

**MEMBERSHIP – NEW APPLICATIONS
CHECKLIST**

APPLICATION FORM A: http://www.cesa.co.za/sites/default/files/APPLICATION%20FORM%20-%202015.pdf	CHECKED
1. Date of founding of firm - To have been in operation for at least one year prior to making application unless the Principals of the firm applying for membership were previously Principals of a CESA member firm.	
2. VAT number - To be clarified by the firm if no VAT number provided.	
3. Signatures of Proposer & Seconder – Mandated Principals - If a Principal of a firm signs, authorisation is required from the Mandated Principal of that firm and attached to the application. Neither must hold any interest in nor be part of the same owning group as the applicant.	
4. Company letterhead attached must include: - VAT number - Company registration number - All Principals named with registrations - Number of offices listed same as number of Schedule 1's submitted - Submit letterhead with application	
- CIPC papers - Must be submitted with application - Fifty percent of names on CIPC papers to be professionally registered Engineer or Technologist (PrEng or PrTechEng) - Submit CV's of all Principals	
5. Resolution - Submit Resolution appointing the Mandated Principal of the firm	
ANNUAL DECLARATION: http://www.cesa.co.za/sites/default/files/Annual%20Declaration%202015.pdf	

<p>1. P.I. insurance</p> <ul style="list-style-type: none"> - Minimum requirement of R2 M on an each and every claim basis - Dates valid? - Submit copy with application 	
<p>2. Quality Management System Checklist for completion –</p> <p>http://www.cesa.co.za/sites/default/files/QMIG_Checklist_LR2012.pdf</p> <ul style="list-style-type: none"> - The implementation and maintenance of a QMS is a pre-condition of membership. - The completion and submission of the QMS Checklist in the Quality Management Implementation Guideline, QMIG, of CESA, November 2011, is a pre-condition of membership and to be updated annually showing improvement. - A response aiming for 100% compliance/affirmation of the QMS Checklist is recognised as confirmation that you have implemented and are maintaining a QMS. - Should the firm not have implemented a QMS at the time of application, a letter of commitment is required that within one year of becoming a Member, this will have been implemented - QMIG Checklist to be completed and submitted 	
<p>3. CESA Sustainability Report Checklist for completion -</p> <ul style="list-style-type: none"> - http://www.cesa.co.za/sites/default/files/CESA%20Sustainability%20Checklist.docx - The implementation and maintenance of a SMS is a pre-condition of membership and to be updated annually showing improvement. - The completion and submission of the SMS Checklist in the Sustainability Policy Framework of CESA, November 2013, http://www.cesa.co.za/sites/default/files/CESA%20Sustainability%20Framework_0.docx is a pre-condition of membership. - A response aiming for 100% compliance/affirmation of the SMS Checklist is recognised as confirmation that you have implemented and are maintaining a SMS. 	
<p>SCHEDULE 1:</p> <p>http://www.cesa.co.za/sites/default/files/SCHEDULE%201%20-%202015.pdf</p> <ul style="list-style-type: none"> - All professionally registered persons (PrEng or PrTechEng) and all Principals to be listed - Schedule 1 to be completed for each office - Registrations in order (ECSA / SACPCMP website) - To be considered as ‘full time’ and visible on the website each branch office to be managed by an ECSA registered professional engineer / technologist 	

SCHEDULE 1A – To be completed only if applicable http://www.cesa.co.za/sites/default/files/SCHEDULE%201A%20-%20202015.pdf	
SCHEDULE 1B – To be completed only if applicable http://www.cesa.co.za/sites/default/files/SCHEDULE%201B%20-%20202015.pdf	
SCHEDULE 2: http://www.cesa.co.za/sites/default/files/SCHEDULE%202%20-%20202015.pdf <ul style="list-style-type: none">- Anyone claiming a discipline must be a full time employee of the firm and professionally registered (PrEng / PrTechEng / PrCPM / PrQS / PrArch)- Project Management may only be claimed by a PrCPM- Full CV's required on any person claiming a discipline- Please provide a company profile if possible- Fields of expertise applied for – - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____	

SCHEDULE 3 – To be completed only if applicable http://www.cesa.co.za/sites/default/files/SCHEDULE%203%20-%20202015.pdf	
SCHEDULE 4 http://www.cesa.co.za/sites/default/files/SCHEDULE%204%20-%20202015.pdf	