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 2198



Ref.: _____

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:		PHOTOGRAPH (Passport-type) (Please paste - do not staple)
Date of Birth:	Identity No: <i>or</i>		
Country of normal residence:	Passport No. and Country:	Nationality:	
Home Address:	Tel. No. (Home): <i>(Include area codes)</i>	Name & Address of present Employer:	
Postal Address:	Cell No.:		
E-mail Address:	Tel. No. (Work): <i>(include area codes)</i>		
	Fax No.: <i>(include area codes)</i>		
		LME No: _____	Title of Position currently held:

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:**

3. Did you complete an Apprenticeship / Learnership: Yes No

Trade:	Date from:	Date to:
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4. Specialised Courses in Lifting Machinery and other related courses:

Date of Course	Name of Course

5. Previous/Current Registration or Application Details with ECSA:

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 registered person)

Name, address & tel. no.:	Name, address & tel. no.:	Name, address & tel. no.:

9. 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)

Office Use Only

Application fee: R _____

Received by: _____ Date: _____ (Council's stamp)

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:

- ❖ The onus is on the Applicant to provide all the evidence as specified in the LMI Assessment Guide (Addendum C) 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.

The following should be included in the record of learning to demonstrate that the outcomes in clause 2 of R2/1J as described in the qualification (Addendum B) are achieved:

- ✓ **Certified copies of qualifications or courses**
- ✓ **Work Schedule report (Sheet J2.1)**
- ✓ **Training/Experience Reports (Form J 2.1)**
- ✓ **Inspection Report (Sheet J3.1)**
- ✓ **Referee Report (Form J 4.2)**

- ❖ 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 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 Lifting Machinery Inspection or related courses:

Specify all courses attended relating to Lifting Machinery Inspection. 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, 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, or visit ECSA's website at http://www.ecsa.co.za/Finance/20052006/1AppAnnual_Fees.htm 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. In the event that you are unable to identify registered referees, please contact the Council or your association.

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 J5.1). 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.

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.

WORK SCHEDULE REPORT

You are required to identify a lifting machine and compile a work schedule you will adhere to during the inspection of that machine. This task will cover the following assessment criteria of the qualification (Addendum B):

- 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
- 2.6 Paperwork is recorded and stored in accordance with workplace requirements
- 3.8 Engineering risks are identified in terms of the potential impact for each risk on the project**
- 5.1 Inspection activities are planned in accordance with the inspection required and the workplace requirements
- 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
- 5.7 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
- 5.11 The worksite is cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements

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 (test)
- Provide a list of inspection or test equipment needed to undertake the project (test) i.e. test weights, lifting tackle electronic measuring equipment etc.
- Compile or source a project time frame (bar chart)
- A guideline of your intended report to be submitted after the test
- Your authorisation or request document to do the 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

INFORMATION SHEET FOR COMPLETION OF THE TRAINING / EXPERIENCE REPORT

1. Your application for registration as a Registered Lifting Machinery Inspector must be accompanied by the Training/Experience Report (**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 your academic qualification included a requirement for compulsory practical training, then details must be supplied separately. A job description outlining the lifting 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 J2.1)**
 - ❖ The applicant 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 lifting engineering experience work that you have performed, such as supervising, modifications, fault investigations, adjusting and lifting field engineering work. Indicate your responsibility in performing the work. This work will typically be of a higher level than artisan/journeyman or learner ship work.
 - ❖ Provide the employer's name and dates.
 - ❖ Complete the summary lifting training experience report form. (Form J2.2)

3. The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Reports (**Form J2/1**). 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, 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 J2/1**) must be set out in a way that clearly shows lifting engineering knowledge and skills applied. It is incumbent on applicants to select and describe projects and tasks, which show their level of lifting 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, investigations and any other relevant documentation to support written submissions should be attached.

7. Should there be insufficient evidence on the achievement of the outcomes detailed in the Certificate in Lift Machining Inspection, the applicant will be invited to an interview for further assessment.

TRAINING / EXPERIENCE REPORT

REGISTERED LIFTING MACHINERY INSPECTORS

Page No. _____ of _____

Surname and Initials: _____

Consult the enclosed Information Sheet (Sheet J2.1) before completing this report.

Period No:	Date from: to:	Your Title or Function:	No. of years:
Employer's Name and address:		Did you train under a Commitment and Undertaking (CU)? If yes, provide number of CU No:	Yes <input type="checkbox"/> No <input type="checkbox"/> No:
Supervisor's Name, Title of Position held and address:		Supervisor's Signature: Date:	
ECSA Registration No:			

Signature of Applicant: _____

Date: _____

SUMMARY OF TRAINING / EXPERIENCE REPORTS : REGISTERED LIFTING MACHINERY INSPECTOR

Surname and Initials: _____

First complete a Form I2.1 for each period.

Period No:	Dates (inclusive)		Number of years and months	Employer	Post held	Type of work performed	Office Use Only	
	From:	To:					T.L.	W.R.
Total years, months:								

Signature of Applicant: _____

Date: _____

COMPLETED INSPECTION REPORT

You are required to submit a report of an inspection you have conducted under the guidance of a mentor. This task will cover the following assessment criteria with reference to addendum B:

- | | |
|-------------|---|
| 1.1 | Reports are generated from available data |
| 1.2 | Data is presented in accordance with the relevant needs of target audiences |
| 1.4 | Written communication is clear and unambiguous and at an appropriate level for designated target audiences. |
| 2.5 | Activities are reported on in accordance with workplace requirements |
| 2.7 | Work activities are completed in accordance with agreed timeframes and efficiency |
| 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 |
| 4.4 | Compliance reports are generated in terms of work activities |
| 5.6 | Defects and potentially hazardous conditions are identified and corrected in accordance with workplace requirements |
| 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 |

You should include the following where applicable on conclusion of your inspection.

- Report was generated using all available data, covering all aspects & 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

Please note that the report will be scrutinized by peers to ensure that expected test criteria and statutory requirements have been covered by the report for the type of lifting machine inspected.

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



REGISTERED LIFTING MACHINERY INSPECTORS

This Form will be merged with the Assessment Guide

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

Address:

.....

.....

Dear Sir

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 J4.2 & J4.3 and consult the guideline for referees (Sheet J4.1).

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:

REFEREE REPORT : REGISTERED LIFTING MACHINERY INSPECTOR

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet I4).

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 lifting machinery inspection experience extends from

from _____ to _____
(month and year closely as possible).

(b) My association with the applicant was/is 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:

	Low	Satisfactory	High
Examination Inspection and load testing of Lifting Machinery			
Lifting Machinery Engineering judgement and commissioning ability			
Communication and Interpersonal skills			
Initiative			
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 registered as a Registered Lifting Machinery Inspector:

Yes	No (Do not register)	Defer	No comment	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 R2/11 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 Lifting Machinery Inspector

1. Registered Lifting Machinery Inspector

- (a) Registered Lifting Machinery Inspectors are people who conduct inspections 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 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 using the Lifting Machinery Inspectors Assessment Guide (Addendum C), 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 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 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 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 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.

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.

Category A			
Acronym	Name	Reference Number	Date Recognised
COET	The Chamber of Engineering Technology	VA A0001	2005 Sep 6
ICMEESA	Institution of Certificated Mechanical & Electrical Engineers, SA	VA A0002	2005 Nov 24
IMESA	Institution of Municipal Engineering of Southern Africa	VA A0003	2005 Sep 6
IPET	Institute of Professional Engineering Technologists	VA A0004	2005 Sep 6
SACEA	South African Colliery Engineers' Association	VA A0005	2006 Mar 10
SAICE	South African Institution of Civil Engineering	VA A0006	2005 Nov 24
SAICHe	South African Institution of Chemical Engineers	VA A0007	2005 Sep 6
SAIEE	South African Institute of Electrical Engineers	VA A0008	2005 Nov 24
SAIIE	Southern African Institute of Industrial Engineers	VA A0009	2006 Mar 10
SAIMENA	South African Institute of Marine Engineers & Naval Architects	VA A0010	2005 Sep 6
SAIMM	South African Institute of Mining and Metallurgy	VA A0011	2005 Nov 24
CSSA	Concrete Society of Southern Africa	VA A0019	2006 June 22
SAIAE	South African Institute of Agricultural Engineers	VA A0020	2006 June 22
SAIMechE	South African Institution of Mechanical Engineering	VA A0021	2006 June 22
AeSSA	Aeronautical Society of South Africa	VA A0022	2006 June 22

Category B			
Acronym	Name	Reference Number	Date Recognised
SAFHE	South African Federation of Hospital Engineers	VA B0023	2006 June 22
SAIMC	South African Institute of Measurement and Control	VA B0024	2006 June 22

Category C			
Acronym	Name	Reference Number	Date Recognised
IESSA	Illuminating Engineering Society of South Africa	VA C0012	2005 Nov 24
SAACE	South African Association of Consulting Engineers	VA C0013	2005 Nov 24
IQSA	Institute of Quarrying Southern Africa	VA C0014	2006 Mar 10
ITC	Institute for Timber Construction	VA C0015	2006 Mar 10
SAFA	South African Flameproof Association	VA C0016	2005 Sep 6
SAFCEC	South African Federation of Civil Engineering Contractors	VA C0017	2006 Mar 10
SAISC	South African Institute of Steel Construction	VA C0018	2005 Sep 6
SAMA	South African Maintenance Association	VA C0025	2006 June 22
ILIASA	Independent Lift Inspectors Association of South Africa	VA C0026	2006 Aug 17

Please note: Proof of membership must be submitted.



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.

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

ASSESSMENT GUIDE FOR LIFTING MACHINERY INSPECTION**CONTENTS**

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National Certificate in Lifting Machine Inspection - Level 5

This is an excerpt of the registered qualification. Full assessment details follow.

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.

OVERVIEW OF THE ASSESSMENT

Summary of Assessment Activities:

There are 4 assessment activities for assessment of this qualification:

- **Assessment activity 1: Report: Work Schedule**
Candidates will be required to identify a lifting machine and compile a work schedule that will be adhered to during the inspection.

This activity should enable candidates to produce evidence for the following:

- ELO 2, assessment criteria 2.2, 2.3, 2.4, 2.6
- ELO 3, assessment criteria 3.8
- ELO 5, assessment criteria 5.1, 5.3, 5.4, 5.5, 5.7, 5.8, 5.11

- **Assessment activity 2: Report: Completed Inspection**
Candidates will be required to provide a report of an inspection they have conducted under the guidance of a mentor.

This activity should enable candidates to produce evidence for the following:

- ELO 1, assessment criteria 1.1, 1.2, 1.4
- ELO 2, assessment criteria 2.5, 2.7
- ELO 3, assessment criteria 3.8, 3.9, 3.10
- ELO 4, assessment criteria 4.4
- ELO 5, assessment criteria 5.6, 5.8, 5.9

- **Assessment activity 3: Referee Report**
Candidates will be required to obtain a referee report of their ability to work in accordance with time schedules and efficiency requirements for inspecting lifting machinery.

This activity should enable candidates to produce evidence for the following:

- ELO 1, assessment criteria 1.3
- ELO 2, assessment criteria 2.7
- ELO 3, assessment criteria 3.10
- ELO 5, assessment criteria 5.12

- **Assessment activity 4: Written Questionnaire**
Candidates will be required to provide answers to a written questionnaire related to their understanding of lifting machine inspection.

This activity should enable candidates to produce evidence for the following:

- ELO 2, assessment criteria 2.1
- ELO 3, assessment criteria 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9
- ELO 4, assessment criteria 4.1, 4.2, 4.3
- ELO 5, assessment criteria 5.2, 5.3, 5.5, 5.6, 5.7, 5.10, 5.11, 5.12

EVIDENCE GUIDE FOR: NC LIFTING MACHINE INSPECTION – L5

ELO 1:	Communicate in the Workplace			
Evidence required	Y	N	O	Comment
1.1	Reports are generated from available data			
<ul style="list-style-type: none"> • All data is available and used in the report • Structure of report is logical • All relevant aspects covered 				
1.2	Data is in accordance with the relevant needs of target audiences			
<ul style="list-style-type: none"> • Target audience is identified • Relevant needs identified 				
1.3	Oral communication is suited to the work context.			
<ul style="list-style-type: none"> • Communication is clear • Level is appropriate • Not offensive • Constructive • Relevant to context 				
1.4	Written communication is clear and unambiguous and at an appropriate level for designated target audiences.			
<ul style="list-style-type: none"> • Presentation structure is unambiguous • Level is appropriate • Not offensive • Constructive • Relevant to context 				

JUDGEMENT KEY:

Y: the evidence produced met the criterion

N: the evidence produced did not meet the criterion

O: evidence was not produced or was insufficient to make a judgement (not assessed)

	Achieved	Not Yet Achieved	Not Assessed
Result of specific outcome 1			

ELO 2:		Compile and Maintain Work Schedules		
Evidence required	Y	N	O	Comment
2.1 Scheduling is described in terms of its purpose and process				
<ul style="list-style-type: none"> Purpose of scheduling is understood Processes of scheduling are explained 				
2.2 Project activities are defined in terms of the required project outcomes				
<ul style="list-style-type: none"> Project outcomes identified Project activities listed 				
2.3 Project plans are compiled in terms of identified activities				
<ul style="list-style-type: none"> Project activities listed Plan addresses all activities Plan is relevant to activities 				
2.4 Activities are sequenced in terms of workflow and timelines				
<ul style="list-style-type: none"> Logical workflow is mapped out Timelines of activities are appropriate 				
2.5 Activities are reported on in accordance with workplace requirements				
<ul style="list-style-type: none"> Relevant requirements are identified Requirements are adhered to 				
2.6 Paperwork is recorded and stored in accordance with workplace requirements				
<ul style="list-style-type: none"> Relevant requirements are identified Recording is appropriate to requirements Storage is appropriate to requirements 				
2.7 Work activities are completed in accordance with agreed timeframes and efficiency				
<ul style="list-style-type: none"> Timeframes are identified Timeframes are met Work is conducted efficiently Non-conformances are explained 				

JUDGEMENT KEY:

Y: the evidence produced met the criterion

N: the evidence produced did not meet the criterion

O: evidence was not produced or was insufficient to make a judgement (not assessed)

	Achieved	Not Yet Achieved	Not Assessed
Result of specific outcome 2			

ELO 3:		Apply Engineering Skills to the Workplace		
Evidence required	Y	N	O	Comment
3.1 Flow characteristics are explained in terms of engineering principles				
<ul style="list-style-type: none"> • Engineering principles identified • Flow characteristics identified • Flow characteristics explained 				
3.2 Measurement of flow is explained in terms of fluid principles				
<ul style="list-style-type: none"> • Fluid principles identified • Measurement principles explained 				
3.3 Ferrous and non-ferrous metals are explained in terms of their properties and uses				
<ul style="list-style-type: none"> • Properties explained • Uses explained • Consequences of incorrect use explained 				
3.4 Ferrous and non-ferrous alloys are explained in terms of their properties and uses				
<ul style="list-style-type: none"> • Properties explained • Uses explained • Consequences of incorrect use explained 				
3.5 Thermo plastics and thermosetting plastics are explained in terms of their properties and uses				
<ul style="list-style-type: none"> • Properties explained • Uses explained • Consequences of incorrect use explained 				
3.6 Machining and fabrication principles are explained in terms of functions and accuracy				
<ul style="list-style-type: none"> • Functions of machines explained • Accuracy requirements identified • Consequences of incorrect application explained 				
3.7 Work functions are explained in terms of quality in engineering practice				
<ul style="list-style-type: none"> • Quality standards identified • Work functions identified • Work functions explained 				
3.8 Engineering risks are identified in terms of the potential impact for each risk on the project				
<ul style="list-style-type: none"> • Potential risks identified • Impact of each risk identified 				
3.9 Actions to improve work functions are identified and analysed in terms of available options				
<ul style="list-style-type: none"> • Available options identified • Options ranked for improved efficiency or risk 				
3.10 Recommendations are communicated to relevant personnel in accordance with workplace requirements				
<ul style="list-style-type: none"> • Relevant requirements identified • Recommendations are appropriate • Recommendations are clear • Relevant personnel are identified 				

JUDGEMENT KEY:

Y: the evidence produced met the criterion

N: the evidence produced did not meet the criterion

O: evidence was not produced or was insufficient to make a judgement (not assessed)

Result of specific outcome 3	Achieved	Not Yet Achieved	Not Assessed

ELO 4:		Comply with relevant Legislation in the Workplace		
Evidence required	Y	N	O	Comment
4.1 Legislation relevant to the work activities is identified and accessed in accordance with workplace requirements				
<ul style="list-style-type: none"> • Relevant requirements identified • Relevant legislation identified • Legislation is accessible 				
4.2 Legislation is interpreted in terms of the applicability to required work activities				
<ul style="list-style-type: none"> • Relevant requirements identified • Interpretations are accurate 				
4.3 The implications of non-compliance with legislation is explained in terms of work processes and penalties				
<ul style="list-style-type: none"> • Potential non-compliances listed • Implications are explained 				
4.4 Inspection reports are generated in terms of work activities				
<ul style="list-style-type: none"> • Relevant activities identified • Reports are relevant • Reports are accurate • Non-conformances are explained and followed up 				

JUDGEMENT KEY:

Y: the evidence produced met the criterion

N: the evidence produced did not meet the criterion

O: evidence was not produced or was insufficient to make a judgement (not assessed)

	Achieved	Not Yet Achieved	Not Assessed
Result of specific outcome 4			

ELO 5:		Inspect Lifting Machinery and Equipment			
Evidence required		Y	N	O	Comment
5.1	Inspection activities are planned in accordance with the inspection required and the workplace requirements				
	<ul style="list-style-type: none"> • Relevant requirements identified • Inspection activities identified • Sequence of activities is appropriate 				
5.2	The purpose of conducting various tests is explained in terms of relevant legislation and user safety standards				
	<ul style="list-style-type: none"> • Relevant safety standards identified • Methods of testing identified • Purpose of tests explained 				
5.3	Inspection and testing equipment selected is appropriate to the inspection required				
	<ul style="list-style-type: none"> • Type of inspection is identified • Relevant equipment identified • Specialist personnel used when required 				
5.4	Authorisation to conduct inspection activities is obtained in accordance with workplace procedures				
	<ul style="list-style-type: none"> • Relevant procedures identified • Authorising personnel identified • Authorisation documentation acquired 				
5.5	The work area is prepared for the relevant inspection in accordance with inspection requirements				
	<ul style="list-style-type: none"> • Inspection requirements identified • Relevant inspections identified • Work area preparation requirements identified • Work area is prepared 				
5.6	Defects and potentially hazardous conditions are identified and corrected in accordance with workplace requirements				
	<ul style="list-style-type: none"> • Defects identified • Potentially hazardous conditions identified • Precautions in accordance with requirements 				
5.7	Public access to the worksite is restricted in accordance with statutory requirements and worksite procedures				
	<ul style="list-style-type: none"> • Requirements determined • Access is restricted 				
5.8	Machinery and equipment is inspected and tested in accordance with test schedules and relevant safety standards				
	<ul style="list-style-type: none"> • Relevant standards identified • Test schedules explained • Inspection conducted • Test conducted 				
5.9	Deviations from acceptable standards are identified and reported to the relevant stakeholder in accordance with statutory requirements and manufacturer specifications				
	<ul style="list-style-type: none"> • Acceptable standards identified • Deviations identified • Deviations reported 				
5.10	The consequences of omitting any part of the inspection and testing schedule are explained in terms of potential risks and liability				
	<ul style="list-style-type: none"> • Potential risks identified • Liability identified • Consequences identified 				

<ul style="list-style-type: none"> Consequences explained 				
5.11 The worksite is cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements				
<ul style="list-style-type: none"> Relevant requirements identified Worksite is restored Work authorisation closed off 				
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				
<ul style="list-style-type: none"> Work activities identified Timeframes identified Importance of timeframes explained Work completed in timeframes 				

JUDGEMENT KEY:

Y: the evidence produced met the criterion

N: the evidence produced did not meet the criterion

O: evidence was not produced or was insufficient to make a judgement (not assessed)

	Achieved	Not Yet Achieved	Not Assessed
Result of specific outcome 5			

Appendix A – Report: Work Schedule

You are required to identify a lifting machine and compile a work schedule you will adhere to during the inspection of that machine. This task will cover the following assessment criteria:

- 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
- 2.6 Paperwork is recorded and stored in accordance with workplace requirements
- 3.8 Engineering risks are identified in terms of the potential impact for each risk on the project
- 5.1 Inspection activities are planned in accordance with the inspection required and the workplace requirements
- 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
- 5.7 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
- 5.11 The worksite is cleared, secured and restored to a safe and serviceable condition in accordance with statutory and worksite requirements

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 (test)
- Provide a list of inspection or test equipment needed to undertake the project (test) i.e. test weights, lifting tackle electronic measuring equipment etc.
- Compile or source a project time frame (bar chart)
- A guideline of your intended report to be submitted after the test
- Your authorisation or request document to do the 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

Appendix B – Report: Completed Inspection

You are required to submit a report of an inspection you have conducted under the guidance of a mentor. This task will cover the following assessment criteria:

- 1.1 Reports are generated from available data
- 1.2 Data is presented in accordance with the relevant needs of target audiences
- 1.4 Written communication is clear and unambiguous and at an appropriate level for designated target audiences.
- 2.5 Activities are reported on in accordance with workplace requirements
- 2.7 Work activities are completed in accordance with agreed timeframes and efficiency
- 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
- 4.4 Compliance reports are generated in terms of work activities
- 5.6 Defects and potentially hazardous conditions are identified and corrected in accordance with workplace requirements
- 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

You should include the following where applicable on conclusion of your inspection.

- Report was generated using all available data, covering all aspects & 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

Please note that the report will be scrutinized by peers to ensure that expected test criteria and statutory requirements have been covered by the report for the type of lifting machine inspected.

Appendix C – Referee Report

(See Form J4.2 and J4.3)

You are required to obtain three referee reports from three persons, at least one of which must be an ECSA registered person, (Supervisors / Employers / Clients / Colleagues) to confirm your abilities especially in the following areas:

- That you are able to communicate verbally and in writing at the required level
- That your reporting and formal report is communicated to the relevant stakeholders in accordance with workplace requirements
- That your work activities (i.e. test & inspections) are completed efficiently and to the agreed project schedules (time frames) and you could work independently and ethically once registered.
- That you are aware of the importance of time frames, late delivery and customer relationships and team working

This task will cover the following assessment criteria:

- | | |
|------|--|
| 1.3 | Oral communication is suited to the work context. |
| 2.7 | Work activities are completed in accordance with agreed timeframes and efficiency |
| 3.10 | Recommendations are communicated to relevant personnel in accordance with workplace 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 |

Appendix D – Written Questionnaire

You will be required to answer questions relating to your understanding of lifting machine inspections. This task will cover the following assessment criteria:

- 2.1 Scheduling is described in terms of its purpose and process
- 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
- 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
- 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
- 5.5 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
- 5.10 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

The actual questions asked should not be available in the 'public' domain, but will be centred around the above assessment criteria.

Application and Annual Fees

1 April 2006 to 31 March 2007

(Vat included)

Application 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
R 125.00	R 500.00

2. Professional & Registered Categories:

For Applicant with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 1 100.00	R 1 600.00

3. International Register:

R 800.00

Annual Fees

Candidates ⁽¹⁾		Professional & Registered Categories	
Partial Exemption	No Exemption	Partial Exemption ⁽⁴⁾	No Exemption
R 370.00	R 600.00	R 820.00	R 1 420.00

- Notes:**
- (1) Persons registered in the **Candidate** category for more than **six (6) years**, pay the same annual fees as persons registered in the Professional category.
 - (2) The annual fee for the **International Register** is considered as "Dual Registration" and is covered by the annual fee for registration as a Professional Engineer.
 - (3) The annual fee for **Retired Persons** (55-70 yrs) is **R115**, subject to approval. Retired persons over 70 are exempted.
 - (4) Partial exemption is granted to registered persons who are members of a **Voluntary Association** recognised by ECSA (see Addendum A). For more information about Recognition of Voluntary Associations, view www.ecsa.co.za and click on "Legal".
 - (5) Kindly refrain from paying in cash or postal orders. The **preferred methods of payment** are either by **cheque, credit card or electronically**. No cash is received at ECSA's Offices if applicants hand their applications in personally.

CHECK LIST

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

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

(Please submit this marked ✓ form with your Application.)

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 three Referees have been given.
[The Referee reports (Forms J4.2 & J4.3) must be sent under separate cover. (see Appendix C). One of the three must be registered with ECSA.
5. A photograph has been attached to Application Form B1.1.
6. Training/Experience Reports covering **ALL** the training experience gained completed on the forms provided (Forms J2.1 and J2.2). (Photocopies of the blank forms may be made.) Separate Forms must be completed for training and experience (one page per employer).
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, the training or experience report must be accompanied by a sworn affidavit stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each training/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. A complete work inspection report (Sheet J.2) must be submitted (see Appendix A).
12. Inspection report J3.1 must be submitted (see Appendix B)
13. Your answers to the written questionnaire (see Appendix D)
14. Certified copies of certificates (educational / training)
15. Proof of membership of institution must be provided where applicable
16. **Ensure that your Application does not exceed 50 pages in total.**
17. Completed overview of assessment and giving reference pages where evidence can be found.

Signed by Applicant _____