



Criteria for the Certification and Registration of Management System Practitioners

SASQ Designations

SASQ.(MS).CANDIDATE – Management System Candidate

**SASQ.(MS).PROFESSIONAL – Certified Management System
Practitioner**

**SASQ. (MS) CHARTERED PROFESSIONAL – Chartered Certified
Management System Practitioner**

Table of Content

1.	INTRODUCTION	3
1.1	SCHEME OBJECTIVES	3
1.2	DEFINITIONS	4
1.3	CERTIFICATION SCOPE	4
2.	COMPETENCIES.....	4
2.1	PERSONAL ATTRIBUTES	4
2.2	KNOWLEDGE & SKILLS	5
2.3	LEVEL OF COGNITION	5
2.4	ASSESSMENTS.....	5
3.	REQUIREMENTS FOR CERTIFICATION	5
3.1	CERTIFICATION REQUIREMENTS.....	5
3.2	GRADES & DESIGNATIONS.....	6
3.3	MAINTENANCE OF GRADING	6
3.4	MINIMUM SAQAQ QUALIFICATION.....	6
4.	SASQ CERTIFICATION SCHEME COMMITTEE	6

INTRODUCTION

The Southern African Society for Quality (SASQ) has developed certification and registration criteria for Management System Professionals (MSPs) that apply to their job functions and their roles in the fields of Management Systems (MS), MS implementation, MS control, MS auditing, MS reviews, MS improvement, MS promotion, MS certification and MS accreditation.. MSPs who are certified by SASQ in accordance with the requirements of this scheme have demonstrated that they have the required competencies to effectively perform MS management tasks in accordance with their registration. The certified MSPs will subscribe to all SASQ policies, bylaws, procedures and code of conduct and ethics.

Participation in this scheme is voluntary and open to all MSPs. This criteria document provides guidance to candidates for certification, registration and describes how MSPs are certified and graded according to skills, knowledge, and experience levels required to demonstrate competence to become registered as a certified MSPs.

By achieving SASQ Certification, a candidate joins a proud community of certified MSPs and continually demonstrates pursuing excellence through a MS and assists the organisation to be sustainable and stay ahead of competition. The MSPs leads and champions' teams and processes for MS Planning, MS Implementation, MS reviews, MS Auditing, MS Improvement, MS Promotion and MS certification.

1.1 SCHEME OBJECTIVES

This certification scheme has been developed to provide confidence to all stakeholders such as customers, employers, the regulatory authorities, accreditation bodies, certification bodies, businesses, industries and indirectly to the public at large that SASQ MSPs certified to this scheme are competent in the following:

- A. To ensure that the organisation complies with all requirements for the MS standards and where required for accreditation or certification.
- B. To lead and champion audits, reviews and process improvement initiatives via a system for continual improvement;
- C. To implement standards and performance measurements to monitor and evaluate the MS efficiency and effectiveness in the organisation;
- D. To contribute to the body of MS knowledge.

1.2 DEFINITIONS

For the purpose of these criteria the following definitions are applied;

- A. A management systems practitioner is an individual who specializes in implementing and managing various management systems, or components within an organization. Management systems are frameworks or sets of processes that help organizations achieve their goals and objectives efficiently and effectively. These systems are often designed to address specific aspects of an organization's operations, such as quality, environment, health and safety, information security, and more. Management systems practitioners are typically knowledgeable about specific standards and frameworks related to management systems. For example, they may work with standards like ISO 9001 (quality management), ISO 14001 (environmental management), ISO 45001 (occupational health and safety), ISO 27001 (information security management), and others. These professionals play a crucial role in guiding organizations through the

process of implementing and maintaining these systems, ensuring compliance with relevant standards, and continuously improving organizational processes. Their responsibilities may include conducting assessments, developing policies and procedures, training personnel, and facilitating the certification process, if applicable. The goal is to help organizations operate in a systematic and structured manner, leading to improved performance, customer satisfaction, and overall success. In summary, a management systems practitioner is someone who specializes in implementing and managing management systems to enhance organizational performance and compliance with specific standards and frameworks.

- B. **Certification Scheme:** specific certification requirements related to defined categories of persons to which the same particular standards and rules, and the same procedures, apply.
- C. **Competence:** demonstrated ability to apply knowledge and/or skills and, where relevant, personal attributes, as defined in the certification scheme.
- D. **Examination/assessments:** mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as oral presentations, written submissions, practical assessments or observation on the job.
- E. **SAQA - South African Qualifications Authority**

1.3 CERTIFICATION SCOPE

The criteria described in this document are for those that manage any ISO, SANS or any other management system.

2. COMPETENCIES

2.1 PERSONAL ATTRIBUTES

Key personal attributes required from MSPs are:

- **Ethical** – fair, truthful, sincere, honest and discreet;
- **Open-minded** – willing to consider alternative ideas or points of view;
- **Diplomatic** – tactful in dealing with people;
- **Observant** – actively aware of physical surroundings and activities;
- **Perceptive** – instinctively aware of and able to understand situations;
- **Versatile** – adjust readily to different situations;
- **Tenacious** – persistent, focussed on achieving objectives;
- **Decisive** – reaches timely conclusions based on logical reasoning and analysis;
- **Self-reliant** – acts and functions independently while interacting effectively with others.

2.2 KNOWLEDGE AND SKILLS

Certified MSPs shall have knowledge and skills in the following areas:

- A. MS knowledge**
 - Understand the requirements of a management system.
 - Implement and manage management.

- Monitor and improve the effectiveness and efficiency of a management system.

B. Basic knowledge of a ISO/SANS/or any other management system

2.3 LEVELS OF COGNITION

- **Remember:** - recall or recognise terms, definitions, facts, ideas, materials, patterns, sequences, methods and principles, etc.
- **Understand:** - read and understand descriptions, communications, reports, tables, diagrams, directions and regulations, etc.
- **Apply:** - know when and how to use ideas, procedures, methods, formulas, principles and theories, etc.
- **Analyse:** - break down information into its constituent parts and recognise their relationship to one another and how they are organized; identify sublevel factors or salient data from a complex scenario
- **Evaluate:** - make judgments about the value of proposed ideas, solutions, etc., by comparing the proposal to specific criteria or standards.
- **Create:** - put parts or elements together in such a way as to reveal a pattern or structure not clearly there before; identify which data or information from a complex set is appropriate to examine further or from which supported conclusions can be drawn.

2.4 ASSESSMENTS

Applicants for all grades must demonstrate the required competencies, through assessment methodologies approved by SASQ.

- A SASQ-approved online assessment and obtain minimum of 70%
- Portfolio of evidence minimum 85%
- A virtual panel interview.

3. REQUIREMENTS FOR CERTIFICATION

3.1 CERTIFICATION REQUIREMENTS

The following are mandatory:

- Meet the requirements set out in section 2.2 and section 2.4
- Candidate must have three years of relevant on-the-job experience with a management system within a period of five years from the date of application.
- Candidates who do not have the relevant experience will be registered as candidate members.

3.2 GRADES AND DESIGNATIONS

- MS Candidate – SASQ. (MS) CANDIDATE – those who have successfully completed the online assessment and still have to achieve the required years of experience.
- MS Professional – SASQ. (MS) PROFESSIONAL: - those that meet all requirements.
- Chartered MS Professional – SASQ. (MS) CHARTERED: - those who are certified Professionals and have achieved 60 accumulated CPD points over a 3-year period of unbroken membership/or has made a substantial contribution to the profession.

3.3 MAINTENANCE OF GRADING

Maintenance of grades are subject to:

- A. Attainment of a minimum of 30 CPD points by every anniversary date of registration according to the SASQ's CPD policy and programs approved by this scheme committee.
- B. All grades will be re-evaluated after 36 Months of continual membership according to SASQ's assessment methods;
- C. All members will lose their grades and their membership if their fees and any outstanding payments to SASQ are outstanding for a period of three consecutive months. The same applies if the required minimum CPD points are not achieved.
- D. Such members will be considered as new applicants should they want to re-join.

3.4 MINIMUM SAQA QUALIFICATIONS

Attendance to A SASQ Approved Curriculum offered by SASQ Approved Training Providers. The curriculum is based on the outcomes of the National Certificate – Quality Management Systems (SAQA ID 66189)

4. SASQ CERTIFICATION SCHEME COMMITTEE

These criteria are developed, managed and operationalised by the SASQ Certification Scheme Committee for MS Professionals.