



17 October 2012

TO: All ITC-SA Members

National Communiqué No 015

Dear All,

During the ITC-SA Timber Engineering Advisory Committee Meeting of 16 October 2012, a request was made for the ITC-SA to confirm to all its Membership the requirements applicable for Erector Membership. The purpose of communicating the requirements would be firstly, to enable especially Fabricator Members to correctly inform aspiring Erectors who want to join the ITC, and secondly to ensure that we have a uniform national approach in assisting this potential Membership. The aspiring Erector Members who meet the criteria will be accredited with an ITC-SA Certificate of Competence.

The rationale behind the introduction of an ITC-SA Certificate of Competence for Roof Erectors was to instil a consistent, professional approach into the erection of prefabricated timber roof trusses through a set of standards governing:-

1. The erection procedures employed;
2. The ability to read a drawing;
3. The competence of key personnel;
4. The quality of workmanship;
5. The ability to understand the complete erection instructions provided to the site;
6. An understanding of key structural principles (Category A + B only).
7. An understanding of the erector's basic responsibilities during the erection process.

Roof Erectors who fulfil the requirements mentioned above, will appear on a list of ITC-SA approved Roof Erectors and will be provided with an **ITC-SA Certificate of Competence** for display in their premises. Such Roof Erectors will be entitled to the use of a special **ITC-SA logo** on their stationery and other documentation.

Attached please find guidance documentation to assist potential Erector Members in joining the ITC-SA as probationary Members while working towards full Erector Membership.

Kind Regards

Fred Wagenaar

Executive Officer (ITC-SA)

Directors:

L.J. Cotton (Chairman)
E. Piyackis* (Deputy Chairman)
F.C. Wagenaar (Executive Officer)
R.C. Adams, N.A. Lawrence, Y.E. Darsot
P. de Villiers, S. Auret, C.D. Hobson, E.P. Curry
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THE ITC PROCEDURES FOR THE APPLICATION FOR A CERTIFICATE OF COMPETENCE FOR THE ERECTION OF TIMBER ROOF STRUCTURES

1. APPLICATION PROCEDURES

1.1 Approval: *(An applicant must obtain a logbook from the ITC-SA and pay his fees and after 5 normal roof inspections by an ITC-SA Roof Inspector and certification by an ITC-SA Accredited Engineer, may then apply for an audit inspection.)*

1.1.1 A Roof Erector applying for a Certificate shall request an **"audit inspection"** from the Institute, in writing, stating which category of competence he/she is applying for. The Audit inspector will be appointed by the Institute. The audit inspection will be conducted by one (1) approved competent person (or other suitably experienced/qualified persons appointed by the **ITC-SA**) at the sites of a minimum of two (2) completed roof structures having recently been erected by the Applicant and where reasonable access for inspection can still be obtained to the finished roof.

1.1.2 The Roof Erector shall, on applying for the Certificate, nominate the key person(s) in his Company responsible for maintaining standards of quality in roof construction. He must ensure that the personnel are available to be examined on the date agreed for the audit inspection. Any additional expenses incurred due to the absence of key personnel shall be borne by the applicant.

1.1.3 The **"Audit inspector"** will check whether all requirements are complied with in the erection of the selected roof structures. If satisfied, the Audit inspector will recommend that the Institute issue the Certificate. (No compromise "undertakings" will be allowed.)

1.1.4 Membership is contingent upon successfully complying with the requirements of the audit inspection.

1.1.5 The audit inspection fee will be an amount determined prior to the audit inspection by the Directors of the Institute, but will initially not be less than R2000, 00 (Two Thousand Rand) incl. VAT payable prior to the audit inspection.

1.2 Re-examination and Suspension:

1.2.1 A Roof Erector shall be examined for continued compliance with **ITC-SA** requirements at intervals not exceeding one (1) year in accordance with procedures in place at that time. A duly convened meeting of the Standards, Inspections & Audits Committee of the Institute may, by a two thirds majority decision, order that a Certificated Erector's workmanship be re-examined under any of the following circumstances:

In the event of:

1.2.1.1 Changes in key personnel employed by such Roof Erector;

1.2.1.2 A complaint being lodged with the Institute against a Roof Erector provided that the certificated Roof Erector shall have received adequate notice of such meeting to discuss his activities and shall be entitled to be present at such meeting.

1.2.2 The Roof Erector must advise the Institute immediately of any change in key supervisory personnel. The Institute will then determine whether a re-examination is required. However, the Roof Erector will retain all his rights under the scheme until any re-examination can be carried out or for a maximum period of 60 days.

1.2.3 A Roof Erector may only be disqualified from Certification after a re-examination has occurred or he has failed to pay his membership fee.

1.2.4 The cost of any inspections required to investigate a complaint will be borne by the Complainant except that, where the complaint is found to be justified, the costs of any such examination will be borne by the Roof Erector.

1.2.5 If disqualified, a Roof Erector will no longer be entitled to use the **ITC-SA** logo and will be deleted from the **ITC-SA** list of certificated Roof Erectors. A disqualified Roof Erector may apply to be re-instated after thirty (30) days. The cost of any further inspections required will be borne by the Roof Erector.

1.3 Promotion:

The list of approved Roof Erectors and Certificate of Competence holders will be promoted through:

- * Circulars to specifiers and authorities;
- * Advertisements in trade journals;
- * Local authorities and specifiers will be encouraged to insist on roofs being erected by certificated Erectors, and names listed on ITC-SA Website.

1.4 Administration:

The scheme will be administered through National **ITC-SA** in Isando Gauteng

1.5 General:

All audit inspection and license/membership fees will be subject to a review from time to time.