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**NOTE:** Please refer to our General Information Guide on our website (www.sabs.co.za) for details on Applications, Certificates, Examinations, Rewrite, Payments and In house Course Presentations.
Organisations have a legal and social responsibility regarding the occupational health and safety of all employees in their working environment. This requires a sound occupational health and safety management system (OHSAS) due to hazards and risks that can have a detrimental effect on employees. SANS/OHSAS 18001:2011 has been written to be applicable to all types and sizes of organisations. The overall aim of the standard is to enable organisations to identify, eliminate or at least minimise and control their occupational hazards and lower their risks through improvement of OHSAS performance. All employees requiring an understanding of the OHSAS, or those involved with the establishment, implementation, maintenance, continual improvement, management and evaluation of an SANS OHSAS 18001:2011 (OHSAS) should attend.

**Note 1:** It is preferable that learners are already familiar with health and safety issues and risk assessments as the course focuses on the requirements and interpretation of the management systems requirements contained in the SANS/OHSAS 18001: 2011.

**Note 2:** Learners are strongly advised to attend the OHS Legal Requirements Course. However since the new ISO 45001 standard is due for launch by the end of 2016 this course will be on hold until the changes within the new standard is published.

**OHSMS Faculty:** Courses offered within the SANS/OHSAS 18001:2011 discipline

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<th>Course Name</th>
<th>Target Audience</th>
<th>Additional Information</th>
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<tr>
<td>Introduction to OHSAS Management Systems</td>
<td>Anyone with minimal and/or no exposure to OHSAS</td>
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<tr>
<td><strong>Module 1:</strong> Understanding and Implementation of OHSAS Management System</td>
<td>People with some exposure to OHSAS</td>
<td>Also offered as a staggered session training</td>
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<tr>
<td><strong>Module 2:</strong> 3rd Party and Lead Auditing of OHSAS based on SANS/ISO 19011</td>
<td>People interested in becoming OHSAS third party or lead auditors</td>
<td>Pre-requisites apply to gain entry into these courses (min Module 1)</td>
</tr>
<tr>
<td>South African Occupational Health and Safety Legal Requirements applicable to OHSAS 18001</td>
<td>Risk Managers; Safety Officers/Managers; System Coordinators; Occupational Health Practitioners; Senior Legal Appointees; Engineering Manager etc.</td>
<td>Pre-requisites apply to gain entry into these courses (min. Module 1) This course is on hold until the release of THE NEW ISO 45001 STD.</td>
</tr>
<tr>
<td>Information Workshop – The new ISO 45001 standard</td>
<td>All clients certified to the SANS/ISO 18001:2011 and those intending to implement a safety management system within organizations</td>
<td>This is a preparatory session on progress of the expected new ISO 45001 standard</td>
</tr>
<tr>
<td>Leadership Awareness Workshop for Strategic OHSAS Management based on SANS/OHSAS 18001:2011</td>
<td>Senior and executive managers involved in strategy implementation</td>
<td>Only offered on site upon request</td>
</tr>
<tr>
<td>OHSAS Awareness Workshop based on SANS/OHSAS 18001:2011</td>
<td>All employees involved with maintenance and daily use of the OHSAS</td>
<td>Only offered on site upon request</td>
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</tbody>
</table>
STAGGERED TRAINING SESSIONS:
This is where a 5 days training session is broken into 2 non-consecutive weeks (session one comprises 2 days and session two compromises the remaining 3 days within a period of 1 month). Note that this is offered for a Module 1 training ONLY. This is offered as per request and thus no dates are provided.

ON-SITE TRAINING:
All our courses can be offered on-site/in-house for group sessions (min. 10 people). Staggered sessions can also be arranged for the module 1 onsite depending on location and travel costs incurred.

APPROXIMATE STARTING TIME FOR ALL TRAINING COURSES: 8:30am

CERTIFICATES:
All our certificates are now issued in digital format for longevity and easy access and/or retrieval purposes. Hard copies are available upon request at a cost.

NOTE: Refer to the end of brochure for our terms and conditions AND registration forms
INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (SANS/OHSAS 18001:2011)

OVERVIEW:

The standard for OHS Management Systems (SANS/OHSAS 18001:2011) requires that:

• Personnel are made aware of their roles and responsibilities within the organization and its occupational health and safety management system.

This course aims to help organizations comply with the SANS/OHSAS 18001: 2011 requirements. It ensures that learners attending the training understand and are able to implement these in their own environment. It also helps to make personnel aware of the importance of their roles in the organizations and how to assist them to achieve the occupational health and safety obligations and commitments.

PRE-REQUISITES:

There are no pre-requisites for the course, however a basic understanding of quality and quality principles as per SANS/OHSAS 18001 will be an advantage

COURSE DURATION: Two (2) days

PRICE: R4 000 - 00 (excl. VAT) per delegate

WHAT’S INCLUDED:

• Course notes
• Lunch and Refreshments
• Digital Certificate of Attendance will be awarded

COURSE OUTLINE:

• Brief Overview of SANS OHSAS 18001: 2011
• OHS Concepts
• Management System Requirements of SANS OHSAS 18001: 2011
• No examination will be written, 100% attendance required.
• Certificate of Attendance will be awarded.

LEARNING OUTCOMES:

• Understanding the basics of Health and Safety in accordance to SANS/OHSAS 18001:2011
• Understanding OHSAS Concepts and Issues
• Understanding the requirements of ISO 18001:2011 attendance required

MINIMUM PASS MARK: Not Applicable

Email: EnSHEbookings@sabs.co.za

REGIONAL SCHEDULE: This course is only offered upon special request as a group on-site at clients premises.
For more information please contact TCPSales@sabs.co.za
MODULE 1: UNDERSTANDING AND IMPLEMENTATION OF SANS/OHSAS 18001:2011

OVERVIEW:

This Module is designed to meet the needs of the SANS/OHSAS 18001 standard by:

• Providing personnel involved in a management systems, A THOROUGH and complete understanding of the SANS/OHSAS 18001:2011 interpretation
• Developing skills to apply this knowledge in developing, implementing and maintaining such a system

PRE-REQUISITES:

• A basic understanding of Health and Safety Management systems will be beneficial
• A basic working knowledge of Health and Safety Management systems will be helpful
• Attendance of an Introductory course will be advantageous but is not mandatory

DURATION: Five (5) days per module

PRICE: Price per delegate: R9200 - 00 (excl vat)

WHATS INCLUDED:

• Course notes
• Tea, lunch and Refreshments
• Your personal copy of the SANS/OHSAS 18001:2011
• Digital Certificate

COURSE OUTLINE:

• Introduction to SANS/OHSAS 18001:2011 concepts
• An overview of environmental risks or opportunities to organisations
• Similarities between ISO 9001, ISO 14001 and OHSAS 18001
• Introduction to heath and safety legislation and global health and safety concerns
• Requirements, interpretation and intent of the standard
• Formulating the basis for the implementation and improvement of SANS/OHSAS 18001
• Examination

LEARNING OUTCOMES:

• Understanding the concepts of SANS/OHSAS 18001
• Understanding of OHSAS risks or opportunities
• Similarities between ISO 9001; 14001 and Occupational Safety Standards
• Introduction to OHSAS legislation
• Understanding the requirements, interpretation and intent of the standard
• Formulating the basis for the implementation of an Occupational Health and Safety Management System and Improvement Processes
• A written examination is mandatory
MINIMUM PASS MARK: 60% to attain Successful Completion Certificate

NOTE: To alleviate the stress of releasing candidates from the workplace for consecutive extended periods we are now offering {

staggered courses for Module 1}, which has the same quality content and fees structure as the full consecutive 5 days course. This is only offered in Pretoria Campus and available for all scheduled dates as below. (NB: course must be completed within 1 month of the initial sitting)

REGIONAL SCHEDULE: FOR MODULE 1 UNDERSTANDING AND IMPLEMENTATION OF SANS/OHSAS 18001:2011

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<td><strong>2016 Dates</strong></td>
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<td>30 JAN – 03 FEB</td>
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<td>03 APR – 07 APR</td>
<td>22 MAY – 26 MAY NEW STD</td>
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Full 5 day courses also offered at client premises (IN-HOUSE).

Email: EnSHEbookings@sabs.co.za
MODULE 2: 3RD PARTY AND LEAD AUDITING OF HEALTH AND SAFETY MANAGEMENT SYSTEM based on SANS/ISO 19011:2011

OVERVIEW:

This Module is accredited by the South African Auditor and Training Certification Authority and is designed to meet the needs of the SANS/ISO 19011 standard by:

• Providing personnel involved in a management system, the skills on the audit process and
• How to audit suppliers, 3rd Party clients as well as lead an audit team

PRE-REQUISITES:

• A min. of 60 % pass in Module 1 – Understanding & Implementing an OHSAS management system
• NOTE: Bring your personal copy of SANS/OHSAS 18001:2011

DURATION: Five (5) days per module

PRICE: R9200 - 00 (excl. VAT) per delegate

WHATS INCLUDED:

• Course notes
• Tea, lunch and Refreshments
• Your personal copy of the SANS/ISO 19011: 2015
• Digital Certificate

COURSE OUTLINE:

• How to apply QMS audit principles and practices as per SANS/ISO 19011
• The personal and interpersonal skills and competencies required for auditing
• The processes involved with managing audit programs
• Initiating and preparing for an audit
• How to conduct on-site audit activities (gathering audit evidence), reporting on audit findings (including non-conformities)
• Conducting post-audit activities (follow up audits as necessary)
• Appropriate oral, written and non-verbal communication techniques needed to lead an audit
• Examination

LEARNING OUTCOMES:

• Develop audit programmes & schedules
• Prepare and manage an audit plan
• Compile results and report findings – including writing up non conformities
• Identify the resources required to conduct an OHSAS audit
• Conduct opening & closing meeting
• Guide team members in continuously improving their performance

MINIMUM PASS MARK: 60% to attain Successful Completion Certificate of “Auditor Status” and min.70% to attain Successful Completion of “SAATCA Approved Lead Auditor Status
### REGIONAL SCHEDULE:

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<td>27 MAR – 31 MAR</td>
<td>08 MAY – 12 MAY</td>
<td>22 MAY – 26 MAY</td>
<td>26 JUN – 30 JUN NEW STD</td>
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Full 5 day courses also offered at client premises (IN-HOUSE).

**Email:** EnSHEbookings@sabs.co.za
OVERVIEW

For personnel to implement, manage and evaluate an Occupational Health and Safety Management System effectively, they require an understanding of legal issues pertaining to an OHSAS. The employer has both a legal and moral duty to ensure that employees, the community and third parties are safeguarded as far as is reasonably practicable against occupational hazards and risk. The appropriate knowledge and understanding of legislation is essential for employees and management both from a common sense and a legal approach.

Note: The course focuses on obligations imposed by the respective Acts and Regulations of which personnel must have an understanding and not on philosophies underpinning the legislation. Based on the envisaged changes and the expected changes within the soon to be published ISO 45001 Occupational Health and Safety standard, this scheduled dates for this course will only be published early 2017.
THE NEW ISO SAFETY AND HEALTH STANDARD - SANS/ISO 45001

OVERVIEW

ISO is in the process of generating new standard governing Safety and Health. This standard incorporates the foundation of the existing BS OHSAS 18001:2007 requirements. It is also envisaged that additional and more stringent requirements will be included.

NOTE: It is unethical to offer formal training on the content of a standard that is in draft. For this reason the Academy will offer information workshops to assist clients prepare for the new standard.

WORKSHOP OUTLINE:

- The re-write process
- Progress on the comments received
- Key prospective changes and discussion points from the Technical Committee
- Timeline progress

PRETORIA: 15 SEPTEMBER 2016

CAPE TOWN:

DURBAN: 08 AUGUST 2016
5. LEADERSHIP AWARENESS WORKSHOP FOR STRATEGIC HEALTH AND SAFETY MANAGEMENT based on SANS/OHSAS 18001:2011

OVERVIEW:

A Health & Safety Management System (SANS/OHSAS 18001) is a powerful tool to help organizations to meet today’s financial, regulatory, and statutory as well as environmental challenges successfully. Communication is required at all levels to ensure that every employee understands why an Occupational Health and Safety Management System is being implemented.

For a successful implementation, basic health and safety training for management and their staff whose activities can impact on environmental aspects is necessary and required by SANS/OHSAS 18001.

PRE – REQUISITES: Not Applicable

COURSE DURATION: Half (1/2) to 1 day (dependent on group size)

PRICE: R1 800.00 (excl. VAT) per delegate

WHAT'S INCLUDED:
- Course notes
- Tea, lunch and Refreshments
- Digital Certificate

COURSE OUTLINE:
- Understanding and defining Occupational Health and Safety Management Systems (SANS/ OHSAS 18001)
- Terminology; Concepts and Characteristics of OHSAS as a Business Imperative
- OHSAS Principles and their application
- Planning and its relation in business processes
- Risk Based Thinking and Management Responsibility within an effective OHSAS System

LEARNING OUTCOMES:
- Understanding the terms, concepts and structure of an OHSAS
- Relating the Leadership requirements within the standard to Strategy and Business Sustainability
- Application of the Risk Based Approach to business vs the previous approach of reactive “Preventative” responses
- Emphasis on management responsibility, support and involvement in the implementation and the maintenance of the system

MINIMUM PASS MARK: Not Applicable.

REGIONAL SCHEDULE: Not Applicable. Courses only offered on request for on-site delivery

Email: EnSHEbookings@sabs.co.za
6. HEALTH AND SAFETY AWARENESS WORKSHOP based on SANS/OHSAS 18001:2011

OVERVIEW:

A Health and Safety Management System (OHSAS 18001) is a powerful tool to help organisations to successfully meet today’s financial, regulatory, and statutory as well as environmental challenges. Communication is required at all levels to ensure that every employee understands why Health & Safety Management System is being implemented. For a successful implementation, basic OHSAS training for management and their staff whose activities can impact on Health & Safety aspects is necessary and required by OHSAS 18001.

PRE – REQUISITES: Not Applicable

COURSE DURATION: Half (1/2) to 1 day (depending on group size)

FEES: R1 800.00 (excl. VAT) per delegate

WHATS INCLUDED:

• Course notes
• Tea, lunch and Refreshments
• Digital Certificate

COURSE OUTLINE:

• Advantages of the Health & Safety Management Systems
• Health & Safety Concepts and broad overview of the requirements of SANS/OHSAS 18001:2011
• How processes affect each other and understand the PDCA methodology

LEARNING OUTCOMES:

• Understanding and defining Health & Safety Management Systems (SANS/OHSAS 18001:2011)
• Understand the importance of risk assessments
• Understand OHSAS Principles
• Emphasis on understanding workers roles and responsibilities in the organization

MINIMUM PASS MARK: Not Applicable.

REGIONAL SCHEDULE: Not Applicable. Courses only offered on request for on-site delivery

Email: EnSHEbookings@sabs.co.za
7. **RISK BASED THINKING and ROOT CAUSE ANALYSIS based on SANS/ISO 31000 & 31010**

**OVERVIEW**

The revision to SANS/ISO 9001:2015 Quality Management Standard includes an explicit requirement for organizations to adopt a risk based approach in order to influence a pre-emptive culture and enforce a robust and proactive approach to business sustainability. Risk is of paramount importance in other management system standards as well.

This course aims to help organizations comply with SANS/ISO 9001:2015; SANS/ISO 14001:2015 SANS 18001 and Food Safety Systems requirements. It ensures that learners attending the training understand and are able to interpret the concept of Risk Based Approach and how to apply certain techniques of Risk Assessment including effective Root Cause Analysis.

**PRE – REQUISITES:** Not Applicable

**COURSE DURATION:** Three (3) days

**FEES:** R5 500.00 (excl. VAT) per delegate

**WHATS INCLUDED:**

- Course notes
- Tea, lunch and Refreshments
- Your own copy of SANS/ISO 31000 & 31010
- Digital Certificate

**COURSE OUTLINE:**

- The course consists of the following:
  - Introduction to Risk Based Thinking and effective risk assessment
  - Principles of Risk Assessment
  - Framework of Risk Assessment
  - Techniques Used in Risk Assessment such as Root Cause Analysis (RCA) and others

**LEARNING OUTCOMES:**

- Understanding the terms and definitions of SANS/ISO 31000 & 31010
- Understanding the concept and principles of Risk Assessment
- Applying the Framework of Risk Assessment
- Understand the differences between the different techniques: RCA / FMEA / HACCP / CAE / CPM / CBA

**MINIMUM PASS MARK:** Not Applicable.

**REGIONAL SCHEDULE:** Not Applicable. Courses only offered on request for on –site delivery

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<td><strong>2016 Dates</strong></td>
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<td>17 OCT - 19 OCT</td>
<td>31 OCT – 02 NOV</td>
<td>03 OCT – 05 OCT</td>
<td>ONLY OFFERED UPON REQUEST FOR ONSITE TRAINING</td>
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<td>21 NOV – 23 NOV</td>
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<td><strong>2017 Dates</strong></td>
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<td>23 JAN – 25 JAN</td>
<td>06 FEB – 08 FEB</td>
<td>13 MAR – 15 MAR</td>
<td>ONLY OFFERED UPON REQUEST FOR ONSITE TRAINING</td>
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<td>22 MAY – 24 MAY</td>
<td>19 JUNE – 21 JUNE</td>
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TERMS AND CONDITIONS

- Registrations forms must be received within 20 working days prior to commencement of the course, in order to complete the financial process before seat confirmation.
- When registering for courses that stipulate pre-requisites, proof / evidence MUST be submitted together with the application. Please refer to our General Information Guide.
- Final Confirmation of seat booking depends on receipt of all documentation by the Faculty within 5 working days of course commencement:
  - Account Holders: Proof of acceptance, in the form of a signed quotation, accompanied by an authorised and documented purchase order number (on the official company letter-heads).
  - Cash Clients: Proof of payment should be emailed through to the faculty email address indicated on registration form.
- All our customers, applying for our training courses, must complete the AA88 form (To verify the latest and updated information of the account holder / person liable for payment.
- Course fees are charged per person per module.
- Fees are payable in full and in advance. Pro-forma invoices will be supplied to support payment in advance.
- Tax Invoices may only be provided upon receipt of an authorised purchase order / proof of payment number and ONLY upon completion of service delivery.
- All courses require 100% attendance for exam and certification purposes. Should a learner not attend the full course duration, admittance into the exam will be prohibited however, the full course fee will be payable.
- Cancellations and postponements of confirmed bookings must be received in writing at least 5 working days prior to commencement of the course. Failure to do so may result in pro-rata charges of 10% of course fees.

Note: The SABS Training Academy reserves the right to cancel any course, but undertakes to inform all affected learners as early as possible regarding such cancellations. The only reason that a course would be cancelled and/or postponed is due to insufficient number of learners.

- Learners are responsible for their own travel and accommodation arrangements.
- Management decisions for final approval of any exemptions granted will be based on SAATCA Accreditation compliance. Please refer to our General Information Guide for further information.
- Certificates are issued in digital format. Hard copies will be issued only upon request and at an additional cost of R200-00 per certificate (vat excl). Where no examinations are required, or learner fails to achieve the required pass mark, Certificates of Attendance will be issued.
- Where examinations are required, the following rules will apply:
  - The pass mark for all courses is 60%. For courses where SAATCA certification is sought; the pass mark of 70% is required. In both instances a certificate of Successful Completion will be issued.
  - Should a learner achieve between 50% - 59%, one re-write of the examination will be allowed within a 4-month period from the date of the initial results at no charge. Should a learner request a re-write beyond the 4 months period, a cost of R500 (excl vat) will be payable. This is only allowed within the year of attendance, or learners will be required to re-attend at the applicable fee.
  - If a learner achieves less than 50% for the specific module or course, he/she will be required to re-attend the course at own cost.
- Certificates will be issued within 3 months of completion of training, provided all necessary requirements have been fulfilled, including payments. All re-issue requests done after the stipulated period or a year after the training was conducted will be at a cost of R200 Per certificate (excl Vat)
- Terms and conditions for in-house presentation (onsite at venue provided by client), are indicated on the quotation.
OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS COURSES
REGISTRATION FORM

To: SABS
SABS Training Academy  Email: EnSHEbookings@sabs.co.za

REGISTRATION INSTRUCTIONS (please read carefully and complete all relevant sections)

1. The registration form must be accompanied by
   • Copy of ID
   • Completed Account Application (if you do not hold an account with the SABS)
   • Valid Purchase order (if you do hold an account with the SABS)
2. Fax or Submit registration forms to correct email as indicated above.
3. The submission of this registration does not automatically guarantee a seat confirmation.
4. Upon account verification / receipt of proof of payment, an email notification will be sent to applicant notifying them of seat confirmation within 2 – 4 working days prior to scheduled course date.
5. Refer to the terms and conditions for further information
6. Sign each page of the registration form and AAAB Account Application form
7. Courses are charged per person per module.
8. Fees do not include travel accommodation. This must be arranged by the delegate or organisation as applicable.
10. Please initial every page of this registration form to acknowledge you have read and understood the terms and conditions

Section One: Learners Details (As it appears on Identity Document)
(NB: this is important as the details herein will reflect on relevant Certificate issued)

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<tr>
<th>Surname Full Names Initials</th>
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<tr>
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<td>Identity Number Mobile Number</td>
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<td>Email Address</td>
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NOTE: THE ABOVE EMAIL ADDRESS IS WHERE ALL COURSE CONFIRMATIONS AND CORRESPONDENCE WILL BE SENT.

Section Two: Billing Information (If this application is being processed on behalf of the delegate by a representative within an organisation, please indicate your details below and ensure that the box “send correspondence here” is ticked as well.)

<table>
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<th>Name of Organisation / Individual to be Billed</th>
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<td>Telephone Number &amp; Ext</td>
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<td>Fax Number Mobile Number Billing Contact Name</td>
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</table>

Email for billing contact
Send Correspondence Here:

- [ ] Yes
- [ ] No
- [ ] Send to delegate
- [ ] Send to both
### OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS COURSES
### REGISTRATION FORM

#### Section Three: Course details

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Module</th>
<th>Introduction</th>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Other</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Preferred Date to Attend**

<table>
<thead>
<tr>
<th>Alternative Date</th>
<th>Pretoria</th>
<th>Durban</th>
<th>Cape Town</th>
<th>Port Elizabeth</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Which campus will you attend**

<table>
<thead>
<tr>
<th>Dietary Constraints</th>
<th>Vegetarian</th>
<th>Halaal</th>
<th>Allergies</th>
<th>Other</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Dietary Constraints**

- Vegetarian
- Halaal
- Allergies
- Other

**Please specify Allergies and Other**

<table>
<thead>
<tr>
<th>Emergency Contact Person’s Name and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Do You or your Organisation hold a valid account with the SABS?**

- Yes
- No

**Account Details**

- If Yes, Please specify account number

**If No, Did you complete and attach the AA88 Account Application Form to this Registration form?**

- Yes
- No

**Purchase Order**

- Is a Valid Purchase Order attached to this registration form?

- Yes
- No

**Identity Document**

- Is a copy of your ID attached to this registration form?

- Yes
- No

---

I have read, understood and accepted the terms and conditions.

Name & Surname…………………………………………………………………………     Signature…………………………………………………………………………

Training Coordinators (For Queries)

Tel: +27 (0) 12 428 7911 (SABS Call Centre) Tel: +27 (0) 12 428 – 6877 (Training Centre Main Reception Pretoria)
**ACCOUNT APPLICATION FORM**

1 Dr Laken as Road, Groenkloof, Private Bag X191, Pretoria 0001  
Tel.: (012) 422-7911 Fax: (012) 344-1558

<table>
<thead>
<tr>
<th>TYPE OF ACCOUNT REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CREDIT ACCOUNT (invoices to be paid 30 days from date of invoice)</td>
</tr>
</tbody>
</table>

| FULL NAME OF BUSINESS/INDIVIDUAL (please ensure CC/Pty/Ltd, etc... is cited) | Company Registration No.: ..................................................  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTAL ADDRESS (where invoices are posted to)</td>
<td>VAT Registration No.: ..................................................</td>
</tr>
<tr>
<td>PHYSICAL ADDRESS (address of premises)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON (please print name)</th>
<th>Telephone number</th>
<th>Fax number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAMES AND ID NUMBERS OF DIRECTORS/PARTNERS/MEMBERS/OWNERS</th>
<th>ID Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names</td>
<td>Id Nos.</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
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</tr>
</tbody>
</table>

**BANKING DETAILS**

BANK: .................................................................  
ACCOUNT NO.: ...............................................................  
BRANCH CODE: ............................................................

**CREDIT LIMIT APPLIED FOR**  
(Please put “Zero” if application is for a cash account or use the expected buy over any two month period as a guideline for the credit limit required if applying for a credit account.

**PLEASE ENSURE POINTS A – H ARE CLEARLY UNDERSTOOD BEFORE SIGNING:**

A) The enclosed terms and conditions shall apply to both SABS and its subsidiary companies and in this specific instance reference to SABS shall mean either the SABS or SABS Commercial (Pty) Limited whichever entity is relevant.
B) I/we undertake to pay all invoices within a period of thirty (30) days from the date of invoice.
C) Should it be necessary to institute legal action for non-payment, I/we accept responsibility for payment of legal fees according to the scale agreed upon by the attorney and the client.
D) I/we are aware that in the event that our application for a credit account is rejected the SABS will automatically create a cash account for our organization, giving us the option to deal with SABS on a cash only basis.
E) I/we are aware that the decision to deal with the SABS on a cash only basis will mean that all goods and services required from the SABS must be paid for in full and in advance before any goods and services are provided to our organization by the SABS.
F) I/we are aware that the only deviation from point D (above) relates to invoices for year 2 and year 3 permit and listing fees which will be billed six months in advance and must be paid within 30 days from the date of invoice.
G) I consent to SABS making enquiries about our credit record with any credit reference agency or any other party to confirm the details on this application. I also consent that SABS can provide credit reference agencies with information relating to how we conduct our account with the SABS and in turn the credit reference agencies can make such information available to credit providers.
H) I confirm that I have been granted due authority by my organization to apply for a credit account on their behalf.
I) I have read the terms and conditions attached to this document and herewith accept these terms and conditions. I have also read points A to H above and clearly understand them.

<table>
<thead>
<tr>
<th>Signature of applicant</th>
<th>Printed name</th>
<th>Position at applicant’s organization</th>
<th>Date</th>
</tr>
</thead>
</table>

**FOR SABS USE ONLY**

**DETAILS OF SUBMITTING PARTY**

Name of submitting party ..................................................  
Tel No. (ext.) ..................................................  
BU No. ..................................................  
Prospect No. ..................................................  
Date ..................................................

<table>
<thead>
<tr>
<th>GROUP CREDIT MANAGER’S RECOMMENDATIONS</th>
</tr>
</thead>
</table>
| Approved for credit acct | YES ☐ NO ☐  
| Approved for cash acct | YES ☐ NO ☐  
| Credit limit approved: | .................................... |

<table>
<thead>
<tr>
<th>Approved by (print name)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
1. The Debtor agrees to abide by the credit facilities granted by SABS and specifically that payment of the Debtor's account is strictly payable within 30 days from date of invoice.

2. The credit facility may be suspended or withdrawn by SABS at any time without prior notice to the Debtor and SABS reserves the right to review the extent, nature and duration of such credit facility at any time.

3. If any amount is not paid within the agreed payment term, the Debtor will be liable for interest at the maximum rate permitted by law from time to time, including without limiting the generality thereof, the National Credit Act, Act No. 34 of 2005.

4. A certificate under the hand of any manager of the SABS as to the existence and the amount of the Debtor's indebtedness to SABS at any time, as to the fact that such amount is due and payable, the amount of interest accrued thereon, and as to any other fact relating to the Debtor's indebtedness to SABS shall be prima facie proof of the contents and correctness thereof and of the amount of the Debtor's indebtedness to SABS for the purpose of provisional sentence or summary judgement or any other proceedings against the Debtor in any Court, and shall be valid as a liquid document for such purposes. It shall not be necessary to prove the appointment of the person signing such certificate and such certificate shall be binding on the Debtor and shall be deemed to be of sufficient particularity for the purpose of pleading or trial in any action or other proceeding instituted by SABS against the Debtor.

5. Ownership in the goods sold and delivered to the Debtor on account shall pass to the Debtor only when all amounts due by the Debtor to SABS has been paid, notwithstanding delivery of the said goods to the Debtor. Risk in and to the goods shall, however, pass to the Debtor on the acceptance of the delivered goods.

6. The Debtor agrees that in the event of the Debtor breaching any conditions contained herein; the Debtor failing to pay any amount due and payable on due date; the Debtor suffering any civil judgement to be taken or entered against it; the Debtor causing a notice of surrender of its estate to be published in terms of the Insolvency Act, Act No. 24 of 1936, as amended; the Debtor dying or being deregistered; the Debtor's estate being placed under an order of provisional or final sequestration, provisional or final liquidation, provisional or final judicial management, as the case may be, then and in that event SABS shall, without detracting from any other remedy which it may have to rely on the provisions of Clause 5 and to repossess the goods sold and delivered to the Debtor, the right, in either event, without prejudice to SABS rights, to claim specific performance of all of the Debtor's obligations whether or not such obligations would otherwise then have fallen due for performance, or to claim damages.

7. In the event of the SABS instructing attorneys to collect an amount owing to SABS from the Debtor, the Debtor agrees to pay all legal costs, tracing fees and collection charges incurred by SABS as between attorney and own client.

8. The Debtor consents to the jurisdiction of the Magistrates Court in terms of Section 45 of the Magistrates Court Act, Act No. 32 of 1944 (as amended) having jurisdiction under Section 28 of the said Act, notwithstanding that the claim by SABS exceeds the normal jurisdiction of the Magistrate Court as to amount. SABS shall in its discretion be entitled to proceed against the Debtor in any other Court of competent jurisdiction, notwithstanding the aforesaid.

9. The Debtor nominates its business address as indicated on the Account Application form as its domicilium citandi et executandi for service upon it of all notices and processes in connection with any claim for any sum due to SABS arising out of credit granted by SABS to the Debtor.

10. No relaxation or indulgence granted to the Debtor by SABS at any time shall be deemed to be a waiver of any of SABS rights in terms hereof and such relaxation or indulgence shall not be deemed a novation of any of the terms and conditions set out herein, or create any estoppel against SABS.

11. The Debtor agrees not to raise any complaint or to dispute liability to SABS unless it has notified SABS of its complaint or grounds of dispute in writing within 10 Business Days of receipt of the goods in question. Subject to the afore-going, SABS shall in its discretion, be entitled to remedy any failure by either replacing the goods in question or refunding the whole or part of the contract price paid for it by the Debtor in respect of such goods (in which case the Debtor shall return in original/good condition to SABS the goods in respect of which the refund is allowed). Goods shall be returned at the Debtor's risk and expense.

12. Any agreement purporting to vary the terms hereof or any consensual cancellation hereof, shall not be valid unless reduced to writing and signed by both the Debtor and SABS.

13. Save as otherwise provided herein, SABS shall not be liable to the Debtor or any other person for any loss of profit or other special damages whatsoever. The Debtor hereby indemnifies SABS against any claim by third parties in respect of indirect or consequential damages or loss.

14. If the Debtor intends transferring its business, the goodwill or any goods or property forming part thereof (other than in the ordinary course of business or for securing payment of a debt), the Debtor shall advise SABS in writing thereof not less than thirty calendar days before the effective date of such transfer.

15. The Debtor agrees that any payment made can be set off against any amount owing to the SABS or its Affiliate organizations, in the sole discretion of the SABS.