Tel: 086 107 2462
e-mail: admin@saimc.co.za
Address: Postnet Suite # 002
Private Bag X59, Halfway House, 1685
Website: www.saimc.co.za

COMPREHENSIVE QUALITY MANAGEMENT SYSTEM

Date: 2022 01 28

The CPD Service Provider is required to provide evidence of a comprehensive QMS related to the administration and offering of CPD Activities.

The QMS includes the following elements:

- A broad outline of the programme for the forthcoming year
- Document and Data Control mechanism
    - Participant Registration process
    - A copy of the proposed attendance register
    - Intended mechanism for monitoring attendance (per hour or per session) for the duration of the activity
    - Attendance certificate that will be provided on completion of the activity
    - Method to be used for obtaining feedback or evaluation of the CPD event
    - Database containing information of CPD Activities
    - Scope of CPD Developmental Activities (registration category, discipline, area of specialisation and type of programme) – see ECPD 7 Attachment

C. COMPANY INFORMATION

- Valid certified company registration certificate
- Company profile
- Valid tax clearance certificate (good standing with SARS or equivalent)
- Refund policy

D. OUTSOURCED ACTIVITIES

Should you wish to outsource CPD accredited events, please provide the following:

- Contingency plans in place if certain services are outsourced to ensure that registered persons
  receive the purchased CPD Activities.
- Refund policy