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The NLA-SA Certification of Persons Scheme for Stack Testers, ETCert

Continuing Professional Development

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Contents Page

1.	Purpose-----	Page 3
2.	Scope -----	Page 3
3.	References-----	Page 3
4.	Glossary -----	Page 3
5.	Areas of responsibility-----	Page 3
6.	Background-----	Page 3
7.	Rules applicable to CPD Points-----	Page 4
8.	Late submission of re-certification application-----	Page 4
9.	New application after having been previously certified-----	Page 4
10.	CPD Activities-----	Page 4
10.1	Work based-----	Page 4
10.2	Individual Development-----	Page 4
11.	General rules of equivalence-----	Page 5
12.	Approval of Training Courses other than NLA-SA, NMISA, and SANAS----	Page 5
	Courses	
13.	Guidelines for Application-----	Page 6
	Annexure A- -----	Page 7

1. Purpose

This document describes the process to be followed by Stack Testers who are already certified by the National Laboratory Association – SA Stack Testers Certification (ETCert) Scheme to retain their certification, through the process known as Continuous Professional Development.

2. Scope

The document is applicable to all Stack Testers currently certified under the ETCert scheme.

3. References

NLA-ET-I-01	ETCert Certification of Persons Scheme Description
NLA-ET-I-02	ETCert Scheme Pricelist
NLA-ET-F-02	Application for the Re-certification of Stack Testers

4. Glossary

CPD Continuous Professional Development

5. Areas of responsibility

Changes to this document can only be approved by the Director of the NLA-SA.

6. Background

Stack Testers certified under the scheme are required to renew their certification every three years. Renewal of the Stack Testers Certification is subject to the applicant meeting certain criteria, based on the concept of continuing professional development (CPD).

The scheme recognizes that the primary element in maintenance of competence of a Stack Tester can be achieved by remaining active in emission testing and related work activities. Competence may also be maintained by other activities such as performing assessments and attending relevant meetings.

The second element of continuing professional development is a requirement that the stack tester keep abreast of changes in technology, and this may be achieved by attending relevant courses, participation and attendance of the NLA-SA Test & Measurement Conference, etc. The recertification process does not preclude any person who may have either retired or who are only active in emission testing through other means such as lecturing emission testing courses, participation in conferences, and working as technical assessors on behalf of SANAS.

CPD points are allocated for the various activities. The accumulation of the points over the applicable three year period is not onerous, but is intended to ensure that the applicant has remained sufficiently active and maintained exposure to activities conducive to ongoing and future competence as a stack tester.

NLA-ET-I-03-02	Page 3 of 7	Date of Issue: 2020-10-23
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7. Rules applicable to CPD Points

- Renewal of certification is required every 3 years;
- Therefore CPD validation occurs in three-year cycles;
- CPD Points are accumulated in 2 different categories i.e. work related and individual development;
- A total of 12 to 15 points need to be accumulated over the three-year period, depending on the Level at which the Stack Tester is certified.
- Certified Stack Testers at all Levels are required to accumulate 9 points for work related activities over the three-year period (3 points per year). These points may not be accumulated or carried over from one certification period to the next.
- Requirements for Individual Development for Stack Testers certified at Levels 1, 2 and 3 are different.
 - Level 1 certified Stack Testers will need to accumulate 3 points per three-year period.
 - Level 2 certified Stack Testers will need to accumulate 4.5 points per three-year period.
 - Level 3 certified Stack Testers will need to accumulate 6 points per three-year period.
 - A maximum of 3 points are transferable to the next certification period.

8. Late submission of re-certification application

In the event that an applicant failed to submit their re-application in time (three months before expiry of the certificate); the certificate will automatically be suspended at the expiry date on the certificate. The applicant will however be granted a grace period of one year from the expiry of the certificate to submit a re-certification application to the NLA-SA with the required CPD evidence earned in the preceding three year period. When this application is submitted and re-certification proves successful, the new certificate will be issued but will be back dated to begin from the expiry date of the previous certificate. Failure to submit a re-certification application within a year from the expiry of the previous certificate will result in the ETCert being declared null and void and the applicant will need to re-apply for ETCert certification.

9. New application after having been previously certified

In the event that an applicant decides to rather re-apply for an ETCert rather than complete the required CPD activities, it will be viewed as a deliberate action to avoid doing any professional development. The applicant will not be allowed to re-apply for a new ETCert for a period of two years and will need to supply new evidence of the requirements. No recognition will be given to previous certification or evidence provided.

10. CPD Activities

The two areas of activity relevant to CPD are as follows:

10.1 Work based

- Involved in stack emission measurements;
- Working as a consultant in the area of stack emission testing;
- Working as a SANAS Technical Assessor;
- Working as a SANAS Lead Assessor;

NOTE: The last 2 points may also be claimed in section 10.2, but not in both sections 10.1 and 10.2

NLA-ET-I-03-02	Page 4 of 7	Date of Issue: 2020-10-23
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10.2 Individual Development

- Attendance at a Stack Emissions conference, including the NACA and NLA-SA T&M conferences;
- Writing and presenting a paper at a Stack Emissions Conference, including the NACA and NLA-SA T&M conferences;
- Writing and presenting a paper at the NLA-SA T&M or similar conference;
- Satisfactory completion of ETCert approved Stack Emission courses (details to be provided);
- Satisfactory completion of SANAS Internal auditing, systems (ISO/IEC 17025), Technical and Lead Assessor training courses;
- Attendance of NMISA Technical Advisory Forums (TAFs);
- Attendance of SANAS STC meetings;
- Active participation in SANAS STC WG activities (Meetings, development of documents etc.);
- Attendance of the SANAS Assessors Conclave;
- Attendance of the SANAS Assessors Workshop;
- Attendance of a STSA Subcommittee Technical session;
- Active participation in STSA Subcommittee WG activities (Meetings, development of documents, etc.);
- Attendance of SABS TC, SC, WG meetings relating to Source Emissions (TC0146-SC01);
- Attendance of a CPD Approved Activity;
- Presenting a CPD Approved Activity, including relevant CPD points accepted by other technical schemes;
- Read and answer questions for an approved CPD Technical article/paper;
- Complete a course (subject) at a recognized educational institution in South Africa in a relevant field (i.e. mathematics, science, technology, engineering, statistics, and quality assurance /management);
- Emission testing-related research activities for which a formal (preferably peer reviewed) report is published;
- Publication of emission testing-related article in trade journal (article may be product based but must seek to raise the awareness of emission testing as a scientific discipline);
- Participation in ILC/Proficiency Testing activities under the following conditions:
 - Only a formal Inter Laboratory Comparison is acceptable. Not INTRA Laboratory Comparison.
 - The ILC should be conducted generally in line with SANAS R80
 - The report must clearly indicate that the applicant performed the measurements, how the reference value was established and how performance was evaluated.
 - Points awarded will be in line with Annexure A below.

11. General rules of equivalence

All activities related to the NLA-SA conference and training courses apply on a similar basis to courses and conference presented by organizations affiliated to the NLA-SA through their various memberships to international organizations such as NCSLI and EuroLab.

Similarly auditing/assessment and ISO 17025 related courses presented by organizations who are members of the ILAC arrangement are accepted.

Courses of study through a recognized educational institution are recognized provided they are in a relevant field of study (Science, Technology, Engineering, Mathematics, Quality assurance, etc.) that will improve the general knowledge of the applicant in emission testing and laboratory management.

NLA-ET-I-03-02	Page 5 of 7	Date of Issue: 2020-10-23
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12. Approval of Training Courses other than NLA-SA and SANAS Courses for CPD Purposes

Institutions or organizations wishing to provide training courses may request that these be evaluated by the NLA-SA in order for the courses to qualify for the allocation of CPD points under the NLA-SA Stack Tester certification scheme.

The evaluation will be subject to a fee as may be determined by the NLA-SA, and will include as a minimum, a review to confirm the suitability of:

- Course material to be provided to the students;
- Copies of presentations to be used during lecturing;
- Details of the course provider and lecturer/s;
- Criteria for evaluation of the student's performance.

The evaluation may include an on-site evaluation of the course at the discretion of the NLA-SA.

13. Guidelines for Application

Candidates seeking to renew their Stack Tester Certification are required to complete the necessary application form (NLA-ET-F-02) using Annexure A as a guideline. Suitable evidence of attaining the necessary CPD points should be provided, the declaration affirming the Stack Tester's commitment to abide by the previously signed code of conduct needs to be signed and the applicable application fee paid (NLA-ET-I-02).

NLA-ET-I-03-02	Page 6 of 7	Date of Issue: 2020-10-23
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Annexure A

CPD Activities	CPD Points	Evidence	Remarks
WORK BASED			
Involvement in a minimum of 30 test runs (being a minimum of one hour per sample) per year as a Stack Tester	3 points / annum	Letter from employer	<ul style="list-style-type: none"> • 3 points per year (9 points per certification period of 3 years) • Points in this category may not be accumulated or carried over from one year to the next • Assessments may be claimed in Individual Development section, but not in both
Working as a Consultant in Emission Testing for a period exceeding 100 days per annum	1,5 points / annum	Sworn submission if self employed Provide evidence of work performed	
Working as SANAS Testing Technical Assessor	0,5 points per assessment day	Assessor log confirmed by SANAS	
Working as SANAS Testing Lead Assessor	0,25 points per assessment day	Assessor log confirmed by SANAS	
INDIVIDUAL DEVELOPMENT			
Attendance at a Stack Emissions Conference	0,5 point per day	Certificate	<ul style="list-style-type: none"> • Level 1: 3 points per 3 year certification period. • Level 2: 4,5 points per 3 year certification period. • Level 3: 6 points per 3 year certification Period. • Maximum of 3 points may be accumulated and carried over from one certification period to another – one period only.
Write and present paper at a Stack Emissions Conference	1,0 points per paper	Copy of published paper or proceedings	
ETCert approved Stack Emission Course	0,5 points per day	Certificate	
SANAS Internal Auditing, Systems, Lead and Technical Assessors courses	0,5 point per day	Certificate	
Attend NMISA TAF	0,2 points per meeting	Attendance register	
Attend SANAS STC Participate in a SANAS STC WG Attend SANAS Assessors conclave or Assessors workshop Attend STSA Subcommittee Technical session Participate in a STSA Subcommittee Working Group Attendance of SABS TC,SC,WG meetings (TC0146-SC01)	0,5 points per meeting	Minutes of meeting/Attendance register	
Attend a CPD Approved Activity	0,5 points per day or 0,25 points per half day	Points to be confirmed by NLA-SA and approved before attendance	
Present a CPD Approved Activity including relevant CPD points accepted by other technical schemes	1,0 points per day or 0,5 points per half day	Points to be confirmed by NLA-SA and approved before presentation	
Read and answer questions re Technical article/paper	0,2 points per paper Maximum 1,0 points per year	Points to be confirmed by NLA-SA	
Complete a course (subject) at a recognized educational Institution in South Africa in a relevant field	0,5 points per day (Maximum 2,5 points per year)	Examination results FET & CHE	
Emission testing-related research resulting in publication of report	1 point	Copy of report	
Publication of emission testing-related article in trade journal	1,0 points	Copy of published article. Points to be confirmed by NLA-SA	
Participation in formal ILC/Proficiency Testing activities	0,2 points per completed ILC (Maximum 1,0 point per year)	Provide evidence to prove a direct link to applicant and final report	