



52 Western Boulevard, off Main Reef Road,  
City West, Johannesburg, 2092.  
P.O. Box 527, Crown Mines, 2025,  
Telephone (011) 298 2100, Fax (011) 836 4132

With reference to your enquiry for the relevant documentation required for renewal or re-certification as a Competent Person-Steam Generators, please find attached the following:

1. Application for renewal or re-certification as a **CP-SG**
2. Applicants rights of appeal and complaint
3. **Vision testing record** (Evidence required of testing within the **last six months**)
4. **Continuous professional development (24 hours)** and **work experience record verified** and backup documents required.
5. Three and six year renewal – **R2 444-00 including VAT.**  
Nine year re-certification – **R2 444-00 including VAT**  
Nine year re-certification examination – **R802-00 incl. VAT.**  
Lapsed or invalid certificate **R3 954-00 incl. VAT.**  
Banking details: FNB Hyde Park Account number 620 739 568 50 Branch code 255 805 Please note that this is a **non-refundable fee**
6. Copy of **proof of payment**
7. **Certified** ID copy
8. **Original** and **verified application/documents** need to be submitted.
9. A **photograph** needs to be submitted
10. Provide **evidence of attendance** at an approved PER / SANS 347 training event or a pass mark in the re-certification exam (**nine year re-certification**)

Please forward the completed documents together with the appropriate fees to:

**The SAIW Certification Administration Controller (Certification)**

52 Western Boulevard, Off Main Reef Road  
City West  
**Johannesburg**  
2092

**OR**

PO Box 527  
CROWN MINES  
**2025**



**Certification application (Periodic renewal and re-certification)  
Competent Persons**

**Note: Evidence of vision testing is required**

**Certification title**

Steam Generators

**Applicant details:**

.....

Surname	First Names	Current Cert Nr.
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Tel. No. (H) ..... Fax No. .... Cell No. ....

Tel. No. (W) ..... Date of Birth .....

ID/Passport No ..... e-mail .....

Postal address .....

..... Code .....

Residential address .....

..... Code .....

Company name and address .....

..... Code .....

Company VAT No: .....

I, ..... hereby apply for certification as an Competent Person-Steam Generators and declare that all information submitted with this application is correct and that I agree to comply with the requirements for certification as stated in the Code of Ethics. I acknowledge having read the rights of appeal and complaints of applicants for certification as supplied with this application.

Applicants signature ..... Date .....



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**Vision test record**

(Name of applicant): \_\_\_\_\_

ID Number: \_\_\_\_\_

The requirements for visual acuity are:

- a) Ability to read J1 size letters of the standard Jaeger test chart at 300mm and J7 at 1 000mm, and
- b) at least 6/6 on a Snellen chart or orthorator with at least one eye, corrected or uncorrected.

**NB: Circle where applicable**

Test	J1 @ 300mm, J7 @ 1 000 mm	Snellen 6/6
Left	Yes / No	Yes / No
Right	Yes / No	Yes / No

**Field of vision**

The requirement for field of vision are clinically assessed as normal:

Test	Field	Remarks
Left	Normal / Not normal	
Right	Normal / Nor normal	

Date of test : \_\_\_\_\_

Tested by : \_\_\_\_\_  
 (Medical Officer / Optometrist)

Official stamp : \_\_\_\_\_



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### **Rights of appeal and complaint**

The following is a summary of the SAIW Certification complaint, appeal and review procedure. The full procedure can be found in document: Operating Procedure OP7: Complaint, review and appeals

1. Complaints against applicants, candidates and certified persons or organisations.
  - 1.1 Any person may submit a complaint in writing to SAIW Certification Administration regarding the competence integrity or quality of work of any applicant, candidate, or certified person or organisation.
  - 1.2 The person against whom the complaint is laid ('the respondent') has the right to be provided with a copy of the complaint (and any supporting documentation supplied to SAIW Certification Administration by the complainant in support of the complaint).
  - 1.3 The Respondent will be requested to respond to the complaint in writing within 20 (twenty) days of notification by SAIW Certification Administration that a complaint has been laid against him.
  - 1.4 The secretariat will appoint a Complaints Panel to consider the complaint. If the Complaints Panel finds that the complaint has no merit, it will dismiss same. If the Complaint Panel finds that the complaint has merit, it will appoint an Inquiry Panel to conduct an inquiry into the complaint. The Complaints Panel will notify both the complainant and the respondent of its decision within 14 (fourteen) days of such decision being taken.
  - 1.5 In the event that a Complainant or Respondent is aggrieved by the decision of the Complaints Panel, he / she shall have the right to send a written request to SAIW Certification Administration that an inquiry be held to consider the complaint within 20 (twenty) days of receipt of notice of the decision of the Complaints Panel, in which case the relevant Scheme Committee or the ANBCC Certification Board will appoint the Inquiry Panel to conduct a Complaint Inquiry.
  - 1.6 Neither the complainant nor the respondent need be present at the Complaint Inquiry unless he or she needs to give evidence.
  - 1.7 The Secretariat will appoint a person to represent the complainant at the Complaint Inquiry. The respondent shall not be entitled to legal representation at the Complaint Inquiry, but shall be entitled to the assistance of a colleague or interpreter to aid in interpretation, at the respondent's own cost.
  - 1.8 The complainant (or the complainant's representative) and the respondent will have the right to present evidence to the Inquiry Panel and call witnesses, and shall be entitled to ask questions and cross examine representatives and witnesses from the other side. The Inquiry Panel will notify the complainant and the respondent of its decision within 14 (fourteen) days of such decision being taken.
  - 1.9 Any complainant or respondent aggrieved by a decision of an Inquiry Panel can lodge an application with SAIW Certification Administration for appeal within 20 (twenty) days of notification of the outcome of receipt of notification of the outcome of the Complaint Inquiry.

## **2. Appeal**

- 2.1** The Appeal Panel will inform the complainant and respondent of the date, time and venue of the Appeal Hearing.
- 2.2** Neither the respondent nor the complainant shall be obliged to appear at the hearing in person, unless they are required to appear in person to give evidence.
- 2.3** In the event that the respondent appears in person he or she has the right to be adequately informed of the nature of the complaint against him or her and his rights in respect of same.
- 2.4** The respondent may not be legally represented at the Appeal hearing. The Appeals panel, will however have the discretion to allow the respondent legal representation in cases of a serious and complex nature. The complainant will be represented by a person nominated by the secretariat.
- 2.5** Both the respondent and the complainant will be entitled to lead evidence at the appeal, which evidence shall be restricted to that led before the Inquiry Panel.
- 2.6** In the event that the respondent is not a first language English speaker he / she has the right to request the services of an interpreter or fellow staff member to aid him during the Appeal hearing with translation at his own cost.
- 2.7** The Appeal Panel is obliged to provide written confirmation of their findings and reasons therefore within 14 (fourteen) days of date of hearing.
- 2.8** The decision of the Appeal Panel is final and binding on both the complainant and the respondent.

## **3. Right of review**

- 3.1** In the event that either the complainant or the respondent are aggrieved by a procedural decision of the Inquiry Panel, he or she has the right to lodge an application for review with the SAIW Certification Administration within 20 (twenty) days of receipt of notice of the outcome of the Complaints Inquiry.
- 3.2** SAIW Certification Administration will inform the relevant Scheme Committee or the ANBCC Certification Board, which shall appoint a Review Panel.
- 3.3** The Review Panel will review the decision of the Inquiry Panel within 4 (four) weeks of being appointed by the relevant Scheme Committee or the ANBCC Certification Board and will notify the respondent and complainant of its decision within 7 (seven) days of the review meeting.
- 3.4** The decision of the Review Panel is final and will be binding on both the respondent and complainant.

## **4. Appeals against SAIW Certification**

- 4.1** Any applicant, candidate or certified person or organisation may submit a complaint in writing to SAIW Certification Administration regarding any decision of a Scheme Committee or the ANBCC Certification Board in connection with any part or the whole of the certification or qualification process (including the decision to recommend or not to recommend any person or organisation for Certification to the Governing Board, or the decision to certify any person taken by a scheme committee or the ANBCC Certification Board in terms of any authority delegated to it by the Governing Board).
- 4.2** The Governing Board will meet as soon as is reasonably practicable to consider the complaint. The Governing Board will dismiss the complaint if it has no merit, and take whatever action it deems appropriate in the circumstances where it finds that the complaint has merit.

- 4.3** The Governing Board will consider the complaint on the papers before it, and must request that the person who laid the complaint, or the person against whom the complaint is laid, submit written representations and supporting documentation in respect of the complaint.
  - 4.4** The Governing Board is entitled to withhold its decision and reasons therefore for any period of time that is reasonable in the circumstances, where it is not in a position to make an informed decision for lack of evidence, information or otherwise.
  - 4.5** The person who laid the complaint and the person against whom the complaint was laid has the right to be notified of the decision of the Governing Board, together with reasons therefore, together with the details of the relevant accreditation body, within 14 (fourteen) days of the decision being taken.
  - 4.6** A complainant or respondent that is unsatisfied with the decision of the governing board may appeal to the relevant accreditation body in event that it is not satisfied with the decision of the Governing Board.
- 5.** The complainant and the respondent understand their rights as set out hereinabove and hereby agree to be bound by any decision taken by the SAIW Certification Governing Board, any Scheme Committee, the ANBCC Certification Board or any Complaints Panel, Inquiry Panel, Review Panel or Appeal Panel in terms hereof.



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**Certification scheme  
 Competent Persons – Steam Generators**

**Continuous professional development and work experience record in support of  
 application for renewal of certification or re-certification.**

**Renewal of certification       Re-certification**   
 (mark with an x)

**Print clearly in block capitals**

1. Name of certified person			
2. Certificate details	Title	Number	Expiry date
3. Address for correspondence: .....			
.....			
..... Code: ..			
Tel. No. .... Fax No. .... e-mail .....			
4. All certified persons must complete the section on updating/maintaining their technical knowledge and work experience record. The information in these sections must be authenticated by a third party. Signature of certified person: ..... Date: ..... I agree to abide by the terms of certification given in the Code of Ethics and accept that failure to do so may result in withdrawal or suspension of the certificate.			
5. Please provide the name of an appropriately qualified person who may be invited to comment on any of the information provided in the renewal/re-certification application.			
Name: .....			
Employer: .....			
Job Title: .....			
Address: .....			
..... Code: .....			
Telephone number: ..... e-mail: .....			

6. **Evidence of maintaining up-to-date knowledge of inspection and test methods.**

Certified persons are required to keep themselves up-to-date with technical developments in inspection and testing of steam generators and changes in the relevant regulations governing steam generators and to provide evidence of how this is achieved. Please provide details in the sections below covering the last three years to support your renewal/re-certification application. Examples of how the applicant has kept up to date with developments in steam generator inspection and test methodology and any changes in relevant regulations, e.g. attending CP accredited refresher courses, lectures, conferences, seminars, training courses (in-house or external) etc. must be provided. A minimum CPD credit of 24 hours at such events over the previous three (3) years is required for renewal of certification or re-certification.

Details		Authentication	
Year 1		Hours	
Year 2		Hours	
Year 3		Hours	

7. **Endorsement by employer**

The undersigned declares that, to the best of his/her knowledge, the information in this application is correct. (This section must be signed by the manager or director responsible for statutory steam generator inspection and testing activities)

Name: ..... Job Title: .....

Signed: ..... Date: .....

Company name: .....

**N.B.** If the applicant is self employed, this section must be completed by the appropriate representative of a recent client.



