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The NLA-SA Personnel Certification Scheme for Metrologists, MetCert.

Continuing Professional Development

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1. Purpose

This document describes the process to be followed by Metrologists, who are certified by the National Laboratory Association – SA Metrologist Certification (MetCert) Scheme, in order to retain their certification, through the process known as Continuous Professional Development.

2. Scope

The document is applicable to all Metrologists currently certified under the MetCert scheme.

3. References

NLA-MC-I-10-XX	MetCert General Information
NLA-MC-I-09-XX	MetCert Scheme Price list
NLA-MC-F-05-XX	Application for the Re-certification of Metrologists

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

Metrologists certified under the scheme are required to renew their certification every 3 years. Renewal of the Metrologist 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 metrologist can be achieved by remaining active within a laboratory performing calibration and related work activities. Competence may also be maintained by other activities such as; performing assessments, attending relevant meetings, and the lecturing of metrology related training courses.

The second element of continuing professional development is a requirement that the metrologist 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 metrology through other means such as lecturing metrology 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 3 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 metrologist.

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7. Rules applicable to CPD Points

- CPD validation occurs in three-year cycles;
- CPD Points are accumulated in 2 different categories i.e. work related and individual development;
- Renewal of certification is required every 3 years;
- A total of 15 points need to be accumulated over the 3 year period.
- 9 points are allocated to 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.
- 6 points are allocated to individual development per certification period with any additional points, up to a maximum of 6 points, being transferable to the next certification period.

8. Bridging CPD Period

It is acknowledged that it may have been difficult in the early stages of the MetCert scheme to accumulate officially recognized CPD points and thus a once off bridging period will be allowed till the end of June 2018. The following rules will apply:

A If the total points the applicant accumulated is equal to or more than 13 points:
Applicant will be re-certified, but the full 15 points will be required in future.

B If the total points the applicant accumulated is between 10 and 13 points:
Applicant shall submit any applicable evidence to show that some effort has been made to accumulate points by being involved in a development activity even though it may not be officially recognized as a CPD activity. The allocation of the “points” per event is entirely at the MetCert evaluation committee’s discretion. If 13 or more points are allocated to the applicant, the applicant will be re-certified, but the full 15 points will be required in future.

C If the total points the applicant has accumulated is 9 points or less and there are no additional CPD points that can be awarded:
The MetCert will be suspended and the applicant will be given one year from the expiry date of the previous certificate to provide sufficient evidence to earn the re-certification. If nothing is received from the applicant in the allowed period, the application for re-certification will be declared null and void and the applicant will need to restart the MetCert application. No recognition will be given to any previous practical tasks, as specified on the discipline specific forms completed and they will all need to be done again.

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9. 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 MetCert being declared null and void and the applicant will need to restart the MetCert application. No recognition will be given to any previous practical tasks, as specified on the discipline specific forms completed and they will all need to be done again.

10. New application after having been previously certified

In the event that an applicant decides to rather re-apply for a MetCert 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 MetCert for a period of two years and will need to supply new evidence of the required tasks. No recognition will be given to previous certification or tasks provided.

11. CPD Activities

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

11.1 Work based

- Working as a metrologist in a calibration laboratory;
- Working as a consultant in the area of metrology;
- Working as a SANAS Technical Assessor;
- Working as a SANAS Lead Assessor
- Working as a lecturer of NLA-SA metrology courses;

NOTE: The last 3 points may also be claimed in section 11.2, but not in both sections 11.1 and 11.2

11.2 Individual Development

- Attendance at a Metrology/Testing conference;
- Satisfactory completion of NLA-SA Metrology courses;
- Satisfactory completion of other Metrology related courses (details to be provided);
- Satisfactory completion of SANAS Internal auditing, systems (ISO/IEC17025), Technical and Lead Assessor training courses;
- Attendance of NMISA Technical Advisory Forums (TAFs);
- Attendance of SANAS STC meetings;
- Attendance of the SANAS Assessors Conclave;

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- Attendance of the SANAS Assessors Workshop;
- Active participation in SANAS STC WG activities (Meetings, development of documents etc);
- Metrology related research activities for which a formal report is published;
- Publication of metrology related articles in trade journals;
- Write and present a paper at the NLA-SA T&M conference;
- Write and present a paper at a Metrology/ Testing Conference;
- 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);
- Participation in ILC 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 R48
 - The report must clearly indicate that the applicant performed the measurements, how the reference value was established and how performance was evaluated.
 - Each artefact will constitute a valid ILC and the points awarded will be in line with Annexure A below.

12. 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 metrology and laboratory management.

13. Approval of Training Courses other than NLA-SA, NMISA 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 Metrologist certification scheme.

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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.

14. Guidelines for Application

Candidates seeking to renew their Metrologist Certification are required to complete the necessary application form (NLA-MC-F-05-XX) using Annexure A as a guideline. Suitable evidence of attaining the necessary CPD points should be provided, the declaration affirming the Metrologist's commitment to abide by the previously signed code of conduct needs to be signed and the applicable application fee paid (NLA-MC-I-09-XX).

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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 points / annum	Letter from employer Sworn submission if self employed Provide evidence of work performed Assessor log confirmed by SANAS Assessor Log confirmed by SANAS Course schedule confirmed by NLA-SA	<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 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		
Working as a Metrologist part time in a calibration laboratory for a period exceeding 50 days per annum (\pm 1 day per week)	0,75 point / annum		
Working as a Consultant in Metrology for a period exceeding 100 days per annum	1,5 points / annum		
Working as SANAS Calibration Technical Assessor	0,5 points per assessment day		
Working as SANAS Calibration Lead Assessor	0,25 points per assessment day		
Lecturing NLA-SA Metrology Courses	0,5 points per lecturing day		
INDIVIDUAL DEVELOPMENT			
Attendance at a Metrology/Testing Conference	1 point per day (Typically 3 points)	Certificate	<ul style="list-style-type: none"> • 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.
Write and present paper at a Metrology/Testing Conference	0,5 points per paper	Copy of published paper, copy of proceedings	
Attend NLA - SA Approved Metrology Course	0,5 points per day	Certificate	
SANAS Internal Auditing, Systems, Lead and Technical Assessors courses	1 point per day	Certificate	
Attend NMISA TAF	0,5 points per meeting	Attendance register	
Attend SANAS STC; Participate in a SANAS STC WG, Attend Assessors conclave, Attend Assessors workshop	0,5 points per meeting	Minutes of meeting/Attendance register	
CPD Approved Activity	Maximum 1 point per day	Points to be confirmed by NLA-SA and approved before presentation	
Read and answer questions re Technical Paper	0,2 points per paper	Points to be confirmed by NLA-SA	
Complete a course (subject) at a recognized educational Institution in South Africa in a relevant field (i.e. mathematics, science, technology, engineering, statistics, quality assurance/management)	1 point per day (Maximum 5 points per year)	Examination results FET & CHE	
Metrology research resulting in publication of report preferably peer reviewed	1 point	Copy of report	
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.	0,5 points	Copy of published article. Points to be confirmed by NLA-SA	
Participation in formal ILC activities	0,2 points per completed ILC (Maximum 1 point per year)	Provide evidence to prove a direct link to applicant and final report	