



Constitution

**South African Committee
for the
Qualification and Certification of Personnel
in the
Corrosion Protection Industry**

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1. SCOPE

The object of the South African Qualifications and Certifications Committee for Corrosion Protection (SAQCC) is to establish procedures for the qualification and certification of personnel in the Corrosion Protection Industry, which can be acknowledged by authorities, ruling bodies, inspection agencies, etc., as an adequate means of proving that an operator is qualified. It is intended that the qualification requirements shall be, as far as possible, equivalent to best practice in major international industrial communities.

The committee sets the syllabi and standards under which training is provided by outside training organisations and then conducts the examination and certification of the candidates.

The committee will issue certificates of competency and/or qualification diplomas and maintain a database and records of candidates who have passed the various SAQCC training courses.

The committee will, from time to time, update syllabi and examinations to keep up-to-date with technology.

The committee will review, accredit and approve course training material submitted from training institutions and service providers subject to those meeting the necessary requirements.

The certificates indicate that the holder was independently examined and found competent to carry out that specific type of activity.

The training institutions or training service providers licensed by the SAQCC (Corrosion Protection) to run Accredited courses shall:

- (a) provide the necessary support and facilities for the proper execution of the specific type of testing indicated in the certificate.
- (b) take full responsibility for all activities carried out in accordance with the service providers written practice by operator employed within the specific type of activity indicated in the certificate.
- (c) ensure that the trainee is physically capable of carrying out his duties at all times.

2. DEFINITIONS

2.1 *Activity*

A job function, such as inspecting, supervising, installing, etc. in the Corrosion Protection Industry that requires a certificated or proven level of competence.

2.2 *Qualifications*

General and specific ability to be able to perform properly the duties of a specific activity.

2.3 *Basic Education*

General knowledge acquired at schools and during courses and pre-supposed necessary for applicants to be considered for training in a specific activity.

2.4 *Training*

Teaching programme designed to impart the theoretical knowledge and practical skills considered necessary for certification.

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2.5 **Practical Experience**

Familiarity with a specific activity, acquired through a sufficient period of practical usage.

2.6 **Certificate**

A certificate issued by the South African Qualification and Certification Committee (Corrosion Protection) to be a successful candidate.

2.7 **Approved Training Courses**

The revision of a syllabus and its formal issuing will automatically invalidate the previous revision of such a syllabus and any approvals of training courses issued against that revision.

It follows that after a revision of a syllabus that training institutions must revise their courses accordingly and resubmit for approval, within a 6 month period from the date the revised syllabus is issued by the committee and becomes available to the service providers.

Failure of the service provider to upgrade his course training material in accordance with the syllabus will result in withdrawal of SAQCC (Corrosion Protection) approval of that training course and a refusal by the SAQCC (Corrosion Protection) to issue certificates.

Approval of new training service providers by the SAQCC (Corrosion Protection) must consider conflicts of interest and limit or alternatively not approve new training service providers should they become aware of such conflicts of interest.

The service providers must swear under oath that he submits his own intellectual property or has legal access to and are legally entitled to the use thereof.

Any approval may be withdrawn by the SAQCC (Corrosion Protection) for foul play or conflict of interest.

3. **CERTIFICATED ACTIVITIES**

The activities certificated shall be those that are required by the Corrosion Industry from time to time. Typical activities that would be certificated are:

- Inspection (e.g. Paint, Galvanizing, Metal Spraying)
- Supervision (e.g. Painting)
- Application (e.g. Paint, Rubber Lining, Fibre Glass)
- Cathodic Protection
- Industry's Specific Training courses (e.g. Water Industry's)

and any other activities for which there is sufficient demand that would warrant the setting up and administration of a certification course.

The recommended training periods and minimum levels of practical experience, as well as the subjects that shall be covered by such courses for each activity, shall be defined in the Syllabi.

The examinations for all courses shall be based on competency.

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4. BASIC EDUCATION, TRAINING, PRACTICAL EXPERIENCE AND PHYSICAL FITNESS

Personnel applying for examination should have sufficient basic education, training and practical experience to ensure an understanding of the principles and procedures of those fields in which they are applying.

In addition, they shall be physically fit and capable, for proper execution of all required activities.

The recommended training periods and the minimum levels of practical experience are stated in the relevant Syllabi. The required training in an activity shall be given in appropriate formal training courses, and the technical subjects that shall be covered by such courses.

5. EXAMINATIONS

All examinations shall be conducted in English at a suitable examination venue provided by the training service provider.

The marking of all examinations and assessment of competencies shall be undertaken by the examiner according to the rules for each activity as specified by the SAQCC (Corrosion Protection).

Examiners shall be appointed by the committee.

All appeals shall be addressed to the SAQCC (Corrosion Protection) in writing.

The committee must establish the required level of competency, experience and qualifications for the lecturers and examiners for each respective activity.

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- Supervision (e.g. Painting)
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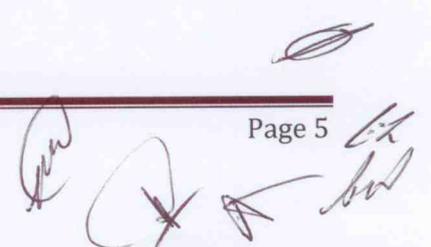
6. SUPERVISED UNIFORMITY

In order to ensure that the training is implemented in a uniform manner, the question banks, model answers and practical examinations shall be supervised by, the South African Qualification and Committee for Corrosion Protection, who shall ensure that the same exam criteria is fairly applied to all candidates and service providers.

6.1 The syllabi define the requirements of each certificated activity in respect of:

- technical subjects covered by the course
- the format and structure of the examinations
- minimum marks that must be achieved

The Committee shall be the custodian of the Syllabi and Question Banks and which the Committee may revise from time to time.





7. THE SOUTH AFRICAN QUALIFICATION AND CERTIFICATION COMMITTEE FOR CORROSION [SAQCC (CORROSION PROTECTION)]

7.1 *Functions of the Committee*

- 7.1.1 Set up or select certification courses for the specific activities required by the Corrosion Protection Industry.
- 7.1.2 Issue regulations and procedures necessary for the operation of the committee.
- 7.1.3 Establish the procedures for the issue of SAQCC (Corrosion Protection) certificate.
- 7.1.4 Appoint sub committees to carry out special functions from time to time.
- 7.1.5 Raise finances to defray expenses for the operation of the Committee.
- 7.1.6 Committee members and Office bearers shall not be remunerated for their time to attend Committee meetings and deal with Committee matters.
- 7.1.7 The Committee in its sole discretion may appoint examiners and course reviewers and remunerate them accordingly from time to time as required.

7.2 *Membership*

- 7.2.1 The members of the Committee shall consist of representatives of organisations who have an interest in furthering the development of Corrosion Protection Industry through education and training, which member shall be nominated by their organisation.
- 7.2.2 The Term of Office of the members of the Committee shall be three (3) years where-after they may make themselves available to service a further three year term.
- 7.2.3 A member may resign from the Committee upon tendering written notice, alternatively a failure to attend 3 consecutive meetings without reasonable apology will result in the committee accepting the member's deemed resignation.
- 7.2.4 A new Committee member may be co-opted or nominated which co-option or nomination must be confirmed by at least five of the existing Committee members. The maximum size of the Committee shall be 12 people and if more nominations are received, then there shall be a vote by the existing Committee members.
- 7.2.5 In the event of a representative vacating his position on the Committee for any reason, prior to the expiration of his period of office, the Committee shall request the organisation he represented to nominate a replacement to serve for the remaining portion of that member's term of office.

7.3 *Office Bearers*

- 7.3.1 The SAQCC Committee shall elect, on an annual basis, a Chairman from within its own ranks and in the event that the SAQCC is unable to do so, the default Chairman of the SAQCC Committee will be the current President of the Corrosion Institute of Southern Africa.
- 7.3.2 At the first meeting of a term, the Committee shall elect a Vice-Chairman, a Secretary and a Treasurer.
- 7.3.3 In the event of any office bearer other than the Chairman vacating that office for any reason whatsoever, the members of the Committee shall elect from their number, an office bearer to serve for the unexpired balance of the term.

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7.4 **Procedure at Meetings**

7.4.1 A regular meeting of the Committee shall be held at least once every three months.

Notices of meetings:

- Regular meetings shall be sent out 30 days prior to the meeting.
- Extra-ordinary meetings shall be sent out 48 hours (two working days), prior to the meeting.

7.4.2 A quorum at any meeting shall be 5 (five) representatives of the Committee.

7.4.3 In the absence of a quorum at any meeting, the meeting shall stand adjourned to a meeting that shall be convened 14 (fourteen) days after the date of the adjourned meeting, and the representatives then present shall constitute a quorum.

7.4.4 An extra-ordinary meeting of the Committee shall be convened by the Chairman upon receipt of a written request signed by at least three representatives on the Committee and indicating clearly the matter or matters requiring the calling of an extra-ordinary meeting.

7.4.5 Minutes shall be kept of the proceedings of all meetings.

7.4.6 The Chairman shall have a casting vote as well as a deliberate vote.

7.4.7 One meeting shall be an Annual General Meeting , to hear and to receive and consider the annual report of the Committee, to appoint committee members and office bearers for the ensuing year, and to conduct such business as the Committee may decide.

7.5 **Finance**

7.5.1 The financial year of the Committee shall be from 1 July of any year to 30 June of the following year.

7.5.2 Proper books of account shall be kept.

7.5.3 Authority is vested in the Committee to open a bank account and/or savings account at a bank to be determined by the Committee. All withdrawals from the Committee's account shall be signed by any two of the following:

Chairman, Vice-Chairman, Treasurer or Secretary

authorised by a resolution of the Committee.

7.5.4 The Treasurer shall prepare a statement of Income and Expenditure for the year, together with a Balance Sheet, reflecting the financial position of the committee on 30 June of each year.

7.5.5 The Treasurer shall prepare a budget for each ensuing financial year, which shall be approved or modified at the Annual General Meeting.

7.6 **Annual Report**

The Chairman shall, at the end of each year, prepare an annual report which outlines the activities of the Committee for the past year. The report shall be discussed at the Annual General Meeting and, after acceptance by the Committee, shall be sent to the member organisations and other interested parties.

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7.7 Secretarial

The Committee may appoint any persons or organisations to perform the secretarial and administrative duties relating to the Committee. The persons or organisations appointed will be responsible for performing such functions and duties as the Committee may from time to time determine.

7.8 Co-opting of Persons

The Committee may, at its discretion, co-opt for a specific purpose, other persons to serve on the Committee by reason of their knowledge, experience and interest in training. Co-opted persons shall not be allowed to vote.

7.9 Winding Up

7.9.1 The Committee shall only be wound up on the recommendation of at least two thirds of the Committee members of the SAQCC (Corrosion Protection) Committee.

7.9.2 After the payment of all debts, the remaining funds shall be disposed of to organisations who are actively involved in education and training in the corrosion or related industries. The organisations who would benefit from such funds would be decided by the SAQCC (Corrosion Protection) Committee.

7.10 Indemnity

7.10.1 The members or representatives of the Committee shall not be liable for any loss to the Committee arising from any improper investment made in good faith, or by any act in their bona fide administration of the Committee, or by negligence (excluding gross negligence) of any person who may be employed, or by reason of any act or omission by members, or by reason of any other matter or thing (save individual wilful or fraudulent wrong-doing) on the part of such members who are sought to be made liable. Any such member shall be indemnified by the Committee for any liability incurred by him in defending any proceedings, whether civil or criminal, arising out of the exercise of the person's duties.

8. AMENDMENT TO THE CONSTITUTION

8.1 Any provision of the Constitution may be amended provided it is agreed to by at least two thirds of the voting representatives on the Committee, and such voting may be conducted by email ballot.

8.2 Proposed amendments shall be circulated to representatives at least 14 days prior to a meeting or 21 days before the closing date for the email ballot.

9. DOCUMENTS

9.1 Certificate

This document is issued by the SAQCC (Corrosion Protection) to a successful candidate.

The certificate shall remain the property of the Certification Committee.

Certificates may be endorsed with conditions that may affect the validity or competency of the certificate.

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Certificates may be withdrawn for disciplinary or competency reasons at the sole discretion of the Committee.

9.2 **Appeals**

Appeals against failure to certify, or withdrawal of the certificate may be made by the candidate or the employer, upon written application, to the SAQCC (Corrosion Protection).

9.3 **Withdrawn Certificates**

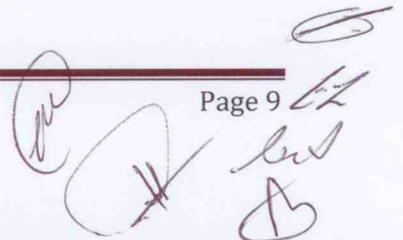
Records of withdrawn certificates may be posted on the web site.

10. **DISCIPLINARY PROCEDURES**

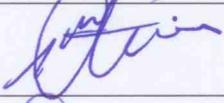
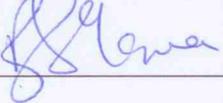
The Committee may, in its sole discretion, take disciplinary action against any member of the SAQCC or Committee member of the SAQCC to expel them from its ranks provided that such an expulsion was preceded by a written warning addressed to the member, and such expulsion is agreed to by two thirds of the Committee. The Committee's decision will be final.




Louis Petros
Chairman SAQCC Corrosion Protection



**Representatives
at the
Special General Meeting
of the
South African Qualification and Certification Committee
(Corrosion Protection)
meeting held at Science Park, Kelvin
on Wednesday 27th July 2011 at 17:00**

NAME	POSITION	COMPANY	SIGNATURE
Louis Pretorius	Chairman	Corrocoat	
Carl Havemann		Corrosion Education	
Bob Millenaar		Bondkote	
Bruce Trembling		BT Paint Supplies	
Edward Livesey		Johannesburg Water	
Francois Martins		Inspectotech	
Brenda Maree	Secretary	SAQCC CP	

The above, by their signatures, approved the Constitution of the SAQCC (Corrosion) Protection Committee

Signed and Approved 27th July 2011