

SABS

QUALITY MANAGEMENT SYSTEMS
2016 - 2017 CALENDAR



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QUALITY MANAGEMENT SYSTEMS – SANS/ISO 9001

Organisations all over the world have realized the benefits of implementing and maintaining quality management systems based on the SANS/ISO 9000 series of standards i.e. 9000; 9001 & 9004. It provides consistency in the quality of a product and/or service. It drives an organisation to meet and exceed customer expectations, leading to an increase in market and shareholder value.

The series of courses offered within this Quality Faculty will enhance the understanding of the standards and their requirements, thus enabling learners to implement and maintain such systems in their respective organizational environments.

All our training material has been revised from the SANS/ISO 9001:2008 to include the new requirements of the **SANS/ISO 9001:2015** version.

Courses offered within the QMS FACULTY

COURSE NAME	TARGET AUDIENCE	ADDITIONAL INFORMATION
SANS/ISO 9001:2015 Introduction to Quality Management Systems	Anyone with minimal and/or no exposure to QMS	
SANS/ISO 9001:2015 Module 1: Understanding and Implementation of QMS	People with some exposure to QMS	Also offered as a staggered session training
SANS/ISO 9001:2015 Module 2: 3 rd Party and Lead Auditing of QMS based on SANS/ISO 19011:2011	People interested in becoming QMS third party or lead auditors	Pre-requisites apply to gain entry into these courses
SANS/ISO 19011:2011 Internal Auditing of the QMS based on SANS/ISO 9001:2015	People interested in becoming internal auditors and NOT 3 rd party auditors	Pre-requisites apply to gain entry into these courses
SANS/ISO 19011:2011 Integrated Management Systems Auditing based on SANS 9001/14001 &/OR 18001	People involved in performing Internal Audits of SHEQ Integrated Management systems	Pre-requisites apply to gain entry into these courses
SANS/ISO 9001:2015 Leadership Awareness Workshop for Strategic Quality Management	Senior and executive managers involved in strategy implementation	Only offered on site upon request
SANS/ISO 9001:2015 Quality Awareness Workshop	All employees involved with maintenance and daily use of the QMS	Only offered on site upon request
SANS/ISO 31000 & 31010 Risk Based Thinking and Root Cause Analysis	All staff involved in management systems and effective continual improvement	
FOR A SMOOTH TRANSITION FROM SANS/ISO 9001: 2008 TO 2015		
Transition Program A – Implementation Bridging course from SANS/ISO 9001:2008 TO SANS/ISO 9001:2015	For candidates who successfully completed Implementation of SANS/ISO 9001(any previous versions)	Pre-requisites apply to gain entry into these courses
Transition Program B – Implementation and Lead Auditing Bridging course from SANS/ISO 9001:2008 TO SANS/ISO 9001:2015	For candidates who successfully completed both Implementation and Lead Auditing of SANS/ISO 9001(any previous versions)	Pre-requisites apply to gain entry into these courses

STAGGERED TRAINING SESSIONS:

This is where a 5 days training session is broken into 2 non-consecutive weeks (session one comprises 2 days and session two comprises the remaining 3days within a period of 1 month). Note that this is offered for a Module 1 training ONLY. This is offered as per request and thus no dates are provided.

ON-SITE TRAINING:

All our courses can be offered on-site/in-house for group sessions. Staggered sessions can also be arranged for the module1 onsite depending on location and travel costs incurred. Please consult TCPSales@sabs.co.za for further information

APPROXIMATE STARTING TIME FOR ALL TRAINING COURSES: 8:30am

CERTIFICATES All our certificates are now issued in digital format for longevity and easy access and/or retrieval purposes. Hard copies are available upon request at a cost.

NOTE: Refer to the end of brochure for our terms and conditions AND registration forms

SANS/ISO 9001: 2015 INTRODUCTION TO QUALITY MANAGEMENT SYSTEMS

OVERVIEW:

This course is a precursor to the Module 1 and is designed to meet the needs of the SANS/ISO 9001 standard by :

- Providing personnel involved in the maintenance of management systems, a basic understanding of the SANS/ISO 9000 series of standards and the SANS/ISO 9001:2015 structure and framework .
- The process approach to implementing a system within any organisation.

PRE-REQUISITES:

There are no pre-requisites for the course, however a basic understanding of quality and quality principles as per SANS/ISO 9001 will be an advantage

COURSE DURATION: Two (2) days

PRICE: R4 000 - 00 (excl. VAT) per delegate

WHAT'S INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Digital Certificate of Attendance will be awarded

COURSE OUTLINE:

- Brief Overview of the SANS/ISO 9000 series i.e. 9000; 9001 & 9004
- Quality Concepts and the PDCA cycle
- The basic requirements of SANS/ISO 9001 : 2015
- No examination
- Certificate of Attendance will be awarded.

LEARNING OUTCOMES:

- Understanding the SANS/ISO 9000 series
- Understanding Quality concepts & the PDCA Cycle
- Understanding the basics of a Quality System in accordance to SANS/ISO 9001:2015
- 100% attendance required

MINIMUM PASS MARK: Not Applicable

REGIONAL SCHEDULE:

REGIONAL SCHEDULE:

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
22 - 23 AUG 2016	26 – 27 SEPT 2016	04 -05 JUL 2016	ONLY offered on-site upon request
14 – 15 NOV 2016			
2017 Dates			
13 – 14 FEB 2017	27 – 28 MAR 2017	19 – 20 Jan 2017	ONLY offered on-site upon request
15 – 16 MAY 2017	05 – 06 JUN 2017		

MODULE 1: UNDERSTANDING AND IMPLEMENTATION OF QMS, SANS/ISO 9001:2015

OVERVIEW:

This Module is designed to meet the needs of the SANS/ISO 9001 standard by :

- Providing personnel involved in a management systems, A THOROUGH and complete understanding of the SANS/ISO 9001:2015 interpretation
- Developing skills to apply this knowledge in developing, implementing and maintaining such a system

PRE-REQUISITES:

A basic understanding of quality and quality principles as per SANS/ISO 9001 will be an advantage

DURATION: Five (5) days

PRICE: R8 600 - 00 (excl. VAT) per delegate

WHAT'S INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Your personal copy of the SANS/ISO 9000:2015 and SANS/ISO 9001:2015 standards
- Digital Certificate

COURSE OUTLINE:

- Quality & Quality Management Systems
- The process approach and the quality management principles in implementing a QMS
- The principles, structure and language of SANS/ISO 9000 and SANS/ISO 9001
- Applying the SANS/ISO 9001: 2015 standard when developing and implementing a QMS
- Examination

LEARNING OUTCOMES:

- Understanding Quality Concepts, the purpose and rationale for a QMS
- Understanding the PDCA cycle
- Describing the benefits of a QMS
- Understanding the Quality Management Principles and their application in organisations
- Applying the Process Approach in a QMS
- Describing the 4-tier QMS documentation model
- Implementation of SANS/ISO 9001 requirements
- Interpretation and application of Quality Management Principles and Requirements

MINIMUM PASS MARK: 60% to attain successful completion certificate

NOTE: To alleviate the stress of releasing candidates from the workplace for consecutive extended periods we are now offering staggered courses for Module 1, which has the same quality content and fees structure as the full consecutive 5 days course. This is only offered in Pretoria Campus and available for all scheduled dates as below. (NB: course must be completed within 1 month of the initial sitting)

REGIONAL SCHEDULE: For Module 1 Understanding And Implementation Sans/Iso 9001:2015

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
11 JULY – 15 JULY	11 JULY – 15 JULY	15 AUG – 19 AUG	14 NOV – 18 NOV
29 AUG – 02 SEPT	12 SEPT – 16 SEPT	28 NOV – 02 DEC	
26 SEPT – 30 SEPT			
31 OCT – 04 NOV			
28 NOV – 02 DEC			
2017 Dates			
23 JAN – 27 JAN	30 JAN – 03 FEB	27 FEB – 03 MAR	16 JAN – 20 JAN
20 FEB – 24 FEB	27 MAR – 31 MAR	26 JUN – 30 JUN	03 APR – 07 APR
13 MAR – 17 MAR	08 MAY – 12 MAY		
03 APR – 07 APR			
22 MAY – 26 MAY			
05 JUN – 09 JUN			

MODULE 2 : 3RD PARTY AND LEAD AUDITING OF QUALITY MANAGEMENT SYSTEMS SANS/ISO 9001:2015 based on SANS/ISO 19011:2011

OVERVIEW:

This Module is accredited by the South African Auditor and Training Certification Authority and is designed to meet the needs of the SANS/ISO 19011 standard by:

- Providing personnel involved in a management system, the skills on the audit process and
- How to audit suppliers , 3rd Party clients as well as lead an audit team

PRE – REQUISITES:

- A min. of 60 % pass in Module 1 – Understanding & Implementing a QMS
- NOTE: Bring your personal copy of SANS/ISO 9001:2015 and SANS/ISO 9000:2015

COURSE DURATION: Five (5) days

PRICE: R8 600 - 00 (excl. VAT) per delegate

WHATS INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Your personal copy of the SANS/ISO 19011 standard
- Digital Certificate

COURSE OUTLINE:

- How to apply QMS audit principles and practices as per SANS/ISO 19011
- The personal and interpersonal skills and competencies required for auditing
- The processes involved with managing audit programs
- Initiating and preparing for an audit
- How to conduct on-site audit activities (gathering audit evidence) , reporting on audit findings (including non-conformities)
- Conducting post-audit activities (follow up audits as necessary)
- Appropriate oral, written and non-verbal communication techniques needed to lead an audit
- Examination

LEARNING OUTCOMES:

- Develop audit programmes & schedules
- Assess the scope and objectives of a quality audit
- Prepare and manage an audit plan
- Identify, gather, analyse and evaluate information
- Compile results and report findings – including writing up non conformities
- Identify the resources required to conduct a QMS audit
- Identify and prepare checklists and audit related documentation
- Conduct opening & closing meeting
- Guide team members in continuously improving their performance
- Manage the follow-up process with auditees (closing out of non-conformities)
- Monitor and review audit systems and activities

MINIMUM PASS MARK:

60% to attain successful completion of “Auditor status” and minimum 70% to attain successful Completion of “SAATCA Approved Lead Auditor Status”

REGIONAL SCHEDULE: For Module 2 - 3Rd Party And Lead Auditing Of Quality Management Systems Based On Sans/Iso 9001:2015

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
27 JUNE – 01 JULY	25 JULY – 29 JULY	10 OCT – 14 OCT	05 SEPT – 09 SEPT
25 JULY – 29 JULY	21 NOV – 25 NOV		
15 AUG – 19 AUG			
19 SEPT – 23 SEPT			
17 OCT – 21 OCT			
07 NOV – 11 NOV			
05 DEC – 09 DEC			
2017 Dates			
06 FEB – 10 FEB	20 FEB – 24 FEB	23 JAN – 27 JAN	27 FEB – 03 MAR
27 MAR – 31 MAR	15 MAY – 19 MAY	05 JUNE – 09 JUNE	
08 MAY – 12 MAY			
19 JUNE - 23 JUNE			

SANS/ISO 19011:2011 INTEGRATED MANAGEMENT SYSTEMS AUDITING based on SANS 9001/14001 & or 18001

OVERVIEW

The auditing of an Integrated Management System in accordance with SANS/ISO 19011:2011 necessitates that all personnel understand the requirements of the relevant disciplines involved (eg SANS/ISO 9001 & 14001 &/or SANS/OHSAS 18001) requirements as well as their roles in maintaining the system.

PRE – REQUISITES:

Successful completion in Module 1, Understanding and Implementation in the relevant integrated disciplines being audited (SANS/ISO 9001 ; 14001 & / or SANS/OHSAS 18001)

NOTE: Bring your personal copy of EACH of the relevant standards

COURSE DURATION: Five (5) days

PRICE: R8 900 - 00 (excl. VAT) per delegate

WHATS INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Your personal copy of the SANS/ISO19011:2011
- Digital Certificate

COURSE OUTLINE:

- Application of the QMS/EMS & OHSAS to internal auditing
- Auditing practices and techniques
- Role plays and/or scenarios to relevant field
- Examination

LEARNING OUTCOMES:

DEVELOP KNOWLEDGE AND SKILL FOR :

- managing the integrated audit programme by
- coordinating auditing activities
- selecting an audit team
- preparing work documents to conduct audits
- execution of the audit
- audit reporting
- audit follow-up
- Audit close-out

MINIMUM PASS MARK: 60% to attain successful completion certificate

SCHEDULE: NOTE THAT THIS COURSE IS ONLY AVAILABLE AT THE PRETORIA CAMPUS

2016 SCHEDULE	2017 SCHEDULE
14 – 18 NOVEMBER 2016	13 – 17 MARCH 2017
	19 – 23 JUNE 2017

SANS/ISO 9001: 2015 LEADERSHIP AWARENESS WORKSHOP FOR STRATEGIC QUALITY MANAGEMENT

OVERVIEW

To avoid the Quality Management System operating in isolation within the Quality Assurance Department, the intent of SANS/ ISO 9001:2015 is that Top Management has to demonstrate its support and involvement in the development and implementation of the QMS. Thus active participation in establishing and managing processes to ensure compliance with the needs of customers, interested parties, and effective management of the risk based approach to strategy and organizational direction, is imperative.

PRE – REQUISITES: Not Applicable

COURSE DURATION: Half (1/2) to 1 day (dependant on group size)

FEES: R1 800.00 (excl. VAT) per delegate

WHATS INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Digital Certificate

COURSE OUTLINE:

- Terminology; Concepts and Characteristics of Quality as a Business Imperative
- QMS Principles and their application
- PDCA and its relation in business processes
- Risk Based Thinking and Management Responsibility within an effective QMS
- Quality Policy and Objectives at all functions and levels

LEARNING OUTCOMES:

DEVELOP KNOWLEDGE AND SKILL FOR :

- **Understanding the terms, concepts and structure of a QMS**
- **Relating the Leadership** requirements within the standard to Strategy and Business Sustainability
- Application of the Risk Based Approach to business vs the previous approach of reactive “Preventative” responses

MINIMUM PASS MARK: Not Applicable.

REGIONAL SCHEDULE: Not Applicable. Courses only offered on request for on –site delivery

SANS / ISO 9001:2015 - QUALITY AWARENESS WORKSHOP

OVERVIEW

The standard for Quality Management Systems (SANS/ISO 9001:2015) requires that:

- Personnel in the organization are made aware of the quality policy and objectives of the organisation.
- Personnel are made aware of their roles and responsibilities within the organisation and its Quality management system.

This course aims to help organisations comply with the SANS/ISO 9001:2015 requirements. It ensures that learners attending the training understand and are able to interpret the basics of the standard. It also helps to make personnel exceed customer expectations.

PRE – REQUISITES: Not Applicable

COURSE DURATION: Half (1/2) to 1 day (dependant on group size)

FEES: R1 800.00 (excl. VAT) per delegate

WHATS INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Digital Certificate

COURSE OUTLINE:

- Advantages of the Quality Management Systems
- Quality Concepts and broad overview of the requirements of SANS/ISO 9001: 2015
- How processes affect each other and understand the PDCA methodology

LEARNING OUTCOMES:

- Understand The importance of the Customer
- Understand QMS Principles
- The roles and importance of workers in an organization

MINIMUM PASS MARK: Not Applicable.

REGIONAL SCHEDULE: Not Applicable. Courses only offered on request for on –site delivery

RISK BASED THINKING and ROOT CAUSE ANALYSIS SANS/ISO 31000 & 31010

OVERVIEW

The revision to SANS/ISO 9001:2015 Quality Management Standard includes an explicit requirement for organizations to adopt a risk based approach in order to influence a pre-emptive culture and enforce a robust and proactive approach to business sustainability. Risk is of paramount importance in other management system standards as well..

This course aims to help organizations comply with SANS/ISO 9001:2015; SANS/ISO 14001:2015 SANS 18001 and Food Safety Systems requirements. It ensures that learners attending the training understand and are able to interpret the concept of Risk Based Approach and how to apply certain techniques of Risk Assessment including effective Root Cause Analysis.

PRE – REQUISITES: Not Applicable

COURSE DURATION: Three (3) days

FEES: R5 500.00 (excl. VAT) per delegate

WHATS INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Your own copy of SANS/ISO 31000 & 31010
- Digital Certificate

COURSE OUTLINE:

- Introduction to Risk Based Thinking and effective risk assessment
- Principles of Risk Assessment
- Framework of Risk Assessment
- Techniques Used in Risk Assessment such as Root Cause Analysis (RCA) and others

LEARNING OUTCOMES:

- Understanding the terms and definitions of SANS/ISO 31000 & 31010
- Understanding the concept and principles of Risk Assessment
- Applying the Framework of Risk Assessment
- Understand the differences between the different techniques : RCA / FMEA / HACCP / CAE / CPM / CBA

MINIMUM PASS MARK: Not Applicable.

REGIONAL SCHEDULE: Not Applicable. Courses only offered on request for on –site delivery

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
17 OCT - 19 OCT	31 OCT – 02 NOV	03 OCT – 05 OCT	ONLY OFFERED UPON REQUEST FOR ONSITE TRAINING
21 NOV - 23 NOV			
2017 Dates			
23 JAN – 25 JAN	06 FEB - 08 FEB	13 MAR – 15 MAR	ONLY OFFERED UPON REQUEST FOR ONSITE TRAINING
22 MAY – 24 MAY	19 JUNE – 21 JUNE		

BRIDGING THE GAP FROM SANS/ISO 9001:2008 TO 9001: 2015

OVERVIEW

The launch of the REVISED SAN/ISO 9001:2015 STANDARD requires all companies who hold certification to ISO/ SANS 9001: 2008 to convert certification to the SANS/ISO 9001:2015 by latest SEPTEMBER 2018.

This means that currently certified organizations run the risk of losing such status if their management systems have not been subjected to amendments in accordance with the latest requirements, records collected in evidence of such implementation and completed third party audits against the new version of the standard before January 2018.

The TWO TRANSITION PROGRAMS below, have been tailor made to suit the needs of our clients who previously attended training and need to acquire sufficient knowledge of the changes between the two versions of the standard, how to implement such changes within their organizations and also cater for the needs of certain candidates who require to transition as lead auditors for SAATCA registration.

NOTE:

ONE DOES NOT NEED TO ATTEND PROGRAM A and B.

Please choose either one of these programs based on your previous training records.

TRANSITION PROGRAM A

IMPLEMENTATION BRIDGING COURSE ISO 9001:2015

Who Should Attend:

- This course is designed for those who have been trained on the previous version of the standard but did not progress onto the internal auditing or lead auditing stage.
- All Quality Custodians and Champions in organisations certified to ISO 9001
- All quality practitioners who will facilitate changes to Quality Management Systems

PRE-REQUISITE:

- Successful completion certificate in ISO 9001:2008 Understanding and
- Implementation. (Minimum 2days duration) OR prior versions to 2008

DURATION: Two (2) days

FEES: R4600 - 00 excl vat (R5244 – 00 incl vat) .

WHAT'S INCLUDED:

- A copy of the SANS 9001:2015 Quality Management Systems - Requirements
- A copy of the SANS 9000:2015 Quality Management Systems - Fundamentals and Vocabulary
- Digital Certificate
- Tea, lunch and Refreshments

COURSE OUTLINE:

- The changes between 2008 and 2015 versions
- Strategizing your implementation plan
- Changes required to your existing management system
- Examination

LEARNING OUTCOMES:

- Understanding the changes between 2008 and 2015 versions
- Application of the knowledge & strategizing your implementation plan
- Identify the changes required to your existing management system

MINIMUM PASS MARK: 60% to attain successful completion certificate

REGIONAL SCHEDULE:

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
07 JULY – 08 JULY	01 AUG – 02 AUG	25 JULY – 26 JULY	27 JUNE – 28 JUNE
15 SEPT – 16 SEPT	03 OCT – 04 OCT	27 OCT – 28 OCT	01 SEPT – 02 SEPT
13 OCT – 14 OCT	07 NOV – 08 NOV		01 DEC – 02 DEC
17 NOV – 18 NOV			
2017 Dates			
19 JAN – 20 JAN	26 JAN – 27 JAN	16 FEB – 17 FEB	23 MAR – 24 MAR
06 APRIL – 07 APRIL	06 MAR – 07 MAR	10 APRIL – 11 APRIL	18 MAY – 19 MAY
25 MAY – 26 MAY	20 APRIL – 21 APRIL	15 MAY – 16 MAY	

TRANSITION PROGRAMME B

BRIDGING COURSE ON IMPLEMENTATION & LEAD AUDITING ISO 9001:2015

WHO SHOULD ATTEND:

- This course is designed for those who have previously been trained on BOTH Modules 1 & 2 of prior versions of the SANS/ISO 9001 standard i.e Understanding & Implementation as well as Lead Auditing or Internal Auditing
- All registered Quality Management System Lead Auditors

PRE-REQUISITE: NOTE that failure to submit certificates will jeopardise entrance into this program

- Successful completion certificate in ISO 9001:2008 Understanding and Implementation. (Minimum 2days duration) OR prior versions of the standard
- Successful completion certificate in Internal and/or Lead Auditing of Quality Management Systems

DURATION: Three (3) days

FEES: R5500 - 00 excl vat

WHAT'S INCLUDED:

- A copy of the SANS 9001:2015 Quality Management Systems - Requirements
- A copy of the SANS 9000:2015 Quality Management Systems - Fundamentals and Vocabulary
- Digital Certificate
- Tea, lunch and Refreshments

COURSE OUTLINE:

- The changes between 2008 and 2015 versions
- Strategizing your implementation plan
- Typical audit questions on the changes
- Changes required to your existing management system
- Examination

LEARNING OUTCOMES:

- Understanding the changes between 2008 and 2015 versions
- Application of the knowledge & strategizing your implementation plan
- How to audit the changes
- Identify the changes required to your existing management system

MINIMUM PASS MARK: 60% to attain successful completion certificate

REGIONAL SCHEDULE:

PRETORIA	DURBAN	CAPE TOWN	PORT ELIZABETH
2016 Dates			
04 JULY – 06 JULY	05 OCT – 07 OCT	24 OCT – 26 OCT	29 AUG – 31 AUG
12 SEPT – 14 SEPT	09 NOV – 11 NOV		28 NOV – 30 NOV
10 OCT – 12 OCT			
14 NOV – 16 NOV			
2017 Dates			
16 JAN – 18 JAN	08 MAR – 10 MAR	13 FEB – 15 FEB	
03 APRIL – 05 APRIL			
22 MAY – 24 MAY			

TERMS AND CONDITIONS

- Registrations forms must be received within 20 working days prior to commencement of the course, in order to complete the financial process before seat confirmation.
- **When registering for courses that stipulate pre-requisites, proof / evidence MUST be submitted together with the application. Please refer to our General Information Guide**
- Final Confirmation of seat booking depends on receipt of all documentation by the Faculty within 5 working days of course commencement:
- Account Holders: Proof of acceptance, in the form of a signed quotation, accompanied by an authorised and documented purchase order number (on the official company letter-heads),
- Cash Clients: Proof of payment should be emailed through to the faculty email address indicated on registration form.
- All our customers, applying for our training courses, must complete the AA88 form (To verify the latest and updated information of the account holder / person liable for payment.
- Course fees are charged per person per module.
- Fees are payable in full and in advance. Pro-forma invoices will be supplied to support payment in advance
- Tax Invoices may only be provided upon receipt of an authorised purchase order / proof of payment number and ONLY upon completion of service delivery
- **All courses require 100% attendance** for exam and certification purposes. Should a learner not attend the full course duration, **admittance into the exam will be prohibited however, the full course fee will be payable.**
- Cancellations and postponements of confirmed bookings must be received in writing at least 5 working days prior to commencement of the course. Failure to do so may result in pro-rata charges of 10% of course fees.

Note: The SABS Training Academy reserves the right to cancel any course, but undertakes to inform all affected learners as early as possible regarding such cancellations. The only reason that a course would be cancelled and/or postponed is due to insufficient number of learners.

- Learners are responsible for their own travel and accommodation arrangements.
- Management decisions for final approval of any exemptions granted will be based on SAATCA Accreditation compliance. Please refer to our General Information Guide for further information
- Certificates are issued in digital format. Hard copies will be issued only upon request and at an additional cost of R200-00 per certificate (vat excl). Where no examinations are required, or learner fails to achieve the required pass mark, Certificates of Attendance will be issued.
- Where examinations are required, the following rules will apply:
 - The pass mark for all courses is 60%. For courses where SAATCA certification is sought; the pass mark of 70% is required. In both instances a certificate of Successful Completion will be issued.
 - Should a learner achieve between 50% - 59%, one re-write of the examination will be allowed within a 4-month period from the date of the initial results at no charge. Should a learner request a re-write beyond the 4 months period, a cost of R500 (excl vat) will be payable. This is only allowed within the year of attendance, or learners will be required to re-attend at the applicable fee.
 - If a learner achieves less than 50% for the specific module or course, he/she will be required to re-attend the course at own cost.
- Certificates will be issued within 3 months of completion of training, provided all necessary requirements have been fulfilled, including payments. All re-issue requests done after the stipulated period or a year after the training was conducted will be at a cost of R200 Per certificate (excl Vat)
- Terms and conditions for in-house presentation (onsite at venue provided by client), are indicated on the quotation.

QUALITY MANAGEMENT SYSTEMS (QMS) COURSESS REGISTRATION FORM

To: SABS

SABS Training Academy Email:EnSHEbookings@sabs.co.za

REGISTRATION INSTRUCTIONS (please read carefully and complete all relevant sections)

1. The registration form must be accompanied by
 - Copy of ID
 - Completed Account Application (if you do not hold an account with the SABS)
 - Valid Purchase order (if you do hold an account with the SABS)
2. Fax or Submit registration forms to correct email as indicated above.
3. The submission of this registration does not automatically guarantee a seat confirmation.
4. Upon account verification / receipt of proof of payment, an email notification will be sent to applicant notifying them of seat confirmation within 2 – 4 working days prior to scheduled course date.
5. Refer to the terms and conditions for further information
6. Sign each page of the registration form and AA88 Account Application form
7. Courses are charged per person per module.
8. Fees do not include travel accommodation. This must be arranged by the delegate or organisation as applicable.
9. Please refer to the General Information Guide for further details for payment, fees, certificates and re-issue of certificate policies.
10. Please initial every page of this registration form to acknowledge you have read and understood the terms and conditions

Section One: Learners Details (As it appears on Identity Document) (NB: this is important as the details herein will reflect on relevant Certificate issued)

Surname Full Names Initials	
Identity Number Mobile Number	
Telephone Number	
Email Address	

NOTE: THE ABOVE EMAIL ADDRESS IS WHERE ALL COURSE CONFIRMATIONS AND CORRESPONDENCE WILL BE SENT.

Section Two :Billing Information (If this application is being processed on behalf of the delegate by a representative within an organisation, please indicate your details below and ensure that the box "send correspondence here" is ticked as well.)

Name of Organisation / Individual to be Billed	
Postal Address	
Telephone Number & Ext	
Fax Number Mobile Number Billing Contact Name	
Email for billing contact	<p>Send Correspondence Here :</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Send to delegate</p> <p><input type="checkbox"/> Send to both</p>

QUALITY MANAGEMENT SYSTEMS (QMS) COURSESS REGISTRATION FORM

Section Three : Course details

Name of Course					
Module	Introduction	Module 1	Module 2	Module 3	Other
Preferred Date to Attend					
Alternative Date					
Which campus will you attend	Pretoria <input type="checkbox"/>		Durban <input type="checkbox"/>		
	Cape Town <input type="checkbox"/>		Port Elizabeth <input type="checkbox"/>		
Dietary Constraints	Vegetarian <input type="checkbox"/>	Halaal <input type="checkbox"/>	Allergies <input type="checkbox"/>	Other <input type="checkbox"/>	
	Please specify Allergies and Other				
Emergency Contact Person's Name and Number					
Do You or your Organisation hold a valid account with the SABS? Yes <input type="checkbox"/> No <input type="checkbox"/>	Account Details				
Account Details	If Yes, Please specify account number If No, Did you complete and attach the AA88 Account Application Form to this Registration form? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Purchase Order	Is a Valid Purchase Order attached to this registration form? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Identity Document	Is a copy of your ID attached to this registration form? Yes <input type="checkbox"/> No <input type="checkbox"/>				

I have read, understood and accepted the terms and conditions.

Name & Surname..... Signature.....

Training Coordinators (For Queries)

Tel: +27 (0) 12 428 7911 (SABS Call Centre) Tel: +27 (0) 12 428 – 6877 (Training Centre Main Reception Pretoria)

ACCOUNT APPLICATION FORM

1 Dr Lategan Road, Groenkloof, Private Bag X191, Pretoria 0001
 Tel.: (012) 428-7911 Fax: (012) 344-1568



TYPE OF ACCOUNT REQUIRED (please tick where appropriate)

CREDIT ACCOUNT (invoices to be paid 30 days from date of invoice)

CASH ACCOUNT (all goods and services must be paid for in advance)

FULL NAME OF BUSINESS/INDIVIDUAL (please ensure CC/Pty/Ltd, etc., is cited)

Company Registration No.:

VAT Registration No.:

POSTAL ADDRESS (where invoices are posted to)

PHYSICAL ADDRESS (address of premises)

CONTACT PERSON (please print name)

Telephone number

Fax number

NAMES AND ID NUMBERS OF DIRECTORS/PARTNERS/MEMBERS/OWNERS

NAMES

ID Nos.

BANKING DETAILS

BANK: ACCOUNT No.: BRANCH CODE:

CREDIT LIMIT APPLIED FOR

(Please put "Zero" if application is for a cash account or use the expected buy over any two month period as a guideline for the credit limit required if applying for a credit account.)

R

PLEASE ENSURE POINTS A – H ARE CLEARLY UNDERSTOOD BEFORE SIGNING:

- A) The enclosed terms and conditions shall apply to both SABS and its subsidiary companies and in this specific instance reference to SABS shall mean either the SABS or SABS Commercial (Pty) Limited whichever entity is relevant.
- B) I/we undertake to pay all invoices within a period of thirty (30) days from the date of invoice.
- C) Should it be necessary to institute legal action for non payment, I/we accept responsibility for payment of legal fees according to the scale agreed upon by the attorney and the client.
- D) I/we are aware that in the event that our application for a credit account is rejected the SABS will automatically create a cash account for our organization, giving us the option to deal with SABS on a cash only basis.
- E) I/we are aware that the decision to deal with the SABS on a cash only basis will mean that all goods and services required from the SABS must be paid for in full and in advance before any goods and services are provided to our organization by the SABS.
- F) I/we are aware that the only deviation from point D (above) relates to invoices for year 2 and year 3 permit and listing fees which will be billed six monthly in advance and must be paid within 30 days from the date of invoice.
- G) I consent to SABS making enquiries about our credit record with any credit reference agency or any other party to confirm the details on this application. I also consent that SABS can provide credit reference agencies with information relating to how we conduct our account with the SABS and in turn the credit reference agencies can make such information available to credit providers.
- H) I confirm that I have been granted due authority by my organization to apply for a credit account on their behalf.
- I) I have read the terms and conditions attached to this document and herewith accept these terms and conditions. I have also read points A to H above and clearly understand them.

Signature of applicant

Printed name

Position at applicant's organization

Date

FOR SABS USE ONLY

DETAILS OF SUBMITTING PARTY

Name of submitting party Tel No. (ext.) BU No. Prospect No. Date

GROUP CREDIT MANAGER'S RECOMMENDATIONS

Approved for credit acct YES NO Approved for cash acct YES NO Credit limit approved:

Approved by (print name)

Signature

Date

PTC

TERMS AND CONDITIONS OF SALE AND/OR RENDERING OF SERVICES

1. The Debtor agrees to abide by the credit facilities granted by SABS and specifically that payment of the Debtors account is strictly payable within 30 days from date of invoice.
2. The credit facility may be suspended or withdrawn by SABS at any time without prior notice to the Debtor and SABS reserves the right to review the extent, nature and duration of such credit facility at any time.
3. If any amount is not paid within the agreed payment term, the Debtor will be liable for interest at the maximum rate permitted by law from time to time, including without limiting the generality thereof, the National Credit Act, Act No. 34 of 2005.
4. A certificate under the hand of any manager of the SABS as to the existence and the amount of the Debtors indebtedness to SABS at any time, as to the fact that such amount is due and payable, the amount of interest accrued thereon, and as to any other fact relating to the Debtors indebtedness to SABS shall be prima facie proof of the contents and correctness thereof and of the amount of the Debtors indebtedness to SABS for the purpose of provisional sentence or summary judgement or any other proceedings against the Debtor in any Court, and shall be valid as a liquid document for such purposes. It shall not be necessary to prove the appointment of the person signing such certificate and such certificate shall be binding on the Debtor and shall be deemed to be of sufficient particularity for the purpose of pleading or trial in any action or other proceeding instituted by SABS against the Debtor.
5. Ownership in the goods sold and delivered to the Debtor on account shall pass to the Debtor only when all amounts due by the Debtor to SABS has been paid, notwithstanding delivery of the said goods to the Debtor. Risk in and to the goods shall, however, pass to the Debtor on the acceptance of the delivered goods.
6. The Debtor agrees that in the event of the Debtor breaching any conditions contained herein; the Debtor failing to pay any amount due and payable on due date; the Debtor suffering any civil judgement to be taken or entered against it; the Debtor causing a notice of surrender of its estate to be published in terms of the Insolvency Act, Act No. 24 of 1936, as amended; the Debtor dying or being deregistered; the Debtors estate being placed under an order of provisional or final sequestration, provisional or final liquidation, provisional or final judicial management, as the case may be, then and in that event SABS shall, without detracting from any other remedy which it may have to rely on the provisions of Clause 5 and to repossess the goods sold and delivered to the Debtor, have the right, in either event, without prejudice to SABS rights, to claim specific performance of all of the Debtors obligations whether or not such obligations would otherwise then have fallen due for performance, or to claim damages.
7. In the event of the SABS instructing attorneys to collect an amount owing to SABS from the debtor, the Debtor agrees to pay all legal costs, tracing fees and collection charges incurred by SABS as between attorney and own client.
8. The Debtor consents to the jurisdiction of the Magistrates Court in terms of Section 45 of the Magistrates Court Act. Act No. 32 of 1944 (as amended) having jurisdiction under Section 28 of the said Act, notwithstanding that the claim by SABS exceeds the normal jurisdiction of the Magistrate Court as to amount. SABS shall in its discretion be entitled to proceed against the Debtor in any other Court of competent jurisdiction, notwithstanding the afore-going.
9. The Debtor nominates its business address as indicated on the Account Application form as its domicilium citandi et executandi for service upon it of all notices and processes in connection with any claim for any sum due to SABS arising out of credit granted by SABS to the Debtor.
10. No relaxation or indulgence granted to the Debtor by SABS at any time shall be deemed to be a waiver of any of SABS rights in terms hereof and such relaxation or indulgence shall not be deemed a novation of any of the terms and conditions set out herein, or create any estoppel against SABS.
11. The Debtor agrees not to raise any complaint or to dispute liability to SABS unless it has notified SABS of its complaint or grounds of dispute in writing within 10 Business Days of receipt of the goods in question. Subject to the afore-going, SABS shall in its discretion, be entitled to remedy any failure by either replacing the goods in question or refunding the whole or part of the contract price paid to it by the Debtor in respect of such goods (in which case the Debtor shall return in original/good condition to SABS the goods in respect of which the refund is allowed). Goods shall be returned at the Debtor's risk and expense.
12. Any agreement purporting to vary the terms hereof or any consensual cancellation hereof, shall not be valid unless reduced to writing and signed by both the Debtor and SABS.
13. Save as otherwise provided herein, SABS shall not be liable to the Debtor or any other person for any loss of profit or other special damages whatsoever. The Debtor hereby indemnifies SABS against any claim by third parties in respect of indirect or consequential damages or loss.
14. If the Debtor intends transferring its business, the goodwill or any goods or property forming part thereof (other than in the ordinary course of business or for securing payment of a debt), the Debtor shall advise SABS in writing thereof not less than thirty calendar days before the effective date of such transfer.
15. The Debtor agrees that any payment made can be set off against any amount owing to the SABS or its Affiliate organizations, in the sole discretion of the SABS.