

FOR ALL ACCREDITED TRAINING CENTRES

NATIONAL QUESTION BANK

This serves to advise that all question papers sources through the National Question Bank will now be forwarded according to the procedure listed below.

1. All requests **MUST** be accompanied with a course reference number, attainable through the SAESI Accreditation Committee.
2. All question papers and memoranda will be forwarded in **.pdf** format.
3. The request to be made from the office of:
 - the Head (or Chief Fire Officer)
 - the Deputy Head (or Deputy Chief Officer)
 - the Training Manager
 - the Chief External Invigilator

... of the requesting institute / organisation / brigade.

4. Question papers sent in this manner will only be deemed as valid for one (1) week from the date listed on the title line of the question paper. Papers written outside of these parameters will not be considered as valid.
5. Once the question paper has been written, the same office / officer that requested the question paper to submit a request for the memorandum / model answer.
6. The memorandum / model answer will be forwarded to the requesting office / officer in **.pdf** format.

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- The course reference number to accompany ALL correspondence regarding question papers and related issues.
 - These measures to enhance the security of the question bank and associated question papers.
 - Should the requesting organisation / institute / brigade not have Adobe Acrobat Reader, this is available as freeware either off the internet or with not currently available software packages.

Regards

Alex Gloster

AMSAFSI MIFireE

SAESI Accreditation Committee

Cel : 084-512-7451

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