**Form D1.1**

**Office Use**

**Ref.:**

**NB:** Please consult the Information Sheets (Sheets D1.1 & D1.2) before completing this Application.

**1. General Information:**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Title and First Names:** | **PHOTOGRAPH***(Passport-type.* *Please paste - do not staple)**Alternatively, insert electronically in JPEG or similar format* |
| **Date of Birth:** | **Identity No:** **Or Passport No.****Country Passport*:*** |
| **\*Race Group**Please tick theapplicable block | **Asian:** | **Black:** | **Gender**Please tick theapplicable block) | **Male:** | **Country of normal residence:** |
| **Coloured:** | **White:** | **Female:** |
| **Indian:** |  | **Other:** |
| **Residential Address:****Street Number:****Street Name****City/District:****Province:****Country:****Zip Code/ Postal Code:** | **Postal Address:****Postal Box****City/District:****Province:****Country:****Zip Code/ Postal Code:** | **Employer Name & Address:****Employer:****Street Number:****Street Name:****City/District:****Province:****Country:****Zip Code/ Postal Code:** |
| **Tel. No. (Home):****Tel. No. (Work): (***include area codes)***Cell No.:****E-mail:** | **Title of Position held:** | **Tel. No. (Employer):** **Fax No.: (**include area codes)**E-mail:** |

\*Completion of this section is necessary to accurately reflect equity statistics in terms of Employment Equity Act, No 55 of 1998. Please cross applicable blocks.

**2. Qualifications:** (All qualifications at tertiary level other than Government Certificates of Competency.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Institution** | **Qualification** | **Year obtained** | **Copies attached** | ***Office******use*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace. **Commissioner Of Oaths/****Applicant: …………………………. Justice Of Peace: ………………………………………** |

**Form D1.2**

**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 – Ch Eng Off : Forgn Going |  |  |  |
| OH&S Act – Mechanical |  |  |  | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | 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 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 of admission** |
|  |  |
|  |  |

**7. Application Fee:** (**Fees are available on ECSA website under the tab Annual Fees)**

**Please note: Only electronic payment will be accepted, please attach proof of payment**

|  |
| --- |
| My Application fee of **R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is transferred electronically. |

**8. Referees:** At least one (1) report from a referee/ mentor that is registered with ECSA and a second report from a supervisor / a person with knowledge of the applicant’s work

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

|  |
| --- |
| **NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace. **Commissioner of Oaths/****Applicant: …………………………. Justice Of Peace:……………………..** |

|  |  |
| --- | --- |
|  **Office Use Only**Application fee: R \_\_\_\_\_\_\_\_\_Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *(Council’s stamp)* |

**Note:** Voluntary Associations List is available on the ECSA website or at <http://www.ecsa.co.za>

**7. Declaration**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full names)ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby in application to ECSA * I lawfully declareto 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**.

Now therefore I further declare explicitly to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Yes** | **No** |
| **a.** | *That I have never been removed from an office of trust on account of improper conduct;* |  |  |
| **b.** | *I have never 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;* |  |  |
| **c.** | *I have never been convicted of an offence in a foreign country and sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both* |  |  |
| **d** | *I have never been declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;* |  |  |
| **e.** | *That I have never been disqualified from registration as a result of any punishment imposed on me under this Act* |  |  |
| **f.** | *I have never been declared rehabilitated insolvent whose insolvency was caused by my negligence or incompetence in performing work falling within the scope of my registration(s).*  |  |  |
| **g.** | *I understand and acknowledge that the use of AI platforms including Chat GPT or similar technologies and or any other sources are prohibited for the completion of my report(s).* |  |  |
| **h.**  | *I confirm that all reports submitted by me are my own work and a true reflection of my competencies and responsibilities and not those of someone else.* |  |  |
| **i.** | *I acknowledge that any violation of this declaration may result in disqualification from registration with ECSA for a minimum of 3 years depending on the number of years training and experience required as referred to  in Schedule 4 of R-01-POL-PC* |  |  |

I am cognisant of the fact that should the provisions referred to above as depicted under Section 19(3)(a) of the ACT be contrary, Council may refuse my application. I solemnly declare that, to the best of my knowledge, all the information contained in my application is true and correct.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I hereby certify that the Applicant has acknowledged that he/she knows and understands the contents of this declaration which was sworn to and signed before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this...........day of...........................**20**..**,** the regulations contained in Government Notice No. R1258 dated 21st July 1974, as amended, having been complied with.**Commissioner of Oaths/ Justice of Peace:** ……………….……………………………**PRINT NAME** ……………….……………………………**SIGNATURE** *(Commissioner’s stamp)* |

 **Sheet D1.1**

**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:

* Complete the Application Form in full
* 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.

(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.
* Each applicant will be advised of the Council’s decision within 4 four months of receipt of the application form, provided the applicant have submitted all required documents 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 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.

1. **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:

¹ Electrical Engineer’s Certificate of Competency issued i.t.o. the Mines Health and Safety Act (MH&S Act)

¹ Mechanical Engineer’s Certificate of Competency issued i.t.o. the MH&S Act

² Electrical Engineer’s Certificate of Competency issued i.t.o. the Occupational Health and Safety Act (OH&S Act)

² 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

³ Chief Engineer Officer – Foreign Going Certificate of Competency issued i.t.o. the Merchant Shipping Act (MS Act)

¹ Previously also known as the Mines and Works Certificate. ² Previously also known as the Factories Certificate.

³ Previously also known as the Chief Marine Engineer Officer Class 1 Certificate.

Give the details required for each certificate held.

 **Sheet D1.2**

**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 is available on ECSA website. 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:**

 **Application Fees**

**Proof of electronic payment** must accompany the application form, as **no other forms of payment will be accepted**. The applicant should make payment in**to ECSA’s Bank account: Standard Bank account Number 221285938, Current account, Branch code, 018505.** When making the payment please ensure that the applicant’s name and initials are entered in the field named “Depositor’s name and for reference number use Identity number (this applies to new applicants who do not have ECSA profile numbers). For information on applicable fees, refer to ECSA’s website at [**http://www.ecsa.co.za**](http://www.ecsa.co.za)**,** click on **“Annual Fees”** or contact the Council’s offices at 0861225555 to obtain the latest applicable fees.

**Annual Fees**

**Proof of electronic payment** must accompany the application form, as **no other forms of payment will be accepted**. The applicant should make payment in**to ECSA’s Bank account: Standard Bank Number 221285938, Current account, Branch code, 018505**. When making the payment please ensure that the applicant’s name and initials are entered in the field named “Depositor’s name and for reference number use your ECSA profile/account number (i.e. the number that starts with ECSA). For information on applicable fees, refer to ECSA’s website at [**http://www.ecsa.co.za**](http://www.ecsa.co.za)**,** click on **“Annual Fees”** or contact the Council’s offices at 0861225555 to obtain the latest applicable fees.

**8. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of two referees, who have personal knowledge of the applicant’s professional performance and engineering experience. **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.**

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

**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

 **Form D2.1**

**TRAINING/EXPERIENCE REPORT**

**PROFESSIONAL CERTIFICATED ENGINEERS**

**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:****ECSA Registration No:**  | **Supervisor’s Signature:****Date:**  |
|  |

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

 **Form D2.2**

**SUMMARY OF POST CERIFICATE TRAINING/EXPERIENCE REPORTS : PROFESSIONAL CERTIFICATED ENGINEERS**

**Surname and Initials of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*First complete a Form D2.1 for each period.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Dates** *(inclusive)* | **Period**  |  |  |  |  |
| **No:** | **From:** | **To:** | **in, months (post obtaining GCC).** | **Employer** | **Post held** | **Legal****Appointment –state act & regulation** | **Subject and type of work** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total months:** |  |  |  |  |  |

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

 **Sheet D2.1**

**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. 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. 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.

**Sheet D2.2**

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.

* 1. Use no more than 200 words to describe each period of training/experience.
	2. 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.

 Applicant’s senior

 ⇩

 **Applicant’s post** (Your equivalent)

⇩ ⇩ ⇩

 Support Support Support (Applicant’s sub-ordinates)

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.

 **Form R-05-DSRR-PCE**

**Training Discipline-specific Requirements Report form R-05-DSRR-PCE**

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

Use this form to report in about 100 words per requirement applicable, on the applicant’s personal knowledge.

Attach to this report the actual applicable policies, procedures, standard forms, schedules, etc. for the Certificate selected, done by the applicant under the supervision of an ECSA registered Professional Certificated Engineer.

|  |
| --- |
| **Tick off (✓) the specific certificate(s) applicable to your registration application:** |
| 1. Electrical Engineer’s Certificate of Competency issued in terms of the Mines Health and Safety Act, 1996 |  | 5. Manager’s Certificate of Competency (Metalliferous) issued in terms of the Mines Health and Safety Act, 1996 |  |
| 2. Mechanical Engineer’s Certificate of Competency issued in terms of the Mines Health and Safety Act, 1996 |  | 6. Manager’s Certificate of Competency (Coal) issued in terms of Mines Health and Safety Act, 1996 |  |
| 3. Electrical Engineer’s Certificate of Competency issued in terms of the Occupational Health and Safety Act, 1993 |  | 7. Chief Engineer Officer – Foreign Going Certificate of Competency issued in terms of the Merchant Shipping Act, 1951 |  |
| 4. Mechanical Engineer’s Certificate of Competency issued in terms of the Occupational Health and Safety Act, 1993 |  |  |  |

**REPORT:**

| **Item** | **Requirements** |  **Report** |
| --- | --- | --- |
| 1. | Briefly set out your area of responsibility as stipulated in your letter of appointment as the responsible person. |  |
| 2. | Explain the rationale behind your appointment. |  |
| 3. | List the Acts and Regulations applicable to your specific responsibility |  |
| 4. | List your duties as a responsible engineer appointed under the regulations. |  |
| 5. | Explain the action plans you have taken to deliver on the duties listed above. |  |
| 6. | What are the standard operating procedures applicable to your areas of responsibility, which standards/ procedures did you review and what were the recommendations? |  |
| 7. | Briefly explain the relevance of your engineering knowledge in carrying out your appointed mandate. |  |
| 8. | Describe the steps you have taken to train and develop people within your jurisdiction to adhere to the requirements of the Acts and Regulations, and what measures you took to declare people competent to perform work. |  |
| 9. | How do you deal with contraventions of the applicable Act and Regulations? |  |
| 10. | Elaborate on incident reporting and corrective measures taken to address the non-conformance. |  |
| 11. | Describe the measures you took to ensure that you did undertake your responsibility ethically and diligently according to your letter of appointment and the corresponding Acts and Regulations. |  |
| 12. | Explain how the engineering equipment under your control and responsibility is evaluated and handled in terms of the particular Act and Regulations. |  |

**Form D3**

**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:**  ……………………………

 **Form D4.1**

**REFEREE / EMPLOYER REPORT: PROFESSIONAL CERTIFICATED ENGINEERS**

**Please complete this form using type 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

|  |
| --- |
| **Name of Applicant: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**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** |
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(b) Legal appointments of applicant:

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| --- | --- | --- |
| **Periods of legal accountability** | **Legal appointment** | **Brief description of responsibility** |
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**3. Referee’s Assessment of Applicant’s Competency based on:**

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| --- | --- | --- | --- | --- | --- |
| **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 Competency Standard **R-02-PE/PT/PN and R-02-STA-PCE**, 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. I solemnly declare that, to the best of my knowledge, all the information contained in the referee report is true and correct.

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

I hereby certify that the Referee has acknowledged that he/she knows and understands the contents of this declaration which was sworn to and signed before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this...........day of...........................**20**..**,** the regulations contained in Government Notice No. R1258 dated 21st July 1974, as amended, having been complied with.

**Commissioner of Oaths/ Justice of Peace:**

 ……………….……………………………

**PRINT NAME**

 ……………….……………………………

**SIGNATURE** *(Commissioner’s stamp)*

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

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

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

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

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

**Please email to:**

**engineer@ecsa.co.za**

 **Sheet D4.1**

**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. 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. 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 submitted directly to ECSA by the Referee and not by the applicant. 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.

 **Form SC**

The Supervisor Checklist is completed by the supervisor to confirm the knowledge and supervision of the applicant.

**Supervisor checklist**

|  |  |
| --- | --- |
| **Supervisor Information** |  |
| **Name:** |  |
| **Title:** |  |
| **Company/Organization:** |  |
| **Email Address:** |  |
| **Date:** |  |
|  |
| **Applicant Information** |  |
| **Name:** |  |
| **Title/Organization:** |  |
|  |
| **Attestation** |  |
| **Introduction:** |  |
| **Competence and Skills:** |  |
| **Performance and Contributions:** |  |
| **Professional Qualities:** |  |
| **Conclusion:** |  |

 **Form D5**

|  |
| --- |
| **Professional Certificated Engineers****PRE-REGISTRATION PROFESSIONAL DEVELOPMENT** |
| **Name:** |
| **Discipline:** |
| 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** |
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**Signature of Applicant Date:**

 **Form D6 IDP**

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| **INITIAL PROFESSIONAL DEVELOPMENT REPORT (IPD)**As part of the Application for Registration as a Professional Certificated Engineer |
| **Name:**  |
| **Discipline:**  |
| 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* | **SAQA NQF level if available** | **Duration in hours** | **Credits** | **For use of Assessor** |
| Engineering Courses |
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| Management Courses |
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| Computer Courses |
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**Signature of Applicant Date**

 **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.

**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 lease 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**

**MINES HEALTH & SAFETY ACT (MHSA)**

**Section 2.13.1 Eng Manager**

**Section 2.13.3.1 Sect Eng**

**Section 2.13.3.2 Assist Eng Manager**

**Section 2.6.1 Subordinate Manager**

**Section 3 (i ) Mine Manager**

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

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**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 Employment Equity Act, No 55 of 1998.**