



**ANNUAL DECLARATION -2015  
ON BEHALF OF**

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**NAME OF MEMBER FIRM**

1. I declare that all Principals of the Member firm whose details appear in Schedule 1 comply with the Memorandum of Incorporation and By-laws and have read and understand the **Code of Conduct of Consulting Engineers South Africa** ([http://www.cesa.co.za/public\\_downloads/code\\_of\\_conduct.pdf](http://www.cesa.co.za/public_downloads/code_of_conduct.pdf)).
2. The Member firm has **PROFESSIONAL INDEMNITY INSURANCE** as follows. **(PLEASE ATTACH A COPY OF THE FIRM'S CURRENT P.I. POLICY CERTIFICATE).**

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**NAME OF INSURER**

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**AMOUNT OF COVER**

(Prescribed minimum **R2m** in respect of any one claim)

3. I confirm that "Registered Principals", as defined in Clause 1.2(11) of the Memorandum of Incorporation (<http://www.cesa.co.za/sites/default/files/Memorandum%20of%20Incorporation%20of%20CESA%20ONPC2013.pdf> constitute at least 50% of the partners/members/directors of the Member firm).
4. I confirm that the Principals and/or staff, who are registered persons in the categories accepted by Council, have the necessary qualifications and experience in respect of each of the fields of expertise claimed on Schedule 2.
5. I confirm that all the Principals of the firm have read and adhere to CESA's Business Integrity Management System ([http://www.cesa.co.za/public\\_downloads/100119%20-%20CESA%20Business%20Integrity%20Management%20System%20-%20October%202009.pdf](http://www.cesa.co.za/public_downloads/100119%20-%20CESA%20Business%20Integrity%20Management%20System%20-%20October%202009.pdf)).
6. The details of Principals (both Registered and Non-registered) and the number of personnel reflected on Schedule 1 are correct as at 1 January 2015.

**FORM OF THE MEMBER FIRM:**

- Sole Practitioner       Limited Company       Partnership  
 Proprietary Limited Company       Close Corporation       Other (please specify): .....

WWW Address: \_\_\_\_\_

## QUALITY MANAGEMENT SYSTEM (QMS)

QUESTION	ANSWER		
1. Has your firm implemented and do you maintain a QMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
2(a). * Is your firm ISO 9001:2008 certified?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
2(b). If yes, who was the certifying body?			
NAME:			

The QMS shall at least address the following procedures:

- Document Control
- Record Control
- Internal Audits
- Control (*Management*) of Non-conforming Products
- Corrective Action
- Preventive Action (*which would include risk management*)

**\* PLEASE NOTE THAT:**

1. ***The implementation and maintenance of a QMS is a pre-condition of membership.***
2. ***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.***
3. ***A response aiming for 100% compliance/affirmation of the QMS Checklist is recognised as confirmation that you have implemented and are maintaining a QMS.***

## SUSTAINABILITY REPORTING PROTOCOL (SRP)

QUESTION	ANSWER		
1. Does your company have a sustainability policy signed by the CEO / highest decision maker?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
2. Has the company identified and described material sustainability issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
3. Has your company defined a stakeholder engagement process, specifically related to sustainability?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
4. Does your company have a sustainability champion with the required skills to implement the CESA Sustainability Reporting Checklist?	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> No
NAME:			

**\* PLEASE NOTE THAT:**

1. *The implementation and maintenance of a SMS is a pre-condition of membership.*
2. *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](http://www.cesa.co.za/sites/default/files/CESA%20Sustainability%20Framework_0.docx) is a pre-condition of membership.*
3. *A response aiming for 100% compliance/affirmation of the SMS Checklist is recognised as confirmation that you have implemented and are maintaining a SMS.*

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**FULL NAMES OF MANDATED PRINCIPAL** (in block letters)

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**SIGNATURE OF MANDATED PRINCIPAL**

DATE:

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Annual Declaration 2015

**COMPANY INFORMATION REQUIRED BY CESA :**

1. Does your firm have a signed "Commitment and Undertaking" with a professional body (eg. ECSA)

- Yes
- No

2. Do you have a formalised Candidate/Mentoring Programme as prescribed

- Yes
- No

3. Please provide the firm's BBBEE status in accordance with the Construction Charter Scorecard :

\_\_\_\_\_

4. Where applicable, please provide the name of the person responsible for the Young Professionals Forum within the firm :

\_\_\_\_\_ E-Mail Address : \_\_\_\_\_

5. Name of person in the firm responsible for payment of Subscriptions :

\_\_\_\_\_ E-Mail Address : \_\_\_\_\_

6. Name of person in the firm responsible for Human Resources and Training :

\_\_\_\_\_ E-Mail Address : \_\_\_\_\_

7. Name of person in the firm responsible for Marketing :

\_\_\_\_\_ E-Mail Address : \_\_\_\_\_

8. Name of person in the firm responsible for Contractual Affairs/ Procurement/ Tendering :

\_\_\_\_\_ E-Mail Address : \_\_\_\_\_

