

Institute for Timber Construction
Association Incorporated under Section 21 of Companies Act

Reg No. 1972/009631/08
VAT No. 4270130349

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ITC-SA MEMBERSHIP APPLICATION FORM FOR THE AWARDING OF A PROFESSIONAL DESIGNATION
APPLICANT'S PERSONAL DETAILS

Title:

Which Province do you predominantly operate in (tick):

First Name:

Gauteng Western Cape Northern Cape

Surname:

Eastern Cape Free State North West

Limpopo KZN Mpumalanga

ID No: (A copy of your ID is to be attached when returning the application)

Physical Address:

Postal Address:

Suburb:

Suburb:

City:

City:

Postal Code:

Postal Code:

Home: (.....)..... Work: (.....)..... Fax: (.....).....

Mobile: (.....)..... Email:@.....



THE WOOD FOUNDATION™

☐ Certified Roof Erector:

Persons applying for this category of registration must have passed the relevant Carpenter trade test as specified in the Manpower training act section 28 or 13 and/or have obtained a carpentry qualification in terms of the Skills Development Act.

Provision is also made for previously disadvantaged individuals that have not had the benefit of completing a formal Learnership program. In this case, and where no formal qualification exists, recognition by the process of RPL (Recognition of Prior Learning) will be applied for on the job training and experience to enable candidate to qualify.

All persons applying for this category of registration would be required to have completed the ITC-SA's Roof Erector requirements for registration within 12 months of applying for registration as a Certified Roof Erector. During the 12 month prior to registration, the applicant Roof Erector will work under an identified mentor, and will be referred to as a probationary Roof Erector. Registered Certified Roof Erectors will need further education and training to move from a **Category C/D** Roof Erector to a **Category A** Roof Erector. Certified Roof Erectors will not be allowed to erect roofs outside the category for which they have been registered.

☐ Certified Roof Inspector:

To qualify for the designation as Certified Roof Inspector, the applicant must have prior experience in roof design and construction, and should preferably have a recognized qualification (NQF level 5) in the built environment. This qualification may be in the fields of civil engineering, architecture, quantity surveying, and construction management.

Provision is also made for previously disadvantaged individuals that have not had the benefit of a formal education and qualification. In this case, and where no formal qualification exists, recognition by the process of RPL (Recognition of Prior Learning) will be applied for on the job training and experience to enable candidate to qualify.

In all cases, a minimum experience of 3 years in the construction industry will be required. In the absence of any prior exposure to the design and construction of timber roof structures, the applicant Roof Inspector will need to complete the ITC-SA Estimator/Designer modules and have passed the exams.

Although accepted that a person deemed qualified at NQF level 3 will have basic literacy and numerical skills, provision will be made to accommodate candidates that may need to undergo an oral rather than a written test to confirm competence. This process may be seen as a supplementary examination to overcome language barriers, specifically where English may be the third or fourth language of the applicant.

Prior to registration, the applicant Roof Inspector will work under an identified mentor, and will be referred to as a probationary Roof Inspector.

After having met these requirements, the Applicant Roof Inspector will undergo a minimum 2 day classroom session under the direction of any ITC-SA Accredited Timber Engineer. After the completion of the classroom sessions, an exam will be written; and an oral examination conducted where deemed to be in the best interest of the student; and then an on-site test will be done to confirm the ability of the inspector.

The Roof Inspectors applying for registration under this designation will be required to complete the above set requirements within a period of 12 months.

☐ Certified Roof Fabricator:

To qualify for the designation of Certified Roof Fabricator, applicant is required to have passed all the requirements as set out below:

- The applicant Roof Fabricator applying for this ITC-SA designation shall request, in writing, an **"audit inspection"** from the ITC-SA.
The audit inspection will be conducted by the ITC-SA registered Accredited System Developer and an ITC-SA approved Independent Audit Inspector.
- The Fabricator shall, on applying for this Certificate of Competence, nominate his key personnel and provide their job descriptions. He must ensure that these personnel are available to be interviewed on the date agreed for the audit and that there is sufficient manufacturing work being performed for the Audit Inspector to make a fair appraisal of all aspects of the Truss Plant. Any additional expenses incurred due to the absence of key personnel shall be borne by the applicant.
- The **"Audit Inspector"** must inter-alia check whether all requirements prescribed by the ITC-SA (below) are complied with in the operational activities of the Fabricator's plant. If satisfied, the Audit Inspector will recommend the Applicant (Probationary Roof Fabricator) to the Institute for consideration for the designation of Certified Roof Fabricator.
 - ✓ The design procedures employed;
 - ✓ The presentation of quotations;
 - ✓ The competence of key personnel;
 - ✓ The quality of manufacture;
 - ✓ The erection instructions provided to the site

☐ Accredited Timber Engineer:

Persons applying for this category of registration must already be registered with the Engineering Council of South Africa as a professional engineer or professional engineering technologist. The applicant will also be required to provide proof of Professional Indemnity Insurance recognizing cover for structural design in timber structures. Lastly, the applicant shall provide a comprehensive CV of work done confirming under whose mentorship he/she received training to confirm competence in timber structure design and construction. The application shall be tendered at the ITC-SA Technical Engineering Advisory Committee for vetting and approval by his/her peers in the industry.

On approval of the; to be Accredited Timber Engineer; the applicant will receive his/her Registration Certificate. Before confirmation of the set requirements, the applicant Timber Engineer will be referred to as a Probationary Timber Engineer.

☐ Certified (Roof Structure) System Software Developer:

To qualify for the designation of Certified System Developer, applicant is required to provide documented proof of specifically the system design software being in compliance with the listed ITC-SA criteria (available from ITC-SA). Before confirmation of the set requirements, the System Software Developer will be referred to as a Probationary System Software Developer.

Lastly, and which will be pre-requisite for recognition by the ITC-SA will be an independent audit and testing, that will need to be conducted by an independent competent person recognized by the Engineering Council of South Africa (ECSA) and the ITC-SA. The following people are considered competent by the ITC-SA and ECSA, and will be able to confirm compliance with the industry related requirements as stated below;

*Prof. Walter Burdzik (University of PTA)

*Mr. Tony Aimer (ECSA Consultant)

Section A

(Complete only if applying for registration as a CERTIFIED ROOF ERECTOR)

Training route you achieved your qualification through (tick):

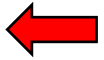
- Apprenticeship Learnership NVC Plumbing Section 28

Your Training Assessor Certificate Number: Year you obtained your certificate:

Training Provider where your training was done:



A certified copy of your certificate to be attached when returning the application!



Section B

(Complete only if applying for registration as a CERTIFIED ROOF INSPECTOR)

Training route you achieved your qualification through (tick):

- University..... Technicon..... College.....

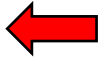
Others

Your Student Number: Year you obtained your qualification/s:

Training Provider where your training was done:



A certified copy/ies of your certificate/s to be attached when returning the application!



Section C

(Complete only if applying for registration as an ACCREDITED TIMBER ENGINEER)

Training route you achieved your qualification through (tick):

- University..... Technicon..... College.....

Others

Your Student Number: Year you obtained your certificate:

Training Provider where your training was done:



A certified copy/ies of your certificate/s to be attached when returning the application!



Section D – Part 1

(Complete only if applying for registration as a CERTIFIED (ROOF STRUCTURE) SYSTEM SOFTWARE DEVELOPER)

Route you achieved your qualification in this designation through (tick):

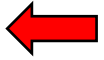
- By System Developer Own Software
- Independently Audited..... Date

Your Certificate of Competence Number: Year you obtained your certificate:

Training Provider where training was done:



A certified copy/ies of your certificate/s to be attached when returning the application!



Section D – Part 2

(Complete only if applying for registration as a Certified Roof Fabricator)

Route you achieved your qualification through (tick):

- Audit Inspection..... By Whom
- When..... System Affiliation

Your Certificate of Competence Number: Year you obtained your certificate:

Training Provider where your training was done:



A certified copy of your certificate to be attached when returning the application!



Section E: Current Employer Details

(To be completed by all applicants)

Company ITC-SA CoC Number: or Company Name:

(Please note: The CoC number (Certificate of Competence Number) will only apply if the relevant company details have been captured with the ITC-SA after the awarding of a CoC. If not please complete below.)

Physical Address: Postal Address:

Suburb: Suburb:

City: City:

Postal Code: Postal Code:

Home: (.....)..... Work: (.....)..... Fax: (.....).....

Mobile: (.....)..... Email: @

Section F: Insurance Details

(Complete only if applying for the designation of ACCREDITED TIMBER ENGINEER.)

All qualified and practicing professional engineers or engineering technologists must have appropriate PROFESSIONAL INDEMNITY INSURANCE in place before applying for relevant registration (PI insurance may be through their current employer)

Insurance Company: Policy holder:

Policy Number: Period of Insurance From: To:

PI Insurance Value:

Section G: Statutory Industry Documentation

(To be completed by all applicants)

All ITC-SA registered practitioners shall have in their possession the current compulsory SANS codes of Practice, Building Regulations and statutory requirements for ease of reference (copy of these can be purchased/obtained from the from the South African Bureau of Standards, NHBRC, Government Printers and Local Authorities).

Please tick the boxes acknowledging that you have the relevant documentation

- SANS 10400 (inclusive)**
- SANS 10160 (inclusive)**
- SANS 10163 (inclusive)**
- SANS 10243 (inclusive)**
- SANS 10783 (inclusive)**
- SANS 10005 (inclusive)**
- NHBRC Home Building Manuals**

Section I: Declaration

(To be completed by all applicants)

Accepts this abbreviated Code of Conduct as the Ethical Basis for our Commercial Activity in the best interest of the Industry and agrees to rigorously abide by this undertaking to:

1. Adhere to the letter and spirit of the Institute for Timber Construction's Articles of Association/Memorandum of Incorporation.
2. Promote and accept fair competition amongst Members of the ITC.
3. Foster and promote the highest possible standards in the Timber Roof Construction Industry by rendering professional service at all times by *inter alia*:
4. Ensure that all design and construction standards conform with the latest National Building Regulations, SANS Material and Design Codes of Practice, and the recommendations of the ITC Timber Engineering Advisory Committee;
5. Ensure that approved applications submitted to the Local Authority are supported and adhered to;
6. Uphold standards outlined by, and acceptable to the ITC, in accordance with the various Certificates of Competence administered by it and to report to the ITC any non-compliance or deviation from such standards; and to
7. Rectify lack of compliance with this code within 14 days so as to avoid penalties being applied, which we acknowledge can include suspension.
8. Submit to an annual audit being conducted by or on behalf of the ITC, so as to ensure compliance with the minimum standards for continued membership of the ITC.
9. Prominently display on letterheads, advertisements and the like, wherever practicable, the logo of the ITC and to display in your office premises the current Certificate of Competence issued by the ITC.
10. Resolve conflict immediately as they arise concerning the implementation or interpretation of the Code of Conduct, initially directly between relevant Members involved, failing which to refer such dispute to the ITC Board of Directors for resolution.
11. Accept the right of the ITC Board of Directors to appoint a subcommittee of not less than three Members to investigate and determine whether acceptable standards have been compromised.
12. Abide by any lawful resolution or ruling of the ITC Board of Directors relating to any breach of this Code of Conduct and to submit to disciplinary action of any proved transgression.

We acknowledge that penalties imposed can include suspension of membership or other punitive measures as may be deemed appropriate.

Iidentification number declare that the information contained in this application, attached by me to this application, is complete, accurate and true to the best of my knowledge. I further declared that by forwarding this completed form to the ITC-SA I am acknowledging that I have read and fully understood what is required of me as a ITC-SA registered professional. I give consent for enquiries for verification purposes to be made into any information I have given on this application.

Signature of applicant:Date: