RULES FOR REGISTRATION WITH THE SACPCMP

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LIST OF ABBREVIATIONS

SACPCMP	South African Council for the Project and Construction Management Professions
IHL	Institution of Higher Learning
RP	Registered Person
SAQA	South African Qualification Authority
ETQA	Education and Training Quality Assurance Body
NQF	National Qualifications Framework
CPD	Continuing Professional Development
IPDM	Initial Professional Development Module

LIST OF DEFINITIONS

Act, the	The Project and Construction Management Profession Act 48 of 2000, which includes any notice, order or rule issued or made under
Active	Active with regards to applications means an application which is recognised by the SACPCMP administration as being valid and is currently being used and processed.
Annual fees	Fees prescribed by the Council that are payable annually by registered persons to renew their registration.
Appeal	Refers to an application for reversal or review of a Council decision
Cancellation/deregistration	Refers to the cancellation of the registration of a registered person and the removal of such a person from the register.
Candidate	Means a person who is registered in terms of section 19(2)(b) of the Act

Competence	This refers to the application of knowledge, skills and values in a specific context to a defined standard of performance. This is measured against the relevant SACPCMP Competency Framework for a specific registration category.
Council, the	South African Council for the Project and Construction Management Professions established by section 2 of the Project and Construction Management Professions Act 48 of 2000
Malpractice	includes maladministration and non-compliance and means any action (or inaction) that could compromise the integrity of the assessments for the purpose of registration and the registered designations.
Professional	Means a person who is registered in terms of section 19(2)(a) of the Act
Registration	The assessment of competency of applicants for the purpose of registration under the Act and entering the names of the applicants who qualify into a national register.
Registered Person	A person registered under one of the categories referred to in Section 18 of the Project and Construction Management Professions Act 48 of 2000
Recognised Qualification	This refers to a qualification that has been formally acknowledged by the SACPCMP as a valid educational qualification for the purpose of registration. These qualifications must be accredited with the relevant Education and Training Quality Assurance Body and registered on the NQF
Stages of services	Stages of Services are the deliverables to be performed during a built environment project
Voluntary Association	Means any voluntary association recognised by the council in terms of section 25 of the Act

1. INTRODUCTION

The South African council for the Project and Construction Management Professions (SACPCMP) hereby prescribes the registration of Project and Construction Management categories of registration as well as specified categories in terms of section 18 of the Project and Construction Management Professions Act, Act No. 48 of 2000 (the Act). The registration rules described in this document apply to all the registration categories of the SACPCMP. These rules are prescribed in accordance with the SACPCMP Registration Policy. This document provides the requirements with which an individual must comply in order to attain registration with the SACPCMP.

Those who wish to register with the SACPCMP will be required to follow the prescribed registration process, and subject themselves to the competency requirements set for the relevant registration category.

In order to register in any of the registration categories mandated by the SACPCMP set criteria and competency requirements, set out herein must be met in full and to the

satisfaction of the SACPCMP. The SACPCMP has as its objective, the regulation of the professions under its ambit, thereby ensuring their progressive development.

2. APPLICABLE LEGISLATION AND/OR POLICIES

2.1. The South African Council for the Project and Construction Management Professions (SACPCMP) is empowered by section 36 of the Project and Construction Management Profession Act 48 of 2000 (the Act) to make rules with regard to any matter that is required or permitted to be prescribed in terms of the Act and any other matter for the better execution of the Act or in relation to any power granted or duty imposed by the Act.

2.2. The powers given to the SACPCMP concerning registration are outlined in Sections 11, 18, 19, 20, 21 and 22 of the Act.

2.3. The registration process of the SACPCMP is governed by its Registration Policy and thus these rules for Registration are premised on the prescripts of that policy.

2.4. In the implementation of these rules the SACPCMP, to give effect to the right to administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action as contemplated in section 33 of the Constitution of the Republic of South Africa, applies the principles of the Promotion of Administrative Justice Act, Act 3 of 2000.

3. REGISTRATION CATEGORIES

The Act specifies the categories of registration in Section 18 (1) (a), (b) and (c) under the following categories:

(a) Professional, which is divided into –

    (i) Professional Construction Manager; or

    (ii) Professional Construction Project Manager;

(b) Candidate, which is divided into –

    (i) Candidate Construction Manager; or

    (ii) Candidate Construction Project Manager; or

(c) specified categories prescribed by the Council.

The SACPCMP thus registers successful applicants in the above categories, for which they will be conferred SAQA recognised designations as follows:

3.1. Professionals

a) Professional Construction Project Manager (PrCPM)

b) Professional Construction Manager (PrCM)

3.2. Specified Categories

a) Professional Construction Mentor (PrCMentor)

b) Construction Mentor (CMentor)

c) Professional Construction Health and Safety Agent (PrCHSA)

d) Construction Health and Safety Manager (CHSM)

e) Construction Health and Safety Officer (CHSO)

f) Professional Building Inspector (PrBInsp)

g) Certified Building Inspector (Can CBInsp)

3.3. Candidates

Furthermore, the Council confers Candidate designations as follows:

a) Candidate Construction Project Manager (Can CPM)

b) Candidate Construction Manager (Can CM)

c) Candidate Construction Health and Safety Agent (Can CHSA)

d) Candidate Construction Health and Safety Officer (Can CHSO)

e) Candidate Construction Health and Safety Manager (Can CHSM)

f) Candidate Building Inspector (Can BInsp)

4. REQUIREMENTS FOR REGISTRATION

4.1. Registration Periods

Before the start of a new financial year (1 April to 31 March) the Council will publish a Registration Calendar which stipulates the periods within the financial year that applicants may submit applications, when assessments will be undertaken, and other activities related to registration as stipulated therein.

4.2.   Application for Registration

In order to register for a specific category of registration, an individual must:

4.2.1.   Apply using the SACPCMP's online Registration Portals under one of the following registration streams:

a)   Project and Construction Management (myPCM)

b)   Construction Health and Safety (myCHS)

c)   Building Inspector (myBI)

4.2.2.   An applicant must apply for a specific designation, as prescribed in section 3, and thereafter watch the mandatory application video followed by the submitting of the relevant supporting documentation before payment is made.

4.2.3.   Once the application fee is paid and allocated to the applicant's account the application will be considered active.

4.2.4.   Once the application is submitted, applicants will not be allowed to edit their selected designation. Furthermore, applicants will not be deferred to a different designation through the assessment process.

4.2.5.   Submitted applications will undergo a verification process to check for completeness and authenticity of supporting documents within 21 days after receipt of the completed application.

4.2.6.   Applicants will have 21 days in which to remediate any shortcomings with their application. If an applicant does not remediate their application or respond to requests to do so within the stipulated period, their application will be closed, and they will be required to reapply if they still wish to pursue registration with the Council.

4.2.7.   Application fees on closed applications are non-refundable.

4.2.8.   Verified and authenticated applications for professional registration will be sent for assessment by SACPCMP appointed assessors. This assessment will determine whether the applicant is eligible for the competency assessment for professional registration.

4.2.9. Verified and authenticated applications for candidate registration will undergo an internal assessment process. This assessment will determine whether the applicant is eligible for registration as a candidate.

4.3. Supporting Documents for application submissions

4.3.1. All applicants are required by the Council to complete an online application and submit the following documents for consideration for registration:

a) Certified copies of Identification Document

b) Certified copies of qualification certificates and professional registrations (where applicable) that must be MIE verified.

c) SAQA Evaluation (*in the case of international qualifications*)

d) Curriculum Vitae (Annexure D - information completed directly on the system)

e) Compulsory psychometric examination *for* applicants for the category of Professional Construction Mentor and Construction Mentor

f) Eligibility Assessment Report in the prescribed template (Annexure E)

4.3.2. Applicants in candidate categories will be required to submit the following documents for consideration for registration:

a) Certified copies of Identification Document

b) Certified copies of qualification certificates and professional registrations (where applicable) that must be MIE verified.

c) SAQA Evaluation (*in the case of international qualifications*)

4.3.3. Requirements for Eligibility Assessment Report

The Eligibility Assessment Report project profile should be completed on the online platform and the eligibility assessment successes and failures report should be completed in the prescribed template (Annexure E) and uploaded on the profile.

It is very important for the applicant to give an accurate account of the position and role they have actually played in the project(s), for the Project profile report. An applicant is required to provide evidence to support the successful implementation of the projects.

The report should be a comprehensive report to demonstrate the applicant's experience, knowledge, competencies (as listed in the relevant competency framework) and stages of service as defined by the SACPCMP for the relevant category of registration (Annexure E).

4.4. Registration Criteria

The SACPCMP Registration Policy indicates that there are two routes to registration, the Educational Route and the Recognition of Prior Learning Route. These rules cover the Educational Route to registration and where a full qualification is required the following NQF levels and credits are applicable:

- NQF Level 8 and at least 480 Credits

- NQF Level 7 and at least 360 Credits

- NQF Level 6 and at least 240 Credits

- NQF Level 5 and at least 120 Credits

4.4.1. Registration Criteria for Professional Construction Project Managers

An applicant who wishes to apply for registration as a Professional Construction Project Manager (PrCPM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Hons Construction Management NQF Level 8, 480 Credits • Post-graduate Diploma in Construction Management (NQF Level 8, 480 Credits) • Bachelors of the Built Environment Honours in Construction Studies (NQF Level 8, 480 Credits) • BSc Hons in Construction Project Management (NQF Level 8, 480 Credits) • RPL certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 8, 480 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of five (5) years relevant practical experience	

4.4.2. Registration Criteria for Candidate Construction Project Managers

An applicant who wishes to apply for registration as a Candidate Construction Project Manager (Can CPM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Hons Construction Management NQF Level 8, 480 Credits • Post-graduate Diploma in Construction Management (NQF Level 8, 480 Credits) • Bachelors of the Built Environment Honours in Construction Studies (NQF Level 8, 480 Credits) • BSc Hons in Construction Project Management (NQF Level 8, 480 Credits)	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)

No.	Requirement	Description	Status
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 8, 480 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.3. Registration Criteria for Professional Construction Managers

An applicant who wishes to apply for registration as a Professional Construction Manager (PrCM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Hons Construction Management NQF Level 8, 480 Credits • Post-graduate Diploma in Construction Management (NQF Level 8, 480 Credits) • Bachelors of the Built Environment Honours in Construction Studies (NQF Level 8, 480 Credits) • BSc Hons in Construction Project Management (NQF Level 8, 480 Credits) • RPL Certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 8, 480 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of five (5) years relevant practical experience	

4.4.4. Registration Criteria for Candidate Construction Managers

An applicant who wishes to apply for registration as a Candidate Construction Manager (Can CM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Hons Construction Management NQF Level 8, 480 Credits • Post-graduate Diploma in Construction Management (NQF Level 8, 480 Credits) • Bachelors of the Built Environment Honours in Construction Studies (NQF Level 8, 480 Credits) • BSc Hons in Construction Project Management (NQF Level 8, 480 Credits) • RPL Certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 8, 480 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.5. Registration Criteria for Professional Construction Mentor

An applicant who wishes to apply for registration as a Professional Construction Mentor (PrCMentor) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Hons Construction Management NQF Level 8, 480 Credits • Post-graduate Diploma in Construction Management (NQF Level 8, 480 Credits) • Bachelors of the Built Environment Honours in Construction Studies (NQF Level 8, 480 Credits) • BSc Hons in Construction Project Management (NQF Level 8, 480 Credits) • RPL Certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)

No.	Requirement	Description	Status
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 8, 480 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of 10 years relevant practical experience	

4.4.6. Registration Criteria for Professional Construction Health and Safety Agent

An applicant who wishes to apply for registration as a Professional Construction Health and Safety Agent (PrCHSA) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• Bachelor of Construction in Health and Safety (NQF Level 7, 360 Credits) • Advanced Diploma in Construction Health and Safety (NQF Level 7, 360 Credits) • RPL certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List	Subjected to educational evaluation
No.	Requirement	Description	Status
		(Annexure A) at NQF Level 7, 360 Credits • RPL certificate	
b)	**Years of experience requirement**	Minimum of seven (7) years relevant practical experience	

4.4.7. Registration Criteria for Candidate Construction Health and Safety Agent

An applicant who wishes to apply for registration as a Candidate Construction Health and Safety Agent (Can CHSA) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• Bachelor of Construction in Health and Safety (NQF Level 7, 360 Credits) • Advanced Diploma in Construction Health and Safety (NQF Level 7, 360 Credits)	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List (Annexure A) at NQF Level 7, 360 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.8. Registration Criteria for Professional Building Inspector

An applicant who wishes to apply for registration as a Professional Building Inspector (PrBInsp) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Construction Management (NQF Level 7, 360 Credits) • Advanced Diploma in Construction Management (NQF Level 7, 360 Credits) • Bachelor of Construction Management (NQF Level 7, 360 Credits) • Bachelors of the Built Environment in Construction Studies (NQF Level 7, 360 Credits) • Advanced Diploma Construction Management (NQF Level 7, 360 Credits) • RPL certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 7, 360 Credits	Subjected to educational evaluation

No.	Requirement	Description
b)	**Years of experience requirement**	Minimum of seven (7) years relevant practical experience

4.4.9. Registration Criteria for Candidate Building Inspector

An applicant who wishes to apply for registration as a Candidate Building Inspector (Can BInsp) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• BSc Construction Management (NQF Level 7, 360 Credits) • Advanced Diploma in Construction Management (NQF Level 7, 360 Credits) • Bachelor of Construction Management (NQF Level 7, 360 Credits) • Bachelors of the Built Environment in Construction Studies (NQF Level 7, 360 Credits) • Advanced Diploma Construction Management (NQF Level 7, 360 Credits)	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
No.	**Requirement**	**Description**	**Status**
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 7, 360 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.10. Registration Criteria for Construction Mentor

An applicant who wishes to apply for registration as a Construction Mentor (CMentor) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• Diploma in the Built Environment in Construction Studies (NQF Level 6, 240 Credits) • Diploma in Construction (NQF Level 6, 240 Credits) • Diploma Building (NQF Level 6) • Diploma in Building Technology (NQF Level 6, 240 Credits) • RPL Certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 6, 240 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of 10 years relevant practical experience	

4.4.11. Registration Criteria Construction Health and Safety Manager

An applicant who wishes to apply for registration as a Construction Health and Safety Manager (CHSM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• RPL Certificate	SACPCMP Accredited (*including accredited and phased out*
No.	Requirement	Description	Status
			HEQSF non-aligned qualifications obtained before June 2024)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List (Annexure A) at NQF Level 6, 240 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of five (5) years relevant practical experience	

4.4.12. Registration Criteria Candidate Construction Health and Safety Manager

An applicant who wishes to apply for registration as a Candidate Construction Health and Safety Manager (Can CHSM) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	None	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List (Annexure A) at NQF Level 6, 240 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.13. Registration Criteria for Construction Health and Safety Officer

An applicant who wishes to apply for registration as a Construction Health and Safety Officer (CHSO) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• RPL Certificate	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List (Annexure A) at NQF Level 5, 120 Credits	Subjected to educational evaluation

No.	Requirement	Description	Status
b)	**Years of experience requirement**	Minimum of four (4) years relevant practical experience	

4.4.14. Registration Criteria for Candidate Construction Health and Safety Officer

An applicant who wishes to apply for registration as a Candidate Construction Health and Safety Officer (Can CHSO) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	None	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)
		• An Equivalent Built Environment or Occupational Qualification on the Recognition List (Annexure A) at NQF Level 5, 120 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	None	

4.4.15. Registration Criteria for Certified Building Inspector

An applicant who wishes to apply for registration as a Certified Building Inspector (Cert.BInsp) shall possess at a minimum the following:

No.	Requirement	Description	Status
a)	**Qualification Requirements**	• Diploma in the Built Environment in Construction Studies (NQF Level 6, 240 Credits) • Diploma in Construction (NQF Level 6, 240 Credits) • Diploma Building (NQF Level 6, 240 Credits) • Diploma in Building Technology (NQF Level 6, 240 Credits)	SACPCMP Accredited (*including accredited and phased out HEQSF non-aligned qualifications obtained before June 2024*)

		• RPL certificate	
		• An Equivalent Built Environment Qualification on the Recognition List (Annexure A) at NQF Level 6, 240 Credits	Subjected to educational evaluation
b)	**Years of experience requirement**	Minimum of four (4) years relevant practical experience	

4.5. Recognition of Educational Qualification

4.5.1. SACPCMP accredited qualifications are recognised in full for the purpose of registration.

4.5.2. Recognition of Educational Qualifications will be done in accordance with the SACPCMP's Criteria and Process for the Recognition of Educational Qualifications.

4.5.3. Non-SACPCMP Accredited qualifications will be subject to an Educational Qualification evaluation. This is conducted to determine equivalence to an SACPCMP accredited or recognised qualification for a specific designation.

4.5.4. Upon completion of the educational qualification evaluation, a statement of full or partial recognition of educational achievement will be issued to the applicant stating the criteria that have been satisfied.

4.5.5. A qualification that satisfies all the criteria (including NQF Level and number of Credits required at least) for a specific designation may be utilised for registration.

4.5.6. If a qualification does not satisfy all the criteria, Initial Professional Development Modules (IPDM) as listed in Annexure C must be undertaken in support of the relevant core knowledge areas related to the gaps identified in the qualification evaluation.

4.5.7. The relevant fees payable for the IPDM will be gazetted annually.

4.5.8. Applicants required to undertake IPDM will be required to produce a certificate of competence following the completion of the relevant IPDM in order to proceed with the registration process.

4.5.9. The IPDM must be completed within twelve (12) months of the educational

evaluation outcome. Failure to comply within this period may result in the registration application being cancelled. The applicant will be required to reapply if they still wish to pursue registration with the Council.

4.6. Candidature

4.6.1. A person who is registered in the category of candidate must perform work as stipulated in the stages of service for that category only under the supervision and control of a professional of that category as prescribed.

4.6.2. Candidates will be granted a maximum of seven (7) years to complete a Structured Candidacy Programme aligned to the competency framework for a specific designation.

4.6.3. The programme structure is stipulated in Annexures F and G.

4.6.4. Candidates will be required to gain the stipulated hours of experience in the relevant competencies before they will be eligible for professional registration.

4.6.5. An applicant should acquire a mentor and sign a mentorship agreement with a mentor who is a registered person in good standing with the SACPCMP within the category that the applicant is applying for.

4.6.6. Registered Candidates are required to obtain the relevant experience as stipulated, before applying for professional status.

4.6.7. Candidates who do not apply for candidate status in the prescribed period will be automatically deregistered following the lapse of that period.

4.6.8. Candidates are required to maintain their registration annually through payment of the applicable annual fees.

4.6.9. Candidates who are of the view that they have the requisite competencies, can apply for consideration of their upgrading.

4.6.10. A logbook, signed off by the mentor stipulated in 4.6.4 above, should be submitted by the candidate on an annual basis during the candidature period.

4.6.11. To upgrade, the candidate needs to apply for upgrading to professional registration and submit a completed logbook signed off by the mentor stipulated in 4.6.4 above.

4.6.12. Once approved as a professional, the Candidature status will cease.

4.6.13. All candidates who are approved for Candidature status and fail to pay the registration fee within 3 months will have to reapply by starting a new application.

4.7. Assessments for the Purpose of registration

4.7.1. The SACPCMP will assess and register applicants, based on their experience, knowledge and competencies, as prescribed in the registration requirements stipulated herein. A person will obtain registration once they have met the registration criteria in full.

4.7.2. The Council's assessment processes are governed by the *Criteria and Process for the Assessment of Competency for the Purpose of Registration*. As such, the SACPCMP takes a zero-tolerance approach to any breaches in assessment standards and practices including Malpractice. Thus, if anyone is found guilty of Malpractice, they may face penalties as described in the *Criteria and Process for the Assessment of Competency for the Purpose of Registration*.

4.7.3. A sample of assessments are subject to moderation from time-to-time as stipulated in the *Criteria and Process for the Assessment of Competency for the Purpose of Registration*. Moderation outcomes may lead to changes in affected assessment outcomes.

The following assessments are undertaken as part of the registration process:

4.7.4. Eligibility assessment

(i) Completed applications will be forwarded to SACPCMP approved assessors to undertake an eligibility assessment following the completion of the internal pre-assessment conducted by the Council administrators.

(ii) An application will be assessed by two (2) assessors

(iii) An assessment outcome may result in one of the following, which will be directly communicated to the applicant:

a) Proceed to the relevant Competency Assessment:

Only a score of 60% and above will be considered as successful.

- – Professional Interview
- – Examination

b) Gain further relevant experience and/or training

c) Non-approval

(iv) The outcomes of the above will be dependent on the following:

a) If there is common consensus amongst the assessors, then this becomes the decision to be communicated to the applicant.

b) For any applicant to proceed to an interview or examination, both assessors allocated to assess the application must recommend the applicant to proceed to an interview or examination.

c) If the assessors provide differing recommendations, the application is referred to a third assessor which will establish a majority outcome, which will then be the final outcome.

(v) In the case of Candidates, the application will be verified by the SACPCMP administrator to determine, based on the supporting documentation provided, if the applicant is eligible for candidate registration.

4.7.5. Competency assessment

4.7.4.1. <u>Professional Interview</u>

The purpose of the interview is to assess the applicant's competency in Construction Project Management, Construction Management, Construction Mentorship, Construction Health and Safety or Building Inspection as well as any other Specified Category that may be prescribed from time to time together with their ability to accept professional responsibility for the work they perform.

A. Professional Interview preparation:

i. Bookings for professional interview dates are opened on the SACPCMP registration portal.

ii. Applicant must book and pay within three (3) months from being approved for professional interview stage to secure a date and time made available by the Council.

iii. If a professional interview is not booked according to paragraph (ii) above a penalty fee may be added to the professional interview fees.

iv. If a professional interview is not booked within 12 months of an applicant being approved for professional interview stage their application may be cancelled.

v. The date of the interview is set and cannot be moved or cancelled.

vi. The applicant is informed of the confirmed date and time of the interview at least five (5) working days in advance by the Council.

vii. A panel of at least three (3) members is constituted for the interviews and one of these will be designated as the Chairperson.

viii. The interview panel to receive the dossier of the interviewees at least one week in advance.

ix. Interviews should take approximately two hours, but this does not preclude this time being more-or-less as circumstances may dictate.

B. Online Professional Interview

i. The Council conducts online professional interviews.

ii. Applicants must be able to show proof of their identity at the interview by means of producing original documentation such as identification document, passport or driver's license for verification.

iii. The applicant must complete, sign, and return the Consent of

Recording form to the SACPCMP invigilator prior to the commencement of the interview.

iv. The online professional interview cannot be taken in an open plan setup, or public area, such as an internet café.

v. The room must have sufficient day light brightness.

vi. The interviewee may not undergo the interview in a room that has audio surveillance.

vii. The interviewee must be alone in the room.

viii. The interviewee must ensure that they have sufficient data to maintain connectivity and that their laptop is fully charged with adequate backup power supply.

ix. The laptop/desktop must have a functioning web camera (webcam) and microphone.

x. The interviewee must indicate when there will be power interrupts (i.e. loadshedding) in the area during the interview.

xi. The interviewee will be disqualified if they contravene any of these professional interview rules.

xii. During the professional interview session the following must be adhered to:

  − No cell phones, recording devices or any other secondary devices must be in the room or test area.

  − The desk/table must be clear of any materials except the device on which the professional interview is being conducted.

  − No notes are allowed to be used by the interviewee during the interview.

  − Interviewee may not make any notes during the interview.

  − No one else can be in the room with the interviewee.

  − The room will be scanned (360˚) through the interviewee's laptop web camera. The Chairperson may request the interviewee to conduct an additional room scan at any point

during the interview if required.

- The room in which the interview will be conducted must be well-lit, and the interviewee must be clearly visible at all times.

- No dual screens/monitors are allowed.

- The interviewee is not allowed to leave the view of the camera at any time during the professional interview.

- No additional applications or internet sites may be used or accessed during the interview and as such the interview will be required to share their full screen on the virtual platform throughout the professional interview session.

C. Interview Process:

i. For purposes of enhancing the Assessment for Professional Competency all interviewees are required prior to their interview to sign a consent form for the recording of their interview and to provide their ID/Passport for purposes of their verification.

ii. The Interview Panel members must declare any conflict of interest for each interview by completing the relevant form which must be submitted with their score sheet. If a conflict of interest is established that interview panel member must recuse themselves.

iii. The Chairperson will conduct the Professional Interview Security Protocol (Annexure I) with the interviewee before the commencement of the interview.

iv. The interviewee must declare that all requirements are adhered to, and should the interviewee be suspected of contravening any of these requirements then the interview will be stopped by the chairperson.

v. The Chairperson will introduce the members of the panel to the interviewee and provide brief introductory remarks regarding the format of the interview.

vi. The Chairperson confirms whether the interviewee is

comfortable and ready to proceed with the interview.

vii. The Chairperson will request the applicant to briefly introduce themselves in terms of experience and present a case study in the field of the category being applied for. The interviewee may be asked to elaborate on specific aspects.

viii. The interview is conducted in terms of an interview guide which will be based on knowledge and competence.

ix. At the end of the interview, interviewees will be asked if they believed whether they had a fair and objective interview.

x. Should any of the panellists or the SACPCMP invigilator suspect a breach of these requirements, they must inform the chairperson who will pause the interview to discuss with the panel.

xi. Any breach of the identified security protocol will result in an automatic suspension of the interview followed by an investigation into the actions by the interviewee by the Malpractice Panel, who will determine an appropriate action.

D. Assessment Criteria:

i. During the professional interview an applicant will be assessed against the relevant Competency Standards Framework for the category of registration for which they have applied.

ii. The interview panel will be utilising the relevant interview guide during the scoring of the applicant in respect of the category of registration they have applied.

E. Interview Decision:

i. Each applicant will be independently scored by each panel member against the stipulated criteria. Each applicant will be assessed to determine their compliance with the SACPCMP criteria to be registered, with recommendations made accordingly.

ii. After the conclusion of the interview, the scores from each panel

member will be aggregated to arrive at a decision.

iii. The possible outcomes of the Professional Interview are as follows:

- Pass or,
- Provisional approval or,
- Non-approval.

iv. Only a score of 60% and above will be considered as successful.

v. The interviewee will be notified of the decision of the panel within fourteen (28) working days following the interview.

vi. If an applicant failed, the professional interview they are informed of the area(s) in which they have limitations and are advised to remediate in the particular area(s) for the period as prescribed in the interview outcome letter before re-applying to attend the professional interview.

vii. If the applicant would like to re-apply to attend the professional interview after failing, they may do so after a minimum of six (6) months and a maximum of eight (8) months. Applicants will only have three (3) attempts at passing the professional interview. This means that applicants will only be permitted to re-apply to attend the professional interview three (3) times after which if they do not pass, they will be required to resubmit an application.

viii. Those unsuccessful applicants must within 30 days notify the Council of their acceptance or rejection of the decision.

4.7.4.2. Examination

The Council examinations provide a uniform standard to ensure that applicants from different educational backgrounds and work experience are assessed fairly, for professional competency. Applicants must demonstrate sufficient skills levels to ensure that a high standard in professional registration is portrayed and maintained.

A. Invitation To Online Examination:
   i. An applicant who is eligible for examination and who has met the

prerequisites are required to write the Council examination as the assessment in determining professional competency.

ii. Applicants who have been found eligible will pay via the online payment system or be invoiced for the examination fee. Upon receipt and allocation of the payment of the examination fee the applicant will be invited to book their examination online on any of the allocated dates as determined by the Council (on the annual registration calendar).

iii. Once a booking has been made, the applicant's booking is confirmed by e-mail or other means as Council may deem appropriate and will also be reflected on the applicant's profile.

iv. Any changes to the booking once made must be directed to the Examinations Administrator who will cancel the booking and provide a new invitation to the applicant.

v. Applicants who cannot attend the booked exam must provide valid reasons.

vi. All bookings for the specific exam will be closed five working days before the exam date.

vii. Following the confirmation of the examination, communication is sent to the applicant regarding the requirements (how to guide) needed to be able to complete the online exam.

viii. Applicants must book for an examination within three (3) months following their profiles being moved to exam stage.

ix. If an examination is not booked according to paragraph (viii) above, a penalty fee may be added to the examination fees.

x. If an examination is not booked within 12 months of an applicant being approved for examination stage, their application may be cancelled, and they may have to reapply by starting a new application.

B. Sickness / Bereavement During Examination Time:
   i. Where an examination candidate falls sick during the examination, the examination candidate must ensure that the

Examination Administrator is made aware of the sickness before leaving the examination session.

ii. Applicants who are unable to attend an examination sitting because of illness or bereavement are also required to inform the Council within seven (7) working days from the date of the examination.

iii. Applicants who fall sick or bereaved during exam times, but wish to write examinations, will be given a new opportunity to write the examination as determined by Council.

iv. The applicant must prove that he/she fell sick with a certified original medical certificate detailing all information verifying that the candidate was examined by a Medical Doctor at the time of the illness. The date of the certificate must be appropriate for or match the examination date, and the certificate must show all details about the Medical Doctor, including the physical and postal address, telephone number, email and medical practice number for ease of reference.

v. If absent due to bereavement, the applicant must provide a certified copy of the death certificate, verifying that the bereavement was during the same period as the examination.

vi. Any request for examination consideration must include documentation verifying the circumstances. The written request, together with appropriate documentation, must be received by the Council office no later than seven (7) working days after the examination date.

C. Postponement of Examinations
   i. Applicants CANNOT postpone or transfer their examination booking or fee from one session to the next. For example, if an applicant has booked to take the examination on a specific exam sitting week and decides instead to take an examination on a different date, the booked examination must be cancelled at least five (5) working days in advance and the applicant will be provided with another opportunity to book an examination.

ii. Should the applicant fail to cancel their examination at least five (5) working days in advance, they will forfeit all examination fees paid and will have to pay and book for an additional opportunity.

D. Withdrawal/Refund

i. Where an applicant withdraws or is absent from the examination, without informing Council five (5) days before the examination date, the applicant will forfeit the paid examination fee, and the applicant will be re-invoiced for a new invitation and examination.

ii. A refund of the examination fee will only be considered when absence is because of certified illness, emergency and/or bereavement. These cases will be considered individually.

E. The Online Examination:

i. The Council conducts online examinations. These are proctored virtual examinations.

ii. Applicants must be able to show proof of their identity at the examinations by means of producing original documentation such as identification document, passport or driver's license for verification.

iii. Examinations will test the knowledge and competency of the applicant in the specific category. The allocation of points and the allocated time frame in which the exam paper must be completed will be determined in advance according to the specific requirement applicable to each paper.

iv. The Invigilation of the examination will be done through a virtual proctor who will supervise and oversee each exam session.

v. The online examination cannot be taken in an open plan setup, or public area, such as an internet café.

vi. The room must have sufficient daylight brightness.

vii. The examinations candidate must be alone in the room.

viii. The examination candidate must ensure that they have sufficient data to maintain connectivity and that their laptop is fully charged

with adequate backup power supply.

ix. The laptop/desktop must have a functioning web camera (webcam).

x. The examination candidate must choose an appropriate time to sit for examination (for example and where possible, when there will be no loadshedding in the area).

xi. Examination Candidate must do a demonstration (mock) examination prior to taking the actual online examination as per the instructions that will be provided.

xii. The examination candidate will be disqualified if they contravene any of the examination rules.

xiii. During the examination session the following must be adhered to:

a. No cell phones or other secondary devices must be in the room or test area.

b. The desk/table must be clear of any materials except the test-taking device.

c. No one else can be in the room with the examination candidate.

d. The room will be scanned through the examination candidate's laptop web camera.

e. No talking is allowed during the exam.

f. The testing room must be well lit, and the examination candidate must be clearly visible.

g. No dual screens/monitors are allowed.

h. The examination candidate is not allowed to leave the view of the camera at any time during the examination.

i. No additional applications or internet sites may be used or accessed during the examination.

F. Examination Outcome:

i. The pass rate for all examinations by Council is 60%.

ii. All applicants will be notified of their examination results via email

and results as well as the examination outcome letter will be uploaded to their profile.

iii. Applicants who have achieved a minimum of 60% will proceed to the next phase of registration, as applicable to the registration category.

iv. Failure to achieve a minimum 60% will result in the application of the following conditions for further processing:

- 35% - 59%: Applicants will be provided with the opportunity to re-write the examination after payment of the re- examination fee. The re-write must be concluded within six (6) months.

- 0% - 34%: The application is not approved and is archived. The applicant will have to re-apply should he / she wish to pursue professional registration.

All examinations, except examinations consisting only of multiple choice and true or false questions, where the applicant has failed the initial exam with a maximum of 5% below the pass mark are to be moderated. The moderated mark will be regarded as the final mark achieved by the applicant.

4.8.   Confirmation of registration

4.8.4. Once the applicant has satisfied the assessment requirements and paid the relevant fees, their name will be added to the SACPCMP register in the relevant category and will be issued with instruction on how to access their digitally encrypted certificate.

4.8.5. The Council will prescribe the period of validity of the registration of a registered person.

4.8.6. If it is established that a person's name was entered erroneously or fraudulently, the name will be removed from the list. A register of fraudulent cases will be kept and shared with other relevant parties.

4.8.7. All applicants who fail to pay their registration fees within three (3) months following the passing of the final assessment a penalty fee may be added to the registration fees.

4.9.   Fees for registration

4.9.4.   The fees applicable to the registration process are gazetted annually and are payable as follows:

   a) Application fee

   b) Interview or examination fee

   c) Registration fee

4.10.   Maintaining registration

4.10.4.   Once registered all registered professionals and specified designations are required to:

   a) Comply with the requirements for Continuing Professional Development (CPD) as prescribed in the SACPCMP's CPD Policy.
   b) Pay an annual fee, including levies and certificate fee to renew their registration certificate.

4.10.5. Failure to comply with the above will result in deregistration.

5.   DISQUALIFICATION CONDITIONS

Section 19(3)(a) of the Act stipulates that:

5.7.   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) (refers to section 19 (3)(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 the Act;

vi. if the applicant is an un-rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration.

6. APPEALS

6.7. According to Section 24 of the Act, if an applicant is of the opinion that the SACPCMP in its refusal to register him or her, or to cancel his or her registration did not comply with section 33 of the Constitution, that applicant may appeal to the Council against that decision.

6.8. To appeal the aggrieved applicant must:

6.8.4. make payment of the prescribed fees and

6.8.5. lodge the appeal within 30 days from the date on which the refusal came to their knowledge,

6.9. Appeals are governed by the SACPCMP's Appeal Policy.

ANNEXURE A

List of Recognised Qualifications

Non-SACPCMP-accredited qualifications which are recognised for the purpose of registration are listed below:

No.	Qualification
1.	Bachelor of Engineering (Civil, Electrical, Mechanical)
2.	Bachelor of Science in Engineering (Civil, Electrical, Mechanical)
3.	Advanced Diploma (Civil, Electrical, Mechanical)
4.	BTech Engineering
5.	Bachelor of Architecture
6.	Bachelor of Science in Architecture
7.	Advanced Diploma in Architecture
8.	BTech Architecture
9.	Advanced Diploma Quantity Surveying
10.	BTech Quantity Surveying
11.	Bachelor of Construction Quantity Surveying
12.	Bachelor of Science Quantity Surveying
13.	Bachelor of Science Honours in Property Development in Construction Management
14.	Bachelor of Land and Property Development Management Honours: Housing (obtained before 2022-12-31)
15.	Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner)
16.	National Occupational Certificate: Occupational Health and Safety Officer
17.	Higher Occupational Certificate: Occupational Health and Safety Practitioner
18.	Advanced Diploma in Environmental Management
19.	Bachelor of Arts in Disaster and Safety Management (with Construction Safety Electives)
20.	Diploma in Safety Management
21.	Advanced Diploma in Safety Management
22.	Bachelor of Technology: Safety Management
23.	BCom Operational Risk Management

ANNEXURE B

CORE KNOWLEDGE REQUIREMENTS FOR EDUCATIONAL QUALIFICATIONS

A. Project and Construction Management

1.	Communication Management and Team Building
2.	Programming and Scheduling
3.	Procurement and Tendering
4.	Contracts and Project Administration
5.	Risk Management
6.	Quality Management
7.	Feasibility Analysis, Project Cost Control and Appraisal (only applicable for PrCPM applicants)
8.	Stakeholder, Integration and Communication Management
9.	Construction Health and Safety Management
10.	Conflict/ Dispute Resolution and Management
11.	Cost Management
12.	Sustainable Construction and Management
13.	Site Management
14.	Construction Technology, Innovation and Data Management

B. Construction Health and Safety

1.	Health and Safety Legislative Framework
2.	Health and Safety Management
3.	Health and Safety Management systems
4.	Health and Safety Performance (audit and reviews)
5.	Health and Safety Hazards Identification
6.	Health and Safety Risk Management
7.	People and Health and Safety Culture
8.	Health and Safety Standards
9.	Innovation and Technology in Health and Safety
10.	Health and Safety Procurement Management
11.	Health and Safety Cost Management
12.	Health and Safety Accident and Incident Investigation
13.	Health, Hygiene and Environmental Management
14.	Health and Safety Communication Management
15.	Emergency Preparedness Management
16.	Construction/Building Technology

C. Building Inspectorate

1.	National building regulation
2.	Quality Management
3.	Sustainable Construction and Management
4.	Construction Technology, Innovation and Data Management
5.	Building regulations
6.	National Building Codes
7.	Municipal Bi-laws
8.	Audit processes (Onsite verification and inspection)
9.	Stakeholder, Integration and Communication Management
10.	Health and Safety Standards

ANNEXURE C

INITIAL PROFESSIONAL DEVELOPMENT MODULES (IPDM)

A. COMPULSORY MODULE FOR ALL REGISTRATION CATEGORIES:

Professional Practice and Ethics in Construction
Mentorship in Professional Practice

B. INITIAL PROFESSIONAL DEVELOPMENT MODULES (IPDM) PER CATEGORY:

i. Professional Construction Project Manager

Project Management Institute's Construction Professional in Built Environment Projects (PMI – CP)

	Modules
1	Construction Project Communications
2	Construction Interface Management Course
3	Construction Scope and Change Order Management Course
4	Construction contract and Risk Management Course
5	PMI-CP Certification Exam

ii. Professional Construction Manager

Project Management Institute's Construction Professional in Built Environment Projects (PMI – CP)

	Modules
1	Construction Project Communications
2	Construction Interface Management Course
3	Construction Scope and Change Order Management Course
4	Construction contract and Risk Management Course

iii. Professional Construction Health and Safety Agent

	Modules
1	Health and Safety Management systems
2	Health and Safety Legislative Framework
3	Governance and Sustainability
5	Operations Management and supervision
6	Construction/building Technology
7	Strategic Management

8	Human Resources Management for Construction
9	Risk Management
10	Environment and Sustainable Construction

iv. Professional Building Inspector

	Modules
1	Construction Quality Management and auditing
2	Construction Technology
3	Building and Construction Regulations
4	Building Codes

v. Construction Health and Safety Manager

	Modules
1	Health and Safety Management systems
2	Health and Safety Legislative Framework
3	Governance and Sustainability
5	Operations Management and supervision
6	Construction Management
7	Human Resources Management for Construction
8	Construction/building Technology

vi. Certified Building Inspector

	Modules
1	Construction Quality Management and auditing
2	Construction Technology
3	Building and Construction Regulations
4	Building Codes

vii. Construction Health and Safety Officer

	Modules
1	Health and Safety Management applications
2	Health and Safety Legislative Framework
3	Governance and Sustainability
5	Fundamentals of Communication
6	Construction/building Technology

ANNEXURE D

SACPCMP

CURRICULUM VITAE PRESCRIBED TEMPLATE

CONTACT DETAILS

In this section you have to include your full Names (with surname last), current home address, mobile number, landline number and your personal e-mail address. All fields to be completed.

Initials:		First name:			Surname:	
Mr/Mrs/Ms/Miss		Marital Status:				
Residential (Permanent) Address:						
Street:			Suburb:			
Town/City:			Postal Code:			
Postal Address:						
			Suburb:			
Town/City:			Postal Code:			
Contact Details:		Tel no: W		Cell no:		
E-mail Address						

PERSONAL DETAILS

In this section you have to include your date of birth, place of birth (city/town and country), country of citizenship and gender. All fields to be completed.

Date of birth:	Y	Y	Y	Y	/	M	M	/	D	D	ID No:									
Passport No: (In case of non-South African Citizens)																			
Place of Birth:								Country of Birth:											
Citizenship:								Gender (x)		Male			Female						
Race (x)	Black			Indian			Coloured			White									

EDUCATIONAL QUALIFICATIONS

All applicable fields to be completed: (If allowed fields not sufficient, please copy and attach page)

Matric (Grade 12) / National Senior Certificate:		Copy Attached	Y	N
Year obtained:		Country of origin:		

Tertiary Qualifications: Qualification 1							Copy Attached		Y	N
Qualification obtained:										
Month & Year obtained:	Y	Y	Y	Y	/	M	M	Name of Institution & Country obtained from:		
For official use: Qualification Accredited:									Y	N
Details of Qualification:										

Tertiary Qualifications: Qualification 2							Copy Attached		Y	N
Qualification obtained:										
Month & Year obtained:	Y	Y	Y	Y	/	M	M	Name of Institution:		
For official use: Qualification Accredited:									Y	N
Details of Qualification:										

Tertiary Qualifications: Qualification 3							Copy Attached		Y	N
Qualification obtained:										
Month & Year obtained:	Y	Y	Y	Y	/	M	M	Name of Institution:		

For official use: Qualification Accredited:		Y	N
Details of Qualification:			

Short courses/Diplomas/Certificates obtained				Copy Attached	Y	N

Certificate/Diploma obtained:					
Duration of course:	Day(s):	Week(s):	Month(s):	Year:	
Month & Year obtained:	Y Y Y Y / M M	Name of Institution:			
Details of Certificate/Diploma:					

Short courses/Diplomas/Certificates obtained				Copy Attached	Y	N

Certificate/Diploma obtained:					
Duration of course:	Day(s):	Week(s):	Month(s):	Year:	
Month & Year obtained:	Y Y Y Y / M M	Name of Institution:			
Details of Certificate/Diploma:					

Short courses/Diplomas/Certificates obtained				Copy Attached	Y	N

Certificate/Diploma obtained:	

Duration of course:	Day(s):						Week(s):	Month(s):	Year:			
Month & Year obtained:	Y	Y	Y	Y	/	M	M	Name of Institution:				
Details of Certificate/Diploma:												

MEMBERSHIP OF PROFESSIONAL/VOLUNTARY ASSOCIATIONS/INSTITUTIONS

In this section you are required to include membership of professional bodies that you are registered with, year of being registered and class of registration with the latest being first. If given any award that is of a professional nature, you should also detail what the award was on, by which institution and on what year it was.

Statutory Council		Category Registr.		Registr. No.	
1st Year Registration		Current Registr. No.			
Association/ Institution		Membership Category		Membership No.	
1st Year Registration		Current Registr. No.			
Copies attached				Y	N

CAREER HISTORY/ WORK EXPERIENCE WITH REFEREES

Work experience plays an important role in the assessment of your application hence the need for this to be well presented in the curriculum vitae/ resume in chronological sequence. You should begin with putting the name of the organisation you worked for, location (city and country), list the most recent first, the duration you held the post and the title of your position. After this, you should in bulleted format narrate the responsibilities in the position you held. You should include the name of the person you worked under, the position he/she held and full contact details. You should ensure that these are names of people who know you well and you are urged to inform them that you are placing their names as reference as Council reserves the right to call them for verification purposes.

Current Employment									
Name of Employer:									
	1st Date of employment:	Y	Y	Y	Y	/	M	M	

Nature of Business: (i.e. Engineers, Architect, PM's, etc.)		Current/Last Date of employment:	Y	Y	Y	Y	/	M	M
Your designated/appointed position at Employer:									
Short description of Key Performance Areas:									
Contact Reference – Name:		Designation:							
Contact Details:		Tel no: W					Cell no:		

Previous Employment (1)									
Name of Employer:									
		1st Date of employment:	Y	Y	Y	Y	/	M	M
Nature of Business: (i.e. Engineers, Architect, PM's, etc.)		Last Date of employment:	Y	Y	Y	Y	/	M	M
Your designated/appointed position at Employer:									
Short description of Key Performance Areas:									
Contact Reference – Name:		Designation:							
Contact Details:		Tel no: W					Cell no:		

Previous Employment (2)								
Name of Employer:								
		1st Date of employment:	Y	Y	Y	Y	/	M	M
Nature of Business: (i.e. Engineers, Architect, PM's, etc.)		Last Date of employment:	Y	Y	Y	Y	/	M	M
Your designated/appointed position at Employer:								
Short description of Key Performance Areas:								
Contact Reference – Name:		Designation:						
Contact Details:		Tel no: W				Cell no:		

Previous Employment (3)								
Name of Employer:								
		1st Date of employment:	Y	Y	Y	Y	/	M	M
Nature of Business: (i.e. Engineers, Architect, PM's, etc.)		Last Date of employment:	Y	Y	Y	Y	/	M	M
Your designated/appointed position at Employer:								
Short description of Key Performance Areas:								
Contact Reference – Name:		Designation:						

Contact Details:		Tel no: W		Cell no:	

Previous Employment (4)											
Name of Employer:											
		1st Date of employment:		Y	Y	Y	Y	/	M	M	
Nature of Business: (i.e. Engineers, Architect, PM's, etc.)		Last Date of employment:		Y	Y	Y	Y	/	M	M	
Your designated/appointed position at Employer:											
Short description of Key Performance Areas:											
Contact Reference – Name:		Designation:									
Contact Details:		Tel no: W		Cell no:							

SACPCMP

ELIGIBILITY ASSESSMENT REPORT
A. APPLICANT INFORMATION

Title (Dr/Mr/Mrs/Ms/Prof)		
Name/s		
Surname		
ID or Passport no.		
Designation for which you are applying		
Postal Address		
Contact details	Tel.	
	Mobile	
	E-mail	

FOR CONSTRUCTION HEALTH AND SAFETY (CHS) CATEGORIES (ONLY)

Demonstration of competency in knowledge areas

Provide a report below of **3000 words** (in total) detailing what successes and challenges of project implementation in the template below:

ITEM	KNOWLEDGE AREA	SUCCESSES	FAILURES
1	Construction Health and Safety - Planning, Implementation and Management.		
2	Construction Health and Safety - Procurement Management		
3	Construction Health and Safety - Cost Management		
4	Construction Health and Safety - Hazard Identification Management		
5	Construction Health and Safety - Risk Management		
6	Construction Health and Safety - Accident or Incident Investigation Management		
7	Construction Health and Safety - Legislations and Regulations		
8	Construction Health and Safety - Health, Hygiene and Environmental Management		
9	Construction Health and Safety - Communication Management		
10	Construction Health and Safety - Emergency Preparedness Management		

FOR PROJECT AND CONSTRUCTION MANAGEMENT (PCM) CATEGORIES ONLY

Demonstration of competency in knowledge areas

Provide a report below of **3000 words** (in total) detailing what successes and challenges of project implementation in the template below:

ITEM	KNOWLEDGE AREA	SUCCESSES	FAILURES
1.	Project Integration Management		
2.	Project Scope Management		
3.	Project Time Management		
4.	Project Cost Management		
5.	Project Quality Management		
6.	Project Human Resource Management		
7.	Project Communications Management		
8.	Project Risk Management including Health and Safety Issues		
9.	Project Procurement Management		
10.	Project Stakeholder Management		

PART 2

Demonstration of competency in knowledge areas

Provide a report below of **2000 words** (in total) detailing what successes and challenges of project implementation in the template below:

ITEM	KNOWLEDGE AREA	REPORT EXPERIENCE AND KNOWLEDGE
PRE-CONSTRUCTION (APPROXIMATELY 500 WORDS)		
	a. highlighting the drawings	
	b. permits	
	c. zoning	
	d. Geotech report	
	e. inspections conducted	
DURING CONSTRUCTION (APPROXIMATELY 1000 WORDS)		
1.	**Inspections**	
	a. Performance – Deemed to satisfy and/or Rational design	
	b. Quality requirements	
	c. Include references to National Building Regulations, SANS 10400 and any other SANS standards relevant to the building/project referred to in the report	
	d. What instruments were required and used	
2.	**Non- compliance**	
	a. Identified issues	
	b. How did the applicant manage the non-compliance?	

ITEM	KNOWLEDGE AREA	REPORT EXPERIENCE AND KNOWLEDGE
3.	**Court proceedings**	
	a. Experience if any	
	b. What records would be required	
4.	**Reports**	
	a. Reports required	
	b. Extent of involvement in report compilation	
	c. Reporting line submission (stakeholders)	
POST CONSTRUCTION (APPROXIMATELY 400 WORDS)		
	a. Co-ordination of final inspections	
	b. Compiling reports	
	c. Follow up on closing out of relevant defect liability complaints	

FOR PROJECT AND CONSTRUCTION MENTORCATEGORIES ONLY

Demonstration of competency in knowledge areas

Provide a report below of **3000 words** (in total) detailing what successes and challenges of project implementation in the template below:

ITEM	KNOWLEDGE AREA	SUCCESSES	FAILURES
1.	The ability to transfer skills and assess a Contractor's capabilities		
2.	Demonstrate competence in construction contract administration		
3.	Demonstrate technical competence in one or more construction disciplines		
4.	Demonstrate competence in commercial aspects of contracting		
5.	Demonstrate competence in construction project management		

ANNEXURE F
CANDIDATE PRACTICAL EXPERIENCE LOGBOOK FOR PrCPM AND PrCM

Candidate's Name	
Candidate's Registration Number	
Approved Training Employer	
Mentor's Name	
Manager's Name	
Practical Experience Start Date	
Practical Experience End Date	
Technical Competencies	

I. INTRODUCTION

- Describe the whole planning for your candidature and clearly provide the milestones which will be accomplished during the period.

- It is important that your plan should aim at making sure that all knowledge areas are covered during your candidature.

- Logbooks must be submitted at the end of each year, signed by the Registered Supervisor / Mentor(s) of the Candidate

- Candidates are allowed to have Registered Supervisors / Mentors who work in different organisations to the one the Candidate is working for, but this must be by a registered person in the category the candidate is registered in

- The employer representative is required to sign a monthly practice report clearly indicating the Knowledge Areas the Candidate is being mentored on.

- Candidates must provide evidence regarding competence within all knowledge areas recommended. The candidature period may be extended where the candidate cannot prove competence in a specific area during the initial prescribed period.

- A Candidate must personally complete (by typing) the Logbook and any other documents required, in his / her own personal capacity. It is against the Code of Conduct for a different person to complete the Logbook or other documents, on behalf of the Candidate.

- On successful completion of the Candidature period, a candidate will be recommended to a Professional Interview. After passing the Professional Interview, the Candidate will be registered in the relevant Category.

- Candidates (Can CPM or Can CM) who adequately provide the deliverables and prove active involvement providing the services as identified in the scope of service of the category they are registered in over their prescribed candidature period, will be recommended to proceed to a Professional Interview.

- Candidates are required and expected to adhere to the Code of Conduct for registered professionals, undertake their own Professional Development Programmes and pay applicable Fees in terms of Section 12 of the Act.

II: RECORD OF PRACTICE DURING THE CANDIDATURE PERIOD

Candidates must maintain a comprehensive and continuous record of all their practical experience during the entire period of candidature. A comprehensive reference source for the candidate and the mentor is important to track and plan progress against practical professional requirements.

It is the responsibility of the candidate to maintain a record of practical experience, and it is the mentor's responsibility to verify the experience gained against the competencies set by SACPCMP. It is therefore important that the candidate and the mentor keep records in case of any discrepancies. The records to be kept must be in sufficient detail to justify how the requirements have been met against the required competencies. Records must be described and kept for the various tasks and activities that the candidate has completed to support achievement of each competency.

It is compulsory that each activity practice report is signed by a registered supervisor who can either be a Professional Construction Project Manager or Professional Construction Manager and this would be dependent on the category in which the candidate is registered.

The following format should be followed when recording practice activities:

Ethics, Professionalism and Code of conduct	Record of Evidence	Mentor Initials	Date

Communication and Team Building	Record of Evidence	Mentor Initials	Date

Programming and Scheduling	Record of Evidence	Mentor Initials	Date

Procurement and Tendering	Record of Evidence	Mentor Initials	Date

Contracts and Project Administration	Record of Evidence	Mentor Initials	Date

Risk Management	Record of Evidence	Mentor Initials	Date

Feasibility Analysis, Project Cost Control and Appraisal	Record of Evidence	Mentor Initials	Date

Health, Safety Management and Rules and Regulations	Record of Evidence	Mentor Initials	Date

Conflict Resolution and Management	Record of Evidence	Mentor Initials	Date

Stakeholder Management	Record of Evidence	Mentor Initials	Date

Construction Technology and Innovation	Record of Evidence	Mentor Initials	Date

Sustainable Construction and Management	Record of Evidence	Mentor Initials	Date

BIM Management	Record of Evidence	Mentor Initials	Date

Financial Modelling and Project Finance	Record of Evidence	Mentor Initials	Date

Environmental Management	Record of Evidence	Mentor Initials	Date

Please note that all registered Candidates must incorporate the hours worked on the Body of Knowledge which should be a minimum of 1600 hours and maximum of 3000hours in a three-year period and a minimum of 3000 hours to a maximum 5000hours in a four - five-year period.

III. UNDERTAKING BY A CANDIDATE AND REGISTERED PROFESSIONAL

I the undersigned, hereby state that:

- I confirm that the information furnished in this logbook is true and correct in every respect.
- I am registered with the SACPCMP as a Pr. CPM/Pr.CM
- I am authorized to sign this logbook due to my appointment as mentor.
- I understand that the information submitted in this logbook will be used by the SACPCMP in the assessment process for the above-mentioned candidate to assess his/her competency to register as a Pr.CPM/Pr.CM
- I and the candidate have separately entered into a mentor/mentee agreement which was deposited with the SACPCMP

Name of Candidate……………………………………………………………………...

Surname of Candidate……………………………………………………………………

Category of the Candidate – CCPM/CCM……………………………………………….

Registration Number………………**Signature**…………………**Date**…………..........

Name and Surname of Registered Professional with SACPCMP

1. (Supervisor)…………………………………………………………………………

Category of the Professional – Pr.CPM/Pr.CM…………………………………………………………………

Registration Number……………… **Signature**……………….**Date**……………………

Please note that each Registered Supervisor must complete the undertaking for a specific area of activity practice report. (Make a copy of this page if need be)

2. (Employer Representative) …………………………………………………………

Position in the Organisation………………………………………………………………….

Signature……………………………**Date**…………………………………………………

ANNEXURE G

CANDIDATE PRACTICAL EXPERIENCE LOGBOOK FOR PrCHSA, CHSM and CHSO

Candidate's Name	
Candidate's Registration Number	
Approved Training Employer	
Mentor's Name	
Manager's Name	
Practical Experience Start Date	
Practical Experience End Date	
Technical Competencies	

K. INTRODUCTION

- Describe the whole planning for your candidature and clearly provide the milestones which will be accomplished during the period.

- It is important that your plan should aim at making sure that all knowledge areas are covered during your candidature.

- Logbooks must be submitted at the end of each year, signed by the Registered Supervisor / Mentor(s) of the Candidate

- Candidates are allowed to have Registered Supervisors / Mentors who work in different organisations to the one the Candidate is working for, but this must be by a registered person in the category the candidate is registered in.

- The employer representative is required sign a monthly practice report clearly indicating the Knowledge Areas the Candidate is being mentored on.

- Candidates must prove competence all knowledge areas recommended. The candidature period may be extended where the candidate cannot prove competence in a specific area during the initial prescribed period.

- A Candidate must personally complete (by typing) the Logbook and any other documents required, in his / her own personal capacity. It is against the Code of Conduct for a different person to complete the Logbook or other documents, on behalf of the Candidate.

- On successful completion of the Candidature period, a candidate will be recommended to either a Professional Interview or Examination. After passing the Professional Interview, the Candidate will be registered in the relevant Category.

- Candidates (Can CHSA or Can CHSM or Can CHSO) who satisfactorily provide the deliverables and prove active involvement providing the services as identified in the scope

of service of the category they are registered in over their prescribed candidature period, will be recommended to proceed to a Professional Interview.

- Candidates are required and expected to adhere to the Code of Conduct for registered professionals, undertake their own Professional Development Programmes and pay applicable Fees in terms of Section 12 of the Act.

II. RECORD OF PRACTICE DURING THE CANDIDATURE PERIOD

Candidates must maintain a comprehensive and continuous record of all their practical experience during the entire period of candidature. A comprehensive reference source for the candidate and the mentor is important to track and plan progress against practical professional requirements.

It is the responsibility of the candidate to maintain a record of practical experience, and it is the mentor's responsibility to verify the experience gained against the competencies set by SACPCMP. It is therefore important that the candidate and the mentor keep records in case of any discrepancies. The records to be kept must be in sufficient detail to justify how the requirements have been met against the required competencies. Records must be described and kept for the various tasks and activities that the candidate has completed to support achievement of each competency.

It is compulsory that each activity practice report is signed by a registered supervisor who can either be a Professional Construction Health and Safety Agent or Construction Health and Safety Manager or Construction Health and Safety Officer and this would be dependent on the category in which the candidate is registered.

The following format should be followed when recording practice activities:

Ethics, Professionalism and Code of conduct	Record of Evidence	Mentor Initials	Date

Health and Safety Management	Record of Evidence	Mentor Initials	Date

Health and Safety Management systems	Record of Evidence	Mentor Initials	Date

Health and Safety Performance (audit and reviews)	Record of Evidence	Mentor Initials	Date

Health and Safety Hazards Identification	Record of Evidence	Mentor Initials	Date

Health and Safety Risk Management	Record of Evidence	Mentor Initials	Date

People and Health and Safety Culture	Record of Evidence	Mentor Initials	Date

Health and Safety Standards	Record of Evidence	Mentor Initials	Date

Innovation and Technology in Health and Safety	Record of Evidence	Mentor Initials	Date

Health and Safety Procurement Management	Record of Evidence	Mentor Initials	Date

Health and Safety Cost Management	Record of Evidence	Mentor Initials	Date

Health and Safety Accident and Incident Investigation	Record of Evidence	Mentor Initials	Date

Health, Hygiene and Environmental Management	Record of Evidence	Mentor Initials	Date

Health and Safety Communication Management	Record of Evidence	Mentor Initials	Date

Emergency Preparedness Management	Record of Evidence	Mentor Initials	Date

Please note that all registered Candidates must incorporate the hours worked on the Body of Knowledge which should be a minimum of 1600 hours and maximum of 3000hours in a three-year period and a minimum of 3000 hours to a maximum 5000hours in a four-year period.

III.   UNDERTAKING BY A CANDIDATE AND REGISTERED PROFESSIONAL

I the undersigned, hereby state that:

- I confirm that the information furnished in this logbook is true and correct in every respect.

- I am registered with the SACPCMP as a PrCHSA/CHSM/CHSO

- I am authorized to sign this logbook due to my appointment as mentor.

- I understand that the information submitted in this logbook will be used by the SACPCMP in the assessment process for the above-mentioned candidate to assess his/her competency to register as a PrCHSA/CHSM/CHSO

- I and the candidate have separately entered into a mentor/mentee agreement which was deposited with the SACPCMP

Name of Candidate………………………………………………………………………...

Surname of Candidate…………………………………………………………………

Category of the Candidate –

CanCHSA/CanCHSM/CanCHSO……………………………………………….

Registration Number………………**Signature**…………………**Date**……………..........

Name and Surname of Registered Professional with SACPCMP

3. (Supervisor)………………………………………………………………………

Category of the Professional –

PrCHSA/CHSM/CHSO……………………………………………………………

Registration Number………………. **Signature**……………..**Date**……………………

Please note that each Registered Supervisor must complete the undertaking for a specific area of activity practice report. (Make a copy of this page if need be)

4. (Employer Representative) …………………………………………………………

Position in the Organisation………………………………………………………………

Signature…………………………**Date**………………………………………………

ANNEXURE H

SACPMCP STAGE OF SERVICES
(as gazetted by the CBE Gazette Notice 1181 of 20 September 2019)

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
1. Project Initiation and Briefing	N/A	1.1 Facilitate development of a clear project brief. 1.2 Establish the procurement policy for the project. 1.3 Assist the client in the procurement of necessary and appropriate other consultants including the clear definition of their roles and responsibilities. 1.4 Establish in conjunction with the client, other consultants and all relevant authorities, the site characteristics, rights and constraints for the proper design of the intended project. 1.5 Define the consultant's scope of work and services. 1.6 Conclude the terms of the agreement with the client. 1.7 Facilitate a schedule of the required consents and approvals.	1.1 Demonstrate the Construction Health and Safety Agent competency and resource. 1.2 Assist in developing a clear construction project health and safety brief. 1.3 Attend the construction project initiation meetings. 1.4 Conclude the terms of the agreement with the client. 1.5 Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project. 1.6 Advise the client on the adequacy of health and safety competency and resources of the other consultants. 1.7 Identify construction project health and safety risk profile.	N/A	N/A	N/A
1. Project Initiation and Briefing						

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
		1.8 Prepare, co-ordinate and monitor a project initiation programme. 1.9 Facilitate client approval of all Stage 1 documentation.	1.8 Provide necessary information within the agreed scope of the construction project to the other consultants. 1.9 Define the Construction Health and Safety Agent scope of work and services.			
2. Concept and Feasibility	N/A	2.1 Assist the client in procurement of the other consultants. 2.2 Advise the client on the requirement to appoint a health and safety consultant. 2.3 Communicate the project brief to the other consultants and monitor the development of the concept and viability. 2.4 Agree format and procedures for cost control and reporting by the other consultants. 2.5 Prepare a documentation programme and indicative construction programme. 2.6 Co-ordinate concept and viability documentation for	2.1 Agree the documentation programme with the principal consultant and other consultants. 2.2 Attend design and consultants meetings. 2.3 Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants. 2.4 Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project. 2.5 Advise on preliminary cost estimates/budgets for construction project health and safety.	N/A	N/A	N/A

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
2. Concept and Feasibility		presentation to the client for approval. 2.7 Facilitate approval of the concept and viability by the client. 2.8 Facilitate approval of the concept and viability by statutory authorities.	2.6 Prepare draft construction project baseline risk assessment 2.7 Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their roles, responsibilities and liabilities 2.8 Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists. 2.9 Assess and approve the appropriate specialists health and safety plans. 2.10 Monitor the implementation of the appropriate specialists health and safety plans, including periodic audits. 2.11 Prepare the draft construction project health and safety specification. 2.12 Agree the format and procedures for health, safety and hygiene			

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
			construction project control. 2.13 Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities. 2.14 Liaise, co-operate and provide necessary information to the client/principal consultant and the other consultants.			
3. Design Development	N/A	3.1 Agree and implement communication processes and procedures for the design development of the project. 3.2 Assist the client in the procurement of the necessary other consultants including the clear definition of their roles and responsibilities. 3.3 Prepare, co-ordinate, agree and monitor a detailed design and documentation programme. 3.4 Conduct and record consultants'	3.1 Review the documentation programme with the principal consultant and the other consultants. 3.2 Attend design and consultants meetings. 3.3 Finalise the construction project health and safety risk profile. 3.4 Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure. 3.5 Manage, co-ordinate, integrate and record the design risk	N/A	N/A	N/A

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
3. Design Development		and management meetings. 3.5 Facilitate input required by health and safety consultant. 3.6 Facilitate design reviews for compliance and cost control. 3.7 Facilitate timeous technical co-ordination. 3.8 Facilitate client approval of all Stage 3 documentation.	management process with the other consultants in a sequence to suit the documentation programme. 3.6 Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and finalise the construction project baseline risk assessment. 3.7 Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications. 3.8 Agree on a format for the health and safety file. 3.9 Assess and approve necessary construction project health and safety plans for early works. 3.10 Monitor the implementation of necessary construction health and safety plans, including periodic			

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
			audits for early works.

3.11 Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets.

3.12 Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants. | | | |
| **4. Tender Documentation and Procurement** | 4.1 Review and confirm the Construction Strategy and method for submission of the Tender.

4.2 Prepare the Construction Management Organogram and obtain commitment from appropriate staff as required.

4.3 Select, recommend and agree the procurement strategy for subcontractors and suppliers with the Principal Agent and consultants. | 4.1 Recommend and agree procurement strategy for contractors, subcontractors and suppliers with the client and the other consultants.

4.2 Prepare and agree the procurement programme.

4.3 Advise the client, in conjunction with the other consultants on the appropriate insurances.

4.4 Co-ordinate and monitor preparation of procurement documentation by consultants in | 4.1 Attend design and consultants meetings.

4.2 Assist in developing a clear construction project health and safety procurement process.

4.3 Finalise construction project tender health and safety specifications and integrate with procurement documentation.

4.4 Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants.

4.5 Prepare | 4.1 Attend and participate in tender clarification meetings.

4.2 Review the documentation programme with the client's principal consultant/agent

4.3 Finalise baseline risk assessment.

4.4 Identify and implement precautions necessary for health and safety control and develop health and safety plans from information obtained from the health and | 4.1 Attend site tender clarification meetings with contractors.

4.2 Assist in the preparation of project specific health and safety documentation for distribution to contractors for inclusion into their tender submissions.

4.3 Assist with the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely.

4.4 Assist with the preparation of contract | 4.1 Assist the Contractor to plan, price, estimate and submit tender proposals.

4.2 Review tender documentation together with Contractor to establish any cost effective alternative solutions.

4.3 Advise the Contractor on appropriate industry associations that they should join, along with the advantages of membership.

4.4 Facilitate the Contractor's |

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
4. Tender Documentation and Procurement	4.4 Manage and co-ordinate the preparation and implementation of the Health and Safety requirements for inclusion in the tender. 4.5 Manage and procure proposals for the appropriate contract insurances and guarantees required for the works. 4.6 Review tender documentation to establish any cost- effective alternative solutions. 4.7 Manage the preparation and submission of the tender. 4.8 Prepare and agree the Procurement Programme for subcontractors and suppliers. 4.9 Agree list of subcontractors and suppliers with the Principal Agent 4.10 Manage the tender process in accordance with	accordance with the project procurement programme. 4.5 Manage procurement process and recommended contractors for approval by the client. 4.6 Agree the format and procedures for monitoring and control by the quantity surveyor of the cost of the works. 4.7 Co-ordinate the assembly of the contract documentation for signature.	construction project health and safety documentation for submission to authorities. 4.6 Participate in construction project tender clarification meetings 4.7 Assist with the evaluation of tenders and verify the contractors competencies, knowledge and resources to carry out the construction works in a safe and healthy manner. 4.8 Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget. 4.9 Assist with the preparation of contract documentation for signature. 4.10 Prepare construction project health and safety mobilisation and access plans for the construction work. 4.11 Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety	safety specification. 4.5 Agree on a format for the health and safety file for the project. 4.6 Assist the project team with detailed information for health and safety cost estimates/budgets. 4.7 Liaise, co-operate and provide necessary health and safety information to the client, principal consultant and the other consultants. 4.8 Manage the preparation of health and safety documentation for distribution to contractors for inclusion into their tender submissions. 4.9 Facilitate the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely. 4.10 Facilitate the preparation	documentation related to health and safety requirements for approval and signature.	compliance with statutory requirements. 4.5 Advise the Contractor on site establishment including the provision of all Necessary temporary services, storage facilities, security requirements and other site requirements as well as for all sub-contractors. 4.6 Advise the Contractor on the appointment of subcontractors and suppliers.

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
	agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate domestic subcontractors and suppliers. 4.11 Manage, co-ordinate and finalize negotiations on all contractual commitments.		compliance.	of contract documentation related to health and safety requirements for approval and signature.		
5. Construction Documentation & Management	5.1 Manage the preparation and agreement of the Health and Safety Plan with the Client's Health and Safety Consultants and subcontractors. 5.2 Manage the site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements. 5.3 Establish and maintain regular monitoring of all line, level and	5.1 Arrange site handover to the contractor. 5.2 Establish the construction documentation issue process. 5.3 Agree and monitor issue and distribution of construction documentation. 5.4 Instruct the contractor on behalf of the client to appoint subcontractors. 5.5 Conduct and record regular site meetings. 5.6 Monitor, review and approve the preparation of the construction programme by the contractor.	5.1 Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans. 5.2 Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work. 5.3 Attend site handover meetings and lead construction project health and safety mobilisation and access plans. 5.4 Attend regular site, technical and progress meetings.	5.1 Attend the site handover meeting and clarification of project specific requirements. 5.2 Facilitate and coordinate the preparation of a site specific construction health and safety plan. 5.3 Ensure necessary documentation is submitted to the relevant authorities. 5.4 Attend and participate in all project meetings. 5.5 Manage the process for the assessments and approval of other	5.1 Assist with the preparation of a construction health and safety plan. 5.2 Confirm necessary documentation was submitted to the relevant authorities. 5.3 Attend project planning meetings. 5.4 Assessments and approval of contractor(s) health and safety plans. 5.5 Attend the contractors site handover 5.6 Attend regular site, technical and progress meetings.	5.1 Facilitate the preparation, agreement, documentation and the management of compliance of the Health and Safety Plan with the Client's Health and Safety Consultants for the Health and Safety file. 5.2 Facilitate the establishment and maintenance of regular monitoring of all line, level and datum of the works. 5.3 Advise the Contractor on the implementation of the requirements of

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
5. Construction Documentation & Management	datum of the works. 5.4 Continuously monitor the compliance by the site management of the Health and Safety Plan. 5.5 Provide the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File. 5.6 Manage the implementation of the requirements of the Environmental Management Plan. 5.7 Appoint subcontractors and suppliers including the finalization of all agreements. 5.8 Receive, co-ordinate, review and obtain approval of all contract documentation provided by the subcontractors and suppliers for compliance with all of the contract requirements.	5.7 Regularly monitor performance of the contractor against the construction programme. 5.8 Adjudicate entitlements that arise from changes required to the construction programme. 5.9 Receive, co-ordinate and monitor approval of all contract documentation provided by contractor(s). 5.10 Agree quality assurance procedures and monitor implementation thereof by the other consultants and the contractors. 5.11 Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant. 5.12 Monitor preparation of the environmental management plan by the environmental consultant. 5.13 Establish procedures for	5.5 Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes 5.6 Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary. 5.7 Monitor design risk management. 5.8 Perform incident and accident investigations where necessary. 5.9 Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits. 5.10 Conduct construction health and safety management system audits.	contractor(s) health and safety plans. 5.6 Facilitate health and safety site meetings. 5.7 Ensure identification of the hazards and risks relevant to the construction project through regular coordinated site inspections. 5.8 Manage and maintain health and safety and communication structures and systems, distribution of health and safety specific documents to contractors. 5.9 Evaluate project specific emergency response and preparedness plans 5.10 Monitor, measure and report on health and safety system performance through facilitating compliance health and safety audits. 5.11 Evaluate the levels of	5.7 Facilitate site health and safety meetings. 5.8 Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections. 5.9 Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors. 5.10 Compiling project specific emergency response and preparedness plans. 5.11 Testing the effectiveness of the emergency response plans. 5.12 Conduct site safety inductions. 5.13 Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through	the Environmental Management Plan. 5.4 Facilitate the receipt, co-ordination, review and approval of all contract Documentation provided by the sub-contractors and suppliers. 5.5 Advise the Contractor on how best to manage the projects Insurance requirements. 5.6 Advise the Contractor on how to prepare, agree and monitor the Quality Assurance Plan with the design consultants and sub-contractors. 5.7 Advise the Contractor on how to establish and co-ordinate the formal and Informal communication structure and procedures including the necessary construction management meetings for the construction process with

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
5. **Construction Documentation & Management**	5.9 Monitor the ongoing projects insurance requirements. 5.10 Facilitate and manage the establishment of subcontractors on the site. 5.11 Finalize and agree the Quality Assurance Plan with the design consultants and subcontractors 5.12 Continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan. 5.13 Establish and co-ordinate the formal and informal communication structure and procedures for the construction process. 5.14 Regularly conduct and record the necessary construction management meetings including	monitoring scope and cost variations. 5.14 Monitor, review, approve and issue certificates. 5.15 Receive, review and adjudicate any contractual claims 5.16 Monitor preparation of financial control reports by the other consultants. 5.17 Prepare and submit progress reports. 5.18 Co-ordinate, monitor and issue practical completion lists and the certificate of practical completion. 5.19 Facilitate and expedite receipt of occupation certificate.	5.11 Facilitate construction health and safety system and plans reviews for continual improvement. 5.12 Monitor the compilation of the construction project health and safety file by the contractor(s). 5.13 Prepare and maintain the consolidated health and safety file. 5.14 Prepare the structure commissioning health and safety plans.	compliance of contractors to the project specific health and safety plan and client specifications. 5.12 Manage the reporting and investigation of project related incidents. 5.13 Evaluate processes for reporting of non-compliance issues and implementation of identified appropriate corrective and preventative action. 5.14 Participate and coordinate in reviews and incorporate changes of the health and safety management systems. 5.15 Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements. 5.16 Manage the necessary changes to the health and safety plans	inspections and audits. 5.14 Oversee the reporting and investigation of project related incidents. 5.15 Oversee the maintenance of all records 5.16 Participation in management reviews of the health and safety systems. 5.17 Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements 5.18 Incorporation of changes into a health and safety management system. 5.19 Review and update the health and safety plan. 5.20 Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.	sub-contractors and suppliers. 5.8 Advise the Contractor on how to finalize and agree the contract programme, monitoring and revisions thereof as necessary including resources planning. 5.9 Advise the Contractor on how to prepare and agree an Information. Schedule for timeous implementation of construction. 5.10 Advise the Contractor on how to continuously manage and review construction documentation, shop details and product propriety information by the design sub-contractors for clarity of construction requirements. 5.11 Advise the Contractor on how to manage and administer the distribution of Construction

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
5. **Construction Documentation & Management**	subcontractors, suppliers, programme, progress and cost meetings. 5.15 Finalize and agree the contract programme and revisions thereof as necessary. 5.16 Prepare and finalize the detailed Construction Programme including resources planning. 5.17 Prepare and agree Information Schedule for timeous implementation of construction. 5.18 Continuously manage the review of construction documentation and information for clarity of construction requirements. 5.19 Manage and administer the distribution of construction information to all relevant parties. 5.20 Continuously			5.17 Facilitate the development and submission of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.		information to all relevant parties. 5.12 Advise the Contractor on how to review and substantiate circumstances and Entitlements that may arise from any changes required to the Contract Programme including all scope and cost variations in relation to contractual claims. 5.13 Advise the Contractor on how to manage the preparation of monthly progress claims for Payment. 5.14 Advise the Contractor on how to regularly prepare and submit a Construction Status Report, including construction financial status report. 5.15 Advise the Contractor on how to manage, co-ordinate and supervise all work on and off site including sub-contractors

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
5. Construction Documentation & Management	monitor the construction progress. 5.21 Manage the review and approval of all necessary shop details and product proprietary information by the design subcontractors. 5.22 Review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme. 5.23 Establish procedures for and monitor all scope and cost variations. 5.24 Manage the preparation of monthly progress claims for payment. 5.25 Receive, review and substantiate any contractual claims within the prescribed period. 5.26 Regularly prepare and submit a construction					and direct contractors. 5.16 Advise the Contractor on how to manage, co-ordinate and monitor all necessary testing and commissioning. 5.17 Review and recommend practical and cost-effective alternative construction methods, which will comply with the project specifications. 5.18 Provide advice to the Contractor on the Health and Safety requirements during construction. 5.19 Provide advice on cost control systems as may be required by the Contractor for estimating, budgeting and cost reporting purposes. 5.20 Attend the appropriate planning, co-ordination and management meetings as an observer.

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
	status report, including construction financial status report. 5.27 Manage, co-ordinate and supervise all work on and off site. 5.28 Manage and co-ordinate the requirements of the direct contractors if required to do so. 5.29 Manage, co-ordinate and monitor all necessary testing and commissioning. 5.30 Coordinate, monitor and expedite the timeous rectification of all defects for the achievement of practical completion.					5.21 Monitor skills development progress of the Contractor throughout the Construction Mentorship programme. 5.22 Provide advice on relevant training provided by others that are appropriate for the Contractor's level of expertise.
6. Project Close Out	6.1 Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Works	6.1 Co-ordinate and monitor rectification of defects. 6.2 Manage procurement of operations and maintenance manuals,	6.1 Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects	6.1 Review, discuss and approve the contractors' consolidated health and safety file with the contractor(s).	6.1 Review, discuss and approve contractors' consolidated health and safety file with the contractor(s). 6.2 Monitor site	6.1 Advise the Contractor on how to co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of all Contractual Completion

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
6. Project Close Out	Completion. 6.2 Manage, co-ordinate and expedite the preparation by the relevant subcontractors of all as-built drawings and construction documentation. 6.3 Manage and expedite the procurement of all operating and maintenance manuals as well as all warrantees and guarantees. 6.4 Manage and expedite the procurement of applicable statutory compliance certificates and documentation. 6.5 Manage the finalization of the Health and Safety File for submission to the Health and Safety Consultant. 6.6 Co-ordinate, monitor and manage the rectification of	guarantees and warranties. 6.3 Manage preparation of as-built drawings and documentation. 6.4 Manage procurement of outstanding statutory certificates. 6.5 Monitor, review and issue payment certificates. 6.6 Issue completion certificates. 6.7 Manage agreement of final account(s). 6.8 Prepare and present the project close-out report.	liability period. 6.2 Cancel alt construction project health and safety legal appointments. 6.3 Prepare the health and safety operations and maintenance report. 6.4 Prepare the consolidated construction project health and safety close - out report	6.2 Manage site health and safety during the defects liability period. 6.3 Prepare the consolidated project health and safety file for the client.	health and safety during the defects liability period. 6.3 Prepare the consolidated project health and safety file for the client.	requirements. 6.2 Advise the Contractor on how to manage, co-ordinate and expedite the preparation by the relevant sub-contractors of all as-built drawings and construction documentation. 6.3 Advise the Contractor on how to manage and expedite the procurement of all operating and maintenance manuals as well as all warrantees and guarantees. 6.4 Advise the Contractor on how to manage and expedite the procurement of applicable statutory compliance certificates and documentation. 6.5 Advise the Contractor on how to manage the finalization of the Health and Safety File for submission to the Health and Safety Consultant. 6.6 Advise the

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer	Construction Mentor
6. Project Close Out	defects during the Defects Liability Period. 6.7 Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors. 6.8 Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Final Completion. 6.9 Prepare and present Contract Closeout Report.					Contractor on how to manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors. 6.7 Advise the Contractor on how to prepare and present Contract Closeout Report. 6.8 Advise the Contractor on how to upgrade their CIDB Contractor Grading.

ANNEXURE I
PROFESSIONAL INTERVIEW SECURITY PROTOCOL

Name and Surname of Interviewee: _____

Date of Professional Interview: _____

Category of Registration: _____

The Chairperson will complete the Professional Interview Security Protocol below before the commencement of the interview, and following the confirmation of the requirements below being met, the professional interview process will continue:

1. **Step 1: SACPCMP Invigilator conducts a verification of interviewee's identity**

    1.1. The Interviewee is requested to produce their identity document (or passport) and holds it up in front of the web camera for verification.

    1.2. The SACPCMP invigilator confirms the identity document/passport produced by the interviewee is the same as the verified certified identity document/passport submitted to the SACPCMP.

    1.3. Following 1.1. and 1.2. the SACPCMP invigilator confirms identity of the interviewee.

2. **Step 2: 360° room scan**

    2.1. The interviewee is requested to lift up their web camera and turn around in place covering 360° of the interview area.

    2.2. The chairperson and SACPCMP invigilator will ensure the following have been checked:

Interview Requirements	In Place Confirmation		Actions Taken for breach (*where applicable*)
	YES	**NO**	
No notes are detected in the area where the interview is performed			
Interviewee is alone with no one else in the interview area			
There are no additional devices or screens in the area where the applicant performs the interview			

    2.3. The chairperson will request a confirmation from the SACPCMP invigilator that all the criteria have been adhered to with regards to 2.2 above.

2.4. The chairperson must confirm the SACPCMP invigilator's observations and complete the above checklist.

3. Step 3: Securing of Digital Environment

3.1. The interviewee is requested to share their screen on the virtual platform on which the professional interview is taking place, and keep their screen on Shared Screen for the duration of the professional interview session.

3.2. The SACPCMP invigilator will check that there are no other applications open and confirm compliance (only PrCHSA applicants may have PowerPoint open for their presentation).

3.3. The SACPCMP invigilator will monitor activity on the Shared Screen and flag and notify the chairperson if any non-permitted activity is noted during the interview.

3.4. The interviewee has their microphone and camera on at all times.

4. Step 4: Interviewee declaration

4.1. The interviewee must declare that all these requirements will be adhered to, and that should the interviewee be suspected of contravening any of these requirements the interview will be stopped by the chairperson.

4.2. The SACPCMP invigilator must confirm that the interviewee has completed, signed and returned the Consent of Recording form, without which the interview may not proceed.

5. General

Should any of the panellists or the SACPCMP invigilator suspect a breach of these requirements, then they must inform the chairperson who will pause the professional interview to investigate and determine whether the situation has been sufficiently addressed and whether the professional interview may continue.

POST INTERVIEW SIGNOFF

Chairperson Full Names: _____

Chairperson Signature: _____