



Southern African Radiation Protection Association

PROCESS AND RULES FOR CERTIFICATION

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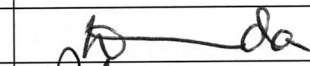
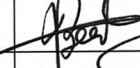

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CONFIGURATION CONTROL

Document History

Rev	Date	Preparer	Changes
1.0	05/03/2019	Dr Dazmen Mavunda	First issue

Document Approval

Action	Name	Designation	Signature
Prepared	Dr Dazmen Mavunda	RPCC Member	
Reviewed	Mr Frik Beeslaar	RPCC Member	
Approved	Mr Gaopalelwe Santswere	SARPA Chairman	

1 APPLICATION PROCEDURE

- 1.1. Application is achieved by completing an application form and e-mailing a PDF copy, together with the required attachments (see 1.2 below) to the Radiation Protection Certification Committee (RPCC) Secretariat. Electronic copies of large files may be handed in at the Secretariat. Paper submission will not be accepted. All applications are processed by the Secretariat and reviewed for completeness before being considered for assessment.
- 1.2. Retyped versions of application forms will only be accepted if all information required by the official application form is included. Electronic copies of the application in MS-Word format can be e-mailed to applicants on request.

2 REQUIREMENTS FOR APPLICATIONS

- 2.1. All relevant sections of the application form must be completed. If additional space is required for details of relevant experience, an attachment may be included with the application.
- 2.2. The applicant must sign and date the application.
- 2.3. The following must be included with an application:
 - a) CERTIFIED copies of supporting documents with regards to qualifications and training
 - b) CERTIFICATION copies of documents supporting claims made w.r.t. experience (e.g. evaluation by an RPS of projects completed as part of RPO training)
 - c) Letters from the applicant's present and past employers in which full details of the applicant's duties and responsibilities in the field of radiation protection are described
 - d) Proof of Payment of the Certification Fee

3 CERTIFICATION FEE

- 3.1. The Certification Fee is available from the SARPA Secretariat. The fee is per application form received, irrespective of the number of fields in which certification is applied for. This fee may be subject to change and applicants should check with the SARPA website. to ensure that they pay the current fee.

- 3.2. The certification fee is not refundable, should an application be unsuccessful or if the application is returned as incomplete.
- 3.3. Payment shall be made in to the SARPA bank account FNB.

4 HANDLING AND CONSIDERATION OF APPLICATIONS

- 4.1. Applicants should receive a letter acknowledging receipt of your application.
- 4.2. In case of Incomplete application/missing documents the Secretariat will communicate to applicants together with a letter explaining the reasons for return of the application/missing documents.
- 4.3. Applications that do not include payment but otherwise in order will be held back until payment of the Certification fee has been received.
- 4.4. Applications that are in order will then be assessed by the RPCC at the next scheduled meeting. The RPCC meets every quarter to assess the application. Due date for submission of applications will be published on the SARPA website
- 4.5. The RPCC will assess the applications in accordance with an approved procedure.
- 4.6. The RPCC reserves the right to require additional information from applicants.
- 4.7. The Secretariat will notify an applicant in writing of the RPCC's final decision and, if the application is successful, include a copy of the Code of Ethics for him/her to sign. If the application were unsuccessful, the applicant will be furnished with a summary of the reason(s) for the RPCC's decision
- 4.8. Successful applicants must return a CERTIFIED copy of the code of ethics to the Secretariat. On receipt thereof, the secretary/treasurer will issue the applicant with a Certification certificate
- 4.9. Applicants not accepted for the levels of certification they have applied for shall not automatically be granted a lower level of certification. Such candidates will have to submit a new application form and again pay the certification fee.

5 APPEAL AGAINST A RPCC DECISION

- 5.1. An applicant has the right to appeal to the Executive of SARPA against a decision of the RPCC.

- 5.2. An appeal must be in writing and substantiated by additional information and basis for an appeal. An appeal shall be lodged within 2 weeks from the date of the RPCC's letter.
- 5.3. The SARPA executive will then review the decision of the RPCC.