

PROCEDURES FOR REGISTRATION WITH SAQCC FIRE - 1475			
TYPE	DOCUMENTS REQUIRED	COMMENTS	OTHER
TRAINEE	Application form	To be signed where indicated by both applicant and Management representative and both signatures to be commissioned	A Trainee must be registered as a trainee for a minimum period of six months and a maximum period of 24 months. His training will be cancelled after 24 months if not applied to become registered as a competent person. Should the company lose its permit for any reason the trainee will be immediately suspended. Should he move companies, he should ensure he has his training record signed off by his former supervisor/s so he can re-register as a trainee and not lose the time already served.
	Training Certificate	5 day course must be done before registration and certificate cannot be more than 18 months old to ensure it has not expired when the minimum six months has been completed.	
	Proof of Payment	If an invoice is required, this must be requested when returning all the forms. No invoice will be done if the forms have not been submitted.	
	Photograph	Emailed as a jpeg	
	Certified ID	Certification date must not be older than 3 months	
	Letter of Employment	On a company letterhead and currently dated as per example attached to the forms as this must be signed by both the employer and employee.	
	SANS 1475 Permit	This must be current and issued by a DOL approved accreditation organization	
NEW REGISTRATION	Application Form	All pages to be completed in full. Training record must be completed and signed off by supervisor/s. Applicant and Management representative must sign where indicated and both signatures to be commissioned	
	Proof of payment	If an invoice is required, this must be requested when returning all the forms. No invoice will be done if all the forms have not been submitted.	

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	Certified ID	Certification date must not be older than 3 months	If the trainee moved companies and did not change his registration to the new company, he can only be registered if he is able to obtain his training records, signed by his supervisor/s from the former company, otherwise he would have to complete a further six months as a registered trainee before being able to register as a competent person.
	Letter of Employment	On a company letterhead and currently dated as per example attached to the forms as this must be signed by both the employer and employee.	
	Current letter of good standing from Workmen's compensation	This must be current. Only if it is a very new (i.e. just opened) company, then we would require signed confirmation from the accountant/auditor that it had been applied for.	
	SANS 1475 Permit	This must be current and issued by a DOL approved accreditation organization.	
RE-REGISTRATION	Application Form	To be completed in full and signed and commissioned	
	Proof of payment	If an invoice is required, this must be requested when returning all the forms. No invoice will be done if all the forms have not been submitted.	
	Certified ID	Certification date must not be older than 3 months	
	Letter of Employment	On a company letterhead and currently dated as per example attached to the forms as this must be signed by both the employer and employee.	
	Current letter of good standing from Workmen's compensation	This must be current. Only if it is a very new (i.e. just opened) company, then we would require proof that this had been applied for.	
	SANS 1475 Permit	This must be current and issued by a DOL approved accreditation organization.	

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NEW COMPANIES/WORKSHOPS: ALL THE ABOVE MUST BE COMPLIED WITH, WITH THE EXCEPTION OF THE SANS 1475 PERMIT. CK DOCUMENTS FOR THE NEW COMPANY REQUIRING A SANS 1475 PERMIT MUST ALSO BE SUBMITTED. A COMPETENT PERSON LETTER WILL BE ISSUED UNTIL SUCH TIME AS WRITTEN PROOF IS PROVIDED THAT THE PERMIT IS BEING ISSUED. THIS LETTER DOES NOT ENTITLE THE PERSON TO SERVICE AND IS ONLY VALID FOR SIX MONTHS FROM DATE OF ISSUE. CONFIRMATION THAT AN AUDIT HAS BEEN CARRIED OUT IS NOT SUFFICIENT. **CERTIFICATION BODY TO PROVIDE COPY OF PERMIT TO SAQCC FIRE ONCE IT IS ISSUED TO ENSURE REGISTRATION TAKES PLACE. SAQCC FIRE WILL COPY THE CERTIFICATION BODY ON THE REGISTRATION LETTER ONCE DONE.**

CHANGE OF CERTIFICATION BODIES	
1	Should a company change certification bodies (keeping the same company name) and not had their previous permit cancelled - the company would need to forward a copy of the new certificate to ensure the office records are correct. In such a case, the registered technicians do not need to re-register.
2	If the company name and registration number change, all technicians employed by such a company must go through the entire re-registration process as above, as if for a new company
3	If the company's previous permit was cancelled and thus their technicians de-registered, they would need to go through the entire re-registration process as above, for a "new" company.
CHANGE OF COMPANY NAME	
CHANGE OF NAME ONLY	Registration form to be completed and submitted with everything requested. Compent person letter to be issued but the "not entitled to service" would be removed from this letter. This letter is required by the Certification Body in order to process the change of name. However, no de-registration of the technician would take place and person should continue to use their old card until such time as the permit is issued in the new name. Copy of permit to be supplied to SAQCC Fire who would then amend all details and produce a new card.
CHANGE OF NAME AND/OR OWNER, AND/OR ADDRESS	This to be dealt with as a "New Company" see above