



Asia-Pacific Economic Cooperation

APEC ENGINEER REGISTER

ASSESSMENT STATEMENT MALAYSIA



Board of Engineers, Malaysia



**The Institution of Engineers,
Malaysia**



**Association of Consulting
Engineers Malaysia**

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ASSESSMENT STATEMENT

1. INTRODUCTION

The International Professional Engineers Agreement (IPEA), is a multi-national agreement between engineering organisations in the member jurisdictions which creates the framework for the establishment of an international standard of competence for professional engineering, and then empowers each member organization to establish a section of the APEC Engineers Register.

The APEC Register is intended to provide a framework for the recognition of experienced professional engineers by responsible bodies in each of the Member organisation's jurisdiction. In particular, such bodies will be encouraged to use the Register as a secure benchmark for mutual recognition arrangements having satisfied an authorised body in that jurisdiction, operating in accordance with the criteria and procedures as prescribed in the Agreement Rules and Procedures.

Each IPEA Member, who is authorised to maintain the APEC Register, will appoint a Monitoring Committee to develop and administer an approved Assessment Statement, and open the APEC Register to practitioners whose qualifications, technical and professional expertise have been assessed within jurisdiction of the Authorised Member.

The Monitoring Committee in each APEC jurisdiction recognises that any Agreement, which would confer exemption, in whole or in part, upon APEC from further assessment by the statutory bodies that control the right to practise in each jurisdiction, could be concluded only with the involvement and consent of those statutory bodies and the relevant governments. Only complete or partial exemption of APEC from the assessment mechanism operating in the host jurisdiction is at issue, not exemption from the requirement to become licensed or registered in the jurisdiction concerned.

2. PURPOSE OF ASSESSMENT STATEMENT

The purpose of the Assessment Statement is to provide a framework for the assessment of qualified engineers to be registered and the name be listed in the APEC Register.

3. OBJECTIVES OF THE REGISTER

The register is part of the initiatives for trade liberalisation in professional services, reduce barriers and ease the process for engineers to gain access to work and practise in other jurisdictions.

The Register is to recognise the equivalences in both qualifications and experience of practising engineers in the participating jurisdictions and to facilitate trade in engineering services between those participating jurisdictions.

PART A – MONITORING COMMITTEE

1. BACKGROUND ON ENGINEERING INSTITUTIONS IN MALAYSIA

1.1 Board of Engineers, Malaysia (BEM)

The Board of Engineers Malaysia (BEM) is a statutory body constituted under the Registration of Engineers Act 1967 (Revised 2015) with perpetual succession and a common seal, which may sue and be sued. It was formed on 23rd August 1972.

BEM falls within the ambit of responsibility of the Minister of Works. Vested with wide powers, the Minister may suspend the operation of the Registration of Engineers Act 1967 (REA 1967) in any part of Malaysia by notification in the gazette. The appointment of the Board Members and the Registrar is made by the Minister.

Its primary role is to facilitate the registration of engineers and regulate the professional conduct and practice of registered engineers in order to safeguard the safety and interest of the public.

1.2 The Institution of Engineers, Malaysia (IEM)

The Institution of Engineers, Malaysia (IEM) was established on 1st May 1959 and its primary function is to promote and advance the science and profession of engineering in any or all of its disciplines and to facilitate the exchange of information and ideas related to engineering.

Being the premier professional institution, IEM promotes sound professional engineering practice in support of the socio-economic development objectives of the nation. IEM services the needs and interests of its members and the public and upholds the social standing and image of the engineering profession. The Institution continues to contribute towards nation-building and strives to enhance society's consciousness of science and technology.

1.3 The Association of Consulting Engineers, Malaysia (ACEM)

The Association of Consulting Engineers, Malaysia, as its name implies, was formed with the objective of promoting the advancement of the profession of consulting engineering by associating together for consultation and cooperation those engineers whose work is of a purely consultative character, and of providing facilities for Governments, Public Bodies, Associations representing industry and trade, and others to confer with Consulting Engineers as a body and to ascertain their collective views.

One of the primary objectives of the Association is to ensure that Consulting Engineers undertaking to advise on engineering matters shall be fully qualified engineers in their respective fields and should act in all professional matters in a strictly fiduciary capacity to their clients.

2. NATIONAL MONITORING COMMITTEE (MALAYSIA) – TERMS OF REFERENCE

The National Monitoring Committee is based at the BEM. Its members comprise of representatives from BEM, IEM and ACEM.

The terms of reference to this Monitoring Committee are to:

- To oversee the impact the Register has on the Malaysian jurisdiction ; and
- To make appropriate recommendation on policy.

The National Monitoring Committee has delegated the authority of processing membership for APEC to the IEM Registration and Administration Committee

3. REGISTRATION AND ADMINISTRATION COMMITTEE

The IEM Registration and Administration Committee is based in the IEM and comprises of representatives from BEM, IEM and ACEM. This Committee is the assessing body for qualifications and experience required for placement in the APEC Register.

The terms of reference to this Committee are:

- To develop and maintain an assessment system to ensure that APEC meet the requirement and conditions of registration
- To process all applications for APEC Register
- To maintain the APEC Register in Malaysia
- To receive, investigate and if possible, resolve any complaints against APEC.
- To publish information on assessment procedures, criteria, systems and performance
- To provide the names of suitable members or representatives for the review of member economies
- To function as the point of contact on all matters relating to APEC and the IEA Secretariat

4. Contact Persons

IEM Hon Secretary

Email: aer@iem.org.my

PART B - ASSESSMENT MECHANISMS

1. REQUIREMENTS FOR ADMISSION IN APEC ENGINEER REGISTER

The Institution of Engineers, Malaysia is the appointed body to assess applicants seeking registration as APEC Engineer in Malaysia. Eligibility for admission to APEC Register is limited only to applicants who have

- completed an accredited or recognised engineering programme;
- registered as a Professional Engineer for independent practice with the Board of Engineers Malaysia;
- become a Corporate Member of The Institution of Engineers, Malaysia;
- attained work experience for APEC Register;
- fulfilled 50 unit hours of CPD points for the year;

The assessment mechanism is applicable to all engineering disciplines. All requirements and Rules are now available in the Resource Centre Section hosted on the APEC/IntPE website of the IEM.

1.1 Completion of an Accredited Engineering Programme or Equivalence

1.1.1 Accreditation or Recognition of Higher Engineering Education Programme

The applicant should have completed an engineering degree programme which is accredited and/or assessed to be substantially equivalent to that accredited by a full signatory of the Washington Accord (WA). The Board of Engineers, Malaysia (BEM) is the organization authorised to accredit engineering degrees in Malaysia. Since BEM holds a full signatory status of the WA, the local engineering programmes accredited by BEM shall be deemed to fully satisfy the requirement for the accreditation of engineering programme or academic achievement.

The recognised academic qualification for registration as a Graduate Engineer with BEM is assessed by the Engineering Accreditation Council (EAC). The approved list of accredited engineering programmes is updated and maintained by EAC of the BEM.

1.1.2 Alternative Assessment Mechanisms

EAC evaluates and accredits local engineering programmes, while accreditation of overseas engineering degree programmes is done by the respective signatories to the WA. For those not listed in the WA, recognition is assessed on a case-by-case basis.

Any applicant or graduate who has not satisfied the requirement of the EAC(BEM) accredited programme may top up his basic engineering degree with a Master degree by course work taken from a recognised university, where the related first degree is

accredited by EAC(BEM). The reinforced Master degree must be in the same/related engineering branch of engineering as the basic degree.

1.2 Registration as Professional Engineer with BEM

To be eligible for registration with BEM as a Professional Engineer, the applicant must meet the following conditions:

- Has registered with BEM as a Graduate Engineer after having attained an accredited engineering degree (in accordance with the provisions in the Registration of Engineers Act, Malaysia);
- Has obtained at least three (3) years of practical engineering experience after registering with BEM as a Graduate Engineer;
- Has passed the Assessment for Independent Practice
- Is a Corporate Member of The Institution of Engineers, Malaysia

1.3 Admission as Corporate Member of the IEM

Under the Constitution of The Institution of Engineers Malaysia, the applicant must satisfy the Council of the Institution that he has attained such standard as set by the Council to testify to his proficiency as a Professional Engineer, and that he is worthy of election in accordance to the By-laws and Regulations of the Institution. This is through an assessment for independent practice where the applicant can apply after

- Having registered with BEM as a Graduate Engineer;
- Having obtained at least three (3) years of relevant practical engineering experience as a graduate engineer (either through the IEM Log Book Training Scheme or working experience under the guidance of a Professional Engineer (PE) of the same discipline.

The assessment mechanism for independent practice is competence-based. The assessment of the applicant competency involves an assessment of his portfolio of written evidence and a Professional Interview (PI). The Guidelines for the Professional Interview to be conducted is enclosed as per **Attachment A**.

1.3.1 Assessment of a Portfolio of Written Evidence

The applicant has to submit three (3) documents as their portfolio of written evidence:

- **Application Form** (IEM PI A100)
This document consists of the applicant's personal details, academic qualifications, relevant career history, and names of competent proposer and seconder.
- **Training & Experience Report** (IEM PI A401)

The applicant has to fill up the Training & Experience Report in support of his application to sit for the PI. This would be a statement of self-review against the IEM Competency Standard. The evidence is to be drawn from his work

experience, specifically on the applicant's encounter of engineering problems or engagement in engineering activities.

The IEM Competency Standard consists of eighteen (18) Competency Elements that are grouped under five (5) broad Competency Categories:

- A. Knowledge and understanding
- B. Design and development of processes, systems, services and products
- C. Responsibility, management or leadership
- D. Communication and inter-personal skills
- E. Professional commitment

– **Technical/Project Report**

The applicant can prepare the Technical/Project Report based on the work(s) or project(s) from the applicant's portfolio of evidence or career history that best demonstrates Competency Categories A and B. This should typically represent the engineering project(s) or a work sample where the applicant has gained substantive technical expertise. It should describe particular project(s) or work(s) (or part thereof) in which the applicant played a major part, including taking the lead in some or all of the elements. Above all, the applicant must show where he has exercised independent engineering and professional judgment.

An Assessor with the knowledge or experience relevant to the practice area in which the applicant is being assessed will be appointed to evaluate the written evidence presented in the Application Form, the Training & Experience Report and the Technical/Project Report. If the written evidence is insufficient, the Assessor shall request further information and point out areas of improvement to the applicant.

Upon satisfactory documentary review, the applicant will be informed in writing on his eligibility to attend the Professional Interview.

1.3.2 Professional Interview

The specific purposes of the Professional Interview are to assess the applicant's personal attributes and ability to communicate effectively and to look for elaboration and verification of material submitted, particularly on issues where the applicant may not have clearly demonstrated in the documentation provided, that he demonstrates particular competencies. The Professional Interview conducted by IEM requires the appointment of two (2) Professional Interviewers in the same discipline as the Applicant and with at least ten (10) years of experience as an IEM Corporate Member.

The Professional Interview has two parts:

1.3.2.1 Oral Interview

The applicant will be required to attend an interview on the report submitted at an appointed date, time and venue. The Professional Interviewers could draw out the evidence of his experiences from the applicant. Typically, the conversation should be applicant-led and the Interviewers are encouraged to use open-ended questions to assist the applicant in demonstrating his competence. The format for the oral interview is typically arranged as follows:

- Introduction
- 15-Minute presentation by the applicant
- Approximately 60-90 minutes of Q&A
- Opportunity to give evidences which applicant feels have not covered during the interview or may help in the assessment.

1.3.2.2 Written Examination

After this interview, the applicant is required to proceed with the Written Examination, the second part of the Professional Interview, consisting of two sections:

- Section A: Technical Essay writing

The Interviewers will set two (2) questions, of which the applicant chooses one (1) to answer. The set questions are typically related to the technical aspects of the applicant's work in which closely replicates the applicant's normal work situation.

- Section B: Ethical Essay writing

The Interviewers will choose two (2) questions from the published list of printed questions related to IEM's Regulations of Professional Conduct (Ethics), of which the applicant chooses one (1) to answer. It is generally intended to test the applicant's views on the role of an engineer in society vis-à-vis the Regulations of Professional Conduct (Ethics).

The written examination provides Interviewers with an additional mechanism to investigate the skills and knowledge of the applicant in specific areas that may take different forms depending on the specific area of the competence standard the Professional Interviewers wish to explore in greater depth. The written examination will assess how well the applicant can produce a clear, well-structured, written presentation on a given subject within a set time. Each essay will be allocated 90 minutes.

After completing the Professional Interview, the Interviewers will produce a report based on their findings and recommendations to the Professional Interview Board (PIB). The report and recommendations will be reviewed by this Board in IEM. The applicant will be informed of the outcome and the decisions on his Professional Interview result.

1.4 Attainment of Work Experience for APEC Register

1.4.1 Minimum of Seven Years Professional Engineering Experience

Assessment of the applicants' practical work experience shall be based on the submission of a report indicating his engineering scope of work that he had been responsible and done after graduation. The documentation of this record has to be certified by a Professional Engineer and/or Corporate Member of IEM (Verifier) who has personal knowledge of the applicant's work experience. If the Professional Interview Board has doubts, the Verifier can be contacted.

1.4.2 Two Years' Experience in "Responsible Charge of Significant Engineering Work"

All applicants are required to demonstrate that they have spent at least two years in responsible charge of significant engineering work out of a minimum seven years of work experience.

The "responsible charge of significant engineering work is defined as:

"The definition of significant engineering work will vary between disciplines. As a general guideline, the work should have required the exercise of independent engineering judgment, the programmes concerned should have been substantial in duration, cost, or complexity, and the applicant should have been personally accountable for their success or failure. In general, an applicant may be taken to have been in responsible charge of significant engineering work when they have: -

- a) planned, designed, coordinated and executed a small project, or*
- b) undertaken part of larger project based on an understanding of the whole project, or*
- c) undertaken novel, complex and/or multi-disciplinary work"*

1.5 Maintenance of Continuing Professional Development

The BEM has established the need for a Professional Engineer to participate in Continuing Professional Development (CPD) Programme with the objective to ensure lifelong learning and to provide a framework through which Professional Engineers could maintain a record of systematic documentation with maintenance to improve,— broaden his knowledge, skill development of personal qualities for execution of professional and technical duties throughout the engineer's working life.

All Professional engineers are required to submit their yearly CPD to BEM to enable them to renew their yearly professional engineer's certification.

Details of the BEM CPD Policy are enclosed as **Attachment B**.

2. CODE OF PROFESSIONAL CONDUCT AND ETHICS

All Professional Engineers registered with BEM and IEM are bound by the Registration of Engineers Act and, the Code of Professional Conduct and the IEM Regulations on Professional Conduct. These documents are enclosed as **Attachment C**. The member for the Register must be a member in good standing in its membership status with the professional institution.

3. QUALITY ASSURANCE

In order to maintain the quality assurance of the APEC Engineer Register, a yearly quality audit will be carried out by an Audit Panel appointed by the R&A Committee.

The Audit Panel comprises two (2) Senior Members or Fellow Members who will be nominated by the R&A Committee. The Panel shall randomly choose a minimum of two applications or 10% of that year's applications for a review of the registration process.

Quality audit objectives may include but are not limited to:

- 1) Identifying all nonconformity, gaps, and shortcomings;
- 2) Continual improvement of the registration processes.

4. APPEAL PROVISIONS

Applicants who have had their applications declined will receive a letter informing them of the decision and the rationale for denying the application. Applicants who wish to appeal must lodge his/her request in writing within 30 days of the notification letter.

The R&A Committee will appoint an Appeal Panel consisting of two (2) of its members to review the application.

5. PROCESS FLOW CHART, CHECKLIST AND FORMS

The process flow chart attached as **Attachment D**, Checklist attached as **Attachment E**, Types of Forms enclosed as per **Attachment F- I** respectively. The APEC/IntPE Application Form is as per **Attachment J**. The Audit Report Form is as per **Attachment K**.

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 IEM The Institution of Engineers, Malaysia	THE INSTITUTION OF ENGINEERS, MALAYSIA <hr/> Rangunan Ingenieur, Lots 60 & 62, Jalan 52/4, P.O. Box 223, Jalan Sultan, 46720 Petaling Jaya Tel: 03-79684001/4002 Fax: 03-79577678 E-mail: sec@iem.org.my
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IEM

Professional Interview Guidelines
for Applicants and Candidates

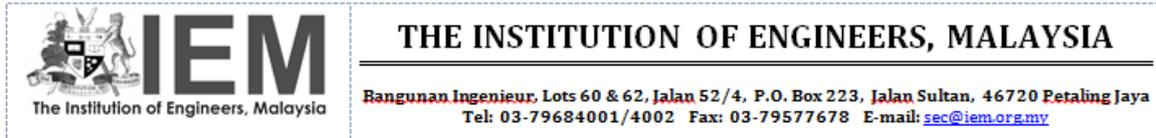


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I THE PROFESSIONAL INTERVIEW

1. Definition

The Professional Interview is a peer review process comprising an assessment on the professional competency of the candidate by Corporate Members of IEM. The IEM Competency Standard used in the professional Interview is closely referenced to the UK Standard for Professional Engineering Competence (UK—SPEC), specifically on the Competence and Commitment Standard for Chartered Engineers.

This IEM Competency Standard (Refer to IEM PI 0100 on the Competence Model for Professional Interview) consists of eighteen (18) Competency Elements that are grouped under five (5) broad Competency Categories:

- A. Knowledge and understanding
- B. Design and development of processes, systems, services and products
- C. Responsibility, management or leadership
- D. Communication and inter-personal skills
- E. Professional commitment

The five generic areas of competence and commitment must be demonstrated in order to practice professionally. The Competency Elements are used as the basis for assessment in the Professional Interview by the IEM. Applicants will be required to provide evidence of competence against each of the eighteen (18) Competency Elements. The evidence is to be drawn from their work experience, specifically as they have encountered engineering problems or engaged in engineering activities.

A glossary of terms is included in the Guidelines.

Interpretation

Unless the context requires otherwise:

- a) words in the singular include the plural and vice versa;
- b) words importing the masculine gender include the feminine gender.

2. General Regulation

- 2.1 The Professional Interview shall be held throughout the year in Malaysia in IEM Secretariat or any of its twelve (12) Branches.
- 2.2 Before a person is eligible to apply to sit for Professional Interview, he must have gained at least three (3) years of approved experience after graduation with an accredited engineering degree. The experience should be in planning, design, execution and management of such works as are comprised within the profession of an engineer, or relevant experience under the IEM Log Book Training Scheme.

2.3 The Professional Interview Process consists of two stages:

Stage 1: Submission of Professional Interview Application Documents for documentary review of competency evidence to assess Applicant's eligibility and readiness for the Professional Interview

Stage 2: In-person assessment of Candidate that consists of a face-to-face oral examination as well as writing of two essays

2.4 An Applicant for Professional Interview must submit one copy of Professional Interview Application Form together with the following:

- IEM Corporate Membership Application Form;
- Two (2) sets of Training and Experience Report (Portfolio of Evidence);
- Technical Report; and
- Professional Interview fees
 - ✓ Processing Fee (stage 1); and
 - ✓ Interview Fee (stage 2).

2.5 During Stage 1 of the process, if any of the competency evidences or Technical Report is assessed to be inadequate, the Applicant will be asked to resubmit supplementary documents. IEM Secretariat will inform him of the areas of shortcomings.

2.6 The Applicant will have to resubmit the supplementary documents within two (2) months upon receiving the notification letter. If documentary review of the competency evidence or Technical Report is deemed inadequate after two (2) times of resubmission, the Applicant would not be eligible to proceed to Stage 2. The documentation submitted by the Applicant will be returned and Stage 2 fee be refunded.

2.7 Upon satisfactory documentary review of the competency evidence and Technical Report, the Applicant will be informed in writing on his eligibility to attend the Professional Interview as PI Candidate. The name of the two Professional Interviewers shall then be communicated to the Candidate.

The IEM Secretariat shall notify the Candidate of the date, time and place of the Professional Interview.

3. Condition of Submitted Documents

3.1 Application Documents have to be submitted in the following conditions:

- The form should be word-processed and submitted electronically using a minimum front size of 9
- Alternatively, the form should be type-written using black ink
- Do not bind or glue sheets together as your application will be scanned.

I. PREPARATION OF DOCUMENTS

1. Professional Interview Application Form

This section shall guide the Applicant on how the form should be presented.

1.1. Part A: Personal Details

- Provide your personal details including your contact address
- Choose your preferred venue for Interview
- Choose the preferred language for the Professional Interview in either English or Bahasa Malaysia. Upon making the choice, the entire Professional Interview shall be conducted in your selected language, including the various forms, technical report, oral interview and the written essays.

1.2. Part B: Current Employment

- Complete details of your current employment

1.3. Part C: Your Expertise

- Tick the main sector and sub-sector most relevant to you and your area of expertise. For “Others”, please specify them accurately.
- Specify the engineering discipline as registered with “Board of Engineers Malaysia” [BEM] and attach a certified copy of BEM Registration Certificate as evidence.

1.4. Part D: Tertiary Education

- List the details of all your academic qualifications awarded
- Give details of any formally assessed work-based learning acquired
- Attach a copy of your documents, certified by one of your Supporters as a true copy of the original.

1.5. Part E: Professional Development or Training Schemes

- Give details of any formal or structured training or professional development programs you have completed.
- Specify the competencies gained (refer to the eighteen competency elements), and quote the scheme reference numbers and the names of accrediting institutes, if applicable.

1.6. Part F: Professional Services, Papers Presented, etc.

- List the reports, papers and patent published in your name
- If you work in a research or academic environment, summarise your published paper on no more than one A4 sheet
- List the services you have engaged with IEM or your community which raise the profile of engineering.

1.7. Part G: Organisation Chart/Accountability Diagram

- Provide an up-to-date organisation chart/accountability diagram with the following details:
 - ✓ Two or three levels of authorities above and below your post
 - ✓ Your post (indicated with an arrow)
 - ✓ Identify any Corporate Member of IEM or equivalent, quoting his membership grade and registration number

- If you have changed your job within the last three years, include the same for your previous posting on a separate A4-size sheet, together with the relevant date(s)
- If your organisation operates a flat-based structure, please illustrate.
- Do not use any pictures, colour or shading as these make the diagram illegible when photocopied.

1.8. Part H: Relevant Career History

- Provide details of your work experience in chronological order starting from your first postings upon graduation from your institute of higher learning. For each of your posting, indicate the followings:
 - ✓ Duration of posting and job title
 - ✓ Name and address of employer
 - ✓ Your main responsibilities, tasks and achievements

For each posting, give evidence on what you have done rather than what the job requires you to do, focusing on answering to the eighteen (18) competency elements. You may give an extended description of your role, or the role that is most relevant to demonstrate your competence, giving details of your responsibilities and contributions.

1.9. Part I: Declaration

- Initial each and every page of your application form. Sign and date the application, confirming that the statements given are true to the best of your knowledge.
- Declare that you do not plagiarise your application. Understand that plagiarising will render the application null and void, and you may be barred from professional interview.
- Make sure you only sign the declaration after all your supporters have signed.

1.10. Part J: Supporters' Details

- IEM Bylaws requires your application to be supported and signed by not less than two (2) Corporate Members of whom at least one (1) shall be a Fellow of The Institution or a Member of not less than ten (10) years' standing in The Institution.
- Since Supporters will be required to confirm your suitability for Corporate Membership, your chosen Supporters should know you well and be convinced, through direct or personal experience, that you are suitable to be elected or transferred to the grade of MIEM. The Supporters typically have detailed and up-to-date knowledge of your work so that all the information in the application can be verified.
- Your chosen Supporters may be a selection of the followings:
 - ✓ Profession Engineer registered with Board of Engineers Malaysia
 - ✓ Corporate Member of IEM
 - ✓ Engineer registered with Engineering Council (UK), or equivalent.
 - ✓ Applicant's Mentor under IEM Log Book Training Scheme
- At least one of the Supporters must be of the same engineering discipline; and preferably from the same organisation as that of the Applicant.
- In rare situations where an Applicant is unable to have a MIEM/PE to verify and sign for their past experiences, they may seek assistance and guidance from IEM Senior Mentors.
- The Supporters should be working at a senior level to the Applicant, preferably for at least two years, and with direct knowledge of the Applicant's work, role and responsibilities. In the event that the above is not available, the current line manager, or employer in higher organizational hierarchy, may act as Supporter, provided he is a Corporate Member of IEM or equivalent.
- The third supporter is optional, and may be necessary, for example, if you work on contracts for an extended period, as he can verify your works during that period of your employment.

- It is important to choose a lead Supporter, who can assist you in the process of PI application, including the advice of filling up the Application Form, presenting Portfolio of Evidence in the Training & Experience Report, drafting the Technical Report, preparing for the actual face-to-face oral examination.

2. Training and Experience Report (Portfolio of Evidence)

- 2.1. This section shall guide Applicant on how to prepare the Training and Experience Report in the form of Portfolio of Evidence [refer to Form IEM PI A401], which the Applicant is required to submit two copies together with Professional Interview Application Form.
- 2.2. The Applicant is required to provide evidence for each of the five (5) Competency Categories A, B, C, D and E (Refer to IEM PI 0100), covering the eighteen (18) competency elements, which are used as a basis for assessing the Applicant when he applies to sit for the Interview. The evidence written for each competency category should typically be around 500 words, excluding appendices and attachments.
- 2.3. The Applicant has to cross-reference with “Part H: Relevant Career History of Professional Interview Form” when preparing the Training and Experience Report. Typically, he has to transcribe the evidence from his career history to all the relevant competency categories. In doing so, he has to provide an extended description of his role, responsibilities and achievements relevant to the competency category to which a piece of evidence is transcribed. The Applicant has to indicate the tasks encountered in the course of his work experience, describing the related engineering activities, problems encountered and their resolutions. This will form the portfolio of evidence for the competence gained under each competency category.
- 2.4. The evidence should be given in a clear and concise manner detailing only the essential facts as proof of competencies. The Applicant may attach relevant documentation to support the evidence of competency, initialling/signing on each page of the attached documentation. The supporting documentation should also be clearly referenced. The evidence of competencies shall be assessed by MAB for his eligibility or readiness to sit for the Professional Interview.
- 2.5. Applicant should take note that the right-hand column denotes the revision reference and its date of re-submission of the evidence; hence the column should be left blank in the first submission. When any evidence for any of the categories is found to be inadequate, Applicant will be asked to re-submit the evidence. The revision reference and its date of submission will then be logged in the right-hand column.
- 2.6. Applicant should get the Supporter to endorse the evidence and initial/sign on every page of the form, including the supporting documentation.

Annexes: Design and Site Experience

Applicant is expected to have sufficient design and site experience typically expected of a competent engineer. The design and site experiences are typically required for a person to register with the Board of Engineers as a Professional Engineer.

The length of design and site experience differs from one engineering branch / discipline to another. This applies to the sub-branches of each major engineering branch. The following table gives the summary.

Engineering Branch and Related Sub Branches	Design Experience (Month)	Site Experience (Month)
Civil Engineering	12	12
Mechanical Engineering	6	12
Electrical Engineering	12	6
Electronic Engineering	6	12
Chemical Engineering	6	6
Other Branches of Engineering	6	6

Applicant is specifically required to give evidence of the design and site experience by filling up the Annexe A (Design Experience) and Annexe B (Site Experience). The cumulative total period must satisfy the minimum period specified in the above table.

3. Technical Report

- 3.1. This section is intended for the Applicant to prepare for Technical Report in support of his application to sit for Professional Interview.
- 3.2. The Applicant is required to submit two (2) copies of Technical Report together with the Professional Application Form.
- 3.3. The Technical Report shall demonstrate that the Applicant has attained the engineering knowledge, understanding, and application in his engineering discipline, or sub-discipline at the level necessary to underpin the technical competences required to become a Corporate Member of IEM.
- 3.4. Although there is no fixed format for Technical/Project Report, it is strongly recommended that the Applicant shall ensure that the Report contains some essential parts which are inclusive of, but not limited to the following:
 - A list of contents, including the appendices.
 - A brief executive summary as a preamble.
 - A column on the right of each and every page of the Report for the Supporter or Supervising Engineer to certify.
 - A checklist at the end of the Report for the Applicant to check, sign and confirm all documentations submitted in the report by him
- 3.5. The content of the Report must be technical in nature. A pure management study is not acceptable. The scope of the Technical/Project Report shall depend upon the academic/ professional qualifications and practical training, experience and achievement.
- 3.6. Applicant can prepare the Technical/Project Report basing on the work(s) or project(s) from the Applicant's portfolio of evidence or career history that best demonstrates Competency Categories A and B. This should typically represent the engineering project or work area where the Applicant has gained substantive technical expertise.
- 3.7. The Technical Report should typically have 4,000 to 6,000 words, excluding appendices and attachments. It should describe particular project(s) or work(s) (or part thereof) in which the Applicant played a major role, including taking the lead in some or all of the elements. Applicant must indicate clearly his role in the development and management of the project(s) or work(s) by giving the background to the important decisions for which he was responsible or to which he made a significant contribution. Above all, Applicant must show where he has exercised independent engineering and professional judgment.

- 3.8. Numerical analyses, cost data drawings or other relevant additional documentation should be included as appropriate to support solutions/decisions described in the Report. Any appendices or attachments are not included in the word-count, but they should be bound into the Report
- 3.9. While the Report may include or be largely based upon technical reports or design studies or research works written as part of the Applicant's normal employment, it must include a commentary identifying the contribution the reported work has made to the Applicant's technical formation and highlighting where and how engineering principles have been applied to solve problems.
- 3.10. It is essential that the drawings and document submitted shall be the work of the Applicant in the ordinary course of his permanent/contractual (long term) employment. If only a portion of the Documents has been prepared by the Applicant, this must be clearly indicated and certified.
- 3.11. The Technical Report should be comprehensive, clear and concise; enough to give sufficient evidence of the Applicant's personal technical contribution to the engineering work(s) or project(s). Applicant should initial/sign on every page of the Report.
- 3.12. The Technical Report should be submitted with supporting sheets, calculations tables, charts, diagrams and/or drawings duly certified. It may include one or more of the following:
 - Design work
 - Feasibility study
 - Research and development work
 - Operations and maintenance work
 - Other engineering work

Design Work

Report on design work shall include the following:

- a. At least two (2), but not more than four (4) working drawings (to appropriate readable scale that is accepted as the norm in the Applicant's engineering discipline or sub-discipline); and
- b. Detailed design/engineering analysis and calculations relating to one or more of the Applicant's own submitted drawings. Computer-aided analysis and design output shall be accompanied by "manual calculations" that forms part of the verification process. For novel design (including front end engineering design), this can be interpreted as field application leading to validation of work; and
- c. Specifications to which Applicant has contributed or executed in the course of design or field work; and

Feasibility Study

Report on feasibility study shall include the following:

- a. At least one (1) relevant drawing that conveys essential features and details of an engineering system;
- b. At least three (3) sketches that contain sufficient details to enable a draughts person to work them up into concept, tender/bid drawings without further guidance;
- c. Preliminary stress, system or other pertinent analysis;
- d. Specifications to which Applicant has contributed for subsequent design and field execution.
- e. Applicant may include one or more of the following items as part of the study:
 - Functional and economic comparison of preliminary designs of the engineering system;
 - A comprehensive report of a major engineering project;
 - A system design of a major engineering work.

Research and Development Work

- a. Description of the research and development work detailing the planning, execution (methodology) and deliverables of the work that clearly demonstrate sound application of engineering principles.
- b. Details of progressive pilot or prototyping work from computer and/or laboratory models shall also be submitted.
- c. The work actually carried out by the Candidate, appended with any engineering document including drawings produced by him.
- d. A critical appraisal of the design on any research experiments or systems which may not be the work of the Candidate may be included.
- e. The Report, if extracted from the candidate's PhD or Master's Thesis, has to contain significant practical industrial application.

Operation and Maintenance Work

- a. A detailed description of the operations of the plant or system together with the maintenance schedule, which the Candidate has formulated or designed.
- b. In his submission, he should clearly indicate his contribution which would demonstrate a sound understanding of the engineering principles and their application.
- c. A critical appraisal of the design of the engineering system which may not be the work of the Candidate should be included.
- d. Details of modifications made to the existing system which are the work of the Candidate should also be submitted.

III The Interview

1. Introduction

- 1.1 The Professional Interview will consist of two parts, namely:
 - i. The Oral Examination
 - ii. The Written Examination
- 1.2 The Candidate must complete the two parts in order to satisfy the Professional Interview's requirements.
- 1.3 Professional Interview will be conducted by two (2) experienced IEM Corporate Members, who are trained for this purpose.
- 1.4 IEM Secretariat will normally help in arranging for the Interview by coordinating with both the Interviewers and the Candidate regarding the date, time and venue.
- 1.5 Once the date of Interview has been agreed and fixed, the Candidate shall have to abide by it.
- 1.6 Candidate may request for postponement of the Interview, if he can provide valid reasons that are acceptable to the Interviewers. However, postponement can only be considered if it is within less than two (2) months from the original date of Interview, otherwise it shall render the interview null and void; and the Candidate shall have to make a fresh application.

2. Conflict of Interest

- 2.1 Candidate should not be interviewed by any of the following:
 - Supporter for the application
 - A person who has verified Candidate's application form
 - A person employed in the same or related organisation as the Candidate
 - A person who has close family relationship with the Candidate
 - A person who is a close friend of the Candidate
 - Any person who may have a conflict of interest, either for or against the Candidate

- 2.2 It is the Candidate's ethical duty to request for a change of Interviewers before the Interview, if one or more of the above-mentioned conditions exist.

3. Oral Examination

- 3.1 The Oral Examination will normally be allocated about one hour and thirty minutes for each Candidate.
- 3.2 Candidate should arrive at the venue for Interview at least 15 minutes before the start of the Interview to allow time to settle down and get ready.
- 3.3 While there is a need to be flexible in the Interview, the format is typically arranged as follows:
- Introduction
 - 15-Minute Presentation by Candidate
 - About 60 Minutes of "Questions & Answers" Session
 - Opportunity for Final Evidence
 - Conclusion
- 3.4 The Interview will be conducted in the selected language, either in English or Bahasa Malaysia.
- 3.5 Candidate will be required to show some form of photo-identification at the Interview. This is to ensure the right Candidate is interviewed.

Presentation

- The presentation will be allocated 15 minutes. You are expected to not exceed the allocated time.
- The content of the presentation should be based on a piece of work or project from your Training & Experience Report (Portfolio of Evidence Form) that best demonstrates Competency Categories A and B. This should be concise, enough to give key points of your personal technical contribution to the work or project presented.
- The presentation format is your choice. This may involve one or more of the following:
 - ✓ A computer-based presentation such as PowerPoint presentation (Typically 5 slides)
 - ✓ A paper based presentation
 - ✓ A verbal presentation without any other aids.
- It is important that you discuss with the PI Secretariat to help arrange the use of visual aids. IEM may not be able to guarantee facilities to support all audio, visual or IT requirements.
- You are required to bring three paper copies of their presentation materials (maximum A3 size) to the interview, one of which will be retained by IEM and the other two will be passed to the Interviewers. Please ensure that animation created by the computer-based presentation will not hinder eligibility when the hard copies are printed out.

Question & Answer

- Interviewers will generally use the career history of your application form as an agenda for the interview. They will encourage you to talk about your experience in chronological order to draw out evidence of competence during the discussion.
- You should be prepared to explain the technical content of your work as the Interviewers will probe specific competence areas.
- You should also be prepared to expand other aspects of your work including leadership & management, communication & interpersonal skills, professional commitment, etc.
- Matters related to commercial sensitivity or governed by the Official Secrets Act are unlikely to be an essential part of the interview. You will not be expected to divulge them.
- Interviewers will normally cover the full range of competencies by the end of the Oral Interview. They will ask questions in a clear and concise manner. You will have to make sure that you understand the questions first before attempting to give your answer.
- You should bring a copy of your Development Action Plan (DAP) to be presented on a separate form (Refer to IEM PI C300) towards the end of the Oral Interview. This plan is a demonstration of

your commitment to maintaining professional competence, often referred to as Continuing Professional Development (CPD). This does not have to be linked to an organization. It can be self-managed. This is a plan for future with the short-term and long-term goals, and how you are going to achieve them.

Opportunity for Final Evidence

- At the end of the Oral Examination, Candidate will be given the opportunity to:
 - ✓ Raise any points which he feels have not been covered during the discussion
 - ✓ Give any evidence which he feels may help the assessment of his case
 - ✓ Ask any questions you may have

End of Oral Interview

- Candidate will NOT be allowed to change the engineering discipline on which it has been interviewed, to the one thought to be more appropriate.
- Similarly, the Interviewers are NOT allowed to do likewise.

4. Written Examination

4.1 At the end of the Oral Examination, Candidate will be asked to proceed to the second part of the Professional Interview, namely the Written Examination, which consists of two sections:

- Section A: Technical Essay
- Section B: Ethical Essay

Each essay will be allocated 90 minutes.

4.2 In Section A, Interviewers will normally set two questions, of which Candidate chooses one to answer. The set questions are typically related to the technical aspects of the work in which Candidate has gained substantial experience.

4.3 Section A will be assessed based on two main Competency Categories, namely T-Technical knowledge and application (T1, T2, T3) and W-Writing proficiency (W1, W2, W3):

Section A	
T	Technical Knowledge and Application
T1	Understands the scientific and engineering fundamentals of related discipline and own specialization
T2	Applies the appropriate theoretical and practical methods to the analysis and solution of engineering problems
T3	Applies the engineering knowledge related to local practices, codes, standards, specifications, materials, products, environments, etc
W	Written Communication / Proficiency
W1	Understands the question clearly and answers with suitable technical contents and relevant examples
W2	Presents the answer with good structure, proper heading and paragraphing as well as conciseness, coherence and cohesion
W3	Presents the answer legibly with good grammar, lexicon, spelling, and punctuation

- 4.4 In Section B, Interviewer will choose two questions from the official list of printed questions related to IEM Regulations on Professional Conduct, of which Candidate chooses one to answer. It is generally intended to test how the Candidate think about the role of the engineer in society vis-à-vis the Regulations of Professional Conduct.
- 4.5 Section B will be assessed based on two main Competency Categories, namely P-Ethical knowledge and application (P1, P2, P3) and W-Writing proficiency (W1, W2, W3):

Section B	
P	Professional Ethics Knowledge and Application
P1	Understands IEM / BEM Code of Professional Conduct and contemporary ethical issues in the engineering profession
P2	Takes professional & ethical responsibility in actual work situation to enhance the honour and reputation of the engineering profession
P3	Understands the impact of engineering solutions in the larger context like society, environment, health, safety, and public welfare
W	Written Communication / Proficiency
W1	Understands the question clearly and answers with suitable technical contents and relevant examples
W2	Presents the answer with good structure, proper heading and paragraphing as well as conciseness, coherence and cohesion
W3	Presents the answer legibly with good grammar, lexicon, spelling, and punctuation

- 4.6 Candidate is required to answer the questions in both sections in hand-writing. Candidate is not permitted to bring any form of reference materials, or use electronic devices with content accessibility such as notebook, portable computer or mobile phones, etc. during essay writing.
- 4.7 Candidate is not allowed to spend the total of three hours for written examination flexibly by using more than 90 minutes for one question at the expense of the other question.

5. Preparing for Professional Interview

- 5.1 The best way to prepare for the Interview is to review your Application Form, Training and Experience Report (Portfolio of Evidence), and Technical Report.
- 5.2 Identify and determine which of your experience best demonstrate the required range of competencies. Highlight your personal contribution.
- 5.3 Candidate is required to bring along the following:
- A copy of the completed Professional Application Form
 - A copy of the completed Training and Experience Report (Portfolio of Evidence)
 - Three paper copies of the presentation materials
 - A copy of Candidate's "Development Action Plan"
 - Photo-identification, such as MyKad, driving licence with photograph, passport or other valid documents.
- 5.4 In rare cases where the Candidate has physical writing impairment, he should communicate with IEM Secretariat to check if special arrangement could be made. IEM may not be able to give any guarantee.

6 Post Interview

- 6.1 The Interviewers will NOT indicate to the Candidate the result of the Interview on the day of Interview, as they have to go through the due process.
- 6.2 At the end of the Interview, the Interviewers will make a report to IEM Secretariat. Candidate will be informed of the outcome when a decision is made by relevant Committees in IEM.

7 Appeal

- 7.1 The Candidate has the right to appeal against the FAIL interview result. The appeal shall be submitted within thirty (30) days from date of notification of the result.
- 7.2 Appeal Procedure:
 - i. The Candidate is required to submit the Professional Interview Result Appeal Form (IEM PI C400); and
 - ii. Pay the Appeal Fee, as advised by IEM.
- 7.3 An appeal may be made on the following grounds only:
 - extenuating circumstances occurring during the application process or interview and/or
 - departure from the IEM's application or interview procedures.
- 7.4 An appeal shall not be considered on the ground of the Interviewer's assessment of the candidate's performance.
- 7.5 The decision of the relevant IEM Committee on the appeal shall be final.

IV Glossary

- **Applicant** means an engineer, who has made an application to attend the Professional Interview conducted by IEM after satisfying the necessary requirements.
Applicant should typically have gained an accredited engineering degree and subsequently accumulated a minimum of three-years practical training and experience as an engineer.
- **BEM** means "Board of Engineers Malaysia", a body corporate under the Ministry of Works Malaysia to regulate the engineering profession in Malaysia.
- **BEM Graduate Engineer** means an engineer registered with BEM after graduating with an accredited degree.
- **Bill of Quantities** means the list of work items, raw materials, etc. and their respective quantities required to complete an engineering work.
With regard to Chemical Engineering or related engineering discipline, the "Material and Energy Balance" in lieu could be considered as the Bill of Quantities.
- **Candidate** means an Applicant who has been assessed and approved by IEM to sit for the Professional Interview.
Candidate should have been registered with BEM as Graduate Engineer under four (4) **Major Engineering Branches**, namely Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering.

Chemical Candidate means a candidate from the Chemical Engineering discipline who has spent a minimum aggregate of six (6) months in design experience, and six (6) months in field, including in plant facility operations and supervising an engineering work.

Civil Candidate means a candidate from the Civil Engineering discipline, who has spent a minimum aggregate of twelve (12) months in design, and twelve (12) months in field supervising an engineering work.

Electrical Candidate means a candidate from the Electrical Engineering discipline, who has spent a minimum aggregate of twelve (12) months in design, and six (6) months in field supervising an engineering work.

He is expected to have knowledge and experience in the design, installation, operation and/or maintenance of electrical installation or system with a voltage of at least 400V, three phase and operating current of at least 300A. He is also expected to have sufficient exposure to medium voltage (1kV up to 33kV).

Mechanical Candidate means a candidate from the Mechanical Engineering discipline, who has spent a minimum aggregate of six (6) months in design of mechanical components, equipment or a system, and another six (6) months in the supervision, fabrication, installation, commissioning, operation or maintenance of mechanical engineering works.

He is to have knowledge and experience in at least three of the following sub-systems; fire-protection, air-conditioning, lifts and escalators, water and sanitary plumbing, etc.

- **Competency** means the ability to carry out a task to an effective standard, of which the achievement requires the necessary level of knowledge, understanding and skill, as well as a professional attitude. It is part of the requirement that must be demonstrated in order for an Applicant to be admitted as a Corporate Member of IEM. The formation process of professional competence generally involves a combination of formal education and practical training and experience.
- **Competency Categories** means a group of Competency Elements that are classified under a broad area of professional competency required for the assessment in Professional Interview. The five groups of Competency Elements form a matrix to enable Professional Interviewer to evaluate and assess the Candidates. [Refer to IEM PI 0100 and IEM PI A401]
- **Competency Elements** means a component of Competency Category that describes a specific area of professional competency against which the PI Candidate is assessed for his level of attainment based on a specific set of standard criteria. Applicants will be required to provide evidence of competence against each of the eighteen Competency Elements. [Refer to IEM PI 0100 and IEM PI A401]
- **Competency Evidence** means the evidence drawn from the work experience of Applicant as he has encountered engineering problems or engaged in engineering activities. [Refer to IEM PI 0100 and IEM PI A401 for the requirements]
- **Competency Model** (Refer to IEM PI 0100) consists of eighteen “Competency Elements” grouped under five “Competency Categories”. The Model demonstrates the underpinning knowledge and understanding of engineering fundamentals, application abilities, leadership and management skills, interpersonal skills, and personal commitment to the profession that must be demonstrated in order to practice professionally.
- **Engineering Sub Branches** means the sub-disciplines of engineering studies in which the Applicant has practiced during his training due to his unique nature of work, such as water resources, structural, highway, transportation, geotechnical, construction, environmental, building services, manufacturing, aeronautical, aerospace, automotive, industrial, marine, naval architecture, electronic, telecommunication, Computer, chemical, petroleum, process, etc. As a prerequisite for his engineering training, he must spend a minimum aggregate of six (6) months in design and another six (6) months in field work supervising his area of expertise.
- **Engineering Experience** means the period, in man-months, of training and experience of the Applicant in an engineering work, inclusive of lecturing in institutions of higher learning. All trainings during the period have to be supervised by a Supervising Engineer or his Mentor.

Applicant can gain professional engineering competency, and the evidence thereof, in the course of his training, especially in providing solution to engineering problems. From the compilation of his Portfolio of Evidence, the Applicant can self-assess whether he is ready to make an application to attend his professional interview.

Design Experience means the training experience in which the Applicant plans, manages and executes process and engineering design work, feasibility study, research and development work, or operation and maintenance work.

Field Experience means the training experience in which the Applicant is involved in site supervision, investigations and verifications, testing and commissioning, as well as trouble-shooting in the field.

Field experience shall not consist merely of periodical and routine inspections, attending routine meetings, but shall have to include activities which demonstrate engineering proficiency and competency like trouble-shooting, site situational problem solving, clarifying of design uncertainties, proposing of better alternative designs, reviewing parameters and improving work procedures and standard practice, surveys, material testing and work sequencing.

Lecturing Candidate means a “Teacher in Engineering” who is engaged in teaching a course leading to a qualification in engineering research or teaching a course leading to a qualification approved by the Board; and at least one (1) Year of such practical shall be obtained in Malaysia under the supervision of a registered Professional Engineer of the same discipline or an approved allied discipline and shall be in fields of engineering practice other than in research or teaching.

In addition to these prerequisites, he must have not less than three (3) years’ experience, which may include a period on:

- a) an approved course of full time post-graduate study, or
- b) on research for the award of a higher degree, or
- c) research done whilst holding the position of lecturer in an accredited degree course.

Operation and Maintenance Candidate means the Applicant whose experience lies in the operation and maintenance of engineering plant or system, which forms the prerequisite for him to qualify to attend the Professional Interview.

Research and Development Experience means the Applicant who has been engaged in engineering research work as a prerequisite for his practical experience in engineering to qualify him to attend his Professional Interview, and is doing research at the time of his application to sit for the Professional Interview.

The candidate shall have at least five (5) years of experience made up of the following:

- a) responsible position in engineering research; research for the award of a post graduate Master or Doctorate degree could be considered for an aggregation up to a maximum of one (1) or two (2) years respectively depending on the duration of the research; and
 - b) cumulative of one (1) year approved practical experience under the supervising engineer of the same discipline.
- **Essay Writing** means the second session of the Professional Interview, whereby the Candidate is required to write two essays.

Essay Writing – Section A means the technical essay written by the Candidate during the second session of his Professional Interview, whereby he will write on one of the two alternative subjects selected by the Interviewers relating to his practical experience.

Essay Writing – Section B means the second essay written by the Candidate during the second session of his Professional Interview on the Regulations of Professional Conduct. The Candidate will be asked to answer one question from two alternative questions selected by the Interviewers from a list of questions previously available to the Candidate.

- **IEM** is the abbreviation for “The Institution of Engineers, Malaysia”
- **IEM Branch** means one of the twelve regional IEM branches, from which Applicant may chose as his preferred venue for his Professional Interview, other at the IEM HQ. The twelve (12) IEM Branches are Kedah/Perlis Branch, Penang Branch, Perak Branch, Negeri Sembilan Branch, Melaka Branch, Southern Branch, Pahang Branch, Terengganu Branch, Kelantan Branch, Sabah Branch, Miri Branch and Sarawak Branch.

- **IEM Corporate Member** means a member of IEM who has been admitted or transferred into the grade of Member (MIEM) or Fellow (FIEM) upon satisfying the IEM Council that he has attained such standard and criteria as set by the Council being evidence of his proficiency as a professional engineer.
- **IEM Council** means the elected governing body of IEM with the mandate to direct and manage all property and affairs of the Institution, including conducting the Professional Interview for the purpose of admission or transfer as Member of IEM (MIEM).
- **IEM Graduate Member** means a member of IEM who has been admitted or transferred into the grade of Graduate Member (Grad IEM).
- **IEM Log Book Training Scheme** means the training scheme organized by IEM to provide guidance to IEM Graduate Member on a proper practical training so as to ensure that such training fulfils the requirements for his transfer to the grade of MIEM.

Through the IEM Log Book Training Scheme, the IEM Graduate Member shall become a Mentee who would obtain his practical experience under the supervision of a Mentor, for a minimum period of three (3) years. The IEM Graduate Member (Mentee) shall maintain a log book of his training, which shall be endorsed quarterly by his Mentor. Every year the log book has to be submitted to IEM for record and endorsement.

- **IEM Monthly Bulletin** means the monthly bulletin called 'Jurutera' published by IEM to communicate to its members on matters affecting the Institution in particular and the engineering profession in general.

The names of all PI Candidates will be published in this bulletin. If any IEM Corporate Member has any reason as to why any of the Candidates is not a fit and proper person for election or transfer as a Member of IEM (MIEM), he should communicate in writing to the Honorary Secretary within a month from the date of publication.

The names of successful Candidates will be published after the IEM Council has approved the election/transfer to the grade of MIEM.

- **MAB or Membership Application Board** means the Sub Committee in IEM designated to assessed the "IEM Professional Interview Application Document" submitted by Applicant before deciding whether or not Applicant is ready to proceed for the Professional Interview.
- **Mentor** means an IEM Corporate Member who has been assigned to supervise the practical training of an IEM Graduate Member under the IEM Log Book Training Scheme. The mentor is typically of the same discipline as that of the mentee.
- **Oral Examination** is the first session of the Professional Interview, whereby the Candidate will be assessed by two (2) Professional Interviewers to determine whether he has attained the level of competence for election/transfer to the grade of MIEM.
- **Peer Review** is a process by which the professional engineering competence of Candidate is checked by IEM Corporate Members (the would-be peers of Candidate) in the same engineering discipline to ensure that he meets the necessary standards before he is admitted as one of their peers.
- **Portfolio of Evidence** means a collection of verified facts and/or documents that Applicant must compile and present as the required evidence to show his competence against the eighteen competency elements grouped under five competency categories (Refer to IEM PI 0100 and IEM PI A401)
- **Principal Interviewers** means the two IEM Corporate Members assigned by the Professional Interview Board to conduct the Professional Interview.
- **Professional Engineer** means the professional title given to engineers who meet the standard of competence required by the Board of Engineer Malaysia for registration as a professional engineer. Becoming a MIEM satisfies the requirement to be registered as the professional engineer under subsection 10(2) (a) (ii) (c) of the Registration of Engineers Act 1967 (Revised 2015).

- **Professional Interview Application Documents** means the Applicant Forms, Training and Experience Report (Portfolio of Evidence) and the Technical Report submitted by Applicant with the intention to sit for the Professional Interview.
- **Professional Interview Board** means the Sub Committee within the Institution assigned by the IEM Council to manage the Professional Interview.
- **Regulation on Professional Conduct** means a set of code intended to cover all eventualities on how an IEM Corporate Member or a professional engineer shall conduct himself, written in general terms based on broad ethical principles.
- **Supervising Engineer** means an IEM Corporate Member, or equivalent professional affiliation, of the same discipline who has personal knowledge of the Applicant/ Candidate's roles and responsibility within the same organization or company.
- **Technical Report** means the one of the two reports to be submitted by Applicant when submitting his Professional Interview Application Documents. The report shall follow the requirement of the relevant major engineering branches; and may include one or more of these areas of work, namely design work, feasibility study, research and development work, operations and maintenance work, or other engineering work.
- **Training and Experience Report (Portfolio of Evidence)** means a prescribed format in which Applicant is required to compile and present a collection of facts and documents as the required evidence to show his competence gained during his work experience against the eighteen competency elements grouped under five competency categories. This shall form a basis for assessing his readiness to sit for the Professional Interview (Refer to IEM PI 0100 and IEM PI A401)
- **The Institution of Engineers, Malaysia ("the Institution")** is a society established to promote and advance the science and profession of engineering in any or all its disciplines and to facilitate the exchange of information and ideas related to engineering.
- **Unsuccessful Candidate** means the Candidate who has not satisfied the IEM Council that he has attained such standard and criteria as set by the Council being evidence of his proficiency as a professional engineer.

Rev. No.: 0
Date: 6.2.2017



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

IN exercise of powers conferred by Sections 13(2) and 13(3) of Act 138 Registration of Engineers Act 1967 (Revised 2015), and Regulation 20(1)(b) of the Registration of Engineers Regulations 1990 [P.U.(A) 128], the Board of Engineers Malaysia (BEM) hereby prescribes further conditions to be satisfied for the purpose of issuance of the Certificate of Registration to Registered Professional Engineers with Practising Certificates, Registered Professional Engineers and Registered Inspectors of Works as stated herein below.

1. The BEM in performing its functions under Section 4(1)(ec) of Act 138 Registration of Engineers Act 1967 (Revised – 2015) has caused a mandatory Continuing Professional Development (CPD) Programme to be undertaken by all Registered Professional Engineers with Practising Certificates, Registered Professional Engineers and Registered Inspectors of Works.
2. This Circular announces the conditions hereon prescribed by the BEM in respect the fulfilment of the required CPD Programme for the purpose of issuance of the annual Certificate of Registration to Registered Professional Engineers with Practising Certificates and Registered Professional Engineers; and the triennial (once every three years) Certificate of Registration to Registered Inspectors of Works.

DEFINITIONS

3. For the purpose of this Circular the following definitions shall apply. Unless defined below, all terms used shall be as defined by the Registration of Engineers Act 1967.

CPD Programme : The cumulative CPD Activities over a calendar year which contribute towards the Continuing Professional Development of a Registered Professional Engineer with Practising Certificates (PEPC), a Registered Professional Engineers (PE) or a Registered Inspectors of Works (IOW). Such a contribution would be reflected by the CPD Hours collected by the said PEPC, PE or IOW.

CPD Activities	: They are activities, engineering or otherwise, not within the job scope of a PEPC, PE or IOW while being employed or professionally engaged, such that these activities <u>directly</u> contribute to the competence of the said PEPC, PE or IOW.
Formal Education and Training	: Engineering studies and training leading to the award of a certificate, diploma, degree or higher degree with a formal assessment process.
Informal Learning - on job learning	: Engineering understudy and learning from a subject matter expert or equivalent, so as to be able to perform a new engineering task.
Informal Learning - private study	: Self-study through accessing engineering-related reading materials whether hard copy or online with the aim of increasing knowledge, capability and competency.
Conference and Technical Meeting	: The attendance and participation of a PEPC, PE or IOW in engineering conferences, seminars, forums and similar technical gatherings and meetings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.
Presentation of Papers	: Research, preparation and presentation of an engineering-related paper normally to an audience of engineering and related background in a conference, seminar or technical meeting.
Engineering Service Activities	: Engineering-related activities such as giving talks and lectures, serving on committees, participating in engineering programme accreditation, becoming a mentor to young engineers or young inspectors of works, and serving as an industry adviser to an institution of learning, performed in the course of contributing to and promoting the engineering profession.
CPD Hour	: One hour of involvement in a CPD Activity undertaken by a PEPC, PE or IOW. Under all circumstances the BEM has the final discretion in determining the actual CPD Hour to be accorded to a CPD Activity.

RATIONALE OF CPD

4. Engineering learning and technical training activities eligible to be considered as CPD activities shall provide the PEPC, PE or IOW with:
 - a) systematic maintenance, improvement and broadening of engineering and technical knowledge and skills such as to enable continuing competent performance of engineering and related professional and technical responsibilities.
 - b) avenues for development of personal qualities for execution of professional and technical duties throughout the PEPC's, PE's or IOW's working life.

5. An acceptable CPD Activity shall therefore fulfil at least the following objectives:
 - a) to maintain engineering and technical knowledge and skills to perform an engineering job competently.
 - b) to stay abreast with engineering developments, advancement and innovations in the relevant field of engineering practice as well as in general engineering knowledge.
 - c) to keep up-to-date with changes in engineering codes, regulations and guidelines.

REGISTERED PROFESSIONAL ENGINEERS WITH PRACTISING CERTIFICATES

6. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Professional Engineers with Practising Certificates (PEPC) shall be:
 - a) The CPD requirement shall apply to all PEPC.
 - b) The annual CPD Hours required to be obtained by a PEPC shall be 50 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) A Registered PEPC may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby up to 10% of PEPC are randomly audited each year.

7. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

8. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 7 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 20 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 10 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 30
5. Engineering Service Activities	1	Maximum 30

* Annually

9. In the annual renewal of the Certificate of Registration by PEPC, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding year.
10. The types of CPD Activity and allowable maximum CPD Hours stated under Para 8 may be amended as and when necessary at the discretion of the BEM.
11. At the sole discretion of the BEM, a Registered PEPC who in his/her application for the renewal of the annual Certificate of Registration, has failed for a period of not more than a rolling three consecutive years, to submit to the BEM a CPD Programme with the required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:

A Registered PEPC, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year of having failed to submit the minimum requisite CPD Hours, has to furnish proof of having obtained a minimum of 150 CPD hours; failing of which may cause the refusal by the BEM of the said registration renewal.
12. Notwithstanding Para 11, the BEM may in such circumstances as it so determines, allow the renewal of registration of a PEPC even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

REGISTERED PROFESSIONAL ENGINEERS

13. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Professional Engineers (PE) shall be:
 - a) The CPD requirement shall apply to all PE.
 - b) The annual CPD Hours required to be obtained by a PE shall be 25 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) A PE may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby up to 10% of PE are randomly audited each year.

14. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

15. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 14 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 10 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 5 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 15
5. Engineering Service Activities	1	Maximum 15

* Annually

16. In the annual renewal of the Certificate of Registration by a PE, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding year.
17. The types of CPD Activity and allowable maximum CPD Hours stated under Para 15 may be amended as and when necessary at the discretion of the BEM.
18. At the sole discretion of the BEM, a Registered PE, who in his/her application for the renewal of the annual Certificate of Registration, has failed for a period of not more than a rolling three consecutive years, to submit to the BEM a CPD Programme with the required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:

A Registered PE, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year of having failed to submit the minimum requisite CPD Hours, has to furnish proof of having obtained a minimum of 75 CPD hours; failing of which may cause the refusal by the BEM of the said registration renewal.
19. Notwithstanding Para 18, the BEM may in such circumstances as it so determines, allow the renewal of registration of a PE even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

REGISTERED INSPECTORS OF WORKS

20. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Inspectors of Works (IOW) shall be:
 - a) The CPD requirement shall apply to all IOW.
 - b) The triennial CPD Hours required to be obtained by an IOW shall be 30 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) An IOW may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby **up** to 5% of IOW are randomly audited each year.

21. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

22. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 21 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 10 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 5 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 15
5. Engineering Service Activities	1	Maximum 15

* Triennially (every 3 years)

23. In the triennial renewal by IOW, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding three years.
24. The types of CPD Activity and allowable maximum CPD Hours stated under Para 22 may be amended as and when necessary at the discretion of the BEM.
25. At the sole discretion of the BEM, a Registered IOW who in his/her application for the renewal of the triennial Certificate of Registration, has failed to submit to the BEM a CPD Programme with the required minimum of 30 CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:
- a. His/her having already obtained at least 15 CPD Hours at the point of making the application;
 - b. Having obtained at least 15 CPD Hours in the first year of being allowed to continue to be registered;
 - c. Having obtained a minimum of 45 CPD Hours (inclusive of the 15 CPD Hours mentioned in item b. above) when the next application of renewal of registration is submitted to the BEM;

failing of which may cause the refusal by the BEM of the said registration renewal.

26. Notwithstanding Para 25, the BEM may in such circumstances as it so determines allow the renewal of registration of an IOW even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

EFFECTIVE DATE

27. The implementation of CPD requirements as intended by this Circular shall be as of the date of the Registration of Engineers Act 1967 (Revised 2015) coming into force, namely 31 July 2015.

[324th Board Meeting / 6th February 2017]



DATO' SRI Ir. Dr. ROSLAN BIN MD TAHA
President
BOARD OF ENGINEERS MALAYSIA

EXPLANATORY NOTES ON CPD FOR REGISTERED PERSONS

The explanatory notes herein are intended to assist Registered Persons namely Professional Engineers with Practicing Certificate, Professional Engineers and Inspector of Works in fulfilling the Continuing Professional Development (CPD) Requirement by BEM. They are in furtherance of Section 4(1)(ec) of Registration of Engineers Act 1967 (Revised 2015) and BEM Circular No.002 on CPD Requirements dated 6 Feb 2017.

These explanatory notes would be able assist Organizers of CPD Activities and Training Providers seeking BEM pre-approved CPD Activities.

CPD REQUIREMENTS AS DETAILED IN BEM CIRCULAR NO. 002 DATED 6 FEB 2017

- 1) The annual CPD Hours required to be obtained by a Professional Engineers with Practicing Certificate (PEPC) shall be 50 CPD Hours
- 2) The annual CPD Hours required to be obtained by a Professional Engineers (PE) shall be 25 CPD Hours
- 3) A Registered PEPC/PE, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year, shall submit the minimum of 150/75 CPD Hours respectively.
- 4) The triennial CPD Hours required to be obtained by an Inspector of Works (IOW) shall be 30 CPD Hours
- 5) Details of allowable maximum CPD Hours for each CPD Activities are provided in BEM Circular No. 002 - Continuing Professional Development (CPD) Requirements.

CPD EXEMPTION POLICY

- 1) CPD is a mandatory requirement for all PEPC/PE/IOW. However, the PEPC/PE/IOW may apply for CPD Exemption.
- 2) Consideration on Applications for CPD Exemptions will be on a case-to-case basis.
- 3) The age of the applicant (above 65 years) shall not be a qualification or acceptable reason for exemption approval.
- 4) 'Partial exemption' is no longer applicable.
- 5) Application (in formal letter) can be made to BEM on a yearly basis supported by a Self-Declaration Letter **link for Self Declaration form** on the following:

PEPC	not practicing as a PE, nor carrying engineering consultancy business nor take up employment which requires the person to carry out or perform professional engineering services as defined in REA 1967 (Revised 2015)
PE	not taking up employment which requires the person to carry out or perform professional engineering services as defined in REA 1967 (Revised 2015)
IOW	not taking up employment which requires the person to assist the PE in the supervision of engineering works as defined in REA 1967 (Revised 2015)

APPLICATION FOR BEM PRE-APPROVED CPD ACTIVITY

Requirements for a BEM Pre-Approved CPD Activity

For a Registered Person, an acceptable CPD Activity shall fulfill at least the following objectives. It shall assist the Registered Person:

- a) to maintain engineering and technical knowledge and skills to perform an engineering job competently.
- b) to stay abreast with engineering developments, advancement and innovations in the relevant field of engineering practice as well as in general engineering knowledge
- c) to keep up-to-date with changes in engineering codes, regulations and guidelines.

The CPD Activity shall be not within the normal job scope of the Registered Person and would directly contribute to the engineering competence of the Registered Person undertaking it.

Application for BEM Pre-Approved CPD Activity

- 1) BEM Pre-Approved CPD Activity Application shall be made at least 2 months prior to the CPD Activity date
- 2) Complete Application shall include the following items:
 - a) Official Cover Letter with Letterhead
 - b) BEM Pre-Approved CPD Activity Form **link for BEM Pre-Approved CPD Activity form**
 - c) Activity Schedule (itinerary)
 - d) Activity Brochure **if any*
- 3) BEM Pre-Approved CPD Activity Applications shall be made by post to;
 - a) Unit Pendidikan & Latihan (Jabatan Pendaftaran)
LEMBAGA JURUTERA MALAYSIA
 Tingkat 17, Blok F Ibu Pejabat JKR,
 Jalan Sultan Salahuddin, 50580 Kuala Lumpur
 (U/P: Cik Siti Balqis Binti Mohd Nasiruddin)
 - b) Or by email to cpd@bem.org.my with title reference;

 BEM Pre-Approved CPD Activity: <Title of CPD Activity>
- 4) CPD Activity which has not been pre-accredited nor pre-approved by BEM can be submitted as part of the CPD Program in CPD Record provided the details of such activity including; information of CPD activity, date, venue, activity schedule and speaker/s profile.
- 5) BEM CPD Hour Calculation Methodology

No.	CPD Activity	Eligible CPD Hours
Workshop/ Seminar/ Course/ Conference/ Talk/ Training		
1	Engineering -Technical, Project Management, Construction Management	1 Contact Hour = 1 CPD Hour
	Speaker: Professional - Registered PE/PEPC/IOW/AC, or - Registered Architect or Quantity Surveyor	
	Speaker: Subject Matter Expert < 10 years of experience ≥ 10 years of experience	2 Contact Hours = 1 CPD Hour 1 Contact Hour = 1 CPD Hour
2	Non-Engineering - General Management, Law, Contract, Insurance - Annual General Meeting (Engineering Societies)	2 Contact Hours = 1 CPD Hour
Project Site Visit/Study Visit/Technical Visit		
3	≤ 2 Hours (at Site)	1 CPD Hour
	> 2 Hours (at Site)	2 CPD Hours

Rev. No.: 0
Date: 27.10.2016



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 001

CODE OF CONDUCT OF REGISTERED PERSON

In exercise of the powers conferred by paragraph 4(1)(f) of the Registration of Engineers Act 1967 [Act 138], the Board of Engineers Malaysia hereby determines the Code of Conduct of registered Person as stated herein below.

This Circular supersedes Circular No. 3/2005, Guidelines for Code of Professional Conduct (BEM/RD/PPC/08).

This Code of Conduct is in addition to Part IV, Code of Conduct of the Registration of Engineers Regulations 1990.

1.0 PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE

- 1.1 Registered Professional Engineer with Practising Certificate not to falsify qualification, etc.
 - 1.1.1 A registered Professional Engineer with Practising Certificate shall not falsify his qualifications or permit misrepresentation of his or his associates' qualifications. He shall not misrepresent or exaggerate his responsibility in or for the subject matter of previous assignments. He shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures', or past accomplishments.
 - 1.1.2 A registered Professional Engineer with Practising Certificate shall check with due diligence the accuracy of facts and data before he signs or endorses any statement or claim. He shall not sign on such documents unless, where necessary, he has made qualifications on errors and inaccuracies.
 - 1.1.3 A registered Professional Engineer with Practising Certificate shall respond, within reasonable time, to communication from the Board or any other relevant authority on matters pertaining to his professional service.

- 1.1.4 A registered Professional Engineer with Practising Certificate shall undertake assignments only if he is qualified by education and experience in the specific technical fields of that assignment in which he is to be involved.
- 1.1.5 A registered Professional Engineer with Practising Certificate shall approve and sign only those engineering documents that he has prepared or has been prepared under his direction and control.
- 1.1.6 A registered Professional Engineer with Practising Certificate shall not accept assignment and assume responsibility for coordination of an entire project and sign and stamp (Professional Engineer with Practising Certificate stamp) the engineering documents for the entire project unless the engineering documents for each technical segment of the project is signed and stamped personally by the qualified person who is involved in the respective segment of the project.
- 1.1.7 A registered Professional Engineer with Practising Certificate shall be objective and truthful in making professional reports, statements and testimonies. He shall include all relevant and pertinent information in such reports, statements, or testimonies, which should bear the date indicating when the information was current.
- 1.1.8 A registered Professional Engineer with Practising Certificate shall not express publicly technical opinions that are not founded upon his competence and knowledge of the facts in the subject matter.
- 1.1.9 A registered Professional Engineer with Practising Certificate shall not issue any statement, criticism or argument on technical matters that are inspired or paid for by interested parties, unless he has prefaced his comments by explicitly identifying the interested parties on whose behalf he is speaking and by revealing the existence of any interest he may have in the matter.
- 1.1.10 A registered Professional Engineer with Practising Certificate shall notify the Board in writing within three (3) months –
- (i) if he is convicted of an offence involving false or negligent certification, fraud or dishonesty in Malaysia or elsewhere; or
 - (ii) if he becomes a bankrupt.
- 1.2 Registered Professional Engineer with Practising Certificate to certify work only if he has control over supervision, etc.
- 1.2.1 A registered Professional Engineer with Practising Certificate shall certify satisfactory completion of a piece of work only if he has control over the supervision of the construction or installation of that work, and only if he is satisfied that the construction or installation has fulfilled the requirements of the engineering design and specifications.
- 1.2.2 A registered Professional Engineer with Practising Certificate who takes over a piece of work shall assume all liability and responsibility for the works done prior to his taking over.

- 1.2.3 A registered Professional Engineer with Practising Certificate shall not reveal facts, data or information without the prior consent of the Client or Employer, past and present, except as authorized or required by law or when the withholding of such information is contrary to the safety, health and interest of the public.
 - 1.2.4 A registered Professional Engineer with Practising Certificate having knowledge of any violation of this Code of Conduct or any law or regulation shall report thereon to Employer or appropriate professional bodies and, where relevant, also to public authorities and cooperate with the appropriate professional bodies or the proper authorities in furnishing such information or assistance as may be required.
 - 1.2.5 When the professional advice of a registered Professional Engineer with Practising Certificate is overruled or amended contrary to his advice, the registered Professional Engineer with Practising Certificate shall, if the amendment may in his opinion give rise to a situation that may endanger the safety, health and interest of the public, notify his Employer or Client and such other authority as may be appropriate and explain the consequences to be expected as a result of his advice being overruled or amended.
- 1.3 Registered Professional Engineer with Practising Certificate not to accept benefit from more than one party, etc.
- 1.3.1 A registered Professional Engineer with Practising Certificate shall not accept any benefit or compensation, financial or otherwise, from more than one party for professional engineering services on the same project, or for professional engineering services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
 - 1.3.2 A registered Professional Engineer with Practising Certificate shall disclose all known or potential conflicts of interest that may influence or appear to influence his judgment or the quality of his services.
 - 1.3.3 A registered Professional Engineer with Practising Certificate shall not solicit or accept any consideration, financial or otherwise, directly or indirectly, from outside agents in connection with the work for which he is responsible.
 - 1.3.4 A registered Professional Engineer with Practising Certificate acting as Advisor or Director of a company or an agency shall not participate in decision with respect to professional engineering services solicited or provided by him or his organization.
 - 1.3.5 A registered Professional Engineer with Practising Certificate shall not solicit or accept a contract from a body or agency in which a principal or officer of his organization serves as a member of that body or agency unless with the knowledge and consent of that body or agency.

2.0 PROFESSIONAL ENGINEER

- 2.1 Registered Professional Engineer not to falsify qualification, etc.
- 2.1.1 A registered Professional Engineer shall not falsify his qualifications or permit misrepresentation of his or his associates' qualifications. He shall not misrepresent or exaggerate his responsibility in or for the subject matter of previous assignments. He shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures', or past accomplishments.
- 2.1.2 A registered Professional Engineer shall check with due diligence the accuracy of facts and data before he signs or endorses any statement or claim. He shall not sign on such documents unless, where necessary, he has made qualifications on errors and inaccuracies.
- 2.1.3 A registered Professional Engineer shall respond, within reasonable time, to communication from the Board or any other relevant authority on matters pertaining to his professional service.
- 2.1.4 A registered Professional Engineer shall undertake assignments only if he is qualified by education and experience in the specific technical fields of that assignment in which he is to be involved.
- 2.1.5 A registered Professional Engineer shall approve and sign only those engineering documents that he has prepared or has been prepared under his direction and control.
- 2.1.6 A registered Professional Engineer shall be objective and truthful in making professional reports, statements and testimonies. He shall include all relevant and pertinent information in such reports, statements, or testimonies, which should bear the date indicating when the information was current.
- 2.1.7 A registered Professional Engineer shall not express publicly technical opinions that are not founded upon his competence and knowledge of the facts in the subject matter.
- 2.1.8 A registered Professional Engineer shall not issue any statement, criticism or argument on technical matters that are inspired or paid for by interested parties, unless he has prefaced his comments by explicitly identifying the interested parties on whose behalf he is speaking and by revealing the existence of any interest he may have in the matter.
- 2.1.9 A registered Professional Engineer shall notify the Board in writing within three (3) months –
- (i) if he is convicted of an offence involving false or negligent certification, fraud or dishonesty in Malaysia or elsewhere; or
 - (ii) if he becomes a bankrupt.

- 2.2 Registered Professional Engineer to certify work only if he has control over supervision, etc.**
- 2.2.1 A registered Professional Engineer shall certify satisfactory completion of a piece of work only if he has control over the supervision of the construction or installation of that work, and only if he is satisfied that the construction or installation has fulfilled the requirements of the engineering design and specifications.
- 2.2.2 A registered Professional Engineer who takes over a piece of work shall assume all liability and responsibility for the works done prior to his taking over.
- 2.2.3 A registered Professional Engineer shall not reveal facts, data or information without the prior consent of the Client or Employer, past and present, except as authorized or required by law or when the withholding of such information is contrary to the safety, health and interest of the public.
- 2.2.4 A registered Professional Engineer having knowledge of any violation of this Code of Conduct or any law or regulation shall report thereon to his Professional Engineer with Practising Certificate, or Employer or appropriate professional bodies and, where relevant, also to public authorities and cooperate with the appropriate professional bodies or the proper authorities in furnishing such information or assistance as may be required.
- 2.2.5 When the professional advice of a registered Professional Engineer is overruled or amended contrary to his advice, the registered Professional Engineer shall, if the amendment may in his opinion give rise to a situation that may endanger the safety, health and interest of the public, notify his Employer or Client and such other authority as may be appropriate and explain the consequences to be expected as a result of his advice being overruled or amended.
- 2.3 Registered Professional Engineer not to accept benefit from more than one party, etc.**
- 2.3.1 A registered Professional Engineer shall not accept any benefit or compensation, financial or otherwise, from more than one party for professional engineering services on the same project, or for professional engineering services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- 2.3.2 A registered Professional Engineer shall disclose all known or potential conflicts of interest that may influence or appear to influence his judgment or the quality of his services.
- 2.3.3 A registered Professional Engineer shall not solicit or accept any consideration, financial or otherwise, directly or indirectly, from outside agents in connection with the work for which he is responsible;

- 2.3.4 A registered Professional Engineer acting as Advisor or Director of a company or an agency shall not participate in decision with respect to professional engineering services solicited or provided by him or his organization.
- 2.3.5 A registered Professional Engineer shall not solicit or accept a contract from a body or agency in which a principal or officer of his organization serves as a member of that body or agency unless with the knowledge and consent of that body or agency.

3.0 GRADUATE ENGINEER

- 3.1 **Registered Graduate Engineer not to falsify qualification, etc.**
 - 3.1.1 A registered Graduate Engineer shall not falsify his qualifications or permit misrepresentation of his qualifications. He shall not misrepresent or exaggerate his responsibility in or for the subject matter of previous assignments. He shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures', or past accomplishments.
 - 3.1.2 A registered Graduate Engineer shall check with due diligence the accuracy of facts and data before he signs or endorses any statement or claim. He shall not sign on such documents unless, where necessary, he has made qualifications on errors and inaccuracies.
 - 3.1.3 A registered Graduate Engineer shall respond, within reasonable time, to communication from the Board or any other relevant authority on matters pertaining to his professional service.
 - 3.1.4 A registered Graduate Engineer shall undertake assignments only if he is qualified by education and experience in the specific technical fields of that assignment in which he is to be involved.
 - 3.1.5 A registered Graduate Engineer shall sign only those engineering documents that he has prepared or has been prepared under his control.
 - 3.1.6 A registered Graduate Engineer shall be objective and truthful in making professional reports, statements and testimonies. He shall include all relevant and pertinent information in such reports, statements, or testimonies, which should bear the date indicating when the information was current.
 - 3.1.7 A registered Graduate Engineer shall not express publicly technical opinions that are not founded upon his competence and knowledge of the facts in the subject matter.

- 3.1.8 A registered Graduate Engineer shall not issue any statement, criticism or argument on technical matters that are inspired or paid for by interested parties, unless he has prefaced his comments by explicitly identifying the interested parties on whose behalf he is speaking and by revealing the existence of any interest he may have in the matter.
- 3.1.9 A registered Graduate Engineer shall notify the Board in writing within three (3) months –
- (i) if he is convicted of an offence involving false or negligent certification, fraud or dishonesty in Malaysia or elsewhere; or
 - (ii) if he becomes a bankrupt.
- 3.2 Registered Graduate Engineer to certify work only if he has supervised, witnessed or inspected such work, etc.
- 3.2.1 A registered Graduate Engineer shall keep proper records of his participation, supervision, inspection or witnessing of activities on site including the dates and time, subject-matter, condition of site, weather, etc.
- 3.2.2 A registered Graduate Engineer shall check or verify with due diligence the accuracy of facts and data before he signs or endorses any statement or certification. He shall not sign on such documents unless he has supervised, witnessed or inspected the carrying out of such work.
- 3.2.3 A registered Graduate Engineer shall bring to the attention of the Engineer or Employer at the earliest possible opportunity of any instance where the work or materials used are not in compliance with the specifications, drawings or conditions of contract.
- 3.2.4 A registered Graduate Engineer shall not issue instructions to the Contractor or give verification or approval to works carried out by the Contractor unless he has been authorised by the Engineer or Employer to do so.
- 3.2.5 A registered Graduate Engineer shall not reveal facts, data or information without the prior consent of the Engineer or Employer, past and present, except as authorised or required by law or when the withholding of such information is contrary to the safety, health and interest of the public.
- 3.2.6 A registered Graduate Engineer having knowledge of any violation of this Code of Conduct or any law or regulation shall report thereon to the Engineer or Employer and, where relevant, also to public authorities and cooperate with the Engineer or Employer in furnishing such information or assistance as may be required.

- 3.3 Registered Graduate Engineer not to accept benefit from more than one party, etc
 - 3.3.1 A registered Graduate Engineer shall not accept any benefit or compensation, financial or otherwise, from more than one party for professional engineering services on the same project, or for professional engineering services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
 - 3.3.2 A registered Graduate Engineer shall disclose all known or potential conflicts of interest that may influence or appear to influence his judgment or the quality of his services.
 - 3.3.3 A registered Graduate Engineer shall not solicit or accept any consideration, financial or otherwise, directly or indirectly, from outside agents in connection with the work for which he is responsible.
 - 3.3.4 A registered Graduate Engineer acting as Advisor or Director of a company or an agency shall not participate in decision with respect to professional engineering services solicited or provided by him or his organization.

4.0 ENGINEERING TECHNOLOGIST

- 4.1 Registered Engineering Technologist not to falsify qualification, etc.
 - 4.1.1 A registered Engineering Technologist shall not falsify his qualifications or permit misrepresentation of his qualifications. He shall not misrepresent or exaggerate his responsibility in or for the subject matter of previous assignments. He shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or past accomplishments.
 - 4.1.2 A registered Engineering Technologist shall check with due diligence the accuracy of facts and data before he signs or endorses any statement or claim. He shall not sign on such documents unless, where necessary, he has made qualifications on errors and inaccuracies.
 - 4.1.3 A registered Engineering Technologist shall respond, within reasonable time, to communication from the Board or any other relevant authority on matters pertaining to his professional service.
 - 4.1.4 A registered Engineering Technologist shall undertake assignments only if he is qualified by education and experience in the specific technical fields of that assignment in which he is to be involved.
 - 4.1.5 A registered Engineering Technologist shall sign only those engineering documents that he has prepared or has been prepared under his control.

- 4.1.6 A registered Engineering Technologist shall be objective and truthful in making professional reports, statements and testimonies. He shall include all relevant and pertinent information in such reports, statements, or testimonies, which should bear the date indicating when the information was current.
- 4.1.7 A registered Engineering Technologist shall not express publicly technical opinions that are not founded upon his competence and knowledge of the facts in the subject matter.
- 4.1.8 A registered Engineering Technologist shall not issue any statement, criticism or argument on technical matters that are inspired or paid for by interested parties, unless he has prefaced his comments by explicitly identifying the interested parties on whose behalf he is speaking and by revealing the existence of any interest he may have in the matter.
- 4.1.9 A registered Engineering Technologist shall notify the Board in writing within three (3) months –
- (i) if he is convicted of an offence involving false or negligent certification, fraud or dishonesty in Malaysia or elsewhere; or
 - (ii) if he becomes a bankrupt.
- 4.2 Registered Engineering Technologist to certify work only if he has supervised, witnessed or inspected such work, etc.
- 4.2.1 A registered Engineering Technologist shall keep proper records of his participation, supervision, inspection or witnessing of activities on site including the dates and time, subject-matter, condition of site, weather, etc.
- 4.2.2 A registered Engineering Technologist shall check or verify with due diligence the accuracy of facts and data before he signs or endorses any statement or certification. He shall not sign on such documents unless he has supervised, witnessed or inspected the carrying out of such work.
- 4.2.3 A registered Engineering Technologist shall bring to the attention of the Engineer or Employer at the earliest possible opportunity of any instance where the work or materials used are not in compliance with the specifications, drawings or conditions of contract.
- 4.2.4 A registered Engineering Technologist shall not issue instructions to the Contractor or give verification or approval to works carried out by the Contractor unless he has been authorised by the Engineer or Employer to do so.
- 4.2.5 A registered Engineering Technologist shall not reveal facts, data or information without the prior consent of the Engineer or Employer, past and present, except as authorised or required by law or when the withholding of such information is contrary to the safety, health and interest of the public.

- 4.2.6 A registered Engineering Technologist having knowledge of any violation of this Code of Conduct or any law or regulation shall report thereon to the Engineer or Employer and, where relevant, also to public authorities and cooperate with the Engineer or Employer in furnishing such information or assistance as may be required.
- 4.3 Registered Engineering Technologist not to accept benefit from more than one party, etc
- 4.3.1 A registered Engineering Technologist shall not accept any benefit or compensation, financial or otherwise, from more than one party for professional engineering services on the same project, or for professional engineering services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- 4.3.2 A registered Engineering Technologist shall disclose all known or potential conflicts of interest that may influence or appear to influence his judgment or the quality of his services.
- 4.3.3 A registered Engineering Technologist shall not solicit or accept any consideration, financial or otherwise, directly or indirectly, from outside agents in connection with the work for which he is responsible.
- 4.3.4 A registered Engineering Technologist acting as Advisor or Director of a company or an agency shall not participate in decision with respect to professional engineering services solicited or provided by him or his organisation.

5.0 INSPECTOR OF WORKS

- 5.1 Registered Inspector of Works not to falsify qualification, etc.
- 5.1.1 A registered Inspector of Works shall not falsify his qualifications or permit misrepresentation of his qualifications. He shall not misrepresent or exaggerate his responsibility in or for the subject matter of previous assignments. He shall not misrepresent pertinent facts concerning employers, associates or past accomplishments.
- 5.1.2 A registered Inspector of Works shall respond, within reasonable time, to communication from the Board or any other relevant authority on matters pertaining to his work or registration.
- 5.1.3 A registered Inspector of Works shall undertake assignments only if he is qualified by education and/or experience in the specific technical fields of that assignment in which he is to be involved.

- 5.1.4 A registered Inspector of Works shall be objective and truthful in making reports, statements and testimonies. He shall include all relevant and pertinent information in such reports, statements, or testimonies, which should bear the date indicating when the information was current.
- 5.1.5 A registered Inspector of Works shall not express publicly technical opinions that are not founded upon his competence and knowledge of the facts in the subject matter.
- 5.1.6 A registered Inspector of Works shall not issue any statement, criticism or argument on technical matters that are inspired or paid for by interested parties, unless he has prefaced his comments by explicitly identifying the interested parties on whose behalf he is speaking and by revealing the existence of any interest he may have in the matter.
- 5.1.7 A registered Inspector of Works shall notify the Board in writing within three (3) months –
- (i) if he is convicted of an offence involving false or negligent certification, fraud or dishonesty in Malaysia or elsewhere; or
 - (ii) if he becomes a bankrupt.
- 5.2 **Registered Inspector of Works to certify work only if he has witnessed or inspected such work, etc.**
- 5.2.1 A registered Inspector of Works shall keep proper records of his participation or inspection or witnessing of activities on site including the dates and time, subject-matter, condition of site, weather, etc.
- 5.2.2 A registered Inspector of Works shall check or verify with due diligence the accuracy of facts and data before he signs or endorses any statement or certification. He shall not sign on such documents unless he has witnessed or inspected the carrying out of such work.
- 5.2.3 A registered Inspector of Works shall bring to the attention of the Engineer or Employer at the earliest possible opportunity of any instance where the work or materials used are not in compliance with the specifications, drawings or conditions of contract.
- 5.2.4 A registered Inspector of Works shall not issue instructions to the Contractor or give verification or approval to works carried out by the Contractor unless he has been authorised by the Engineer or Employer to do so.
- 5.2.5 A registered Inspector of Works shall not reveal facts, data or information without the prior consent of the Engineer or Employer, past and present, except as authorised or required by law or when the withholding of such information is contrary to the safety, health and interest of the public.
- 5.2.6 A registered Inspector of Works having knowledge of any violation of this Code of Conduct or any law or regulation shall report thereon to the Engineer or Employer and, where relevant, also to public authorities and cooperate with the Engineer or Employer in furnishing such information or assistance as may be required.

- 5.3 Registered Inspector of Works not to accept benefit from more than one party, etc.**
- 5.3.1 A registered Inspector of Works shall not accept any benefit or compensation, financial or otherwise, except from the Engineer or Employer for services pertaining to any project that he is engaged in as an Inspector of Works.
- 5.3.2 A registered Inspector of Works shall disclose all known or potential conflicts of interest that may influence or appear to influence his judgment or the quality of his services, etc.
- 5.3.3 A registered Inspector of Works shall not solicit or accept any consideration, financial or otherwise, directly or indirectly, from outside agents in connection with the work for which he is responsible.
- 5.3.4 A registered Inspector of Works shall not abuse the facilities available on site or seek payment for overtime or such services except where such services have been rendered by him.
- 5.3.5 A registered Inspector of Works shall not refer trades or other specialists input or solicit, receive or accept referral fees or commissions from such referral for any project that he is engaged in as an Inspector of Works.

[321st Board Meeting / 27th October 2016]



DATUK Ir. ADANAN BIN MOHAMED HUSSAIN
President
BOARD OF ENGINEERS MALAYSIA

THE INSTITUTION OF ENGINEERS, MALAYSIA

REGULATIONS ON PROFESSIONAL CONDUCT

NOTE:

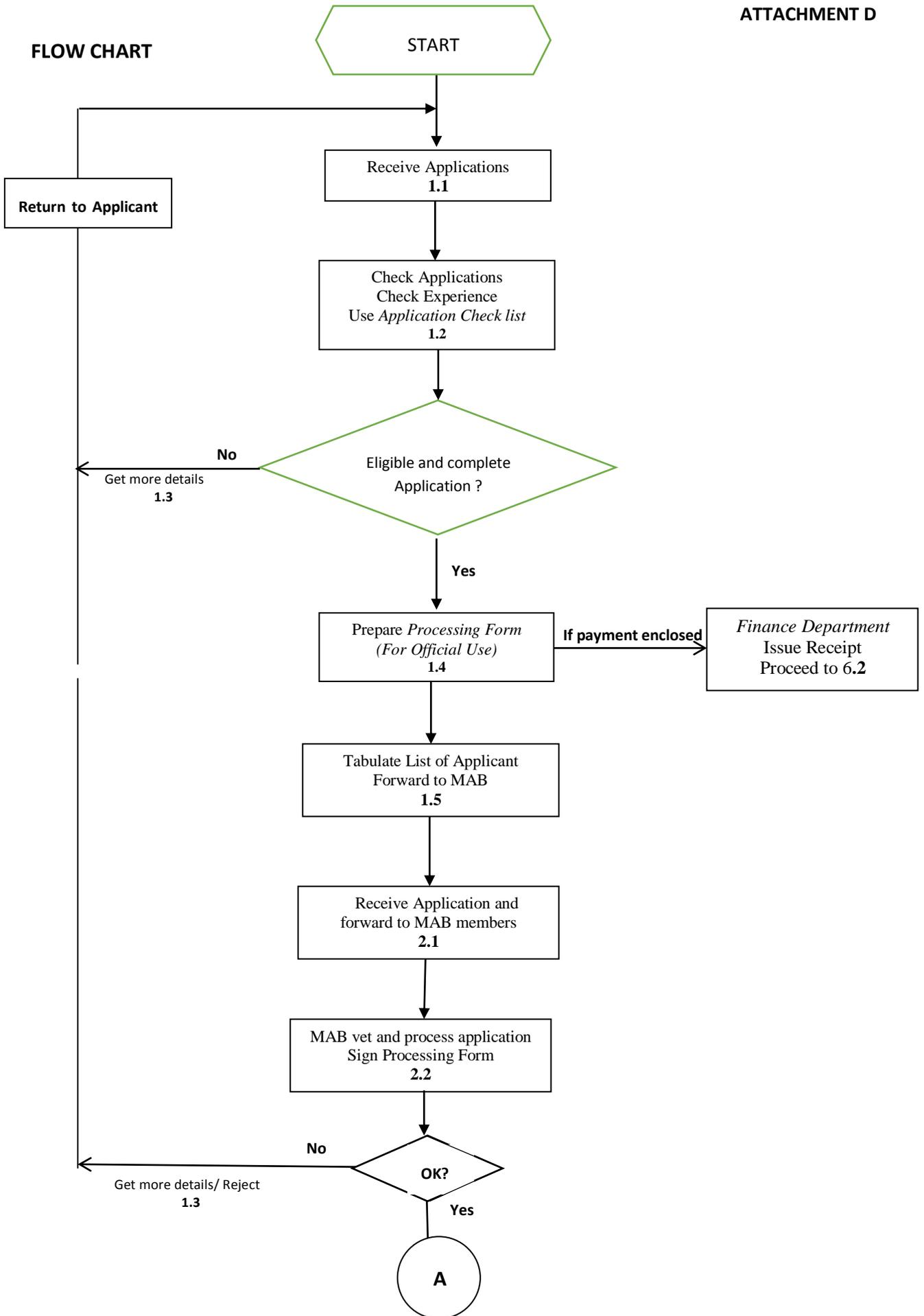
A Code of Professional Conduct designed to cover all eventualities must necessarily be written in general terms expressing broad ethical principles. Almost every case of doubt as to the proper course of action required to conform to the Code of Professional Conduct arises from a conflict between a member's personal interest and his duty to others.

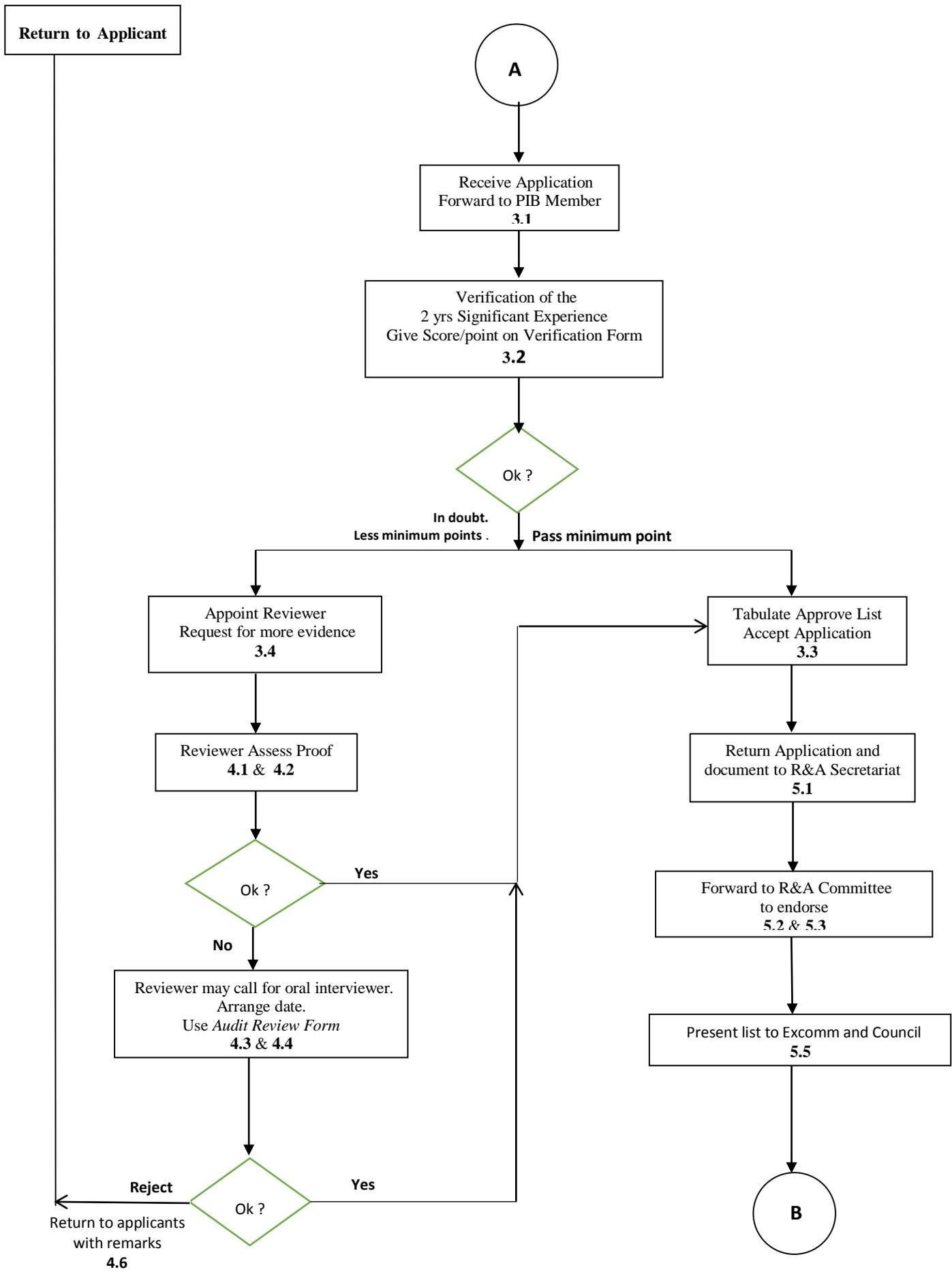
Regulations issued by the Council to interpret the Code indicate the manner in which members are required to conduct themselves in a number of situations that are frequently encountered. In other situations, members are required to order their conduct in accordance with the principle that, in any conflict between a member's personal interest and fair and honest dealing with other members of the community, his duty to the community must prevail.

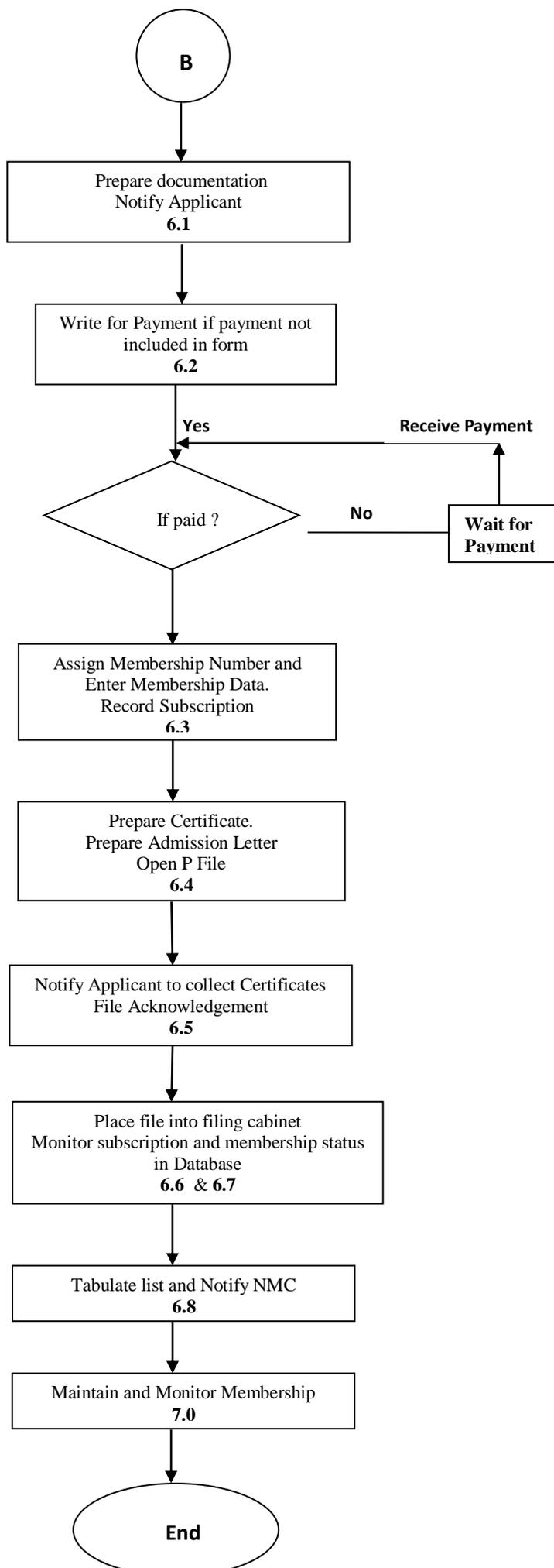
A. The following Regulations on Professional Conduct are made by the Council under Section IX of the Bylaws. In these regulations 'member' means a member of any grade referred to in Section II of the Bylaws, and 'employer' includes 'client'.

- B. (1) A member shall at all times take care to ensure that his work and the products of his work constitute no avoidable danger of death or injury or ill health to any person.
- (2) A member shall take all reasonable steps to avoid waste of natural resources, damage of the environment, and wasteful damage or destruction of the products of human skill and industry.
- (3) A member shall take all reasonable steps to maintain and develop his professional competence by attention to new developments in science and engineering relevant to his field of professional activity and, if he is an employer, shall encourage his professional employees to do likewise.
- (4) A member shall not undertake responsibility as professional engineer which he does not believe himself competent to discharge.
- (5) A member shall accept personal responsibility for all work done by him or under his supervision or direction, and shall take all reasonable steps to ensure that persons working under his authority are competent to carry out the tasks assigned to them and that they accept personal responsibility for work done under the authority delegated to them.
- (6) A member called upon to give an opinion in his professional capacity shall, to the best of his ability, give an opinion that is objective and reliable.
- (7) A member whose professional advice is not accepted shall take all reasonable steps to ensure that the person overruling or neglecting his advice is aware of any danger which the member believes may result from overruling or neglect.
- (8) A member shall not make any public statement in his capacity as a professional engineer without ensuring that his qualification to make such a statement and any association he may have with any party which may benefit from his statement are made known to the person or persons to whom it is directed.
- (9) A member shall not, in self-laudatory language or in any manner derogatory to the dignity of the profession advertise or write articles for publication, nor shall he authorise any such advertisement or article to be written or published by any other person.
- (10) A member shall not recklessly or maliciously injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another engineer.
- (11) A member shall inform his employer in writing of any conflict between his personal interest and faithful service to his employer.
- (12) A member shall not improperly disclose any information concerning the business of his employer or of any past employer.
- (13) A member shall not accept remuneration in connection with professional services rendered to his employer other than from his employer or with his employer's consent; nor shall he receive directly or indirectly any royalty, gratuity or commission on any article or process used in or for the purposes of the work in respect of which he is employed unless or until such royalty, gratuity or commission has been authorised in writing by his employer.
- (14) A member shall not improperly solicit work as an independent advise or consultant, either directly or by an agent, nor shall he pay any person, by commission or otherwise, for the introduction of such work.
- (15) A member acting as an independent adviser or consultant shall not be the medium of payment made on his employer's behalf unless so requested by his employer; nor shall he place contracts or orders in connection with work on which he is employed, except with the authority of and on behalf of his employer.

FLOW CHART







DETAILS OF FLOW CHART

1. Start	ACTION
1.1 Receive Application	Exec (R&A)
1.2 Check Applications to ensure all document are in order. Verify Information and Experience. Use <i>Applications Checklist</i>	Exec (R&A)
- Verify applicant status in IEM	
- File email with applications.	
- Check years of experience and significant experience to meet criteria	
If eligible proceed to 1.4. In sufficient document or evidence proceed to 1.3	Exec (R&A)
1.3 Applications not in order send email for more details or missing information. Write for document to request for more evidence. Keep in Pending folder	Exec (R&A)
1.4 Prepare <i>Processing Form</i> (Official Use) for those that satisfied criteria based on <i>Applications Checklist</i> . If payment enclosed with Application proceed to 5.2 for Finance action.	Exec (R&A)
1.5 Check Application on years of experience recorded. Enter into the <i>Processing Form</i>	Exec (R&A)
1.6 Tabulate List of Applicants to hand over to MAB Secretariat. Keep list as record.	Exec (R&A)
2. Forward to Membership Application Board	
2.1 Receive Applications and forward to Membership Application Board (MAB) members.	Exec (MAB)
2.2 A thorough check to ascertain and assess qualification and experience meets criteria to be processed for admission	MAB Committee
- 2 MAB members to process, assess and give recommendation. One of whom to be in the same discipline as applicant and one of whom is an APEC Engineer /IntPE Member.	
- Enter comment and assessment and sign the <i>Processing Form</i> . If approved proceed to 3.2	MAB Committee
- Not approve or in doubt return to Exec (R&A) to write for more information. Proceed back to 1.3	MAB Committee Exec (MAB)

3. Forward to Professional Interview Board

- 3.1 Receive Applicants' document and forward to Professional Interview Board (PIB) Member Exec (MAB)
- 3.2 Proceed to verify the 2 years of significant experience meets the criteria and requirement as per score sheet. PIB Committee
- 1 PIB member to conduct the verification and give scoring to the *Verification Form*. PIB Committee
 - Enter remarks and verification of scores. If scores are 8 points and above proceed to 3.3
 - If score is less than 8 proceed to 3.4
- 3.3 The verification results that scores 8 points and above will be endorsed by the PIB and forwarded to R&A application for approval. Tabulate approved verified list. Exec(PIB)
- 3.4 If in doubt or score below 8 point, forward to PIB to appoint a Reviewer. Request for more evidence PIB Committee
Exec (R&A)

4. Forward to Reviewer

- 4.1 Assess proof and evidence Reviewer
- 4.2 If accept, proceed back to 3.3 Exec(PIB)
- 4.3 If in double, may proceed to call for an oral interview Reviewer
Exec(R&A)
- 4.4 Arrange date, time and venue for an oral interview Exec(R &A)
- 4.5 If satisfied with Review, proceed back to 3.3 Reviewer
- 4.6 If not satisfied present report to PIB and return document back to applicants with remarks for re-submission from Reviewer after PIB meeting. Exec (R &A)

5. Forward to Registration and Administration Committee

- 5.1 Receive return application form and all document. Proceed to 5.2 Exec (R&A)
- 5.2 Forward to Registration and Administration Committee for endorsement. Record in minutes of meeting Exec (R &A)
- 5.3 If approved, proceed to prepare document for admission of successful applicants Exec(R&A)
- 5.4 Non recommended applicants, send document and application back to Applicant with remarks. Proceed to 4.6 Exec (R&A)

- 5.5 Approve verified application. Name list send to Excomm via PIB R&A Committee report and to Council for documentation.
- 6. Documentation & open P files**
- 6.1 Proceed to prepare documentation and notify Applicant Exec(R&A)
- 6.2 Check on Payment Exec(R&A)
- If paid, forward to Finance to issue receipt
 - Write to applicant if no payment had been made yet
- 6.3 Make entry into Processing Form to complete entry. Assign membership number. Record information onto membership database Exec(R&A)
- 6.4 Open P File, prepare admission letter and prepare Certificates. Get signatures for certificates Exec(R&A)
- 6.5 Notify Applicant. Give admission letter and notify applicant to collect certificates/attend Certificate Presentation ceremony. Keep acknowledgement of certificates in P file Exec(R&A)
- 6.6 Keep all photo copies into P Files Exec(R&A)
- 6.7 Keep P File in Filing Room Exec(R&A)
- 6.8 Compile Name list of approved applicants and send to National Monitoring Committee (NMC) for information Exec(R&A)
- 7. Monitoring Membership**
- 7.1 Maintain the Membership data on yearly subscription, change of addresses etc in membership Electronic database Exec(R&A)
- 7.2 Maintain list of resigned, erased, deceased and suspended members Exec(R&A)
- 7.3 Record Subscription and Send reminders for payment and status Exec(R&A)
- 8.0 END**

APEC / IPEA PROCESSING APPLICATION CHECKLIST

Name :

Discipline :

Date received :

Check List:

- Acknowledge receipt of the application form via email
- Check Status, MIEM and P.Eng and membership numbers and active member or not
- Check Membership information – transfer/election and year
- Check Membership No and Discipline/Branch of Engineering
- Check photo
- Check Discipline or Branch of Engineering applied and to tally with membership discipline
- Check signature on verification of experience by P.Eng and MIEM (at least one on each page), **or**
- Initial made on Verification column
- Check Experience is 7 years and 2 years in responsible position
- Organisation chart of applicant and indication of his position in the company
- Check record of total months in the experience record section
- Check signature on application form and date
- Check CPD submission for consecutive 3 years (no verification signature required)
- Use Processing form - to type in the information and sign the form
- Submit to APT Secretariat Staff to send for admission

Others

- Check payment – amount and manner of payment
- Process payment- Cheque forward to finance to issue receipt. Enter credit card entry details into the credit card format and forward to EDP Executive to process payment
- Monitor payment and enter records into the processing form and also into application form
- Check signatures of membership application board to ensure 2 signatures in approved cases
- Enter details of endorsement into Processing Form. Get signature of Chairman after Registration meeting
- File checklist into P file

Revised 1 December 2019

APEC/IPEA VERIFICATION FORM

Name of Applicant			
MIEM Membership No		BEM Registration No	
Branch of Engineering			
Position of Employment			
Total Period of Experience			
Total Period of Significant Experience			
Name of MAB Assessor			
<i>Note: CPD Records to be furnish together with this form. Kindly circle the points</i>			

1.	PROJECT VALUE & DESCRIPTION	POINTS	REVIEWER'S JUSTIFICATION & COMMENTS
a.	Less than RM10 million (<RM10 million) (Research Grant can be considered as project value)	1	
b.	Between RM10 million and RM 100 million (RM10 million – RM100 million)	2	
c.	More than RM100 million (> RM100 million)	3	
2.	POSITION OF RESPONSIBILITY		
a.	Executive Level Engineer/Senior Engineer; Project Engineer/Senior Project Engineer; Operational Engineer/Senior Operational Engineer; Site Engineer/Senior Site Engineer; Design Engineer; Senior/Design Engineer; Lecturer/Senior Lecturer etc	1	
b.	Middle Management Team Leader, Manager, Head of Department, Project Manager, Associate Prof etc	2	
c.	Top Management CEO, COO, Executive Director, Project Director, Director, Principal Engineer, Professorship etc	3	
3.	AWARDS OR PUBLICATIONS		
a.	Less than 2 (<2)	1	
b.	2 up to 9 (2 – 9)	2	
d.	10 and above (>10)	3	
4.	YEARS OF EXPERIENCE		
a.	7 years	1	
b.	8 years up to 20 years (8-20 yrs)	2	
c.	More than 20 years (>20yrs)	3	
SCORES			<i>Maximum Score – 15 points Minimum Score – 8 points</i>

Signature: _____

Date: _____

APEC/IPEA REVIEW FORM

Name of Applicant			
MIEM Membership No		BEM Registration No	
Branch of Engineering			
Position of Employment			
Total Period of Experience			
Total Period of Significant Experience			
Name of PIB AUDITOR			
<i>Note: CPD Records to be furnish together with this form. Kindly circle the points (Refer to Audit Guidelines)</i>			

	DESCRIPTION	POINTS	AUDITOR'S JUSTIFICATION & COMMENTS
1.	PROJECT VALUE <i>The applicant to furnish the resume validated by peers who is or used to be his Superior. The resume must elaborate the contracted amount of the projects that he had been involved.</i>		
a.	Less than RM10 million (<RM10 million)	1	
b.	Between RM10 million and RM 100 million (RM10 million – RM100 million)	2	
c.	More than RM100 million (> RM100 million)	3	
2.	POSITION OF RESPONSIBILITY <i>Applicant to furnish Organisation Chart. Applicant to furnish letter of Offer stating his position</i>		
a.	Executive Level	1	
b.	Middle Management	2	
c.	Top Management	3	
3.	NUMBER OF STAFF,POST GRADUATE STUDENT UNDER APPLICANT <i>Applicant to furnish Organisation Chart, which has stated where he is in that company or project organisation</i>		
a.	Less than 10 persons (<10 persons)	1	
b.	10 persons up to 50 persons (10 ~ 50 persons)	2	
c.	More than 50 persons (> 50 persons)	3	
4.	AWARDS OR PUBLICATIONS <i>Provide name of publications paper printed. Submit supporting document</i>		
a.	Less than 2 (<2)	1	
b.	2up to 9 (2 – 9)	2	
d.	10 and above (>10)	3	
5.	YEARS OF EXPERIENCE <i>Applicant to furnish the Certificates of Degree stating year of graduation; furnish resume that validated by Peers who used to be his Superior or who is able to indicate the year of working experiences since graduation.</i>		
a.	7 years	1	
b.	8 years up to 20 years (8-20 yrs)	2	
c.	More than 20 years (>20yrs)	3	
SCORES lease tick (✓) appropriate box			1. Approved <input type="checkbox"/> 2. Rejected <input type="checkbox"/> <hr/> Comment <hr/> Date:
Signature:			

ATTACHMENT I

TABULATED LIST PRESENTED AT MAB

*Name (Ir.)	Qualification	Years of Experience (minimum of 7 years Post-Graduate Working Experience)	Discipline	IEM M'ship	Year of Graduation	Year Transferred to MIEM
	B.E.HONS.(USM)(CIVIL, 1998) M.Sc.(USM)(STRUCTURAL, 2002)	20	CIVIL	19316	1998	2017
	B.E.HONS.(UTM)(CIVIL, 1996) M.Sc.(ICL)(1997)	23	CIVIL	25388	1996	2005
	B.E.HONS.(UKM)(CIVIL & ENVIRONMENTAL, 2001) M.Sc.(UPM)(WATER ENGINEERING, 1994) PhD.(CARDIFF UNI.)(CIVIL, 2011)	18	CIVIL	26373	2001	2006
	B.E.(UNSW)(CIVIL, 1983)	35	CIVIL	7371	1983	1991
	B.E.HONS.(UNI. OF SHEFFIELD)(MECHANICAL, 1999)	18	MECHANICAL	20926	1999	2005
	B.E.HONS.(UMIST)(MECHANICAL, 1995)	30	MECHANICAL	16981	1995	1998

TABULATED LIST PRESENTED AT PIB

*Name (Ir.)	Qualification	Years of Experience (minimum of 7 years Post-Graduate Working Experience)	Discipline	IEM M'ship	MAB SCORE	PIB AUDIT COMMENT
	B.E.HONS.(USM)(CIVIL, 1998) M.Sc.(USM)(STRUCTURAL, 2002)	20	CIVIL	19316	10	
	B.E.HONS.(UTM)(CIVIL, 1996) M.Sc.(ICL)(1997)	23	CIVIL	25388	9	
	B.E.HONS.(UKM)(CIVIL & ENVIRONMENTAL, 2001) M.Sc.(UPM)(WATER ENGINEERING, 1994) PhD.(CARDIFF UNI.)(CIVIL, 2011)	18	CIVIL	26373	7	REQUIRE PHYSICAL AUDIT
	B.E.(UNSW)(CIVIL, 1983)	35	CIVIL	7371	12	

Application Form



**APEC ENGINEER REGISTER
&
INTERNATIONAL PROFESSIONAL ENGINEER REGISTER
APPLICATION FOR REGISTRATION**

IEM Use Only
Paid by: Cash/Cheque
Cheque No:
Receipt No:
Date:

1. PERSONEL DETAILS

NAME (please underline the surname): _____

IEMM'SHIP NO: _____ GRADE: Member (_____) Year, Graduate (_____) Year

P.ENG NO: _____ DATE: _____

DATE OF BIRTH: _____ SEX: _____

IC/PASSPORT NO: _____

PLACE OF ISSUE: _____ CITIZENSHIP: _____

TITLE: *PROF/Dr./r./OTHERS (PLEASE SPECIFY) _____



2. CONTACT DETAILS

<p>HOME ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>CITY: _____ STATE: _____</p> <p>POSTCODE: _____ TEL: _____</p> <p>MOBILE: _____ FAX: _____</p> <p>E-MAIL: _____</p>	<p>BUSINESS/OFFICE ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>CITY: _____ STATE: _____</p> <p>POSTCODE: _____ TEL: _____</p> <p>MOBILE: _____ FAX: _____</p> <p>E-MAIL: _____</p>
---	--

CORRESPONDENCE TO BE DIRECTED TO: HOME OFFICE (PLS TICK APPROPRIATE)

(ANY CHANGE OF ADDRESS MUST BE NOTIFIED PROMPTLY)

3. ACADEMIC QUALIFICATIONS

FIRST DEGREE/UNIVERSITY/DISCIPLINE: _____ DATE OF GRADUATION: _____

POST GRADUATE DEGREE/UNIVERSITY/DISCIPLINE: _____ DATE OF GRADUATION: _____

OTHER PROFESSIONAL AFFILIATION/REGISTRATION: _____

4. DISCIPLINES FOR REGISTRATION (Select only 1 preferred discipline for registration purpose) NOTE 1

CIVIL STRUCTURAL GEOTECHNICAL ENVIRONMENTAL MECHANICAL
 ELECTRICAL INDUSTRIAL CHEMICAL ELECTRONIC MINING
 OTHERS (PLEASE SPECIFY) _____

5. AREA OF SPECIALISATIONS

1. _____ 2. _____ 3. _____

Kindly tick (✓) the box below.

I agree and allow my contact information to be publicised on the website and viewed by the public do not agree to release by contact

6. SUMMARY OF SIGNIFICANT ENGINEERING WORK – minimum 2 years in responsible charge
** Provide summary of each project for which you were personally responsible and state your position, the number of months you were in charge of the work (If insufficient please use additional sheets.)*

Period of Experience	Position of Responsibility	Months	Nature of projects, its significance, your functions, responsibilities, achievements, practical innovations, original application of theory	Verified by (Signature & Stamp) (NOTE 2)

Total number of months:

7. Summary	
Years of Experience: _____ years _____ months	Years of Significant Experience: _____ years _____ months
Summarise your experiences in not more than 200 words	

8. Verifiers:			
Name of Verifier	IEM Membership Number/BEM Membership Number/Employer with company Name	Contact Number	Signature & Stamp (NOTE 3)

All statements of facts in my report and as summarized in table on this application form are true.

Signature: _____ Date: _____

Registration Fees

1. Payment By: Credit Card Cash Cheque (please tick appropriate)

Card: Visa MasterCard

Card Number

Expiry Date:

Register	Entrance Fee	Annual Subscription
APEC Engineer Register	RM 100	RM 100
International Professional Engineer Register	RM 100	RM 100

2. Please make cheque payable to "The Institution of Engineers, Malaysia".

3. Completed application forms and payment to be sent to: -
The Secretariat, APEC/IPE International Professional Engineer Registers,
C/o The Institution of Engineers, Malaysia,
Bangunan Insanieur, Lots 60 & 62, Jalan 52/4,
P.O Box 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor

Note 1: You must be able to demonstrate that you have worked seven years in the discipline in which you would like to seek for registrations since graduation and that you have accumulated two years responsible charge of significant engineering work in that discipline.

Note 2: Applicants must be a Corporate Member of The Institution of Engineer, Malaysia and registered as Professional Engineer (P. Eng.) and/or Professional Engineer with Practising Certificate (P. Eng. PC) with the Board of Engineers, Malaysia.

Note 3: The person verifying the summary of the significant engineering work must be a Corporate Member of The Institution of Engineer, Malaysia and/or a Professional Engineer (P. Eng.) or Professional Engineer with Practising Certificate (P. Eng. PC) of the Board of Engineers, Malaysia. The Verifier must complete details in section 8 on page 3 of this form with signature and stamp.

Note 4: *Delete as appropriate.

Note 5: Application must be accompanied with 3 years of CPD record totalling to 150 hours; duly certified with signature and stamp by the Verifier.

Note 6: All additional attachment to the application form must be sign and stamp by the Verifier.



INSTRUCTION TO APPLICANT

Application to be IntPE and APEC Engineer

All Malaysian Engineers are encouraged to join both the IntPE and APEC Engineers membership in Malaysia.

Eligibility

Applicant must apply to be a Corporate Member of The Institution of Engineers, Malaysia (IEM) and a Professional Engineer with the Board of Engineers Malaysia (BEM) first prior to registering for the APEC and IntPE Membership.

The criteria to be a Corporate Member of IEM and P.Eng of BEM are to have at least a minimum of three years' relevant experience and a qualified accredited degree in engineering. He must be already registered as a Graduate Engineer with BEM for at least 2 years.

Applicant can apply to be a member of IEM via online application or alternatively download the form from the IEM website at www.myiem.org.com and complete the appropriate application and submit with payment. After admission as an IEM Corporate member, make a submission to the BEM to be registered as a P.Eng.

Applicant can then apply to be the APEC Engineer and the International Professional Engineer if he/she has acquired 7 years of relevant experience with 2 years in a significant charge. The requirement of a minimum point of 50 CPD hours clocked to a total of 150 points over 3 years is also require.

Application form is available from the website and can be downloaded from www.apec-emf.org. Complete the form and submit with experience details and payment.

Supporting Documents (please provide the attachments where necessary)

The following documentation or information are required to be submitted together with the application

1. To be eligible for the entry into the two Registers, an Applicant must have at least 7 years of working experience and having spent at least 2 years in significant engineering work indicating having been in a responsible position in these 2 years.
2. Provide record experiences in chronological order and highlights the 2 years of responsible charge. Information to substantiate the 2 years of significant charge

According to 'The APEC Engineer Manual', published in November 2002, 'responsible charge of significant engineering work' is defined as: -

"The definition of significant engineering work will vary between economies and disciplines. As a general guideline, the work should have required the exercise of independent engineering judgment, the programs concerned should have been substantial in duration, cost, or complexity, and the Applicant should have been personally accountable for their success or failure. In general, an Applicant may be taken to have been in responsible charge of significant engineering work when they have: -

- a) *planned, designed, coordinated and executed a small project, or*
- b) *undertaken part of larger project based on an understanding of the whole project, or*
- c) *undertaken novel, complex and/or multi-disciplinary work*

The specified period of two years may have been completed in the course of the seven years practical experience since graduation.

3. Documentation or information to indicate the value of the project that the Applicant has handled, and the number of projects handled until submission of application.
4. Research grant could be also considered as value of each project.
5. Indicate the position and responsibility in the various jobs or postings
6. Number of staff or post graduate students under Applicant's charge
7. Any publications inclusive of the IEM and BEM Publications or any another professional bodies publication. Title of article published and name the magazine/journal/bulletin etc.
8. Declare any awards received
9. Years of experience after graduating with the Bachelor Degree.
10. The Proposer is required to verify the application by signing on the indicated pages within the forms where his/her signatures are required and affix the stamp or seal (*PE Stamp or company stamp*).

Proposer (Verifier) must be an IEM Corporate Member and a Professional Engineer. He is also expected to certify the supporting documents attached to these Applications and stamped. All attachment and photocopies must be duly certified and stamp.

11. Committee reserves the rights to call the Applicant in for an impromptu audit, if required.
12. Application is to be submitted to

*The Institution of Engineers, Malaysia,
Bangunan Ingenieur, Lots 60&62,
Jalan 52/4, Peti Surat 223 (Jalan Sultan),
46720 Petaling Jaya, Selangor.*

Any changes in address must be notified promptly to the Institution. IEM can be contacted as below:

- Telephone: 03-7968 4010 or 03-7968 4002
- E-mel: aer@iem.org.my

13. The Institution does not accept responsibility for the loss of, or damage to, any original documents forwarded with this Application.
14. Failure to send all necessary documents and information will cause undue delay in the processing of the application.
15. For useful information relating to IEM, kindly refer to our website: www.iem.org.my and www.apec-emf.org.

Sample Format

Either this format

6. SUMMARY OF SIGNIFICANT ENGINEERING WORK – minimum 2 years in responsible charge				
* Provide summary of each project for which you were personally responsible and state your position, the number of months you were in charge of the work (If insufficient please use additional sheets.)				
Period of Experience (after graduation)	Position of Responsibility	Months	Nature of projects, its significance, your functions, responsibilities, achievements, practical innovations, original application of theory	Verified by (Signature) (NOTE 2)
	<i>i) Indicate position in each project</i>		<i>a) Indicate Project Value b) Project handled in chronological order c) Number of staff/post graduate student d) Your responsibility in each of the project or each job posting</i>	

Or this format

PROJECT VALUE /POSITION OF RESPONSIBILITY/STAFFING						
Period of Experience	Position of Responsibility	Duration (Months)	Project	Project Value (approx.)	Number of staff under the charge	Verified by (Signature) (NOTE 2)
October 2016 to present	Project Engineer	>37	Johor Bahru MRT Line – IEM Line) Tunnel and Highway associated works package of IEM (IEM Line)	Approx.. RM 10.0 - RM13.6 Billion	Approx. 30	

And

INFORMATION ON PUBLICATIONS				
Month & Year of Publication	Title of Paper Published	Joint Authored	Name of Publication (Journal/Bulletin/magazine etc)	Verified by (Signature) (NOTE 2)

And

INFORMATION ON AWARDS				
Year receive Award	Name of the Award	Organization that confers the award	Criteria of the award	Verified by (Signature) (NOTE 2)

**USEFUL INFORMATION RELATING TO GRADUATE ENGINEER TRAINING
REQUIREMENTS**

1. Under the Registration of Engineers Act, 1967, it is mandatory for all engineering graduates to register themselves with Board of Engineers, Malaysia (BEM). Registration forms are obtainable from the Board of Engineers, Malaysia, c/o JKR, Headquarters, Jalan Sultan Salahuddin, 50580 Kuala Lumpur. Tel: 03-2696 7095/96 Email: bem1@jkr.gov.my
2. Applicants shall be admitted to IEM in the same discipline of engineering as specified in the registration letters from BEM.
3. Upon registration as graduate engineers with BEM, they must gain a minimum of three years of practical experience serving under an MIEM or a P.Eng (Professional Engineers registered with BEM). This is to enable their experience to be recognized under the Registration of Engineers Act, 1967 for the purpose of Registration as a Professional Engineers
4. If neither an MIEM nor a P.Eng is available in the working environment, young engineers are advised to obtain practical experience under a formal training scheme of IEM supervised by one of its Corporate Member of the same discipline as registered by BEM. A copy of the regulation is attached. Registration can be made even before he/she is admitted as/ transferred to a graduate member.
5. Graduate engineers are advised to have their training under an MIEM or a P.Eng in the same or approved allied discipline so as to avoid problems in getting registration as a Professional Engineer with BEM later on. Some typical example where problems may arise are as follows:
 - Graduate engineer registered with BEM under the "Electronic" discipline, but working in an electrical environment without exposure to any electronic practice shall find his training invalid for the purpose of Professional Interview.
 - Graduate engineer registered with BEM under the "Electrical" discipline but working in an electronic environment may opt to attend Professional Interview under the "Electronic" discipline.
6. A Copy of the Professional Interview Regulation is available from IEM upon request.

AUDIT REPORT FORM

		THE INSTITUTION OF ENGINEERS, MALAYSIA Bangunan Ingenieur, Lots 60 & 62, Jalan 52/4, P.O. Box 223, Jalan Sultan, 46720 Petaling Jaya Tel: 03-79684010/4002 Fax: 03-79577678 e-mail: aer@iem.org.my	
IntPE and APEC Engineer Audit Report			
Auditee		Auditor	
Audit Date		Page Number	
Review Challenge			
Assessment of Document			
Assessment of Process			
Findings			
Recommendation			
Auditor's Signature			
Implementation Date: 1 March 2020			Revision 1