



**THREE-DAY CMA CERTIFICATE COURSE IN THE  
OPERATION AND MAINTENANCE OF BELT CONVEYORS**  
Information accompanying Application for Registration form

THIS PAGE, PAYMENT POLICIES & PROCEDURES PAGE, AND THE APPLICATION FOR REGISTRATION FORM ARE AVAILABLE ON THE WEBSITE [www.cmasa.co.za](http://www.cmasa.co.za)

**Registration:** Each candidate is required to complete an Application for Registration Form, which is adjudicated by a panel of Selectors for selection to the course.

**Eligibility:** Ideal candidates include newly graduated mechanical engineers and technicians, beltsman supervisors, conveyor operators, artisans and student engineers. Also engineers who have recently moved into the sphere of belt conveyors and wish to familiarise themselves with the components and system.

**Entrance criteria:** Candidates must have at least six months work experience or job-related exposure to conveyors.

**Requirements:** Candidates will require writing equipment for taking notes.

**Language:** Lectures and the examination will be conducted in English; however the lecturer is also fluent in Afrikaans.

**Programme:** The Certificate course is run over three consecutive days. The examination is on the third day.

Day 1	Registration and lectures
Day 2	Lectures
Day 3	Lectures and examination

**Examination:** An examination is scheduled for Day 3. The examination shall be completed by each individual candidate under the supervision of an invigilator. A maximum time limit is set for the examination, which shall be advised by the course leader on the day of the exam.

**Pass mark:** Candidates who achieve percentages of 80% or more in the examination shall be eligible for the certificate in the operation and maintenance of belt conveyors. The percentage attained is NOT given and there is no distinction.

**CPD credits:** This course is registered with ECSA for Continuous Professional Development credits. 3 credits are awarded for attendance.

**Number of candidates:** A minimum of 15 candidates is required for each course. A maximum limit of 20 candidates per course has been set to ensure that the syllabus is adequately covered within the time constraints.

**Number of courses:** Dates on the website.

**Course Outcome:** On successful completion of the course, participants will have an understanding of all the components of a conveyor and of the conveyor system. A candidate's success in the final examination depends to a large extent on the amount of work that is put in during the three days of the course.

Successful candidates will have their names recorded on the CMA website for posterity.

**Still unsure of something? Please contact the CMA Secretariat – details below.**

Kind regards  
Chris Townsend  
CMA Company Secretary

Secretariat:  
PO Box 2963  
Fourways, 2055

Cost Time Resource cc  
Telephone 011 888-7163  
Fax 086 5892158  
Website [www.cmasa.co.za](http://www.cmasa.co.za)

Email [ctr@cmasa.co.za](mailto:ctr@cmasa.co.za)



## CERTIFICATE COURSE – PAYMENT, POLICIES AND PROCEDURES

### 2019 COSTS FOR THE CERTIFICATE COURSE IN THE OPERATION AND MAINTENANCE OF BELT CONVEYORS

Course Fee	R 7400
Course Fee (staff of CMA member companies only)*	R 5250
Candidate Substitution Fee	R 650
Postponement to a later course	R 700

**Invoicing and Payment:** Upon acceptance for registration, invoices are sent to the address indicated by the Applicant. **Course fees are required to be paid in full 14 days in advance, in South African Rands, unless alternative arrangements have been made with the CMA financial manager.** The CMA reserves the right to cancel a course if the minimum number of candidates is not achieved. Cancellation, substitution and late booking fees are applicable. An additional fee is charged for re-writing the examination.

**IMPORTANT: Payment must be received 14 days before the commencement of the course in order to secure a place. Until then the booking is only provisional. Cancellation and substitution fees apply.**

CMA is not registered for V.A.T.

Bank details will also appear on your invoice.

#### Cancellation

Should you need to cancel for any reason, you must notify us in writing. A delegate may nominate a substitute to attend the certificate course, provided they meet the attendance criteria.

An administration fee will be charged for cancellations.

The CMA reserves the right to cancel the course if the minimum number of candidates is not achieved. A minimum of 14 candidates is required for each course. A maximum limit of 20 candidates per course has been set to ensure that the syllabus is adequately covered within the time restraints.

Cancellation, substitution and late booking fees are applicable.

**CMA member subsidy:** The CMA subsidises candidates attending the course who are currently employed by a CMA member company. Conditions apply.

Form REV3 Sept 2018



THREE-DAY CERTIFICATE COURSE IN THE OPERATION AND MAINTENANCE OF BELT CONVEYORS

Application for Registration Form

Complete one form per candidate and email to training@cmsa.co.za

ALL FIELDS TO BE COMPLETED

CANDIDATE DETAILS: IMPORTANT this section is to be completed by Candidate personally

Title.....First Name.....Surname.....
Name to appear on Certificate: .....
Designation / Job Title: .....
Email..... ID Number.....
Home Address .....
Postal Address .....
Daytime Telephone..... Mobile.....
Tertiary qualifications:.....
Name of Tertiary education body .....
Secondary qualifications .....
Name of Secondary School(s) attended .....
Experience in the conveying industry .....
Experience other than the conveying industry .....
Aspirations for attending the course .....

BY SIGNING THIS FORM, I AGREE TO BE BOUND BY THE CONDITIONS AS LAID DOWN BY THE CMA AND THE COURSE LECTURER(S) AND AM AWARE THAT THE CRITERIA FOR ACCEPTANCE ONTO THE COURSE IS A WORKING KNOWLEDGE OF CONVEYOR SYSTEMS. I ACKNOWLEDGE THAT THE DECISION OF THE SELECTORS, LECTURER(S) AND EXAMINER(S) IS FINAL.

Candidate Signature..... Date.....

PAYMENT DETAILS Company responsible for payment ( or Self) :

Company Name.....
Postal Address for invoice..... Code.....
Purchase Order Number..... Person Responsible for Payment.....
Telephone..... E-mail.....

IF A COMPANY ORDER IS NEEDED PLEASE EMAIL A COPY WITH YOUR REGISTRATION.

2019 Course dates confirmed on website

Course date choice..... Cost R7400 – Non Members and R5250 for CMA Members

CONDITIONS:

- 1. The prescribed fee is payable in full 14 days prior to commencement of lectures unless alternative arrangements have been made with the CMA financial manager. This is non-refundable in the event that the candidate does not complete the course, or fails the examination.
2. Cancellation, substitution and late booking fees are applicable.
3. Payment of the prescribed fees within the time limit as above secures a place on the course. Until then, the booking is only provisional.

BY SIGNING THIS FORM, OUR COMPANY AGREES TO BE BOUND BY THE CONDITIONS AS LAID DOWN BY THE CMA.

Authorised by (name and signature) ..... Date.....

Right of admission to all lecturing and site visit venues is reserved.

FOR OFFICE USE ONLY

2018 FOR 2019

REV02 NOV

CANDIDATE SELECTED / NOT SELECTED FOR THE COURSE

.....
SELECTOR SIGNATURE SELECTOR SIGNATURE SELECTOR SIGNATURE DATE

Secretariat:
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Fourways, 2055

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