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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 Executive 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 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 keeps abreast of changes in technology, and this may be achieved by attending metrology related courses, participation and attendance of Metrology Conferences/Symposiums, e.g. Test & Measurement Conferences/Symposiums, 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 an ILAC MRA Accreditation body.

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 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. 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 certification 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 certification being declared null and void and the applicant will need to restart the MetCert application. No recognition will be given to any previous submitted evidence for practical tasks specified on the discipline specific forms and they will all need to be done again.

## 9. New application after having been previously certified

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

## 10. CPD Activities

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

### 10.1 Work based

- Working as a Metrologist in a calibration laboratory;
- Working as a consultant in the area of metrology;
- Working as a Calibration Technical Assessor on behalf of an ILAC MRA Accreditation body
- Working as SANAS Calibration Lead Assessor
- Lecturing NLA – SA Metrology related courses

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NOTE: The last 3 bullet points above may also be claimed for Individual development, but not in both sections (work based and individual development).

## 10.2 Individual Development

- Attendance at a Metrology/Testing conference;
- Write and present paper at a Metrology/Testing Conference;
- Attendance of NLA - SA Metrology courses;
- Attendance of other Metrology related courses (details to be provided;
- Attendance 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;
- Attendance of the SANAS Assessors Workshop;
- Participation in Metrology Technical Committee Meetings, participation in Work Group Activities and development of technical documents that are available in the public domain, etc. (e.g. ISO, SANAS, SABS, and NRCS);
- Metrology related research activities for which a formal report is published;
- Peer evaluation of Metrology research papers;
- Publication of Metrology related articles in trade journals;
- Attend a CPD Approved Activity;
- Present a CPD Approved Activity;
- Read and answer questions for an approved CPD Technical article/paper;
- Complete a course (subject) at a recognized educational institution in a relevant field (i.e. mathematics, science, technology, engineering, statistics, and quality assurance/management); (Further Educational Training (FET) and Council of Higher Education (CHE)
- Participation in ILC activities under the following conditions:
  - Only a formal Inter Laboratory Comparison is acceptable, not INTRA Laboratory Comparison.
  - Results of PTs meeting the requirements of ISO 17043 and ILAC P9 will be accepted.
  - ILC's should be conducted in line with SANAS R48 requirements. The report must include how the reference value was established and how performance was evaluated. Protocol that was followed must be available if requested.
  - The report must clearly indicate that the applicant performed the measurements (raw data to be available to support this direct link).
  - Each artefact calibrated as part of an ILC will constitute a valid ILC and the points awarded will be in line with Annexure A below.
  - Organize an ILC activity and prepare a protocol and final report meeting the requirements of SANAS R48.

## 11. General rules of equivalence

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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. (See Appendix A)

**12. 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.

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 Metrologist Certification are required to complete the necessary application form (NLA-MC-F-05-XX) using the 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).

# Annexure A

CPD Activities	CPD Points	Evidence	Remarks
<b>WORK BASED</b>			
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"> <li>• 3,0 points per year (9 points per Certification Period of 3 years).</li> <li>• Points in this category may not be accumulated or carried over from one year to the next.</li> <li>• Assessments and lecturing may be claimed in Individual Development section, but not in both</li> </ul>
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 ( $\pm$ 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	
<b>INDIVIDUAL DEVELOPMENT</b>			
Attendance at a Metrology/Testing Conference	0,5 points/day	Certificate	<ul style="list-style-type: none"> <li>• 6,0 points per 3 year Certification Period.</li> <li>• Maximum of 6,0 points may be accumulated and carried over from one Certification period to another – one period only.</li> </ul>
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.	