

Private Bag X 691
 BRUMA 2026
 Tel: (011) 607-9500
 Fax: (011) 622-9295
 Email: engineer@ecsa.co.za
 Website: www.ecsa.co.za

Waterview Comer, 1st Floor,
 2 Ernest Oppenheimer Avenue
 Bruma Lake Office Park
 BRUMA
 Johannesburg
 2198



Office Use
Ref.: _____

APPLICATION FORM REGISTRATION AS A PROFESSIONAL ENGINEER

NB: Please consult the enclosed Information Sheets (Sheets A1.1 & A1.2) before completing this Application.

1. General Information:

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type)</i> (Please paste - do not staple)
Date of Birth:		Identity No:		
Nationality:		Passport No. And Country:	Country of normal residence:	
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

2. Qualifications: (All qualifications at tertiary level)

Educational Institution	Qualification	Attendance from to	Date of final examination	Office use

NB: Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant:

Commissioner Of Oaths/

Justice Of Peace:

/...

3. Previous/Current Registration or Application Details: (e.g. Candidate Engineer, Professional Engineering Technologist, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

4. Membership of Engineering Institutes Recognised in terms of the Act (or other):
(If more space is needed, please supply information separately.)

Institute / Institution	Membership grade and date accepted	Date of Application

5. Application Fee: (See item 5 of the Information Sheet)

My Application fee of R _____ (cheque) is enclosed herewith.

6. Referees:

(1)	(2)
-----	-----

7. Declaration:

I, _____ (full names)
hereby apply for **Registration as a Professional Engineer** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: _____

Sworn to/Affirmed before me at _____

on this the _____ day of _____ (month & year).

**Commissioner of Oaths/
Justice of Peace:** _____ (Commissioner's stamp)

Office Use Only

Application fee: R _____

Received by: _____

Date: _____

(Council's stamp)

Information Sheet for Applicants applying for Registration as a Professional Engineer

A. General:

Your application for registration as a Professional Engineer will be considered only if the following documents are submitted:

- Completed Application Form (A1.1 & A1.2).
- Certified copies of Qualifications.
- Completed Training/Experience Report (Forms A2.1), one for each training/experience period, which should in total not exceed 2 000 words, and a Summary of Training/Experience Reports (Form A2.2).
- Completed forms, which are attached to the Discipline Specific Guidelines, if applicable.
- Referee Reports, each duly completed on Form A4.1 & A4.2. If training under a Commitment and Undertaking (C&U), one referee report **must** be from the registered mentor for the C&U concerned.

Please note the following:

- The submitted information must be **complete**, on the prescribed forms and **all** questions must be answered.
- In completing all forms use type or print clearly in **black ink** to ensure clear copying.
- The supporting documents must be **typed** and must be **marked clearly** for purposes of identification.
- **Application fee** must accompany the Application. NB. See item 5 below.
- Do not bind the application documents together. A **stapled application** is preferred.
- Before submission of an application, ensure that the **Referees** are indeed willing to submit their Referee Reports.
- Your application for registration will be considered only when the referee reports have been received by the Council. If a referee report does not reach Council within a reasonable time, you will be notified accordingly. You will then be expected to get in touch with the referee on the matter.
- The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- Information regarding the progress of any application will not be given telephonically.

Please note also that it is **your** responsibility to ensure that all reports reach Council's offices timeously.

B. The Application Form:

The following information is given to assist applicants to complete this form - the numbers refer to the equally numbered sections of the Application Form.

1. **General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.
2. **Qualifications:**
 - This should specifically include your first engineering degree. Ensure that copies of all qualification documents are **certified**. Copies of a certified copy are not acceptable.

- Translations of foreign qualification documents are required if the originals are not in English. This includes a list of subjects (in English) studied and passed and the dates for each study year.

3. Previous/Current Registration or Application Details:

If you have previously applied for registration in any category, or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in the relevant block. If you are currently registered in another category, also complete the appropriate block.

/...

4. **Membership of Recognised Engineering Institutes:**

A list of institutes recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such institute will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned institutes, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes not recognised may be stated, but this does not qualify the applicant for a reduction in the annual fee.

5. **Application and Annual Fees:**

Only cheques must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, or visit ECSA's website at http://www.ecsa.co.za/Finance/20052006/1AppAnnual_Fees.htm or contact the Council's offices at (011) 607-9500 to determine the current fee.

6. **Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of at least two referees, who have personal knowledge of the applicant's professional performance and engineering experience. Referees must be registered with ECSA either as a Professional Engineer, a Professional Engineering Technologist or a Professional Certificated Engineer, of which at least one must be a Professional Engineer. Under certain circumstances, the foreign equivalents to the above categories may be accepted.

Referees may be chosen in the following order of preference:

- | | |
|--|--------------------------|
| (a) Mentor | (b) Immediate supervisor |
| (c) Colleague at a higher or the same level, involved with your work | (d) Indirect supervisor |
| (e) Colleague not directly involved with your work | (f) Employer |
| (g) Client | |

If you trained under a C&U, one referee report **must** be from your Mentor, who is registered against the C&U.

Use Form A3 for formal correspondence with each referee, and enclose copies of the referee report (Form A4.1 & A4.2), a copy of Policy Statement R2/1A, the guideline for referees (Sheet A4), a copy of the Discipline Specific Guidelines and a copy of Form A2.2. It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

7. **Declaration:**

Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

"Despite subsection (2), the Council may refuse to register an applicant -

- (i) if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*

- (iii) *if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) *if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) *for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) *if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration.”*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

TRAINING/EXPERIENCE REPORT PROFESSIONAL ENGINEERS

Page No: ____ of ____

Surname and Initials: _____

Discipline of Engineering: _____
(e.g. Civil/Mech etc.)

Consult the enclosed Information Sheet (Sheet A2) before completing this report.

Period No:	Date from: _____ to: _____	Position held:	No of weeks:
Employer's Name and address:		Did you train under a Commitment and Undertaking (CU)? If yes, provide number of CU No:	Yes ** No ** No:
Supervisor's Name and address:		Supervisor's Signature:	
ECSA Registration No:		Date:	

Signature of Applicant: _____

Date: _____

SUMMARY OF TRAINING/EXPERIENCE REPORTS : PROFESSIONAL ENGINEERS

Surname and Initials: _____

Discipline of Engineering: _____

(e.g. Civil / Mech etc.)

First complete a Form A2.1 for each period.

Period No.	Dates		No. of weeks	Employer	Post held	Subject and type of work
	From:	To:				
Total Weeks:						

Signature of Applicant: _____

Date: _____

Information Sheet for completion of the Training/Experience Report

Your application for registration as a professional engineer must be accompanied by the Training/Experience Report (**Forms A2.1**) in which your engineering experience from the date of obtaining the first engineering degree to the date of application is recorded in chronological order and typed or printed in black ink. In exceptional cases, pre-graduate engineering experience (not courses or holiday work) may be considered as acceptable training, provided that details are submitted on a separate A4 sheet.

- Use a separate form for each training/experience period.
- Number the periods in chronological order, which may not overlap.
- Cover the period from graduation to date of application.

A training/experience period ends when:

- your work environment has changed, e.g. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your training is interrupted (for instance by study or prolonged illness).

The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Reports (**Form A2.2**). Ensure that each Form A2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct. If supporting documentation is appended, sign each document and indicate to which training/experience period it refers.

In the Training/Experience Report on each period (Form A2.1) you are expected to show how your engineering experience meets ECSA's requirements (see Policy Statement R2/1A and the Discipline Specific Guidelines). Cover, where applicable, such points as:

- | | | |
|---|------------------------------------|---------------------------------|
| • Your responsibility in a task | • Your own contributions in a task | • Organogram with your position |
| • Objective of each major task | • Information base used | • Method of problem analysis |
| • Method of arriving at a solution | • Criteria used in evaluation | • Communication on a task |
| • Interaction with other disciplines | • Preparation of documentation | • Compliance with regulations |
| • Management of materials, machines, manpower, methods or money | | |
| • Handling of hazards and/or environmental aspects | | |
| • Completion of courses relevant to your profession. | | |

The total Training/Experience Report should not exceed 2000 words.



ENGINEERING COUNCIL OF SOUTH AFRICA
SUID-AFRIKAANSE RAAD VIR INGENIEURSWESE
Private Bag X 691 | BRUMA | 2026
Tel: (011) 607-9500
Fax: (011) 622-9295
E-mail: engineer@ecsa.co.za
Website: www.ecsa.co.za

PROFESSIONAL ENGINEERS

.....
Name of Referee **Date**

Address:
.....
.....

Dear Sir

I have applied to the Engineering Council of South Africa for **Registration as a Professional Engineer** 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 Forms A4.1 & A4.2 and consult the guideline for referees (Sheet A4).

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:

REFeree REPORT : PROFESSIONAL ENGINEERS

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet A4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

1. Name of Applicant:

Address:

2. General Information:

(a) My **personal** knowledge of the applicant's engineering training extends from

to _____ (month and year to the best of my memory).

(b) My association with the applicant was that of: (Please tick appropriate block)

Mentor *	Colleague	Supervisor	Employer	Other (Describe)

* If the association with the applicant was that of a mentor, provide the C&U No:

(c) Are you related to the applicant by birth or marriage? Yes _____ No _____

If yes, please state relationship _____

3. Applicant's Engineering Experience: (Referee's evaluation)

In my opinion, the applicant's involvement in the engineering work described in his training report, was as follows:

TASK or PROJECT <small>(Please refer to period no. in applicant's training report and indicate core description of work)</small>	Level of responsibility- <small>(please check ũ)</small>	Full involvement in		Only exposure to	
		full task	part of task	full task	part of task
Period No: _____ From: _____ To: _____ _____	Full: Part: No:	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Period No: _____ From: _____ To: _____ _____	Full: Part: No:	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Full:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Period No: _____ From: _____ To:

Part:				
No:				
Full:				
Part:				
No:				

Period No: _____ From: _____ To:

/...

4. Evaluation of Competence and Development: *Meeting the requirements of ECSA and the Discipline Specific Guidelines*

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of engineering	Adequate, but occasionally requiring amendments	Frequently requiring amendments	Do Not Know
Problem solving ability					
Application of engineering principles					
Engineering judgement					
Management:					
..... Time					
..... Finance and control					
Communication: Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

5. Specific comments on Applicant's ability to assume responsibility as a Professional Engineer, his/her competence, development and limitations:

6. Referee's Recommendation:

I regard the applicant competent to be registered as a **Professional Engineer**:

Yes	No	No comment	Do not know

7. Declaration by Referee: I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1A 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.

Name of Referee: _____

Title of Position held:

Qualifications: _____

ECSA Registration: _____

Registration No:

Employer: _____

Tel. No:

Signature of Referee: _____ Date

Please post to:

**○ The Chief Executive Officer | Engineering Council of South Africa
Private Bag X691 | BRUMA | 2026**

REFEREE GUIDELINE

FOR THE COMPLETION OF THE REFEREE REPORT

PROFESSIONAL ENGINEERS

1. AIM

The referee report is a necessary and supplementary document to the applicant's application for registration as a professional engineer with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

2. GENERAL

A professional responsibility rests on the professional engineer to provide guidance to the applicant during his/her professional development. This task also includes the correct and accurate completion of the report. The Council attaches great value to the information that is supplied by the referee. There is no reason why internal mentors cannot act as referees or give assistance to referees or employers in respect of these aspects during the applicant's period of training.

The applicant has been advised that referees may be chosen in the following order of preference:

- (a) Mentor
- (b) Immediate supervisor
- (c) Colleague at a higher or the same level, involved with the applicant's work
- (d) Indirect supervisor
- (e) Colleague not directly involved with the applicant's work
- (f) Employer
- (g) Client

If the applicant trained under a C&U, the registered mentor for the C&U concerned, **must** provide one of the referee reports. The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

3. MOTIVATION OF RECOMMENDATION FOR REGISTRATION

It is necessary that the referee or employer be able clearly and strongly to motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum registration requirements, in other words the referee, himself/herself must be familiar with the content of the Council's Statement of Policy R2/1A (Acceptable Engineering Work for Candidate Engineers for Registration as Professional Engineers), variety of experience in relation to the functions and nature as well as the correct standard of training.

When signing the referee reports, referees declare that they are acquainted with Council's Policy Statement R2/1A as well as these notes and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

4. EVALUATION

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the applicant's ethical and professional competence is required.

5. CONFIDENTIALITY

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

Institutes / Associations

AMMSA	Association of Mine Managers of South Africa
AMRE	Association of Mine Resident Engineers
CEASA	Clinical Engineering Association of South Africa
COET	The Chamber of Engineering Technology
ICMEESA	Institution of Certificated Mechanical & Electrical Engineers, SA
ILESA	Institute of Lighting Engineers of Southern Africa
ILIASA	Independent Lift Inspectors Association of South Africa
IMESA	Institution of Municipal Engineering of Southern Africa
IPET	Institute of Professional Engineering Technologists
IRE	Institute of Refractories Engineers
MMMA	Mine Metallurgical Managers' Association of South Africa
RAeSSA	The Royal Aeronautical Society of South Africa
SAACE	South African Association of Consulting Engineers
SABI	The South African Irrigation Institute
SABTACO	South African Black Technical & Allied Careers Organization
SACEA	South African Colliery Engineers' Association
SACMA	South African Colliery Managers' Association
SAIAE	South African Institute of Agricultural Engineers
SAICE	South African Institution of Civil Engineering
SAICHe	South African Institution of Chemical Engineers
SAID	South African Institute of Draughting
SAIEE	South African Institute of Electrical Engineers
SAIETE	South African Institute of Electrical Technician Engineers
SAIIE	Southern African Institute of Industrial Engineers
SAIMC	South African Institute of Measurement and Control
SAIMechE	South African Institution of Mechanical Engineering
SAIMENA	South African Institute of Marine Engineers & Naval Architects
SAIMM	South African Institute of Mining and Metallurgy
SAINT	South African Institute of Non-Destructive Testing
SAIRAC	South African Institute of Refrigeration and Air-conditioning
SAIW	South African Institute of Welding
SAWEK	Suid-Afrikaanse Akademie vir Wetenskap en Kuns: Ingenieursafdeling

Partial exemption is granted to Registered Persons who are members of an Engineering Association recognised by ECSA. This concession will cease to apply after **31 March 2006**, unless the Association becomes recognised as a "Voluntary Association" prior to that date. For more information about Recognition of Voluntary Associations, view www.ecsa.co.za and click on "Legal".

Please note: Proof of membership must be submitted.

Application and Annual Fees

1 April 2005 to 31 March 2006

(Vat included)

Application Fees

1. Candidate Categories:

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R 110.00	R 440.00

2. Professional & Registered Categories:

For Applicant with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 990.00	R 1 430.00

3. International Register:

R 715.00

Annual Fees

Candidates ⁽¹⁾		Professional & Registered Categories	
Partial Exemption	No Exemption	Partial Exemption ⁽⁴⁾	No Exemption
R 340.00	R 550.00	R 770.00	R 1 330.00

- Notes:**
- (1) Persons registered in the Candidate category for more than **six (6) years**, pay the same annual fees as persons registered in the Professional category.
 - (2) The annual fee for the **International Register** is considered as "Dual Registration" and is covered by the annual fee for registration as a Professional Engineer.
 - (3) The annual fee for **Retired Persons** (55-70 yrs) is **R100**, subject to approval. Retired Persons over 70 are exempted.
 - (4) Partial exemption is granted to registered persons who are members of an engineering association recognised by ECSA. This concession will cease to apply after **31 March 2006**, unless the Association becomes recognised as a "Voluntary Association" prior to that date. For more information about Recognition of Voluntary Associations, view www.ecsa.co.za and click on "Legal".
 - (5) Kindly refrain from paying in cash or postal orders. The **preferred methods of payment** are either by **cheque, credit card or electronically**. No cash is received at ECSA's Offices if applicants hand their applications in personally.