

# Application Form for Certification for all schemes



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**FOR OFFICE USE ONLY** (Confidential when completed)

Date Received:

Application Fee: R

Certification No.(s):

## Section 1 - Personal Details

Indicate  details that should reflect on the SAATCA website. ↓

Title		N/A
Nationality		N/A
Gender		N/A
Surname		Mandatory
First Names		Mandatory
ID Number		N/A
Name of Organization		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Vat number		N/A
Correspondence Address > (Street or PO Box)		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Area		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Code		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Contact number		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Cell number		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fax number		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Email		Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Responsible person for the payment of fees (please indicate )--> Applicant  Company

Details of Manager/Supervisor that should be included in all SAATCA communication (if applicable)

Name & Surname:		Contact Email:	
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## Section 2 - Sponsor

### Notes to the Sponsor(s):

- Please read the SAATCA Code of Conduct for Sponsors (SF51), and acknowledge commitment by signing, prior to completing this sponsorship.
- Sponsor(s) must be acquainted with and/or have personal knowledge of those elements of this form, which they have confirmed.

**Declaration(s) by Sponsor(s):** I recommend the applicant as a person in every respect worthy of consideration for certification.

Name of Sponsor			
Professional relationship to applicant			
Business name and address			
		Code	
Email address	Office Tel No.	Cell No.	
Signature.....	Date:	<input type="text"/>	<input type="text"/>

## Section 3- Type of certification grade, scope and sector for which you are applying

Please indicate  the applicable certification scheme(s) you are applying for:

**Product Certification**

Grade	<input type="checkbox"/> Provisional Auditor	<input type="checkbox"/> Internal Auditor	<input type="checkbox"/> Auditor	<input type="checkbox"/> Lead Auditor
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**Environmental Management System - ISO/SANS 14001**

Grade	<input type="checkbox"/> Provisional Auditor	<input type="checkbox"/> Internal Auditor	<input type="checkbox"/> Auditor	<input type="checkbox"/> Lead Auditor
Sectors	<b>Note that without a completed SF149b Application Form Sectors EMS, this application cannot be processed.</b>			

**Food safety**

Grade	<input type="checkbox"/> Provisional Auditor	<input type="checkbox"/> Internal Auditor	<input type="checkbox"/> Auditor	<input type="checkbox"/> Lead Auditor
Scope	<input type="checkbox"/> FSMS (ISO/SANS 22000, GFSI Benchmarked schemes)	<input type="checkbox"/> HACCP (SANS 10330, codex CAC/RCP 1-1969, R908)	<input type="checkbox"/> PRP (SANS 10049, ISO/TS 22002, Meat Safety Act, Global gap)	<input type="checkbox"/> Hygiene (hygiene inspections based on R638)
Sectors	<b>Note that without a completed SF149a Application Form Sectors Food Safety, this application cannot be processed.</b>			

**Occupational Health and Safety – OHSAS/SANS 18001 | ISO 45001 : 2018**

Grade	<input type="checkbox"/> Provisional Auditor	<input type="checkbox"/> Internal Auditor	<input type="checkbox"/> Auditor	<input type="checkbox"/> Lead Auditor
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**Section 3- Type of certification grade, scope and sector for which you are applying...continued**

Please indicate  the applicable certification scheme(s) you are applying for:

**Quality Management System - ISO/SANS 9001**

Grade  Provisional Auditor  Internal Auditor  Auditor  Lead Auditor

**Road Auditor**

Grade  Provisional Auditor  Internal Auditor  Auditor  Lead Auditor

**Other (Please Specify) -->**

Grade  Provisional Auditor  Internal Auditor  Auditor  Lead Auditor

**Section 4 - Legal knowledge and background**

Please give brief overview of your legal knowledge and background as applicable the scheme including, registration product/service related legislation:


**Section 5 - Education**

**TECHNICAL AND ACADEMIC QUALIFICATIONS**

School, University, University of Technology, College etc. *(Supported by certified copies of certificates)*

Year	Award/Certificate	Course/Main Subjects	Educational Establishment

**Section 6 – Membership of Professional Bodies**

**Professional Bodies, Associations, Organizations** *(Supported by documented evidence)*

Year Joined	Name	Member Number	Grade / Status

**Section 7– Auditor, Scheme and Sector Specific Training**

**Auditor Training Course/s** *(SAATCA Approved or Equivalent)* *(Supported by certified copies of certificates)*

Date	Training Course Provider	Title of Course	Exam results

**Other Training Courses Relevant to the Scheme of Application** *(Supported by certified copies of certificates)*


**Section 8 – Work Experience** *(Either complete here, or provide copy of current CV)*

From Month/Year:		To Month/Year:	
Name of Organization and Department			
Work Experience			
To Month / Year:			
Job Title			
Details of Work Experience			
Details of Management System Experience			

## Section 8 – Work Experience (Either complete here, or provide copy of current CV)

From Month/Year:		To Month/Year:	
Name of Organization and Department			
Work Experience			
To Month / Year:			
Job Title			
Details of Work Experience			
Details of Management System Experience			

## Section 8 – Work Experience (Either complete here, or provide copy of current CV)

*Please attach additional pages if necessary*

## Section 9 - Application Checklist

**Please ensure all requirements for certification are provided and are indicated  as applicable:**

- Completed and signed application form (SF79)
- Copy of certified Identification document.
- Application fee (Please note that the application fee must be sent with this application, and that this application fee is not refundable).
- Copy of up to date and current CV .(please emphasize sector knowledge, training and experience).
- Completed and signed Code of Conduct – Auditors (SF29).
- Completed and signed Code of Conduct/s – Sponsor (SF51).
- Completed and signed Code of Conduct – Witnessing Lead Auditor (SF52).
- Completed and signed off Audit log, providing details of auditing experience that meets the minimum audit days required by the relevant SAATCA criteria for the scheme. (SF26)
- Copy of Auditor Performance Report (SF45) report verified / witnessed by a registered SAATCA Lead Auditor (one of the logged audits on the SF26 relative to the scheme being applied for).
- Completed and signed ISO 19011 self-declaration (SF148) (If not previously supplied).
- Completed and signed relevant application form for sectors (only if specific sectors are applied for, refer section 3.)
- Certified copies of qualifications (formal and skills development) and membership(s) of professional bodies / organizations / associations.
- Completed and signed Auditee Feedback Report (SF72)
- Other (Please list any other submission you have included.....)

Note: \* On receipt of the application an invoice for the initial application fee will be issued. Please note that proof of payment must be forwarded to the SAATCA office before the application will be processed. Also note that the application fee is not refundable.

\*SAATCA affords an applicant opportunity to declare a request for accommodation of special needs within reason, with reference to a SAATCA facilitated examination process, if any.

\* SAATCA shall ensure that all information obtained in this application, is not disclosed to an unauthorized party without the written consent of the applicant, except where the law requires such information to be disclosed.

## Section 10 – SAATCA Terms and Conditions

It is a condition of certification that your name and contact details are recorded in the SAATCA Auditors Certification Register and published on the SAATCA web site: [www.saatca.co.za](http://www.saatca.co.za)

All information, correspondence and other documentation submitted in support of this application must be in the English language, or accompanied by a certified translation of the original.

Certification by SAATCA is governed in accordance with South African law and is subject to the exclusive jurisdiction of the South African courts.

Applications will only be considered for evaluation when:

- the application fee has been received.
- all sections of this form have been completed.
- all the required SF forms, certified copies of original certificates and supporting documentation have been submitted.

The auditor application evaluators of the SAATCA Evaluation Committee may without prior notice contact any of the applicant's references/ auditee's/ clients etc to verify the correctness of the application details/audit log details.

**The auditor specifically agrees that:**

- a) To comply with the relevant provisions of the certification scheme;
- b) To make claims regarding certification only with respect to the scope for which certification has been granted;
- c) Not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorized;

**...continued on page 4**

**Section 10 – SAATCA Terms and Conditions...continued**

- d) To discontinue the use of all claims to certification that contain any reference to SAATCA or certification upon suspension or withdrawal of certification, and to return any certificates issued by SAATCA;
- e) Not to use the certificate in a misleading manner.

**The auditor signs an agreement for the following reasons:**

- a) Failure to resolve the issues that have resulted in the suspension, in the time established by the certification body, shall result in withdrawal of the certification or reduction of the scope of certification.
- b) The certified person or training course provider refrains from further promotion of the certification while it is suspended.
- c) In the event of withdrawal of certification, the certified person refrains from use of all references to a certified status. The card and certificate remains the property of SAATCA.
- d) The logo remains the property of SAATCA to whom it must return to SAATCA on request. Failure to return the logo in which legal action will be followed.

**Section 11– Applicant Declaration**

I, the undersigned, making application for SAATCA auditor certification, understand and agree to uphold the Auditor's Code of Conduct and requirements as defined within SAATCA's Management System which may from time to time be subject to change.

I confirm that the information contained in this application is correct to the best of my knowledge and belief. I understand and accept that if I provide incorrect information or withhold relevant, requested information, I will be excluded/removed from the SAATCA register and that I will be precluded from re-applying for 3 years.

I also understand that, once certified, I am obliged to notify SAATCA without delay of any changes to my circumstances which, if declared when I made my first application, might have caused SAATCA to exclude me from the register.

I understand that no information relating to a SAATCA registered auditor or SAATCA registered training course provider, other than that already available on the SAATCA official website or other public domain, shall be made available by SAATCA to any third party without the written consent of the organisation or individual concerned, except as provided for by law.

I confirm that I understand that the information contained in this document is solely for the purpose of processing this application for certification and that the identified details will be published on the SAATCA website for successful certification.

Name & Surname:

Signature: ..... Date: <sup>DD/MM/YYYY</sup>