

Page 2 of 5	<b>REGISTRATION AS A SPECIFIED CATEGORY PRACTITIONER: Fire Protection Systems Certified Code: Fire Detection</b>	
Form No.: APP-FPSP-SC-FD		
Effective Date: 12 February 2018		
Rev no: 0		

Sheet SC4

## REFEREE GUIDELINE for the completion of the Referee Report Specified Category Practitioner

**NOTE, from Sheet SC1, paragraph 6:** “Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant’s work. At least one referee must be registered with ECSA as either a Registered Specified Category Practitioner, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.”

### 1. COMPETENCY OF A SPECIFIED CATEGORY PRACTITIONER

“*Specified Category*” means a category of registration created for persons who must be registered through the Engineering Profession Act or a combination of the Engineering Profession Act and external legislation as having specific engineering competencies normally at NQF 5 or better, related to an identified need to protect the public safety, health and interest of the environment, in relation to an engineering activity.

Specified Category Practitioners are persons who execute engineering work applying known techniques in a specific sub discipline, drawing on a narrow base of expertise. They are people who perform specific functions, including but not limited to, design and draughting, installation, calibration, commissioning, servicing, repair, maintenance, operating, monitoring, manufacturing, economics and management of resources. The sub discipline and the work environment determine the functions practised. They have shown that they have conceptual knowledge to understand the fundamental principles as set out in Standards and Codes of Practice and further are capable to undertake calculations using mathematical formulas set out in these Standards and Code of Practices. They operate within standards, codes and procedures. Through their understanding of equipment and processes used they contribute to technical, financial, managerial and legal aspects of teams/projects. Their autonomy and competence enable evaluation, consultation, implementation and the taking of specific responsibility.

### 2. IMPLICATION OF REGISTRATION

The individual subscribes to and will adhere to the professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public

### 3. COMPLETING THE REFEREE REPORT

#### 3.1 Aim

The referee report is a necessary and supplementary document to the applicant’s application for registration as a Specified Category Practitioner with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge that the referee has of the applicant and in the process to make a reasoned evaluation of the applicant’s capabilities.

#### 3.2 Motivation

It is necessary that the referee (employer, supervisor etc.) be able to clearly and strongly motivate his/her opinion in respect of the applicant’s readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements. The council attaches great value to this report.

When signing the referee report, referees declare that they are acquainted with Council’s Competency Standards, document R-02-SC and ECSA’s Rules of Conduct for Registered Persons (please refer to ECSA’s website, [www.ecsa.co.za](http://www.ecsa.co.za)), and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

#### 3.3 Assessment

This report is **not a character study**. An assessment of the candidate’s ethical and practitioner competence is required

The referee must carefully evaluate the applicant’s capabilities and correctly and accurately complete the report as Council attaches great value to the information.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and practitioner conduct during the period of time of their knowledge of the applicant’s activities.

### 4. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed.

### 5. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.

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Form REF LET

**SPECIFIED CATEGORY PRACTITIONER**

**Name of Referee**

**Date**

**Address:**

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for registration as a **Specified Category Practitioner** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Form REF-SC and consult the guideline for referees (Sheet SC4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

**Name of Applicant** (Please print)

**Address:**

**Postal Code:**

**Telephone No:**

**Cell No:**

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Form No.: APP-SC1.1				
Effective Date: 12 February 2018				
Rev no: 0				
Engineering Council of South Africa <b>Referee Report on an Application for Registration as Specified Category Certified Code: Fire Detection</b>			<b>Form REF-SC (12/02/2018 FPSP FIRE DETECTION)</b>	
Applicant's Name				
Referee Name:	ECSA Registration Category (e.g. LMI, PrTechniEng, etc):		Registration Number:	
Referee Employer:	Referee Cell Phone No:			
	Referee E-mail address:			
My personal knowledge of the applicant's achievements extends:	From:		To:	
My personal relationship with the applicant is: (Mark one block)	Unrelated	By birth	By marriage	
My professional relationship with the applicant is, for the period shown: (Mark one block)	Mentor	Supervisor	Employer	Colleague Client

#### Evaluation of the Applicant's Competence or state of Development

The level of competency required for registration as a Specified Category Practitioner is defined in the Competency Standards, document R-02-SC. Competency is defined in terms of eleven outcomes and two level definitions, namely *specifically-defined engineering problems* and *specifically-defined engineering activities*. The applicant is expected to have demonstrated performance at a degree of responsibility appropriate to a Specified Category Practitioner (E) for at least two years on Fire Detection.

As a referee, you are requested to rate the applicant against the outcomes as well as make a holistic evaluation.


Please use the following scale:

- CDC: The applicant consistently demonstrates competence
- CDI: The applicant demonstrated competence but not consistently
- CNDD: The applicant has not demonstrated competence but is developing
- CND: The applicant has not demonstrated competence
- X: I am unable to comment

Please enter your comments in the third column, giving your reasons for assigning the particular rating. When a rating CDI, CNDD, or CND is given, please clearly state the reason(s) for assigning this rating

Outcomes	Rating	Reason
<b>Group A: Engineering Problem Solving</b>		
1. Define, investigate and analyse specifically-defined engineering problems		
2. Design or develop solutions to specifically-defined engineering problems		
3. Comprehend and apply the knowledge embodied in established engineering practices and knowledge specific to the jurisdiction in which he/she practices		
<b>Group B: Management of Engineering Activities</b>		
4. Manage part or all of one or more specifically-defined engineering activities		
5. Communicate clearly with others in the course of his or her engineering activities		
<b>Group C: Impacts of Engineering Activity</b>		
6. Recognise the reasonable foreseeable social, cultural and environmental effects of specifically-defined engineering activities		
7. Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her specifically-defined engineering activities		

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8. Conduct engineering activities ethically		
<b>Group D: Exercise judgement, take responsibility</b>		
9. Exercise sound judgement in the course of specifically-defined engineering activities		
10. Be responsible for making decisions on part or all of specifically-defined engineering activities		
<b>Group E: IPD</b>		
11. Undertake professional development activities sufficient to maintain and extend his or her competence		

**Optional: Further comments or additional information on the Applicant:**

<b>Viewed Holistically:</b>		
The applicant has demonstrated competence to be registered as a <b>Specified Category Practitioner</b>		

**Declaration by Referee:** I declare that the information provided is correct to the best of my knowledge. I hereby confirm that I am conversant with the Council's requirements for registration as set out in the Competency Standards, document R-02-SC as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential. I understand that the information will not be disclosed by ECSA unless required by law.

**Name of Referee:**

**Title of Position held:**

**Signature of Referee:** \_\_\_\_\_

**Date:**

**Please post to:**  
⇒ **The Chief Executive Officer ● Engineering Council of South Africa**  
**Private Bag X691 ● BRUMA ● 2026**