

**The South African Institute of Architects**

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2015.12.14

Per e-mail to: [sandor@qfile.co.za](mailto:sandor@qfile.co.za)

Mrs Sandor Dowling  
Sanika Waterproofing  
24 Davidson Street  
Rynfield  
BENONI  
1500

Dear Sandor

**VALIDATION OF A CATEGORY ONE CPD ACTIVITY: CRYSTALLINE CONCRETE WATERPROOFING TECHNOLOGY**

We have pleasure in confirming that SAIA has validated the Crystalline concrete waterproofing technology presentation.

The validation was carried out in terms of Sections 12.2 and 12.3 of the Conditions Relating to Continuing Professional Development and Renewal of Registration published in the South African Council for the Architectural Profession (SACAP), Board Notice 31 of 2009.

The CPD credit value for the three hour workshop has been assessed as 0.15 Category One CPD credits.

This validation was carried out in terms of Sections 12.2 and 12.3 of the Conditions Relating to Continuing Professional Development and Renewal of Registration published in the South African Council for the Architectural Profession (SACAP) Board Notice 31 of 2009.

We draw your attention to the Conditions of Validation set out in Part 2 of the schedule hereto.

Attached are *pro forma* documents for the registration information required and the feedback questionnaire which we require participants to complete for you to return to us. Should you wish to modify these *pro formas* please feel free to do so provided the information which we need is captured. Regarding registration information it is most important to us that the record of attendance includes the participant's SACAP registration number, ID number, e-mail address and telephone and/or cell phone number(s). The attached *pro forma* registration form makes provision for this. Please let us have the registration information in spreadsheet format together with scanned copies of the registration forms signed by the participants. We only require this information for participants who are architectural professionals registered with SACAP.

Yours sincerely

**Marlene van Nieuwenhuizen**  
CPD Administrator  
On behalf of  
Director, Education and CPD

## CONDITIONS OF VALIDATION

### PART 1: ACTIVITY INFORMATION

<b>Activity reference</b>	CPD SAIA 16-08
<b>Activity title:</b>	CRYSTALLINE CONCRETE WATERPROOFING TECHNOLOGY
<b>Nature of activity:</b>	PRESENTATION
<b>Activity provider:</b>	SANIKA WATERPROOFING
<b>Presenters:</b>	PAUL SMIT COLTE SMIT
<b>Activity dates and places:</b>	DATES AND VENUES TO BE ADVISED BY ACTIVITY PROVIDER
<b>Duration:</b>	1.5 HOURS
<b>SACAP Category One CPD credit value:</b>	0.15 CPD CREDITS
<b>Equivalent UIA CPD credit value:</b>	1.5 CREDITS

## PART 2: CONDITIONS OF VALIDATION

### 1 ACTIVITY NOTIFICATION AND PUBLICITY

- 1.1 Notification and publication: Any notification or publication related to the activity shall include the following information
- Activity reference number
  - Activity title
  - Summary of activity content (30-50 words)
  - Activity date, time and venue
  - The CPD credit value of the activity as assessed by the validating committee which shall be notified in the following form:  
***SACAP Category One CPD credit value: 0.15 for the hour and a half presentation.***
- 1.2 Information for SAIA: The activity provider shall ensure that SAIA is kept informed of all relevant information on scheduled activities, including:
- Current schedule information on dates, times and venues
  - Any changes to the schedule
- 1.3 The Activity Provider is authorised to use the SAIA crest on or in any promotional material which it may publish in connection with the specified activity. When used, the crest must always be associated with the statement specified in 1.4.
- Note: the crest is copyright protected and may only be used for the purpose stated.*
- 1.4 The following statement must be used in publicising the activity:  
***The South African Institute of Architects has assessed and validated this Category One CPD Activity. The workshop carries 0.15 Category One CPD credits for the hour and a half presentation***



### 2 RECORD OF ACTIVITY PARTICIPATION FOR SAIA

- 2.1 The activity provider shall keep a record of all participants for each event in an agreed format.
- 2.2 The record must capture the following information for each participant:
- Activity reference
  - Activity title
  - Activity date/s
  - Surname and full names of participant
  - Identification number
  - Postal address
  - E-mail telephone, fax and cell phone numbers
  - E-mail address
  - Professional registration number (SACAP registration)
  - Voluntary Association affiliation (if any)
  - Voluntary Association enrolment number (if any)
- 2.3 The activity provider shall transmit the above information to SAIA within 14 days of each event.

### 3 RECORD OF ATTENDANCE FOR ACTIVITY PARTICIPANTS

3.1 The activity provider shall ensure that each participant receives confirmation of participation in the activity, either by way of a record of attendance issued at the event, or by e-mail, fax or post within 14 days of the event.

3.2 Such confirmation of participation shall include the following information:

- Activity reference
- Activity title
- Activity date
- CPD activity credit value
- Surname and full names of participants
- Professional registration number (SACAP registration)
- VA affiliation (where applicable)
- VA enrolment number
- ID number

### 4 ATTENDANCE/REGISTRATION FEES: GUIDELINES

4.1 Activity providers will set attendance/registration fees according to the following guidelines:

- Attendance/registration fee: 10% of the validation fee for the activity;
- Preferential attendance registration fee for voluntary association members: 25% discount on the normal attendance registration fee

**Note:**

*The costs of venue, course material, refreshments, meals etc associated with the presentation of the activity should be determined and added to the recommended attendance/registration fee.*

### 5 GENERAL

5.1 This validation applies only to Modules 1 and 2 as stipulated in the Activity Information contained in Part 1.

5.2 This validation is subject to review and re-validation every year.

5.3 The re-validation fee is determined according to the validation fee scale ruling at the time of re-validation.

5.4 The activity provider shall notify SAIA of any substantive changes to the content or presenter/s of the activity and shall provide details of the changes.

Written approval from SAIA is required before the revised activity may be offered.