

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 364

24 MARCH 2016

In accordance with the National Qualifications Framework Act, Act No 67 of 2008, comment is invited from interested parties on the application received from the following professional body for recognition and the registration of its designation/s on the NQF for the purposes of the said Act.

SAQA evaluated the application of the professional body against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

SOUTHERN AFRICAN ASSET MANAGEMENT ASSOCIATION (SAAMA)

Designation Title
Certified Senior Practitioner in Asset Management

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below ***no later than 30 days following the publication of this notice in the Government Gazette***. All correspondence should be marked and addressed to:

The Director: Registration and Recognition
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za



PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

EVALUATION REPORT

1. NAME OF BODY: Southern African Asset Management Association (SAAMA)

- 1.1 The Southern African Asset Management Association (SAAMA) applied to SAQA for recognition as a Professional Body and for the registration of one Professional Designation on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 SAQA evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

The Southern African Asset Management Association (SAAMA), registered as a non-profit organisation (2001/010708/08), was formed in 1997. Before then, it was known as the Southern African Maintenance Association (SAMA). The purpose was, and still, is to promote the interests of asset management and maintenance as a whole, as well as to uplift the asset management and maintenance practitioners in Southern Africa.

ISO 55000 defines Asset Management as the "coordinated activity of an organisation to realise value from assets". In turn, Assets are defined as follows: "An asset is an item, thing or entity that has potential or actual value to an organisation". This is deliberately wider than physical assets, but these form an important focus for increasingly more organisations.

Asset Management involves the balancing of costs, opportunities and risks against the desired performance of assets, to achieve the organisational objectives. This balancing might need to be considered over different timeframes.

Asset Management also enables an organisation to examine the need for, and performance of, assets and asset systems at different levels. Additionally, it enables the application of analytical approaches towards managing an asset over the different stages of its life cycle (which can start with the conception of the need for the asset, through to its disposal, and includes the managing of any potential post-disposal liabilities).

Asset Management is the art and science of making the right decisions and optimising the delivery of value. A common objective is to minimise the whole life cost of assets, but there may be other critical factors such as risk or business continuity to be considered objectively in the decision making process.

2.1 The main objectives of SAAMA are to:

- uplift the professional status of the maintenance and asset management practitioner by raising the professional standards of maintenance and asset management in industry;
- establish, maintain and improve common specifications for maintenance and asset management;
- encourage, promote, aid in and effect voluntary interchange among members of the Association of data, information, experience, ideas and knowledge on methods, processes, techniques and technology relating to the maintenance and asset management fields;
- stimulate and promote education, training and original research in the maintenance and asset management fields;
- promote a representative and centralised body or organisation to collect, collate, co-ordinate and distribute data, ideas, knowledge, methods and techniques by any suitable means for the purpose of improving the efficiency of maintenance and asset management technologies;
- build synergistic rapport between companies on maintenance and asset management issues;
- create liaison with similar associations overseas and locally;
- encourage companies to establish their own training programmes guided by the Association's knowledge;
- do all such other things as, are or may be incidental or conducive or ancillary to, or necessary for the attainment of the above objectives or any of them and;
- promote asset management as a means to long- term asset health.

2.2 SAAMA Membership

Membership consists of the following categories:

- Founder Members
- Full members
- Council Members
- Group Members
- Co-opted Members
- Honorary Members

Membership is open to any person or corporate member who has an interest in uplifting or recognising the role of maintenance and asset management and/or is interested in the contribution that maintenance and asset management makes towards business success in industry.

A service provider, who could be any organisation that provides a service or product in the maintenance industry (for purposes of benefits as stipulated in the Registered Service Provider regulation), may apply for registration with SAAMA NPC, and on approval, will pay an annual subscription fee as determined by the Council.

The Council issues Regulations dealing with the criteria governing the various categories of membership of the Association. The regulations may be amended from time to time.

2.3 SAAMA Affiliations:

National Affiliations

- Engineering Council of South Africa (ECSA) – Category A Voluntary Association
- Civilution – Voluntary Association

International Affiliations

- Institute of Asset Management (IAM) UK – Member
- Global Forum on Maintenance & Asset Management (GFMAM) – Member organisation
- International Organisation for Standardisation (ISO) – SAAMA represented South Africa in the development of the new ISO 55000 standard for Asset Management. (One of the meetings was held in South Africa)

2.4 Education and Training

- SAAMA seeks to work closely with the Quality Councils (QCs) in ensuring synergy between academic standards and professional standards.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

The Council

- The President and Vice-President are elected by the newly-elected Council members, during the first Council meeting after the AGM (within 2 months).
- Term of Office: one (1) year for Council members and two (2) years for the President and Vice-President. The immediate past President and Vice-President may remain members of the association and may be eligible for re-election to the position of President or Vice-President for another term of office.
- Nomination and voting process: Every association member is entitled to nominate one person as a candidate for election to the Council, prior to or at the AGM. Voting for Council members is done (during the AGM) by a show of hands or, if so demanded, by a secret ballot. Voting by proxy is allowed for present and past Council members.
- Vacancies: Casual vacancies, occurring in the Council, will be filled by appointment by the remaining members of the Council and such appointee shall hold office until the next AGM.
- The monetary expenditure of the Association is met by annual subscriptions payable to the Association and sponsorships. All financial transactions are done by Internet and EFT banking by a designated staff member of SAAMA. All other transactions such as Forex, etc, will be signed by one of the designated signatories appointed by the President or Vice-President.
- Any surplus funds will be invested in a financial institution as defined in the Financial Institutions (investment of funds) Act.
- No loans may be made to any Council member or to a member of his or her family.
- SAAMA has sufficient funds which places it on a sound financial standing to manage its day to day operations.
- SAAMA had an unqualified audit opinion in its last financial year.

3.2 **Disciplinary Matters and Accountability**

- Anybody is allowed to lodge a complaint against a member for not adhering to the Code of Ethics.
- Members who fail to observe the Code of Ethics will be subjected to the SAAMA disciplinary procedures. In serious cases, or where the member does not accept the ruling of SAAMA even after the appeals process was followed, that member will be expelled from SAAMA and forfeit all benefits associated with the professional body including any rights to display and use post-nominal letters (designation) or the log (or other device) of SAAMA.
- The SAAMA Council has the sole right to deal with and decide all questions of conduct, to hold all enquiries into the conduct of members of the Association and make decisions in this regard thereto.
- The SAAMA Council has the sole power to request and accept the resignation of or to expel any member of SAAMA or to take such other disciplinary action as they consider appropriate in order to protect the profession and the public.
- The SAAMA Council must prove a majority vote on disciplinary rulings.
- Where there is a potential breach of the Code of Ethics, a formal written complaint must be submitted to the Council of SAAMA about the member.
- Breaches of the conduct will be heard and deliberated upon by a disciplinary committee made up of at least three members of the SAAMA Council and/or persons they delegate.
- Members may appeal the decision of the disciplinary committee by submitting such an appeal in writing to the offices of SAAMA within 14 days of the ruling.
- This appeal will be tabled at the next SAAMA Council meeting. At least 6 Council members (and or co-opted members) that were not part of the disciplinary committee will deliberate the appeal.
- The Council may call for clarification and may request the complainant and member to appear before it on a date and time set.
- The Council must rule on the appeal within 60 days of receiving the appeal, unless the member that lodged the appeal was not available for clarification as per Council's request. The decision made by the Council is final.

Data Management

- Currently, the following information is requested from members during application: contact details, company they work for, position, membership joining date, and membership number as well as the current membership status and invoice dates.
- This information is captured electronically in SAAMA's database.

3.3 **Continuing Professional Development (CPD)**

After each 3 year cycle, a member needs to resubmit a portfolio of evidence in order to re-apply for the designation. As part of this submission, the member must also prove that the required CPD credits were achieved in the 3 year period in order to be re-awarded the designation.

Activity	Criteria	CPD Credits per Activity
Conferences	<ul style="list-style-type: none"> Local or International Relevant to the field of Asset Management(AM) CPD accredited by a reputable institution Attendance of the entire conference 	Accredited CPD points (Typically 1 CPD point per full day of conference)
	<ul style="list-style-type: none"> AM Papers presented at conferences or congresses/ poster presentations 	2 credits per accepted presentation
Training Courses	<ul style="list-style-type: none"> SAAMA accredited training courses 	As per Accreditation(Typically 1 CPD point per 8 hours of training)
Lecturing	<ul style="list-style-type: none"> Part-time lecturing to undergraduate and postgraduate students in a subject related to AM 	1 credit for every 10 hours of lecturing
Study Promoter	<ul style="list-style-type: none"> Supervision of students undertaking postgraduate studies 	2 credits per year
Examiner and Evaluations of dissertations	<ul style="list-style-type: none"> Setting exam papers, oral exams, marking of papers in AM related subjects Evaluation of AM dissertations and PhD thesis by external examiners in the field of AM 	1 credit for every 10 hours of active involvement
Publication of research	<ul style="list-style-type: none"> Author of publication of AM research in peer review journals 	3 credits per publication
Publication of technical articles	<ul style="list-style-type: none"> AM article submitted to SAAMA, peer reviewed and published by SAAMA (with full credit to the author) 	3 credits per publication
	<ul style="list-style-type: none"> AM related articles published on SAAMA portal (LinkedIn, etc) 	1 credit per article
	<ul style="list-style-type: none"> AM related articles published on other social media 	0.5 credit per article
Social Media	<ul style="list-style-type: none"> Comment posted on SAAMA social media (LinkedIn etc) 	0.5 credit per article
	<ul style="list-style-type: none"> AM related comment posted on other social media with link to SAAMA in comment 	0.5 credit per comment
Evaluation of competency	Evaluation of competency and applications against set criteria for accreditation of SAAMA designation	1 credit for every 10 hours of active involvement

Exemptions and Reductions

Members may apply for exemption or reduction from the CPD requirements for a particular designation in exceptional circumstances i.e. retirement, leave of absence etc. To qualify for an exemption, members must not be professionally active for the period in question.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

The following requirements are applicable for all current and planned designations to be awarded by SAAMA:

- the applicant needs to be a member of SAAMA (but membership does not guarantee any designation);
- a minimum secondary or tertiary education level will be specified depending on the specific designation;
- the minimum years of applicable experience will be specified;
- the applicant must demonstrate capability in specified minimum competencies as per a defined list of competencies per designation;
- a portfolio of evidence must be submitted to this end and will be adjudicated by SAAMA;
- recognition of prior learning will be applied in line with the stated RPL policy;
- a final SAAMA examination may be imposed depending on the designation and;
- the member will need to abide by the SAAMA Code of Ethics, failing which the designated member could face a disciplinary hearing
- a number of outcomes could result, but not limited, to the suspension or revoking of the designation.

4.2 Designations to be registered

Designation Title: Certified Senior Practitioner in Asset Management (CSAM)

Underlying Qualification(s)	Bachelor in Engineering (or equivalent international qualification as evaluated by SAQA).
Experiential Learning and Practical Experience	The applicant must prove a minimum of 8 years relevant experience in the field of Asset Management.
Board/ Admission Examination/ Assessment	A portfolio of evidence must be submitted in support of a set list of competencies that need to be demonstrated as per the applicable competency standard. References for each of these submitted competencies must be supplied. The applicant must also pass a specified SAAMA examination as final evaluation.
Continuing Professional Development (CPD) Requirements	Proof of the minimum 15 CPD points as per the CPD policy must be submitted for the 3 years that the designation is active. A portfolio of evidence to be re-submitted. Based on the evidence provided, SAAMA will evaluate whether the requirements are met in order to re-award the designation.
Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicant's capability in each of the required competencies requires the applicant to refer to prior learning as well. The RPL policy defines the criteria used in evaluating whether or not the prior learning will be recognised