



**SAFCEC**

**75**

years of service excellence

National Office

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### **Why Register with the SACPCMP**

The SACPCMP is the designated registration body from Construction Health and Safety Practitioners operating in South Africa. They have been gazetted by the Department of Labour (DoL) as the registration body for the Construction Health and Safety professions and are a statutory organisation. Registration with the SACPCMP is a not a voluntary exercise and is a legal requirement under the Construction Regulations 2014.

### **Categories of Registration**

There are three categories of registration:

1. **Construction Health and Safety Agent (CHSA):** this is a Client appointed Health and Safety expert and is the highest registration category as well as the only category that has the 'professional registration' title. The CHSA is required to have input in a project from the design phase and their involvement will continue through to project close out.
2. **Construction Health and Safety Manager (CHSM):** this is a contractor appointed health and safety practitioner. The CHSM's involvement commences at the tender stage of a project and continues through to project close out.
3. **Construction Health and Safety Office (CHSO):** this is the contractor legally appointed project health and safety officer. The CHSO's involvement is generally to assist with CHS compliance during the build and close out phases of the project.

### **How to register with the SACPCMP**

#### **Step 1**

Download, read and understand the [Scope of Services](#) for your desired registration category:

[CHS Officer](#)

[CHS Manager](#)

[Pr. CHS Agent](#)

#### **Step 2**

Download the [Application for Registration Form](#).

#### **Step 3**

Complete the Application for Registration Form.

- **Section A** – Personal Particular Details

Fill in the correct personal particular details with as much detail as possible, this information will be used by the SACPCMP to make contact with you in the future.

- **Section B** – Category of Registration applied for

After familiarising yourself with the Scope of Services document and understanding the expectation of each of the registration categories select a registration category.

- **Section C** – Educational Qualification

Complete the table noting the highest qualifications obtained to date. CERTIFIED COPIES OF ALL CERTIFICATES OBTAINED MUST BE SUBMITTED OR APPLICATIONS WILL NOT PROCEED WITH ASSESSMENT.

- **Section D** – Registration with Professional Institutions

Note down all relevant professional registrations here. SAFCEC is registered with the SACPCMP, if the company you work for is a SAFCEC member note it here. Also applicable are other Voluntary Organisations such as:

- Master Builders;
- SAIOSH;
- IoSM;
- ACHASM.

Also note down evidence of activities or studies done that show your commitment to remaining relevant in the field of Construction Health and Safety, this could include:

- Short Courses;
- Workshops / Conferences / Relevant Speakers;
- Relevant Journal Articles read or published.

- **Section E** – Practical Experience in the field of CHS

A generic guide has been developed to give applicants a basic idea of the required years of post-qualification experience that is required from applicants –[Registration Criteria](#). This document was developed recognising that there is a diverse background of qualifications in the CHS profession and serves as a generic guide to applicants.

**Annexure A1 Report:**

Use the headings provided below to develop a project profile of the projects involved in in the last 2-4 years. This gives the assessor an idea of the scale, complexity and type of projects involved in. The assessor will also get an understanding of your involvement and experience. CHSM's may be involved in multiple projects (50 -100+), in the case of excessive numbers of projects show case the projects that best show case your experience and list all others. It may be helpful to do this in a table format for ease of reading.

- Name of project
- Type and description of project
- Geographic location of project
- Name of client and position and contact details of client representative
- List of participating organisations
- Year started and year completed (or planned completed date)
- Original completion date
- Actual completion date
- Percentage of practical completion
- Total value of project
- Percentage participation of your organisation in the project
- Your specific role in the project
- Was the project successfully completed

## Annexure A2 Report:

This is the most important part of the application and needs to be executed correctly in order for you to receive the best possible scoring of your Knowledge, Skill & Experience. Develop two separate project reports that can adequately show the assessor your understanding, competence and knowledge in the pre-identified nine knowledge areas. Do not stray from the requested knowledge areas! These two reports need to be 1500 words each which may seem a daunting task, however with a short introduction and conclusion this amounts to a little over 150 words per knowledge area. By breaking the report down into its nine knowledge areas and by doing a little at a time this will make the writing of this A2 reports much easier. The only means the assessor has (outside of your qualifications) to make a judgement on the applicants competence is through these nine core knowledge areas covered in the A2 report. Once you have completed these reports, it may prove beneficial to have someone proof read these for errors/omissions.

- Remember the project report show cases your competence, knowledge and understanding, the assessor doesn't want to know about the company you work for or information outside the nine knowledge areas. Also, the report can be compiled using examples of your successes and frustration/challenges gained on various projects and does not need to be written from the experiences on a single project.
- In some cases, you are not involved in certain of the project stages. If this is the case, you need to say so in your report and then go on to explain your knowledge of the area as you would see it, or how it should be, based on your opinion.

Develop a short introduction.

1. Construction Health and Safety - **Procurement Management**
2. Construction Health and Safety - **Cost Management**

**Tips on Section 1-2:** No one expects a CHSO to be an expert in the field of cost or procurement management, however these are important knowledge areas and a basic understanding should be shown. Use practical examples to show your success and challenges within these knowledge areas to show the assessor you can grasp, at least, the basics.

3. Construction Health and Safety - **Hazard Identification Management**
4. Construction Health and Safety - **Risk Management**
5. Construction Health and Safety - **Accident or Incident Investigation Management**
6. Construction Health and Safety - **Legislations and Regulations**

**Tips on Sections 3-6:** These sections are arguably the most important in the whole report and is where the most competence, understanding and knowledge needs to be portrayed to the assessor. These are also knowledge areas that the average CHSO deals with regularly and therefore should be able to relatively easily put down in writing their various success and challenges in each of these areas.

7. Construction Health and Safety - **Health, Hygiene and Environmental Management**
8. Construction Health and Safety - **Communication Management**
9. Construction Health and Safety - **Emergency Preparedness Management**

**Tips on Sections 7-9:** These sections are also of importance and the applicant needs to show the assessor a well-rounded understanding and competence in these areas.

Round off your reports with a short conclusion

- Do not simply copy and paste material from past projects and do not leave any of the knowledge areas out, at least try and explain your limited exposure to the particular knowledge area.
- Remember the assessor does not care how the company you work for operates, complete the A2 report to show your individual understanding and competency –it is you that is registering, not your company. Write your report in the 1<sup>st</sup> person using 'I' and 'My' as opposed to 'the company' or 'we'.

## **Section F** – Employer details

Provide details of your current employer.

## **Section G** – Declaration

The SACPCMP has a [Code of Conduct](#) that ensures the practitioners it registers will operate ethically once registered. Read and understand what you are signing up for before signing off here. The SACPCMP holds the right to investigate unethical and incompetent behaviour which could result in the loss of registration and thus the inability to practice in the CHS field.

## **Section H** – Documents Checklist

Conduct a check yourself to ensure that you have compiled and are submitting the correct documentation, the SACPCMP will double check this. If your application submission is incomplete your application process will be stopped. Ensure the necessary application [payment](#) for your desired registration has been done and proof the payment is submitted, or your application process will be stopped.

All of your Certificates as well as the copy of your ID/ Passport & valid Work Permit must be stamped as certified true copies of the originals. This can be done at almost any police station at no charge. It is important to note that the validity of certified copies expires after 3 months, so make sure that yours have not expired. If you are using older certified copies, just ensure that they reach the SACPCMP before the expiry period.

Along with certified copies of certificates and Identification Documents the SACPCMP requires the applicant to submit a CV along their prescribed lines. The [CV Template](#) that is provided should be used in order for the assessor to quickly have access to the relevant information required for registration.

## **Step 4**

Upon successful assessment of your application the SACPCMP will contact you regarding the next available exam sitting and you will be required to pay the [Exam Fee](#).

## **Step 5**

Ensure you reserve a seat to sit the exam and ensure you are at the venue prior to the starting time. The exam is comprised of various short and multiple choice type questions that test your competence and knowledge along the previously identified nine core knowledge areas. The questions vary from very easy to very difficult, however the majority of the questions are there to test your basic competency. Do not get thrown by questions that are difficult and focus on achieving the questions you can answer and get back to more difficult questions.

## **Step 6**

Once you have completed the exam successfully you will be notified and you will be required to pay the [registration fee](#) and the [Annual fee](#). Once these are paid, you will be issued with a Registration Certificate with a unique registration number. You will then be officially registered.

Once you are registered you will have to maintain your professional development in a long term continued plan (Continued Professional Development (CPD)). [Policy](#), Criteria & Guidelines for CPD are available on the SACPCMP [website](#)