

Working Draft

CIDB BEST PRACTICE CONTRACTOR RECOGNITION SCHEME;
REQUIREMENTS AND GUIDELINES FOR CIDB CONTRACTOR COMPETENCE
ACCREDITATION

(ISSUED IN TERMS OF THE CIDB REGISTER OF PROJECTS REGULATIONS)



1	Introduction	1
2	Definitions	2
3	Requirements and Application	3
4	cidb Contractor Competence Accreditation	4
3.1	Construction Categories	4
3.2	Competence Requirements	5
3.3	Contractor Accreditation	5
3.5	External Verification of Competence	6
3.5	Mutual Recognition	6
3.6	Right of Appeal	7
3.7	Validity of Accreditation	7
3.8	Withdrawal of Assessment	8
3.8	Monitoring and Auditing	8
4	Guidelines for Clients	9
	Appendix 1: Generic Competence Requirements	10
A1.1	Building	10
A1.2	Civil	10
	Appendix 2: Accreditation Requirements; Qualifications and Experience	13
A2.1	General Building; Limited	13
A2.2	Building Trade Contractors	13
A2.3	Civil Engineering; Limited	15
A2.4	Civil Trade Contractors	15
	Appendix 3: Application for Registration; Level I (Form CRS_F101)	18
	Appendix 4: Application for Registration; Level I - External Assessment (Form CRS_F102)	22
	Appendix 5: Application for Registration; Level I – Mutual Recognition (Form CRS_F103)	26
	Appendix 5: Request for Assessment Review (Form CRS_F104)	28
	Appendix 6: Application for Renewal (Form CRS_F105)	30
	Appendix 7: Guidelines for Clients	31

1 INTRODUCTION

The Construction Industry Development Board Act (Act 38 of 2000) requires the Board to establish a *Best Practice Contractor Recognition Scheme* which:

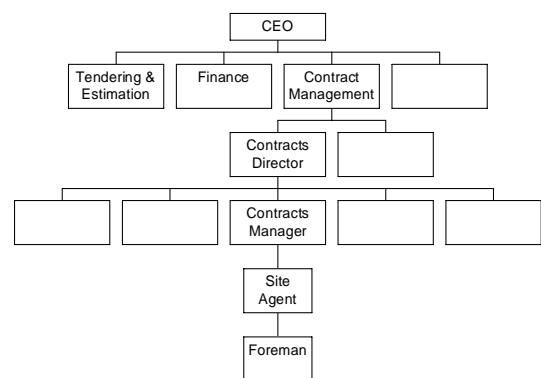
- (a) enables organs of state to manage risk on complex contracting strategies; and
- (b) promotes contractor development in relation to best practice standards and guidelines developed by the Board.

The **cidb** *Best Practice Contractor Recognition Scheme* achieves this through:

- recognising the competence of contractors;
- encouraging best practice and performance improvement of contractors; and
- providing a platform for clients to reward best practice and performance improvement.

The key competencies required by an enterprise to run a successful contracting enterprise include:

- business management;
- building and construction management (operational and supervision);
- building and construction technology; and
- legislative issues.



In a small company, these competencies may all be held by a single person, the company owner, but in general (as illustrated in the adjacent figure) these competencies are held by different people, with the owner (or CEO) providing overall management control.

The **cidb** *Best Practice Contractor Recognition Scheme* provides an assessment of the competencies of a contracting enterprise, and are measured against acceptable business processes necessary for managing a contracting enterprise and for supervising building and construction works.

This document presents the criteria for the assessment of the competencies within a contracting enterprise, together with guidelines and procedures for the accreditation.

This document should be read in conjunction with the following documents which are available on the **cidb** website:

- *cidb Requirements and Guidelines for Contractor Competence Assessment*;
- *cidb Requirements and Guidelines for Supply Chain Development Systems*; and
- *cidb Requirements and Guidelines for Contractor Performance Reports*.

Grade	Enablers; Business, H&S, Quality, Environment, etc	
9	Supply Chain Development	Performance Reports
	Simplified Management Systems	
2	Technical Qualifications & Experience	

Collectively, the **cidb** Contractor Competence Assessment, **cidb** Construction Management Systems, and **cidb** Supply Chain Development Systems currently form the **cidb** *Best Practice Contractor Recognition Scheme*.

2 DEFINITIONS

3 REQUIREMENTS AND APPLICATION

Clients are encouraged to procure work from contractors with cidb competence accreditation.

Notwithstanding the above, after the date and above a prescribed tender value determined by the Minister in the Gazette, cidb accreditation of a contractor's competencies is required to be taken into account as a quality factor (functionality) in construction procurement on all public sector contracts.

The initial phased implementation for including requirements for cidb accreditation of contractor competencies in public sector procurement is given below:

Sector	Minimum Tender Grade	Implementation Date
National Public Works and regions	To be determined	To be determined
National government departments		
Provincial government departments		
Public entities		
Metros		
High-capacity municipalities ¹		
Medium-capacity municipalities ¹		
Low-capacity municipalities ¹		
Note: 1) As per Government Notice No. 733 of 1 July 2004		

The requirements for including cidb accreditation of Trade Contractor competencies in public sector procurement are given below;

Sector	Minimum Tender Grade	Implementation Date
All client departments	To be determined	To be determined

4 CIDB CONTRACTOR COMPETENCE ACCREDITATION

4.1 Construction Categories

The competence of contractors are accredited within a **cidb** Class of Construction Works, and Construction Category and where relevant within a sub-Category. Accreditation within a Construction Category / sub-Category will satisfy the accreditation criteria for all lower Construction Categories within a Class of Construction Works.

At present, competence accreditation can only be done in General Building (GB), Civil Engineering (CE) and selected Trade Contractors within Special Works (SW), and will be undertaken within the following Categories of the Class of Works:

- **Limited** (Grades 2 to 6): being a contractor who has adequate knowledge and experience to carry out work within the sub-categories described in the record of accreditation; and
- **Trade Contractors** (Grades 1 to 5): being a contractor who has adequate knowledge and experience to carry out work within the trade-categories described in the record of accreditation.

(Note that **cidb** Grades 7 and above in General Building and Civil Engineering and Grade 6 and above in Special Works are required to show evidence of built environment professionals in their employ for registration with the **cidb**, and by implication have the necessary competence to undertake the relevant construction works contracts they are registered in.)

The scope of work associated with the various sub-Categories that can currently be accredited within the Limited and Trade Contractor Category for various Classes of Construction Works are summarised below:

Limited Categories: General Building, Civil Engineering and Trade Contractors	
General Building; Limited	Civil Engineering; Limited
<ul style="list-style-type: none"> • Low rise residential building of not more than 16 metres in height; • Low rise commercial, institutional and industrial buildings of not more than 16 metres in height, with public access and exit requirements 	<ul style="list-style-type: none"> • Municipal services (water, sewer, roads and storm water) • Major roads, stormwater and earthworks • Bridges, culverts, small dams and canals • Water reticulation and treatment works • Pump stations and pipelines • Sewerage reticulation and treatment works • Solid waste disposal sites • Marine and dredging works • Rehabilitation and maintenance • Other
Building Trade Contractors	Civil Trade Contractors
<ul style="list-style-type: none"> • Bricklayers and stonemasons • Plumbers and drainage systems • Carpenters and joiners • Ceiling and partitioning • Shop fitters • Floor finishers and painters • Glaziers, plasterers and tillers • Electrical works • Block working • Roofing contractors 	<ul style="list-style-type: none"> • Structural steel workers • Earthmoving plant operators • Crane, hoist and lift operators • Concreters • Formwork • Steel fixing • Kerb laying • Block paving • Road marking • Pipe laying • Minor structures • Demolition • Asphalt contractor

4.2 Competence Requirements

The *cidb Best Practice Contractor Recognition Scheme* accredits the competencies in terms of knowledge, skills and experience of contractors (including, where appropriate, the qualifications and experience of their nominated representatives) that are deemed to be minimum standards necessary for running a contracting enterprise and for supervising building and construction works in the various Categories and sub-Categories within the fields of:

- business management;
- building and construction management (operational and supervision);
- building and construction technology; and
- legislative issues.

The generic competence requirements for the various Classes of Works and Categories are given in **Appendix 1**. The minimum prescribed qualifications and experience required for staff responsible for the management and supervision of construction works is given in **Appendix 2** and summarised below. These minimum qualifications can also be used in accrediting the competence of a contractor in business management.

Category	Grade	NQF Level	Minimum Qualifications for building and construction management and for building and construction technology	Minimum Experience
GB: General Building; Limited	4 to 6	5	<ul style="list-style-type: none"> • Diploma or National Certificate; or • CETA accredited Recognition of Prior Learning certificate 	3 years
CE: Civil Engineering; Limited	2 & 3	4	<ul style="list-style-type: none"> • National Certificate; or • CETA accredited Recognition of Prior Learning certificate 	2 years
TC: Trade Contractor	1 to 5	3 or 4	<ul style="list-style-type: none"> • National Certificate; or • CETA accredited Recognition of Prior Learning certificate; or • Registration with relevant trade association 	2 years

Note that these competencies must be accessible to the company, and any nominated representatives must either be employees of the company, or must be accessible to the company for the duration of any construction works to be undertaken by the contracting enterprise. The names of such individuals with the necessary competencies in management (operational and supervision) and in technology will be recorded in the contractors registration on the *cidb Best Practice Contractor Recognition Scheme* and must be submitted to clients when tendering for work opportunities together with an undertaking that the nominated representative will be available for business management or for supervising the construction works (see Section 4).

4.3 Contractor Accreditation

Contractors who wish to have their competencies accredited need to submit a completed application to the *cidb* using Form CRS_F101 given in **Appendix 3**, providing full details of their qualifications and experience that is relevant to assessing the contractor's knowledge, skills and experience in the Categories and sub-Categories being applied for.

The contractor accreditation will be undertaken by a *cidb* Accreditation Committee, consisting of:

- a *cidb* senior manager, who will chair the Accreditation Committee;
- a minimum of three *cidb* managers;
- an industry representative nominated by the *cidb*;
- additional industry experts and/or qualified workplace assessors as required.

Contractors will be notified of the outcome of the cidb Assessment Committee within 30 working days of submission of their compliant application forms.

Where necessary, an applicant may need to attend an interview by the cidb Accreditation Committee, and will be notified of such an interview within 30 working days of submission of compliant application forms. The cidb will determine whether an interview takes place at the cidb or on-site, and may include the following:

- an interview involving questions and answers;
- the tabling of documentation, including:
 - a site plan or drawing, site induction plan, etc.;
 - a business plan or financial plan, etc.;
- an on-site assessment, involving a visit to a current work site; and
- membership of professional or industry associations with an enforceable Code of Ethics or Code of Practice.

Contractors will be notified of the outcome of the cidb assessment within 30 working days of the assessment.

Where contractors meet or exceed the minimum competence requirements as set out by the cidb, the contractor will be entered into the cidb *Best Practice Contractor Recognition Scheme* as a cidb Accredited Contractor (Code I).

4.5 External Verification of Competence

Where a contractor does not hold the required minimum formal qualifications, the cidb will accept a recognised external assessment verifying that the applicant has been assessed as having adequate knowledge, skills and experience that are deemed to be minimum standards necessary for running a contracting enterprise and for supervising building and construction works within the classes of works applied for. Such an assessment can be undertaken by a cidb recognised industry representative association or by a registered SACPMP Mentor, supported by an assessment based on a modified SACEM assessment, and must cover:

- business management;
- building and construction management (operational and supervision);
- building and construction technology; and
- legislative issues.

Such assessment will however be limited to Grade2 and 3 contractors applying for accreditation in the Limited categories, and Grade1 to 3 contractors in the Trade Contractor categories, and shall not extend to nominated representatives.

Details of recognised external assessors are available from the cidb.

Contractors must submit such applications using Form CRS_F102 in [Appendix 4](#).

4.5 Mutual Recognition

Limited and Trade Contractors will receive automatic accreditation if they are registered with a professional or industry association that has a recognition agreement with the cidb, and where the contractor has met:

- the registration requirements of the professional or industry association; and
- the contractor is registered with the cidb Register of Contractors.

Such recognition will be dependent on the association having:

- an enforceable Code of Ethics and Code of Practice; and
- recognition of contractor competencies that are equivalent to the **cidb** criteria.

Contractors must submit such applications using Form CRS_F103 in **Appendix 5**.

4.6 Right of Appeal

Where the **cidb** has assessed that a contractor has not met the minimum competence requirements as set out by the **cidb**, the contractor has an opportunity to a review of the competence assessment by a Review Panel that will be established by the **cidb**. The contractor appeal process is outlined below:

- a) The contractor must submit a written request to the **cidb** requesting a review of the contractor competence assessment on Form CRS_F104 given in **Appendix 6** within 10 working days of notification of the outcome of the initial evaluation by the **cidb**, stating the reasons for the appeal and supplying any further supporting documents.
- b) Senior management within the **cidb** will review the contractor's request, and if there are no grounds for an appeal the **cidb** will inform the contractor in writing of the **cidb**'s decision within 15 working days of receipt of the contractor's request for a review. The decision of the **cidb** would be final.
- c) If there are grounds for appeal, the **cidb** will establish an independent Review Panel within 30 working days of receipt of the contractor's request comprising of:
 - a member of the senior management of the **cidb**;
 - a industry representative; and
 - a representative from the CETA.

The Review will be undertaken on the available evidence submitted by all parties and the Review Panel may at its absolute discretion seek additional information from the contractor, either in writing or in person.

The contractor will be notified of the outcome of the appeal within 15 working days of the Review, and the outcome of the Review Panel will be final with no further right to appeal.

4.7 Validity of Accreditation

Subject to the provisions given below, a contractor's competence accreditation is valid for a period of three years, and a request for renewal must be made on Form CRS_F105 in **Appendix 6**.

A contractor's accreditation may be transferred to that of another entity and treated as if it were the same entity for the purposes of accreditation where:

- a sole proprietor becomes a close corporation or a Pty (Ltd);
- a close corporation becomes a Pty (Ltd), or vice versa, without any substantial changes; or
- a company registered in terms of an Act undergoes only a name change for whatever reasons without changing its principals.

Notwithstanding the above, a contractor must notify the **cidb** and apply for re-accreditation within 14 working days should there be any change to a contractor's key staff, or nominated representatives, listed in the contractor's assessment application.

4.8 Withdrawal of Accreditation

A contractor's cidb accreditation can be withdrawn under the following circumstances:

- when the contractor's nominated representative leaves the employ of the contractor and is not replaced with a person with similar competencies within a period of three months;
- when a contractor has been barred from practising through a disciplinary procedure of the professional or voluntary association that the contractor is affiliated with;
- for failure to inform the cidb of any material changes in the company registration status including a change in the company principals who may have been assessed for the initial company competence assessment.

4.8 Monitoring and Auditing

The cidb reserves the right to undertake a random monitoring process for compliance with the provisions of this competence assessment scheme, especially the requirement for a qualified, competent person to be on site at all times.

5 GUIDELINES FOR CLIENTS

Requirements and guidelines for public sector clients are given in [Appendix 7](#), for:

- clauses to be included in Conditions of Tendering and Conditions of Contract in the tender and contract documents; and
- for evaluating tenders.

APPENDIX 1: GENERIC COMPETENCE REQUIREMENTS

A1.1 Building

Applicants need to demonstrate the following generic competencies as appropriate to the Class of Works, Category and sub-Category they wish to be accredited in.

Business Management

Knowledge of and ability to implement:

- business planning
- cash flow budgets
- basic accounting principles
- employment law
- law of contract
- communication practice
- organisational skills
- conflict resolution
- problem solving

(Continued)

- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality management
- self-development principles

Building and Construction Management (Operations and supervision)

Knowledge of and ability to implement:

- tender preparation and documentation, estimating and preparation of a bill of quantities
- apply contract documentation
- manage construction project administration
- read, interpret and use construction drawings and specifications
- calculate construction quantities and develop a work plan
- survey and set out construction work areas
- manage financial aspects of a construction project

(Continued)

- lead, manage and supervise construction teams
- implement Health and Safety, Quality and Environmental impacts on a construction project select and supervise the use and maintenance of plant, equipment and tools
- supervise the procurement, use and storage of construction materials
- monitor and control cost and production of construction work activities and implement productivity improvements

Building and Construction Technology

Knowledge of and ability to implement (as appropriate to Category and sub-Category of Registration):

- general building and construction methods
- reading technical drawings
- interpret specifications
- relevant SANS standards and specifications
 - SANS 10155:1980 Accuracy in buildings

Building and Construction Legislation

Knowledge of the statutory requirements in construction including but not limited to:

- relevant national building regulations e.g. NBR s/ SANS 10400
- the Unemployment Insurance Act, 2001; the Unemployment Insurance Contribution Act, 2002
- the Occupational Health and Safety Act, 1993; the Construction Regulations; 2003
- the Skills Development Act, 1998
- the Basic Conditions of Employment Act, 1997
- the Labour Relations Act, 1995
- the Housing Consumers Protection Measures Act, 1998
- the Construction Industry Development Board Act, 2000

A1.2 Civil

Applicants need to demonstrate the following generic competencies as appropriate to the Class of Works, Category and sub-Category they wish to be accredited in.

Business Management

Knowledge of and ability to implement:

- business planning
- cash flow budgets
- basic accounting principles
- employment law
- law of contract
- communication practice
- organisational skills
- conflict resolution
- problem solving

(Continued)

- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality management
- self-development principles

Building and Construction Management (Operations and supervision)

Knowledge of and ability to implement:

- tender preparation and documentation, estimating and preparation of a bill of quantities
- apply contract documentation
- manage construction project administration
- read, interpret and use construction drawings and specifications
- calculate construction quantities and develop a work plan
- survey and set out construction work areas
- manage financial aspects of a construction project

(Continued)

- lead, manage and supervise construction teams
- implement Health and Safety, Quality and Environmental impacts on a construction project
- select and supervise the use and maintenance of plant, equipment and tools
- supervise the procurement, use and storage of construction materials
- monitor and control cost and production of construction work activities and implement productivity improvements

Building and Construction Technology

Knowledge of and ability to implement (as appropriate to Category and sub-Category of Registration):

- utilisation of plant
- general building and construction methods
- reading technical drawings
- interpret specifications
- relevant SANS standards and specifications
 - SANS 10155:1980 Accuracy in buildings

Building and Construction Legislation

Knowledge of the statutory requirements in construction including but not limited to:

- relevant national building regulations e.g. NBR s/ SANS 10400
- the Unemployment Insurance Act, 2001; the Unemployment Insurance Contribution Act, 2002
- the Occupational Health and Safety Act, 1993; the Construction Regulations; 2003
- the Skills Development Act, 1998
- the Basic Conditions of Employment Act, 1997
- the Labour Relations Act, 1995
- the Housing Consumers Protection Measures Act, 1998
- the Construction Industry Development Board Act, 2000

APPENDIX 2: ACCREDITATION REQUIREMENTS; QUALIFICATIONS AND EXPERIENCE

A2.1 General Building; Limited

a) **Scope of work:** General Building contractors; Limited are accredited for the construction of:

- low rise residential building of not more than 16 metres in height; and
- low rise commercial, institutional and industrial buildings of not more than 16 metres in height, with public access and exit requirements.

b) **Qualifications:** General Building contractors; Limited must meet the following NQF level qualification requirements, depending on the contractor Grade:

Grade	Minimum NQF level	Recognised Qualifications
Business Management		
4 to 6	5	• [to be written]
2 and 3	4	• [to be written]
Building and Construction Works Management		
4 to 6	5	• National Certificate: Management of Building Construction Processes; 23675 • Certificate: Basic Construction; 17327 • National Higher Certificate: Building; 13859
2 and 3	4	• National Certificate: Supervision of Construction Processes; 49053
Building and Construction Technology		
4 to 6	5	• National Certificate: Management of Building Construction Processes; 23675 • Certificate: Basic Construction; 17327 • National Higher Certificate: Building; 13859
2 and 3	4	• National Certificate: Supervision of Construction Processes; 49053
Building and Construction Legislation		
4 to 6	4	• [to be written]
2 and 3	2	• Unit Standard 9982; Comply with legal requirements for a construction contract

c) **Experience requirements:** At least:

- 2 years practical, relevant occupational experience after completion of qualification under the supervision of a cidb accredited or experienced contractor for Grades 2 and 3 contractors; or
- 3 years practical, relevant occupational experience after completion of qualification under the supervision of a cidb accredited or experienced contractor for Grades 4 to 6 contractors.

A2.2 Building Trade Contractors

a) **Scope of work:** The following Building Trade Contractors can currently be accredited:

- i) **Plumbing and Drainage:** Install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, and cooling and ventilation systems in all classes of buildings and premises, including, but not limited to, the following:
 - general plumbing;
 - air conditioning and mechanical services plumbing;
 - drainage contractors;
 - gas fitting; or

- roof plumbing.
- ii **Carpentry and Joiner:** Construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings which would typically include but not limited to, the following:
 - kitchen units;
 - finishing carpenter;
 - joiner wood machinist;
 - form worker; and
 - ceiling and partitioning erector.
- iii **Bricklayers and Stonemasons:** Lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures, and cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental buildings including but not limited to, the following:
 - simple masonry walkway
 - installing an ornate exterior on a high-rise building.
- iv **Floor Finishers and Painter:** Install and repair soft and resilient floor coverings, and apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures. The scope of work includes and is not limited to the following:
 - carpet layer; and
 - parquetry layer.
- v **Glaziers, Plasterers and Tilers:** *Cut and install flat glass, apply plaster and secure plasterboard and suspended ceilings, and lay tiles on roofs, walls and floors.*

b) **Qualifications:** The following qualifications are recognised for Trade Contractors:

Grade	Minimum NQF level	Recognised Qualifications
Business Management		
4 & 5	4	• [to be written]
1 to 3	3	• [to be written]
Building and Construction Works Management		
4 & 5	5	• National Certificate: Management of Building Construction Processes; 23675 • Certificate: Basic Construction; 17327 • National Higher Certificate: Building; 13859
1 to 3	4	• National Certificate: Supervision of Construction Processes; 49053 • National Certificate: Trade Specific (NQF 3)
Building and Construction Technology		
4 & 5	5	• National Certificate: Management of Building Construction Processes; 23675 • Certificate: Basic Construction; 17327 • National Higher Certificate: Building; 13859
1 to 3	3	• National Certificate: Supervision of Construction Processes; 49053 • National Certificate: Trade Specific (NQF 3)
Building and Construction Legislation		
4 & 5	4	• [to be written]
1 to 3	2	• Unit Standard 9982; Comply with legal requirements for a construction contract

In addition contractor must be registered with professional or industry trade association that has an enforceable Code of Ethics and a Code of Practice.

c) **Experience requirements:** Two years post training experience which excludes experience gained during an apprenticeship or other training, in;

- the scope of work for the trade; or
- other work the authority considers equivalent to experience in the scope of work for the trade.

A2.3 Civil Engineering: Limited

a) **Scope of work:** The Civil Engineering discipline deals with the design, construction and maintenance of the physical and natural built environment, including works such as bridges, roads, canals, dams and buildings.

b) **Qualifications:** Civil Engineering contractors; Limited must meet the following NQF level qualification requirements, depending on the contractor Grade:

Grade	Minimum NQF level	Recognised Qualifications
Business Management		
4 to 6	5	• [to be written]
2 and 3	4	• [to be written]
Building and Construction Works Management		
4 to 6	5	• National Diploma: Management of Civil Engineering Construction Processes; 23683
2 and 3	4	• National Certificate: Supervision of Construction Processes; 49053
Building and Construction Technology		
4 to 6	5	• National Diploma: Management of Civil Engineering Construction Processes; 23683
2 and 3	4	• National Certificate: Supervision of Construction Processes; 49053
Building and Construction Legislation		
4 to 6	4	• [to be written]
2 and 3	2	• Unit Standard 9982; Comply with legal requirements for a construction contract

c) **Experience requirements:** Three years post training experience, which excludes experience gained during an apprenticeship or other training, in:

- the scope of work for the trade; or
- other work experience considered to be equivalent to the position of site agent or general foreman in a company;
- other work the authority considers equivalent to experience in the scope of work for the trade.

A2.4 Civil Trade Contractors

a) **Scope of work:** The following Civil Trade Contractors are currently recognised:

- Machine Operators:** Machinery operators and drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.
- Structural Steel Workers:** Assemble rigging gear to move and position equipment and structural components, erect scaffolding, position and secure reinforcing in concrete forms, and erect and dismantle structural steel frames

- iii **Crane, Hoist and Lift Operators:** Operate stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharfs and shipyards
- iv **Concreters:** Pour, spread and finish concrete structures such as floors, stairs, ramps, footpaths and bridges
- vi **Earthmoving Plant Operators:** Operate plant to excavate earth, ore and rock, break up pavement, road, rock, obstructions, move and load earth, rock and debris, and level, smooth and compact surfaces in construction and other projects

b) **Qualifications:** The following qualifications are recognised for Trade Contractors:

Grade	Minimum NQF level	Recognised Qualifications
Business Management		
4 & 5	4	<ul style="list-style-type: none"> • [to be written]
1 to 3	3	<ul style="list-style-type: none"> • [to be written]
Building and Construction Works Management		
4 & 5	5	<ul style="list-style-type: none"> • National Diploma: Management of Civil Engineering Construction Processes; 23683
1 to 3	4	<ul style="list-style-type: none"> • National Certificate: Supervision of Construction Processes; 49053 • National Certificate Construction- trade specific (NQF 3)
Building and Construction Technology		
4 & 5	5	<ul style="list-style-type: none"> • National Diploma: Management of Civil Engineering Construction Processes; 23683 • National Certificate Construction- trade specific (NQF 3) • appropriate Trade Test administered by a CETA accredited service provider
1 to 3	3	<ul style="list-style-type: none"> • National Certificate: Supervision of Construction Processes; 49053 • National Certificate Construction- trade specific (NQF 3) • appropriate Trade Test administered by a CETA accredited service provider
Building and Construction Legislation		
4 & 5	4	<ul style="list-style-type: none"> • [to be written]
1 to 3	2	<ul style="list-style-type: none"> • Unit Standard 9982; Comply with legal requirements for a construction contract

- c) **Experience requirements:** Three years post training experience, which excludes experience gained during an apprenticeship or other training, in:
- the scope of work for the trade; or
 - other work the authority considers equivalent to experience in the scope of work for the trade.

APPENDIX 3: APPLICATION FOR REGISTRATION; LEVEL I (FORM CRS_F101)

FORM CRS-F101: cidb BEST PRACTICE CONTRACTOR RECOGNITION SCHEME APPLICATION FOR ASSESSMENT; LEVEL I	
Section A: Company Details	
cidb CRS Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Class of Works	<input type="text"/> <input type="text"/> Grade <input type="text"/>
Company Name	<input style="width: 100%;" type="text"/>
Contact Person Title	<input type="text"/> Initials <input type="text"/> <input type="text"/> Surname <input style="width: 100%;" type="text"/>
Designation	<input style="width: 100%;" type="text"/>
e-mail	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile	<input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Office Telephone	<input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section B: Class of Works and Category	
General Building; Limited	<input type="checkbox"/> General Building; Trade Contractor <input type="checkbox"/>
Civil Engineering; Limited	<input type="checkbox"/> Civil Engineering; Trade Contractor <input type="checkbox"/>

Continued over

C.3 Work Experience	
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Continued over

C.3 Work Experience	
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Continued over

APPENDIX 5: APPLICATION FOR REGISTRATION; LEVEL I – MUTUAL RECOGNITION (FORM CRS_F103)

FORM CRS-F103: cidb BEST PRACTICE CONTRACTOR RECOGNITION SCHEME APPLICATION FOR MUTUAL RECOGNITION; LEVEL I															
Section A: Company Details															
cidb CRS Number		<input style="width: 100%;" type="text"/>													
Class of Works		<input style="width: 20px;" type="text"/>		Grade		<input style="width: 40px;" type="text"/>									
Company Name <input style="width: 100%;" type="text"/>															
Contact Person Title		<input style="width: 20px;" type="text"/>		Initials		<input style="width: 20px;" type="text"/>		Surname		<input style="width: 40px;" type="text"/>					
Designation <input style="width: 100%;" type="text"/>															
e-mail <input style="width: 100%;" type="text"/>															
Mobile <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
Office Telephone <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
Section B: Class of Works and Category															
General Building; Trade Contractor <input style="width: 20px;" type="checkbox"/>				Civil Engineering; Trade Contractor <input style="width: 20px;" type="checkbox"/>											
Section C: Registration with Industry Associations (Please attach certified copies of all relevant documentation)															
Current Registration with ECB <input style="width: 20px;" type="checkbox"/>				PIRB <input style="width: 20px;" type="checkbox"/>				Other <input style="width: 40px;" type="text"/>							
Section D: Mutual Recognition															
Name of Organisation <input style="width: 100%;" type="text"/>															
Officer Title		<input style="width: 20px;" type="text"/>		Initials		<input style="width: 20px;" type="text"/>		Surname		<input style="width: 40px;" type="text"/>					
Designation <input style="width: 100%;" type="text"/>															
e-mail <input style="width: 100%;" type="text"/>															
Mobile <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
Office Telephone <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
Mobile <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
Office Telephone <input style="width: 15px;" type="text"/> 0 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> - <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>															
I, the undersigned declare that:															
· I am duly authorised to sign this application on behalf of the above organisation;															
· I verify that the applicant is a member of this organisation, and it is the view of the organisation that the applicant does have adequate knowledge, skills and experience that are deemed to be minimum standards necessary for running a contracting enterprise and for supervising building and construction works within the classes of works applied for, in accordance with the cidb requirements and guidelines.															
Signature of Officer		<input style="width: 100%; height: 40px;" type="text"/>													
Date		<input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>		-		<input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>		-		<input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>					

Continued over

APPENDIX 6: APPLICATION FOR RENEWAL OF REGISTRATION (FORM CRS_F105)

To be completed

APPENDIX 7: GUIDELINES FOR CLIENTS

To be completed