



**SAINT
Professional
Body for NDT**

Application for:

Affiliate Membership

Professional Designation

Approval as an Industrial Radiographer

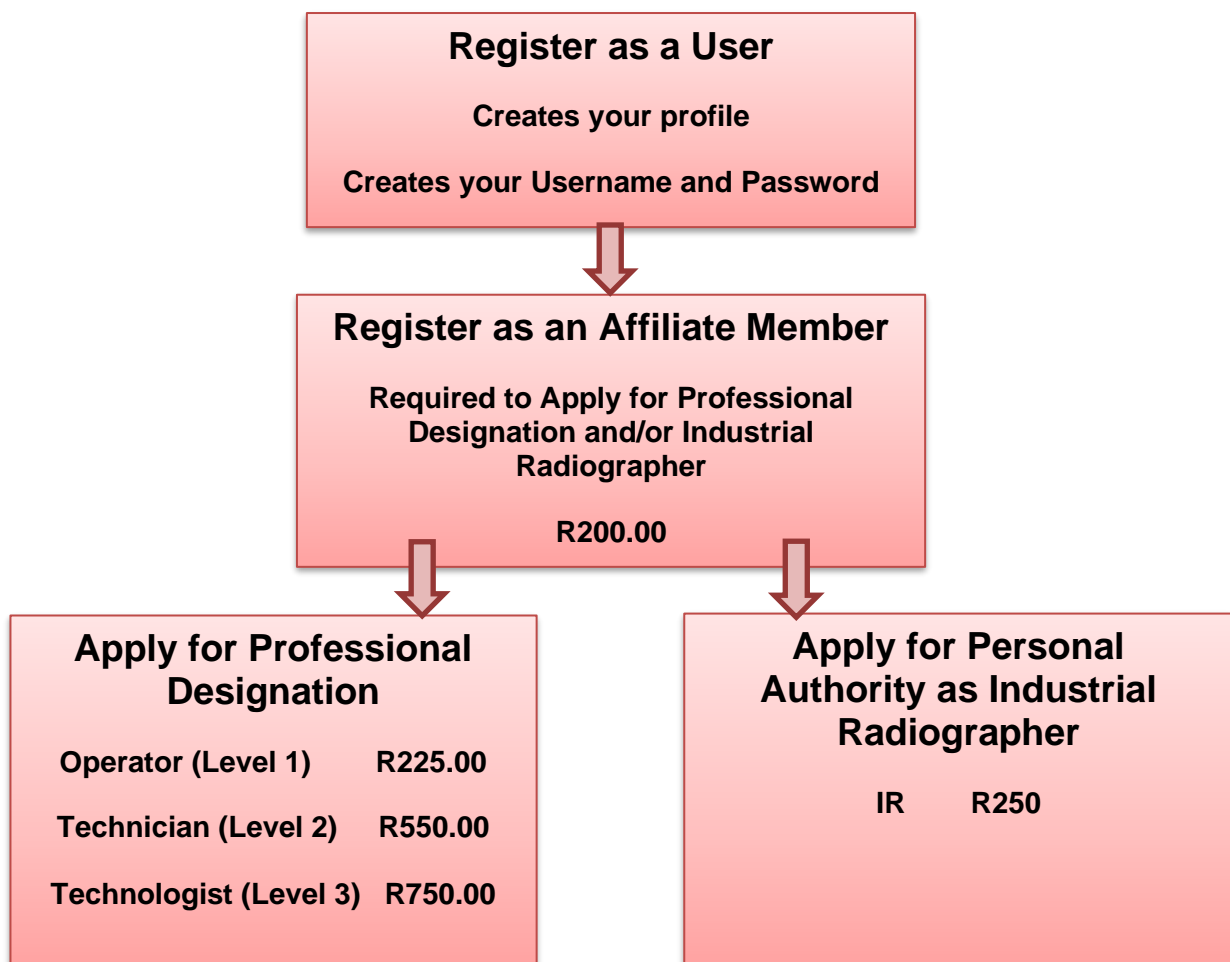



Table of Contents

Application for:.....	1
Affiliate Membership.....	1
Professional Designation.....	1
Approval as an Industrial Radiographer.....	1
1. Required Documentation.....	3
2. Stages of Application.....	6
3. Additional Information	6
4. Register as a USER	7
5. Application for Affiliate Membership	9
6. Application for Professional Designation	14
7. Application for Industrial Radiographer Personal Approval	16

1. Required Documentation

Before starting your application have the following electronic documents available in the format specified below: * Suggest that these are grouped in a single file for ease of access.

Type of Membership	Document	Format	Remarks
Affiliate Member	ID Photo (Colour)	JPEG	
	Copy of ID or Passport	PDF	
	Abbreviated CV	PDF	
	Proof of payment	PDF	<p>During the process of registration, you will receive an e-mail with the invoice included.</p> <p>If your company is paying your membership with a group payment, please make a copy for each applicant and use this as proof of payment.</p>
Personal Authority as Industrial Radiographer	RT Training record	PDF	Certificate issued by training institute. Level 1, 2 or 3.
	RT Examination result	PDF	Result sheet from training Institute. In the case that the results are included on the Training Certificate above upload the same certificate here.
	SABS BIN No. (TLD)	PDF	Copy of form from SABS
	Basic level radiation safety certificate	PDF	<p>SPBNDDT Certificate issued through training institute.</p> <p><i>Nelson Mandela and NECSA certificates are accepted.</i></p> <p>Any certificates issued prior to 1984 are not accepted and the applicant is required to complete the Basic Level training at an accredited school and then the 480 hours practical training including the final assessment.</p> <p>If you already have a "P" authority from Radiation Control and are applying for Recognition of Prior Learning (RPL) upload the "P" document here.</p>

	Basic level practical logbook	PDF	<p>SPBNDT Predefined logbook/s must be used to capture the practical training.</p> <p>There is two (2) logbooks, one for Gamma and the other for X-ray. Trainee industrial radiographer practical and OJT training logbook, Forms F24-4G and F24-4X. Available on the website under the “Radiographers” tab.</p> <p>Some of the topics are common and once trained on one the information may be translated to the other, however must be signed off on each log.</p> <p><i>If you already have a “P” authority from Radiation Control and are applying for Recognition of Prior Learning (RPL) upload the “P” document here.</i></p>
	Radiation safety basic level assessment report	PDF	<p>SPBNDT Predefined assessment completed by RT Level 3.</p> <p>There is two (2) separate assessments, one for Gamma and the other for X-ray. Trainee industrial radiographer (TIR) practical assessment, Forms F24-5G and F24-5X. Available on the website under the “Radiographers” tab.</p> <p>Some of the topics are common and once assessed on one the information may be translated to the other, however must be signed off on each log.</p> <p><i>If you already have a “P” authority from Radiation Control and are applying for Recognition of Prior Learning (RPL) upload the “P” document here.</i></p>
	Pre-Employment Radiation medical evaluation	PDF	<p>Directorate: Radiation Control Medical report on radiation worker, RC009. Available on the website under the “Radiographers” tab</p>
	Application to Register as an Industrial Radiographer (Gamma)	RN778	<p>Available on the website under the “Radiographers” tab</p> <p>Print, complete and scan to PDF for upload</p>

	Application to Register as an Industrial Radiographer (X-ray)	RC 013-1	Available on the website under the "Radiographers" tab Print, complete and scan to PDF for upload	
	IR proof of payment	PDF	During the process of registration, you will receive an e-mail with the invoice included. If your company is paying your membership with a group payment, please make a copy for each applicant and write the individuals name on the document and use this as proof of payment.	
Personal Authority as Industrial Radiographer	Annual refresher training record	PDF	RPO record of refresher training.	
	Observation of performance records	PDF	RPO records of observations.	
	SABS BIN No. (TLD)	PDF	Copy of form from SABS.	
	SABS Dose records	PDF	Copies of Notification of update to National Dose Register supplied by SABS	
	Annual renewal	Pre-Employment Radiation medical evaluation	PDF	As per initial application or new if changed employer.
		Proof of payment	PDF	During the process of registration, you will receive an e-mail with the invoice included. If your company is paying your membership with a group payment, please make a copy for each applicant and use this as proof of payment.

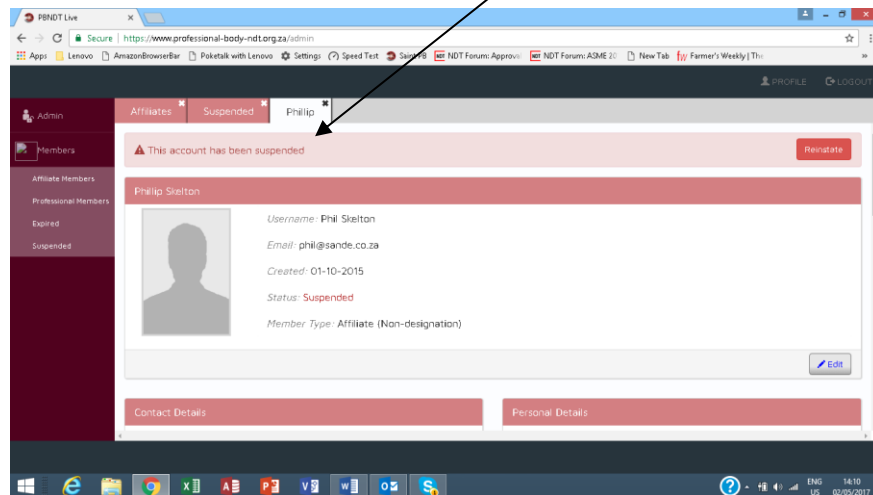
2. Stages of Application

- Register as a user on the SAINT Professional Body for NDT website.
 - You will receive an e-mail with your user name and password.
- Application for Affiliate membership.
- Application for Designation and/or Personal Authority as Industrial Radiographer.

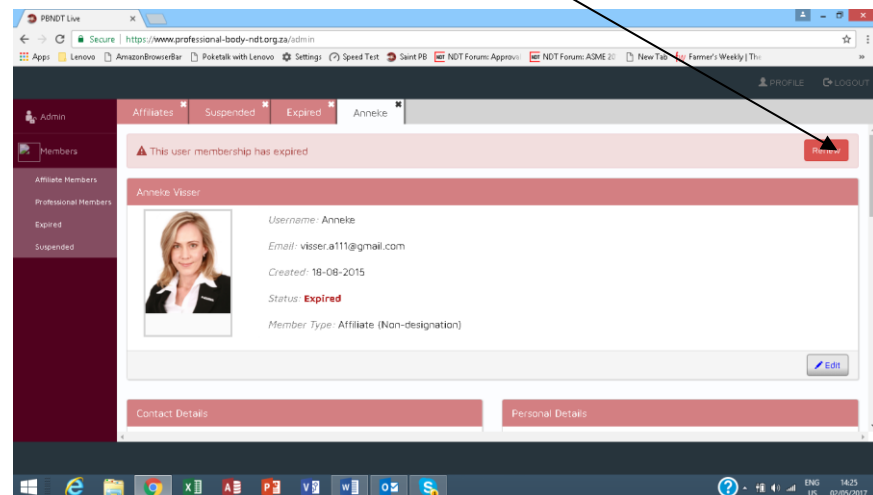
3. Additional Information

If you do not complete your application within 60 days, the system will automatically suspend your account and you will need to contact the Registrar to reinstate . (info@professional-body-ndt.org.za).

This will allow you to continue with your application



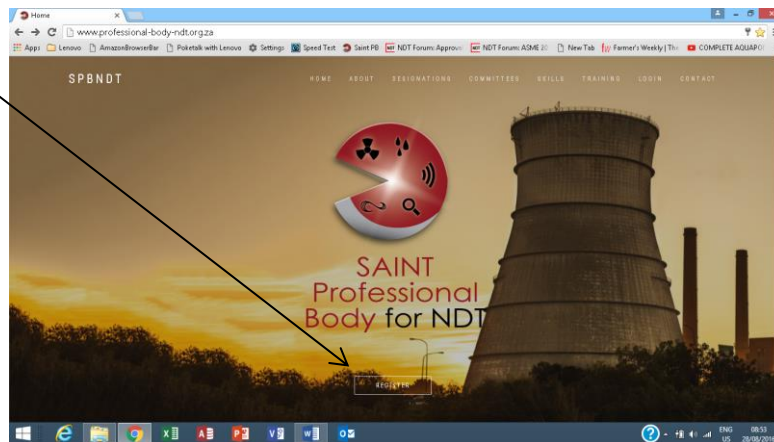
After the one-year membership you will receive e-mails prior to expiry date, on the date of expiry and your profile will indicate renew. If after 30 days, you have not renewed your account, it will be moved to the Expire members file and you will need to contact the Registrar to re-open your account.



4. Register as a USER

Access the website <http://www.professional-body-ndt.org.za>

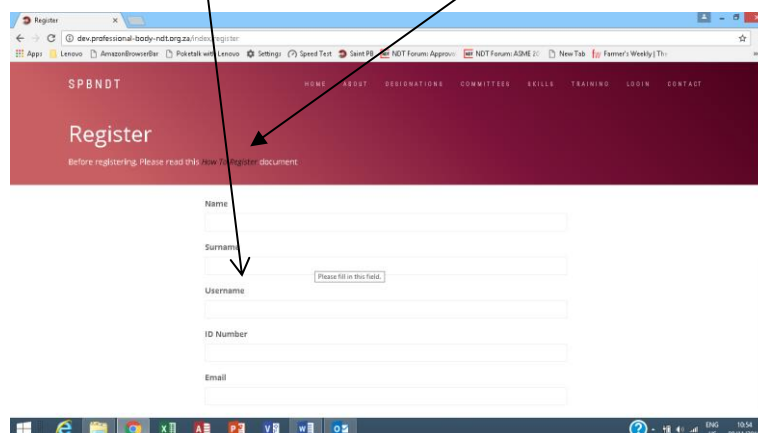
Select Register



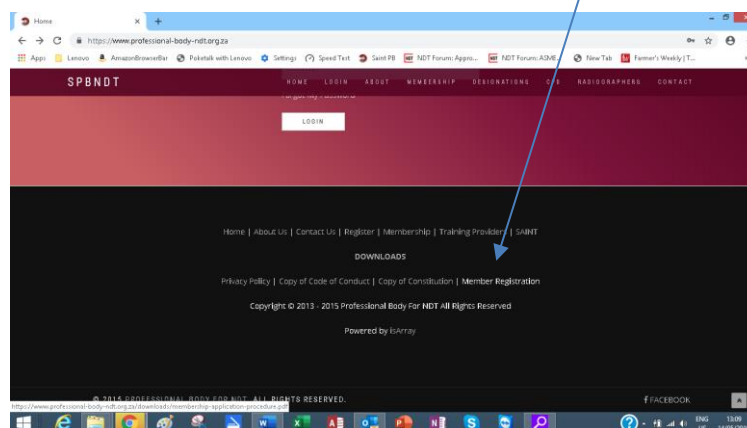
A “How to Register” document (this procedure) is included for your convenience.

Insert requested details. **The Username is your choice.**

Select send.



The “How to Register” procedure is also included in the Member Registration tab in downloads found at the bottom of the website opening page.



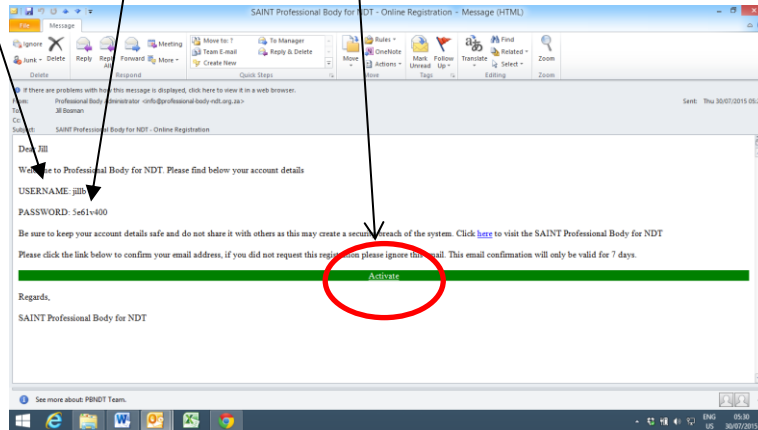
The system will automatically send an e-mail to the e-mail address you have supplied.

NOTE: Please be aware that it is your responsibility to keep your details up to date.

Check your e-mail for notification as a **USER**.

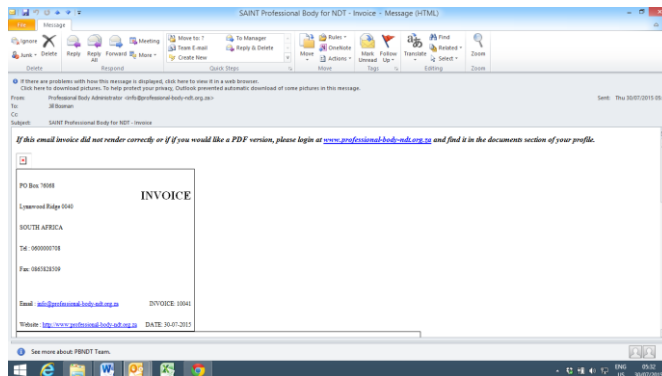
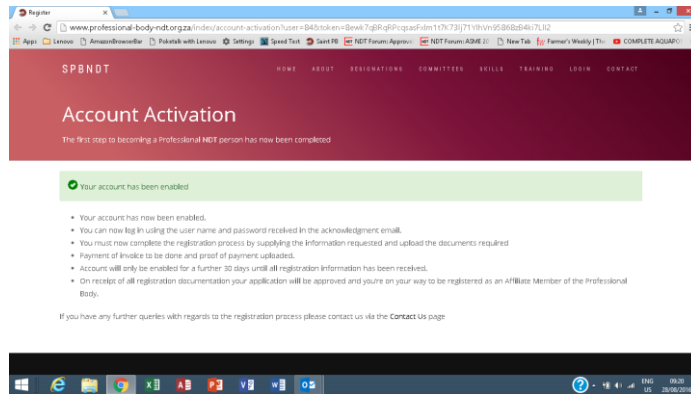
Keep your Username and Password safe for access to your profile.

Click **Activate** to complete the process.



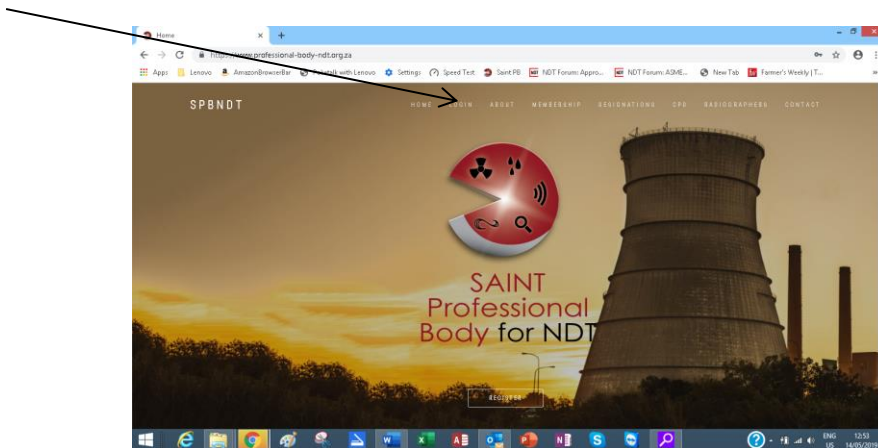
You should be re-directed to the website and receive an e-mail with your invoice.

During the upload process an invoice is generated in the: "System Documents" table. Please pay this amount as per details on the invoice and scan proof of payment to PDF for upload during the application for affiliate membership.



5. Application for Affiliate Membership

Select Login and insert your Username and Password.



Caution: Your personnel details on the certificate are generated from the information you include in your application therefore we cannot be held responsible for errors on the certificate.

Select Edit on each of the tables and insert details requested. Type or use pull down lists for information.

Enter Telephone numbers, ID numbers etc. without spaces.

Example 0721234567.

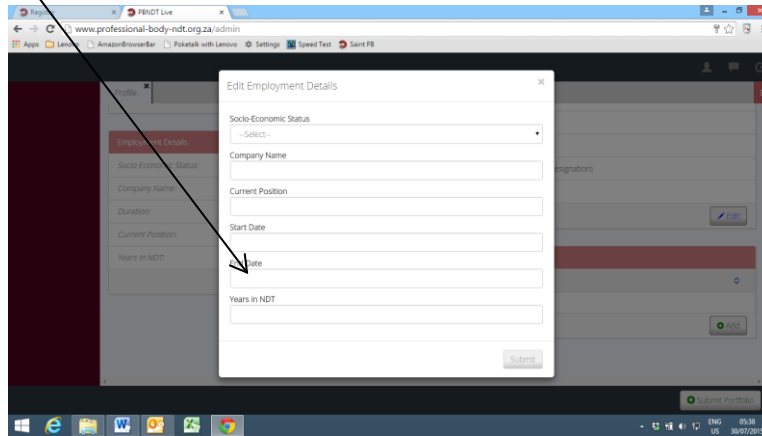
Select Submit for each table.

A screenshot of the SAINT Professional Body for NDT user interface. The page is titled 'SAINT Live' and shows a form for editing user details. The form is divided into two main sections: 'Contact Details' and 'Personal Details'. The 'Contact Details' section includes fields for Email No, Tel No, Cell No, Physical Address, and Municipality. The 'Personal Details' section includes fields for ID Number, Type of ID, Birth Date, Nationality, Citizen Residential Status, Employment Equity, Language, Gender, and Highest Qualification. An 'Edit' button is visible at the bottom right of the form. An arrow points from the text above to the 'Edit' button.

Caution: Please check the pull-down list for municipalities carefully. Example: The Tshwane Municipality starts with "City" and not "Tshwane". (City of Tshwane Metropolitan Municipality)

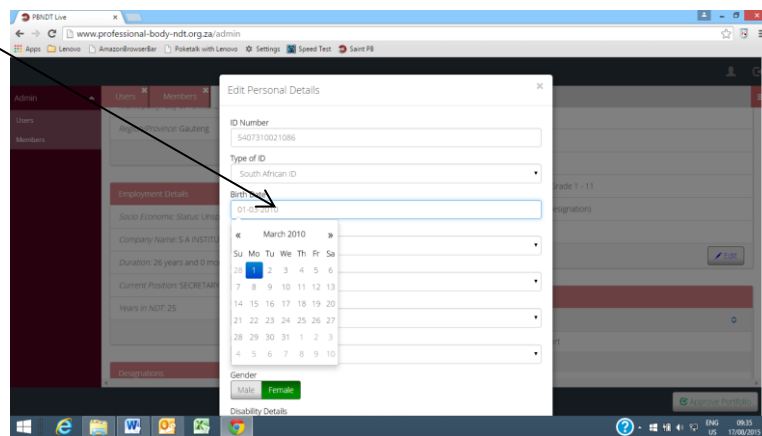
A screenshot of the SAINT Professional Body for NDT user interface showing a modal form for editing contact details. The form is titled 'Edit Contact Details' and includes fields for Tel No, Cell No, Physical Address, Postal Address, Municipality, and Region. The 'Municipality' field is a pull-down list with 'City of Tshwane Metropolitan Municipality' selected. An arrow points from the text above to the 'Municipality' field.

Insertion of end date is not mandatory; the system will automatically use the current date for system calculation.

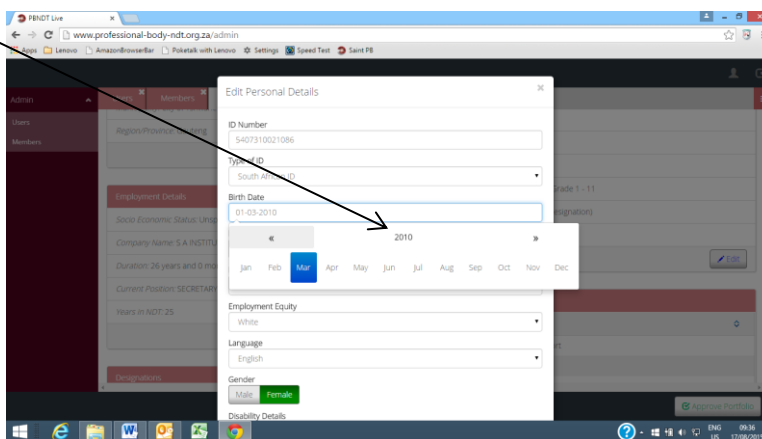


Date entry is from displayed calendars.

Select here.

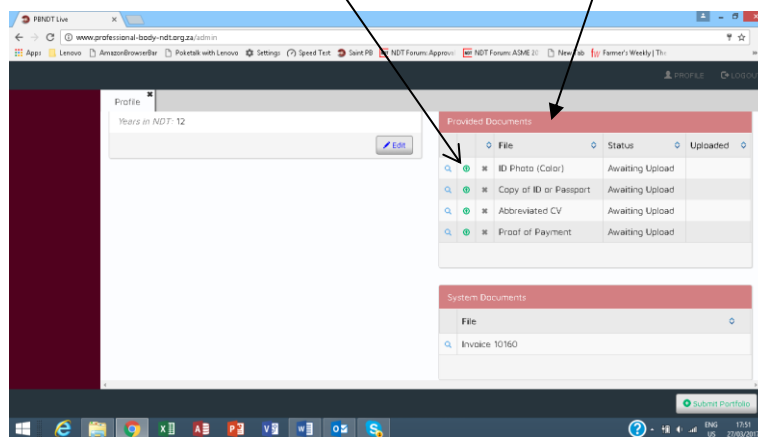


Select here to give 10-year period.

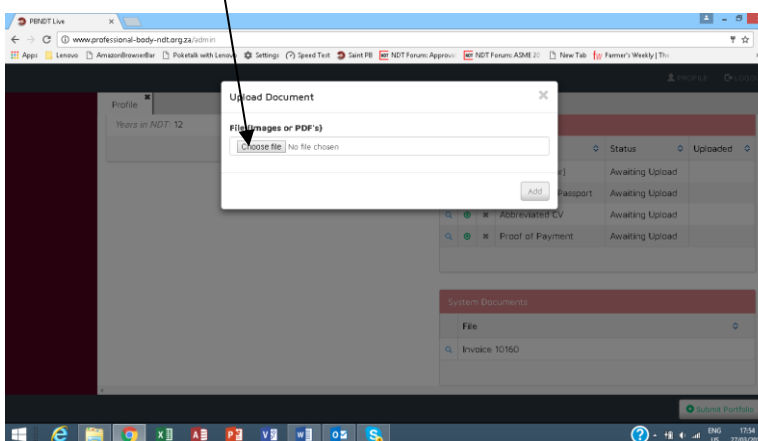


Documents required are automatically generated in the “Provided Documents” table.

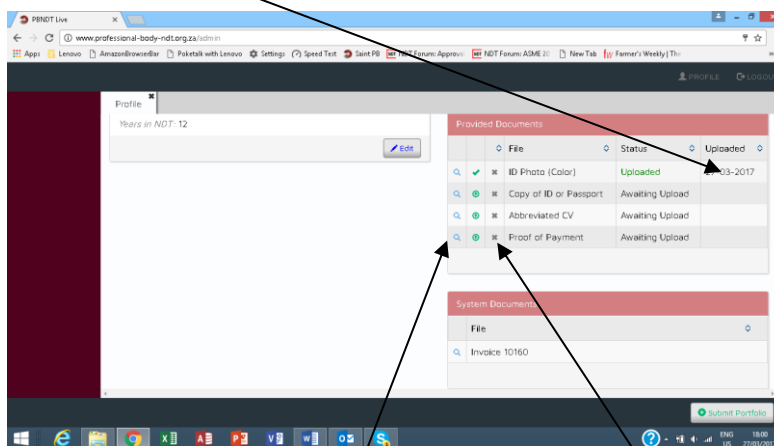
Upload documents as requested by selecting here.



Choose documents from your electronic files



Document successfully uploaded.

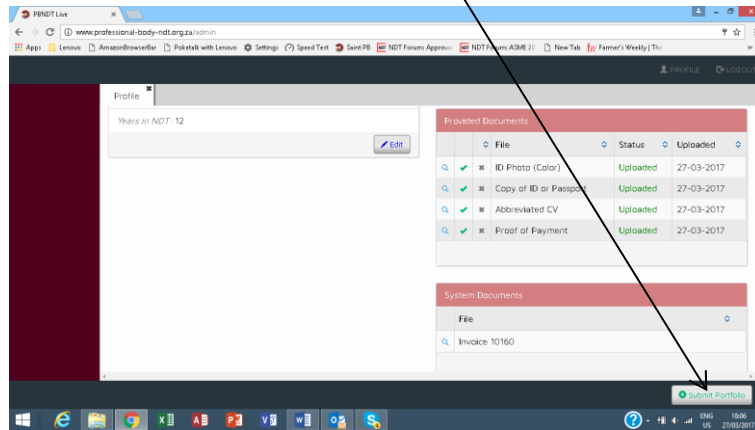


After upload of documents, it is possible to view and if necessary delete them. *Deleted documents should be replaced by the correct one.*

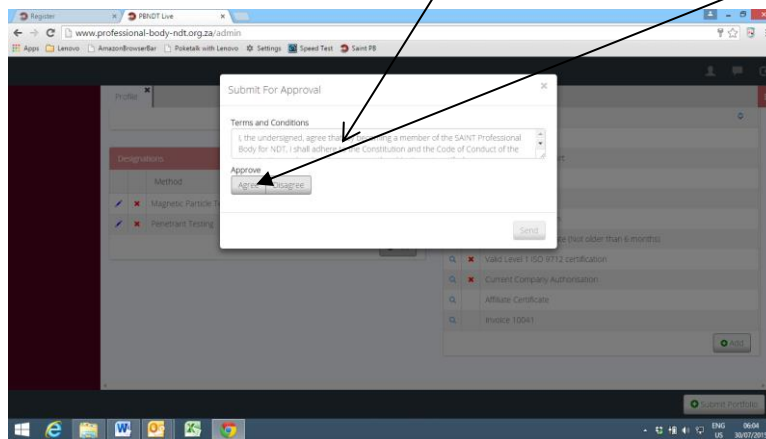
The invoice sent to you by email is automatically included as a PDF file, and when viewed may be printed.

When satisfied all is in order, select “Submit Portfolio”.

Caution: Once submitted your profile is locked and the Add buttons will be “frozen”. Please contact the administrator if corrections are required.



The following message will appear. Read the Terms and Conditions, and select as required.



When agreed the Professional Body Administrator will receive an e-mail as an alert that you have submitted your portfolio.

The Professional Body Administrator reviews the application.

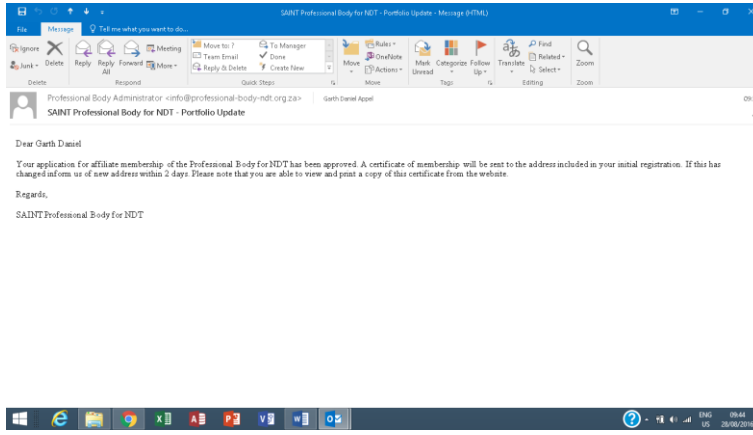
If all in order, the Professional Body Administrator approves the portfolio.

If further information is required, an automatic e-mail requesting further information will be sent to your e-mail address.

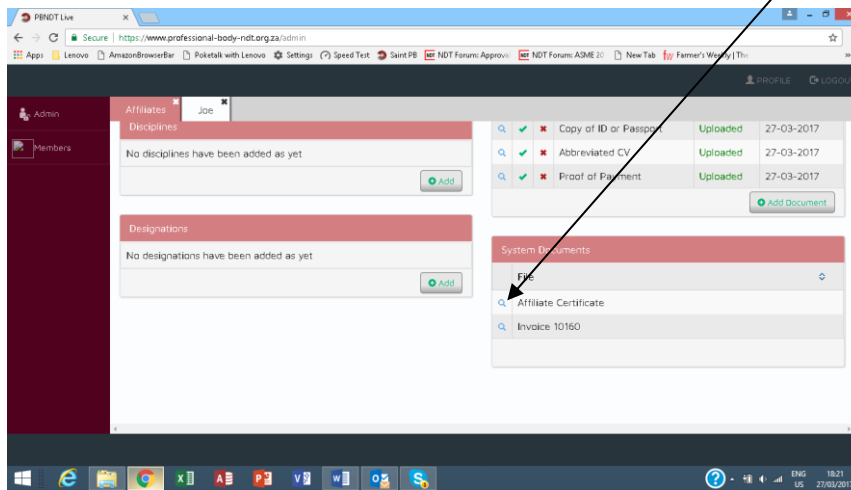
Please upload any new documents and submit this information to the requesting e-mail address.

Following approval, you will receive an e-mail informing you of this approval.

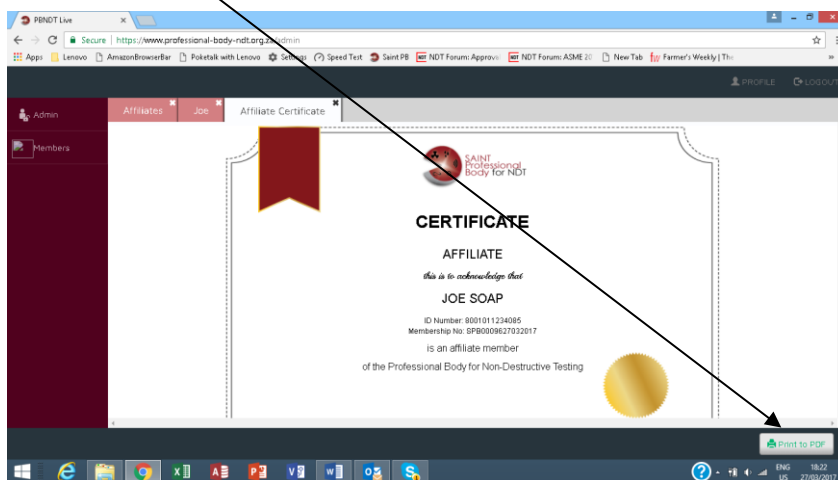
Caution: Please pay attention to the request regarding changes of personnel details; we will not be responsible for certificates sent to incorrect addresses.



Your electronically signed certificate of Affiliation is included in the “System Documentation” table. Please note you are able to see and print the certificate from your profile.



Select “Print to PDF” to print.

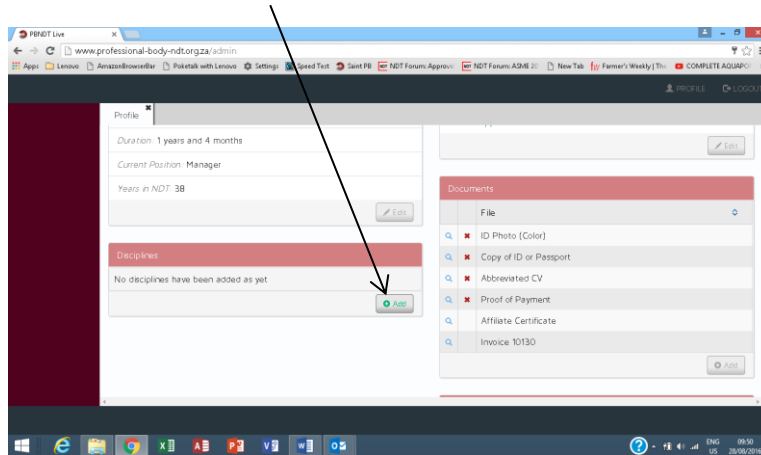


6. Application for Professional Designation

Enter the Database on the website using your Username and Password.

Your Profile displays.

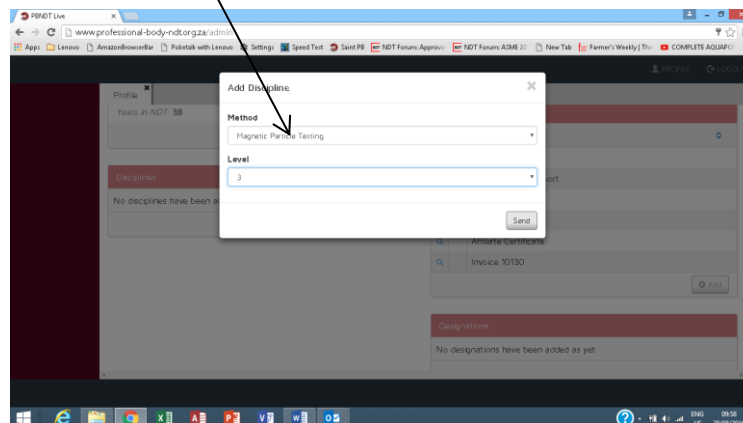
Scroll down to Disciplines and select “Add”.



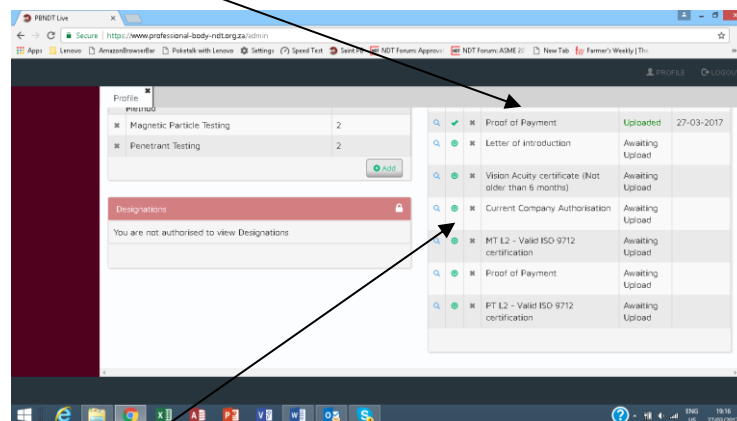
Select the relevant method/s and Level from the pull down lists and “Add” one at a time.

After adding select, “Send”.

Note: If selecting Level 3 and you require “Practical”, please select Level 2 as well.



The system will generate a list of required additional documents in the Provided Documents table.



Go to Add Documents and upload additional documents requested “**except Proof of Payment**”.

Note: There is no submit button, “exiting” your profile will automatically save and submit your application

The Professional Body Administrator and Designation Committee receive an e-mail as an alert that your portfolio has been submitted and will review uploaded documents and make the approval decision.

Note: Tables are now **Locked**, and no further changes are allowed by the member. Edit buttons are no longer active. If changes are required, please contact the Professional Body Administrator

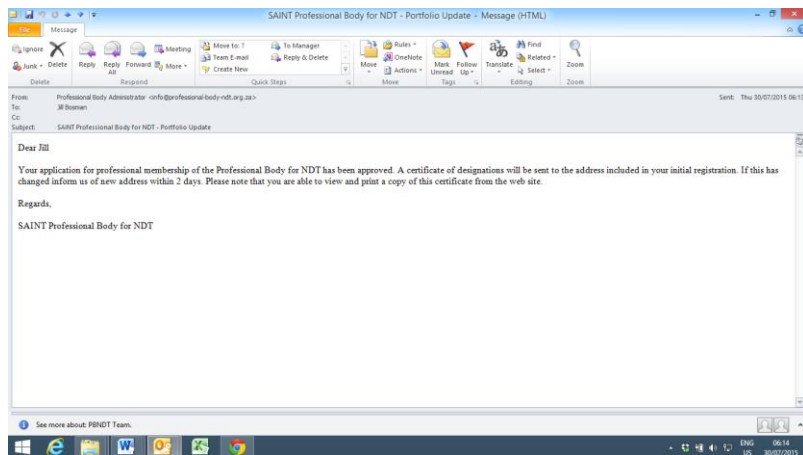
Note: Your invoice will only generate after the “Designation process” therefore you will only be required to make payment when your application has been approved and then you should upload proof of payment.

Please use the LOGOUT button when exiting the Database.

The Designation Committee reviews the portfolio.

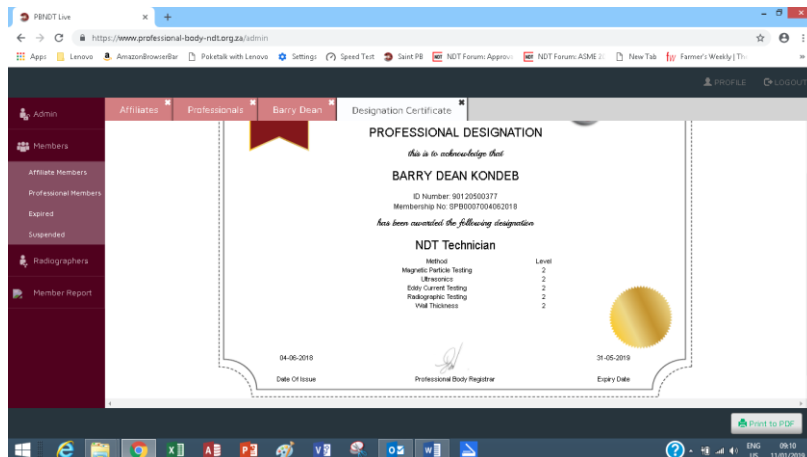
The Designation Committee either requests additional information as for Affiliate application or approves the application.

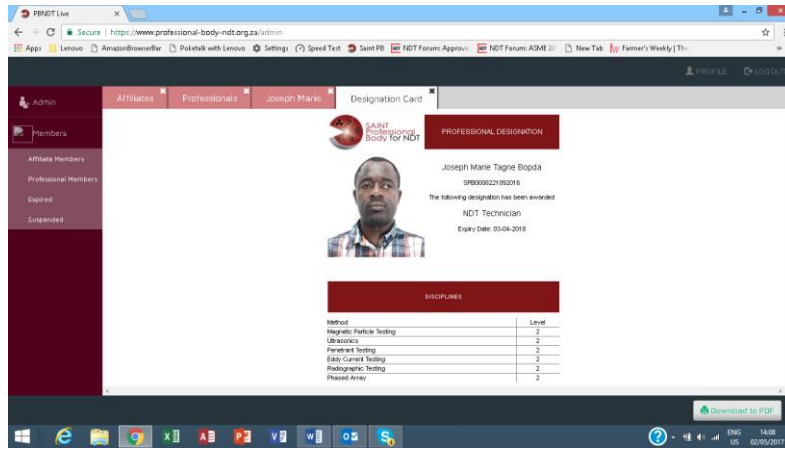
An e-mail informing the applicant of the approval is sent automatically by the system.



The Professional Body Administrator prints a Wallet Card and dispatches to given address.

Please note you are able to see and print a signed certificate from your profile.



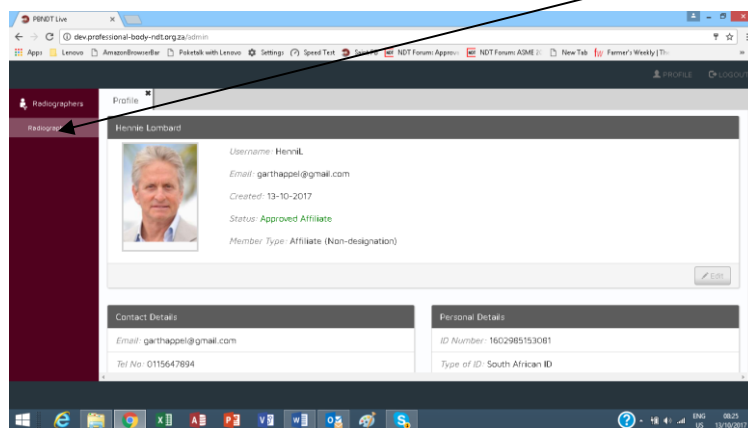


7. Application for Industrial Radiographer Personal Approval

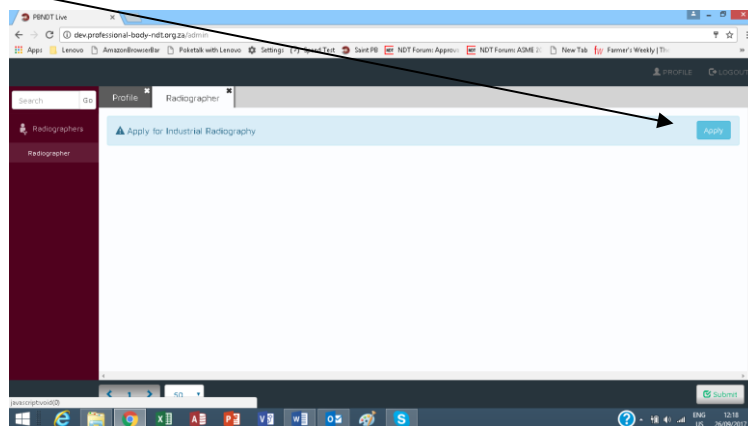
Directorate: Radiation Control issues personal approvals (**Pxxx** and **PxxxxX** certificates). The application process is managed electronically by SPBNDT through its website.

NOTE: Registration as an **Affiliate member** is required prior to application for Personal Approval as an Industrial Radiographer.

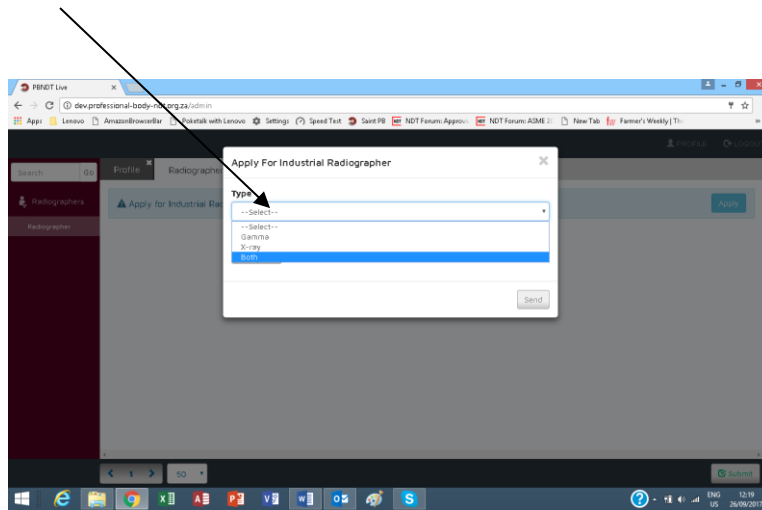
Enter your profile using your Username and Password and select Radiographer



Select Apply



Select "Type". You may select either gamma, X-ray or both. Both requires evidence of experience in each type. In other words, you need 480 hours of practical training for each type. In addition, you need to be assessed by a Level 3 for each type.



There is two (2) logbooks, one for Gamma and the other for X-ray.

The logbooks are available on the website under the "Radiographers" tab.

Some of the topics are common and once trained on one type the information may be translated to the other, however must be signed off on each log.

SPBNDT Predefined assessment completed by RT Level 3.

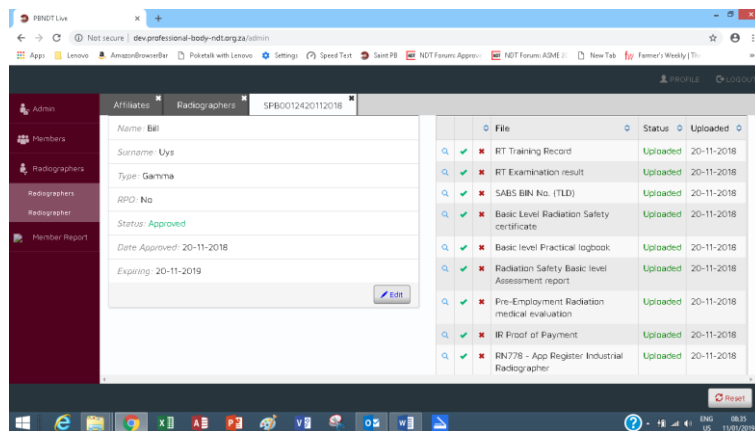
There is two (2) separate assessments, one for Gamma and the other for X-ray.

The assessment forms are available on the website under the "Radiographers" tab.

Some of the topics are common and once assessed on one type the information may be translated to the other, however must be signed off on each log.

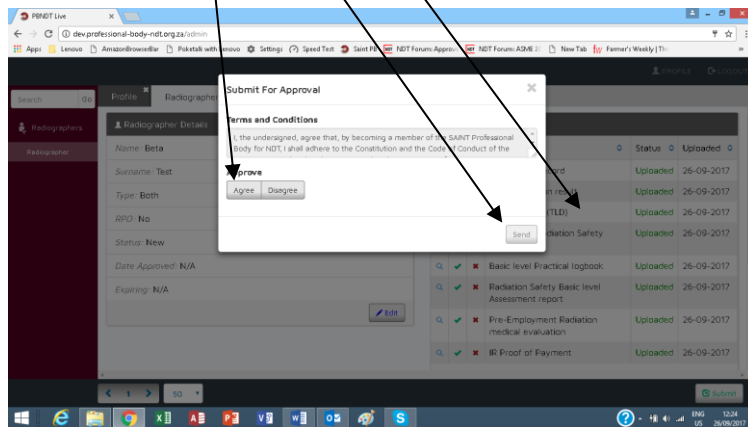
It is necessary to complete Radiation Safety application forms RN 778 and/or RC 013-1.

The system generates the "Provided Documents" table.



Upload all requested documents and submit.

Read Terms and Conditions, Agree and Send.

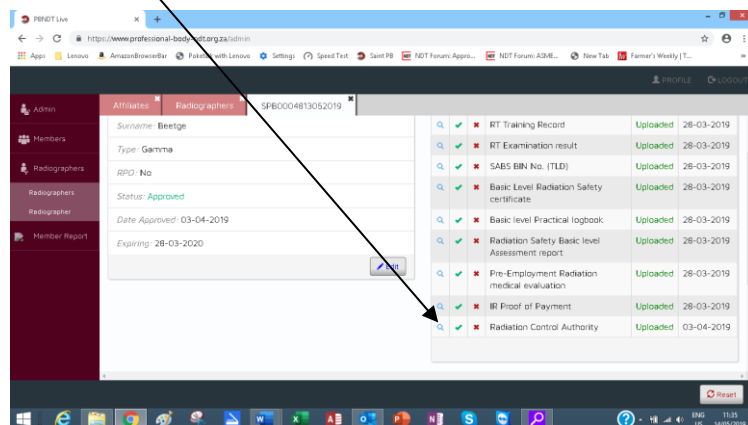


NOTE: Copies of the following Directorate: Radiation Control documents are available on the website under the “Radiographers” tab.

- Medical report on radiation worker; RC009
- Application to Register as an Industrial Radiographer; RN778
- Application to Register as an Industrial Radiographer (X-ray) RC 013-1

IMPORTANT: If both types (gamma and x-ray) are requested, logbooks, assessments and radiation control applications should be scanned to a single file and uploaded to the necessary provided document line.

Following pre-approval by SPBNDDT and final approval by Directorate: Radiation Control, your “Pxxxx and/or PxxxxX authority” is uploaded to your profile. The authority/s may be viewed and/or printed from the system.



Annual renewal follows the same process, however, requests additional documentation as included in the “Provided Document” table.