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## AN OVERVIEW OF ENVIRONMENTAL MANAGEMENT SYSTEMS SANS/ISO 14001:2015

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**NOTE:**
Please refer to the general information guide on our website for details on applications certificates, examination, rewrite, payment and in house course presentations.
SANS/ISO 14001: 2015 - ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

Organisations have a legal and social responsibility regarding the environment within which they operate. This requires a sound environmental management system. The overall aim of SANS/ISO 14001 is to support environmental protection and prevention of pollution in balance with socio-economic needs.

SANS/ISO 50001: 2011 – ENERGY MANAGEMENT SYSTEMS (EnMS)

Organisations have a legal and social responsibility regarding energy conservation and efficiency within the environment in which they operate. This requires a sound energy management system. This is due to organisations’ impact on the energy resources through their operational activities, products and services. ISO 50001 has been written to be applicable to all types and sizes of organisations. The overall aim of ISO 50001 is to support energy efficiency and minimization in balance with socio-economic needs.

The series of courses offered within this EMS & Energy Management Faculty will enhance the understanding of the standards and their requirements, thus enabling learners to implement, maintain and evaluate the continued effectiveness of such systems in their respective organizational environments. Learners are strongly advised to attend the Environmental Legal Requirements course.

Courses offered within this faculty

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<td>A1. Introduction to Environmental Management Systems</td>
<td>Anyone with minimal and/or no exposure to EMS</td>
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<td>A2. Module 1: Understanding and Implementation of EMS</td>
<td>People with some exposure to EMS</td>
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<tr>
<td>A3. Module 2: 3rd Party and Lead Auditing of EMS based on SANS/ISO 19011</td>
<td>People interested in becoming EMS third party or lead auditors</td>
<td>Pre-requisites apply to gain entry into these courses</td>
</tr>
<tr>
<td>A4. Integrated Management Systems Auditing based on SANS 9001/14001 &amp;/OR 18001 based on SANS/ISO 19011:2011</td>
<td>People involved in performing Internal Audits of SHEQ Integrated Management systems</td>
<td>Pre-requisites apply to gain entry into these courses</td>
</tr>
<tr>
<td>A5. South African Environmental Legal Requirements applicable to 14001</td>
<td>People involved with EMS implementation and auditing</td>
<td>Pre-requisites apply to gain entry into these courses (min. Module 1)</td>
</tr>
<tr>
<td>A6. Leadership Awareness Workshop for Strategic Management based on SANS/ISO 14001:2015</td>
<td>Senior and executive managers involved in strategy implementation</td>
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<tr>
<td>A7. Environmental Awareness Workshop based on SANS/ISO 14001:2015</td>
<td>All employees involved with maintenance and daily use of the EMS</td>
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<td>A8. SANS/ISO 31000 &amp; 31010 Risk Based Thinking and Root Cause Analysis</td>
<td>All staff involved in management systems and effective continual improvement</td>
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<td>Course Name</td>
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<td>Additional Information</td>
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<tr>
<td>SECTION B - TRANSITION FROM SANS/ISO 14001:2004 TO 14001:2015</td>
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<td>B1. Transition Programme A – Implementation bridging course – SANS/ISO 14001:2015</td>
<td>For candidates who successfully completed Implementation of SANS/ISO 14001( any previous versions)</td>
<td>Pre-requisites apply to gain entry into these courses</td>
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<tr>
<td>B2. Transition Programme B – Implementation including Lead Auditing bridging course – SANS/ISO 14001:2015</td>
<td>For candidates who successfully completed both Implementation and Lead Auditing of SANS/ISO 14001( any previous versions)</td>
<td>Pre-requisites apply to gain entry into these courses</td>
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<tr>
<td>C1. Introduction to energy management system EnMS</td>
<td>Anyone with minimal and/or no exposure to ENMS</td>
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<tr>
<td>C2. Understanding and Auditing of energy management system</td>
<td>People with some exposure to ENMS</td>
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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. Staggered sessions can also be arranged for the module 1 onsite depending on location and travel costs incurred. Please consult TCPSales@sabs.co.za for further information

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
A1. INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS (SANS/ISO 14001:2015)

OVERVIEW:
This course is a precursor to the Module 1 and is designed to meet the needs of the SANS/ISO 14001 standard by:
• Providing personnel involved in the maintenance of management systems, a basic understanding of the SANS/ISO 14001:2015 structure and framework.
• Ensuring learners understand and are able to interpret the basics of the standard.
• Enabling personnel awareness of the importance of their roles in the organisation and understanding their environmental obligations and commitments.

PRE-REQUISITES:
There are no pre-requisites for the course, however a basic understanding of Environmental principles as per SANS/ISO 14001 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 ISO 14001
• EMS Concepts and Issues
• EMS Requirements of ISO 14001
• No examination will be written, 100% attendance required.
• Certificate of Attendance will be awarded.

LEARNING OUTCOMES:
• Understanding the basics of EMS in accordance to SANS/ISO 14001:2015
• Understanding EMS Concepts and Issues
• Understanding the requirements of ISO 14001:2015 attendance required

MINIMUM PASS MARK: Not Applicable

REGIONAL SCHEDULE:

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A2. MODULE 1: UNDERSTANDING AND IMPLEMENTATION OF SANS/ISO 14001:2015

OVERVIEW:
This Module is designed to meet the needs of the SANS/ISO 14001 standard by:
• Providing personnel involved in a management systems, a thorough and complete understanding of the SANS/ISO 14001:2015 interpretation
• Developing skills to apply this knowledge in developing, implementing and maintaining such a system

PRE-REQUISITES:
• A basic understanding of Environmental Management systems will be beneficial
• A basic working knowledge of Environmental 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: R8900 - 00 (excl vat)

WHATS INCLUDED:
• Course notes
• Tea, lunch and refreshments
• Your personal copy of the SANS/ISO 14001: 2015
• Digital Certificate

COURSE OUTLINE:
• Introduction to ISO 14001 concepts
• An overview of environmental risks or opportunities to organisations
• Similarities between ISO 9001, ISO 14001 and OHSAS 18001
• Introduction to environmental legislation and global environmental concerns
• Identification of environmental aspects and impacts
• Requirements, interpretation and intent of the standard
• Formulating the basis for the implementation and improvement of ISO 14001

LEARNING OUTCOMES:
• Understanding the concepts of ISO 14001
• Understanding of environmental risks or opportunities
• Identifying similarities between ISO 9001; 14001 and OHSAS 18001
• Understanding the requirements, interpretation and intent of the standard
• 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 Environmental 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)
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A3. MODULE 2: 3RD PARTY AND LEAD AUDITING OF ENVIRONMENTAL 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 EMS

NOTE: Bring your personal copy of SANS/ISO 14001:2015

DURATION: Five (5) days per module
PRICE: R8900 - 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 EMS 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 EMS 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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A4. INTEGRATED MANAGEMENT SYSTEMS AUDITING
of SANS 9001/14001 & or 18001 based on SANS/ISO 19011:2011

OVERVIEW
The auditing of an Integrated Management System in accordance with SANS/ISO 19011:2011 necessitates that all personnel understand the requirements of the relevant disciplines involved (eg SANS/ISO 9001 & 14001 &/or SANS/OHSAS 18001) requirements as well as their roles in maintaining the system.

PRE – REQUISITES:
Successful completion in Module 1, Understanding and Implementation in the relevant integrated disciplines being audited ( SANS/ISO 9001 ; 14001 & / or SANS/OHSAS 18001)
NOTE: Bring your personal copy of EACH of the relevant standards

COURSE DURATION: Five (5) days

PRICE: R8 900 - 00 (excl. VAT) per delegate

WHATS INCLUDED:
• Course notes
• Tea, lunch and refreshments
• Your personal copy of the SANS/ISO 19011:2011
• Digital Certificate

COURSE OUTLINE:
• Application of the QMS/EMS & OHSAS to internal auditing
• Auditing practices and techniques
• Role plays and/or scenarios to relevant field
• Examination

LEARNING OUTCOMES:
Develop knowledge and skill for :
• managing the integrated audit programme by
• coordinating auditing activities
• selecting an audit team
• preparing work documents to conduct audits
• execution of the audit
• audit reporting
• audit follow-up
• audit close-out

MINIMUM PASS MARK: 60% to attain successful completion certificate

SCHEDULE: NOTE THAT THIS COURSE IS ONLY AVAILABLE AT THE PRETORIA CAMPUS

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A5. SOUTH AFRICAN ENVIRONMENTAL LEGAL REQUIREMENTS APPLICABLE TO SANS/ISO 14001

OVERVIEW
The minimum legal requirements of SANS/ISO 14001 necessitate a commitment by the organization’s top management to comply with all the applicable environmental legislation. In order to implement this commitment, organizations must identify and have access to all applicable legal requirements. The relevance and application of the identified laws should also be understood and captured in the environmental management system. It follows that the legal requirements, together with the other elements of the environmental policy, must guide the organizations’ objectives and targets and environmental management programs. It must also be incorporated into operational and monitoring procedures where appropriate.

The fragmentation of South Africa’s environmental legislation makes the isolation and interpretation of applicable legislation complex. Therefore, our legal training course has been designed to equip learners with a working knowledge of the most important South African environmental laws. The course also highlights the practical application of the law to the typical industrial and mining environment. The main objective of the course is to enable learners to identify and relate the applicable laws to their industries’ activities, products and services.

Environmental legal issues should be a strategic priority of every organization. Therefore, personnel tasked with the implementation, management and evaluation of an Environmental Management System (EMS), require an understanding of legal issues pertaining to an EMS.

Note: The course focuses on obligations imposed by the respective act and regulations and not on philosophies underpinning the legislation.

PRE-REQUISITES:
- EMS Module 1 (understanding and implementation)

DURATION: Four (4) days
PRICE: R 11 500 - 00 (excl. VAT) per delegate

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

COURSE OUTLINE:
ISO 14001 and the environmental legal requirements South African Environmental legal requirements related to:
- Personal liability for environmental offences in the workplace
- Air pollution control
- Water management
- Waste management
- Hazardous chemicals and substances (excluding dangerous goods transport)
- Environmental impact assessments

LEARNING OUTCOMES:
- General understanding of all SANS /ISO 14001 related generic legal requirements
- Understanding of environmental legislation and related legal obligations
- General understanding of common regulations and municipal by-laws

MINIMUM PASS MARK: 60% to attain Successful Completion Certificate
THIS COURSE ONLY AVAILABLE AT THE PRETORIA CAMPUS
(Or upon special request for on-site delivery at a minimum charge of 10 delegates)
email TCPsales@sabs.co.za for more information

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<tr>
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<td>05 DEC – 08 DEC 2016</td>
<td>12 JUN – 15 JUN 2017</td>
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A6. LEADERSHIP AWARENESS WORKSHOP FOR STRATEGIC ENVIRONMENTAL MANAGEMENT based on SANS/ISO 14001:2015

OVERVIEW:
An Environmental Management System (ISO 14001) 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 Environmental Management System is being implemented. For a successful implementation, basic environmental training for management and their staff whose activities can impact on environmental aspects is necessary and required by ISO 14001.

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 Environmental Management Systems (ISO 14001)
- Terminology; Concepts and Characteristics of EMS as a Business Imperative
- EMS Principles and their application
- Planning and its relation in business processes
- Risk Based Thinking and Management Responsibility within an effective EMS

LEARNING OUTCOMES:
Develop knowledge and skill for:
- Understanding the terms, concepts and structure of a EMS
- 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 / TCPSales@sabs.co.za
A7. ENVIRONMENTAL AWARENESS WORKSHOP
based on SANS/ISO 14001:2015

OVERVIEW:
An Environmental Management System (ISO 14001) 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 an Environmental Management System is being implemented.

For a successful implementation, basic environmental training for management and their staff whose activities can
impact on environmental aspects is necessary and required by ISO 14001.

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:
The course consists of the following:
• Advantages of the Environmental Management Systems
• Environmental Concepts and broad overview of the requirements of SANS/ISO 14001: 2015
• How processes affect each other and understand the PDCA methodology

LEARNING OUTCOMES:
• Understanding and defining Environmental Management Systems (ISO 14001)
• Understand the importance of responsible handling of waste and emissions
• Understand EMS 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 / TCPSales@sabs.co.za
A8. RISK BASED THINKING and ROOT CAUSE ANALYSIS
SANS/ISO 31000 & 31010

OVERVIEW

All Management System standards 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 strategy development, policy development and management system implementation.

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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<th>DURBAN</th>
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<td>17 OCT - 19 OCT</td>
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<th>2016 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 OCT - 19 OCT</td>
</tr>
<tr>
<td>21 NOV - 23 NOV</td>
</tr>
</tbody>
</table>
SECTION B: BRIDGING THE GAP FROM SANS/ISO 14001:2004 TO 14001: 2015

OVERVIEW


This means that currently certified organizations run the risk of losing such status if their management systems have not been subjected to amendments in accordance with the latest requirements, records collected in evidence of such implementation and completed third party audits against the new version of the standard before January 2018.

The TWO TRANSITION PROGRAMS below, have been tailor made to suit the needs of our clients who previously attended training and need to acquire sufficient knowledge of the changes between the two versions of the standard, how to implement such changes within their organizations and also cater for the needs of certain candidates who require to transition as lead auditors for SAATCA registration.

NOTE: ONE DOES NOT NEED TO ATTEND PROGRAM A and B.

Please choose either one of these programs based on your previous training records.

CONSULT THE NEXT PAGES FOR INFORMATION IN TRANSITION PROGRAM PRE-REQUISITES AND DATES
B1. TRANSITION PROGRAM A
IMPLEMENTATION BRIDGING COURSE ISO 14001:2015

Who Should Attend:
• This course is designed for those who have been trained on the previous version of the standard but did not progress onto the internal auditing or lead auditing stage.
• All EMS Custodians and Champions in organisations certified to ISO 14001
• All SHEQ practitioners who will facilitate changes to Environmental Management Systems

PRE-REQUISITE:
• Successful completion certificate in ISO 14001:2004 Understanding and Implementation. (Minimum 2days duration) OR prior versions to 2004

DURATION: Two (2) days

FEES: R4600 - 00 excl vat (R5244 – 00 incl vat).

WHAT’S INCLUDED:
• A copy of the SANS 14001:2015 Quality Management Systems - Requirements
• Tea, lunch and refreshments
• Digital Certificate

COURSE OUTLINE:
• The changes between 2004 and 2015 versions
• Strategizing your implementation plan
• Changes required to your existing management system
• Examination

LEARNING OUTCOMES:
• Understanding the changes between 2004 and 2015 versions
• Application of the knowledge & strategizing your implementation plan
• Identify the changes required to your existing management system

MINIMUM PASS MARK: 60% to attain successful completion certificate

REGIONAL SCHEDULE:

<table>
<thead>
<tr>
<th>PRETORIA</th>
<th>DURBAN</th>
<th>CAPE TOWN</th>
<th>PORT ELIZABETH</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 JULY – 12 JULY</td>
<td>14 JULY – 15 JULY</td>
<td>15 SEPT – 16 SEPT</td>
<td>17 NOV – 18 NOV</td>
</tr>
<tr>
<td>01 AUG – 02 AUG</td>
<td>04 JULY – 05 JULY</td>
<td>14 DEC – 15 DEC</td>
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<td>12 SEPT – 13 SEPT</td>
<td>13 OCT – 14 OCT</td>
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<td>10 OCT – 11 OCT</td>
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<tr>
<td>12 DEC – 13 DEC</td>
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</tbody>
</table>

2016 Dates

| 16 JAN – 17 JAN | 19 JAN – 20 JAN | 04 MAY – 05 MAY | 16 FEB – 17 FEB |
| 13 FEB – 14 FEB | 16 MAR – 17 MAR |
| 13 MAR – 14 MAR | 14 JUN – 15 JUNE |
| 10 APR – 11 APR |                          |
| 02 MAY – 03 MAY |                          |
| 12 JUN – 13 JUN |                          |
B2. TRANSITION PROGRAMME B BRIDGING COURSE ON IMPLEMENTATION & LEAD AUDITING ISO 14001:2015

Who Should Attend:
• This course is designed for those who have previously been trained on BOTH Modules 1 & 2 of prior versions of the SANS/ISO 14001 standard i.e Understanding & Implementation as well as Lead Auditing or Internal Auditing
• All registered Environmental Management System Lead Auditors

PRE-REQUISITE: NOTE that failure to submit certificates will jeopardise entrance into this program
• Successful completion certificate in ISO 14001:2004 Understanding and Implementation OR prior versions of the standard
• Successful completion certificate in Internal and/or Lead Auditing of Quality Management Systems

DURATION: Three (3) days

FEES: R5500 - 00 excl vat

WHAT’S INCLUDED:
• A copy of the SANS I4001:2015 Quality Management Systems - Requirements
• Tea, lunch and refreshments
• Digital Certificate

COURSE OUTLINE:
• The changes between 2004 and 2015 versions
• Strategizing your implementation plan
• Typical audit questions on the changes
• Changes required to your existing management system
• Examination

LEARNING OUTCOMES:
• Understanding the changes between 2004 and 2015 versions
• Application of the knowledge & strategizing your implementation plan
• How to audit the changes
• Identify the changes required to your existing management system

MINIMUM PASS MARK: 60% to attain successful completion certificate

<table>
<thead>
<tr>
<th>PRETORIA</th>
<th>DURBAN</th>
<th>CAPE TOWN</th>
<th>PORT ELIZABETH</th>
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<tr>
<td>2016 Dates</td>
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<td></td>
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<tr>
<td>10 AUG – 12 AUG</td>
<td>12 SEPT – 14 SEPT</td>
<td>16 NOV – 18 NOV</td>
<td>17 SEPT – 19 SEPT</td>
</tr>
<tr>
<td>19 SEPT – 21 SEPT</td>
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<tr>
<td>12 DEC – 14 DEC</td>
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<tr>
<td>2017 Dates</td>
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<tr>
<td>06 FEB – 08 FEB</td>
<td>30 JAN – 01 FEB</td>
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<tr>
<td>10 APR – 12 APR</td>
<td>26 JUN – 28 JUN</td>
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</tbody>
</table>
C1. INTRODUCTION TO ENERGY MANAGEMENT SYSTEMS (EnMS)

OVERVIEW

The standard for Energy Management Systems (ISO 50001:2011) requires that:
• Personnel are made aware of their roles and responsibilities within the organisation and its energy management system.

This course aims to help organisations comply with the SANS/ISO 50001:2011 requirements. It ensures that learners attending the training understand and are able to interpret the basics of the standard. It also helps to make Personnel aware of the importance of their roles in the organisation and assists them to understand their energy obligations and commitments.

PRE-REQUISITES
EMS awareness is a necessity

DURATION: Two (2) days

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

WHAT’S INCLUDED:
• Course notes
• Tea, lunch and Refreshments
• Your personal copy of the SANS/ISO 50001: 2011
• Digital Certificate

COURSE OUTLINE:
• Brief Overview of ISO 50001
• EnMS Concepts and Issues
• EnMS Requirements of ISO 50001:2011
• No examination will be written, 100% attendance required.
• Certificate of Attendance will be awarded.

LEARNING OUTCOMES:
• General understanding EnMS Concepts and Issues
• Understanding of EnMS Requirements of ISO 50001:2011
• No examination will be written, 100% attendance required.
• Certificate of Attendance will be awarded.

MIN. PASSMARK: No examination

COURSES OFFERED AT DURBAN CAMPUS ONLY
(or upon special request for onsite training for a minimum charge of 10 delegates).
For more information contact TCPSales@sabs.co.za

<table>
<thead>
<tr>
<th>2016 DATES</th>
<th>2017 DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 SEPT – 23 SEPT</td>
<td>09 FEB – 10 FEB</td>
</tr>
<tr>
<td>21 OCT – 22 OCT</td>
<td>06 APR – 07 APR</td>
</tr>
</tbody>
</table>
C2. MODULE 1: UNDERSTANDING AND IMPLEMENTATION OF SANS/ISO 50001: 2011 (EnMS)

OVERVIEW

Organisations have a legal and social responsibility regarding energy conservation and efficiency within the environment in which they operate. This requires a sound energy management system.

This is due to organisations’ impact on the energy resources through their operational activities, products and services. ISO 50001 has been written to be applicable to all types and sizes of organisations. The overall aim of ISO 50001 is to support energy efficiency and minimization in balance with socio-economic needs.

The training is applicable to all employees requiring an understanding of energy management Systems or those involved with the establishment, implementation, maintenance, continual improvement, management and evaluation of an ISO 50001 (EnMS).

Note 1: It is preferable that learners are already familiar with energy efficiency and related issues as the course focuses on the requirements and implementation of management systems.

PRE-REQUISITES: Learners are strongly advised to attend the Energy Introduction Course.

DURATION: Five (5) days per module

PRICE: R8 900 - 00 (excl. VAT) per delegate

WHAT’S INCLUDED:

- Course notes
- Tea, lunch and Refreshments
- Your personal copy of the SANS/ISO 19011 standard
- Digital Certificate

COURSE OUTLINE:

- Introduction to ISO 50001:2011 concepts
- An overview of energy objectives; targets and management action plans
- Relations between ISO 9001, ISO 14001 and ISO 50001
- Procurement of energy services; products; equipment and energy checking
- Introduction to evaluation of compliance with legal and other requirements
- Requirements, interpretation and intent of the standard
- Formulating the basis for the implementation and improvement of ISO 50001:2011
- Examination

LEARNING OUTCOMES:

- Understanding EnMS Concepts, the purpose and rationale for a EnMS
- A general understanding of relations between ISO 9001, ISO 14001 and ISO 50001
- Interpretation and application of Energy Management Principles and Requirements
- Understanding of compliance and to legal requirements

MIN. PASSMARK: > 60%

COURSES OFFERED AT DURBAN CAMPUS ONLY
(or upon special request for onsite training for a minimum charge of 10 delegates).
For more information contact TCPsales@sabs.co.za

<table>
<thead>
<tr>
<th>2016 DATES</th>
<th>2017 DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 NOV – 18 NOV</td>
<td>15 MAY – 19 MAY</td>
</tr>
</tbody>
</table>
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.
ENVIRONMENTAL AND ENERGY MANAGEMENT SYSTEMS (ENMS) 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 AA88 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)

<table>
<thead>
<tr>
<th>Surname Full Names Initials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity Number Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Name of Organisation / Individual to be Billed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number &amp; Ext</td>
<td></td>
</tr>
<tr>
<td>Fax Number Mobile Number Billing Contact Name</td>
<td></td>
</tr>
<tr>
<td>Email for billing contact</td>
<td>Send Correspondence Here: Yes No - Send to delegate Send to both</td>
</tr>
</tbody>
</table>
## 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>
</table>

<table>
<thead>
<tr>
<th>Preferred Date to Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Which campus will you attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretoria</td>
</tr>
<tr>
<td>Cape Town</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Do You or your Organisation hold a valid account with the SABS?</th>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Details</th>
<th>If Yes, Please specify account number</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No, Did you complete and attach the AA88 Account Application Form to this Registration form?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Is a Valid Purchase Order attached to this registration form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identity Document</th>
<th>Is a copy of your ID attached to this registration form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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 Lntangen Road, GroenKoof, Private Bag X191, Pretoria 0001
Tel.: (012) 429-7911 Fax: (012) 344-1558

TYPE OF ACCOUNT REQUIRED (please tick where appropriate)
☐ CREDIT ACCOUNT (invoices to be paid 30 days from date of invoice)
☐ CASH ACCOUNT (all goods and services must be paid for in advance)

FULL NAME OF BUSINESS/INDIVIDUAL (please ensure CC/Pty/Ltd, etc., is cited)

Company Registration No.: .........................................................
VAT Registration No.: .................................................................

POSTAL ADDRESS (where invoices are posted to)

PHYSICAL ADDRESS (address of premises)

CONTACT PERSON (please print name)  Telephone number  Fax number

NAMES AND ID NUMBERS OF DIRECTORS/PARTNERS/MEMBERS/OWNERS

NAMES

ID Nos.

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 monthly 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.

Signature of applicant  Printed name  Position at applicant’s organization  Date

FOR SABS USE ONLY

DETAILS OF SUBMITTING PARTY
Name of submitting party  Tel No. (ext.)  BU No.  Prospect No.  Date

GROUP CREDIT MANAGER’S RECOMMENDATIONS
Approved for credit acct  YES  NO  Approved for cash acct  YES  NO  Credit limit approved:

Approved by (print name)  Signature  Date
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 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, have 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 aforegoing.

9. The Debtor nominates its business address as indicated on the 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 to 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.