

Validation Procedure and Systems

Version 1.9

(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.

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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 CPD Domains

The SAIMC NPC's area of expertise lies in the following areas:

- Instrumentation
- Measurement
- Control
- Automation
- Mechatronics
- Process Automation
- Factory Automation
- Computer Engineering
- 'Mechatronics
- Manufacturing Operations Management / Manufacturing Execution Systems

1.2 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

1.3 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.

1.4 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
-

1.5 Step 4 — Validation Outcome

The Coordinator issues one of three outcomes:

1.5.1 A. Full Validation

All requirements met; CPD number issued.

1.5.2 B. Restricted Validation

Substantive issues exist; CPD number withheld until corrected.

1.5.3 C. Rejected

Activity does not meet minimum requirements.

Reference: Quality assurance requirements

1.6 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
-

1.7 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 Corrective and Preventive Action (CAPA) links

The database ensures:

- Sequential numbering
 - Audit trails
 - Reporting for quarterly and annual reviews
-

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)
-

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

4 Continuous Monitoring and Review

Validation processes are monitored through:

- Monthly operational reviews
- 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

5 Costing Model

The costing model is as follows:

5.1 CPD Service Provider Assessment and Registration

- No cost

5.2 Event Validation

- R 500 Administration fee per event assessed
- R 200 per hour of the event per stream

5.3 Special Cases

In certain circumstances, the SAIMC CEO will do the assessment free of charge. This is normally events that lasts an hour and the CPD Service Provider does not charge for the event.



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