



Electronic Certificate of Conformity Guide

Requirements:

Android / iOS / Huawei Tablet Specs

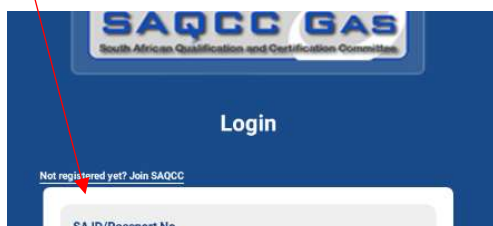
- Android 5.1 / OS9.0 and above
- Minimum of 3GB RAM
- Internal storage 16 GB (preferably 32 GB)
- Online capability - 3G or 4G - for installation and issuing CoC to customers. The CoC can be completed off-line once installed.
- Back camera
- Valid SAQCC Gas Registration

Step-by-Step Guide:

- 1 Open Android Play Store / iOS App Store / Huawei Gallery
- 2 Search for SAQCC Gas CoC Application for South Africa region.
- 3 Download and install.
- 4 Shortcut to App



- 5 Click on "Not registered yet? Join SAQCC"



- 6 Provide details in required blocks
- Registration ID – SAQCC Number (If your SAQCC Number has a “/R” please include it in registration)
 - SA ID/ Passport Number

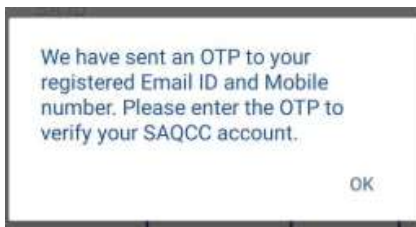


7 Check Registration

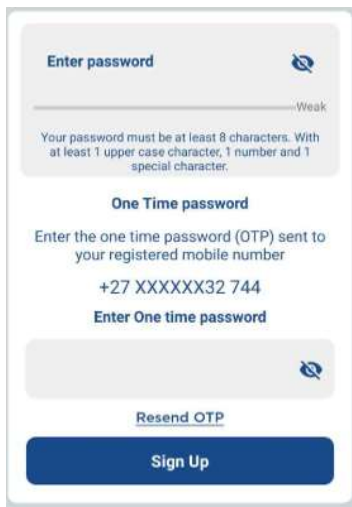
8 Verify SAQCC Registration details



9 Will receive an email and/or SMS with an OTP code to be entered onto the next screen with a Password of choice.



- 10 Enter own password and OTP number as provided in SMS/Email



The screenshot shows a registration form with the following elements:

- Enter password**: A text input field with a strength indicator showing "Weak". Below it, a note states: "Your password must be at least 8 characters. With at least 1 upper case character, 1 number and 1 special character."
- One Time password**: A section with the instruction "Enter the one time password (OTP) sent to your registered mobile number". Below this is a phone number "+27 XXXXXX32 744" and a text input field labeled "Enter One time password".
- Resend OTP**: A link below the OTP input field.
- Sign Up**: A blue button at the bottom.

- 11 After that you will receive an email informing you of the following details and this will be used to logon to the system.

Hi XXXXXX,

Following is your login credentials

UserName:- email address used for SAQCC registration criteria

Password:- XXXXXX (Once logged in with this password you can change to your own format)

Please confirm your account by clicking [here](#) - click on the link provided in mail. Will direct you to a website for activation.

- 12 SA ID Number and Password as provided in the email.



The screenshot shows a login form with the following elements:

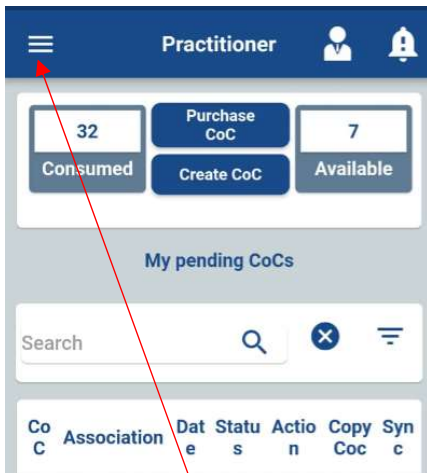
- SA ID/Passport No**: A text input field.
- Password**: A text input field with a strength indicator.
- Login**: A blue button.
- *Username is email id for Temp Practitioner**: A note below the login button.
- Forgot password?**: A link below the login button.
- V 1.0.0.90**: A version number at the bottom.

Two red arrows point from the "Forgot password?" link and the version number "V 1.0.0.90" to the corresponding text in the subsequent list items.

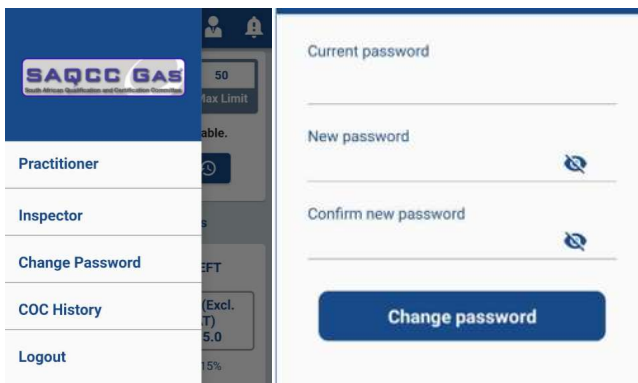
- 13 Forgot Password -- new login will be provided via an email -- if needed

- 14 V2.0.0.31 ... Version control for future updates including date

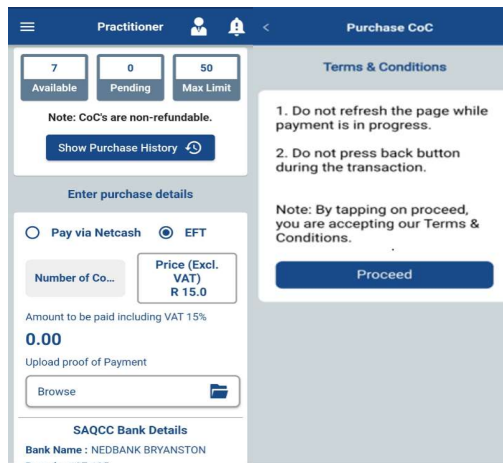
15 CoC front page



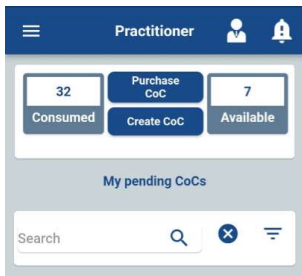
- 16 Click on left top 3-lines to change password – if needed
Inspector Tab – will only be used for those who are identified as an Inspector.
CoC History – record of all issued CoC's up to 3-year period. For older than 3 years please contact the applicable Association for a copy
Purchase History – record of invoices up to 3 years.



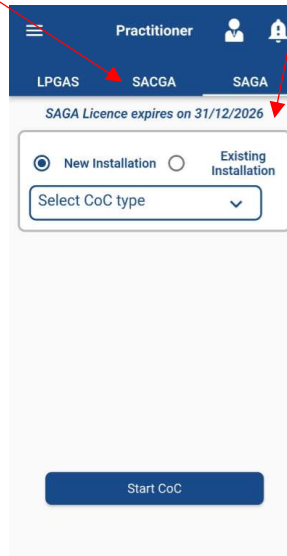
- 17 Purchase of CoC
- Under the Create CoC will be a button stating “Purchase CoC
 - Purchase limit will be 50 CoC's
 - Select payment option (Netcash or EFT)
 - Will receive an invoice once approval of payment completed
 - Once payment completed, will display “Pending for Approval”
 - SAQCC will release EFT payments. **Note that EFT payments can take up to 24hrs due to bank approval**



18 Create CoC



19 Top area will display all associations registered with including the next expiry date for that specific Association.



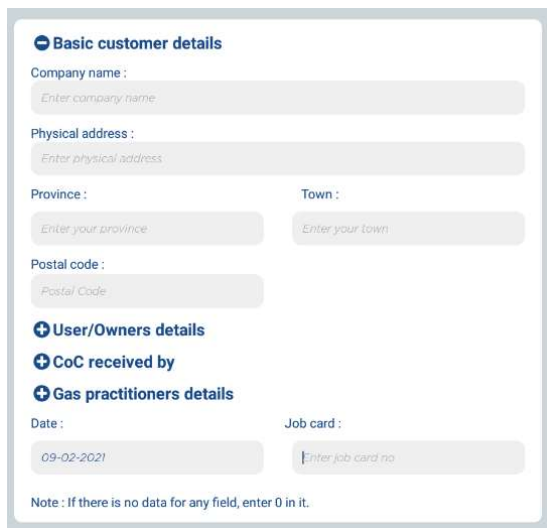
20 Select CoC type as per registered criteria

21 Start CoC

22 Page 1 of the CoC – same for all the CoC's (Mandatory)

- Complete customer detail. User/Owner email address will then be added as the CoC will be emailed to them directly.
- Note that the Gas Practitioner details are set and cannot be altered. For any changes you will need to contact SAQCC for amendments

- Save and Proceed



Basic customer details

Company name :
Enter company name

Physical address :
Enter physical address

Province :
Enter your province

Town :
Enter your town

Postal code :
Postal Code

+ User/Owners details

+ CoC received by

+ Gas practitioners details

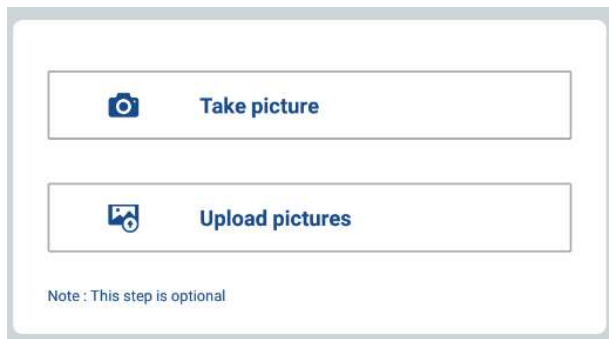
Date :
09-02-2021

Job card :
Enter job card no

Note : If there is no data for any field, enter 0 in it.

- 23 Page 2 of CoC (Mandatory)
- Complete all the required information based on the reason for the CoC to be issued
 - Save and Proceed

- 24 Page 3 of CoC (Optional)
- Can either take a picture while in CoC system OR upload from gallery.
 - Limited to 5 pictures
 - Picture size max 5mb
 - Save and Proceed



Take picture

Upload pictures

Note : This step is optional

25 Page 4 of CoC (Mandatory)

- Gas Practitioner and Customer electronic signatures
- Additional information can be added in the grey block – ideal for when suggestions/maintenance procedures etc.
- Select the declaration.
- Submit

Signature panel

+ Practitioner name and signature

- Customer name and signature

testing changes

Geo Location: -26.11761 - 27.981731 Current Date: 17/1/2023

Additional comments if any

Declaration: I declare that I am an authorised person registered with SAQCC Gas and confirm that the information provided is correct.

Preview Back

Submit

Preview Option – CoC can be viewed before submitting.

Submit once concluded

COC Created





COC Created successfully.!


OK


26 **NOTE** – if offline the CoC will be saved and only emailed once within WiFi- area or connected to the 4/5G

27 Main page of App


- CoC number
- Type of CoC issued
- Date it was issued

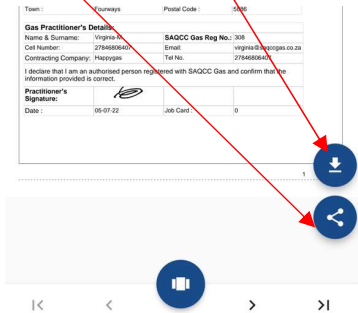
- Status -  completed and  saved only  Inspection  Copy/Paste
- Action – can view PDF within the App
- Sync – uploaded and emailed to all required parties.
- Copy – draft or issued CoC can be copied to new CoC. Ensure amendments done before submitting.
NOTE – only issued CoC's can be copied when online. Offline function not available

28  when a CoC is not completed will display as saved only. Can continue at later stage to complete all

– click on the  to complete. Take note that saved CoC's will form part of the 50 CoC's allowed per practitioner.

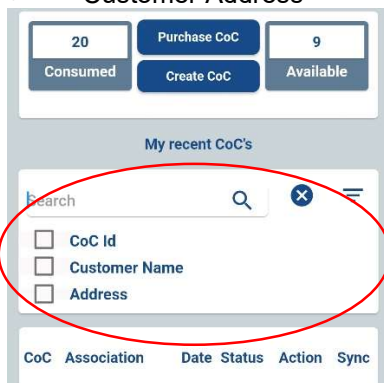
29 Share and download options

- Select the  tab on front page
- View issued CoC
- Download option
- Share option (via WhatsApp, Telegram or email)



30 Search Option – if you cannot remember the CoC number you will be able to search for issued CoC by one of the following ways

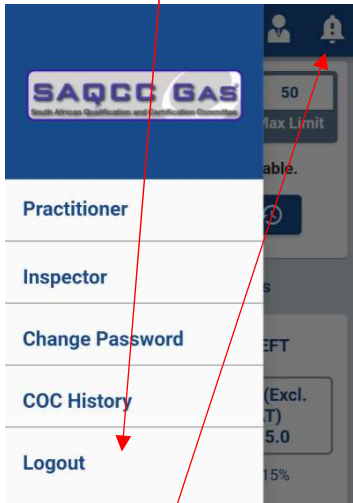
- CoC number
- Customer Name
- Customer Address



31 Duplicate Option – previous information on issued CoC can now be copied over to new CoC. Once all data is copied to new CoC the Gas Practitioner will need to ensure all data corrected where needed.

32 Logout and Notifications Icons

- Logout button moved to the left dropdown selection.



- **NEW** icon for notifications. Note should you receive any notifications the icon will be display in **RED**

32 Will receive an email with the issued CoC

- TO: Customer
- CC: Gas Practitioner
- BCC: Applicable Association

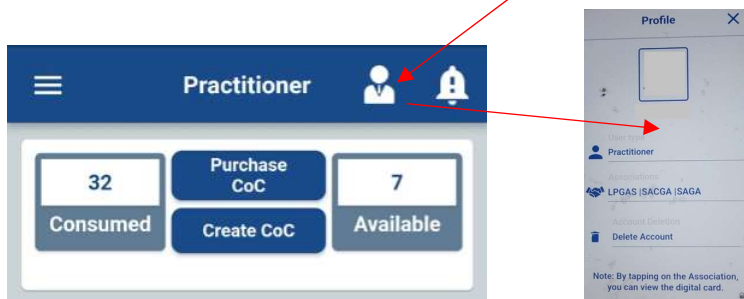
Dear Client,

XXXXXX COC has been created by Practitioner XXXXX XXXXX . Please refer to attached document for the same.

Kindly note that the SAQCC Gas NPC has been officially appointed and mandated by the Department of Employment and Labour to register gas practitioners within the various gas industries in South Africa, as represented by four member associations. The SAQCC Gas NPC by virtue of its appointment is required to retain a copy of the attached COC. Accordingly personal information as appearing in the attached COC may be processed by the SAQCC Gas NPC and its member associations however such processing will be compliant with the Protection of Personal Information Act No 4 of 2013 and only to perform the functions as mandated or as otherwise allowed by law.

For more information about the SAQCC Gas NPC you can visit its website at www.saqccgas.co.za

- 33 Click on Profile Icon to view Virtual SAQCC Gas Practitioner Card
- Select application Association tab
 - Front page of card will display
 - Tap on card to select registration categories



Note: App does not allow screenshots of practitioner card

Contact Information:

SAQCC Gas

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SACGA

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