

		APPLICATION FOR THE RE-CERTIFICATION OF METROLOGISTS		(For office use only) REFERENCE No: C	
NOTE: Please familiarise yourself with the latest updated, Document NLA-MC-I-03-XX, available on the NLA - SA website, before completing this form					
A: APPLICANT DETAILS					
Date:		Title:		Discipline(s) as specified on previous Certificate:	
Names:					
Surname:					
Position/Function:					
Physical Address:				Tel:	
Postal Address				Fax	
Cell No:		ID No:			
E-Mail:					
B: CERTIFICATION DETAILS					
This CPD period under review:		From:	___/___/___	To:	___/___/___
Previous Certificate Number:				Date:	___/___/___
C: DECLARATION					
<p>I, the above mentioned applicant, hereby acknowledge that the above information provided by me is correct and confirm that I am still active in all of the fields, at the level, for which I was previously certified, even though the attached CPD claims may only represent some of the fields. I also affirm that I will abide by the Code of Conduct that I previously signed and will continue to abide by these during the course of my Metrology work.</p> <p>I also hereby give the NLA – SA permission to contact any of the “evidence/proof source” organisations to verify that my claims are correct and that I have either done the claimed work or attended the relevant function, even though I may have supplied the appropriate certificate or document as an attachment to this application.</p> <p>I also acknowledge that the NLA – SA has the right to ask for supplemental information on any or all of the CPD claims and that this application is in no way a guarantee that re-certification will be granted.</p> <p>I again confirm that I understand that the information will be kept on record and, although confidential, relevant information will be published on the NLA – SA website and/or made available to parties wishing to verify details of my certification; and that no information other than the above will be made available by the NLA – SA to any third party without my written consent, except as provided for by the law.</p>					

I again agree to comply with the certification requirements of this Scheme, which may from time to time be subject to change, and to abide by the duties and responsibilities as a certified person as per document NLA-MC-I-10-XX.

I again confirm that I understand that, once certified, I am obliged to notify the NLA – SA without delay of any changes which may affect my capability to fulfil the certification requirements and that the NLA – SA may withdraw or suspend my certification or scope of certification with immediate effect, should I be found in contravention of the Code of Conduct or additional conditions stated in document NLA-MC-I-10-XX.

Printed Name	Signature	Date

D: INSTRUCTIONS

- Read document NLA-MC-I-03-XX – The NLA – SA Personnel Certification Scheme for Metrologists, Metrology Certification, Continuous Professional Development, with particular attention to Annexure A.
- Complete this form taking care to identify that the correct claim (work or development) is entered in the correct section of the form. Then be sure to attach the evidence related to that claim, clearly identifying which is work related evidence and which is development evidence.
- Any evidence, even if it does not specifically address one of the documented requirements, which you believe demonstrates your continuous professional development as a Metrologist can and should be submitted and marked appropriately.
- Double check that you have provided the evidence for each claim and that they are clearly marked. (If no evidence is available, you need to submit a sworn affidavit, stamped and signed by a commissioner of oaths, which attests that claim is correct). (If no evidence is provided, the line item will be excluded from counting towards the required CPD point allocation). The onus is on the applicant to provide all necessary advice and not on the NLA – SA to look up their records of training evidence.
- Ensure that you have signed the declaration section on the first page of this document.
- Submit your application form with all the evidence documents attached and the proof of payment at the prevailing fee (available on the NLA – SA web site www.nla.org.za), by courier or hand delivery to the NLA – SA offices in Pretoria. (Contact details are also available on the web site).
- *NOTE: Applications will only be considered for evaluation when:*
 - *all sections of this form have been completed;*
 - *the application fee has been received;*
 - *all supporting documentation and evidence have been submitted.*

E: CPD – Points Claimed – (Work Based)

This page should reflect your work/employment for three years.
 Each year can be claimed from the month following the date of the initial certification for a period of 12 months.
 e.g. July 2013 to June 2014, July 2014 to June 2015, July 2015 to June 2016
 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.

Employer/Company	Dates employed								
	Year One		Points Claimed	Year Two		Points Claimed	Year Three		Points Claimed
	W 1.1	____/____/____ ____/____/____		W 2.1	____/____/____ ____/____/____		W 3.1	____/____/____ ____/____/____	
	W 1.2	____/____/____ ____/____/____		W 2.2	____/____/____ ____/____/____		W 3.2	____/____/____ ____/____/____	
	W 1.3	____/____/____ ____/____/____		W 2.3	____/____/____ ____/____/____		W 3.3	____/____/____ ____/____/____	
	W 1.4	____/____/____ ____/____/____		W 2.4	____/____/____ ____/____/____		W 3.4	____/____/____ ____/____/____	
	W 1.5	____/____/____ ____/____/____		W 2.5	____/____/____ ____/____/____		W 3.5	____/____/____ ____/____/____	
	Points Claimed Year One			Points Claimed Year Two			Points Claimed Year Three		

If your employment information requires additional rows please duplicate this page

Total points claimed for 3 year period under review W (W1+W2+W3)	Points Claimed	Office Use Points Awarded

F1: CPD – Points Claimed (Individual Developmental – YEAR ONE)				
Period Claimed				
<p>Complete this section for the first of the three years. The year can be claimed from the month following the previous certification for a period of 12 months. e.g. July 2013 to June 2014</p> <p>6 points per 3 year Certification Period. Maximum of 6 points may be accumulated and carried over from one Certification period to another – one period only.</p>				
	Description	Evidence	Points Claimed	Office Use Points Awarded
D 1.1				
D 1.2				
D 1.3				
D 1.4				
D 1.5				
D 1.6				
D 1.7				
D 1.8				
(Proof sources/Certificates etc. and additional claims for this period must be attached to this page and marked as D 1.1, D.1.2, etc.)				
Total Year One – Individual Development (D1)				
F2: CPD – Points Claimed (Individual Developmental – YEAR TWO)				
Period Claimed				
<p>Complete this section for the second of three years and can be claimed from the month following the date of the initial certification for a period of 12 months. e.g. July 2014 to June 2015</p> <p>6 points per 3 year Certification Period. Maximum of 6 points may be accumulated and carried over from one Certification period to another – one period only.</p>				
	Description	Evidence	Points Claimed	Office Use Points Awarded
D 2.1				
D 2.2				
D 2.3				
D 2.4				
D 2.5				
D 2.6				
D 2.7				
D 2.8				
(Proof sources/Certificates etc. and additional claims for this period must be attached to this page and marked as D 2.1 etc.)				
Total Year Two – Individual Development (D2)				

F3: CPD – Points Claimed (Individual Developmental – YEAR THREE)**Period Claimed**

Complete this section for the third of three years and can be claimed from the month following the date of the initial certification for a period of 12 months e.g. July 2015 to June 2016

6 points per 3 year Certification Period.

Maximum of 6 points may be accumulated and carried over from one Certification period to another – one period only.

	Description	Evidence	Points Claimed	Office Use Points Awarded
D 3.1				
D 3.2				
D 3.3				
D 3.4				
D 3.5				
D 3.6				
D 3.7				
D 3.8				
(Proof sources/Certificates etc. and additional claims for this period must be attached to this page and marked as D 3.1 etc.)				
Total Year Three – Individual Development (D3)				

Summary of CPD Points Claimed		
Total CPD points being claimed for all three years		
Work related Points – from Section W	Points Claimed	Office Use Points Awarded
Year One – Work related		
Year Two – Work related		
Year Three – Work related		
Total Work Related Points – W		
Individual Development Points – from Section D		
Year One – Individual Development – D1		
Year Two – Individual Development – D2		
Year Three – Individual Development – D3		
Total Individual Development Points – D		
Grand Total (W & D for Three Years)		
Individual Development Points that can be Carried forward		

Annexure A

CPD Activities	CPD Points	Evidence	Remarks
WORK BASED			
Working as a Metrologist in a calibration laboratory for a period exceeding 200 days per annum (Full time)	3,0 points / annum	Letter from employer	<ul style="list-style-type: none"> • 3,0 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 and lecturing may be claimed in Individual Development section, but not in both
Working as a Metrologist in a calibration laboratory for a period exceeding 100 days per annum	1,5 points / annum	Sworn submission if self employed	
Working as a Metrologist part time in a calibration laboratory for a period exceeding 50 days per annum (± 1 day per week)	0,75 points / annum	Provide evidence of work performed	
Working as a Consultant in Metrology for a period exceeding 100 days per annum	1,5 points / annum		
Working as a Calibration Technical Assessor on behalf of an ILAC MRA Accreditation body	0,5 points per assessment day	Assessor log confirmed by SANAS	
Working as SANAS Calibration Lead Assessor	0,25 points per assessment day	Assessor Log confirmed by SANAS	
Lecturing NLA – SA Metrology related courses	1,0 points per lecturing day	Course schedule confirmed by NLA – SA	
INDIVIDUAL DEVELOPMENT			
Attendance at a Metrology/Testing Conference	0,5 points/day	Certificate	<ul style="list-style-type: none"> • 6,0 points per 3 year Certification Period. • Maximum of 6,0 points may be accumulated and carried over from one Certification period to another – one period only.
Write and present paper at a Metrology/Testing Conference	1,0 points/paper	Copy of published paper, copy of proceedings	
Attend NLA – SA Approved Metrology Course	0,5 points/day	Certificate	
SANAS Internal Auditing, Systems, Lead and Technical Assessors courses	0,5 points/day	Certificate	
Attend NMISA TAF	0,2 points/meeting	Attendance register	
Participation in Metrology Technical Committee Meetings, Work Group Activities and Development of technical documents, etc. (e.g. ISO, SANAS, SABS and NRCS available in public domain)	0,5 points/meeting	Minutes of meeting/Attendance register	
Attend SANAS Assessors conclave, Assessors workshop	0,5 points/meeting	Minutes of meeting/Attendance register	
Attend a CPD Approved Activity	0,5 points per day/0,25 points per half day	Points to be confirmed by NLA – SA and approved	
Present a CPD Approved Activity	1,0 points per day/0,50 points per half day	Points to be confirmed by NLA – SA and approved before presentation	
Read and answer questions re Technical Paper	0,2 points/paper Maximum 1,0 point per year	Points to be confirmed by NLA – SA	
Complete a course (subject) at a recognized educational Institution in a relevant field (i.e. mathematics, science, technology, engineering, statistics, quality assurance/management)	0,5 points per day (Maximum 2,5 points per year)	Examination results or Certificate FET & CHE	
Metrology research resulting in publication of report	1,0 points	Copy of report	
Peer evaluation of Metrology research papers	0,5 points		
Publication of metrology related article in trade journal, article may be product based but must seek to raise the awareness of metrology as a scientific discipline.	1,0 point	Copy of published article. Points to be confirmed by NLA – SA	
Participation in Formal ILC activities	0,2 points per completed ILC (Max 1,0 point per year)	Provide evidence to prove a direct link to applicant and final report, e.g. Calibration certificate. Report must clearly specify the requirements, indicate how the reference value was established and how performance was evaluated.	
Organize/arrange/write report for Formal ILC activities	0,2 points per completed ILC (Max 1,0 point per year)	Provide evidence to prove a direct link to organizer and final report. The report must clearly specify the requirements, indicate how the reference value was established and how performance was evaluated.	