

Validation Procedure and Systems

Version 1.0

(ECSA Requirement b: Validation of CPD Activities)

This section describes the **documented process, systems, and number-generation controls** used by SAIMC NPC to validate CPD Category 1 Activities.

1 Documented Process and Procedure for Validation

SAIMC NPC follows a **structured, auditable validation workflow** to ensure that all CPD activities meet ECSA's minimum standards for quality, relevance, and professional competence.

1.1 Step 1 — Submission of Application

The CPD Service Provider submits:

- Completed **ECPD2** form or SAIMC event spreadsheet
- Advertisement and programme/agenda
- Presenter documentation (CV, certified ID, availability confirmation)
- Full course material (slides, notes, assessments)

Reference: Validation workflow

1.2 Step 2 — Administrative Completeness Check

The Administrator verifies:

- All required documents are present
- Presenter documentation is complete
- Programme aligns with advertised duration
- Material is provided in digital format

If incomplete, the application is placed **On Hold** until corrected.

1.3 Step 3 — Technical Assessment

The CPD Coordinator evaluates the activity using:

- **SAIMC Score Sheet (Attachment A)**
- ECSA CPD Framework requirements
- SAIMC NPC discipline scope (Mechatronics, Automation, Instrumentation, etc.)

Assessment includes:

- Alignment with ECSA competencies
 - Learning outcomes
 - Depth and breadth of content
 - Non-promotional balance
 - Presenter competence
 - Quality of material
 - Duration and structure
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1.4 Step 4 — Validation Outcome

The Coordinator issues one of three outcomes:

1.4.1 A. Full Validation

All requirements met; CPD number issued.

1.4.2 B. Restricted Validation

Substantive issues exist; CPD number withheld until corrected.

1.4.3 C. Rejected

Activity does not meet minimum requirements.

Reference: Quality assurance requirements

1.5 Step 5 — Issuing of CPD Number

If validated:

- A **unique validation number** is generated
 - An invoice is issued
 - After payment, SAIMC NPC submits the activity to ECSA for upload
 - Provider receives a formal validation letter
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1.6 Step 6 — Record-Keeping

All documents are stored in:

- **Microsoft Database** (structured data)
- **Dropbox Filing System** (material, registers, feedback, agreements)

Reference: Record-keeping requirements

2 Database and System Containing Information on Activities

SAIMC NPC maintains a **dual-system architecture** to ensure full traceability:

2.1 Microsoft Database (Primary System)

Stores structured data for:

- Activity name and description
- Provider details
- Validation status (Full / Restricted / Rejected)
- Validation number
- Date of validation
- Validity period (3 years)
- Presenter details

- Invoice and payment records
- Complaints and CAPA links

The database ensures:

- Sequential numbering
 - Audit trails
 - Reporting for quarterly and annual reviews
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2.2 Dropbox Filing System (Document Repository)

Stores:

- ECPD2 forms
- Course material
- Presenter documentation
- Attendance registers
- Feedback forms
- Agreements and contingency plans
- Validation letters
- Revalidation evidence

This ensures **ECSA audit readiness** at all times.

3 Procedure and System for Generating Validation Numbers

SAIMC NPC uses a **controlled, sequential numbering system** to ensure uniqueness, traceability, and audit integrity.

3.1 Numbering Rules

- Numbers are generated **only after successful assessment**
- Numbers are **sequential** with no gaps
- Each number is **linked to a single activity**
- Numbers are stored in the Microsoft database

- Numbers appear on:
 - Certificates
 - Attendance registers
 - Validation letters
 - ECSA submissions

Reference: Numbering controls

3.2 Numbering Workflow

- Coordinator approves validation
 - Administrator generates next sequential number
 - Number is recorded in the database
 - Number is inserted into:
 - Validation letter
 - Certificate template
 - Attendance register
 - Number is locked (cannot be reused)
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3.3 Numbering Integrity Controls

- Monthly review of numbering sequence
 - Quarterly audit of numbering gaps
 - CAPA entry created for any discrepancy
 - CEO approval required for corrections
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4 Continuous Monitoring and Review

Validation processes are monitored through:

- Monthly operational reviews



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- Quarterly Internal QMS Audits
- Annual External Review
- Annual Management Review

Any issues identified are logged in the **CAPA Register** and resolved through corrective and preventive actions.

Reference: CAPA register