proof of membership of a recognised institute.

Please ensure the following:

- The submitted information must be complete and all applicable questions must be answered.
- The forms must be typed or printed in **black ink**.
- **Application fee** must accompany the application form. NB – See item 6 below.

Please note that it is your responsibility to ensure that all documents reach Council's offices timeously.

**B. The Application Form**

The following information is given to assist applicants to complete the form - the numbers refer to the equally numbered sections of the Application Form.

**1. General Information:**

Ensure that all personal details are correct. Please provide a definite address where Council may contact your in future, e.g. your parent's residential address, etc. and not your present hostel address.

**2. Examinations Passed:**

Certified copies of all qualifications are required. Copies of a certified copy is not acceptable.

Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.

In the event that the qualification has not yet been awarded, section 2.2 needs to be completed by the educational institution. Ensure that the official stamp of the educational institution has been affixed.

Where applicants are applying for registration as a Candidate Engineering Technologist, full details of exemptions and recognitions given and bridging courses taken as well as all subjects passed for both the B.Tech degree and prerequisite qualifications, must be submitted.

/...

- 3. Certificates of Competency:** This section is only applicable to persons applying for registration as a Candidate Certificated Engineer. A certified copy of the certificate is required. Copies of a certified copy is not acceptable.

The following Certificates of Competency are recognised:

Electrical Engineer's Certificate of Competency issued in terms of the Mines Health and Safety Act  
 Electrical Engineer's Certificate of Competency issued in terms of the Occupational Health and Safety Act  
 Mechanical Engineer's Certificate of Competency issued in terms of the Mines Health and Safety Act  
 Mechanical Engineer's Certificate of Competency issued in terms of the Occupational Health and Safety Act  
 Manager's Certificate of Competency (Metalliferous) issued in terms of the Mines Health and Safety Act  
 Manager's Certificate of Competency (Coal) issued in terms of the Mines Health and Safety Act  
 Chief Marine Engineer Officer Class 1 Certificate of Competency issued in terms of the Merchant Shipping Act

**4. Membership of recognised Voluntary Associations:**

A list of associations recognised by ECSA for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee. Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

- 5. Employment:** If not yet employed, but your future employer is known, please fill in this section.

**6. Application Fees: Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

- 7. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

You will need the services of a Commissioner of Oaths/Justice of Peace to certify the copies of documents covered by sections 2.1, 3 and 4 as well as for section 7 and the bottom of the first page of the Application Form.

As a guide the following people are Commissioners:

- A policeman in the Charge Office of any SAPS station;
- An Attorney at Law;
- An Officer in the SANDF;
- Certain Public Officials.

**Addendum A**  
(27 March 2012)

## Voluntary Associations recognised in terms of section 25(3) of the Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	AeSSA	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	AMMSA	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	AMRE	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	CEASA	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	COET	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	CSSA	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	ICMEESA	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	IEEE	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	IMESA	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	IPET	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	LIASA	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	NSBE	National Society of Black Engineers	VA A0037	12 June 2008
13	SAAMA	South African Asset Management Association	VA A0025	14 May 2009
14	SACEA	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	SACMA	South African Colliery Managers Association	VA A0029	24 January 2007
16	SAIAE	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	SAICE	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	SAIChE	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	SAIEE	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	SAIIE	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	SAIMechE	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	SAIMENA	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	SAIMM	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	SAIRAC	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	SAT	Society for Asphalt Technology	VA A0043	26 August 2010
26	STE	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

---

---

**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **RE1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



Office Use
Ref.: _____

**APPLICATION FORM**

**Application for Re-Registration as:** (Tick appropriate block ✓)

- Candidate Engineer
- Candidate Engineering Technologist
- Candidate Certificated Engineer
- Candidate Engineering Technician

It is essential to provide your previous Registration Number:  
Number: .....

**1. General Information:**

Surname:		First Names:	
Date of birth:		Identity No.	
*Race Group: <small>Please tick the applicable block</small>		<input type="checkbox"/> Asian <input type="checkbox"/> Coloured <input type="checkbox"/> Black <input type="checkbox"/> White	or Passport No:
Address:		Country of normal residence:	
Residential Address:		Home Tel. No.: <i>(Include area codes)</i>	
		Work Tel. No.:	
		Cell No.:	
		Fax No.:	
		E-mail:	

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:**

Educational Institution	Qualifications attained	Office use
		Recognised <input type="checkbox"/> Not recognised <input type="checkbox"/> Part <input type="checkbox"/>

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.  
 Applicant: ..... Commissioner of Oaths/  
 Justice of Peace: .....

/...

-2-

(13/04/2012) **Form E1.2****3. Certificates of Competency:**

Type of Certificate	Date of Certificate	Certificate Number	Office use
			Recognised <input type="checkbox"/>
			Not recognised <input type="checkbox"/>

**4. Membership of Voluntary Associations in terms of the Act:**

Name of Association / Institute / Society	Membership Grade and Date of acceptance	Date of Application (If not accepted as yet)

**5. Employment:**

Employer	Title of Position held:	Address

**6. Application Fees:**

**Please note:** Only cheques, credit card payments or proof of electronic payment. Do not pay with cash or with postal orders.

My application fee of R \_\_\_\_\_ is enclosed herewith.

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Re-Registration** as indicated on Form E1.1 and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Sworn to/Affirmed before me at \_\_\_\_\_ Signature: \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths / Justice of Peace:** ..... (Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
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15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
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38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
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44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours

- per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

Registration Number: \_\_\_\_\_

Name & Surname: \_\_\_\_\_

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

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**NB:** Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form RA1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



Office Use
Ref.: _____

**APPLICATION FORM  
RE-REGISTRATION AS A PROFESSIONAL ENGINEER**

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type)</i>  (Please paste - do not staple)
Date of Birth:		Identity No:		
*Race Group: Please tick the applicable block		or Passport No. And Country:		
<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Coloured <input type="checkbox"/> White			Country of normal residence:	
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

l...

-2-

(13/04/2012) Form **RA1.2****3. Previous Registration Details:**

Category	Registration Number	Date Cancelled
Professional Engineer		

**4. Current membership of recognised Voluntary Associations:**

(As listed in Attached form) (You must submit proof of current membership)

Name of Association / Institute / Society	Membership grade and date of admission

**5. Application Fee/ Outstanding Arrear Annual Fee:** (Excluding Annual Fee for current financial year, which will become payable once re-registered)**Please note:** Only cheques, credit card payments or proof of electronic payment. Do not pay with cash or with postal orders.

- My Application fee of R \_\_\_\_\_ is enclosed herewith.
- The outstanding, arrear annual fee of \_\_\_\_\_, as provided by ECSA, is also enclosed herewith.

**6. Referee:** (Provide Name and contact details)

--

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Re-Registration** as a **Professional Engineer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from re-registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** \_\_\_\_\_ (Commissioner's stamp)

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

(13/04/2012) **Form RA2**  
**RESUMÉ OF WORK PERFORMED DURING PERIOD OF CANCELLATION OF REGISTRATION**

**Surname and Initials:** \_\_\_\_\_

**Discipline of Engineering:** \_\_\_\_\_ (e.g. Civil / Mech etc.)

**Date of Cancellation of Registration:** \_\_\_\_\_ (Obtain information from ECSA) **Previous Registration Number:** \_\_\_\_\_

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total Weeks:</b>						

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(13/04/2012) Form **RA3**

ENGINEERING COUNCIL OF SOUTH AFRICA  
 Private Bag X 691 • BRUMA • 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 E-mail: engineer@ecsa.co.za  
 Website: www.ecsa.co.za



**RE-REGISTRATION AS PROFESSIONAL ENGINEER**

.....  
**Name of Referee**

.....  
**Date**

**Address:** .....  
 .....  
 .....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Re-Registration** as a **Professional Engineer** and hereby request you to provide the Council with a Professional Reference on the basis of your personal knowledge of me.

Please use the attached Forms RA4.1 & RA4.2.

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** **Name of Applicant** (Please print)

**Address:** .....  
 .....  
 ..... **Postal Code** .....

**Telephone No:** ..... **Cell: No:** .....

(13/04/2012) Form **RA4.1**

**PROFESSIONAL REFERENCE for RE-REGISTRATION**  
**(To be completed by a REGISTERED PERSON)**

Please complete this form using type or print in black ink.

The Engineering Council of South Africa agrees that it owes a duty of confidentiality to the Signatory of this Form in terms of the Promotion of Access to Information Act, 2000

1. **Name of Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **General Information:**

(a) My personal knowledge of the applicant's engineering work extends from \_\_\_\_\_  
 to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of:

Employer	Colleague	Partner	Client	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

3. **Verification: Appropriateness of an applicant's experience during period of cancellation:**

Subject	Was applicant exposed to these activities?	
	Yes	No
Engineering problem solving		
Application of engineering principles		
Engineering judgement		
Management *		
Acceptance of responsibility		
Professional conduct		
Other *		

\* Specify details

\_\_\_\_\_  
 \_\_\_\_\_

/...

(13/04/2012) **Form RA4.2**

4. Any other **comments** on the nature of Applicant's work during the period of cancellation (including Professionalism):

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5. **Recommendation:**

I recommend that the applicant be re-registered:

Yes	No*	No comment*

\* Provide brief reason for recommendation:

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6. **Declaration:** I submit this information to ECSA on the understanding that it will be treated as confidential.

Name: \_\_\_\_\_

Title of Position held: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please post to:

⇒ **The Chief Executive Officer ● Engineering Council of South Africa**

**Private Bag X691 ● BRUMA ● 2026**

## DECLARATION OF ACCOUNTABILITY

**Note:** This declaration must be signed by persons applying for re-registration and who wish to retain their original registration numbers.

I, \_\_\_\_\_ (full names and surname)  
hereby solemnly declare that –

1. I was registered as a **Professional Engineer** under the Registration Number  
\_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.

**Signed at** ..... **on this the** ..... **day of** .....

**Witness:**.....

**Applicant:**.....

**Witness:**.....

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

<b>Engineering Council of South Africa</b> <b>Application and Annual Fees</b> <b>April 2012 to 31 March 2013</b> <b>(Vat included)</b>	1/4/2012
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**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

<b>Within one</b> calendar year from the date of obtaining a qualification recognised for purposes of registration	<b>Later than one</b> calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7a)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
- (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

CONTINUES ON PAGE 162—PART 2



# Government Gazette Staatskoerant

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**PART 2 OF 3**

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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

**Registration Number:** \_\_\_\_\_

**Name & Surname:** \_\_\_\_\_

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

---

---

**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(25/04/2012) Form **RD1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



Office Use
Ref.: _____

**APPLICATION FORM  
 RE-REGISTRATION AS A PROFESSIONAL CERTIFICATED ENGINEER**

**1. General Information:**

Surname:		First Names:		RECENT PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No:		
		Or		
*Race Group: <small>Please tick the applicable block</small>	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level other than Government Certificates of Competency.)

Educational Institution	Qualification	Year obtained	Copies attached	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

Engineering Council of South Africa

(25/04/2012) Form **RD1.2**

**3. Government Certificates of Competency:** (Complete for each certificate held)

Type of Certificate	Date Issued	Certificate Number	Office Use	Type of Certificate	Date Issued	Certificate Number	Office Use
MH&S Act – Electrical				MH&S Act – Manager (Metal)			
MH&S Act – Mechanical				MH&S Act – Managers (Coal)			
OH& S Act – Electrical				MS Act – Chief Eng Off : Foreign Going			
OH&S Act – Mechanical				XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXXX	

**4. Legal Appointments:**

Act/Regulation under which Appointed	Installed kW	Date from	Date to	Employer	Certified Copy attached
I declare that the above appointment(s) required the possession of a Certificate of Competency as Mine Manager, Engineer or Chief Engineer Officer –Foreign Going referred to herein: Yes: _____ No: _____ Tick where applicable					
Signed: _____ Date: _____					

**5. Previous Registration**

Category	Number	Date Cancelled	Reason for Cancellation
Professional Certificated Engineer/ Registered Certificated Engineer			

**6. Membership of Voluntary Associations recognised in terms of the Act** (or other): See Addendum RD:A  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade/ date accepted	No of years	Office held

**7. Application Fee:** (See item 7 of the Information Sheet) and Addendum RD:B

Registration Number
I wish to retain my original registration number YES / NO , if YES I have attached the declaration form RD5 <input type="checkbox"/> Tick

**8. Referee: (Provide name and contact details of a Professional Certificated Engineer)**

--

**9. Declaration:**

I, _____ (full names) hereby apply for <b>Re-Registration as a Professional Certificated Engineer</b> and undertake to abide by all the provisions of the <b>Engineering Profession Act, 2000 (Act No. 46 of 2000)</b> and any <b>Rules</b> published thereunder, including the <b>Code of Professional Conduct</b> . I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.
Signature: _____ Sworn to/Affirmed before me at _____ on this the _____ day of _____ (month & year).
Commissioner of Oaths/Justice of Peace: _____ (Commissioner's stamp)
Office Use Only
Application fee: R _____ (Council's stamp) Received by: _____ Date: _____

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Engineering Council of South Africa

(25/04/2012) Sheet **RD1.1**

## Information Sheet for Applicants applying for Re-Registration as a Professional Certificated Engineer

### A. General:

- (i) The Council will only consider your application for re-registration as a **Professional Certificated Engineer** if the following documents are submitted:
- ⇒ Completed Application Form (RD1.1 & RD1.2).
  - ⇒ Certified copies of qualifications not previously submitted
  - ⇒ Certified copies of Certificate of Competency not previously submitted.
  - ⇒ Certified copies of applicable legal appointment documentation.
  - ⇒ Completed Summary of work performed during cancellation (Form RD2.2)
  - ⇒ Referee Report duly completed on Form RD4.1 & RD4.2 and submitted confidentially.
  - ⇒ Declaration of Accountability (Form RD5), if applicable
  - ⇒ Resume of work performed (Form RD2.2)
  - ⇒ CPD Form RD 6
  - ⇒ Disability RD7
- (ii) Please submit **complete** information.CPD Form RD6 – Duplication of DR6 above?
- (iii) **All** questions must be answered.
- (iv) In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- (v) All supporting documents **must** be clearly marked for purposes of identification.
- (vi) **Application fee** must accompany the completed application. **NB.** See item 7 below.
- (vii) Please consult Policy R2/1D and the Policy on Re-registration before completing your application for the re-registration

Please note the following:

- ⇒ Your application for registration will only be considered when the referee report has been received by the Council. If the referee report does not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referee.
- ⇒ The re-registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- ⇒ Information regarding the progress of any application will not be given telephonically.
- ⇒ Please note that it is **your** responsibility to ensure that all reports reach the Council's offices timeously.

### B. Application Form:

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.
2. **Qualifications:** Certified copies of your original qualification certificate(s) subsequent to your previous registration must e submitted.
3. **Certificates of Competency:** The Certificates of Competency (which should not be of limited scope) recognised in terms of the Engineering Profession Act, are given below:

<sup>1</sup> Electrical Engineer's Certificate of Competency issued i.t.o. the Mines Health and Safety Act (MH&S Act)

<sup>1</sup> Mechanical Engineer's Certificate of Competency issued i.t.o. the MH&S Act

<sup>2</sup> Electrical Engineer's Certificate of Competency issued i.t.o. the Occupational Health and Safety Act (OH&S Act)

<sup>2</sup> Mechanical Engineer's Certificate of Competency issued i.t.o. the OH&S Act

Manager's Certificate of Competency (Metalliferous) issued i.t.o. the MH&S Act

Manager's Certificate of Competency (Coal) issued i.t.o. the MH&S Act

<sup>3</sup> Chief Engineer Officer – Foreign Going Certificate of Competency issued i.t.o. the Merchant Shipping Act (MS Act)

<sup>1</sup> Also known as the Mines and Works Certificate. <sup>2</sup> Previously also known as the Factories Certificate.

<sup>3</sup> Also known as the Chief Marine Engineer Officer Class 1 Certificate.

Give the details required for each certificate held.

/...

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Engineering Council of South Africa

(25/04/2012) Sheet **RD1.2**

4. **Legal Appointments:** The applicant must furnish the Council with certified copies of the letters of appointment in terms of the applicable Acts and supporting documentation. It is of vital importance for an applicant to state the date on which he/she was appointed in terms of the relevant Act as the legally responsible person.
5. **Previous Registration:** Provide details of previous registration as a Professional Certificated Engineer and cancellation thereof.
6. **Membership of recognised Voluntary Associations:** A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such associations will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

7. **Application and Annual Fees: Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee – See addendum RD.B.

#### 8. Referee:

Each applicant must, with the permission of the person concerned, supply the Council with the name and address of one referee. **Referee must be senior to the applicant during the period of cancellation, should have personal knowledge of the applicant's competencies as well as of his engineering experience and legal appointment(s) and be registered with ECSA as a Professional Certificated Engineer.**

Use Form RD3 for formal correspondence with the referee, and enclose a blank copy of the referee report (Form RD4.1 & RD4.2) and the guideline for referees (Sheets RD4.1 & RD4.2). It is suggested that you provide the referee with a franked and addressed envelope for the referee to forward the report direct to Council.

9. **Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an un-rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.



Engineering Council of South Africa

(25/04/2012) Form **RD2.2**

**RESUMÉ OF WORK PERFORMED DURING PERIOD OF CANCELLATION OF  
REGISTRATION  
PROFESSIONAL CERTIFICATED ENGINEER**

**COMPLETE A SEPARATE SHEET FOR EVERY PERIOD DURING CANCELLATION**

Page No: \_\_\_ of \_\_\_

Surname and Initials: \_\_\_\_\_

Period No:	Date from:	to:	Position held:	No. of Months:
			Installed Power kW	
Was this period covered by a legal appointment? Yes ___ No ___ If yes, state the Act and Regulation concerned.				
Act: _____		Regulation: _____		
Employer Name & Address:	Supervisor's Name and Address:		Supervisor's Signature:	
	ECSA Registration No:		Date:	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(25/04/2012) Form **RD3**

ENGINEERING COUNCIL OF SOUTH AFRICA  
 SUID-AFRIKAANSE RAAD VIR INGENIEURSWESE  
 Private Bag X 691 • BRUMA • 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 E-mail: engineer@ecsa.co.za  
 Website: www.ecsa.co.za



**RE-REGISTRATION AS A PROFESSIONAL CERTIFICATED ENGINEER**

.....  
**Name of Referee** **Date**

**Address:** .....  
 .....  
 .....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Re-Registration as a Professional Certificated Engineer** and hereby request you to provide the Council with a Professional Reference on the basis of your personal knowledge of me, during the period of cancellation of my registration with ECSA.

Please use the attached Forms RD4.1 & RD4.2 and refer to the Referee Guideline Sheet RD4.1.

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** **Name of Applicant** (Please print)

**Address:** .....  
 .....  
 .....

**Postal Code** .....

**Telephone No:** ..... **Cell No:** .....

## Re-Registration as a Professional Certificated Engineer

### REFEREE GUIDELINE

#### 1. COMPLETING THE REFEREE REPORT

##### 1.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for re-registration as a Professional Certificated Engineer with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

##### 1.2 Motivation

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for re-registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, the referee declares that he/she is acquainted with Council's Policy Statement R2/1D and that he/she are prepared to be interviewed by the Council to substantiate his/her viewpoint, should Council require him/her to do so.

##### 1.3 Evaluation

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's professional competence is required.

The Referee should have a personal knowledge of an applicant and his/her work during the period of cancellation and he/she should be able to give a professional opinion on the applicants engineering ability, level of his/her engineering responsibility and professional conduct during the period of time of his/her knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches real value to the information, which is supplied by the referee.

#### 2. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

#### 3. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.

Engineering Council of South Africa

(25/04/2012) Form **RD4.1**

**CONFIDENTIAL**

**PROFESSIONAL REFERENCE FOR RE-REGISTRATION :**  
**PROFESSIONAL CERTIFICATED ENGINEER**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheets D4.1 & D4.2).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<b>Name of Applicant:</b>	<b>Address:</b> _____
_____	_____
_____	_____

**1. General Information:**

(a) My personal knowledge of the applicant's engineering work experience, legal appointments and competence during the period of cancellation of his/her registration with ECSA extends

from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Colleague in superior capacity	Supervisor	Employer	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

**2. Referee's Personal Knowledge of Applicant during the period of cancellation of his/her registration with ECSA.**

(a) Engineering experience:

From	To	Job description	Employer

/...

Engineering Council of South Africa

(25/04/2012) Form **RD4.2**

(b) Legal appointments of Applicant

Periods of legal accountability	Legal appointment	Brief description of responsibility

**3. Certification: Appropriateness of Applicants experience during the period of cancellation**

Competency of Applicant	Exceptional	Above average	Average	Below average	Do not know
Ability to accept responsibility					
Quality of work					
Communication skills and abilities					
Management skills					
Application of technical knowledge					
Application of legal knowledge					
Professional conduct					
Engineering judgement					

**Remarks:** The Council would appreciate any additional remarks concerning the applicant's engineering achievements, ability and possible limitations.

**4. Referee's Recommendation:**

I regard the applicant competent to be re-registered as a Professional Certificated Engineer:

Yes	No

**Provide a brief reason for recommendation:**

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1D as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

GCC Type/No. \_\_\_\_\_ Appointment held: Yes/No Regulation:.....

Qualifications: \_\_\_\_\_

ECSA Professional Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

*Please post confidentially to:*  
 ⇒ The Chief Executive Officer ● Engineering Council of South Africa  
 Private Bag X691 ● BRUMA ● 2026



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Engineering Council of South Africa

(25/04/2012) Sheet **RD6****RE-REGISTRATION AS PROFESSIONAL CERTIFICATED ENGINEER****Information Sheet**

for completion of the

**Continuing Professional Development Report (Form RD6)**

This form **must** be completed by all persons applying for re-registration as a Professional Certificated Engineer.

1. Continuing Professional Development is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. ECSA aims to gauge to what extent the applicant kept abreast with engineering and technical developments in their fields of expertise during the period of cancellation of registration.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

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**Engineering Council of South Africa**(25/04/2012) **Form RD7****RE-REGISTRATION AS A PR CERT ENG**  
**DECLARATION OF ACCOUNTABILITY**

**Note:** This declaration must be signed by persons applying for re-registration and who wish to retain their original registration numbers.

I, \_\_\_\_\_ (full names and surname)  
hereby solemnly declare that –

1. I was registered as a **Professional Certificated Engineer** under the Registration Number  
\_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.
7. I wish to retain my original registration number if my application for re-registration is successful

**Signed at** ..... **on this the** ..... **day of**  
.....

**Witness:**.....**Applicant**.....

**Witness:**.....

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## RE-REGISTRATION AS A PR CERT ENG: NAME OF APPLICANT: \_\_\_\_\_

### C H E C K   L I S T

Form **RD8**

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included (Include this form together with your application):**

1.  Application fee of R \_\_\_\_\_.
2.  A recent photograph must be attached to the Application Form (Form RD1.1)
3.  First page of Application Form is initialled by the Applicant and Commissioner of Oaths. (Form RD1.1)
4.  Second page of Application Form is signed by Applicant, signed and stamped by the Commissioner of Oaths. (Form RD1.2)
5.  Summary of work performance during cancellation (Form RD2.1) (Photocopies of the blank form may be made)
6.  Résumé of work performance during cancellation covering **ALL** the experience gained, completed on (Form RD2.2) (Photocopies of the blank form may be made)
7.  Signatures of Applicant on each Résumé
8.  Signatures of Employer on each Résumé.
9.  If the Applicant has his own business or signatures are unobtainable, an affidavit setting out the reasons why no signature could be obtained must be provided.
10.  **Certified** copies of legal appointments, clearly stating the regulations, Applicant was appointed under as the **responsible** engineer.
11.  Each Applicant must, with the permission of the person concerned, supply the Council with the name and address of a referee. Referee must be senior to the applicant during the period of reference, should have personal knowledge of the applicant's competence as well as of his engineering experience and legal appointments and be registered with ECSA as a Professional Certificated Engineer and must refer to his current period of employment and experience. (Form RD4.1 & RD4.2). (Refer Sheet RD1.2 of Application Form).
12.  **Certified** copy of G.C.C.
13.  **Certified** copies of certificates, diplomas, degrees, etc.
14.  Organograms for the respective positions held by applicant, signed by applicant and employer – period and position (post held) must be indicated.
15.  Proof of membership of Institutions must be provided, where applicable.
16.  Continuing Professional Development Report (Form RD5).
17.  .....RD5 Attached if applicable RD5 duplicated?
18.  .....RD6 Attached
19.  .....RD7 Attached

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**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010

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26	STE	Society of Telkom Engineers	VA A0035	12 June 2008
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Category B				
	Acronym	Name	Reference Number	Date Recognised
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

Category C				
	Acronym	Name	Reference Number	Date Recognised
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a.</i> SAACE)	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	SAFPA	South African Fluid Power Association	VA C0039	26 November 2008
41	SAISC	South African Institute of Steel Construction	VA C0018	11 August 2011
42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

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Addendum B

Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.

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- c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **RB1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



Office Use
Ref.: _____

**APPLICATION FORM  
RE-REGISTRATION AS  
PROFESSIONAL ENGINEERING TECHNOLOGIST**

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No:		
		Or		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. And Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

/...

**3. Previous Registration Details:**

Category	Registration Number	Date Cancelled
Professional Engineering Technologist		

**4. Current membership of Voluntary Associations:**

(As listed in Attached form) (You must submit proof of current membership)

Name of Association / Institute / Society	Membership grade and date of admission

**5. Application Fee/ Outstanding Arrear Annual Fee:** (Excluding Annual Fee for current financial year, which will become payable once re-registered)

**Please note:** Only cheques, credit card payments or proof of electronic payment. Do not pay with cash or with postal orders.

1. My Application fee of R\_\_\_\_\_ is enclosed herewith.
2. The outstanding, arrear annual fee of \_\_\_\_\_ as provided by ECSA, is also enclosed herewith.

**6. Referee:** (Provide Name and contact details)

--

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Re-Registration** as a **Professional Engineering Technologist** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from re-registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

(13/04/2012) Form **RB2**

**RESUMÉ OF WORK PERFORMED DURING PERIOD OF CANCELLATION OF REGISTRATION**

Surname and Initials: \_\_\_\_\_  
 Discipline of Engineering: \_\_\_\_\_ (e.g. Civil / Mech etc.)  
 Date of Cancellation of Registration: \_\_\_\_\_ (Obtain information from ECSA) Previous Registration Number: \_\_\_\_\_

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total Weeks:</b>						

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

ENGINEERING COUNCIL OF SOUTH AFRICA

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: engineer@ecsa.co.za

Website: www.ecsa.co.za



**RE-REGISTRATION AS PROFESSIONAL ENGINEERING TECHNOLOGIST**

.....  
**Name of Referee** **Date**

**Address:** .....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Re-Registration** as a **Professional Engineering Technologist** and hereby request you to provide the Council with a Professional Reference on the basis of your personal knowledge of me.

Please use the attached Forms RB4.1 & RB4.2.

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** **Name of Applicant** (Please print)

**Address:** .....  
.....

**Postal Code** .....

**Telephone No:** ..... **Cell No:** .....

(13/04/2012) Form **RB4.1****PROFESSIONAL REFERENCE for RE-REGISTRATION****(To be completed by a REGISTERED PERSON)**Please complete this form using type or print in black ink.

The Engineering Council of South Africa agrees that it owes a duty of confidentiality to the Signatory of this Form in terms of the Promotion of Access to Information Act, 2000

1. **Name of Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **General Information:**

(a) My **personal** knowledge of the applicant's engineering work extends from \_\_\_\_\_  
 to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of:

Employer	Colleague	Partner	Client	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

3. **Verification: Appropriateness of an applicant's experience during period of cancellation:**

Subject	Was applicant exposed to these activities?	
	Yes	No
Engineering problem solving		
Application of engineering principles		
Independent Engineering judgement		
Management *		
Planning & Organisation of Engineering functions		
Acceptance of responsibility		
Professional conduct		
Other *		

\* Specify details

\_\_\_\_\_  
 \_\_\_\_\_

/...

(13/04/2012) Form **RB4.2**

4. Any other **comments** on the nature of Applicant's work during the period of cancellation (including Professionalism):

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5. **Recommendation:**

I recommend that the applicant be re-registered:

Yes	No*	No comment*

\* **Provide brief reason for recommendation:**

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6. **Declaration:** I submit this information to ECSA on the understanding that it will be treated as confidential.

Name: \_\_\_\_\_

Title of Position held: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa

Private Bag X691 ● BRUMA ● 2026

(13/04/2012) Form **RB5****DECLARATION OF ACCOUNTABILITY**

**Note:** This declaration must be signed by persons applying for re-registration and who wish to retain the registration number of their previous registrations.

I, \_\_\_\_\_ (full names and surname)  
hereby solemnly declare that –

1. I was registered as a **Professional Engineering Technologist** under the registration number \_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.

**Signed at** ..... **on this the** ..... **day of** .....

**Witness:**.....

**Applicant:**.....

**Witness:**.....

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
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25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
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42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
- (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
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BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

<b>Yes</b>	<b>No</b>
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**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) Form **RC1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
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Office Use
Ref.: _____

**APPLICATION FORM**  
**RE-REGISTRATION AS A PROFESSIONAL ENGINEERING TECHNICIAN**

**NB:** Please consult the enclosed Information Sheets (Sheets C1.1 & C1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No: <i>Or</i>		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): (include area codes)				Fax No.: (include area codes)
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: ..... Commissioner Of Oaths/  
Justice Of Peace: .....

**3. Previous Registration Details:** (eg. Registered Lift Inspector, etc.)

Category	Registration Number	Date Cancelled
Professional Engineering Technician		

**4. Current membership of Voluntary Associations recognised in terms of the Act** (or other):  
(As listed in attached Addendum A – You must submit proof of current membership)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

**5. Application Fee / Outstanding arrear Annual Fee:** (Excluding Annual Fee for current financial year, which will become payable once Re-Registered - See item 5 of the Information Sheet)

- (1) My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.  
 (2) The outstanding arrear Annual Fee of \_\_\_\_\_, as provided by ECSA, is also enclosed herewith.

**6. Referee:** (Provide Name and Contact Details)

(1)

**7. Details of CPD since cancellation in terms of ECSA's requirements:**

**8. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Re-Registration as a Professional Engineering Technician** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_  
 on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
 Justice of Peace:** ..... (Commissioner's stamp)

Office Use Only

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

(13/04/2012) Form **RC2**

**RESUMÉ OF WORK PERFORMED DURING PERIOD OF CANCELLATION OF REGISTRATION**

**Surname and Initials:** \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
(e.g. Civil / Mech etc.)

Date of Cancellation of Registration: \_\_\_\_\_ (Obtain information from ECSA) Previous Registration Number: \_\_\_\_\_

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total Weeks:</b>						

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691 • BRUMA • 2026

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Fax: (011) 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

Website: [www.ecsa.co.za](http://www.ecsa.co.za)



**RE-REGISTRATION AS PROFESSIONAL ENGINEERING TECHNICIAN**

.....  
**Name of Referee**

.....  
**Date**

**Address:** .....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Re-Registration as a Professional Engineering Technician** and hereby request you to provide the Council with a Professional Reference on the basis of your personal knowledge of me.

Please use the attached Forms RC4.1 & RC4.2.

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

.....  
**Name of Applicant** (Please print)

**Address:** .....  
.....  
.....

**Postal Code** .....

**Telephone No:** .....

**Cell No:** .....

(13/04/2012) Form **RC4.1**

**PROFESSIONAL REFERENCE for RE-REGISTRATION**

**(To be completed by a REGISTERED PERSON)**

Please complete this form using type or print in black ink.

The Engineering Council of South Africa agrees that it owes a duty of confidentiality to the Signatory of this Form in terms of the Promotion of Access to Information Act, 2000

1. **Name of Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **General Information:**

(a) My **personal** knowledge of the applicant's engineering work extends from \_\_\_\_\_  
 to \_\_\_\_\_ (month and year to the best of my memory).

(b) My association with the applicant was that of:

Employer	Colleague	Partner	Client	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please state relationship \_\_\_\_\_

3. **Verification: Appropriateness of an applicant's experience during period of cancellation:**

Subject	Was applicant exposed to these activities?	
	Yes	No
Engineering problem solving		
Application of engineering principles		
Engineering judgement		
Management *		
Acceptance of responsibility		
Professional conduct		
Other *		

\* Specify details

\_\_\_\_\_  
 \_\_\_\_\_

/...

(13/04/2012) Form

**RC4.2**

4. Any other **comments** on the nature of Applicant's work during the period of cancellation (including Professionalism):

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5. **Recommendation:**

I recommend that the applicant be re-registered:

Yes	No*	No comment*

\* Provide brief reason for recommendation:

---



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6. **Declaration:** I submit this information to ECSA on the understanding that it will be treated as confidential.

Name: \_\_\_\_\_

Title of Position held: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Please post to:*

⇒ The Chief Executive Officer ● Engineering Council of South Africa

Private Bag X691 ● BRUMA ● 2026

(13/04/2012) Form **RC5****DECLARATION OF ACCOUNTABILITY**

**Note: This declaration must be signed by persons applying for re-registration and who wish to retain their original registration numbers.**

I, \_\_\_\_\_ (full names and surname)  
hereby solemnly declare that –

1. I was registered as a **Professional Engineering Technician** under the Registration Number: \_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.

**Signed at ..... on this the ..... day of .....**

**Witness:.....**

**Applicant.....**

**Witness:.....**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	SAFPA	South African Fluid Power Association	VA C0039	26 November 2008
41	SAISC	South African Institute of Steel Construction	VA C0018	11 August 2011
42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours

- per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
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  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

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**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form J1.1**

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BRUMA 2026  
Tel: (011) 607-9500  
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Waterview Corner, 1<sup>st</sup> Floor,  
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BRUMA



<b>Office Use</b>
Ref.:

Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Johannesburg  
2198

**APPLICATION FOR REGISTRATION  
IN THE SPECIFIED CATEGORY OF  
REGISTERED LIFTING MACHINERY INSPECTOR**

**NB:** Please consult the enclosed Information Sheets (Sheets J1.1 & J1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		<b>PHOTOGRAPH</b>  <i>(Passport-type. Please paste - do not staple)</i>  Alternatively, insert electronically in JPEG or similar format
Date of Birth:		Identity No:		
		<i>or</i>		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
				LME No:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (Highest Level obtained per field)

Educational Institution	Qualification	Attendance		Date of final examination	Office use
		from	to		

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....
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3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:	Date from:	Date to:
--------	------------	----------

4. Previous/Current Registration or Application Details with ECSA: (eg. Professional Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

5. Membership of Engineering Institutes Recognised in terms of the Act (See list): (Membership of Engineering Institutes or Associations not recognised may also be included. If more space is needed, please supply information separately.)

Institute / Institution	Membership grade and date accepted	Number of years	Office held

6. Application Fee: (See item 6 of the Information Sheet)

My Application fee of R _____	(cheque) is enclosed herewith.
-------------------------------	--------------------------------

7. Referees: (At least one ECSA registered person)

(1)	(2)	(3)
E-mail: Tel no:	E-mail: Tel no:	E-mail: Tel no:

8. Declaration:

I, \_\_\_\_\_ (full names) hereby apply for registration as a **Registered Lifting Machinery Inspector** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published there under, including the **Code of Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

<i>Office Use Only</i>		
Application fee: R _____		
Received by: _____	Date: _____	(Council's stamp)

Engineering Council of South Africa

(13/04/2012) **Sheet J1.1**

## **Information Sheet for Applicants Applying for Registration as a Registered Lifting Machinery Inspector**

This document briefly sets out the information required by the Registration Committee to assess applications.

### **A. General:**

- ❖ **All applicants should read, understand and provide all the information/documentation required in Sheets J1.1, J1.2, J2.1, J2.2, J4 and J5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
- ❖ The onus is on the Applicant to provide all the evidence as specified in the National Certificate in Lifting Machinery Inspection (**Addendum B and Form J2.3**) for consideration by the Council for registration. The evidence must demonstrate/show competency as required by the Policy document in accordance with the specification requirements of Policy Statement R2/1J: Acceptable Engineering Work for Registration of a Registered Lifting Machinery Inspector.
- ❖ An adequately compiled record of learning, kept up to date with ones learning, contains the evidence necessary to submit an application for registration when the required standard is reached. Failure to comply with the instructions is likely to result in a deficient application and may prejudice the success of the application. It may also result in a delay in processing the application because an application will not be considered unless complete.
- ❖ Your application will only be considered by the Council if the following documents are submitted:
  - ✓ **Completed Application (Form J1.1 and J1.2).**
  - ✓ **Certified copies of qualifications or courses**
  - ✓ **Completed Experience Reports (Form J2.1) for each experience period, and the Summary of Experience Reports (Form J2.2), covering all technical experience with a minimum of 5 years required.**
  - ✓ **Completed Developmental Questionnaire (Form J2.3), all questions to be answered.**
  - ✓ **Completed Major Inspection and Load Test Report (Form J2.4), with actual work schedule and load test report for each equipment type applied for, attached.**
  - ✓ **Completed record of Inspection and Load Tests done over at least 2 years (Form J2.6).**
  - ✓ **Referee Reports, each duly completed (Form J4.1 and J4.2).**
  - ✓ **Completed Initial Professional Development Report (Form J5).**
- ❖ In completing the forms, use type or print clearly in **black ink** to ensure clear copying.
- ❖ **Application fee** must accompany the completed Application. NB. - See item 6 below.
- ❖ Experience Reports, the Record of Inspection and Load Test, the Developmental Questionnaire Report and the Major Inspection and Load Test Report(s) must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted.
- ❖ Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- ❖ If you are in doubt regarding any aspects please contact the Council's offices or your association.
- ❖ Each applicant will be **advised** of the Council's decision as soon as possible, and no telephonic information regarding the progress of any application will be given.
- ❖ Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type colour photograph of the applicant is required.
2. **Qualifications:**
  - ❖ Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)
  - ❖ Your documents must be submitted in English.

**3. Apprenticeship/ learnership:**

If Yes, give trade and period.

**4. Previous/Current Registration or Application Details with ECSA:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**5. Membership of Recognised Engineering Institutes:**

A list of institutes recognised by Council for purposes of a reduction in annual fees is attached as Addendum A. Proof of current membership of such institute will qualify you for a reduction in your annual fee should your application be successful. Membership of non-recognised engineering institutes should also be given.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**6. Application and Annual Fees:**

**Only cheques or proof of direct payment** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name and initials are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, or visit ECSA's website at <http://www.ecsa.co.za> or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**7. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. At least one referee must be registered with ECSA as either a Registered Lifting Machinery Inspector, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer. In the event that you are unable to identify registered referees, please contact the Council.

Use Form J4.1 for formal correspondence with each referee, and enclose copies of the referee report form (Form J4.2 & J4.3) and the guideline for referees (Sheet J4.1). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the completed report direct to the Council.

**Referees may be chosen in the following order of preference:**

- (a) Immediate supervisor
- (b) Mentor
- (c) Indirect supervisor
- (d) Employer
- (e) Colleague at a higher level involved with your work (not more than one out of three referees).
- (f) Colleague at a higher level not directly involved with your work (not more than one out of three referees)
- (g) Client

**8. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(13/04/2012) **Sheet J2.1**

## **Information Sheet for completion of the Experience Reports/ Developmental Questionnaire Report/ Major Inspection and Load Test Reports**

1. Your application for registration as a **Registered Lifting Machinery Inspector (RegLMI)** must be accompanied by the Experience Reports (**Forms J2.1**) in which your experience in the lifting industry from the date of obtaining the highest technical qualification to the date of application is recorded in chronological order and typed or printed in black ink. If you have a NQF 5 level qualification, a minimum period of five years experience in the lifting machinery inspection industry of which at least two years must be on inspection and load testing, under the necessary supervision, is required.
  - Use a separate form for each experience period and approximately 200 words per form.
  - Number the periods in chronological order, which may not overlap.
  - Cover the period from obtaining the highest education/qualification to the date of application.
  - Provide full details of lifting engineering work that you have performed, such as supervising, modifications, fault investigations, etc. done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman or learnership work.

An experience period ends when:

  - your work environment has changed, eg. when a major task or project has been completed;
  - your type of work has changed;
  - your responsibilities or level of function have changed (for instance, as in a promotion);
  - you have changed employer;
  - your experience is interrupted (for instance by study or prolonged illness).
2. The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form J2.2**). Ensure that each Form J2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, or if you are the owner of your own business, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct, and give the reasons why the supervisor signature cannot be obtained. Note that the Commissioner of Oaths must stamp and sign each experience report that is not signed by the supervisor.
 

A record of actual inspections and load tests done by yourself, under supervision, must be provided separately using **Form J2.6**. Ensure that this form is signed by your mentor or supervisor and yourself.
3. The Experience Report (**Form J2.1**) must be set out in a way that clearly shows LMI engineering knowledge and skills applied. It is incumbent on applicants to select and describe tasks, which show their level of LMI engineering knowledge and experience and clearly illustrates your own role and strategies devised to make these tasks successful.
4. The functions described must address your involvement and responsibility in lifting machinery inspection. They should refer to your exact participation in:
  - Installation, commissioning, maintenance, inspection and load testing.
  - Specific equipment type applicable to your registration, e.g. Lifting receptacles, Under the hook machines, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Reach stackers, Straddle carriers, Container cranes, Ships cranes, Wharfside cranes, Aerial platforms, Suspended access platforms (SAE), Hydraulic industrial lifting devices, Vehicle hoists, Tail lifters, Other categories.
  - Monitoring, manufacturing, economics, resources (including human resources) management.
5. Calculations, reports, sketches, schedules, test certificates, commissioning reports load test reports and any other relevant documentation to support written submissions should be attached.
6. Use **Form J2.3**, Developmental Questionnaire Report, answering all the questions, to demonstrate the basic knowledge developed on the equipment that you are working on. The answers must be uniquely formulated from your personal experience in the workplace, but supplementary information can be obtained from other sources, if required. Your supervisor must sign the report.

## Engineering Council of South Africa

(13/04/2012) **Sheet J2.2**

7. Use **Form J2.4** to submit a single major inspection and load test. The task must be of a nature that is representative of the work that you have done illustrating your own role and strategies devised to make the task successful. The work schedule report and actual load test result, showing the load applied and resulting deflection (if applicable) must be attached for each type of equipment applied for (Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories). Your supervisor must sign the report.

Work Schedule Report: You should not use third party tense (use I not we) and the work schedule must include your engineering inputs in at least the following aspects:

- Identify activities required and the desired outcome (i.e. test after repair and provide report)
- Compile or source an activity list used to undertake the project (inspection and load test)
- Provide a list of inspection or test equipment needed to undertake the project (inspection and load test) i.e. test weights, lifting tackle electronic measuring equipment etc.
- Compile or source a project (inspection and load test) time frame (bar chart)
- A guideline of your intended report to be submitted after the inspection and load test
- Your authorisation or request document to do the inspection and load test
- A short description of how you prepare the work area prior to conducting a test, detailing moral constraints, and how you would limit public access
- A short description of the physical test, with important planning inspection criteria on safety criteria highlighted
- How lifting machine and site are intended to be returned to service, and how documents generated will be administrated

Inspection and Load Test Report: You are required to submit a report of an actual inspection and load test you have conducted under the guidance of a LMI registered person. You should include the following where applicable on conclusion of your inspection:

- The load test certificate must show the specific lifting equipment tested, the magnitude of the test load applied and the resulting deflection, if applicable. The applicant, a LMI registered person and the customer must have signed the certificate.
- Inspection report and load test certificates were generated using all available data, covering all aspects and test requirements to stakeholders needs timeously.
- That any deficiencies defects or hazardous conditions are noted (or listed as nil), corrected if necessary and reported to all stakeholders.
- Compliances / Non compliances and or findings are clearly communicated to all stakeholders.
- Any suggestions to improve testing efficiency listed.

Engineering Council of South Africa

(13/04/2012) **Form J2.1**

**EXPERIENCE REPORT**  
**REGISTERED LIFTING MACHINERY INSPECTORS**

Page No. \_\_\_\_\_ of \_\_\_\_\_

**Surname and Initials:**

Specific equipment type applicable to this period:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

Consult the Information Sheet (Sheet J2) before completing this report.

<b>Period No:</b>	<b>Date from:</b> to:	<b>Your Title or Function:</b>	<b>No. of months:</b>
<b>Employer's Name and address:</b>			
<b>Supervisor's Name, Title of Position held and address:</b>		<b>Supervisor's Signature:</b>	
<b>ECSA Registration No:</b>		<b>Date:</b>	
(Please do not exceed 200 words per period)			

**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) Form J2.2

**SUMMARY OF EXPERIENCE REPORTS : REGISTERED LIFTING MACHINERY INSPECTORS**  
 (Record of the applicant's experience in the lifting machinery industry for a period of at least 5 years)

**Surname and Initials:**

Specific equipment type applicable to your registration:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

First complete a Form J2.1 for each period.

Period No:	Dates (inclusive)		Number of years and months	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total years, months:</b>						

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**RECORD OF INSPECTION AND LOAD TESTS CARRIED OUT OVER A PERIOD OF AT LEAST 2 YEARS:**  
**REGISTERED LIFTING MACHINERY INSPECTORS**

**Surname and Initials:**

Specific equipment type applicable to your registration:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

Load Test No:	Dates (inclusive)		Specific Equipment Load Tested	Owner of Lifting Machine Tested	Serial Number of Lifting Machine Tested	Load Applied	Deflection, if applicable	Final Result of Inspection and Load Test
	From:	To:						
1								
2								
3								
4								
5								
6								
7								
8								
9								

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_ Name of Mentor/Supervisor printed: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012)

**Form J2.4****Major Inspection and Load Test Report**

**IMPORTANT NOTE:** Use this form to report in maximum 100 words per item on a major inspection and load test task carried out by you. **THE ACTUAL WORK SCHEDULE AND LOAD TEST REPORT MUST BE ATTACHED TO THIS REPORT FOR EACH SPECIFIC EQUIPMENT TYPE APPLIED FOR.** Some items in this report carry more weight than others, as indicated by the percentages stated.

**Name:**

Specific equipment type applicable to your registration:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

<b><u>Task name and dates:</u></b>	
<b>1. Define Task, Interpret and Investigate:</b>	
1.1 State how <u>you</u> interpreted the task instruction to the satisfaction of the client (acceptance criteria). (3%)	
1.2 Describe how <u>you</u> analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result. (3%)	
<b>2. Design or Develop a solution:</b>	
2.1 Describe how <u>you</u> developed and/or analysed alternative solutions to do the task. Impacts checked. (6%)	
2.2 State what the final solution to perform the task was, client in agreement. (6%)	
<b>3. Applying Theory:</b>	
3.1 State what educational knowledge <u>you</u> used to perform the task. (9%)	
3.2 State what standard procedure <u>you</u> used to do the design or task and on what theory these were based. (3%)	
<b>4. Task Management:</b>	
4.1 State how <u>you</u> managed yourself, priorities, processes and resources in doing the task (bar chart). (3%)	
4.2 Describe <u>your</u> role and contribution in the task team. (3%)	
<b>5. Communication:</b>	
5.1 State how <u>you</u> reported back after completion of the task. (3%)	

Engineering Council of South Africa

(13/04/2012) **Form J2.4 (continue)**

2.

5.2 State how <u>you</u> issued instructions to entities working on the task. (3%)	
<b>6. Impact:</b>	
6.1 Describe the social and environmental impact of this engineering activity. (3%)	
6.2 State how <u>you</u> communicated mitigating measures to affected parties. (3%)	
<b>7. Health and Safety:</b>	
7.1 List the major laws and regulations applicable to this particular activity. (3%)	
7.2 State how <u>you</u> obtained advice in doing risk management for the task. (3%)	
<b>8. Ethical Conduct:</b>	
8.1 State how <u>you</u> identified ethical issues and affected parties and their interest. (3%)	
8.2 Confirm that <u>you</u> are conversant and in compliance with ECSA's Code of Conduct. (3%)	
<b>9. Engineering Judgement:</b>	
9.1 State the factors applicable to the task, their interrelationship. (6%)	
9.2 Describe how <u>you</u> foresaw task consequences and evaluated situations in the absence of full evidence. (9%)	
<b>10. Responsible decision making:</b>	
9.1 State how <u>you</u> applied theory to justify decisions taken in doing tasks. (9%)	
9.2 State how <u>you</u> took responsible advice on any matter falling outside your own education and experience. (6%)	
9.3 Describe how <u>you</u> took, responsibility for your own work by evaluating your work output and revising any shortcoming. (9%)	
An additional 6% can be earned from evidence of a competency development plan and independent learning ability as reported in the Initial Professional Development Report, Form J5	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed:

Tel. No.:

Engineering Council of South Africa

(13/04/2012) **Form J2.3**

1.

**Developmental Questionnaire Report**

<b>A.</b>	<b>Personal Details</b>		
	<b>Name:</b>		<b>Technical Qualifications:</b>
<b>B.</b>	<b>Tick off (✓) the specific equipment types applicable to your registration application:</b>		
	1. Lifting Tackle (Always applicable)	10. Straddle Carriers	
	2. Chain Blocks and Lever Hoists	11. Container Cranes	
	3. Forklifts	12. Aerial Platforms	
	4. Mobile Cranes	13. Suspended Access Platforms	
	5. Overhead and Gantry Cranes	14. Industrial Lifting Devices	
	6. Tower Cranes	15. Under The Hook Non-fixed Attachments	
	7. Ships Cranes	16. Tail Lifters	
	8. Wharfside Cranes	17. Vehicle Hoists	
	9. Reach Stackers	18. Other Categories:	
<b>C.</b>	<b><u>INSTRUCTIONS</u></b>		
	<p><b>Lifting Machinery Inspectors must be conversant with the underpinning technical information on the lifting equipment listed above.</b></p> <p><b>Use this form to answer each question below in a short paragraph of maximum 100 words. The <u>answer must be your own work</u> and not a copy of a previous successful application submitted by others, or a generic copy used by all the applicants in your company. Internet and text book information must be interpreted, and not just copied.</b></p> <p><b>Answers must include reference to <i>practically defined</i> examples in the work place demonstrating how the competencies were satisfied. (Additional supporting evidence e.g. completed load test reports, inspection schedules, etc. may be attached).</b></p> <p><b>The applicant must sign the completed questionnaire and also obtain a signature from his/her supervisor.</b></p> <p><b>The applicant may be invited to an interview to expand and/or confirm this questionnaire.</b></p> <p><b>Some aspects in the report carry more weight than others, as indicated by the percentages stated.</b></p> <p><b>Submit the completed forms with your application form.</b></p>		

<b><u>DEVELOPMENTAL QUESTIONNAIRE REPORT:</u></b>		
<b>1.</b>	<b>Communicate in the workplace</b>	
<b>Item</b>	<b>Question</b>	<b>Answer</b>
1.1	How should reports be generated from available data after completion of an inspection? (2%)	
1.2	Why is it important that data is presented in accordance with the relevant needs of target audiences? (2%)	
1.3	Why should oral communication be suited to the work context? (3%)	
1.4	Why should written communication be clear and unambiguous and at an appropriate level for designated target audiences. (3%)	

## 2.

(13/04/2012)

<b>2. Compile and maintain work schedules</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
2.1	<p>How is scheduling described in terms of its purpose and process? (3%)</p> <ul style="list-style-type: none"> <li>• What is the purpose of scheduling? What does one want to achieve? What is the process?</li> <li>• This would describe a step-by-step project plan describing how one can carry out inspections, tests and examinations.</li> <li>• This should be described in the "Work Schedule Report". (<u>Attach an example</u>)</li> <li>• A schedule is project plan indicating a list of project activities measured against a time frame.</li> <li>• In the LMI describe how a project is planned and the outcome to make the machinery legal and safe for use.</li> </ul>	
2.2	How are project activities defined in terms of the required project outcomes? (3%)	
2.3	Why are project plans compiled in terms of identified activities? (3%)	
2.4	Why are activities sequenced in terms of workflow and timelines? (3%)	
2.5	How are activities reported on in accordance with workplace requirements? (2%)	
2.6	Why do you record and store paperwork in accordance with workplace requirements? 3%	
2.7	Why are work activities completed in accordance with agreed timeframes and efficiency (2%)	
<b>3. Apply engineering skills to the workplace</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
3.1	<p>Explain flow characteristics in terms of engineering principles. (3%)</p> <ul style="list-style-type: none"> <li>• Describe the definition of the flow of oil in a hydraulic system</li> </ul>	
3.2	<p>Explain measurement of flow terms of fluid principles. (3%)</p> <ul style="list-style-type: none"> <li>• Describe how the flow of oil in a hydraulic system is measured.</li> <li>• Also elaborate on the consequences of high and low pressure in the system.</li> </ul>	
3.3	<p>Explain ferrous and non-ferrous metals in terms of their properties and uses. (3%)</p> <ul style="list-style-type: none"> <li>• Describe what ferrous and non-ferrous metals are and the differences between them. (Not an in depth chemical report, but a practical application thereof).</li> <li>• Also describe the basic properties of the two.</li> <li>• Where are these metals used in lifting machines?</li> </ul>	

3.

(13/04/2012)

	<ul style="list-style-type: none"> <li>• When a lifting machine is inspected, what aspects of this type of material should be paid attention to, to make a judgement as to whether a machine is safe to use.</li> <li>• What happens when there is a material failure?</li> <li>• Why does it fracture and describe the consequences of the material being unsafe and an eventual failure?</li> <li>• Besides the physical failure, what damage can it cause to property and people?</li> </ul>	
3.4	<p>Explain ferrous and non-ferrous alloys in terms of their properties and uses. (3%)</p> <ul style="list-style-type: none"> <li>• Describe what ferrous and non-ferrous alloys are and the differences between them. (Not an in depth chemical report, but a practical application thereof).</li> <li>• Also describe the basic properties of the two.</li> <li>• Where are these used in lifting machines?</li> <li>• When a lifting machine is inspected, what aspects of this type of material must be paid attention to, to make a judgement as to whether a machine is safe to use or not.</li> <li>• What happens when there is a material failure?</li> <li>• Why does it fracture and describe the consequences of the material being unsafe and an eventual failure?</li> <li>• Besides the physical failure, what obvious damage can it cause to property and people?</li> </ul>	
3.5	<p>Explain thermo plastics and thermosetting plastics in terms of their properties and uses. (3%)</p> <ul style="list-style-type: none"> <li>• Describe what thermo plastics and thermosetting plastics are, and the differences between them. (Not an in depth chemical report, but a practical application thereof).</li> <li>• Also describe the basic properties of the two.</li> <li>• Where are these used in lifting machines?</li> <li>• When a lifting machine is inspected, what aspects of this type of material must be paid attention to, to make a judgement as to whether a machine is safe to use or not?</li> <li>• What happens when there is a material failure?</li> <li>• Why does it fracture and describe the consequences of the material being unsafe and an eventual failure?</li> </ul>	

## 4.

(13/04/2012)

	<ul style="list-style-type: none"> <li>Besides the physical failure, what obvious damage can it cause to property and people?</li> </ul>	
3.6	<p>Explain machining principles in terms of functions and accuracy. (3%)</p> <ul style="list-style-type: none"> <li>Describe different types of machining and why there are different procedures for different applications.</li> <li>Describe the importance of machining accuracy for the LMI industry.</li> <li>Describe how a typical component is machined, from the planning stage, selection of material, the specification of the work piece and the actual machining set up like tooling etc.</li> </ul>	
3.7	<p>Explain work functions in terms of quality in engineering practice. (3%)</p> <ul style="list-style-type: none"> <li>What engineering practice is applied to the quality control aspect when manufacturing an engineering product?</li> <li>Why would you have a quality control procedure?</li> <li>How are machined components measured?</li> <li>What measuring equipment are used?</li> </ul>	
3.8	<p>How are engineering risks identified in terms of the potential impact for each risk on the project? (3%)</p> <ul style="list-style-type: none"> <li>Describe what hazards must be identified before commencing a project and why?</li> <li>What impact would this have on the risk assessment of a project?</li> <li>Describe the basic framework of a risk assessment.</li> <li>What is the purpose of a risk assessment?</li> </ul>	
3.9	<p>How are actions to improve work functions identified and analysed in terms of available options? (3%)</p> <ul style="list-style-type: none"> <li>Select a typical work activity and identify steps that could be considered for improving the safety and efficiency of the project.</li> <li>Describe how these activities could be controlled and possibly be made safer under the circumstances of that particular project.</li> <li>Indicate the standard or standards that would be applied.</li> </ul>	
3.10	<p>How are recommendations communicated to relevant personnel in accordance with workplace requirements? (2%)</p>	

## 5.

(13/04/2012)

<b>4. Comply with relevant legislation in the workplace</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
4.1	<p>How is legislation relevant to the work activities identified and accessed in accordance with workplace requirements (3%)</p> <ul style="list-style-type: none"> <li>Identify relevant laws and or regulations that would apply to a project in the LMI industry.</li> <li>Describe how these laws or regulations are applied in the workplace.</li> </ul>	
4.2	<p>How is legislation interpreted in terms of the applicability to required work activities (3%)</p> <ul style="list-style-type: none"> <li>Reference must be made to the applicable requirement of the OHS act.</li> </ul>	
4.3	<p>Explain the implications of non-compliance with legislation in terms of work processes and penalties (3%)</p> <ul style="list-style-type: none"> <li>Describe how non-compliance to legislation results in being illegal and unsafe.</li> <li>Describe the penalties that affect the LME, LMI and the USER.</li> </ul>	
4.4	<p>How do you generate compliance reports in terms of work activities? (2%)</p>	
<b>5. Inspect lifting machinery and equipment</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
5.1	<p>How are inspection activities planned in accordance with the inspection required and the workplace requirements? (2%)</p>	
5.2	<p>Explain the purpose of conducting various tests in terms of relevant legislation and user safety standards (3%)</p> <ul style="list-style-type: none"> <li>Why do we do tests?</li> <li>To what standards are tests done?</li> <li>Do tests eliminate hazards, and ultimately reduce risk?</li> <li>State what DMR18 requirements and relevant SANS standards tests and inspections must comply to.</li> </ul>	
5.3	<p>Describe why inspection and testing equipment selected is appropriate to the inspection required (3%)</p> <ul style="list-style-type: none"> <li>Describe why special equipment for specific tests is selected.</li> </ul>	
5.4	<p>Why is authorisation to conduct inspection activities obtained in accordance with workplace procedures? (2%)</p>	
5.5	<p>Why is the work area prepared for the relevant inspection in accordance with inspection requirements? (3%)</p> <ul style="list-style-type: none"> <li>Why is the work area prepared before an inspection?</li> <li>What special activities are prepared for different types of inspection?</li> </ul>	

## 6.

(13/04/2012)

5.6	<p>How are defects and potentially hazardous conditions identified and corrected in accordance with workplace requirements? (3%)</p> <ul style="list-style-type: none"> <li>Reference must be made to a risk assessment describing the implications of potential hazards.</li> </ul>	
5.7	<p>Why is public access to the worksite restricted in accordance with statutory requirements and worksite procedures? (3%)</p> <ul style="list-style-type: none"> <li>Describe why access to a work site is restricted?</li> <li>What are the legal and other requirements involved in determining what restrictions should apply.</li> <li>Give some examples of restrictions.</li> </ul>	
5.8	<p>Describe how machinery and equipment is inspected and tested in accordance with test schedules and relevant safety standards.(2%)</p>	
5.9	<p>How are deviances from acceptable standards identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications? (2%)</p>	
5.10	<p>Explain the consequences of omitting any part of the inspection and testing schedule in terms of potential risks and liability. (3%)</p> <p>e.g. The consequences of omitting any part of an inspection and test in the schedule can be identified in two categories; a) that the actions may not comply with the relevant OHS legislation or SANS standard b) that the purpose for the exercise will be defeated and in so doing the integrity of the machine could be compromised and therefore not be fit for use. Describe the consequences that can occur/arise.</p>	
5.11	<p>How is the worksite cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements? (3%)</p> <ul style="list-style-type: none"> <li>Describe how this should be done, and why?</li> </ul>	

7.

(13/04/2012)

5.12	<p>Why are work activities completed within agreed timeframes? Explain the importance of completing activities in these timeframes in terms of customer service and work interruptions. (3%)</p> <ul style="list-style-type: none"><li>• If the definition of a schedule is, "a project plan measured against a time frame", then can a schedule be disrupted if this is not followed?</li><li>• Is it realistic or correct for a LMI to unnecessarily extend jobs out and request a client for more money?</li><li>• Give an example of what can go wrong when a job takes too long.</li></ul>	
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Signature of Applicant: \_\_\_\_\_ Date:

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed:

Tel. No.:

ENGINEERING COUNCIL OF SOUTH AFRICA  
Private Bag X 691 ● BRUMA ● 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

(13/04/2012) **Form J3**

## REGISTERED LIFTING MACHINERY INSPECTORS

**Name of Referee****Date****Address:**

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for registration as a **Registered Lifting Machinery Inspector** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms J4.1 & J4.2 and consult the guideline for referees (Sheet J4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant****Name of Applicant** (Please print)**Address:****Postal Code:****Telephone No:****Cell No:**

**CONFIDENTIAL**(13/04/2012) **Form J4.1****REFEREE REPORT : REGISTERED LIFTING MACHINERY INSPECTOR**Please complete this form using type or print in **black** ink, after consulting the attached guideline (Sheet J4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<p><b>Name of Applicant:</b></p> <p><b>Address:</b></p>
---

**1. General Information:**

- (a) My **personal** knowledge of the applicant's engineering experience extends from  
to (month and year closely as possible).
- (b) My association with the applicant was that of:

Mentor		Colleague		Supervisor		Employer		Other ( <i>Describe</i> )	
--------	--	-----------	--	------------	--	----------	--	---------------------------	--

- (c) Are you related to the applicant by birth or marriage?    Yes                      No

If yes, please state relationship

**2. Lifting Machinery Inspection Experience:**

My personal knowledge of the applicant's lifting machinery inspection experience is as follows:

From	To	Position held	Type of work performed	Employer

**3. Assessment of Applicant**

(a) Based on my personal knowledge of the applicant of whom information has been supplied above, I assess his/her level as follows:

	Very low	Low	Satisfactory	High	Very High	Unknown
1. Ability to define, investigate and analyse Lifting Machinery Inspection problems						
2. Ability to design or develop solutions to LMI problems						
3. Ability to comprehend and apply LMI knowledge in practice						
4. Ability to manage part or all of one or more LMI activities						
5. Ability to communicate clearly with others						
6. Ability to recognise the foreseeable social, cultural and environmental effects of LMI activities.						
7. Ability to meet legal and regulatory requirements protecting the health and safety of persons						
8. Ability to conduct LMI activities ethically						
9. Ability to exercise sound LMI engineering judgement						
10. Ability to accept responsibility for making LMI decisions						
11. Ability to undertake independent LMI learning activities						

(b) Additional comments: (must be completed if assessment is "Very Low", "Low", or "Unknown")

**4. Referee's Recommendation:**

I regard the applicant competent to be registered as a Lifting Machinery Inspector:

Yes	No (Do not register)	Defer	Do not know

Please motivate your recommendation:

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1J as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:**

**Title of Position held:**

**Qualifications:**

**ECSA Registration Category:**  
e.g. Technician, Engineer, LMI, etc.

**Registration No:**

**Employer:**

**Tel/Cell. No:**

**Signature of Referee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please post to:

⇒ **The Chief Executive Officer • Engineering Council of South Africa**  
**Private Bag X691 • BRUMA • 2026**

**REFEREE GUIDELINE**  
for the completion of the Referee Report  
**Registered Lifting Machinery Inspector**

**1. Registered Lifting Machinery Inspector**

- (a) Registered Lifting Machinery Inspectors are people who conduct inspections and load tests of Lifting Machinery in terms of the Occupational Health & Safety Act (Act No. 85 of 1993) and all other relevant legislation which is held and updated by the Chief Inspector of the Chief Directorate: Occupational Health and Safety: Department of Labour.
- (b) Registration is a commitment to subscribe to the standards set by ECSA and to work within the ECSA Code of Conduct.
- (c) Their competency will be assessed by peers against the standards in the National Certificate in Lifting Machine Inspection (Addendum B) and the ECSA criteria set out in the Referee Report, which has been developed to ensure all the requirements of the unit standard are met.

These features contribute to the protection of the public with respect to the work of a Registered Lifting Machinery Inspector and lend confidence in appointing such a person to carry out lifting machinery inspections and testing.

**2. Completing the Referee Report****2.1 Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration as a Registered Lifting Machinery Inspector with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge that the referee has of the applicant.

**2.2 Motivation**

It is necessary that the referee (employer, supervisor etc.) be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements. The council attaches great value to this report.

**2.3 Lifting Machinery Experience**

Verify the applicant's lifting machinery experience; details such as specialised equipment, make of lifting machinery, responsibilities, etc. The referee report must indicate the inspection and testing type of work performed by the applicant at a level above that of artisan.

**2.4 Assessment**

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's competence is required from personal knowledge for specifically the following.

- That he/she is able to communicate verbally and in writing at the required level.
- That he/she is reporting and the formal report is communicated to the relevant stakeholders in accordance with workplace requirements.
- That his/her work activities (i.e. test & inspections) are completed efficiently and to the agreed project schedules (time frames) and he/she could work independently and ethically once registered.
- That he/she is aware of the importance of time frames, late delivery and customer relationships and team working.

**3. General**

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

**4. Confidentiality**

ECSA undertakes to protect the confidentiality of all the information received from the referee.



Engineering Council of South Africa

(13/04/2012) Sheet J5

**Information Sheet**  
for completion of the  
**Initial Professional Development Report (Form J5)**

This form **must** be completed by all persons applying for registration as a Registered Lifting Machinery Inspector.

1. Initial Professional Development (IPD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

(13/04/2012)

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1. Application fee of R \_\_\_\_\_.
2. First page of Application Form is initialled by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of a minimum of three referees have been given.  
[The referee reports (Forms C4.1 & C4.2) must be sent under separate cover and at least one referee must be registered as either a Professional Engineer, a Professional Engineering Technologist, a Professional Engineering Technician, a Professional Certificated Engineer or a Registered Lifting Machinery Inspector. Referee reports from your supervisors are preferable, and they should have played some mentoring or supervisory role in your career development.]
5. A photograph has been attached to Application Form J1.1.
6. Experience Reports covering **ALL** the experience gained completed on the form provided (Form J2.1). (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Experience Report.
8. Signatures of employer on each Experience Report.
9. Summary of the record of the applicant's experience in the lifting machinery industry for a period of at least 5 years. (Form J2.2).
10. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.
11. Major Inspection and Load Test report (paragraph 7 of Sheet J.2.1) indicating the applicant's own contribution/role and responsibility in the task submitted, signed by a supervisor. **THE ACTUAL WORK SCHEDULE AND LOAD TEST REPORTS MUST BE ATTACHED FOR EACH TYPE OF LIFTING MACHINE APPLIED FOR**
12. Answers to the Developmental Questionnaire Report with all questions answered (Paragraph 6 of Sheet J2.1), signed by a supervisor.
13. Record of Inspections and Load Tests done by the applicant over the last two years (Form J2.6), signed by a supervisor.
14. Details of your Initial Professional Development (IPD) (using Form J5).
15. Organigrams for the respective positions held during the most recent 5 years by the applicant, signed by applicant and employer - Period and position (post held) must be indicated.
16. Certified copies of certificates, diplomas, etc.
17. Proof of membership of Institutions must be provided, where applicable.

**If any of the above, do not accompany the Application Form, your Application will be held in abeyance until receipt of the information.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMEchE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

Engineering Council of South Africa

**Addendum B**

<b>National Certificate in Lifting Machine Inspection – Level 5</b>
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<b>SAQA QUAL ID</b>	<b>QUALIFICATION TITLE</b>	
	Certificate: Lifting Machine Inspection	
<b>SGB NAME</b>	<b>ABET BAND</b>	<b>PROVIDER NAME</b>
	Undefined	Engineering Council of SA
<b>QUALIFICATION CODE</b>	<b>QUAL TYPE</b>	<b>SUBFIELD</b>
	National Certificate	Engineering and Related Design
<b>MINIMUM CREDITS</b>	<b>NQF LEVEL</b>	<b>QUALIFICATION CLASS</b>
120	Level 5	
<b>SAQA DECISION NUMBER</b>	<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>

**RATIONALE FOR THE QUALIFICATION:**

The South African legislation specifies that all lifting machines must be inspected at prescribed intervals by a registered lifting machine inspector. This qualification provides a learner with all the skills and knowledge required of a lifting machine inspector and may be seen as a pathway towards registration as a lifting machine inspector.

The majority of the candidates for this qualification are likely to be working in the lifting machinery or engineering industry. This qualification will give them the opportunity to balance their practical skills with the essential knowledge needed to earn a formal qualification in lifting machine inspection without formal education becoming an impassable barrier.

There is a critical need in the industry to identify people who are able to conduct the essential operations associated with efficient and safe lifting machine inspection. This will lead to competence in the field of work and thereby add safety and value to the industry and improve the economy of the country. It will also lead to a balanced society in that learners will understand how the work they do fits into the greater engineering industry.

**PURPOSE OF THE QUALIFICATION:**

This qualification is aimed at people who work or intend to work within the lifting machinery industry, and who seek recognition for essential skills in lifting machine inspection.

Recipients of this qualification know about and are able to conduct lifting machine inspections to ensure safe conditions of these machines.

The qualification is designed to be flexible and accessible so that people are able to demonstrate the competencies required to work safely in the lifting machinery industry.

People credited with this qualification are able to:

- Communicate in the workplace
- Compile and maintain work schedules
- Apply engineering skills in the workplace
- Comply with relevant legislation in the workplace
- Inspect lifting machinery and equipment

**ACCESS TO THE QUALIFICATION:**

This qualification is open to anyone with access to learning opportunities and work experience in the areas reflected in the exit level outcomes. It is advisable that candidates should already have addressed the areas reflected under "learning assumptions" before embarking on learning towards this qualification, although the exact starting point depends on the available resources for learning.

Candidates applying for this qualification need to demonstrate competence in inspecting lifting machines and should therefore be physically able to contend with the circumstances required for lifting machine inspection.

**LEARNING ASSUMPTIONS:**

It is assumed that candidates embarking on learning towards this qualification are already competent in the following areas:

- Mathematics at NQF level 4
- Safe working practices
- Basic knowledge of electrical theory
- Basic knowledge of hydraulic theory
- Basic knowledge of engineering practices
- Working at heights and/or in confined spaces
- Selecting, using and caring for engineering measuring equipment
- Reading and interpreting engineering drawings
- The ability to function as an artisan in a relevant discipline

**ARTICULATION POSSIBILITIES:**

The exit level outcomes are based on progressive learning from the learning assumptions and are broad-based in order to facilitate entry to a number of further programmes in the field of electrical, mechanical or electro/mechanical engineering.

Employers or institutions should be able to evaluate the outcomes of this qualification against the needs of their context and structure top-up learning appropriately.

**EXIT LEVEL OUTCOMES:**

Exit level outcomes defined below are stated generically and may be assessed in various engineering disciplinary or cross-disciplinary contexts in a provider-based or simulated practice environment. Generic Competencies may be assessed in various engineering disciplinary or cross-disciplinary contexts.

For award of the *whole* qualification, candidates must achieve competence against all the criteria as specified in the Exit Level Outcomes. Should candidates exit the qualification *without completing the whole qualification*, recognition may be given for each Exit Level Outcome achieved.

Candidates will be assessed in the area of work that they have been exposed to. It is not expected that all candidates will be able to conduct inspections on all types of lifting machinery. It is the responsibility of the assessor to ascertain the specific areas in which the candidate will be required to work and provide an opportunity for the candidate to demonstrate competency in that particular area. All assessment criteria must be met for each category of inspection undertaken, as detailed below:

**ASSOCIATED ASSESSMENT CRITERIA:****Exit Level Outcome 1: Communicate in the workplace**

- 1.1 Reports are generated from available data
- 1.2 Data is presented in accordance with the relevant needs of target audiences
- 1.3 Oral communication is suited to the work context.
- 1.4 Written communication is clear and unambiguous and at an appropriate level for designated target audiences.

**Exit level Outcome 2: Compile and maintain work schedules**

- 2.1 Scheduling is described in terms of its purpose and process
- 2.2 Project activities are defined in terms of the required project outcomes
- 2.3 Project plans are compiled in terms of identified activities
- 2.4 Activities are sequenced in terms of workflow and timelines
- 2.5 Activities are reported on in accordance with workplace requirements
- 2.6 Paperwork is recorded and stored in accordance with workplace requirements
- 2.7 Work activities are completed in accordance with agreed timeframes and efficiency

**Exit level Outcome 3: Apply engineering skills to the workplace**

- 3.1 Flow characteristics are explained in terms of engineering principles
- 3.2 Measurement of flow is explained in terms of fluid principles
- 3.3 Ferrous and non-ferrous metals are explained in terms of their properties and uses
- 3.4 Ferrous and non-ferrous alloys are explained in terms of their properties and uses
- 3.5 Thermo plastics and thermosetting plastics are explained in terms of their properties and uses
- 3.6 Machining principles are explained in terms of functions and accuracy
- 3.7 Work functions are explained in terms of quality in engineering practice
- 3.8 Engineering risks are identified in terms of the potential impact for each risk on the project

- 3.9 Actions to improve work functions are identified and analysed in terms of available options
- 3.10 Recommendations are communicated to relevant personnel in accordance with workplace requirements

**Exit level Outcome 4: Comply with relevant legislation in the workplace**

- 4.1 Legislation relevant to the work activities is identified and accessed in accordance with workplace requirements
- 4.2 Legislation is interpreted in terms of the applicability to required work activities
- 4.3 The implications of non-compliance with legislation is explained in terms of work processes and penalties
- 4.4 Compliance reports are generated in terms of work activities

**Exit level Outcome 5: Inspect lifting machinery and equipment**

**Range:** Candidates will be assessed against lifting tackle and at least one of the following categories –

- Chain hoists
  - Work platforms
  - Jib cranes
  - Tower cranes
  - Overhead cranes
  - Mobile cranes
  - Lift Trucks
  - Vehicle hoists
  - Other specialisation categories
- 5.1 Inspection activities are planned in accordance with the inspection required and the workplace requirements
  - 5.2 The purpose of conducting various tests is explained in terms of relevant legislation and user safety standards
  - 5.3 Inspection and testing equipment selected is appropriate to the inspection required
  - 5.4 Authorisation to conduct inspection activities is obtained in accordance with workplace procedures
  - 5.5 The work area is prepared for the relevant inspection in accordance with inspection requirements
  - 5.6 Defects and potentially hazardous conditions are identified and corrected in accordance with workplace requirements
  - 5.7 Public access to the worksite is restricted in accordance with statutory requirements and worksite procedures
  - 5.8 Machinery and equipment is inspected and tested in accordance with test schedules and relevant safety standards
  - 5.9 Deviances from acceptable standards are identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications
  - 5.10 The consequences of omitting any part of the inspection and testing schedule are explained in terms of potential risks and liability
  - 5.11 The worksite is cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements
  - 5.12 Work activities are completed within agreed timeframes. The importance of completing activities in these timeframes is explained in terms of customer service and work interruptions

**ASSESSMENT PRINCIPLES:**

Assessment should be in accordance with the following general and specific principles:

- The initial assessment activities should focus on gathering evidence in terms of the main outcomes expressed to ensure assessment is integrated rather than fragmented. Where assessment at the broader level is unmanageable, then the assessment can focus on each assessment criterion, or groups of assessment criteria.
- Evidence must be gathered across the entire range specified in each Exit Level Outcome, as applicable. Assessment activities should be as close to the real performance as possible, and where simulations or role-plays are used, there should be supporting evidence to prove that the candidate is able to perform in the real situation.
- All assessments should be conducted in accordance with the following universally accepted principles of assessment:
  - use appropriate, fair and manageable methods that are integrated into real work-related or learning situations;
  - judge evidence on the basis of its validity, currency, authenticity and sufficiency; and
  - ensure assessment processes are systematic, open and consistent.

**RECOGNITION OF PRIOR LEARNING:**

This qualification can be achieved wholly or in part through recognition of prior learning in terms of the defined exit level outcomes, but training providers must take full responsibility for assessing the exit level outcomes.

Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

All such evidence will be judged in accordance with the general principles of assessment described above and the requirements for integrated assessment.

#### ACCREDITATION AND MODERATION:

- Providers offering learning towards achievement of any of the outcomes that make up this qualification must be accredited through the Engineering Council of SA.
- Internal moderation of assessment must take place at the point of assessment with external moderation provided by the relevant ETQA in conjunction with the Lifting Machinery Industry, according to the moderation guidelines and the agreed ETQA procedures.
- Providers of programmes shall in the quality assurance process demonstrate that an effective moderation process exists to ensure that the assessment system is consistent and fair.

#### REGISTRATION OF ASSESSORS:

Registration of assessors is delegated by the Higher Education Quality Committee to the Higher Education providers responsible for delivering learning programmes. The following criteria are specified for assessors concerning the technical aspects of the qualification:

- An appropriate qualification with at least 5 years practical experience in a lifting machinery environment.
- Appropriate experience and understanding of assessment theory, processes and practices.
- Good interpersonal skills and ability to balance the conflicting requirements of the interests of the learner, the provider and the employer.

#### CRITICAL CROSS-FIELD OUTCOMES:

This qualification addresses the following critical cross-field outcomes:

- (a) Identifying and solving problems in which responses indicate that responsible decisions using critical and creative thinking have been made. *[ELO 2; ELO 3; ELO 5]*
- (b) Working effectively with others as a member of a team, group, organisation or community. *[ELO 1; ELO 2; ELO 4; ELO 5]*
- (c) Organising and managing oneself and one's activities responsibly and effectively. *[ELO 2; ELO 3; ELO 5]*
- (d) Collecting, analysing, organising and critically evaluating information. *[ELO 1; ELO 2; ELO 3; ELO 5]*
- (e) Communicating effectively using visual, mathematical and/or language skills in the modes of oral/written persuasion. *[ELO 1; ELO 2; ELO 5]*
- (f) Using science and technology effectively and critically, showing responsibility towards the environment and health of others. *[ELO 1; ELO 2; ELO 3; ELO 5]*
- (g) Demonstrating and understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation. *[ELO 2; ELO 3; ELO 5]*

Learning programmes directed towards this qualification will also contribute to the full personal development of each learner and the social and economic development of society at large, by making individuals aware of the importance of:

- 1) Reflecting on and exploring a variety of strategies to learn more effectively.
- 2) Participating as responsible citizens in the life of local, national and global communities.
- 3) Being culturally and aesthetically sensitive across a range of social contexts.
- 4) Exploring education and career opportunities; and developing entrepreneurial opportunities.

#### INTERNATIONAL COMPARABILITY:

This qualification and the component unit standards have been compared with similar qualifications from the following countries:

Task team to consider international comparability:

- Ken Greenwood
- Arnold Sommer
- Roman Vocht
- Carl du Plooy

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
- (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

Registration Number: _____
Name & Surname: _____

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form F1.1**

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Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
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2 Ernest Oppenheimer Avenue  
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BRUMA  
Johannesburg  
2198



Office Use
Ref.: _____

**APPLICATION FOR REGISTRATION  
IN THE SPECIFIED CATEGORY OF  
REGISTERED LIFT INSPECTOR**

**NB:** Please consult the enclosed Information Sheets (Sheets F1.1 & F1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)
Date of Birth:		Identity No:  Or		
* Race Group: <small>Please tick the applicable Block</small>	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <small>(include area codes)</small>				Fax No.: <small>(include area codes)</small>
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final Examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: ..... Commissioner Of Oaths/  
Justice Of Peace: .....

3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:	Date from:	Date to:
--------	------------	----------

4. Specialised Courses on Lifts:

Date of Course	Name of Course

5. Previous / Current Registration or Application Details: (eg. Candidate Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

6. Membership of Voluntary Associations recognised in terms of the Act (See list): (Membership of Engineering Associations/Institutes/Societies not recognised may also be included. If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

7. Application Fee: (See item 7 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

8. Referees: (Registered persons only – Name, address and telephone number)

(1)	(2)	Contact person at your present work:

9. Declaration:

I, \_\_\_\_\_ (full names) hereby apply for **Registration as a Registered Lift Inspector** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

<b>Office Use Only</b>	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

## **Information Sheet for Applicants Applying for Registration as a Registered Lift Inspector**

This document briefly sets out the information required by  
the Registration Committee to evaluate applications.

### **A. General:**

- ❖ The onus is on the Applicant to provide all the evidence for consideration by the Council for registration. The evidence must demonstrate/show competency in accordance with the specification requirements of Policy Statement R2/1F: Acceptable Engineering Work for Registration of a Registered Lift Inspector.
- ❖ Your application will only be considered by the Council if the following documents are submitted:
  - ✓ Completed Application Form (F1.1 & F1.2).
  - ✓ Certified copies of qualifications.
  - ✓ Completed Training/Experience Report (Forms F2.1), for each training/experience period and
  - ✓ A Summary of Training/Experience Reports (Form F2.2).
  - ✓ Referee Reports, each duly completed on Form F4.1 & F4.2.
- ❖ In completing the forms, use type or print clearly in **black ink** to ensure clear copying.
- ❖ All documents submitted, other than documents of the application form must be clearly numbered.
- ❖ **Application fee** must accompany the completed Application. NB. - See item 7 below.
- ❖ All training/experience reports must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted.
- ❖ Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- ❖ If you are in doubt regarding any aspects please contact the Council's offices.
- ❖ The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- ❖ Information regarding the progress of any application will not be given telephonically.
- ❖ Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.
- ❖ Complete the list of courses, short courses, special courses that you have attended and completed after journeymanship / learnership.
- ❖ Attach certified copies of the certificates i.e. lift inspectors course, electronic control course, etc.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type photograph of the applicant is required.

2. **Qualifications:**

- ❖ Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)
- ❖ If your documents are not in English or Afrikaans, please supply certified translations.

/...

**3. Apprenticeship/ learnership:**

If Yes, give trade and period.

**4. Specialised Courses on Lifts:**

Specify all courses attended relating to lifts. Original certified copies of all certificates obtained must be submitted.

**5. Previous / Current Registration or Application Details:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**6. Membership of Recognised Voluntary Associations:**

A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such associations will qualify you for a reduction in your annual fee should your application be successful. Membership of non-recognised engineering associations/ institutes/societies should also be given.

**7. Application and Annual Fees:**

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and reference number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**8. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of two referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as either a Registered Lift Inspector, Professional Engineering Technician, a Professional Engineering Technologist, Professional Certificated Engineer or a Professional Engineer. In the event that you are unable to identify registered referees, please contact the Council.

Use Form F3 for formal correspondence with each referee, and enclose copies of the referee report form (Form F4.1 & F4.2) and the guideline for referees (Sheet F5). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the completed report direct to the Council.

**9. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(13/04/2012) Form **F2.1**

**TRAINING/EXPERIENCE REPORT**  
**REGISTERED LIFT INSPECTORS**

Page No. \_\_\_\_ of \_\_\_\_

**Surname and Initials:** \_\_\_\_\_

Consult the enclosed Information Sheet (Sheet F2) before completing this report.

<b>Period No:</b>	<b>Date from:</b>	<b>to:</b>	<b>Your Title or Function:</b>	<b>No. of years:</b>	
<b>Employer's Name and address:</b>			<b>Did you train under a Commitment and Undertaking (CU)?</b>	Yes <input type="checkbox"/>	
			<b>If yes, provide number of CU No:</b>	No <input type="checkbox"/>	
				<b>No:</b>	
<b>Supervisor's Name, Title of Position held and address:</b>			<b>Supervisor's Signature:</b>		
<b>ECSA Registration No:</b>			<b>Date:</b>		

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Information Sheet**  
for completion of the  
**Training / Experience Report**

1. Your application for registration as a registered lift inspector must be accompanied by the Training/Experience Report (**Forms F2.1**) in which your experience in the lift industry from the date of obtaining the highest technical qualification to the date of application is recorded in chronological order and typed or printed in black ink. If your academic qualification included a requirement for compulsory practical training, then details must be supplied separately. A job description outlining the lift engineering work done by the applicant is essential.
  - ❖ Use a separate form for each training/experience period.
  - ❖ Number the periods in chronological order, which may not overlap.
  - ❖ Cover the period from obtaining the highest education/qualification to date of application.
2. **Training/Experience Report (Form F2.1)**
  - ❖ The candidate is required to provide full details of his practical training in an explicit and concise manner.
  - ❖ Provide details of your apprenticeship / learnership.
  - ❖ Provide full details of lift engineering experience work that you have performed, such as supervising, modifications, fault investigations, adjusting and lift field engineering work. Indicate your responsibility in performing the work. This work will typically be of a higher level than artisan/journeyman or learnership work.
  - ❖ Provide the employer's name and dates.
  - ❖ Complete the summary lift training experience report form. (Form F2.2)
3. The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Reports (**Form F2.2**). Ensure that each Form F2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct.
4. The Training/Experience Report (**Forms F2.1**) must be set out in a way that clearly shows lift engineering knowledge and skills applied. It is incumbent on applicants to select and describe projects and tasks, which show their level of lift engineering knowledge and experience and clearly illustrates the applicant's own role and strategies devised to make these projects successful. Your degree of responsibility must be indicated in your reports.
5. The functions described must address your involvement and responsibility in technical work.
6. Designs, calculations, reports, sketches and any other relevant documentation to support written submissions should be attached.

ENGINEERING COUNCIL OF SOUTH AFRICA  
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Fax: (011) 622-9295  
E-mail: engineer@ecsa.co.za  
Website: www.ecsa.co.za



**REGISTERED LIFT INSPECTORS**

.....  
**Name of Referee** ..... **Date** .....  
**Address:** .....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Registration as a Registered Lift Inspector** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms F4.1 & F4.2 and consult the guideline for referees (Sheet F4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** ..... **Name of Applicant** (Please print) .....  
**Address:** .....  
.....  
..... **Postal Code** .....  
**Telephone No:** ..... **Cell No:** .....

**CONFIDENTIAL**

(13/04/2012) **Form F4.1**

**REFEREE REPORT : REGISTERED LIFT INSPECTOR**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet F4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<p><b>Name of Applicant:</b></p>  	<p><b>Address:</b> _____</p> <p>_____</p> <p>_____</p>
--	--

**1. General Information:**

(a) My personal knowledge of the applicant's lift engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor	<input type="checkbox"/>	Colleague	<input type="checkbox"/>	Supervisor	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other (Describe)	<input type="checkbox"/>
--------	--------------------------	-----------	--------------------------	------------	--------------------------	----------	--------------------------	------------------	--------------------------

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

**2. Lift Experience:**

My personal knowledge of the applicant's lift engineering experience is as follows:

From	To	Position held	Type of work performed	Employer

/...

**3. Assessment of Applicant**

(a) Based on my personal knowledge of the applicant of whom information has been supplied above, I assess his/her level as follows:

	<i>Low</i>	<i>Satisfactory</i>	<i>High</i>	<i>Unknown</i>
Lift Engineering judgement and commissioning ability				
Analytical ability and Design skills				
Communication and Interpersonal skills				
Initiative				
Monitoring, developing and modifying expertise				
Planning, organising and managing				
Quality of work				
Demonstration of acceptance of full responsibility				
Continuing Technical Development				
Management of resources				

(b) Additional comments:

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**4. Referee's Recommendation:**

I regard the applicant competent to be registered as a Registered Lift Inspector:

Yes	No (Do not register)	Defer	No comment	Do not know

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1F as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
Private Bag X691 ● BRUMA ● 2026

## **REFEREE GUIDELINE**

### **for the completion of the Referee Report**

## **Registered Lift Inspector**

### **1. REGISTERED LIFT INSPECTOR**

- (a) Registered Lift Inspectors are people who conduct inspections of lifts in terms of the Occupational Health & Safety Act (Act No. 85 of 1993) and all other relevant legislation which is held and updated by the Chief Inspector of Chief Directorate: Occupational Health and Safety: Department of Labour.
- (b) Registration is a commitment to subscribe to the standards set by ECSA and to work within the ECSA Code of Conduct.
- (c) Their competency has been measured by peers in terms of the standards of a Registered Lift Inspector. A Registered Lift Inspector has met the competency standards required for this category set by peers.

These features contribute to the protection of the public with respect to the work of a Registered Lift Inspector and lend confidence in appointing such a person to carry out lift inspections.

### **2. COMPLETING THE REFEREE REPORT**

#### **2.1 Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration as a Registered Lift Inspector with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

#### **2.2 Motivation**

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Policy Statement R2/1F and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

#### **2.3 Lift Engineering Experience**

Verify the applicant's lift engineering experience; details such as specialised equipment, make of lift, responsibilities, etc. The referee report must indicate the engineering experiential type of work performed by the applicant at a level above that of journeyman giving the tasks or projects and dates when performed.

#### **2.4 Evaluation**

The referee must carefully evaluate the applicant's capabilities. This report is not a character study. An evaluation of the candidate's competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give an opinion on his/her lift engineering abilities, his/her level of responsibility and conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

### **3. GENERAL**

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

### **4. CONFIDENTIALITY**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
- (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
-----	----

**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(08/03/2012) **Form N1.1**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



<b>Office Use</b>
Ref.: _____

**APPLICATION FOR REGISTRATION  
IN THE SPECIFIED CATEGORY OF  
REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

**NB:** Please consult the enclosed Information Sheets (Sheets N1.1 and N1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		<b>PHOTOGRAPH</b> <i>(Passport-type. Please paste - do not staple)</i>  Alternatively, insert electronically in JPEG or similar format
Date of Birth:		Identity No:		
*Race Group: Please tick the applicable block		Passport No. and Country: Country of normal residence:		
Asian	Black			
Coloured	White			
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (Highest level obtained per field)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:		
--------	--	--

4. Specialised Courses in Fire Protection Systems and other related courses:

Date of Course	Name of Course

5. Previous / Current Registration or Application Details: (eg. Professional Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

6. Membership of Engineering Institutes recognised in terms of the Act (See list): (Membership of Engineering Institutes or Associations not recognised may also be included. If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

7. Application Fee: (See item 7 of the Information Sheet)

My Application fee of R _____ (cheque) is enclosed herewith.
--

8. Referees: (At least one ECSA registered person)

(1)	(2)	(3)
E-mail: Tel No:	E-mail: Tel No:	E-mail: Tel No:

9. Declaration:

<p>I, _____ (full names)                  hereby apply for registration as a <b>Registered Fire Protection Systems Inspector</b> and undertake to abide by all the provisions of the <b>Engineering Profession Act, 2000 (Act No. 46 of 2000)</b> and any <b>Rules</b> published thereunder, including the <b>Code of Conduct</b>. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.</p> <p style="text-align: right;">Signature: _____</p> <p>Sworn to/Affirmed before me at _____</p> <p>on this the _____ day of _____ (month &amp; year).</p> <p><b>Commissioner of Oaths/ Justice of Peace:</b> _____ (Commissioner's stamp)</p>
--

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

Engineering Council of South Africa

(08/03/2012) Sheet **N1.1**

## **Information Sheet for Applicants Applying for Registration as a Registered Fire Protection Systems Inspector**

This document briefly sets out the information required by the Registration Committee to assess applications.

### **A. General:**

- All applicants should read, understand and provide all the information/documentation required in Sheets N1.1, N1.2, N2.1, N2.2, N4 and N5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.
- The onus is on the Applicant to provide all the evidence for consideration of the Council. The evidence must demonstrate/show competency in accordance with the specification requirements of Policy Statement R2/1N: Acceptable Engineering Work for Registration of a Registered Fire Protection Systems Inspector.
- Your application will only be considered by the Council if the following documents are submitted:
  - ⇒ Completed Application (Form N1.1 and N1.2).
  - ⇒ Certified copies of qualifications or courses.
  - ⇒ Completed Experience Reports (Forms N2.1), for each experience period, and the Summary of Experience Reports (Form N2.2), covering all technical experience with a minimum of 5 years required.
  - ⇒ Completed Developmental Questionnaire (Form N2.3), **all questions answered**.
  - ⇒ A completed Major Task Report (Form N2.4,) with actual resulting work schedule(s) and commissioning (inspection and test) report(s) for each equipment type applied for attached.
  - ⇒ Completed record of Inspection and Tests done over at least 2 years (Form N2.6)
  - ⇒ Referee Reports, each duly completed (Form N4.1 and N4.2).
  - ⇒ Completed Initial Professional Development Report (Form N5).
- In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- **Application fee** must accompany the completed Application. NB. See item 7 below.
- Experience Reports, the Record of Test and Commissioning, the Developmental Questionnaire Report and the Major Task Report must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted.
- Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- If you are in doubt regarding any aspects please contact the Council's offices.
- Each applicant will be advised of the Council's decision as soon as possible, and no telephonic information regarding the progress of any application will be given.
- Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type photograph of the applicant is required.
2. **Qualifications:**
  - Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)
  - Your documents must be submitted in English.

**3. Apprenticeship / learnership:**

If Yes, give trade and period.

**4. Specialised Courses on Fire Protection Equipment Installation, Maintenance and Commissioning or related courses:**

Specify all courses attended relating to Fire Protection Systems. Original certified copies of all certificates obtained must be submitted.

**5. Previous / Current Registration or Application Details:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**6. Membership of recognised Engineering Institutes:**

A list of associations recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee should your application be successful. Memberships of non-recognised engineering institutes should also be given.

**7. Application and Annual Fees:**

**Only cheques or proof of direct payment must accompany your application form, as no cash or postal orders will be accepted.** If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment **(1)** via the internet, or **(2)** you may ask your bank for a bank cheque to be made out to ECSA, **(3)** contact your bank's telephone banking division to make payment into ECSA's account or **(4)** by credit card by phoning our Accounts Department. When making the deposit please ensure that your name and initials entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee.

**8. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. At least one referee must be registered with ECSA as either a Registered Fire Protection Inspector a Professional Engineering Technician, a Professional Engineering Technologist, Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.

**Referees may be chosen in the following order of preference:**

- (a) Immediate supervisor
- (b) Mentor
- (c) Indirect supervisor
- (d) Employer
- (e) Colleague at a higher level involved with your work (not more than one out of three referees).
- (f) Colleague at a higher level not directly involved with your work (not more than one out of three referees).
- (g) Client

Use Form N3 for formal correspondence with each referee, and enclose copies of the referee report (Form N4.1 and N4.2) and the guideline for referees (Sheet N4). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**9. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

Engineering Council of South Africa

(08/03/2012) **Form N2.1**

**EXPERIENCE REPORT**  
**REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

Page No. \_\_\_\_\_ of \_\_\_\_\_

**Surname and Initials:** \_\_\_\_\_

Specific equipment type applicable:

(Fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing.)

Consult the enclosed Information Sheet (Sheet N2) before completing this report.

<b>Period No:</b>	<b>Date from:</b> to:	<b>Your Title or Function:</b>	<b>No. of years:</b>
<b>Employer's Name and address:</b>			
<b>Supervisor's Name, Title of Position held and address:</b>		<b>Supervisor's Signature:</b>	
<b>ECSA Registration No:</b>		<b>Date:</b>	
(Please do not exceed 200 words per period)			

**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_

Engineering Council of South Africa

(08/03/2012) Form N2.2

**SUMMARY OF EXPERIENCE REPORTS : REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

**Surname and Initials:**

Specific equipment type applicable:

(Fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing.)

First complete a Form N2.1 for each period.

Period No:	Dates (inclusive)		Number of years and months	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total years, months:</b>						

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RECORD OF COMMISSIONING (INSPECTION AND TESTS) CARRIED OUT OVER A PERIOD OF AT LEAST 2 YEARS:  
REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

**Surname and Initials:**

Specific equipment type applicable to your registration:

(Fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing.)

Load Test No:	Dates (inclusive)		Specific Equipment Inspected and Tested	Owner of Fire Protection System Tested	Serial Number of Fire Protection Equipment Tested	Type of test (eg. Routine, etc)	Standard if applicable	Final Result of Inspection and Test
	From:	To:						
1								
2								
3								
4								
5								
6								
7								
8								

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor/Supervisor: \_\_\_\_\_ Name printed: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

## Engineering Council of South Africa

(08/03/2012) Form N2.3

**Developmental Questionnaire Report**

<b>A.</b>	<b>Personal Details</b>		
	<b>Name:</b>		<b>Technical Qualifications:</b>
<b>B.</b>	<b>Tick off (✓) the specific equipment type(s) applicable to your registration application:</b>		
	1. Fire alarm and detection		6. Foam fire extinguishing
	2. Passive fire protection		7. Electrical smoke control
	3. Aerosol fire extinguishing		8. Mechanical smoke control
	4. Water sprinkler		9. Mechanical fixed gaseous fire extinguishing
	5. Powder fire extinguishing		10. Electrical fixed gaseous fire extinguishing
<b>C.</b>	<b><u>INSTRUCTIONS</u></b>		
	Fire Protection Systems Inspectors must be conversant with the underpinning technical information on the fire protection system equipment type ticked off above.		
	Use this form to answer each question below in a short paragraph of maximum 100 words. The <u>answer must be your own work</u> and not a copy of a previous successful application submitted by others, or a generic copy used by all the applicants in your company. Internet and text book information must be interpreted, and not just copied.		
	Answers must include reference to <i>practically defined</i> examples in the work place demonstrating how the competencies were satisfied. (Additional supporting evidence e.g. completed test reports, maintenance schedules, etc. may be attached).		
	The applicant must sign the completed questionnaire and also obtain a signature from his/her supervisor.		
	The applicant may be invited to an interview to expand and/or confirm this questionnaire. Submit the completed forms with your application form.		

**DEVELOPMENTAL QUESTIONNAIRE REPORT MAINTAINING:**

<b>1. Demonstrate knowledge of maintaining the systems</b>		
<b>Item</b>	<b>Question Requirement</b>	<b>Answer Statement</b>
1.1	Different types of power supply systems (or water sprinkler supply, or fixed gaseous) are identified and described in terms of their applicability to the system.	
1.2	Different systems (listed in 3 above) are described in terms of their main functions and maintenance procedures.	
1.2a	For smoke control systems, the interconnection between different systems is described in terms of their importance in fire protection.	
1.3	Maintenance tasks and relevant equipment are described in accordance with accepted industry standards.	
1.4	Maintenance intervals are identified in accordance with manufacturer specifications.	
1.5	Safety requirements are described as they relate to specific zones.	

<b>2. Describe how a particular system is tested</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
2.1	The functionality of components and ancillary devices are confirmed to be in accordance with design criteria.	
2.2	The power (water, in case of sprinklers) supply system is tested in accordance with manufacturer specifications. (Not applicable to mechanical fixed gaseous systems).	
2.2a	For smoke control systems, the pneumatic system is tested in accordance with accepted codes of practice.	
2.2b	For smoke control systems, interconnection with other fire protection systems are tested in accordance with manufacturers specifications.	
2.3	Tests are conducted without causing damage to property or equipment.	
2.4	Work is conducted in accordance with legislative safety requirements.	
2.5	The system is confirmed to be operational in accordance with design criteria.	
<b>3. Describe how to repair the particular system</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
3.1	Faults with the system are identified and repaired or reported in accordance with design criteria.	
3.2	Replacement components are identified in terms of applicability and availability.	
3.3	Components are replaced in accordance with manufacturer specifications.	
3.4	Recommendations are made in relation to additions and rectifications.	
<b>4. Describe how to report maintenance procedures</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
4.1	The system is confirmed to be in accordance with the design.	
4.2	Relevant documentation is completed in accordance with legislative requirements.	
4.3	Documentation is distributed in accordance with legislative requirements.	
4.4	The end user is briefed on the operation of the system in accordance with system requirements and user responsibilities.	

**DEVELOPMENTAL QUESTIONNAIRE REPORT INSTALLING:**

<b>5. Demonstrate knowledge of the components of the equipment to be installed.</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
5.1	The basic chemistry of combustion is described in accordance with accepted fire industry standards.	

5.2	Components are identified and the purpose of each component is described in terms of its main uses and limitations in the system.	
5.3	Consequences of incorrect installation are explained in terms of the effect on the system.	
5.4	Different fire risk zones or occupancy classifications are described in accordance with the relevant SANS standards. (For smoke control systems only, the interconnections between smoke control and other fire protection measures are explained in relation to their importance).	
5.5	Static electricity is described in terms of the risks involved and precautionary measures that may be taken. (Not applicable to smoke control systems).	
<b>6.</b>	<b>State how you prepare to install components making up the installation</b>	
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
6.1	Building plans (for aerosol extinguishing, equipment only) and schematic diagrams are interpreted to identify location of components.	
6.2	Tools, equipment and components required for the installation are identified and prepared for use in accordance with the given design.	
6.3	The installation task is confirmed with relevant authorities in accordance with workplace procedures.	
6.4	Permission to install the system is confirmed with relevant personnel in accordance with relevant safety legislation.	
<b>7.</b>	<b>Describe how to install the components making up the system</b>	
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
7.1	Components are installed in accordance with manufacturer specifications.	
7.2	Components are positioned in accordance with contract documentation.	
7.3	Cables are installed in accordance with the relevant SANS standard. For water sprinkler, powder, foam and fixed gaseous systems pipes are used in accordance with the relevant legislation.	
7.4	Work is conducted in accordance with relevant health and safety legislation.	
7.5	Work is conducted in accordance with agreed time schedules.	
7.6	Tools and equipment are used in accordance with their design.	
7.7	Power supply circuit breakers are labelled in accordance with health and safety legislation (Not applicable to fixed gaseous fire extinguishers).	

<b>8. Describe how the system is tested</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
8.1	Continuity of wiring and piping where applicable is/are checked in accordance with manufacturer specifications.	
8.2	Test equipment is used in accordance with its design.)	
8.3	Work is conducted in accordance with relevant health and safety legislation.	
8.4	Relevant documentation is completed in accordance with legislative requirements.	

<b>DEVELOPMENTAL QUESTIONNAIRE REPORT COMMISSIONING:</b>		
<b>9. Demonstrate knowledge of commissioning systems</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
9.1	The purpose of commissioning the system is explained in terms of meeting client acceptance criteria.	
9.2	Limitations to commissioning are described in accordance with relevant health and safety legislation.	
9.3	Test methods are described in accordance with the relevant legislation/standard (Not applicable to smoke control systems).	
9.4	Cross-zoning of detection zones is described in relation to the effect on the particular extinguishing systems. (Not applicable to passive, water sprinkler, and mechanical fixed gaseous fire protection systems).	
9.5	The link between detection (or extinguishing) and ancillary (or protection) systems is explained in relation to design criteria. (Not applicable to mechanical gaseous systems).	
9.6	Consequences of non compliance of the system are explained in terms of the potential impact to safety and loss control.	
<b>10. Show your knowledge on how to activate and test systems</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
10.1	The system is initialised and checked for operation in accordance with design criteria.	
10.2	Operation of ancillary devices are confirmed to be in accordance with design criteria.	
10.3	Faults are rectified in accordance with manufacturer specifications.	
10.4	Information for an addressable system is obtained from the client and entered into the control panel in accordance with manufacturer specifications.	
10.5	Test equipment is used in accordance with its design.	
<b>11. Describe how you inspect systems</b>		
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
11.1	The installation is confirmed to be in accordance with the building plans.	

11.2	The installation is checked for conformance to the schematic drawings.	
11.3	The power (or water for sprinklers) supply is confirmed to be correct in accordance with design criteria. (Not applicable to mechanical gaseous).	
11.4	The system is confirmed to meet engineering and safety requirements.	
<b>12.</b>	<b>Describe how you certify the system</b>	
<u>Item</u>	<u>Question Requirement</u>	<u>Answer Statement</u>
12.1	The system is confirmed to be in accordance with the design.	
12.2	Relevant documentation is completed in accordance with legislative requirements.	
12.3	Documentation is distributed in accordance with legislative requirements.	
12.4	The end user is briefed on the operation of the system in accordance with system requirements and user responsibilities.	

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Mentor / Supervisor:** \_\_\_\_\_

**Name of Mentor/Supervisor printed:** \_\_\_\_\_ **Tel. No.:** \_\_\_\_\_

## Engineering Council of South Africa

(08/03/2012) Form N2.4

**Major Task Report**

**IMPORTANT NOTE:** Use this form to report in maximum 100 words per item on a major installation, commissioning and maintenance task carried out by you on any one of the specific types of equipment listed below. **THE RESULTING ACTUAL WORK SCHEDULE AND COMMISSIONING (OR INSPECTION AND TEST) REPORT MUST BE ATTACHED. IF ADDITIONAL SPECIFIC EQUIPMENT TYPES ARE APPLIED FOR, SIMILAR ACTUAL WORK SCHEDULE AND COMMISSIONING (OR INSPECTION AND TEST) REPORT MUST ALSO BE ATTACHED.** Note that the Major Task Report need not be repeated for each equipment type, only the attachments.

**Name of Applicant:**

Specific equipment type(s) applicable to your registration:

(Fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing)

Consult the Information Sheet (Sheet N2) before completing this report.

<b><u>Brief Description of Task:</u></b> (Less than 20 words)	
<b><u>Date of Task:</u></b>	
<b>Outcome 1: Define, investigate and analyse a task to be done in your work environment:</b>	
1.1 State how <u>you</u> interpreted the task instruction to the satisfaction of the client (acceptance criteria).	
1.2 Describe how <u>you</u> analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result.	
<b>Outcome 2: Design or develop a solution to problems encountered in your work:</b>	
2.1 Describe how <u>you</u> developed and/or analysed alternative solutions to do the task. Impacts checked.	
2.2 State what the final solution to perform the task was, client in agreement.	
<b>Outcome 3: Applying theory from your education in performing tasks:</b>	
3.1 State what educational knowledge <u>you</u> used to perform the task.	
3.2 State what standard procedures <u>you</u> used to do the design or task and on what theory these were based.	
<b>Outcome 4: Task management embodied in your work:</b>	
4.1 State how <u>you</u> managed yourself, priorities, processes and resources in doing the task (bar chart).	
4.2 Describe <u>your</u> role and contribution in the task team.	
<b>Outcome 5: Communicate clearly with others in the course of your work:</b>	

5.1 State how <u>you</u> reported back after completion of the task.	
5.2 State how <u>you</u> issued instructions to entities working on the task.	
<b>Outcome 6: Environmental and social impact of your work:</b>	
6.1 Describe the social and environmental impact of this engineering activity.	
6.2 State how <u>you</u> communicated mitigating measures to affected parties.	
<b>Outcome 7: Meet legal and regulatory requirements of your work (Health and Safety):</b>	
7.1 List the major laws and regulations applicable to this particular activity.	
7.2 State how <u>you</u> obtained advice in doing risk management for the task.	
<b>Outcome 8: Conduct activities ethically in doing your work:</b>	
8.1 State how <u>you</u> identified ethical issues and affected parties and their interest.	
8.2 Confirm that <u>you</u> are conversant and in compliance with ECSA's Code of Conduct.	
<b>Outcome 9: Exercise sound engineering judgement in doing your work:</b>	
9.1 State the factors applicable to the task, their interrelationship.	
9.2 Describe how <u>you</u> foresaw task consequences and evaluated situations in the absence of full evidence.	
<b>Outcome 10: Be responsible for making decisions on part or all of your work activities:</b>	
10.1 State how <u>you</u> applied theory to justify decisions taken in doing tasks.	
10.2 State how <u>you</u> took responsible advice on any matter falling outside your own education and experience.	
10.3 Describe how <u>you</u> took responsibility for your own work by evaluating your work output and revising any shortcoming.	
Evidence of your competency development plan and independent learning ability must be given in the Initial Professional Development Report, Form N5.	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

## **Information Sheet for completion of the Experience Reports/ Developmental Questionnaire Report/ Major Task Reports**

1. Your application for registration as a **Registered Fire Protection Systems Inspector (Reg.FPSI)** must be accompanied by the Experience Reports (**Forms N2.1**) in which your experience in the fire engineering industry from the date of obtaining the highest technical qualification to the date of application is recorded in chronological order and typed or printed in black ink. If you have a NQF 5 level qualification, a minimum period of five years experience in fire protection systems installation, commissioning and maintenance, of which at least two years must be in a position of responsibility, under the necessary supervision, is required.
  - Use a separate form for each experience period and approximately 200 words per form.
  - Number the periods in chronological order, which may not overlap.
  - Cover the period from obtaining the highest education/qualification to the date of application.
  - Provide full details of fire protection systems installation, commissioning and maintenance work that you have performed, such as supervising, modifications, fault investigations, etc. done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman or learnership work.

An experience period ends when:

  - your work environment has changed, eg. when a major task or project has been completed;
  - your type of work has changed;
  - your responsibilities or level of function have changed (for instance, as in a promotion);
  - you have changed employer;
  - your experience is interrupted (for instance by study or prolonged illness).
2. The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form N2.2**). Ensure that each Form N2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, or if you are the owner of your own business, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct, and give the reasons why the supervisor signature cannot be obtained. Note that the Commissioner of Oaths must stamp and sign each experience report that is not signed by the supervisor.

A record of actual inspections and tests done by yourself, under supervision, must be provided separately using **Form N2.6**. Ensure that this form is signed by your mentor or supervisor and yourself.
3. The Experience Report (**Form N2.1**) must be set out in a way that clearly shows fire protection system knowledge and skills applied. It is incumbent on applicants to select and describe tasks, which show their level of fire engineering knowledge and experience and clearly illustrates your own role and strategies devised to make these tasks successful.
4. The functions described must address your involvement and responsibility in fire protection systems work. They should refer to your exact participation in:
  - Installation, commissioning and maintenance.
  - Specific equipment type used: fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing.
  - Monitoring, manufacturing, economics, resources (including human resources) management.
5. Calculations, reports, sketches, schedules, test certificates, commissioning reports and any other relevant documentation to support written submissions should be attached.
6. Use **Form N2.3**, Developmental Questionnaire Report, answering all the questions requirements, to demonstrate the basic knowledge developed on the equipment that you are working on. The answers must be uniquely formulated from your personal experience in the workplace, but supplementary information can be obtained from other sources, if required. Your supervisor must sign the report.
7. Use **Form N2.4** to submit a single major installation, commissioning and maintenance task report. The task must be of a nature that is representative of the work that you have done illustrating your own role and strategies devised to make the task successful. The actual work schedule and commissioning (or inspection and test) report resulting from such tasks must be attached for each type of equipment applied for. (Fire alarm and detection, passive fire protection, aerosol fire extinguishing, water sprinklers, foam fire extinguishing, electrical smoke control, mechanical smoke control, mechanical fixed gaseous fire extinguishing, electrical fixed gaseous fire extinguishing). Your supervisor must sign the report.

**Engineering Council of South Africa**(08/03/2012) **Sheet N2.2**

Work Schedule Report: You should not use third party tense (use I not we) and the work schedule must include your engineering inputs in at least the following aspects:

- Identify activities required and the desired outcome (e.g. inspection and test after installation/ commissioning/ maintenance, and provide report)
- Compile or source an activity list used to undertake the major task (inspection and test)
- Provide a list of inspection or test equipment needed to undertake the task (test) i.e. electronic measuring equipment, pressure gauges, etc.
- Compile or source a project time frame (bar chart)
- A guideline of your intended report to be submitted after the inspection and test
- Your authorisation or request document to do the inspection and test after installation/ commissioning/ maintenance.
- A short description of how you prepare the work area prior to conducting work, detailing moral constraints, and how you would limit public access
- A short description of the physical work, with important planning inspection criteria on safety criteria highlighted
- How fire protection systems and the site are intended to be returned to service, and how documents generated will be administrated

Commissioning, Inspection and Test Report: You are required to submit reports of actual commissioning, inspection and testing you have conducted under the guidance of a registered person. You should include the following where applicable on conclusion of your commissioning:

- The test certificate must show the specific equipment commissioned, the test equipment used and the test result. The applicant, his/her supervisor and the customer must have signed the certificate.
- Commissioning report and test certificates were generated using all available data, covering all aspects and test requirements to stakeholders needs timeously.
- That any deficiencies defects or hazardous conditions are noted (or listed as nil), corrected if necessary and reported to all stakeholders.
- Compliances / Non compliances and or findings are clearly communicated to all stakeholders.
- Any suggestions to improve testing efficiency listed.

(08/03/2012) **Form N3**

ENGINEERING COUNCIL OF SOUTH AFRICA  
SUID-AFRIKAANSE RAAD VIR INGENIEURSWESE

Private Bag X 691 • BRUMA • 2026

Tel:

Fax:

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

Website: [www.ecsa.co.za](http://www.ecsa.co.za)



E C S A

(011) 607-9500

(011) 622-9295

## REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR

**Name of Referee**

**Date**

**Address:**

Dear Sir

I have applied to the Engineering Council of South Africa for **Registration as a Fire Protection Systems Inspector** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms N4.1 & N4.2 and consult the guideline for referees (Sheet N4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

**Name of Applicant** (Please print)

**Address:**

**Postal Code**

**Telephone No:**

**Cell No:**



-2-

(08/03/2012) **Form N4.2****3. Assessment of Applicant**

- (a) Based on my personal knowledge of the applicant of whom information has been supplied above, assess his/her level as follows:

	Very low	Low	Satisfactory	High	Very High	Unknown
1. Ability to define, investigate and analyse Fire Protection Systems Inspection (FPSI) problems						
2. Ability to design or develop solutions to FPSI problems						
3. Ability to comprehend and apply FPSI knowledge in practice						
4. Ability to manage part or all of one or more FPSI activities						
5. Ability to communicate clearly with others						
6. Ability to recognise the foreseeable social, cultural and environmental effects of FPSI activities						
7. Ability to meet legal and regulatory requirements protecting the health and safety of persons						
8. Ability to conduct FPSI activities ethically						
9. Ability to exercise sound FPSI engineering judgement						
10. Ability to accept responsibility for making FPSI decisions						
11. Ability to undertake independent FPSI learning activities						

- (b) Additional comments: (must be completed if assessment is "Very Low", "Low", or "Unknown")

**4. Referee's Recommendation:**

I regard the applicant competent to be registered as a Fire Protection Systems Inspector:

Yes	No (Do not register)	Defer	Do not know

5. **Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1N as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:**

**Title of Position held:**

**Qualifications:**

**ECSA Registration Category:**  
e.g. Technician, Engineer, RegFPSI, etc.

**Registration No:**

**Employer:**

**Tel/Cell. No:**

**Signature of Referee:** \_\_\_\_\_ **Date:**

Please post to:

⇒ **The Chief Executive Officer • Engineering Council of South Africa**  
**Private Bag X691 • BRUMA • 2026**

## **REFEREE GUIDELINE**

### **for the Completion of the Referee Report**

### **Registered Fire Protection Systems Inspector**

#### **1. COMPETENCY OF A REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

Registered Fire Protection Systems Inspectors are persons who execute installation, commissioning and maintenance work on fire engineering equipment by applying known and novel technology in the specified category applicable to:

- fire alarm and detection,
- passive fire protection,
- aerosol fire extinguishing,
- water sprinklers,
- powder fire extinguishing,
- foam fire extinguishing,
- electric smoke control,
- mechanical smoke control,
- mechanical fixed gaseous extinguishing, and
- electrical fixed gaseous extinguishing.

They understand fundamental principles underlying the specific techniques and are competent to do calculations using mathematical formulas. They usually operate within standards, codes and procedures. Through their understanding of specific equipment and processes used they contribute to technical, financial, managerial and legal aspects of teams/projects. Their autonomy and competence enable evaluation, consultation, implementation and the taking of specific responsibility in their field of expertise.

#### **2. IMPLICATION OF REGISTRATION**

The individual subscribes to and will adhere to the Professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public.

#### **3. COMPLETING THE REFEREE REPORT**

##### **3.1 Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration as a Registered Fire Protection Systems Inspector with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge, which the referee or the employer has of the applicant, and in the process to make a reasoned evaluation of the applicant's capabilities.

##### **3.2 Motivation**

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Policy Statement R2/1K and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

##### **3.3 Evaluation**

The referee must carefully evaluate the applicant's capabilities. An evaluation of the candidate's ethical and professional competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her specific engineering ability, level of specific engineering responsibility and professional conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

#### **4. GENERAL**

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

#### **5. CONFIDENTIALITY**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

Engineering Council of South Africa

(08/03/2012) Form N5

<p><b>Registered Fire Protection Systems Inspector</b></p> <p><b>INITIAL PROFESSIONAL DEVELOPMENT REPORT (IPD)</b></p> <p style="font-size: small;">See enclosed Information Sheet (Sheet K5)</p>				
<b>Name:</b>				
<b>Discipline:</b>				
Itemise courses, workshops, conferences, symposia or congresses attended. List these under the separate headings of engineering, management and computer courses.				
Name or subject of item	Course Provider	Dates attended	Duration in hours	For use of Assessor
<b>Engineering Courses</b>				
<b>Management Courses</b>				
<b>Computer Courses</b>				

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 Signature of Applicant

---

 Date

Engineering Council of South Africa

(08/03/2012) **Sheet N5**

**Information Sheet**  
for completion of the  
**Initial Professional Development Report (Form N5)**

All persons applying for registration as a Registered Fire Protection Systems Inspectors **must** complete this form.

1. Initial Professional Development is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their highest formal qualifications.
2. Details of additional engineering courses and engineering subjects done are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

(08/03/2012)

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1. Application fee of R \_\_\_\_\_.
2. First page of Application Form is initialled by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of a minimum of three referees have been given.  
[The referee reports (Forms N4.1 & N4.2) must be sent under separate cover and at least one of the people chosen must be registered as a Professional Engineer, a Professional Engineering Technologist, a Professional Engineering Technician, a Professional Certificated Engineer or a Registered Fire Protection Systems Inspector. Referee reports from your supervisors are preferable, and they should have played some mentoring or supervisory role in your career development.]
5. A photograph has been attached to Application Form N1.1.
6. Experience Reports covering **ALL** the experience gained completed on the forms provided (Forms N2.1 and N2.2). (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Experience Report.
8. Signatures of employer on each Experience Report.
9. Summary of the record of the applicant's experience in the fire systems equipment industry for a period of at least 5 years. (Form N2.2).
10. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.
11. Answers to the Developmental Questionnaire Report with all the questions requirements answered (Paragraph 6 of Sheet N2.1), signed by the applicant and his/her supervisor.
12. Major Task report (paragraph 7 of Sheet N2.1) indicating the applicant's own contribution/role and responsibility in the task submitted, signed by the applicant and his/her supervisor. **THE ACTUAL WORK SCHEDULE(S) AND TEST REPORT(S) MUST BE ATTACHED FOR EACH TYPE OF EQUIPMENT APPLIED FOR**
13. Record of Inspection and Tests done by the applicant over the last two years (Form N2.6), signed by a supervisor.
14. Details of your Initial Professional Development (IPD) (using Form N5).
15. Certified copies of certificates, diplomas, degrees, etc.
16. Proof of membership of Institutions must be provided, where applicable.

**If any of the above, do not accompany the Application Form, your Application will be held in abeyance until receipt of the information.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
<b>No</b>	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHE</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with Accounts@ecsa.co.za.
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours

- per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____  <b>Name &amp; Surname:</b> _____
---

**Do you have any disability (Please tick):**

Yes	No
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**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012)

**Form H1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



<b>Office Use</b>
Ref.:

**APPLICATION FOR REGISTRATION  
 IN THE SPECIFIED CATEGORY OF  
REGISTERED MEDICAL EQUIPMENT MAINTAINER**

**NB:** Please consult the enclosed Information Sheets (Sheets H1.1 & H1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type.                  Please paste -                  do not staple)</i>  Alternatively, insert electronically in JPEG or similar format
Date of Birth:		Identity No:		
		<i>or</i>		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (Highest Level obtained per field)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: ..... Commissioner Of Oaths/  
 Justice Of Peace: .....

-2-

(13/04/2012) **Form H1.2**

3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:	Date from:	Date to:
--------	------------	----------

4. Specialised Courses in Medical Equipment Maintenance and other related courses:

Date of Course	Name of Course

5. Previous/Current Registration or Application Details with ECSA: (eg. Professional Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

6. Membership of Engineering Institutes Recognised in terms of the Act (See list): (Membership of Engineering Institutes or Associations not recognised may also be included. If more space is needed, please supply information separately.)

Institute / Institution	Membership grade and date accepted	Number of years	Office held

7. Application Fee: (See item 7 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

8. Referees: (At least one ECSA registered person)

(1)	(2)	(3)
E-mail:	E-mail:	E-mail:
Tel no:	Tel no:	Tel no:

9. Declaration:

I, \_\_\_\_\_ *(full names)*  
 hereby apply for registration as a **Registered Medical Equipment Maintainer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published there under, including the **Code of Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_  
 on this the \_\_\_\_\_ day of \_\_\_\_\_ *(month & year)*.

**Commissioner of Oaths/  
 Justice of Peace:** ..... *(Commissioner's stamp)*

*Office Use Only*

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ *(Council's stamp)*

Engineering Council of South Africa

(13/04/2012) **Sheet H1.1**

## **Information Sheet for Applicants Applying for Registration as a Registered Medical Equipment Maintainer**

This document briefly sets out the information required by the Registration Committee to assess applications.

### **A. General:**

- ❖ **All applicants should read, understand and provide all the information/documentation required in Sheets H1.1, H1.2, H2.1, H2.2, H4 and H5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
- ❖ The onus is on the Applicant to provide all the evidence as specified in the National Certificate in Medical Equipment Maintenance (**Addendum B and Form H2.3**) for consideration by the Council for registration. The evidence must demonstrate/show competency as required by the Policy document in accordance with the specification requirements of Policy Statement R2/1H: Acceptable Engineering Work for Registration of a Registered Medical Equipment Maintainer.
- ❖ An adequately compiled record of learning, kept up to date with ones learning, contains the evidence necessary to submit an application for registration when the required standard is reached. Failure to comply with the instructions is likely to result in a deficient application and may prejudice the success of the application. It may also result in a delay in processing the application because an application will not be considered unless complete.
- ❖ Your application will only be considered by the Council if the following documents are submitted:
  - ✓ **Completed Application (Form H1.1 and H1.2).**
  - ✓ **Certified copies of qualifications or courses**
  - ✓ **Completed Experience Reports (Form H2.1) for each experience period, and the Summary of Experience Reports (Form H2.2), covering all technical experience with a minimum of 5 years required.**
  - ✓ **Completed Developmental Questionnaire (Form H2.3), all questions to be answered.**
  - ✓ **Completed Major Inspection and Test Report (Form H2.4), with actual work schedule and test report for each equipment type applied for attached.**
  - ✓ **Completed record of Inspection and Tests done over at least 2 years (Form H2.6).**
  - ✓ **Referee Reports, each duly completed (Form H4.1 and H4.2).**
  - ✓ **Completed Initial Professional Development Report (Form H5).**
- ❖ In completing the forms, use type or print clearly in **black ink** to ensure clear copying.
- ❖ **Application fee** must accompany the completed Application. NB. - See item 7 below.
- ❖ Experience Reports, the Record of Inspection and Test, the Developmental Questionnaire Report and the Major Inspection and Test Report(s) must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted.
- ❖ Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- ❖ If you are in doubt regarding any aspects please contact the Council's offices or your association.
- ❖ Each applicant will be advised of the Council's decision as soon as possible, and no telephonic information regarding the progress of any application will be given.
- ❖ Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport type colour photograph of the applicant is required.
2. **Qualifications:**
  - ❖ Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)
  - ❖ Your documents must be submitted in English.

**3. Apprenticeship/ learnership:**

If Yes, give trade and period.

**4. Specialised Courses on Medical Equipment Maintenance or related courses:**

Specify all courses attended relating to Medical Equipment Maintenance. Original certified copies of all certificates obtained must be submitted.

**5. Previous/Current Registration or Application Details with ECSA:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**6. Membership of Recognised Engineering Institutes:**

A list of institutes recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such institute will qualify you for a reduction in your annual fee should your application be successful. Membership of non-recognised engineering institutes should also be given.

**7. Application and Annual Fees:**

**Only cheques or proof of direct payment** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name and initials are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, or visit ECSA's website at <http://www.ecsa.co.za> or contact the Council's offices at (011) 607-9500 to determine the current fee. *Kindly note that pro rata annual fees will be charged for the remainder of the financial year in which applicants are registered.*

**8. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. At least one referee must be registered with ECSA as either a Registered Medical Equipment Maintainer, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer

Use Form H4.1 for formal correspondence with each referee, and enclose copies of the referee report form (Form H4.2 & H4.3) and the guideline for referees (Sheet H4.1). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the completed report direct to the Council.

**Referees may be chosen in the following order of preference:**

- (a) Immediate supervisor
- (b) Mentor
- (c) Indirect supervisor
- (d) Employer
- (e) Colleague at a higher level involved with your work (not more than one out of three referees).
- (f) Colleague at a higher level not directly involved with your work (not more than one out of three referees)
- (g) Client

**9. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) *if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

## **Information Sheet for completion of the Experience Reports/ Developmental Questionnaire Report/ Major Inspection and Test Reports**

1. Your application for registration as a **Registered Medical Equipment Maintainer (Reg.MEM)** must be accompanied by the Experience Reports (**Forms H2.1**) in which your experience in the medical equipment industry from the date of obtaining the highest technical qualification to the date of application is recorded in chronological order and typed or printed in black ink. If you have a NQF 5 level qualification, a minimum period of five years experience in the medical equipment industry of which at least two years must be on inspection and testing, under the necessary supervision, is required.
  - Use a separate form for each experience period and approximately 200 words per form.
  - Number the periods in chronological order, which may not overlap.
  - Cover the period from obtaining the highest education/qualification to the date of application.
  - Provide full details of medical equipment maintenance, inspection and test work that you have performed, such as supervising, modifications, fault investigations, etc. done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman or learnership work.

An experience period ends when:

  - your work environment has changed, eg. when a major task or project has been completed;
  - your type of work has changed;
  - your responsibilities or level of function have changed (for instance, as in a promotion);
  - you have changed employer;
  - your experience is interrupted (for instance by study or prolonged illness).
2. The experience periods and periods of interruption must also be noted in the Summary of Experience Reports (**Form H2.2**). Ensure that each Form H2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, or if you are the owner of your own business, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct, and give the reasons why the supervisor signature cannot be obtained. Note that the Commissioner of Oaths must stamp and sign each experience report that is not signed by the supervisor.
 

A record of actual inspections and tests done by yourself, under supervision, must be provided separately using **Form H2.6**. Ensure that this form is signed by your mentor or supervisor and yourself.
3. The Experience Report (**Form H2.1**) must be set out in a way that clearly shows Medical Equipment Maintainer (MEM) engineering knowledge and skills applied. It is incumbent on applicants to select and describe tasks, which show their level of MEM engineering knowledge and experience and clearly illustrates your own role and strategies devised to make these tasks successful.
4. The functions described must address your involvement and responsibility in medical equipment test and inspection. They should refer to your exact participation in:
  - Installation, commissioning, maintenance, inspection and testing.
  - Specific equipment type applicable to your registration. (e.g. Mechanical equipment, Electro-medical equipment, Respiratory and anaesthesia equipment, Medical imaging equipment, Other sub-Categories)
  - Monitoring, manufacturing, economics, resources (including human resources) management.
5. Calculations, reports, sketches, schedules, test certificates, commissioning reports test reports and any other relevant documentation to support written submissions should be attached.
6. Use **Form H2.3**, Developmental Questionnaire Report, answering all the questions, to demonstrate the basic knowledge developed on the equipment that you are working on. The answers must be uniquely formulated from your personal experience in the workplace, but supplementary information can be obtained from other sources, if required. Your supervisor must sign the report.

## Engineering Council of South Africa

(13/04/2012) **Sheet H2.2**

7. Use **Form H2.4** to submit a single major inspection and test report. The task must be of a nature that is representative of the work that you have done illustrating your own role and strategies devised to make the task successful. The work schedule report and actual test result must be attached for each type of equipment applied for (e.g. Mechanical equipment, Electro-medical equipment, Respiratory and anaesthesia equipment, Medical imaging equipment, Other sub-categories). Your supervisor must sign the report.

Work Schedule Report: You should not use third party tense (use I not we) and the work schedule must include your engineering inputs in at least the following aspects:

- Identify activities required and the desired outcome (i.e. test after repair and provide report)
- Compile or source an activity list used to undertake the project (inspection and test)
- Provide a list of inspection or test equipment needed to undertake the project (inspection and test) eg. electronic measuring equipment etc.
- Compile or source a project time frame (inspection and bar chart)
- A guideline of your intended report to be submitted after the inspection and test
- Your authorisation or request document to do the inspection and test
- A short description of how you prepare the work area prior to conducting a test, detailing moral constraints, and how you would limit access.
- A short description of the physical test, with important planning inspection criteria on safety criteria highlighted
- How medical equipment and site are intended to be returned to service, and how documents generated will be administrated

Inspection and Test Report: You are required to submit a report of an actual inspection and test you have conducted under the guidance of a MEM registered person. You should include the following where applicable on conclusion of your inspection:

- The test certificate must show the specific medical equipment tested. The applicant, a MEM registered person and the customer must have signed the certificate.
- Inspection report and test certificates were generated using all available data, covering all aspects and test requirements to stakeholders needs timeously.
- That any deficiencies defects or hazardous conditions are noted (or listed as nil), corrected if necessary and reported to all stakeholders.
- Compliances / Non compliances and or findings are clearly communicated to all stakeholders.
- Any suggestions to improve testing efficiency listed.

Engineering Council of South Africa

(13/04/2012) **Form H2.1**

**EXPERIENCE REPORT**  
**REGISTERED MEDICAL EQUIPMENT MAINTAINER**

Page No. \_\_\_\_\_ of \_\_\_\_\_

**Surname and Initials:**

Specific equipment type applicable to your registration:

(e.g. Mechanical equipment, Electro-medical equipment, Respiratory and anaesthesia equipment, Medical imaging equipment, Other sub-categories)

Consult the Information Sheet (Sheet H2) before completing this report.

<b>Period No:</b>	<b>Date from:</b> to:	<b>Your Title or Function:</b>	<b>No. of months:</b>	
<b>Employer's Name and address:</b>				
<b>Supervisor's Name, Title of Position held and address:</b>		<b>Supervisor's Signature:</b>		
<b>ECSA Registration No:</b>		<b>Date:</b>		
<b>(Please do not exceed 200 words per period)</b>				

**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_



**RECORD OF INSPECTION AND TESTS CARRIED OUT OVER A PERIOD OF AT LEAST 2 YEARS:**  
**REGISTERED MEDICAL EQUIPMENT MAINTAINER**

**Surname and Initials:**

Specific equipment type applicable to your registration:  
 (e.g. Mechanical equipment, Electro-medical equipment, Respiratory and anaesthesia equipment, Medical imaging equipment, Other sub-categories)

Load Test No:	Dates (inclusive)		Specific Equipment Inspected and Tested	Owner of Medical Equipment Tested	Serial Number of Medical Equipment Tested	Type of test (eg. routine, etc)	Standard if applicable	Final Result of Inspection and Test
	From:	To:						
1								
2								
3								
4								
5								
6								
7								
8								
9								

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_ Name of Mentor/Supervisor printed: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Engineering Council of South Africa

(13/04/2012) **Form H2.4****Major Inspection and Test Report**

**IMPORTANT NOTE:** Use this form to report in maximum 100 words per item on a major inspection and test task carried out by you. **THE ACTUAL WORK SCHEDULE AND TEST REPORT MUST BE ATTACHED TO THIS REPORT FOR EACH SPECIFIC EQUIPMENT TYPE APPLIED FOR.** For full detail on the standards and criteria required please refer to the complete ECSA standards. Some items in this report carry more weight than others, as indicated by the percentages stated.

**Name:**

Specific equipment type applicable to your registration:

(e.g. Mechanical equipment, Electro-medical equipment, Respiratory and anaesthesia equipment, Medical imaging equipment, Other sub-categories)

<b><u>Task name and dates:</u></b>	
<b>1. Define Task, Interpret and Investigate:</b>	
1.1 State how <u>you</u> interpreted the task instruction to the satisfaction of the client (acceptance criteria). (3%)	
1.2 Describe how <u>you</u> analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result. (3%)	
<b>2. Design or Develop a solution:</b>	
2.1 Describe how <u>you</u> developed and/or analysed alternative solutions to do the task. Impacts checked. (6%)	
2.2 State what the final solution to perform the task was, client in agreement. (6%)	
<b>3. Applying Theory:</b>	
3.1 State what educational knowledge <u>you</u> used to perform the task. (9%)	
3.2 State what standard procedures <u>you</u> used to do the design or task and on what theory these were based. (3%)	
<b>4. Task Management:</b>	
4.1 State how <u>you</u> managed yourself, priorities, processes and resources in doing the task (bar chart). (3%)	
4.2 Describe <u>your</u> role and contribution in the task team. (3%)	
<b>5. Communication:</b>	
5.1 State how <u>you</u> reported back after completion of the task. (3%)	

Engineering Council of South Africa

(13/04/2012) **Form H2.4 (continue)**

2.

5.2 State how <u>you</u> issued instructions to entities working on the task. (3%)	
<b>6. Impact:</b>	
6.1 Describe the social and environmental impact of this engineering activity. (3%)	
6.2 State how <u>you</u> communicated mitigating measures to affected parties. (3%)	
<b>7. Health and Safety:</b>	
7.1 List the major laws and regulations applicable to this particular activity. (3%)	
7.2 State how <u>you</u> obtained advice in doing risk management for the task. (3%)	
<b>8. Ethical Conduct:</b>	
8.1 State how <u>you</u> identified ethical issues and affected parties and their interest. (3%)	
8.2 Confirm that you are conversant and in compliance with ECSA's Code of Conduct. (3%)	
<b>9. Engineering Judgement:</b>	
9.1 State the factors applicable to the task, their interrelationship. (6%)	
9.2 Describe how <u>you</u> foresaw task consequences and evaluated situations in the absence of full evidence. (9%)	
<b>10. Responsible decision making:</b>	
10.1 State how <u>you</u> applied theory to justify decisions taken in doing tasks. (9%)	
10.2 State how <u>you</u> took responsible advice on any matter falling outside your own education and experience. (6%)	
10.3 Describe how <u>you</u> took, responsibility for your own work by evaluating your work output and revising any shortcoming. (9%)	
An additional 6% can be earned from evidence of a competency development plan and independent learning ability as reported in the Initial Professional Development Report, Form H5	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed:

Tel. No.:

Engineering Council of South Africa

(13/04/2012) **Form H2.3**

1.

**Developmental Questionnaire Report**

<b>A.</b>	<b>Personal Details</b>		
	<b>Name:</b>		<b>Technical Qualifications:</b>
<b>B.</b>	<b>Tick off (✓) the specific equipment types applicable to your registration application:</b>		
	1. Mechanical equipment		
	2. Electro-medical equipment		
	3. Respiratory and anaesthesia equipment		
	4. Medical imaging equipment		
	5. Other sub-categories (specify):		
<b>C.</b>	<p><b><u>INSTRUCTIONS</u></b></p> <p><b>Medical Equipment Maintainers must be conversant with the underpinning technical information on the medical equipment listed above.</b></p> <p><b>Use this form to answer each question below in a short paragraph of maximum 100 words. The <u>answer must be your own work</u> and not a copy of a previous successful application submitted by others, or a generic copy used by all the applicants in your company. Internet and text book information must be interpreted, and not just copied.</b></p> <p><b>Answers must include reference to <i>practically defined</i> examples in the work place demonstrating how the competencies were satisfied. (Additional supporting evidence e.g. completed test reports, inspection schedules, etc. may be attached).</b></p> <p><b>The applicant must sign the completed questionnaire and also obtain a signature from his/her supervisor.</b></p> <p><b>The applicant may be invited to an interview to expand and/or confirm this questionnaire.</b></p> <p><b>Some aspects in the report carry more weight than others, as indicated by the percentages stated.</b></p> <p><b>Submit the completed forms with your application form.</b></p>		

<b><u>DEVELOPMENTAL QUESTIONNAIRE REPORT:</u></b>		
<b>1.</b>	<b>Apply problem solving skills to maintain medical equipment</b>	
<b>Item</b>	<b>Question</b>	<b>Answer</b>
1.1	How should variances from medical equipment specifications be identified in a methodical manner that includes all areas of performance? (2%)	
1.2	Why is it important that causes of faults and actions taken to prevent similar problems in future that are appropriate to the symptoms be identified? (2%)	
1.3	Describe the operation of machines in terms of the processes of enhancing human performance. (3%)	
1.4	How do you identify alternative solutions to problems that will provide similar results?(2%)	

**2.**

(13/04/2012)

1.5	How do you identify solutions that are efficient in terms of cost, time and reliability? (3%)	
1.6	How are logical procedures followed to correct all variances identified? (3%)	
1.7	How are variances corrected in accordance with recognised clinical engineering procedures or codes of practice? (3%)	
<b>2.</b>	<b>Maintain medical equipment</b>	
<u>Item</u>	<u>Question</u>	<u>Answer</u>
2.1	Describe the application and operation of medical equipment in the clinical environment. (3%)	
2.2	How are policies for maintenance work sourced and confirmed for applicability with the relevant sources? (2%)	
2.3	How do you prepare the work area for the relevant activities in accordance with workplace requirements? (3%)	
2.4	How are defects identified from user reports and test procedures? (3%)	
2.5	Explain how tools and test equipment appropriate to the type of medical equipment are used. (2%)	
2.6	How are faults identified through logical fault finding procedures? (3%)	
2.7	How are medical equipment repaired, maintained and calibrated in accordance with manufacturer specifications and relevant policies. (3%)	
2.8	Explain how equipment performance and safety inspections according to the relevant check lists and specifications are completed before returning equipment to use. (3%)	
2.9	Describe how accurate equipment history is captured and recorded for future reference for a time period relevant to the equipment type maintained and legal policies. (2%)	

## 3.

(13/04/2012)

<b>3. Apply scientific and engineering skills to maintain medical equipment</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
3.1	Explain work functions required in maintaining medical equipment in terms of quality in engineering practice. (3%)	
3.2	How are engineering risks identified in terms of the potential impact for each risk on safety and performance of medical equipment? (3%)	
3.3	How are actions to improve work functions identified and analysed in terms of available options? (3%)	
3.4	Explain how different types of materials are used in medical equipment in terms of their properties and potential uses. (3%)	
3.5	Describe the principles for fabrication of the required components in terms of functions and accuracy. (2%)	
3.6	How are electric circuits tested and repaired in accordance with manufacturer specifications? (2%)	
3.7	Explain flow characteristics in terms of engineering principles related to the medical equipment to be maintained. (3%)	
3.8	Explain measurements and related procedures in engineering terms. (3%)	
<b>4. Communicate maintenance information for medical equipment</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
4.1	How do you generate maintenance reports from relevant data in accordance with workplace procedures? (2%)	
4.2	How are information included in the report in accordance with the relevant needs of the target audiences? (2%)	
4.3	Explain how documents and recommendations are generated in accordance with the workplace requirements. (3%)	
4.4	How are methods of communicating maintenance information suited to the work context? (2%)	
4.5	How do you ensure that communication is clear, unambiguous and at the appropriate level for the designated target audience? (2%)	

4.

(13/04/2012)

<b>5. Comply with relevant legislation in maintaining medical equipment</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
5.1	How are medical equipment maintenance activities planned in accordance with workplace legislative requirements? (3%)	
5.2	How are authorisations to conduct activities obtained in accordance with workplace requirements? (2%)	
5.3	Explain how potentially hazardous conditions are identified in accordance with workplace requirements. (2%)	
5.4	Describe how deviances from acceptable standards are identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications. (3%)	
5.5	Explain the consequences of omitting procedures in terms of potential risks and liability. (3%)	
5.6	Why is it important to complete activities within agreed timeframes? Explain the importance of completing activities in these timeframes in terms of customer service and work interruptions. (3%)	
<b>6. Comply with accepted work ethics and good practice when maintaining medical equipment</b>		
<u>Item</u>	<u>Question</u>	<u>Answer</u>
6.1	Describe professional conduct in accordance with relevant acts, codes of conduct and practice as it relates to maintaining medical equipment. (3%)	
6.2	How is maintenance of medical equipment conducted in accordance with relevant acts? (2%)	
6.3	Describe how recognised clinical engineering principles are adhered to in order to preserve patient and public safety. (3%)	
6.4	Show how you conduct maintenance tasks economically and safely. (3%)	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

(13/04/2012) **Form H4.1**

ENGINEERING COUNCIL OF SOUTH AFRICA  
Private Bag X 691 • BRUMA • 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
E-mail: engineer@ecsa.co.za  
Website: www.ecsa.co.za



## **REGISTERED MEDICAL EQUIPMENT MAINTAINER (RegMEM)**

**Name of Referee**

**Date**

**Address:**

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for registration as a **Registered Medical Equipment Maintainer** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms H4.2 & H4.3 and consult the guideline for referees (Sheet H4.1).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

**Name of Applicant** (Please print)

**Address:**

**Postal Code:**

**Telephone No:**

**Cell No:**

**CONFIDENTIAL**

(13/04/2012) **Form H4.2**

**REFEREE REPORT : REGISTERED MEDICAL EQUIPMENT MAINTAINER (RegMEM)**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet H4.1).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000.

**Name of Applicant:**

**Address:**

**1. General Information:**

(a) My personal knowledge of the applicant's engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor	Colleague	Supervisor	Employer	Other (Describe)
--------	-----------	------------	----------	------------------

(c) Are you related to the applicant by birth or marriage?    Yes                  No

If yes, please state relationship

**2. Medical Equipment Maintenance Experience:**

My personal knowledge of the applicant's medical equipment maintenance experience is as follows:

From	To	Position held	Type of work performed	Employer

/...

**3. Assessment of Applicant**

(a) Based on my personal knowledge of the applicant of whom information has been supplied above, I assess his/her level as follows:

	Very low	Low	Satisfactory	High	Very High	Unknown
1. Ability to define, investigate and analyse Medical Equipment Maintenance (MEM) problems						
2. Ability to design or develop solutions to MEM problems						
3. Ability to comprehend and apply MEM knowledge in practice						
4. Ability to manage part or all of one or more MEM activities						
5. Ability to communicate clearly with others						
6. Ability to recognise the foreseeable social, cultural and environmental effects of MEM activities						
7. Ability to meet legal and regulatory requirements protecting the health and safety of persons						
8. Ability to conduct MEM activities ethically						
9. Ability to exercise sound MEM engineering judgement						
10. Ability to accept responsibility for making MEM decisions						
11. Ability to undertake independent MEM learning activities						

(b) Additional comments: (must be completed if assessment is "Very Low", "Low", or "Unknown")

**4. Referee's Recommendation:**

I regard the applicant competent to be registered as a Medical Equipment Maintainer:

Yes	No (Do not register)	Defer	Do not know

Please motivate your recommendation:

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1H as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:**

**Title of Position held:**

**Qualifications:**

**ECSA Registration Category:**  
e.g. Technician, Engineer, RMEM, etc.

**Registration No:**

**Employer:**

**Tel/Cell. No:**

**Signature of Referee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please post to:

⇒ **The Chief Executive Officer ● Engineering Council of South Africa**  
**Private Bag X691 ● BRUMA ● 2026**

**REFEREE GUIDELINE**  
for the completion of the Referee Report  
**Registered Medical Equipment Maintainer**

## 1. Registered Medical Equipment Maintainer

- (a) Registered Medical Equipment Maintainers are people who conduct medical equipment installation, commissioning, maintenance, inspection and testing work in accordance with relevant legislation and in particular the National Health Act.
- (b) Registration is a commitment to subscribe to the standards set by ECSA and to work within the ECSA Code of Conduct.
- (c) Their competency will be assessed by peers against the standards in the National Certificate in Medical Equipment Maintenance (Addendum B) and the criteria set out in the Referee Report, which has been developed to ensure all the requirements of the unit standard is met.

These features contribute to the protection of the public with respect to the work of a Registered Medical Equipment Maintainer and lend confidence in appointing such a person to carry out medical equipment installation, commissioning, maintenance, inspection and testing.

## 2. Completing the Referee Report

### 2.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Registered Medical Equipment Maintainer with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee has of the applicant.

### 2.2 Motivation

It is necessary that the referee (employer, supervisor etc.) be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements. The council attaches great value to this report.

### 2.3 Medical Equipment Industry Experience

Verify the applicant's medical equipment industry experience; details such as specialised equipment, category of medical equipment (mechanical, electro-medical, respiratory and anaesthetic, or imaging), responsibilities, etc. The referee report must indicate the maintenance, inspection and testing type of work performed by the applicant at a level above that of artisan.

### 2.4 Assessment

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's competence is required from personal knowledge for specifically the following.

- That he/she is able to communicate verbally and in writing at the required level.
- That he/she is reporting and the formal report is communicated to the relevant stakeholders in accordance with workplace requirements.
- That his/her work activities (i.e. maintenance, test & inspections) are completed efficiently and to the agreed project schedules (time frames) and he/she could work independently and ethically once registered.
- That he/she is aware of the importance of time frames, late delivery and customer relationships and team working.

## 3. General

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

## 4. Confidentiality

ECSA undertakes to protect the confidentiality of all the information received from the referee.



Engineering Council of South Africa

(13/04/2012) Sheet H5

**Information Sheet**  
for completion of the  
**Initial Professional Development Report (Form H5)**

This form **must** be completed by all persons applying for registration as a Registered Medical Equipment Maintainer.

1. Initial Professional Development (IPD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

(13/04/2012) )

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

1. Application fee of R \_\_\_\_\_.
2. First page of Application Form is initialled by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of a minimum of three referees have been given.  
[The referee reports (Forms H4.1 & H4.2) must be sent under separate cover and at least one referee must be registered as either a Professional Engineer, a Professional Engineering Technologist, a Professional Engineering Technician, a Professional Certificated Engineer or a Registered Medical Equipment Maintainer. Referee reports from your supervisors are preferable, and they should have played some mentoring or supervisory role in your career development.]
5. A photograph has been attached to Application Form H1.1.
6. Experience Reports covering **ALL** the experience gained completed on the forms provided (Forms H2.1 and H2.2). (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Experience Report.
8. Signatures of employer on each Experience Report.
9. Summary of the record of the applicant's experience in the medical equipment maintenance industry for a period of at least 5 years. (Form H2.2).
10. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.
11. Major Inspection and Test report (paragraph 7 of Sheet H.2.1) indicating the applicant's own contribution/role and responsibility in the task submitted, signed by a supervisor. **THE ACTUAL WORK SCHEDULE AND TEST REPORT MUST BE ATTACHED FOR EACH TYPE OF EQUIPMENT APPLIED FOR**
12. Answers to the Developmental Questionnaire Report with all questions answered (Paragraph 6 of Sheet H2.1), signed by a supervisor.
13. Record of Inspection and Tests done by the applicant over the last two years (Form H2.6), signed by a supervisor.
14. Details of your Initial Professional Development (IPD) (using Form H5).
15. Organigrams for the respective positions held during the most recent 5 years by the applicant, signed by applicant and employer - Period and position (post held) must be indicated.
16. Certified copies of certificates, diplomas, etc.
17. Proof of membership of Institutions must be provided, where applicable.

**If any of the above, do not accompany the Application Form, your Application will be held in abeyance until receipt of the information.**

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetical order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

Engineering Council of South Africa



Addendum B

## National Certificate in Medical Equipment Maintenance – Level 5

### SOUTH AFRICAN QUALIFICATIONS AUTHORITY REGISTERED QUALIFICATION:

#### National Certificate: Medical Equipment Maintenance

SAQA QUAL ID	QUALIFICATION TITLE		
58495	National Certificate: Medical Equipment Maintenance		
ORIGINATOR		REGISTERING/RECORDING PROVIDER	
SGB Engineering			
QUALITY ASSURING ETQA			
CHE - Council on Higher Education			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	Field 06 - Manufacturing, Engineering and Technology	Engineering and Related Design	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	120	Level 5	Regular-ELOAC
REGISTRATION STATUS	SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
Registered	SAQA 0474/07	2007-11-28	2010-11-28
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	
2011-11-28		2014-11-28	

This qualification does not replace any other qualification and is not replaced by any other qualification.

#### PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

This qualification is aimed at people who work or intend to work within the medical industry or healthcare environment, and who seek recognition for essential skills in maintaining medical equipment.

Recipients of this qualification know about and are able to maintain medical equipment to contribute towards safe and correct functioning of this equipment.

The qualification is designed to be flexible and accessible so that people are able to demonstrate the competencies required to work to pertinent standards relating to medical equipment.

People credited with this qualification are able to:

- Apply problem solving skills to maintain medical equipment.
- Maintain medical equipment.
- Apply scientific and engineering skills to maintain medical equipment.
- Communicate maintenance information for medical equipment.
- Comply with relevant legislation in maintaining medical equipment.
- Comply with accepted work ethics and good practice when maintaining medical equipment.

Rationale:

The Department of Health in South Africa has identified that medical equipment used in hospitals has serious consequences to the user and patient if not maintained correctly. It is envisaged that people who maintain this equipment will need to be registered by law in order to ensure the professional conduct of practitioners, and to hold them accountable for the work they conduct. This qualification provides a learner with all the skills and knowledge required of a medical equipment maintainer and may be seen as a pathway towards registration.

The majority of the candidates applying for this qualification are likely to be working in the medical equipment industry or healthcare environment in either the public or private sectors. This qualification will give them the opportunity to demonstrate the balance between their practical skills and the essential knowledge acquired to maintain medical equipment and be registered as a candidate professional engineering technician.

There is a critical need in the health sector to identify and develop people who are able to conduct the essential operations associated with efficient and safe maintenance of medical equipment. This will lead to competence in the field of work and thereby add quality and value to the sector and improve the standards of healthcare in the country. It will also lead to learners understanding how the work they do fits into the greater engineering industry relevant to the healthcare sector.

#### **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

It is assumed that learners are already competent in:

- Communication and Mathematical Literacy at NQF Level 4.
- Basic sciences at NQF Level 4.
- Knowledge of the following engineering practices at NQF Level 4:
  - > Safe working practices.
  - > Basic knowledge of electrical engineering theory.
  - > Basic knowledge of mechanical engineering theory.
  - > Selecting, using and caring for engineering tools and equipment.
  - > Reading and interpreting engineering drawings.
  - > The ability to function as an artisan in a relevant discipline.

Recognition of Prior Learning:

This qualification can be achieved wholly or in part through recognition of prior learning in terms of the defined exit level outcomes, but assessors must take full responsibility for assessing the exit level outcomes.

Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records. All such evidence will be judged in accordance with the general principles of assessment described above and the requirements for integrated assessment.

Access to the Qualification:

Access to this qualification is open bearing in mind learning assumed to be in place.

#### **RECOGNISE PREVIOUS LEARNING?**

Y

#### **EXIT LEVEL OUTCOMES**

1. Apply problem solving skills to maintain medical equipment.
2. Maintain medical equipment.
  - Range: Candidates will be assessed against at least one of the following categories, dependent on their area of work:
    - > Mechanical equipment.
    - > Electro-medical equipment.
    - > Respiratory and anaesthesia equipment.
    - > Medical imaging equipment.
3. Apply scientific and engineering skills to maintain medical equipment.
4. Communicate maintenance information for medical equipment.
  - Range: Information will be communicated to all relevant personnel both horizontally and vertically.
5. Comply with relevant legislation in maintaining medical equipment.

6. Comply with accepted work ethics and good practice when maintaining medical equipment.

This qualification addresses the following Critical Cross-Field Outcomes:

- Identifying and solving problems in which responses indicate that responsible decisions using critical and creative thinking have been made.  
> Evident in Exit Level Outcome/s 1, 2.
- Working effectively with others as a member of a team, group, organisation or community.  
> Evident in Exit Level Outcome/s 2, 4, 5.
- Organising and managing oneself and one's activities responsibly and effectively.  
> Evident in Exit Level Outcome/s 6.
- Collecting, analysing, organising and critically evaluating information.  
> Evident in Exit Level Outcome/s 1, 2, 6.
- Communicating effectively using visual, mathematical and/or language skills in the modes of oral/written persuasion.  
> Evident in Exit Level Outcome/s 4.
- Using science and technology effectively and critically, showing responsibility towards the environment and health of others.  
> Evident in Exit Level Outcome/s 2, 3.
- Demonstrating and understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.  
> Evident in Exit Level Outcome/s 1, 5, 6.

Learning programmes directed towards this qualification will also contribute to the full personal development of each learner and the social and economic development of society at large, by making individuals aware of the importance of:

- > Reflecting on and exploring a variety of strategies to learn more effectively.
- > Participating as responsible citizens in the life of local, national and global communities.
- > Being culturally and aesthetically sensitive across a range of social contexts.
- > Exploring education and career opportunities; and developing entrepreneurial opportunities.

#### **ASSOCIATED ASSESSMENT CRITERIA**

Associated Assessment Criteria for Exit Level Outcome 1:

- Variances from medical equipment specifications are identified in a methodical manner that includes all areas of performance.
- Causes of faults are identified and actions taken, to prevent similar problems in the future, are appropriate to the symptoms.
- The operation of machines is described in terms of the process of enhancing human performance.
- Alternative solutions to problems are identified that provide similar results.
- Solutions identified are efficient in terms of cost, time and reliability.
- Logical procedures are followed to correct all identified variances.
- Variances are corrected in accordance with recognised clinical engineering procedures or codes of practice.

Associated Assessment Criteria for Exit Level Outcome 2:

- Application and operation of medical equipment are described in the clinical environment.
- Policies for maintenance work are sourced and confirmed for applicability with relevant sources.
- The work area is prepared for the relevant activities in accordance with workplace requirements.
- Defects are identified from user reports and test procedures.
- Tools and test equipment used are appropriate to the type of medical equipment.
- Faults are identified through logical fault finding procedures.
- Medical equipment is repaired, maintained and calibrated in accordance with manufacturer specifications and relevant policies.
- Equipment performance and safety inspections are completed according to relevant check lists and specifications before returning equipment to use.
- Accurate equipment history is captured and recorded for future reference for a time period relevant to equipment type maintained and legal policies.

Associated Assessment Criteria for Exit Level Outcome 3:

- Work functions required in maintaining medical equipment are explained in terms of quality in engineering practice.
- Engineering risks are identified in terms of the potential impact for each risk on safety and performance of medical equipment.
- Actions to improve work functions are identified and analysed in terms of available options.
- Different types of materials used in medical equipment are explained in terms of their properties and potential uses.
- Fabrication principles for fabrication of required components are explained in terms of functions and accuracy.
- Electrical circuits are tested and repaired in accordance with manufacturer specifications.
- Flow characteristics are explained in terms of engineering principles related to the medical equipment to be maintained.
- Measurements and related procedures are explained in engineering terms.

Associated Assessment Criteria for Exit Level Outcome 4:

- Maintenance reports are generated from relevant data in accordance with workplace procedures.
- Information included in the report is in accordance with the relevant needs of target audiences.
- Documents and recommendations are generated in accordance with workplace requirements.
- Methods of communicating maintenance information are suited to the work context.
- Communication is clear, unambiguous and at an appropriate level for designated target audiences.

Associated Assessment Criteria for Exit Level Outcome 5:

- Medical equipment maintenance activities are planned in accordance with workplace legislative requirements.
- Authorisation to conduct activities is obtained in accordance with workplace procedures.
- Potentially hazardous conditions are identified and reported in accordance with workplace requirements.
- Deviances from acceptable standards are identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications.
- The consequences of omitting procedures are explained in terms of potential risks and liability.
- Maintenance activities are completed within agreed timeframes. The importance of completing activities in these timeframes is explained in terms of customer service and work interruptions.

Associated Assessment Criteria for Exit Level Outcome 6:

- Professional conduct is explained in accordance with relevant acts, codes of conduct and practice as it relates to maintaining medical equipment.
- Maintenance of medical equipment is conducted in accordance with relevant acts.
- Recognised clinical engineering principles are adhered to in order to preserve patient and public safety.
- > Range: Clinical engineering principles include all aspects of making equipment safe for the operator and patient.
- Maintenance tasks are conducted economically and safely.

Assessment Principles:

Assessment should be in accordance with the following general and specific principles:

- The initial assessment activities should focus on gathering evidence in terms of the main outcomes expressed to ensure assessment is integrated rather than fragmented. Where assessment at the broader level is unmanageable, then the assessment can focus on each assessment criterion, or groups of assessment criteria.
- Evidence must be gathered across the entire range specified in each Exit Level Outcome, as applicable. Assessment activities should be as close to the real performance as possible, and where simulations or role-plays are used, there should be supporting evidence to prove that the candidate is able to perform in the real situation.
- All assessments should be conducted in accordance with the following universally accepted principles of assessment:
  - > Use appropriate, fair and manageable methods that are integrated into real work-related or learning situations.
  - > Judge evidence on the basis of its validity, currency, authenticity and sufficiency.
  - > Ensure assessment processes are systematic, open and consistent.

#### **INTERNATIONAL COMPARABILITY**

This qualification has been compared to qualifications within various countries and it has been found that South Africa and Japan are the only countries that have a legal requirement for certification of practitioners to maintain medical equipment. Many countries investigated were found to use the terms "Bio-medical engineer" and "Clinical engineer" as interchangeable, but these terms do not always mean the same thing. It should be

noted that the word "engineer" is often used to describe a practitioner other than a registered engineer. Other countries have requirements for medical equipment maintainers, and the related qualifications for these practitioners have been compared to this qualification as follows:

**USA:**

Practitioners in America are required to achieve a two-year bio-medical qualification prior to being allowed to maintain medical equipment. That qualification includes electrical and computer engineering, as well as anatomy and physiology and is comparable to this qualification. America has progressive qualifications building on their two-year programme that lead to a diploma and degree in clinical engineering. Training in specific medical equipment is provided by equipment manufacturers, and practitioners are required to undergo specific training prior to being employed to work with or on specific equipment.

**China:**

There are no specific regulations for medical technicians in China, but in order for a person to be recognised as competent to work on medical equipment, they should have graduated from university with a three year engineering programme with elective subjects in clinical engineering. This equates to NQF Level 6 and above, and is beyond the scope of this qualification. Medical companies are required to have a certain number of specialised technicians in order to obtain a trading license for dealing with medical equipment.

**Europe:**

Practitioners responsible for maintaining medical equipment have a range of qualifications that they may apply for in the UK, starting with EMME (Level 2) Safety Testing of Medical Electrical Equipment, then progressing to EMBC (Level 3) Biomedical Equipment Maintenance Practice, where after specialisation may be identified in one of ventilation equipment, anaesthetic equipment or defibrillator equipment. Training towards these qualifications is provided by workplace training institutes and higher education providers. The range of qualifications is more specific than the South African qualification and does not provide the same broad aspects covered in this qualification. Student exchange programmes between Europe and South Africa have identified equivalence at NQF Level 6 and above in this field.

The European community is currently engaged in harmonising training programmes and regulations relating to health technology. This qualification can further be compared to the European standards once this is completed.

**Australia:**

80-95% of Australian medical equipment practitioners are at the associate or technician level. Generic engineering qualifications are obtained from various engineering training institutions and candidates then migrate into the medical equipment maintenance field. Registration with a joint professional engineering body is on a voluntary basis. The balance of medical equipment practitioners are at a higher level, and beyond the scope of this qualification.

**Africa:**

Kenya and Nigeria have training programmes equating to NQF Level 5 that lead to qualifications in medical equipment maintenance. Ghana has a qualification in bio-medical engineering, which is beyond the scope of this qualification. SADC countries mostly send candidates to South Africa for training in medical equipment maintenance, and it is anticipated that this qualification will be adopted by them in its entirety.

**ARTICULATION OPTIONS**

This qualification articulates horizontally with the following qualifications:

- ID 49061: National Certificate: Master Craftsmanship (Electrical), NQF Level 5.
- ID 49059: National Diploma: Master Craftsmanship (Electrical), NQF Level 5.
- ID 22950: Advanced Technical Diploma: Applied Mechanical Engineering Manufacturing, NQF Level 5.
- ID 22425: National Certificate: Engineering and Related Design, NQF Level 5.
- ID 49746: National Certificate in Measurement, Control and Instrumentation, NQF Level 5.

This qualification articulates vertically with the following qualifications:

- ID 49060: National Degree: Master Craftsmanship (Electrical), NQF Level 6.
- ID 16428: National Diploma: Engineering: Mechanical, NQF Level 6.

**MODERATION OPTIONS**

- Providers offering learning towards achievement of any of the outcomes that make up this qualification must

be accredited by the relevant ETQA or ETQA that has a memorandum with the relevant ETQA.

- Internal moderation of assessment must take place at the point of assessment with external moderation provided by the relevant ETQA in conjunction with the healthcare sector, according to the moderation guidelines and the agreed ETQA procedures.
- External Moderators are appointed to assess practical work in accordance to the criteria of the relevant sector according to the moderation guidelines and the agreed ETQA procedures.

#### **CRITERIA FOR THE REGISTRATION OF ASSESSORS**

Registration of assessors is delegated by the Higher Education Quality Committee to the Higher Education providers responsible for delivering learning programmes. The following criteria are specified for assessors concerning the technical aspects of the qualification:

- Registration with ECSA and at least 5 years practical experience in a clinical engineering environment.
- Appropriate experience and understanding of assessment theory, processes and practices.
- Good interpersonal skills and ability to balance the conflicting requirements of the interests of the learner, the provider and the employer.

#### **NOTES**

N/A

#### **UNIT STANDARDS:**

**This qualification is not based on Unit Standards.**

#### **LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:**

**NONE**

#### **PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS QUALIFICATION:**

**NONE**

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## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(6)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

---

---

**NB:** Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(1/06/2012) **Form J1.1**

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BRUMA 2026  
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Fax: (011) 622-9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

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2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198



<b>Office Use</b>
Ref.:

**APPLICATION FOR Re-REGISTRATION  
IN THE SPECIFIED CATEGORY OF  
A LIFTING MACHINERY INSPECTOR**

**NB:** Please consult the enclosed Information Sheets (Sheets J1.1 & J1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		<b>PHOTOGRAPH</b>  <i>(Passport-type. Please paste - do not staple)</i>  <i>Alternatively, insert electronically in JPEG or similar format</i>
Date of Birth:		Identity No:		
		or		
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
				LME No:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (Highest Level obtained per field)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:	Date from:	Date to:
--------	------------	----------

4. Previous/Current Registration or Application Details with ECSA: (eg. Professional Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

5. Membership of Engineering Institutes Recognised in terms of the Act (See list): (Membership of Engineering Institutes or Associations not recognised may also be included. If more space is needed, please supply information separately.)

Institute / Institution	Membership grade and date accepted	Number of years	Office held

6. Application Fee: (See item 6 of the Information Sheet)

My Application fee of R _____	(cheque) is enclosed herewith.
-------------------------------	--------------------------------

7. Referees: (One ECSA registered person)

(1)	
E-mail:	
Tel no:	

8. Declaration:

I, \_\_\_\_\_ (full names) hereby apply for re-registration as a Registered Lifting Machinery Inspector and undertake to abide by all the provisions of the Engineering Profession Act, 2000 (Act No. 46 of 2000) and any Rules published there under, including the Code of Conduct. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

<i>Office Use Only</i>	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

Engineering Council of South Africa

(1/06/2012) **Form J2.1**

**EXPERIENCE REPORT**  
**RE-REGISTERED LIFTING MACHINERY INSPECTORS**

Page No. \_\_\_\_\_ of \_\_\_\_\_

**Surname and Initials:**

Specific equipment type applicable to this period:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

Consult the Information Sheet (Sheet J2) before completing this report.

<b>Period No:</b>	<b>Date from:</b>	<b>Your Title or Function:</b>	<b>No. of months:</b>	
	<b>to:</b>			
<b>Employer's Name and address:</b>				
<b>Supervisor's Name, Title of Position held and address:</b>			<b>Supervisor's Signature:</b>	
<b>ECSA Registration No:</b>			<b>Date:</b>	
<b>(Please do not exceed 200 words per period)</b>				

**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_



Engineering Council of South Africa

(1/06/2012) **Form J2.6**

**RECORD OF INSPECTION AND LOAD TESTS CARRIED OUT OVER A PERIOD OF CANCELLATION OF REGISTRATION**

**Surname and Initials:**

Specific equipment type applicable to your registration:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

Load Test No:	Dates (inclusive)		Specific Equipment Load Tested	Owner of Lifting Machine Tested	Serial Number of Lifting Machine Tested	Load Applied	Deflection, if applicable	Final Result of Inspection and Load Test
	From:	To:						
1								
2								
3								
4								
5								
6								
7								
8								
9								

CONTINUES ON PAGE 322—PART 3

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_ Name of Mentor/Supervisor printed: \_\_\_\_\_ Tel. No.: \_\_\_\_\_



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

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Mei 2013

No. 36443

**PART 3 OF 3**

*N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes*



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

Engineering Council of South Africa

(1/06/2012) **Form J2.4****Major Inspection and Load Test Report**

**IMPORTANT NOTE:** Use this form to report in maximum 100 words per item on a major inspection and load test task carried out by you. **THE ACTUAL WORK SCHEDULE AND LOAD TEST REPORT MUST BE ATTACHED TO THIS REPORT FOR EACH SPECIFIC EQUIPMENT TYPE APPLIED FOR.** Some items in this report carry more weight than others, as indicated by the percentages stated.

**Name:**

Specific equipment type applicable to your registration:

(e.g. Lifting tackle, Chain blocks and lever hoists, Fork lifts, Mobile cranes, Overhead and gantry cranes, Tower cranes, Ships cranes, Wharf side cranes, Reach stackers, Straddle carriers, Container cranes, Aerial platforms, Suspended access platforms, Industrial lifting devices, Under the hook non-fixed attachment, Tail lifters, Vehicle hoists, Other categories.)

<b><u>Task name and dates:</u></b>	
<b>1. Define Task, Interpret and Investigate:</b>	
1.1 State how <u>you</u> interpreted the task instruction to the satisfaction of the client (acceptance criteria). (3%)	
1.2 Describe how <u>you</u> analysed, obtained and evaluated further clarifying information, and if the instruction was revised as a result. (3%)	
<b>2. Design or Develop a solution:</b>	
2.1 Describe how <u>you</u> developed and/or analysed alternative solutions to do the task. Impacts checked. (6%)	
2.2 State what the final solution to perform the task was, client in agreement. (6%)	
<b>3. Applying Theory:</b>	
3.1 State what educational knowledge <u>you</u> used to perform the task. (9%)	
3.2 State what standard procedure <u>you</u> used to do the design or task and on what theory these were based. (3%)	
<b>4. Task Management:</b>	
4.1 State how <u>you</u> managed yourself, priorities, processes and resources in doing the task (bar chart). (3%)	
4.2 Describe <u>your</u> role and contribution in the task team. (3%)	
<b>5. Communication:</b>	
5.1 State how <u>you</u> reported back after completion of the task. (3%)	

Engineering Council of South Africa

(1/06/2012) **Form J2.4 (continue)**

2.

5.2 State how <u>you</u> issued instructions to entities working on the task. (3%)	
<b>6. Impact:</b>	
6.1 Describe the social and environmental impact of this engineering activity. (3%)	
6.2 State how <u>you</u> communicated mitigating measures to affected parties. (3%)	
<b>7. Health and Safety:</b>	
7.1 List the major laws and regulations applicable to this particular activity. (3%)	
7.2 State how <u>you</u> obtained advice in doing risk management for the task. (3%)	
<b>8. Ethical Conduct:</b>	
8.1 State how <u>you</u> identified ethical issues and affected parties and their interest. (3%)	
8.2 Confirm that <u>you</u> are conversant and in compliance with ECSA's Code of Conduct. (3%)	
<b>9. Engineering Judgement:</b>	
9.1 State the factors applicable to the task, their interrelationship. (6%)	
9.2 Describe how <u>you</u> foresaw task consequences and evaluated situations in the absence of full evidence. (9%)	
<b>10. Responsible decision making:</b>	
9.1 State how <u>you</u> applied theory to justify decisions taken in doing tasks. (9%)	
9.2 State how <u>you</u> took responsible advice on any matter falling outside your own education and experience. (6%)	
9.3 Describe how <u>you</u> took, responsibility for your own work by evaluating your work output and revising any shortcoming. (9%)	
An additional 6% can be earned from evidence of a competency development plan and independent learning ability as reported in the Initial Professional Development Report, Form J5	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor / Supervisor: \_\_\_\_\_

Name of Mentor/Supervisor printed:

Tel. No.:

(1/06/2012) **Form J3**

ENGINEERING COUNCIL OF SOUTH AFRICA  
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 Website: www.ecsa.co.za



## RE- REGISTRATION AS A LIFTING MACHINERY INSPECTOR

Name of Referee \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **re-registration as a Registered Lifting Machinery Inspector** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms J4.1 & J4.2 and consult the guideline for referees (Sheet J4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

\_\_\_\_\_  
**Name of Applicant** (Please print)

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Cell No:** \_\_\_\_\_

**CONFIDENTIAL**

(1/06/2012) **Form J4.1**

**REFEREE REPORT : RE- REGISTRATION AS A LIFTING MACHINERY INSPECTOR**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet J4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

**Name of Applicant:**

**Address:**

**1. General Information:**

(a) My personal knowledge of the applicant's engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor	Colleague	Supervisor	Employer	Other (Describe)
--------	-----------	------------	----------	------------------

(c) Are you related to the applicant by birth or marriage?    Yes                  No

If yes, please state relationship \_\_\_\_\_

**2. Lifting Machinery Inspection Experience:**

My personal knowledge of the applicant's lifting machinery inspection experience is as follows:

From	To	Position held	Type of work performed	Employer

**3. Assessment of Applicant**

- (a) Based on my personal knowledge of the applicant of whom information has been supplied above, I assess his/her level as follows:

	Very low	Low	Satisfactory	High	Very High	Unknown
1. Ability to define, investigate and analyse Lifting Machinery Inspection problems						
2. Ability to design or develop solutions to LMI problems						
3. Ability to comprehend and apply LMI knowledge in practice						
4. Ability to manage part or all of one or more LMI activities						
5. Ability to communicate clearly with others						
6. Ability to recognise the foreseeable social, cultural and environmental effects of LMI activities.						
7. Ability to meet legal and regulatory requirements protecting the health and safety of persons						
8. Ability to conduct LMI activities ethically						
9. Ability to exercise sound LMI engineering judgement						
10. Ability to accept responsibility for making LMI decisions						
11. Ability to undertake independent LMI learning activities						

- (b) Additional comments: (must be completed if assessment is "Very Low", "Low", or "Unknown")

---



---

**4. Referee's Recommendation:**

I regard the applicant competent to be **re-registered as a Lifting Machinery Inspector:**

Yes	No (Do not register)	Defer	Do not know

Please motivate your recommendation:

- 5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1J as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

**Name of Referee:** \_\_\_\_\_ **Title of Position held:** \_\_\_\_\_

**Qualifications:** \_\_\_\_\_

**ECSA Registration Category:** \_\_\_\_\_ **Registration No:** \_\_\_\_\_  
e.g. Technician, Engineer, LMI, etc.

**Employer:** \_\_\_\_\_ **Tel/Cell. No:** \_\_\_\_\_

**Signature of Referee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please post to:

⇒ **The Chief Executive Officer • Engineering Council of South Africa**  
**Private Bag X691 • BRUMA • 2026**

## DECLARATION OF ACCOUNTABILITY

**Note: This declaration must be signed by persons applying for re-registration and who wish to retain their original registration numbers.**

I, \_\_\_\_\_ (full names and surname) hereby solemnly declare that –

1. I was registered as a **Lifting Machinery Inspector** under the Registration Number: \_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.

**Signed at .....** on this the ..... day of .....

**Witness:**.....

**Applicant:**.....

**Witness:**.....

**Addendum A**  
(18 April 2011)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	<b>CEASA</b>	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	<b>COET</b>	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	<b>ICMEESA</b>	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	<b>NSBE</b>	National Society of Black Engineers	VA A0037	12 June 2008
13	<b>SAAMA</b>	South African Asset Management Association	VA A0025	14 May 2009
14	<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	<b>SACMA</b>	South African Colliery Managers Association	VA A0029	24 January 2007
16	<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	<b>SAICHe</b>	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	<b>SAIMechE</b>	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	<b>SAIMENA</b>	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	<b>SAT</b>	Society for Asphalt Technology	VA A0043	26 August 2010
26	<b>STE</b>	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	<b>SAID</b>	South African Institute of Draughting	VA B0033	30 November 2007
29	<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	<b>WISA</b>	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	<b>BEPEC</b>	Built Environment Professions Export Council	VA C0044	24 November 2010
33	<b>CESA</b>	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	<b>IESSA</b>	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	<b>ITC</b>	Institute for Timber Construction	VA C0015	11 August 2011
38	<b>SAFA</b>	South African Flameproof Association	VA C0016	26 August 2010
39	<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	<b>SAFPA</b>	South African Fluid Power Association	VA C0039	26 November 2008
41	<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	11 August 2011
42	<b>SAIW</b>	South African Institute of Welding	VA C0034	30 November 2007
43	<b>SARF</b>	South African Road Federation	VA C0042	26 August 2010
44	<b>SASTT</b>	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

Engineering Council of South Africa

**Addendum B**

(19/07/2010)

### National Certificate in Lifting Machine Inspection – Level 5

SAQA QUAL ID	QUALIFICATION TITLE	
	Certificate: Lifting Machine Inspection	
SGB NAME	ABET BAND	PROVIDER NAME
	Undefined	Engineering Council of SA
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
	National Certificate	Engineering and Related Design
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
120	Level 5	
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

**RATIONALE FOR THE QUALIFICATION:**

The South African legislation specifies that all lifting machines must be inspected at prescribed intervals by a registered lifting machine inspector. This qualification provides a learner with all the skills and knowledge required of a lifting machine inspector and may be seen as a pathway towards registration as a lifting machine inspector.

The majority of the candidates for this qualification are likely to be working in the lifting machinery or engineering industry. This qualification will give them the opportunity to balance their practical skills with the essential knowledge needed to earn a formal qualification in lifting machine inspection without formal education becoming an impassable barrier.

There is a critical need in the industry to identify people who are able to conduct the essential operations associated with efficient and safe lifting machine inspection. This will lead to competence in the field of work and thereby add safety and value to the industry and improve the economy of the country. It will also lead to a balanced society in that learners will understand how the work they do fits into the greater engineering industry.

**PURPOSE OF THE QUALIFICATION:**

This qualification is aimed at people who work or intend to work within the lifting machinery industry, and who seek recognition for essential skills in lifting machine inspection.

Recipients of this qualification know about and are able to conduct lifting machine inspections to ensure safe conditions of these machines.

The qualification is designed to be flexible and accessible so that people are able to demonstrate the competencies required to work safely in the lifting machinery industry.

People credited with this qualification are able to:

- Communicate in the workplace
- Compile and maintain work schedules
- Apply engineering skills in the workplace
- Comply with relevant legislation in the workplace
- Inspect lifting machinery and equipment

**ACCESS TO THE QUALIFICATION:**

This qualification is open to anyone with access to learning opportunities and work experience in the areas reflected in the exit level outcomes. It is advisable that candidates should already have addressed the areas reflected under "learning assumptions" before embarking on learning towards this qualification, although the exact starting point depends on the available resources for learning.

Candidates applying for this qualification need to demonstrate competence in inspecting lifting machines and should therefore be physically able to contend with the circumstances required for lifting machine inspection.

**LEARNING ASSUMPTIONS:**

It is assumed that candidates embarking on learning towards this qualification are already competent in the following areas:

- Mathematics at NQF level 4
- Safe working practices
- Basic knowledge of electrical theory
- Basic knowledge of hydraulic theory
- Basic knowledge of engineering practices
- Working at heights and/or in confined spaces
- Selecting, using and caring for engineering measuring equipment
- Reading and interpreting engineering drawings
- The ability to function as an artisan in a relevant discipline

**ARTICULATION POSSIBILITIES:**

The exit level outcomes are based on progressive learning from the learning assumptions and are broad-based in order to facilitate entry to a number of further programmes in the field of electrical, mechanical or electro/mechanical engineering.

Employers or institutions should be able to evaluate the outcomes of this qualification against the needs of their context and structure top-up learning appropriately.

**EXIT LEVEL OUTCOMES:**

Exit level outcomes defined below are stated generically and may be assessed in various engineering disciplinary or cross-disciplinary contexts in a provider-based or simulated practice environment. Generic Competencies may be assessed in various engineering disciplinary or cross-disciplinary contexts.

For award of the *whole* qualification, candidates must achieve competence against all the criteria as specified in the Exit Level Outcomes. Should candidates exit the qualification *without completing the whole qualification*, recognition may be given for each Exit Level Outcome achieved.

Candidates will be assessed in the area of work that they have been exposed to. It is not expected that all candidates will be able to conduct inspections on all types of lifting machinery. It is the responsibility of the assessor to ascertain the specific areas in which the candidate will be required to work and provide an opportunity for the candidate to demonstrate competency in that particular area. All assessment criteria must be met for each category of inspection undertaken, as detailed below:

**ASSOCIATED ASSESSMENT CRITERIA:****Exit Level Outcome 1: Communicate in the workplace**

- 1.1 Reports are generated from available data
- 1.2 Data is presented in accordance with the relevant needs of target audiences
- 1.3 Oral communication is suited to the work context.
- 1.4 Written communication is clear and unambiguous and at an appropriate level for designated target audiences.

**Exit level Outcome 2: Compile and maintain work schedules**

- 2.1 Scheduling is described in terms of its purpose and process
- 2.2 Project activities are defined in terms of the required project outcomes
- 2.3 Project plans are compiled in terms of identified activities
- 2.4 Activities are sequenced in terms of workflow and timelines
- 2.5 Activities are reported on in accordance with workplace requirements
- 2.6 Paperwork is recorded and stored in accordance with workplace requirements
- 2.7 Work activities are completed in accordance with agreed timeframes and efficiency

**Exit level Outcome 3: Apply engineering skills to the workplace**

- 3.1 Flow characteristics are explained in terms of engineering principles
- 3.2 Measurement of flow is explained in terms of fluid principles
- 3.3 Ferrous and non-ferrous metals are explained in terms of their properties and uses
- 3.4 Ferrous and non-ferrous alloys are explained in terms of their properties and uses
- 3.5 Thermo plastics and thermosetting plastics are explained in terms of their properties and uses
- 3.6 Machining principles are explained in terms of functions and accuracy

- 3.7 Work functions are explained in terms of quality in engineering practice
- 3.8 Engineering risks are identified in terms of the potential impact for each risk on the project
- 3.9 Actions to improve work functions are identified and analysed in terms of available options
- 3.10 Recommendations are communicated to relevant personnel in accordance with workplace requirements

**Exit level Outcome 4: Comply with relevant legislation in the workplace**

- 4.1 Legislation relevant to the work activities is identified and accessed in accordance with workplace requirements
- 4.2 Legislation is interpreted in terms of the applicability to required work activities
- 4.3 The implications of non-compliance with legislation is explained in terms of work processes and penalties
- 4.4 Compliance reports are generated in terms of work activities

**Exit level Outcome 5: Inspect lifting machinery and equipment**

**Range:** Candidates will be assessed against lifting tackle and at least one of the following categories –

- Chain hoists
- Work platforms
- Jib cranes
- Tower cranes
- Overhead cranes
- Mobile cranes
- Lift Trucks
- Vehicle hoists
- Other specialisation categories

- 5.1 Inspection activities are planned in accordance with the inspection required and the workplace requirements
- 5.2 The purpose of conducting various tests is explained in terms of relevant legislation and user safety standards
- 5.3 Inspection and testing equipment selected is appropriate to the inspection required
- 5.4 Authorisation to conduct inspection activities is obtained in accordance with workplace procedures
- 5.5 The work area is prepared for the relevant inspection in accordance with inspection requirements
- 5.6 Defects and potentially hazardous conditions are identified and corrected in accordance with workplace requirements
- 5.7 Public access to the worksite is restricted in accordance with statutory requirements and worksite procedures
- 5.8 Machinery and equipment is inspected and tested in accordance with test schedules and relevant safety standards
- 5.9 Deviances from acceptable standards are identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications
- 5.10 The consequences of omitting any part of the inspection and testing schedule are explained in terms of potential risks and liability
- 5.11 The worksite is cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements
- 5.12 Work activities are completed within agreed timeframes. The importance of completing activities in these timeframes is explained in terms of customer service and work interruptions

**ASSESSMENT PRINCIPLES:**

Assessment should be in accordance with the following general and specific principles:

- The initial assessment activities should focus on gathering evidence in terms of the main outcomes expressed to ensure assessment is integrated rather than fragmented. Where assessment at the broader level is unmanageable, then the assessment can focus on each assessment criterion, or groups of assessment criteria.
- Evidence must be gathered across the entire range specified in each Exit Level Outcome, as applicable. Assessment activities should be as close to the real performance as possible, and where simulations or role-plays are used, there should be supporting evidence to prove that the candidate is able to perform in the real situation.
- All assessments should be conducted in accordance with the following universally accepted principles of assessment:
  - 
  - use appropriate, fair and manageable methods that are integrated into real work-related or learning situations;
  - judge evidence on the basis of its validity, currency, authenticity and sufficiency; and
  - ensure assessment processes are systematic, open and consistent.

**RECOGNITION OF PRIOR LEARNING:**

This qualification can be achieved wholly or in part through recognition of prior learning in terms of the defined exit level outcomes, but training providers must take full responsibility for assessing the exit level outcomes.

Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

All such evidence will be judged in accordance with the general principles of assessment described above and the requirements for integrated assessment.

#### **ACCREDITATION AND MODERATION:**

- Providers offering learning towards achievement of any of the outcomes that make up this qualification must be accredited through the Engineering Council of SA.
- Internal moderation of assessment must take place at the point of assessment with external moderation provided by the relevant ETQA in conjunction with the Lifting Machinery Industry, according to the moderation guidelines and the agreed ETQA procedures.
- Providers of programmes shall in the quality assurance process demonstrate that an effective moderation process exists to ensure that the assessment system is consistent and fair.

#### **REGISTRATION OF ASSESSORS:**

Registration of assessors is delegated by the Higher Education Quality Committee to the Higher Education providers responsible for delivering learning programmes. The following criteria are specified for assessors concerning the technical aspects of the qualification:

- An appropriate qualification with at least 5 years practical experience in a lifting machinery environment.
- Appropriate experience and understanding of assessment theory, processes and practices.
- Good interpersonal skills and ability to balance the conflicting requirements of the interests of the learner, the provider and the employer.

#### **CRITICAL CROSS-FIELD OUTCOMES:**

This qualification addresses the following critical cross-field outcomes:

- (a) Identifying and solving problems in which responses indicate that responsible decisions using critical and creative thinking have been made. *[ELO 2; ELO 3; ELO 5]*
- (b) Working effectively with others as a member of a team, group, organisation or community. *[ELO 1; ELO 2; ELO 4; ELO 5]*
- (c) Organising and managing oneself and one's activities responsibly and effectively. *[ELO 2; ELO 3; ELO 5]*
- (d) Collecting, analysing, organising and critically evaluating information. *[ELO 1; ELO 2; ELO 3; ELO 5]*
- (e) Communicating effectively using visual, mathematical and/or language skills in the modes of oral/written persuasion. *[ELO 1; ELO 2; ELO 5]*
- (f) Using science and technology effectively and critically, showing responsibility towards the environment and health of others. *[ELO 1; ELO 2; ELO 3; ELO 5]*
- (g) Demonstrating and understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation. *[ELO 2; ELO 3; ELO 5]*

Learning programmes directed towards this qualification will also contribute to the full personal development of each learner and the social and economic development of society at large, by making individuals aware of the importance of:

- 1) Reflecting on and exploring a variety of strategies to learn more effectively.
- 2) Participating as responsible citizens in the life of local, national and global communities.
- 3) Being culturally and aesthetically sensitive across a range of social contexts.
- 4) Exploring education and career opportunities; and developing entrepreneurial opportunities.

## Engineering Council of South Africa

1/4/2012

**Application and Annual Fees**  
**1 April 2012 to 31 March 2013**  
**(Vat included)**

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
--	-----------

**3. Professional & Registered Categories - See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
--	------------

**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
- (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
- (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
- (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
- (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
- (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
- (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
- (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691  
BRUMA 2026  
Tel: (011) 607-9500  
Fax: (011) 622-9295  
Email: [zimasa@ecsa.co.za](mailto:zimasa@ecsa.co.za)  
Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
2 Ernest Oppenheimer Avenue  
Bruma Lake Office Park  
BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

Registration Number: _____
Name & Surname: _____

Do you have any disability (Please tick):

Yes	No
-----	----

If yes, state nature of Disability:

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

(13/04/2012) **Form RF1.1**

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



Office Use
Ref: _____

**APPLICATION FOR RE-REGISTRATION  
 IN THE SPECIFIED CATEGORY OF  
REGISTERED LIFT INSPECTOR**

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH (Passport-type)	
Date of Birth:		Identity No:  <i>Or</i>			
*Race Group: Please tick the applicable block	Asian	Black	Passport No. and Country:	Country of normal residence:	(Please paste - do not staple)
	Coloured	White			
Home Address:		Postal Address:		Name & Address of present Employer:	
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):	
Tel. No. (Work): (include area codes)				Fax No.: (include area codes)	
Cell No.:				E-mail:	
E-mail:					

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final Examination	Office use

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: .....  
 Commissioner Of Oaths/  
 Justice Of Peace: .....

3. Did you complete an Apprenticeship / Learnership: Yes  No

Trade:	Date from:	Date to:
--------	------------	----------

4. Specialised Courses on Lifts:

Date of Course	Name of Course

5. Previous / Current Registration or Application Details: (eg. Candidate Engineering Technician)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

6. Membership of Voluntary Associations recognised in terms of the Act (See list): (Membership of Engineering Associations/Institutes/Societies not recognised may also be included. If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

7. Application Fee: (See item 7 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

8. Referees: (Registered persons only – Name, address and telephone number)

(1)	(2)	Contact person at your present work:

9. Declaration:

I, \_\_\_\_\_ (full names) hereby apply for **Re-Registration as a Registered Lift Inspector** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

Office Use Only	
Application fee: R _____	
Received by: _____	Date: _____ (Council's stamp)

(13/04/2012) Form **RF 2**

**RESUMÉ OF WORK PERFORMED DURING PERIOD OF CANCELLATION OF REGISTRATION**

Surname and Initials: \_\_\_\_\_

Date of Cancellation of Registration: \_\_\_\_\_ (Obtain information from ECSA) Previous Registration Number: \_\_\_\_\_

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
<b>Total Weeks:</b>						

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

(13/04/2012) **Form RF3**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

Website: [www.ecsa.co.za](http://www.ecsa.co.za)



**REGISTERED LIFT INSPECTORS**

.....  
**Name of Referee** ..... **Date** .....

**Address:** .....  
.....  
.....

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for **Re-Registration as a Registered Lift Inspector** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms RF4.1 & RF4.2 and consult the guideline for referees (Sheet RF4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant** ..... **Name of Applicant** (Please print) .....

**Address:** .....  
.....  
.....

**Postal Code** .....

**Telephone No:** .....

**Cell No:** .....

**CONFIDENTIAL**

(13/04/2012) Form **RF4.1**

**REFEREE REPORT : RE-REGISTRATION AS A LIFT INSPECTOR**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet F4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<p><b>Name of Applicant:</b> _____</p> <p>_____</p>	<p><b>Address:</b> _____</p> <p>_____</p> <p>_____</p>
--	---

**1. General Information:**

(a) My personal knowledge of the applicant's lift engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor		Colleague		Supervisor		Employer		Other ( <i>Describe</i> )	
--------	--	-----------	--	------------	--	----------	--	---------------------------	--

(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

**2. Lift Experience:**

My personal knowledge of the applicant's lift engineering experience is as follows:

From	To	Position held	Type of work performed	Employer

/...

**3. Assessment of Applicant**

(a) Based on my personal knowledge of the applicant of whom information has been supplied above, I assess his/her level as follows:

	<i>Low</i>	<i>Satisfactory</i>	<i>High</i>	<i>Unknown</i>
Lift Engineering judgement and commissioning ability				
Analytical ability and Design skills				
Communication and Interpersonal skills				
Initiative				
Monitoring, developing and modifying expertise				
Planning, organising and managing				
Quality of work				
Demonstration of acceptance of full responsibility				
Continuing Technical Development				
Management of resources				

(b) Additional comments:

---



---

**4. Referee's Recommendation:**

I regard the applicant competent to be re-registered as a Registered Lift Inspector:

Yes	No (Do not register)	Defer	No comment	Do not know

**5. Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1F as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration Category: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
Private Bag X691 ● BRUMA ● 2026

## **REFEREE GUIDELINE**

### **for the completion of the Referee Report**

## **Registered Lift Inspector**

#### **1. REGISTERED LIFT INSPECTOR**

- (a) Registered Lift Inspectors are people who conduct inspections of lifts in terms of the Occupational Health & Safety Act (Act No. 85 of 1993) and all other relevant legislation which is held and updated by the Chief Inspector of Chief Directorate: Occupational Health and Safety: Department of Labour.
- (b) Registration is a commitment to subscribe to the standards set by ECSA and to work within the ECSA Code of Conduct.
- (c) Their competency has been measured by peers in terms of the standards of a Registered Lift Inspector. A Registered Lift Inspector has met the competency standards required for this category set by peers.

These features contribute to the protection of the public with respect to the work of a Registered Lift Inspector and lend confidence in appointing such a person to carry out lift inspections.

#### **2. COMPLETING THE REFEREE REPORT**

##### **2.1 Aim**

The referee report is a necessary and supplementary document to the applicant's application for registration as a Registered Lift Inspector with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

##### **2.2 Motivation**

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Policy Statement R2/1F and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

##### **2.3 Lift Engineering Experience**

Verify the applicant's lift engineering experience; details such as specialised equipment, make of lift, responsibilities, etc. The referee report must indicate the engineering experiential type of work performed by the applicant at a level above that of journeyman giving the tasks or projects and dates when performed.

##### **2.4 Evaluation**

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give an opinion on his/her lift engineering abilities, his/her level of responsibility and conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

#### **3. GENERAL**

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

#### **4. CONFIDENTIALITY**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**DECLARATION OF ACCOUNTABILITY**

**Note: This declaration must be signed by persons applying for Re-Registration and who wish to retain their original registration numbers.**

I, \_\_\_\_\_ (full names and surname)  
hereby solemnly declare that –

1. I was registered as a **Registered Lift Inspector** under the Registration Number \_\_\_\_\_;
2. My registration was cancelled on \_\_\_\_\_, for the reasons recorded in my personal file held by the Council, and remained cancelled to this date;
3. I am aware that since the date of cancellation of my registration, the applicable Code of Professional Conduct, as prescribed by the ECSA, did not apply to me;
4. Notwithstanding the fact that the said Code of Professional Conduct did not apply to me since the date of cancellation of my registration, I unconditionally and irrevocably subject myself to the provisions of the said Code of Professional Conduct in respect of any act on my part during the said period that may be associated with practising my profession;
5. If any act on my part during the said period should constitute improper conduct, I undertake to co-operate with the Council and to provide the Council with all material evidence in order to conclude an investigation into my conduct;
6. To the best of my knowledge I did not perform any act that may be construed as improper conduct in terms of the said Code of Professional Conduct.

**Signed at** ..... **on this the** ..... **day of** .....

**Witness:**.....

**Applicant:**.....

**Witness:**.....

**Addendum A**  
(27 March 2012)

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>				
No	Acronym	Name	Reference Number	Date Recognised
1	AeSSA	Aeronautical Society of South Africa	VA A0022	11 August 2011
2	AMMSA	Association of Mine Managers of South Africa	VA A0031	24 January 2007
3	AMRE	Association of Mine Resident Engineers	VA A0032	30 November 2007
4	CEASA	Clinical Engineering Association of South Africa	VA A0040	26 August 2010
5	COET	The Chamber of Engineering Technology	VA A0001	19 October 2010
6	CSSA	Concrete Society of Southern Africa	VA A0019	11 August 2011
7	ICMEESA	Institution of Certificated Mechanical and Electrical Engineering	VA A0002	24 November 2010
8	IEEE	Institute of Electrical and Electronic Engineers South African Section	VA A0036	12 June 2008
9	IMESA	Institution of Municipal Engineering of Southern Africa	VA A0003	14 April 2011
10	IPET	Institute of Professional Engineering Technologists	VA A0004	19 October 2010
11	LIASA	Lift Inspectors Association of South Africa	VA A0026	15 March 2012
12	NSBE	National Society of Black Engineers	VA A0037	12 June 2008
13	SAAMA	South African Asset Management Association	VA A0025	14 May 2009
14	SACEA	South African Colliery Engineers' Association	VA A0005	11 August 2011
15	SACMA	South African Colliery Managers Association	VA A0029	24 January 2007
16	SAIAE	South African Institute of Agricultural Engineers	VA A0020	11 August 2011
17	SAICE	South African Institution of Civil Engineering	VA A0006	24 November 2010
18	SAICHE	South African Institution of Chemical Engineers	VA A0007	11 August 2011
19	SAIEE	South African Institute of Electrical Engineers	VA A0008	14 April 2011
20	SAIIE	Southern African Institute of Industrial Engineers	VA A0009	11 August 2011
21	SAIMechE	The South African Institution of Mechanical Engineering	VA A0021	14 April 2011
22	SAIMENA	South African Institute of Marine Engineers and Naval Architects	VA A0010	11 August 2011
23	SAIMM	South African Institute of Mining and Metallurgy	VA A0011	14 April 2011
24	SAIRAC	South African Institute of Refrigeration and Air-Conditioning	VA A0028	24 January 2007
25	SAT	Society for Asphalt Technology	VA A0043	26 August 2010
26	STE	Society of Telkom Engineers	VA A0035	12 June 2008

<b>Category B</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
27	SAFHE	South African Federation of Hospital Engineers	VA B0023	11 April 2011
28	SAID	South African Institute of Draughting	VA B0033	30 November 2007
29	SAIMC	South African Institute of Measurement and Control	VA B0024	11 August 2011
30	WISA	Water Institute of Southern Africa	VA B0038	12 June 2008

<b>Category C</b>				
	<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
31	AMEU	Association of Municipal Electricity Undertakings	VA C0027	11 August 2011
32	BEPEC	Built Environment Professions Export Council	VA C0044	24 November 2010
33	CESA	Consulting Engineers South Africa ( <i>p.n.a. SAACE</i> )	VA C0013	14 April 2011
34	IESSA	Illumination Engineering Society of South Africa	VA C0012	11 August 2011
35	INCOSE	International Council of Systems Engineering (SA Chapter)	VA C0030	24 January 2007
36	IQSA	Institute of Quarrying Southern Africa	VA C0014	11 August 2011
37	ITC	Institute for Timber Construction	VA C0015	11 August 2011
38	SAFA	South African Flameproof Association	VA C0016	26 August 2010
39	SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	11 August 2011
40	SAFPA	South African Fluid Power Association	VA C0039	26 November 2008
41	SAISC	South African Institute of Steel Construction	VA C0018	11 August 2011
42	SAIW	South African Institute of Welding	VA C0034	30 November 2007
43	SARF	South African Road Federation	VA C0042	26 August 2010
44	SASTT	Southern African Society for Trenchless Technology	VA C0041	26 August 2010

**Please note:** Proof of membership must be submitted.

<b>Engineering Council of South Africa</b>	<b>1/4/2012</b>
<b>Application and Annual Fees</b> <b>1 April 2012 to 31 March 2013</b> <b>(Vat included)</b>	

**Application Fees (VAT included) - see Note 1 re pro rata annual fees**

**1. Candidate Categories:**

<b>Within one</b> calendar year from the date of obtaining a qualification recognised for purposes of registration	<b>Later than one</b> calendaryear after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

**2. Foreign Qualification Assessment - See notes (4) and 7(a):**

All applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration	R1,035.00
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**3. Professional & Registered Categories – See note 4:**

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

**4. International Register:**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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**Annual Fees (VAT included) - see Note 1 re pro rata annual fees**

Candidates <sup>(5)</sup>		Professional & Registered Categories	
Partial Exemption <sup>(7b)</sup>	No Exemption	Partial Exemption <sup>(7b)</sup>	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

**Notes:**

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za).
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for foreign qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
  - a. Persons applying for registration with ECSA after having had their Foreign Qualification successfully evaluated will receive a 50% of their Foreign Qualification fee offset against their registration application fee.
  - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per [www.ecsa.co.za](http://www.ecsa.co.za) will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.
  - c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.

- d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) how to apply for the exemption.
  - e. Persons over 70 are exempted fully from annual fees.
  - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
  - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
  - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from [Accounts@ecsa.co.za](mailto:Accounts@ecsa.co.za) for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
  - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
  - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
  - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
  - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
  - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
  - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
  - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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BRUMA  
Johannesburg  
2198

**DISABILITY REGISTER**

Disability is defined as: "Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

<b>Registration Number:</b> _____
<b>Name &amp; Surname:</b> _____

**Do you have any disability (Please tick):**

Yes	No
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**If yes, state nature of Disability:**

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**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Government Policy.**

## The Engineering Council of South Africa

### CALL FOR COMMENT

#### AMENDMENT TO THE PROPOSED RULES RELATING TO THE ESTABLISHMENT OF A SPECIFIED CATEGORY OF REGISTRATION FOR REGISTERED LIFTING MACHINERY INSPECTORS

In terms of Section 36(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) the Engineering Council of South Africa hereby makes known that it intends to prescribe Rules, as set out in the Schedule, in terms of Section 36(1) of the Act.

Written comments on the proposed Rules are invited from interested persons or stakeholders.

Comments can be submitted as follows:

**E-mail:** [neggie@ecsa.co.za](mailto:neggie@ecsa.co.za)

**Fax:** (011) 622-9295

**Post:** Private Bag X691, Bruma, 2026

**Address:** Waterview Corner, 1<sup>st</sup> Floor, 2 Ernest Oppenheimer Ave, Bruma, Johannesburg.

**Telephonic Enquiries:** Ms Neggie Ndlovu at (011) 607-9563

***The closing date for comments to be submitted:  
30 days from the date of publication***

**Engineering Council of South Africa****Engineering Profession Act, 2000 (Act 46 of 2000) Rules in terms of Section 18(1)(C)**

changes appear in red.

**Specified Category: Registered Lifting Machinery Inspectors**

The rules for Specified Category: Registered Lifting Machinery Inspectors, published under Government Gazette No. 29290, Board Notice 108 of 2006, is hereby repealed.

The Engineering Council of South Africa, has in terms of section 36(1) as read with 18(1)(c) of the Engineering Profession Act, 2000 (Act 46 of 2000) made the rules set out in the Schedule.

The Rules set out in the Schedule come into operation on the date of publication in the Government Gazette.

**SCHEDULE****Definitions**

1. In these rules, and unless the context otherwise indicates, any expression or word to which a meaning has been assigned in the Engineering Profession Act, 2000, (Act no. 46 of 2000) bears the same meaning and -
  - (i) "**Education Advisory Committee**" means the Education Advisory Committee established by the Council in terms of section 17(1)(a) of the Act, to advise on all aspects of engineering education applicable to all categories of registration contemplated in section 18(1) of the Act;
  - (ii) "**Education Committee: Registered Lifting Machinery Inspectors**" means the Education Committee for Registered Lifting Machinery Inspectors established in terms of section 17 of the Act , and for purposes of these rules, "**Education Committee**" has the same meaning;
  - (iii) "**Engineering Standards Generating Body**" means the committee responsible to the Council and the South African Qualifications Authority (SAQA) for setting standards pertaining to engineering qualifications in the higher education band, and "**ESGB**" has the same meaning;
  - (iv) "**FET College**" means a Public or a Private Further Education and Training College established under the Further Education and Training Act, 1998 (Act No. 98 of 1998);
  - (v) "**Registration Committee: Registered Lifting Machinery Inspectors**" means the Registration Committee for Registered Lifting Machinery Inspectors established in terms of section 17 of the Act, and for purposes of these rules, "**registration committee**" has the same meaning;
  - (vi) "**Registered Lifting Machinery Inspector**" means a person registered as such in terms of these rules;

(vii) **“Registered person”** means any person registered in any category of registration referred to in section 18 of the Act and any person registered as a registered lifting machinery inspector in terms of these rules;

(viii) **“Specified category”** for purposes of these rules, means the category of registration pertaining to registered lifting machinery inspectors, contemplated under section 18(1)(c) of the Act, and established in terms of Rule 2.

(ix) **“Technology Programme Accreditation Committee”** means the accreditation committee responsible to the Council for accreditation of educational programmes contemplated under the Sydney and Dublin Accords, and **“TPAC”** has the same meaning;

(x) **“the Act”** means the Engineering Profession Act, 2000 (Act 46 of 2000).

(xi) **“the Register”** means a sub-register of Registered Lifting Machinery Inspectors, incorporated in a register kept by the Council in terms of section 11(c) of the Act.

### **Establishment of Specified Category: Registered Lifting Machinery Inspectors**

2. A specified category called **“Registered Lifting Machinery Inspector”** is hereby established in terms of section 18(1) (c) of the Act.

### **Interim Registration Committee: Registered Lifting Machinery Inspectors**

3. The CEO (ECSA) will appoint an interim committee to facilitate the initial registration process.

### **Registration Committee: Registered Lifting Machinery Inspectors**

4. (1) A registration committee to be known as the **Registration Committee: Registered Lifting Machinery Inspectors** is hereby established in terms of section 17(1) of the Act.

### **Composition of the Registration Committee: Registered Lifting Machinery Inspectors**

(2) The Registration Committee consists of at least 14 persons, appointed by the Council, of whom –

(a) two registered persons (who shall not be lifting machinery inspectors) must be nominated by the Council, and must have knowledge of the Act, applicable rules, policies, Code of Conduct and Code of Practice;

(b) one person (who shall not be lifting machinery inspectors) must be nominated by the Chief Inspector: Occupational Health and Safety of the Department of Labour;

(c) one person must be in the service of the South African Bureau of Standards nominated by the Director of Mechanical and Electrical Engineering of the Bureau of Standards;

(d) two Registered Lifting Machinery Inspectors must be nominated by the Lifting Equipment Engineering Association of South Africa (LEEASA), with experience and knowledge in the manufacture, installation, testing, commissioning and inspection of lifting machinery;

(e) two Registered Lifting Machinery Inspectors must be nominated by the manufacturers of lifting machinery, who shall be invited by the Council to do so;

(f) two Registered Lifting Machinery Inspectors must be nominated by the major users of lifting machinery, who shall be invited by the Council to do so;

(g) three Registered Lifting Machinery Inspectors must be nominated by companies undertaking inspections, who shall be invited by the Council to do so. Of the three, one person must at least have thorough knowledge of the lifting tackle;

(h) one must be a representative from the Department of Minerals and Energy (DME)

**Disqualification from Membership of Committee and Vacation of Office**

(3) (a) A person must not be appointed as a member of the registration committee if the –

- (i) applicable provisions of rule 4 (2) of these rules are not complied with;
- (ii) provisions of section 6(1)(b), (c), (d), (e) and (f) of the Act are not complied with.

(b) Any person appointed as a member of the Registration Committee must vacate his or her office if he or she

(i) ceases to meet any one or more of the applicable pre-requisites for appointment referred to in rule 4(3) (a);

(ii) is declared by the High Court to be of unsound mind or mentally disordered or is detained under the Mental Health Act, 1973 (Act No. 18 of 1973);

(iii) has been absent from three consecutive meetings of the committee without its leave.

(iv) ceases to be formally associated with, in the employ of, or being the recognised representative, as the case may be, of the organisation which nominated him or her in terms of the applicable provisions of rule 4(2);

(v) resigns by written notice to addressed to the CEO; and

(vi) ceases to be permanently resident within the Republic.

**Election of Chairperson and Vice-Chairperson of the Registration Committee**

(4) (a) The members of the Registration Committee must, at the first meeting of the committee, and thereafter as the occasion arises, elect from amongst their number a Chairperson and Vice-chairperson, who must hold office until the expiry of the period for which the Council was appointed.

(b) a person may not be elected as Chairperson or as Vice-chairperson in terms of rule 4(4) (a) unless such person is a registered lifting machinery inspector.

(c) the Chairperson or, in the event of his or her incapacity, the Vice-chairperson must act as Chairperson of any meetings of the Registration Committee: Provided that if the Chairperson and Vice-chairperson are absent from any meeting of the committee or not be able to preside, the members present must elect a Registered Lifting Machinery Inspector from amongst their number to preside at that meeting and the person so elected may, during that meeting and until the Chairperson or Vice-chairperson resumes duty, perform all the duties of the Chairperson.

**Period of Office of Members of the Registration Committee**

(5) (a) Every member of the Registration Committee holds office until the expiration of the period for which the Council is appointed.

(b) whenever a member vacates office before the expiration of the period for which he or she was appointed, the Council may, subject to the provisions of rule 4(2), appoint another person to fill the vacancy for the unexpired portion of the period for which such member was appointed.

**Quorum and Procedure at Meetings of the Registration Committee: Registered Lifting Machinery Inspectors**

(6) (a) 50% of the members of the Registration Committee actually appointed in terms of rule 4(2), referred to as the full committee for purpose of this rule, constitute a quorum.

(b) in the event of an equality of votes at any meeting of the Registration Committee, the Chair or any person presiding as Chair in terms of these rules, has a casting vote in addition to a deliberative vote: Provided that the Chair, or the person so presiding, does not have a casting vote when a recommendation for refusal of an application for registration is considered.

(c) no decision taken or act performed under the authority of the Registration Committee, is invalid by reason only of a vacancy on such committee or of the fact that a person who was not entitled to sit as a member of the committee sat as a member at the time when the decision was taken or the act was authorised by the requisite majority of the members of the committee who were present at the time and entitled to sit as members.

(d) all meetings of the Registration Committee may be held at such times and places as may be fixed by the committee: Provided that if at the close of any meeting the committee has not fixed the time and place for its next meeting, such time and place must be determined by the Chair of the committee.

(e) every member of the Registration Committee must be given not less than two weeks' notice, in writing, of every meeting of the committee.

(f) if a member of the Registration Committee who is present at a meeting of the committee does not agree with a resolution of the committee passed at such a meeting, he or she may request that his or her dissension, with or without the reasons therefor, be recorded in the minutes and the person presiding at such a meeting must ensure that such request be so recorded.

(g) the Chairperson of the Registration Committee may, subject to the provisions of sub-rule (6) (e) call a special meeting of a Registration Committee to be held at such time and place as he or she may determine by giving the members a 3 (three) days notice to attend the meeting.

#### **Functions of the Registration Committee**

(7) The functions of the Registration Committee shall be the following:

(a) to consider and decide on applications for registration: Provided that any decision to refuse the registration of a person must be submitted to the Central Registration Committee of the Council for approval: Provided further that any decision to register a person as a Registered Lifting Machinery Inspector, or as a Candidate Lifting Machinery Inspector must be reported to the Central Registration Committee at the earliest opportunity;

(b) to determine the requirements for registration as a Registered Lifting Machinery Inspector: Provided that the requirements so determined must be approved by the Council, or any committee of the Council specifically authorised by the Council to do so;

(c) to assist the Council generally in the performance of its functions and duties and specifically in regard to matters specially pertaining to the specified category of registered lifting machinery inspectors.

#### **Registration of Registered Lifting Machinery Inspectors**

5. The provisions of section 19 of the Act, with the necessary changes, apply in respect of a person who desires to be registered as a Registered Lifting Machinery Inspector in terms of section 19(2)(a), or as a Candidate Lifting Machinery Inspector in terms of section 19(2)(b), as the case may be.

#### **Cancellation of Registration**

6. The provisions of sections 20 and 23 of the Act apply in respect of a person registered in terms of these rules.

#### **Renewal of Registration**

7. The provisions of section 22 of the Act apply in respect of a person registered in terms of these rules.

### Authorised Titles and Abbreviations

8. (1) A person who is registered as a Registered Lifting Machinery Inspector in terms of these rules may describe himself or herself as such and use the title “**Registered Lifting Machinery Inspector**”, and may affix the abbreviation “**Reg.LMI**” (code of the specific lifting machinery qualification as described in the DMR)” after his or her name.
- (2) A person who is registered as a Candidate Lifting Machinery Inspector in terms of these rules may describe himself or herself as such.

### Education Committee: Registered Lifting Machinery Inspectors

9. (1) An *education committee* to be known as the **Education Committee: Registered Lifting Machinery Inspectors** is hereby established in terms of section 17 of the Act.

### Composition of the Education Committee: Registered Lifting Machinery Inspectors

- (2) The Education Committee consists of 10 persons, appointed by the Council, of whom –
- (a) one must be a member of the engineering academic staff at a *FET College*, with a background in mechanical and/or electrical engineering, who must be a person nominated by the Association of Further Education and Training in South Africa (AFETISA);
  - (b) one must be a member of the engineering academic staff at an education provider, with a background in mechanical and/or electrical engineering, and who must be nominated by Higher Education South Africa (HESA); he or she will serve as the chairperson of the committee;
  - (c) one registered person must be nominated by the Chief Inspector: Occupational Health and Safety of the Department of Labour, and who must be employed in a senior capacity in that Directorate;
  - (d) one Registered Lifting Machinery Inspector must be nominated by the Contractors Plant Hire Association (CPHA);
  - (e) two practicing Registered Lifting Machinery Inspectors must be nominated by the Lifting Equipment Engineering Association of South Africa (LEEASA), and who must have experience in the lifting machinery industry;
  - (f) one Registered Lifting Machinery Inspector must be designated by the *Registration Committee: Registered Lifting Machinery Inspectors*;
  - (g) one registered person must be in the service of the South African Bureau of Standards, and who must be nominated by the Director of Mechanical and Electrical Engineering of the Bureau of Standards; and
  - (h) two Registered Lifting Machinery Inspectors must be nominated by major users of lifting machinery or companies undertaking lifting machinery inspections, who are invited by the Council to do so.

### Disqualification from Membership of Committee and Vacation of Office

- (3) (a) A person must not be appointed as a member of the Education Committee if the -
- (i) applicable provisions of rule 9(2) of these rules are not complied with;
  - (ii) provisions of section 6(1) (b), (c), (d), (e) and (f) of the Act are not complied with.
- (b) Any member of the Education Committee must vacate his or her office if he or she
- (i) ceases to meet any one or more of the applicable pre-requisites for appointment referred to in rule 9(3);
  - (ii) is declared by the High Court to be of unsound mind or mentally disordered or is detained under the Mental Health Act, 1973 (Act No. 18 of 1973);
  - (iii) has been absent from two consecutive meetings of the education committee without its leave;

(iv) ceases to be formally associated with, in the employ of, or being the recognised representative, as the case may be, of the organisation or group of organisations which nominated him or her in terms of the applicable provisions of rule 9(2);

(v) Resigns by written notice to addressed to the CEO; and

(vi) Ceases to be permanently resident within the Republic.

(e) every member of the committee must be given not less than two weeks notice, in writing, of every meeting of the committee;

(f) if a member of the committee who is present at a meeting of the committee does not agree with a resolution of the committee passed at such a meeting, he or she may request that his or her dissension, with or without the reasons therefore, be recorded in the minutes and the person presiding at such a meeting must ensure that such request is so recorded;

(g) the Chairperson of the committee may, subject to the provisions of rule 9(6) (e), call a special meeting of the committee to be held at such time and place as he or she may determine by giving the members a 3 (three) days notice to attend the meeting.

**Election of Chairperson and Vice-Chairperson of the Education Committee: Registered Lifting Machinery Inspectors**

- (4) (a) the candidate must be a member of the engineering academic staff at an education provider, with a background in mechanical and/or electrical engineering, and who must be nominated by Higher Education South Africa (HESA); he or she will serve as the Chairperson of the committee;
- (b) the members of the Education Committee must at the first meeting of the committee, and thereafter as the occasion arises, elect from among their number a Vice-chairperson, who must hold office until the expiry of the period for which the Council is appointed;
- (c) the Chairperson or, in the event of his or her unavailability, the Vice-chairperson must act as Chairperson of any meetings of the committee: Provided that if such Chairperson and Vice-chairperson are absent from any meeting of the committee, or not able to preside, the members present must elect one of their members to preside at that meeting and the person so elected to preside may during that meeting and until the Chairperson or Vice-chairperson resumes duty, perform all the duties of the Chairperson.

**Period of Office of Members of the Education Committee: Registered Lifting Machinery Inspectors**

- (5) (a) Every member of the Education Committee holds office until the expiration of the period for which the Council is appointed.
- (b) whenever a member vacates office before the expiration of the period for which he or she was appointed, the Council may, subject to the provisions of rule 9(2), appoint another person to fill the vacancy for the unexpired portion of the period for which such member was appointed.

**Quorum and Procedure at Meetings of the Education Committee: Registered Lifting Machinery Inspectors**

- (6) (a) 50% of the members of the Education Committee actually appointed in terms of rule 9(2) constitute a quorum of the committee;
- (b) in the event of an equality of votes at any meeting of the Education Committee, the Chairperson or any person presiding as Chairperson in terms of these rules, has a casting vote in addition to a deliberative vote: Provided that the Chairperson, or the person so presiding, does not have a casting vote when a recommendation for withdrawal of accreditation or recognition of an educational programme is considered;
- (c) no decision taken or act performed under the authority of the Education Committee, is invalid by reason only of a vacancy on the committee or of the fact that a person who was not entitled to sit as a member of the committee sat as a member at the time when the decision was taken or the act was authorised by the requisite majority of the members of the committee who were present at the time and entitled to sit as members;
- (d) all meetings of the committee must be held at such times and places as may be fixed by the committee: Provided that the committee may not meet less than twice in every year: Provided further that if at the close of any meeting the committee has not fixed the time and place for its next meeting, such time and place must be determined by the Chairperson of the committee;

**Investigation into Improper Conduct, Punishments and Appeals against Decisions of Council**

**Functions of the Education Committee: Registered Lifting Machinery Inspectors**

(7) (a) The Education Committee must assist the *Education Advisory Committee*, the *Technology Programme Accreditation Committee (TPAC)* and the *Engineering Standards Generating Body (ESGB)* of the Council generally in the performance of their functions and duties in terms of the Act and, for purposes of these Rules, primarily in regard to matters pertaining to the education and qualifications of persons in the lifting machinery industry, and to consult with or to co-opt such persons whose knowledge and expertise may be required for purposes of executing a task or making a decision.

(b) in more specific terms, the Education Committee must -

(i) consider and make recommendations to the *Education Advisory Committee*, through the *TPAC* and the *ESGB*, on matters of policy relating to educational programmes and examinations aimed at qualifying persons for registration as Registered Lifting Machinery Inspectors, to draw up and to maintain guidelines on matters of policy;

(ii) compile and maintain a list of persons whom the Education Committee, in consultation with the *EPAC* or *TPAC*, considers eligible for appointment as members of any accreditation team and to consult with such institutes and other committees of Council as it may consider expedient for purposes of establishing and maintaining such list of eligible persons;

(iii) assist the *TPAC* in appointing accreditation teams for individual programmes, team leaders and, in the case of accreditation of technology educational programmes, provide such additional support as may be necessary to meet the objectives contemplated in these rules;

(iv) assist the *ESGB* with the generation of appropriate unit standards and assessment guidelines.

**Code of Professional Conduct**

10. Any person who is registered in terms of these rules must comply with the applicable Code of Conduct, or Code of Practice as prescribed by the Council from time to time, and failure to do so constitutes improper conduct in terms of section 27(3) of the Act.

**Election of Chairperson and Vice-Chairperson of the Education Committee: Registered Lifting Machinery Inspectors**

- (4) (a) the candidate must be a member of the engineering academic staff at an education provider, with a background in mechanical and/or electrical engineering, and who must be nominated by Higher Education South Africa (HESA); he or she will serve as the Chairperson of the committee;
- (b) the members of the Education Committee must at the first meeting of the committee, and thereafter as the occasion arises, elect from among their number a Vice-chairperson, who must hold office until the expiry of the period for which the Council is appointed;
- (c) the Chairperson or, in the event of his or her unavailability, the Vice-chairperson must act as Chairperson of any meetings of the committee: Provided that if such Chairperson and Vice-chairperson are absent from any meeting of the committee, or not able to preside, the members present must elect one of their members to preside at that meeting and the person so elected to preside may during that meeting and until the Chairperson or Vice-chairperson resumes duty, perform all the duties of the Chairperson.

**Period of Office of Members of the**

**Education Committee: Registered Lifting Machinery Inspectors**

- (5) (a) Every member of the Education Committee holds office until the expiration of the period for which the Council is appointed.
- (b) whenever a member vacates office before the expiration of the period for which he or she was appointed, the Council may, subject to the provisions of rule 9(2), appoint another person to fill the vacancy for the unexpired portion of the period for which such member was appointed.

**Quorum and Procedure at Meetings of the Education Committee:  
Registered Lifting Machinery Inspectors**

- (6) (a) 50% of the members of the Education Committee actually appointed in terms of rule 9(2) constitute a quorum of the committee;
- (b) in the event of an equality of votes at any meeting of the Education Committee, the Chairperson or any person presiding as Chairperson in terms of these rules, has a casting vote in addition to a deliberative vote: Provided that the Chairperson, or the person so presiding, does not have a casting vote when a recommendation for withdrawal of accreditation or recognition of an educational programme is considered;
- (c) no decision taken or act performed under the authority of the Education Committee, is invalid by reason only of a vacancy on the committee or of the fact that a person who was not entitled to sit as a member of the committee sat as a member at the time when the decision was taken or the act was authorised by the requisite majority of the members of the committee who were present at the time and entitled to sit as members;
- (d) all meetings of the committee must be held at such times and places as may be fixed by the committee: Provided that the committee may not meet less than twice in every year: Provided further that if at the close of any meeting the committee

**Election of Chairperson and Vice-Chairperson of the Education Committee: Registered Lifting Machinery Inspectors**

- (4) (a) the candidate must be a member of the engineering academic staff at an education provider, with a background in mechanical and/or electrical engineering, and who must be nominated by Higher Education South Africa (HESA); he or she will serve as the Chairperson of the committee;
- (b) the members of the Education Committee must at the first meeting of the committee, and thereafter as the occasion arises, elect from among their number a Vice-chairperson, who must hold office until the expiry of the period for which the Council is appointed;
- (c) the Chairperson or, in the event of his or her unavailability, the Vice-chairperson must act as Chairperson of any meetings of the committee: Provided that if such Chairperson and Vice-chairperson are absent from any meeting of the committee, or not able to preside, the members present must elect one of their members to preside at that meeting and the person so elected to preside may during that meeting and until the Chairperson or Vice-chairperson resumes duty, perform all the duties of the Chairperson.

**Period of Office of Members of the Education Committee: Registered Lifting Machinery Inspectors**

- (5) (a) Every member of the Education Committee holds office until the expiration of the period for which the Council is appointed.
- (b) whenever a member vacates office before the expiration of the period for which he or she was appointed, the Council may, subject to the provisions of rule 9(2), appoint another person to fill the vacancy for the unexpired portion of the period for which such member was appointed.

## The Engineering Council of South Africa

### CALL FOR COMMENT

#### PROPOSED RULES RELATING TO THE ESTABLISHMENT OF A SPECIFIED CATEGORY OF REGISTRATION FOR REGISTERED FIRE PROTECTION SYSTEMS INSPECTORS

In terms of Section 36(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) the Engineering Council of South Africa hereby makes known that it intends to prescribe Rules, as set out in the Schedule, in terms of Section 36(1) of the Act.

Written comments on the proposed Rules are invited from interested persons or stakeholders.

Comments can be submitted as follows:

**E-mail:** [neggie@ecsa.co.za](mailto:neggie@ecsa.co.za)

**Fax:** (011) 622-9295

**Post:** Private Bag X691, Bruma, 2026

**Address:** Waterview Corner, 1<sup>st</sup> Floor, 2 Ernest Oppenheimer Ave, Bruma, Johannesburg.

**Telephonic Enquiries:** Ms Neggie Ndlovu at (011) 607-9563

***The closing date for comments to be submitted:  
30 days from the date of publication***

**BOARD NOTICES  
RAADSKENNISGEWINGS**

**Engineering Council of South Africa**

**ENGINEERING PROFESSION ACT, 2000 (ACT 46 OF 2000)**

**RULES IN TERMS OF SECTIONS 18(1) (c) AND 36**

**SPECIFIED CATEGORY:  
REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

The Engineering Council of South Africa, has in terms of sections 18(1) (c) and 36 of the Engineering Profession Act, 2000 (Act 46 of 2000) made the rules set out in the Schedule.

**SCHEDULE**

**Definitions**

1. In these rules, and unless the context otherwise indicates, any expression or word to which a meaning has been assigned in the Engineering Profession Act, 2000, (Act no 46 of 2000) bears the same meaning and -

*“Registration Committee: Registered Fire Protection Systems Inspector”* means the registration committee for *Registered Fire Protection Systems Inspector* established in terms of section 17 of the Act.

*‘Registered Fire Protection Systems Inspector’* means a person registered as such in terms of these rules; *Registered person*” means any person registered in any category of registration referred to in section 18(1) (a) (b) (c) of the Act and any person registered as a *Registered Fire Protection Systems Inspector* in terms of these rules;

*“Specified Category* for purposes of these rules, means the category of registration pertaining to *Registered Fire Protection Systems Inspector*, contemplated under section 18(1)(c) of the Act, and established in terms of Rule 2.

*“the ACT”* means the Engineering Profession Act, 2000 (Act 46 of 2000).

*“the register”* means a sub-register of Fire Protection Systems Inspector, incorporated in a register kept by the Council in terms of section 11(c) of the Act.

**ESTABLISHMENT OF SPECIFIED CATEGORY: REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

2. A specified category called *“Registered Fire Protection Systems Inspector”* is hereby established in terms of section 18(1) (c) of the Act.

**REGISTRATION COMMITTEE: REGISTERED FIRE PROTECTION SYSTEMS INSPECTOR**

3. (1) A registration committee to be known as the Registration Committee: *Registered Fire Protection Systems Inspector* is hereby established in terms of section 17(1)(a) of the Act.

**Composition of the Registration Committee: Registered Fire Protection Systems Inspector**

- (2) The registration committee consists of 16 persons, appointed by the Council, of whom -
- (a) two shall be registered persons nominated by the Council, who shall have knowledge of the Act, applicable rules, policies, code of conduct and code of practice;
  - (d) one person shall be in the service of the South African Bureau of Standards nominated by the Director of Mechanical and Electrical Engineering of the Bureau of Standards;
  - (e) eight *Registered Fire Protection Systems Inspectors* shall be nominated by the equipment categories.
  - (f) one person shall be nominated by the Department of Labour;
  - (g) one person should be nominated by the Local Government, representing the Fire Chiefs.
  - (h) one person nominated by the Association of Further Education and Training Institutions of South Africa (AFETISA), preferably with a knowledge/background in fire engineering and/or civil and/or electrical and/or mechanical engineering.
  - (i) one person nominated by Higher Education South Africa (HESA), preferably with a knowledge/background in fire engineering and/or civil and/or electrical and/or mechanical engineering.
  - (j) one person nominated by the Private Education Providers, preferably with a knowledge/background in fire engineering and/or civil and/or electrical and/or mechanical engineering.

The registration committee reserves the right, with approval of the Chief Executive Officer (CEO), to co-opt members on an ad-hoc basis.

**Disqualification from Membership of Committee and Vacation of Office**

- (3) (a) A person must not be appointed as a member of the registration committee if the -
- (i) applicable provisions of rule 3(2) of these rules are not complied with;
  - (ii) provisions of section 6(1) (b), (c), (d),(e) and (f) of the Act are not complied with.
- (b) Any member of the registration committee must vacate his or her office if he or she –
- (i) ceases to meet any one or more of the applicable pre-requisites for appointment referred to in rule 3(3)(a);
  - (ii) is declared by the High Court to be of unsound mind or mentally disordered or is detained under the Mental Health Act, 1973 (Act No.18011973);
  - (iii) has been absent from two consecutive meetings of the committee without its leave;
  - (iv) ceases to be formally associated with, in the employ of, or being the recognised representative, as the case may be, of the organisation which nominated him or her in terms of the applicable provisions of rule 3(2).

**Election of Chair and Vice-Chair of the Registration Committee**

- (4) (a) The members of the registration committee must, at the first meeting of the committee, and thereafter as the occasion arises, elect from amongst their number a chair and vice-chair, who must hold office until the expiry of the period for which the Council was appointed;
- (b) A person may not be elected as chair or as vice-chair in terms of rule 3(4)(a) unless such person is a

registered Fire Engineering Systems Inspector;

- (c) The chair, or in the event of his or her incapacity, the vice-chair must act as chair of any meetings of the registration committee: Provided that if the chair and vice-chair are absent from any meeting of the committee or not be able to preside, the members present shall elect a Fire Engineering Systems Inspector from amongst their number to preside at that meeting and the person so elected may, during that meeting and until the chair or vice-chair resumes duty, perform all the duties of the chair.

**Period of Office of Members of the Registration Committee**

- (5) (a) Every member of the registration committee holds office until the expiration of the period for which the Council is appointed;
- (b) Whenever a member vacates office before the expiration of the period for which he or she was appointed, the Council may, subject to the provisions of rule 3(2), appoint another person to fill the vacancy for the un-expired portion of the period for which such member was appointed.

**Quorum and Procedure at Meetings of the Registration Committee: Fire Engineering Systems Inspector**

- (6) (a) Six *Registered Fire Protection Systems Inspectors* members of the registration committee, actually appointed in terms of rule 3(2), referred to as the full committee for purpose of this rule, constitute a quorum;
- (b) In the event of an equality of votes at any meeting of the registration committee, the chair or any person presiding as chair in terms of these rules, has a casting vote in addition to a deliberative vote: Provided that the chair, or the person so presiding, shall not have a casting vote when a recommendation for refusal of an application for registration is considered;
- (c) No decision taken or act performed under the authority of the registration committee, shall be invalid by reason only of a vacancy on such committee or of the fact that a person who was not entitled to sit as a member of the committee sat as a member at the time when the decision was taken or the act was authorised by the requisite majority of the members of the committee who were present at the time and entitled to sit as members;
- (d) All meetings of the registration committee may be held at such times and places as may be fixed by the committee: Provided that if at the close of any meeting the committee has not fixed the time and place for its next meeting, such time and place must be determined by the chair of the committee;
- (e) Every member of the registration committee shall be given not less than two weeks notice, in writing, of every meeting of the committee;
- (f) If a member of the registration committee who is present at a meeting of the committee does not agree with a resolution of the committee passed at such a meeting, he or she may request that his or her dissension, with or without the reasons therefore, be recorded in the minutes and the person presiding at such a meeting must ensure that such request be so recorded;
- (g) The chair of the registration committee may, subject to the provisions of sub rule (6) (e) at any time call a special meeting of a registration committee to be held at such time and place as he or she may determine.

**Procedure at meetings when Applications for Registration are considered**

- (7) (a) If the full committee divides into two separate subcommittees for purposes of expediting consideration of applications, the quorum of each such separate subcommittee shall be three: Provided that all three of the members of each such subcommittee shall be Registered Fire Protection Systems Inspectors;
- (b) (i) When an application is considered for the first time by any of the separate subcommittees,

and such application has not yet been considered by the other separate subcommittee, an applicant shall only be recommended for registration by such separate subcommittee if the majority of the members present at the meeting of such separate subcommittee agree that such applicant be recommended for registration;

- (ii) If any member of any such subcommittee which considers an application for the first time does not agree that an applicant is recommended for registration, such application may be referred to the other separate subcommittee for consideration;
  - (iii) If the majority of the members of the other separate subcommittee are in agreement that the applicant in question be recommended for registration, such separate subcommittee may, after consultation with a majority of the subcommittee which first considered the application, decide to recommend that the applicant be registered.
- (c)
- (i) If the separate subcommittees are in agreement that an applicant does not meet the requirements for registration but are not in agreement as to the nature or extent of the applicants' deficiencies, the full committee may, after due consideration of the recommendations of each separate subcommittee, confirm the recommendation of such refusal and make a ruling as to the nature and extent of the applicant's deficiencies;
  - (ii) If the separate subcommittees are not in agreement whether or not an applicant should be registered, the application shall be referred to the full committee for consideration and the full committee may, after considering the recommendations of the respective separate subcommittees, decide on the matter as it deems appropriate.
- (d) It shall be the responsibility of the full committee to satisfy itself that each separate subcommittee has adequately applied its mind (in terms of procedure and merit) in respect of any application.

#### **Functions of the Registration Committee**

- (8)
- (a) The registration committee may consider and decide on applications for registration in terms of rule 3(7), provided that any decision to refuse the registration of a person must be submitted to the Central Registration Committee of the Council for approval: Provided further that any decision to register a person as a Fire Protection Systems Inspector, must be reported to the Central Registration Committee of the Council at the earliest opportunity;
  - (b) The registration committee may determine the requirements for registration as a Registered Fire Protection Systems Inspector, provided that the requirements so determined must be approved by the Council, or any committee of the Council specifically authorised by the Council to do so;
  - (c) The registration committee has the power to assist the Council generally in the performance of its functions and duties and specifically in regard to matters specially pertaining to the specified category of Fire Protection Systems Inspector.

#### **AUTHORISED TITLES AND ABBREVIATIONS**

4. (1) A person who is registered as a Registered Fire Protection Systems Inspector in terms of these rules may describe him or herself as such and use the title "Registered Fire Protection Systems Inspector" and may affix the abbreviation "Reg.FPSI" after his or her name.

#### **PROFESSIONAL CONDUCT**

5. Any person who is registered in terms of these rules must comply with the ECSA Code of Conduct, and the Code of Practice as prescribed by the Council, and failure to do so constitutes improper conduct in terms of section 27(3) of the Act.

## Reserved Names and Abbreviations, and Protocol of Use

### **Engineering Profession, 2000 (Act No. 46 of 2000)**

Since the coming into effect of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)  
the Council is charged with the responsibility to determine the abbreviations  
or acronyms of the titles referred to in Section 21 of the Act.

Council determined the following titles and abbreviations/acronyms in  
respect of specified categories prescribed by the Council in terms of  
Section 18(1)(c)

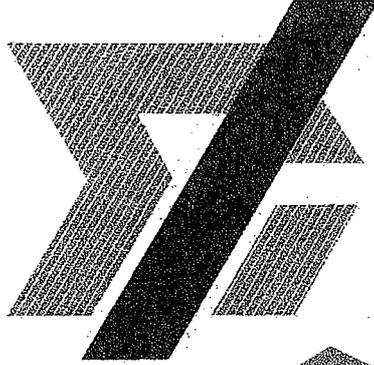
#### **The Titles and Abbreviations already prescribed under Act 46 of 2000**

Title	Abbreviation/Acronym
<b>Registered Lift Inspector</b>	<b>Reg Lift Insp</b>
<b>Registered Lifting Machinery Inspector</b>	<b>Reg. LMI</b>
<b>Registered Medical Equipment Maintainer</b>	<b>Reg.MEM</b>
<b>Registered Fire Protection Systems Inspectors</b>	<b>Reg.FPSI</b>

#### **Protocol of Use of Titles and Abbreviations**

In accordance with the rules of protocol, abbreviations used as a suffix behind a registered person's name take precedence over all other titles, with the exception of an "Official Mark of Honour" awarded by any Government, eg. "OBE" or "MBE".

# Engineering Council of South Africa



This is to  
certify  
that

is registered as

in terms of the Engineering Profession Act, 2000  
(Act No. 46 of 2000)

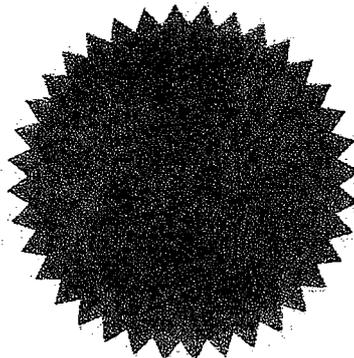
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Date

Registration  
Number

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer



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