

BOARD OF ENGINEERS MALAYSIA

**ASSESSMENT STATEMENT
FOR
ASEAN CHARTERED
PROFESSIONAL ENGINEER**

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TABLE OF CONTENTS

INTRODUCTION	1
1 The ASEAN Mutual Recognition Arrangement (MRA) on Engineering Services	1
2 ASEAN Chartered Professional Engineer (ACPE)	1
3 Registered Foreign Professional Engineer (RFPE).....	1
4 Privilege and obligation of a Registered Foreign Professional Engineer (RFPE).....	2
5 Purpose and operation of Assessment Statement.....	2
PART A: THE PROFESSIONAL REGULATORY AUTHORITY AND MONITORING COMMITTEE	3
6 The Board of Engineers Malaysia (BEM).....	3
7 The Monitoring Committee in Malaysia.....	3
8 Roles of the monitoring Committee (MC).....	3
9 Authorisation to work as Registered Foreign Professional Engineer (RFPE).....	4
PART B: ASSESSMENT MECHANISM	4
10 Requirements for registration as ASEAN Chartered Professional Engineer (ACPE).....	4
11 Completion of an accredited or recognized engineering programme.....	4
12 Eligibility for Professional Practice.....	4
13 Attainment of a minimum of seven years of practical experience since graduation	5
14 Completion of at least 2 years in responsible charge of significant engineering work.....	5
15 Maintenance of Continuing Professional Development (CPD).....	6
16 Compliance with Code of Professional Conduct and Ethics.....	6
17 Keeping of records for continuing mutual monitoring.....	6
PART C: REGISTRATION PROCESS	7
18 Guide to Application for Registration as ACPE.....	7

ANNEX 1	: MEMBERS OF THE NATIONAL MONITORING COMMITTEE, MALAYSIA.....	9
ANNEX 11	: APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE).....	10
ANNEX III	: FORM I: APPLICATION FOR A PROFESSIONAL ENGINEER TO BE REGISTERED AS ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE).....	15
ANNEX IV	: FORM GI: PROFESSIONAL EXPERIENCE.....	16
ANNEX V	: FORM G2: DECLARATION FOR THE APPLICATION AS ASEAN CHARTERED PROFESSIOANL ENGINEER (ACPE).....	17
ANNEX VI	: ASSESSOR’S REPORT.....	18
ANNEX VII	: MONITORING COMMITTEE SUMMARY OF ASSESSMENT OF APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ENGINEER REGISTRATION.....	20
ANNEX VIII	: APPOINTMENT OF ACCESSOR FOR ACPE	21

.INTRODUCTION

1. The ASEAN Mutual Recognition Arrangement (MRA) on Engineering Services

1.1 The governments of member countries of the Association of south East Asian Nations (collectively referred to as “ASEAN”, and comprising of Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, Lao People’s Democratic Republic, Malaysia, The Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand, and the Socialist Republic of Vietnam) have agreed on the ASEAN Mutual Recognition Arrangement on Engineering Services which aims to:

- a) facilitate mobility of engineering service professionals, and
- b) exchange information in order to promote adoption of best practices on standard and qualifications.

1.2 A copy of the ASEAN Mutual Recognition Arrangement on Engineering services which was signed on 9 Dec. 2005, is available at ASEAN web Site, at: <http://www.aseansec.org/18009.htm>

2. ASEAN Chartered Professional Engineer (ACPE)

2.1 Under the MRA, a professional engineer or practitioner who holds the nationality of an ASEAN Member Country and who possesses qualifications and experience that complies with the requirements specified in Part B of this Assessment Statement may apply to be placed on the ASEAN Chartered Professional Engineers Register (ACPER) and accorded the title of ASEAN Chartered Professional engineer (ACPE).

2.2 The Professional Regulatory Authority of each participating ASEAN Country will authorise a Monitoring Committee (MC) to receive and process applications from its professional engineers or practitioners for registration as ACPE and to maintain the ASEAN Chartered Professional Engineers Register (ACPER). In the case of Malaysia, details of the Professional Regulatory Authority and Monitoring Committee are in Part A of this Assessment Statement.

3. Registered Foreign Professional Engineer (RFPE)

3.1 An ACPE who wishes to provide professional engineering services in another participating ASEAN Country shall be eligible to apply to the Professional Regulatory Authority (PRA) of a host participating ASEAN country to be registered as a Registered Foreign Professional Engineer (RPFE). A RPFE will be

permitted to work in collaboration with designated professional Engineers in the said host country, but subject to domestic law and regulations and where applicable, not making submissions to statutory authorities of the host country.

4. Privilege and obligation of a Registered Foreign Professional Engineer (RFPE)

4.1 A Registered Foreign Professional Engineer (RFPE) shall not be eligible to work in independent practice in the host country, unless specifically permitted by Professional Regulatory Authority (PRA) of a host participating ASEAN Country. As the PRA of a host participating ASEAN Country have statutory responsibility to register and/or license a practitioner so as to protect the health, safety, environment, and welfare of the community within its jurisdiction, it may require a RFPE seeking the right to independent practice to be subjected to some form of supplemental assessment which aims to determine the RFPE:

- a) understand the general principles behind applicable codes of practice and laws in the country;
- b) has demonstrated a capacity to apply such principles safely efficiently; and
- c) is familiar with other special requirements operating within the country.

4.2 A RFPE shall provide engineering services only in the areas of competence as may be recognized and approved by the PRA of the host participating ASEAN Country, and shall undertake assignments only in the specific discipline or disciplines in which he/she has been registered. He/she shall also be bound by:

- (a) codes of professional conduct in accordance with the policy on ethics and conduct established and enforced by the country in which he is registered as an ACPE; and
- (b) prevailing laws and regulations of the host participating ASEAN Country in which he is permitted to work as a RFPE.

5. Purpose and operation of Assessment Statement

5.1 This Assessment Statement provides a framework for the assessment of professional engineers or practitioners for placement on the ASEAN Chartered Professional Engineers Register (ACPER) by Malaysia Monitoring Committee.

5.2 This Assessment Statement shall be reviewed and accepted by the ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC) before the Malaysia Monitoring Committee is authorized to operate the ASEAN Chartered Professional Engineers Register (ACPER)

PART A: THE PROFESSIONAL REGULATORY AUTHORITY AND MONITORING COMMITTEE

6. The Board of Engineers Malaysia (BEM)

- 6.1 BEM is the Professional Regulatory Authority in Malaysia.
- 6.2 BEM is a statutory body that administers the Registration of Engineers Act (REA). The REA (a copy is available at www.bem.org.my) is an act of Parliament that provides for the registration of professional engineers (PEs), regulates the qualifications and conduct of professional engineers and regulates corporations which supply professional engineering services in Malaysia.
- 6.3 BEM has appointed and authorized the National Monitoring Committee (NMC) pursuant to Article 4.2.2 and item 1.2 of Appendix II of the MRA, as the competent and responsible body to exercise the function to assess and certify.

7. The Monitoring Committee in Malaysia

- 7.1 The Malaysia Monitoring Committee (MC) is established by BEM as the competent body to exercise the functions, on behalf of the BEM to develop, process and maintain an ASEAN Chartered Professional Engineers Register (ACPER) in Malaysia.
- 7.2 The MC comprises of the Chairman of the Committee who is a Board Member and members who are appointed by the BEM. The composition of MC are in **Annex 1**.

8. Roles of the monitoring Committee (MC)

- 8.1 In assessing compliance with the qualifications and experience set out in the ASEAN MRA on Engineering Services for registration as an ACPE, the MC shall adhere to the criteria and procedures in this Assessment Statement.
- 8.2 The MC shall also undertake to ensure that all ACPE on its ACPER:
 - (a) comply fully with the requirements specified in the MRA; and
 - (b) provide evidence when apply for renewal of their registration that they have complied with the Continuing Professional Development (CPD) at a level prescribed in this Assessment Statement.

9. Authorisation to work as Registered Foreign Professional Engineer (RFPE)

- 9.1 Applications by an ACPE from another participating ASEAN Country to work as a RFPE in Malaysia shall be made to the BEM. Upon acceptance and payment of a prescribed fee, the RFPE will be permitted by BEM to work in collaboration with designated local Professional Engineers. The RFPE will not be eligible to work in independent practice to certify engineering works which is required by any written law to be signed by a professional engineer or qualified person for the purposes of submission to regulatory authorities unless he is registered as a professional engineer in accordance with the REA.

PART B: ASSESSMENT MECHANISM

10. Requirements for registration as ASEAN Chartered Professional Engineer (ACPE)

- 10.1 A professional engineer or practitioner who meets the following qualifications, practical experience and conditions is eligible for registration as an ACPE:
- (a) completed an accredited or recognized engineering programme;
 - (b) is a registered professional Engineer with BEM
 - (c) possesses a minimum of seven years of practical experience since graduation;
 - (d) has spent at least two years in responsible charge of significant engineering work;
 - (e) complied with the Continuing Professional Development (CPD) policy at a satisfactory level; and
 - (f) agrees to be bound by code of professional conduct and ethics.
- 10.2 Details of each of the above qualifications, practical experience and conditions are described in the ensuing paragraphs.
- 10.3 An application for registration as an ACPE shall be made in the format prescribed in Annex III to this Assessment Statement.

11. Completion of an accredited or recognized engineering programme

- 11.1 An applicant for registration with the MC as an ACPE must be a registered professional Engineer with the Board who has at least 7 years working experience.

12. Eligibility for Professional Practice

12.1 A registered professional engineer with BEM

13. Attainment of a minimum of seven years of practical experience since graduation

13.1 A professional engineer or practitioner is eligible for registration as an ACPE if he/she has at least 7 years of relevant practical work experience after completing the accredited or recognized engineering programme. Assessment of practical work experience shall be carried out through:

- a) submission of a report describing the type, significance and level of responsibility of the practical engineering work experience attained over a period of at least 7 years since graduation. The report must demonstrate that the candidate has engaged in professional practice which, directly or indirectly, calls upon his engineering knowledge, skills, experience and judgment, and has a significant influence on the technical direction of engineering projects or programmes; and
- b) a professional interview to review the practical work experience claimed and assess the relevance and adequacy for registration.

13.2 The report on practical engineering work experience attained over a period of at least 7 years since graduation shall be submitted to the MC; using Form G1 in Annex IV.

13.3 The MC will arrange for the assessment to be conducted; to assess the practical engineering work experience attained over a period of at least 7 years since graduation.

14. Completion of at least 2 years in responsible charge of significant engineering work

14.1 A professional engineer or practitioner should have spent at least 2 years in responsible charge of significant engineering work and this period could be within the course of the practical work experience since graduation. Assessment will be carried out based on a report to be submitted by the professional engineer or practitioner to the MC.

14.2 Responsible charge of significant engineering work would be assessed as being equivalent to any one of the following situations:

- i) planned, designed and implemented a complete engineering project;
- ii) undertaken a substantial part of engineering project while understanding the total project concept;

- iii) undertaken a project that requires multi-disciplinary, complex or novel work responsibility.

15. Maintenance of Continuing Professional Development (CPD)

- 15.1 Every ACPE is required to engage in CPD to the extent that meets the prevailing norms prescribed by BEM for the renewal of registration as professional engineer as stipulated in the Registration of Engineers Act.
- 15.2 The objectives of BEM CPD programme is to reinforce the need for lifelong learning and to provide a framework through which professional engineers could systematically maintain and enhance competency to do a job in their area of expertise. BEM's requirement on CPD is attainment of a minimum of 50 CPD hours average over 3 years.
- 15.3 Every ACPE shall be required to submit evidence on compliance with the CPD requirement.

16. Compliance with Code of Professional Conduct and Ethics

- 16.1 All professional engineers who are registered with BEM are bound by the Professional Engineers (Code of Professional Conduct and Ethics) Rules. The MC will also require all practitioners who are registered on the ACPER to be bound by the same Code of Professional Conduct and Ethics Rules.
- 16.2 Every ACPE will be held individually accountable for his/her actions taken in their professional work. In his/her practice of engineering, he/she shall not have any record of serious violation on technical, professional or ethical standards, either in Malaysia or elsewhere.
- 16.3 Every ACPE is bound by the Code of Professional Conduct and Ethics Rules to practice only in areas which they are competent in.

17. Keeping of records for continuing mutual monitoring

- 17.1 In order to facilitate mutual monitoring, verification of operations of the procedures of participating ASEAN Member Countries and information exchange, the MC shall keep a set of all successful applications for registration on ACPER, which shall include:
 - a) a copy of the report describing the practical engineering work experience attained over a period of at least 7 years since graduation;
 - b) a report describing the completion significant engineering work in which professional engineer or practitioner was in responsible charge of; and
 - c) evidence of participation in CPD programme

- 17.2 The MC will carry out annual random audits of at least 5% of the records in the ACPEP to determine:
- a) declarations of participation in CPD; and
 - b) continued compliance with the conditions of registration.

PART C: REGISTRATION PROCESS

18. Guide to Application for Registration as ACPE

18.1 General

This section describes the procedures involved in application for and renewal of registration with the MC as ACPEs.

18.2 Application process

- (a) Application for registration shall be made on the prescribed application form in Annex III and submitted to the MC. The type of the documents to be submitted, initial registration fee, renewal fee, and where the application is to be submitted are listed in the application form.
- (b) The MC will appoint an Assessment Panel to review and assess the application
- (c) Applicants will be informed of the decision by the MC in writing.
- (d) A certificate of registration will be issued to successful applicant. The term of registration shall be one year from the date of registration. Registration is renewal on a yearly basis.

18.3 Assessment Panels

- (a) The MC will appoint Assessment Panels each comprising a Lead Assessor and an Assessor who is senior and experienced registered professional engineer in the appropriate discipline to review the applications, and carry out professional interviews to assess suitability for registration on APEC Engineer Register(?). The Assessment Panels will make recommendations to the MC on whether a candidate should be placed on APEC Engineer Register.
- (b) Assessors will be appointed based on the following criteria:
 - Registered professional engineers;
 - Practicing in the same field of engineering as the candidates to be assessed; and
 - Possess more than 10 years of practical experience as registered professional engineers.

- (c) For an applicant who is a registered professional engineer, the assessment will be divided into two stages. The Assessment Panel will consider the primary assessment already conducted by BEM when the candidate applied for and obtained registration as a professional engineer. The Assessment Panel will review whether the requirements have satisfactorily assessed by BEM in the primary assessment.

18.4 Professional Interview

- (a) The Assessment Panel may conduct a professional interview to assess the practical experience in engineering. If an interview is necessary, the MC will inform the applicant of the date/time and venue.

18.5 Assessment Report and Decision

- (a) Assessment Panels will prepare and submit its recommendations to the MC. The MC will check to ensure that there is no discrepancy and inadequacy in the assessment procedures.

18.6 Notice of the Results

The MC will inform all candidates of the results of its assessment, including providing reasons for failure where applicable.

18.7 Availability of Assessment Report

The MC will ensure that documents containing information on its assessment of applicants for registration on the ACPER will be made available when requested by the ACPECC for purposes of review as required under the MRA.

#####

MEMBERS OF THE NATIONAL MONITORING COMMITTEE, MALAYSIA

Member:

- Chairman
 - A Board Member of Board of Engineers Malaysia
- 2 Representatives of Board of Engineer Malaysia
- 2 Representatives of Institution of Engineers Malaysia
- 2 Representatives of Association of Consulting Engineers Malaysia
- 4 Professional Engineers (Industry)

Contact point:

Registrar
Board of Engineers Malaysia
17th Floor JKR HQ Building
50580 Kuala Lumpur Malaysia
Tel.: 603-26912090
Fax.: 603-26925017
e-m ail: registrar@bem.org.my

APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE)

CONTENTS		PAGE
1.0	Aim	2
2.0	Scope	2
3.0	Reference Document	2
4.0	Abbreviations/Terminology	2
5.0	Responsibility	2
6.0	Flow Chart	3
7.0	Details	
	7.1 Start	4
	7.2 Receive Application	4
	7.3 Check Application for Eligibility	4
	7.4 Eligible / Sufficient?	4
	7.5 Insufficient / Rejected Application	4
	7.6 Process Application	4
	7.7 Appointment of Assessor by the Committee	4
	7.8 Accept?	5
	7.9 Assessment Process	5
	7.10 Appointment of Alternate Assessor by the Committee	5
	7.11 Accept?	5
	7.12 Pass?	5
	7.13 Review case	5
	7.14 Endorsement	5
	7.15 Inform Candidate	5
	7.16 End	5

1.0 Aim

This Procedure is applicable to the verification requirements of engineers who apply to be registered with the Board. This is to meet stipulated requirements of the ASEAN MUTUAL Recognition Arrangement (MRA) on Engineering Services as ASEAN Chartered Professional Engineer (ACPE).

2.0 Scope

It encompasses the processing of applicants to register as ACPE.

3.0 Reference Document

- a) Act 138 - Registration of Engineers Act 1967 (Revised 1987)
- b) Act 138 - Registration of Engineers Regulations 1990
- c) Act A1158 - Registration of Engineers Act 1967 (Revised 2002)
- d) Act A1158 - Registration of Engineers Regulations 1990 (Revised 2003)
- e) ASEAN MUTUAL Recognition Arrangement on Engineering Services signed in Kuala Lumpur - 9th December 2005.

4.0 Abbreviations/Terminology

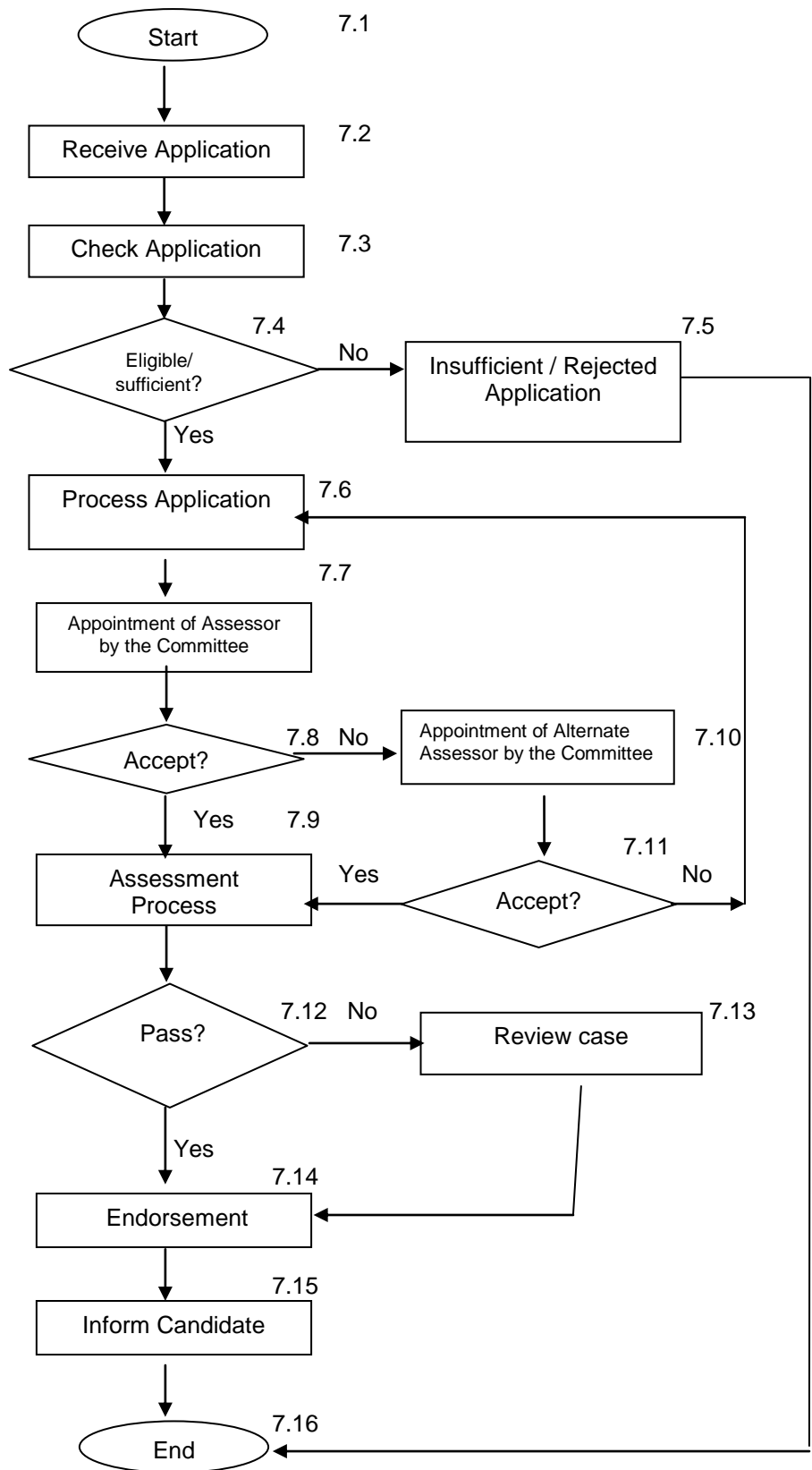
REG	Registrar
AO	Administrative Officer
AA	Administrative Assistant
Assessor	Assessor
Alt Assessor	Alternate Assessor
Board	Board of Engineers Malaysia
ACPER	ASEAN Chartered Professional Engineer
MC	Monitoring Committee

5.0 Responsibility

The responsibility of implementing and maintaining this procedure is with the Chairman of Monitoring Committee acting on behalf of the Registrar.

Routine administration associated with this function is with Administrative Officer of MC and other support staff who are held responsible for the Quality of their work at all times in accordance with written procedures and instructions.

6.0 Flow Chart



7.0	Details	Responsibility
Action		
7.1	Start	
7.2	Receive Application	AA/AO
	Receive application from the registered Professional Engineers	
7.3	Check Application for Eligibility	AO
	Check on the application based on the following criteria and the following documents are in order and complete:	
	(i) Practical Experience as stated in Article 3 of the MRA	
	(ii) Form 1	
	(iii) Attachment G1	
	(iv) Attachment G2	
	(v) Professional Engineer Registration Letter	
	(vi) Copy of Degree	
7.4	Eligible / Sufficient?	AO
	(i) If eligible/sufficient, follow step 7.6	
	(ii) If not eligible or insufficient documents submitted, follow step 7.5	
7.5	Insufficient / Rejected Application	AO
	(i) Inform the candidate by writing that his/her application is insufficient / rejected.	
	(ii) Application end. (7.16)	
7.6	Process Application	
7.6.1	Admin. Officer forward application for MC Committee's consideration:	AO
	(i) A brief summary of the candidate's experience.	
	(ii) Propose two (2) Principal Assessors, with ten (10) years experience as registered Professional Engineer, according to candidate's branch and experience as in BEM/Form/ACPE.	
7.6.2	MC Committee appoint three (3) Assessors to examine the applicant.	MC
7.7	Appointment of Assessor by the Committee	AO & MC
	Sent letter of appointment to the first Principal Assessor together with the following documents:	
	(i) Guidelines on ACPE	
	(ii) Instruction to Assessors	
	(iii) Question on "Code of Professional Conduct"	
	(iv) BEM/ACPE/01	
	(v) BEM/ACPE/02	
	(vi) The Candidate related information	

7.8	Accept?	ASSESSOR
	<ul style="list-style-type: none"> (i) If first Assessor accepted the appointment, follow step 7.9 (ii) If appointment is not accepted follow step 7.10 	
7.9	Assessment Process	ASSESSOR
	<p>The Principal Assessor will inform the Board by writing or fill in the form BEM/Form/PAE/05 that he accepts the appointment and will take the following actions:</p> <ul style="list-style-type: none"> (i) Appoint Third Assessor of the same related branch with Principal Assessor. Third Assessor must have 10 years experience as registered Professional Engineer. (ii) Liase directly with the candidate to conduct the assessment. 	
7.10	Appointment of Alternate Assessor by the Committee	AO & MC
	<p>Send letter of appointment to the Alternate Assessor together with the related documents.</p>	
7.11	Accept?	ALT. ASSESSOR
	<ul style="list-style-type: none"> (i) If the two Alternate Assessor accepted the appointment, follow step 7.9 (ii) If appointment is not accepted, repeat step 7.6.2 	
7.12	Pass Assessment?	AO
	<ul style="list-style-type: none"> (i) If yes, follow step 7.14 (ii) If no, follow step 7.13 	
7.13	Review on fail / referred case	MC & BOARD
	<ul style="list-style-type: none"> (i) One of the Committee members of the same branch of the candidate will be appointed to review the result. (ii) The result will be presented for Committee's recommendation. 	
7.14	Result Endorsement	MC & BOARD
	<p>MC Committee will consider the result of assessment:</p> <ul style="list-style-type: none"> (i) Pass result listed in BEM/ACPE/02. <p>The Committee's recommendation will be presented to the Board for endorsement.</p>	
7.15	Inform Candidate	REG
	<p>Inform the candidate of the result by writing.</p>	
7.16	End	

FORM 1

APPLICATION FOR A PROFESSIONAL ENGINEER TO BE REGISTERED AS
ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE)

(To be completed by Applicant in BLOCK LETTERS)

Name:

Address:

.....

Tel. No: Fax No:

E-mail:

Identity Card No.: Date of Birth:

Graduate Engineer Registration No.: Date of Registrations:

Professional Engineer Registration No.: Date of Registrations:

Branch of Engineering:

Academic Qualifications:

.....

.....

.....

I have had years of practical experience in engineering and have complied with Article 3 of ASEAN Mutual Recognition Arrangement (MRA) .

I enclose herewith *money order/bank draft/cheque No. for the amount of RM 0.00, being the fee.

Date of previous application:

(Write NIL if not applicable)

Date: (Signature)

*delete whichever is not applicable

**DECLARATION FOR THE APPLICATION AS
ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE)**

I hereby declare that:

	YES	NO
I am a Professional Engineer	** <input type="checkbox"/>	<input type="checkbox"/>
I meet all the requirement as stated in Article 3 of the ASEAN Mutual Recognition Arrangement (MRA)	<input type="checkbox"/>	<input type="checkbox"/>
No disciplinary action have been taken against me	<input type="checkbox"/>	<input type="checkbox"/>
I am not a bankrupt	<input type="checkbox"/>	<input type="checkbox"/>

Others:

Yours Sincerely,

Name :
Identity Card No. :
PE Reg. No. :
Date :

Note : ** Please tick (√) in the relevant box.

PRIVATE & CONFIDENTIAL

**BOARD OF ENGINEERS MALAYSIA
ASEAN CHARTERED PROFESSIONAL ENGINEER**

ASSESSORS' REPORT

Date of Assessment: Branch of Engineering:

Candidate's name:

Position of employment: Age:

ASSESSORS' REPORT

1. DOCUMENTS:

Report (training and experience):

.....

.....

CPD:

2. INTERVIEW:

Office/Design Experience (amount and quantity):

.....

Field/Workshop Experience (amount and quantity):

.....

3. ASSESSOR S' RECOMMENDATION:

(Please tick - \surd inside box where appropriate)

PASS

FAIL

(i) If fail,

Candidate's weakness lies in the following:

- Design/Office Experience
- Field Experience
- Others, please specify:

Elaborate on reasons for failure:

.....

.....

.....

Assessor s: (1) Signature:

Name:

(2) Signature:

Name:

ANNEX VII

**MONITORING COMMITTEE SUMMARY OF ASSESSMENT OF APPLICATION
FOR ASEAN CHARTERED PROFESSIONAL ENGINEER REGISTRATION**

Name of Applicant:

Qualification, and place and date obtained:

Registered Engineer Registration No. (Home Country):

Registered Engineer Registration Date (Home Country):

Registered Engineer's Discipline:

ASEAN Chartered Professional Engineers Register Discipline:

Certified Compliance with ASEAN Chartered Professional Engineer Criteria:

Completed an accredited or recognised engineering program, or assessed recognised equivalent	
Been assessed within their own country as eligible for independent practice	
Gained a minimum of seven years practical experience since graduation	
Spent at least two years in responsible charge of significant engineering work	
Complied with the Continuing Professional Development policy of the Country of Origin at a satisfactory level	
Confirmed signature on statement of compliance with codes of ethics	

Signed

Officer Delegated
ASEAN Chartered Professional Engineer Monitoring Committee

Ref. No:

Date:

Name and address of assessor appointed.
Tel. No.:

Sir,

APPOINTMENT OF ASSESSOR FOR ACPE

Referring to the subject above, the monitoring committee (MC) of the Board of Engineer Malaysia appointed you as the principle assessor to evaluate the application for ACPE.

(Name of candidate's & discipline of engineering)

2. Please informed the MC within two week if you accept/decline the appointment.
3. If you accept the appointment, please carry out the following:
 - (i) Nominate a second assessor to assist you in the evaluation. The second assessor must be a registered Professional Engineer registered with the Board at least five years.
 - (ii) Informed the MC the name and address of the second assessor.
 - (iii) Contact the candidate and get the document from him and conduct the interview.
 - (iv) If you have any relationship, business or other dealings with the candidates or his employer please informed the MC.
 - (v) The MC wish to thank you for the cooperation you have given.

Thank you.

Yours sincerely,

(Ir. DR. MOHD JOHARI BIN MD ARIF)
Registrar
Board of Engineers Malaysia

P/s (Name and address of candidate)