

ECSA REGISTRATION WORKSHOP

DOCUMENT SUBMISSION STAGE

ECOSA REGISTRATION WORKSHOP

DOCUMENT SUBMISSION STAGE

- OVERVIEW OF ECOSA DOCUMENTS
- GUIDELINES
- SUBMISSION PROCESS

OVERVIEW OF DOCUMENTS

SUBMISSION CONTENTS

1. APPLICATION FORM (A1.1 & A1.2)
2. TRAINING REPORT (A2.1)
3. SUMMARY OF TRAINING REPORTS (A2.2)
4. COMPANY ORGANOGRAM
5. TRAINING SCHEDULE (AC7)
6. INTERVIEW RECORD (AC8)
7. PROJECT REPORT
8. RECORD OF CONTINUING LEARNING (E&T202)
9. CERTIFIED COPIES OF QUALIFICATIONS
10. APPENDICES TO PROJECT REPORT CAN BE BOUND AS A SEPARATE DOCUMENT

1. APPLICATION FORM (A1.1 & A1.2)

- ENSURE THAT ALL DETAILS ARE CORRECT
- ATTACH A PASSPORT PHOTOGRAPH / INSERT A DIGITAL VERSION
- COMMISSIONER OF OATHS / JUSTICE OF PEACE SIGNATURE & STAMP

- WORK WITH THE DIGITAL VERSIONS AVAILABLE FROM THE ECSA WEBSITE
- COMBINE ALL FORMS IN A SINGLE DOCUMENT

ENGINEERING COUNCIL OF SOUTH AFRICA (14/2006) Form A1.1

Private Bag X 691
BRUMA 2026
Tel: (011) 607-9500
Fax: (011) 622-9295
Email: engineer@ecsa.co.za
Website: www.ecsa.co.za

Waterlooville Corner, 1st Floor,
2 Ernest Oppenheimer Avenue
Bruma Lake Office Park
BRUMA
Johannesburg
2198

ECSA

Office Use
Ref: _____

**APPLICATION FORM
REGISTRATION AS A PROFESSIONAL ENGINEER**

NB: Please consult the enclosed information sheets (Sheets A1.1 & A1.2) before completing this Application.

1. General Information:

Surname:		First Name:		PHOTOGRAPH (Passport size)
Date of Birth:		Identity No:		
Nationality:		Passport No. (and Country):	Country of normal residence:	(Please paste - do not stamp)
Home Address:	Postal Address:	Name & Address of present Employer:		
Tel. No. (Home):	Title of Position held:	Tel. No. (Employer):		
Tel. No. (Work): (include area codes)		Fax No.: (include area codes)		
Cell No.:		E-mail:		
E-mail:				

2. Qualifications: (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from	to	Date of final examination	Office use

NB: Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: _____ Commissioner of Oaths/
Justice of Peace: _____

(14/2006) Form A1.2

3. Previous/Current Registration or Application Details: (e.g. Candidate Engineer, Professional Engineering Technology, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

4. Membership of Engineering Institutes Recognised in terms of the Act or codes:
(If more space is needed, please supply information separately.)

Institute / Institution	Membership grade and date awarded	Date of Application

5. Application Fee: (See item 6 of the information sheet)

My Application fee of R _____ (cheque) is enclosed herewith.

6. Referees:

(1)	(2)
-----	-----

7. Declaration:

I, _____ (full name)
hereby apply for Registration as a Professional Engineer and undertake to abide by all the provisions of the
Engineering Profession Act, 2000 (Act No. 46 of 2000) and any Rules published thereunder, including the
Code of Professional Conduct. I declare that Section 19(3)(a) of the Act does not preclude me from
registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: _____

Sworn to/Affirmed before me at _____
on this _____ day of _____ month & year.

Commissioner of Oaths/
Justice of Peace: _____ (Commissioner's stamp)

Office Use Only

Application fee: R _____
Received by: _____ Date: _____ (Candidate's stamp)

2. TRAINING REPORT (A2.1)

- USE A SEPARATE FORM FOR EACH PERIOD

A FORM MAY BE MORE THAN ONE SHEET

- PERIODS ARE TO BE NUMBERED CHRONOLOGICALLY
- COVER THE TIMEFRAME FROM GRADUATION TO APPLICATION
- COMPLETED IN BLACK INK

2. TRAINING REPORT (A2.1)

DESIGNATION OF PERIODS:

- YOUR WORK ENVIRONMENT CHANGED
MAJOR TASK or PROJECT COMPLETED
- TYPE OF WORK CHANGED
- RESPONSIBILITIES CHANGED
PROMOTION
- CHANGE OF EMPLOYER
- TRAINING INTERRUPTED
STUDY
ILLNESS
UNEMPLOYMENT
TRAVEL

2. TRAINING REPORT (A2.1)

CONTENT:

- SHORT BACKGROUND ON PERIOD
- DESCRIBE THE NATURE OF YOUR EXPERIENCE
- OVERVIEW OF PROJECTS AND TASKS PERFORMED
 - USE SUBDIVISIONS IF THERE ARE MORE THAN ONE PROJECT IN THE PERIOD
 - SHORT DESCRIPTIONS ARE SUFFICIENT, *NO NEED TO WRITE AN ESSAY*
- SUMMARY OF TRAINING DONE IN THE PERIOD
- LIMITED TO 2000 WORDS (WHICH IS NOT MUCH – YOU WILL RUN OUT OF “SPACE” AND WILL NEED TO CONDENSE THE REPORTS TO SOME EXTENT)

2. TRAINING REPORT (A2.1)

COMMENTS:

- THE TRAINING REPORTS FORM PART OF AN OFFICIAL & PROFESSIONAL SUBMISSION AND SHOULD BE WRITTEN ACCORDINGLY
- YOUR WORK ENVIRONMENT MAY NOT BE AS “STRUCTURED” AS ASSUMED BY ECSA
 - IN THE REAL WORLD A NUMBER OF PROJECTS RUN CONCURRENTLY,
 - AND IN DIFFERENT PHASES WHERE YOU HAVE DIFFERENT RESPONSIBILITIES
- USE YOUR OWN JUDGEMENT TO SEPARATE THE PERIODS AND ASSIGN REALISTIC TIMEFRAMES TO THEM

2. TRAINING REPORT (A2.1)

Engineering Council of South Africa (05/08/2005) Form A2.1

**TRAINING/EXPERIENCE REPORT
PROFESSIONAL ENGINEERS**

Page No: 15 of 15

Surname and Initials: Marais, SW

Discipline of Engineering: Civil (e.g. Civil/Mech etc.)

Consult the enclosed Information Sheet (Sheet A2) before completing this report.

Period No:	Date from:	Date to:	Position held:	No of weeks:
4	08/08/2005	31/12/2007	Senior Engineer	121

Employer's Name and address: BKS (Pty) Ltd PO Box 112 Bellville 7535	Did you train under a Commitment and Undertaking (CU)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	No: CU1996002C
If yes, provide number of CU No:			

Supervisor's Name and address: Gerrit Bastiaanse PO Box 112 Bellville 7535	Supervisor's Signature:	Date:
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ECSA Registration No:

The candidate was a member of the BKS Structures Division in the Bellville office, where he worked under direct supervision of the Divisional Director, Gerrit Bastiaanse.

Nature of Experience:
The candidate was responsible for the design of structural components, preparation of structural drawings and reinforcing detailing for various commercial, residential and industrial structures.

The projects and tasks listed below show a marked increase in

- responsibility as a structural engineer
- management of other staff members
- working independently on large projects

4.1 Loch Logan Development – Bloemfontein
Redevelopment of the existing Loch Logan shopping centre in Bloemfontein, comprising of a new multi level shopping mall and parking garages, while the remainder consisted of renovating and upgrading the existing buildings and linking them to the new shopping complex. The new complex offers 39 800m² of new retail space and more than 3 730 new parking bays.

The new shopping complex comprised of the following:

- Excavation of a double basement into bedrock
- Lateral support of the adjacent roads and existing structures
- Up to 10 levels of post-tensioned flat slabs in parking areas

Continued on next page

Page 18 of 23

Engineering Council of South Africa (05/08/2005) Form A2.1

**TRAINING/EXPERIENCE REPORT
PROFESSIONAL ENGINEERS**

Page No: 15 of 15

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If yes, provide number of CU No:			

Supervisor's Name and address: Gerrit Bastiaanse PO Box 112 Bellville 7535	Supervisor's Signature:	Date:
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ECSA Registration No:

Report continued:

- 4 levels of post-tensioned flatslabs in retail areas
- Various steel structures
- 6 level parking structure over an existing road

Tasks performed by candidate:

- Conceptual designs
- Stability design
- Final structural design of various concrete and structural steel elements
- Design & drawing audits
- Managing CAD operators, technicians & other designers
- Liaison with the professional team
- Design development with the architect
- Attending site meetings
- Site supervision
- Managing flow of information between the design office in Cape Town and the construction site in Bloemfontein
- Shop drawing review & approval
- Assistance with claim adjudication

4.2 West Coast District Municipality – New Disaster Management Centre and new Fire Stations
The project consists of alterations to the Moorreesburg Ambulance Services building, the construction of a new Disaster Management Centre in Moorreesburg and the construction of new fire stations in the towns of Clanwilliam, Malmesbury, Piketberg, Van Rhynsdorp, Vredenburg and Vredendal.

Tasks performed by candidate:

- Preliminary designs
- Compilation of tender drawings
- Final detailed design

Continued on next page

Page 19 of 23

Engineering Council of South Africa (05/08/2005) Form A2.1

**TRAINING/EXPERIENCE REPORT
PROFESSIONAL ENGINEERS**

Page No: 15 of 15

Surname and Initials: Marais, SW

Discipline of Engineering: Civil (e.g. Civil/Mech etc.)

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If yes, provide number of CU No:			

Supervisor's Name and address: Gerrit Bastiaanse PO Box 112 Bellville 7535	Supervisor's Signature:	Date:
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ECSA Registration No:

Report continued:

- Managing CAD operators & technicians for the compilation of final drawings, reinforcing layouts & bending schedules
- Liaison with the professional team

4.3 Free State Stadium – Upgrading of the main pavilion for the 2010 FIFA World Cup
The upgrading of the existing main stand for the FIFA World Cup

Tasks performed by candidate:

- Design of the main pavilion frames, pre-cast seating, access ramps and walkways
- Analysis of the possible impact from the new upper pavilion on the existing lower pavilion structure
- Drawing mark-ups and checking
- Occasional site inspections

4.4 Agape Phase 3 – Apartment building
New apartment building for a retirement village in Stellenbosch, consisting of basement parking, reinforced concrete ground floor and 3 levels of load bearing brickwork with pre-cast flooring above.

Tasks performed by candidate:

- Preliminary structural design
- Compilation of structural drawings for costing purposes

Training done in this period:

- SAISC Course – Design of Light Industrial Buildings
- SAISC Course – Best Practice in Structural Steelwork Projects
- FIB Course – The Design of Precast Concrete Buildings
- International Concrete Conference & Exhibition on Concrete Technology
- CESA Course – Concrete Durability Workshop – Understanding Concrete Durability
- CNCI Course – Design of Concrete Industrial Floors

Signature of Applicant: _____ **Date:** _____

Page 20 of 23

3. SUMMARY OF TRAINING REPORTS (A2.2)

Engineering Council of South Africa (28/8/2001) Form A2.2

SUMMARY OF TRAINING/EXPERIENCE REPORTS : PROFESSIONAL ENGINEERS

Surname and Initials: MARAIS, SW

Discipline of Engineering: Civil
(e.g. Civil / Mech etc.)

First complete a Form A2.1 for each period.

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
1	January 2002	June 2002	25	BKS (Pty) Ltd / University of Stellenbosch	Student	Full time post-graduate study
2	July 2002	August 2002	4	BKS (Pty) Ltd	Engineer	Saldanha Steel Small Works – Structural component design and drawing preparation
2	August 2002	September 2002	3	BKS (Pty) Ltd	Engineer	Saldanha Steel ASU Upgrade – Structural component design and drawings preparation
2	September 2002	November 2002	4	BKS (Pty) Ltd	Engineer	Aspen Park – Flat slab design and detailing
2	September 2002	February 2003	8	BKS (Pty) Ltd	Engineer	Jan Cats – Design of various structural components; drawing preparation; construction monitoring and liaison with the project team
2	January 2003	July 2004	20	BKS (Pty) Ltd	Engineer	New US Hostel – Design and all drawing work for the building structure; construction monitoring and administration of the project
2	May 2003	September 2003	8	BKS (Pty) Ltd	Engineer	Riverside Place – Design and detailing of reinforced concrete columns, walls and post-tensioned floor slabs; construction monitoring
2	June 2003	September 2003	4	BKS (Pty) Ltd	Engineer	Kayelitsha Taxi Terminus – Design engineer for the steel structure; also responsible for drawing preparation
2	June 2003	July 2004	8	BKS (Pty) Ltd	Engineer	Saldanha Steel Corex Tipping Slab – Design verification, drawing compilation and bill of quantity preparation

4. COMPANY ORGANOGRAM

5. TRAINING SCHEDULE (AC7)

6. INTERVIEW RECORD (AC8)

ALL SELF EXPLANATORY

7. PROJECT REPORT

- THE REPORT IS THERE TO SHOWCASE YOUR:
 - EXPERIENCE
 - KNOWLEDGE
 - INVOLVEMENT & CONTRIBUTION IN THE PROJECTS
 - GROWTH
 - ABILITY TO COMMUNICATE PROFESSIONALLY

7. PROJECT REPORT

- 3 PROJECTS MAXIMUM
- THE GIVEN MAXIMUM WORD COUNT IS ONLY AN INDICATOR (4000 WORDS) IF YOU WRITE MORE, MAKE SURE THAT THE REPORT IS EASY TO READ
- WRITE WITH A PROPER STRUCTURE
 - LOGICAL FLOW
 - NUMBERED, BULLETED, INDENTED, etc.
 - NOT A LONG ESSAY or STORY

7. PROJECT REPORT

MY REPORT STRUCTURE

- A. COVER SHEET
- B. DECLARATION
- C. INDEX
- D. INTRODUCTION
- E. PROJECT 1
 - PROJECT SCOPE
 - INVOLVEMENT IN THE DESIGN OFFICE
 - INVOLVEMENT ON SITE
 - DESIGN SOLUTIONS
- F. PROJECT 2
 - *AS PREVIOUS*
- G. PROJECT 3
 - *AS PREVIOUS*
- H. APPENDICES
 - DRAWINGS (A3 PLOTS, FOLDED)
 - SAMPLE DESIGN CALCULATIONS
 - SAMPLE CORRESPONDENCE & REPORTS

8. RECORD OF CONTINUING LEARNING – CPD (E&T 202)

- 30 CPD POINTS REQUIRED
 - REFER TO ECSA DOCUMENTS FOR FURTHER DETAIL
- NO CLEAR GUIDANCE ON PART-TIME STUDY or COURSE BASED POST-GRADUATE STUDY WHERE CPD CREDITS ARE NOT OFFICIALLY AWARDED
- USE THE FOLLOWING:
 - 1 CPD POINT = 1 DAY COURSE
 - 13 SAQA CREDITS \approx 5 DAY COURSE, i.e. 2.6 CREDITS = 1 CPD

REPORT GUIDELINES

GENERAL REPORT FORMAT GUIDELINES:

MAKE IT EASY TO READ AND UNDERSTAND

•USE LISTS:

WHENEVER YOU CAN, HELP YOUR READER BY USING LISTS

•USE HEADINGS AND SUBHEADINGS:

GUIDE YOUR READER THROUGH THE ORGANIZATION OF THE REPORT AND LIST THEM IN THE TABLE OF CONTENTS

GENERAL REPORT FORMAT GUIDELINES:

MAKE IT EASY TO READ AND UNDERSTAND

•USE CLEAR FONTS:

ARIAL, TIMES NEW ROMAN, CALIBRI, etc.

DO NOT USE MORE THAN ONE FONT IN A DOCUMENT OR “FRILLY” FONTS

•USE WHITE SPACE TO ENHANCE YOUR INFORMATION:

DENSE BLOCKS OF TEXT ARE DIFFICULT TO READ AND WILL MAKE IT MORE DIFFICULT FOR YOUR READERS TO FIND THE INFORMATION THEY NEED

OTHER GUIDELINES FOR WRITING REPORTS:

- **WRITE THE BODY OF YOUR REPORT FIRST:**

MOST REPORT WRITERS PREFER TO SAVE THE MECHANICAL ELEMENTS, SUCH AS THE TITLE PAGE AND THE TABLE OF CONTENTS, FOR THE LAST STEP

- **MAINTAIN CONSISTENT STRUCTURE:**

ONCE YOU DETERMINE THE STRUCTURE YOU WILL USE, KEEP USING IT CONSISTENTLY THROUGHOUT THE REPORT

OTHER GUIDELINES FOR WRITING REPORTS:

•**CHOOSE THE VOICE, MOOD, AND TENSE CAREFULLY:**

FORMAL REPORTS USE THE THIRD PERSON PASSIVE:

"A TEST WAS RUN..." NOT "I RAN THE TEST..."

PAST TENSE IS USED FOR EXPLAINING PROCEDURES

PRESENT TENSE IS USED FOR GENERALIZATIONS AND FOR STATING
WHAT THE RESULTS SHOW

<http://owl.english.purdue.edu>

OTHER GUIDELINES FOR WRITING REPORTS:

- **USE THE TOOLS AVAILABLE IN MICROSOFT WORD**
 - AUTOMATICALLY COMPILE A TABLE OF CONTENTS
 - AUTOMATICALLY COMPILE LISTS OF GRAPHS & FIGURES
- MICROSOFT WORD 2007 – ***REFERENCES*** TAB
- LEARN HOW TO USE SECTION BREAKS & OTHER FUNCTIONS EFFECTIVELY
- REVIEW YOUR OWN REPORT AS A HARD COPY - ERRORS ARE EASIER TO SPOT ON PAPER
- GET A COLLEAGUE TO READ YOUR REPORT

GENERAL GUIDELINES

APPROACH TO USE:

- REGISTER AS A *CANDIDATE ENGINEER* WITH ECSA
- KEEP A LIST OF YOUR PROJECTS
 - DESIGNATED TASKS
 - YOUR CONTRIBUTION and/or SOLUTIONS
 - START DATE & END DATE

THIS WILL ALSO HELP TO KEEP YOUR CV UP TO DATE

- COMPILE DRAFT TRAINING REPORTS AS YOU GO – ONCE A QUARTER
SHOULD BE SUFFICIENT
- SCHEDULE A SHORT SESSION WITH YOU MENTOR EACH QUARTER

APPROACH TO USE:

- FOCUS ON GETTING ENOUGH INFORMATION TO COMPILE YOUR SUBMISSION
- LEAVE THE TRAINING REPORTS IN DRAFT FORMAT
- WRITE THE PROJECT REPORT LAST
- FORMAT THE PROJECT REPORT & TRAINING REPORTS AT THE VERY END

APPROACH TO USE:

- THE MINIMUM RECOMMENDED TRAINING PERIOD IS **3 YEARS**
- THIS ASSUMES A VERY STRUCTURED TRAINING PROCESS IN YOUR WORK ENVIRONMENT
- FOR GENERAL WORKING CONDITIONS I WOULD RECOMMEND A MINIMUM OF 4-5 YEARS OF FULL-TIME WORK BEFORE APPLYING TO REGISTER

SUBMISSION PROCESS

SUBMISSION:

- BIND ALL THE DOCUMENTS INTO A SINGLE “BOOK”
 - ECSA NEED TO MAKE COPIES OF THE SUBMISSION – RING BINDING OR STAPLING WOULD BE PREFERRED
 - IF THE APPENDICES ARE SUBSTANTIAL PORTION OF THE SUBMISSION, BIND IT AS A SEPARATE BOOKLET
- CHECK THAT ALL THE REQUIRED DOCUMENTS ARE INCLUDED
- ENSURE ALL ITEMS ARE SIGNED WHERE REQUIRED
- INCLUDE A COVER LETTER AND PROOF OF PAYMENT FOR THE APPLICATION FEE
- USE A COURIER SERVICE OR SEND AS A REGISTERED PARCEL

APPLICATION PROCESS:

- ECSA IS TO NOTIFY YOU WHEN RECEIVING THE PACKAGE
- IF YOU HAVE NOT HEARD ANYTHING WITHIN 2 WEEKS MAKE ENQUIRIES
- MY SUBMISSION:
 - SENT TO ECSA 24 JUN 2008
 - ACKNOWLEDGEMENT OF RECEIPT 11 JUL 2008
 - APPLICATION SENT TO SAICE (63 days) 12 SEP 2008
 - NOTIFICATION OF REVIEW WEEK (129 days) 17 NOV 2008
 - CONFIRMATION OF REVIEW DAY (206 days) 2 FEB 2009
 - PROFESSIONAL REVIEW (228 days) 24 FEB 2009
 - NOTIFICATION OF REGISTRATION (298 days) 5 MAY 2009
- THE PROCESS WILL VARY FOR EACH INDIVIDUAL

APPLICATION PROCESS:

- KEEP A RECORD OF ALL COMMUNICATION WITH *EC*SA & *SAICE*
- FOLLOW UP ALL TELEPHONIC DISCUSSION WITH AN EMAIL OR FAX TO CONFIRM THE ITEMS DISCUSSED TO PLACE IT ON RECORD
- ONCE THE APPLICATION IS WITH *SAICE* NOTIFY THEM IN WRITING OF DATES YOU WILL NOT BE AVAILABLE FOR THE REVIEW
- BE PATIENT – THE PROCESS MAY TAKE 6 MONTHS TO A YEAR, SOMETIMES EVEN LONGER