

## INTRODUCTION

It is mandatory for applicants with diploma in engineering to register as Inspector of Works(IOW) if he/she wants to take up employment as an Inspector of Works(IOW). This is in accordance with Section 7(2)(ab) which specified that “an Inspector of Works who is registered with the Board may, subject to section 8, take up employment which requires him to assist the Professional Engineer in the supervision of engineering works”

An Inspector of Works (IOW) is a person registered under subsection 10(E) of the Registration of Engineers Act 1967 (Revised 2015).

A registered IOW shall conduct himself / herself honourably, responsibly, ethically and lawfully by following the **Code of Conduct** as determined by the Board.

The registration of IOW would be under the three (3) main engineering disciplines i.e. **Civil, Electrical and Mechanical or any other disciplines deemed appropriate.**

## IOWs IN EXISTING PRACTICE

All existing IOW who are currently employed with an Engineering Consultancy Practice (ECP) have the right to be registered with the Board during the transition period by completing a BEM Declaration Form detailing their supervision experience and responsibilities duly endorsed by a Professional Engineer with Practising Certificate from the ECP they are employed with.

The transition period for registration of existing IOW has been **extended to 31st December 2018**. After 31<sup>st</sup> December 2018, existing IOWs having qualifications not related to engineering such as SPM, Drafting, Architecture, Quantity Surveyor and Science will not be considered for IOW registration until they have obtained the required engineering related qualifications as stated herein for new IOW.

## NEW IOW NOT YET IN EXISTING PRACTICE

Qualification of IOW to be eventually minimum at **Diploma level** as stated in the Requirements section.

New IOW applicants shall be registered as **Intern IOW** and must work under the supervision of a registered IOW or a registered Engineer / Engineering Technologist with the minimum stipulated experience. His role is to assist his immediate superior(s) having oversight on him and he is not permitted to certify completion of site works by the Contractor during his internship, which shall be carried out by his superior(s).

He/she can apply to be a registered IOW subject to the following conditions:

- Diploma holders - minimum 2 years experience, and
- Degree holders - minimum 1 years experience,

In order to obtain the registration as an IOW, the Intern IOW has to attend BEM's approved IOW courses during his internship period. The IOW experience and CPD records must be verified and endorsed by a PEPC from the same firm(s) for submission complete with the registration application at the end of his internship period.

### **EXPERIENCED SITE SUPERVISION PERSONNEL REGISTERING AS IOW**

Applicant with the minimum academic qualification and has already acquired the requisite supervision experience situated nationally or internationally, can apply to be registered as IOW without the need to go through the internship period. His experience record shall be endorsed by his Employer's Professional Engineer or Engineering Consultancy Practice to be true before submitting together with his application form.

### **REQUIREMENTS**

Subsection 10(E) stipulates the qualification for registration as an Inspector of Works with BEM. A person who holds any qualification which is recognized by the Board shall be entitled on application to be registered as Inspector of Works.

The recognized academic qualification for registration as an Inspector of Works with BEM includes the following:

#### **1. Engineering Diploma awarded by Malaysia:**

- Minimum Diploma in Engineering accredited by the Board's Engineering Technology Accreditation Council (ETAC).
- Minimum Diploma in Engineering accredited by Malaysian Qualification Agency (MQA) or equivalent recognised by BEM

#### **2. Engineering Diploma awarded by Other Country:**

- Diploma in Engineering accredited by professional body who are signatory of Dublin Accord (DA) are accepted (<http://www.ieagreements.org/accords/dublin/>).

### **DUBLIN ACCORD**

- Flowing from the Washington Accord, a similar Agreement was developed for Engineering Technician called the Dublin Accord (DA).
- In Dublin Accord, qualifications accredited or recognised by other signatories are recognised by each signatory as being substantially equivalent to accredited or recognised qualifications for practice as an engineering technician within the engineering team.

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**PROCEDURE FOR REGISTRATION (NEW APPLICATION)**

| Requirements                | Malaysian   | Non-Malaysian   |
|-----------------------------|---|---|
| <b>Application Method</b>   | Application shall be made online using MyBEM system ( <a href="https://engineer.org.my/">https://engineer.org.my/</a> )   | Application shall be made online using MyBEM system ( <a href="https://engineer.org.my/">https://engineer.org.my/</a> )   |
| <b>Supporting Documents</b> | Applicant must submit the following supporting documents and all the documents must be <b>certified by a Professional Engineer recognised by BEM.</b>   |   |
|                             | <ul style="list-style-type: none"><li>• Diploma scroll and official transcripts) Or CAAM / DCAM Aircraft Maintenance License</li><li>• Degree scroll and official transcripts (if any)</li><li>• Identification Card</li><li>• IOW work experience in accordance to Qualification criteria.</li></ul> | <ul style="list-style-type: none"><li>• Diploma scroll and official transcripts Or CAAM / DCAM Aircraft Maintenance License</li><li>• Degree scroll and official transcripts (if any)</li><li>• Identification Card</li><li>• Permanent Resident and/or Passport</li><li>• IOW work experience in accordance to Qualification criteria.</li></ul> |
| <b>Payment</b>              | Accompanied with a non-refundable <u>processing fee</u> for the amount of <b>RM50.00</b> payable to the <b>Board of Engineers Malaysia</b> via the following payment mode:  |   |

|                                     |  |  |
|-------------------------------------|--|--|
|                                     | <p><b>Mode of Payment:</b></p> <ul style="list-style-type: none"> <li>• Money order or Postal order</li> <li>• Bank Draft or Cheque</li> <li>• Online payment via M2u or CIMB Clicks or RHB or JOMPAY</li> <li>• Pin &amp; Pay (Credit or Debit Card at counter only)</li> </ul> <p><b>Note:</b> The processing fee <u>does not</u> include credit card and bank charges.</p>  | <p><b>Mode of Payment:</b></p> <ul style="list-style-type: none"> <li>• Telegraphic transfer</li> <li>• Bank Draft</li> <li>• Pin &amp; Pay (Credit or Debit Card at counter only)</li> <li>• <i>Online Credit Card option will be offered soon.</i></li> </ul> <p><b>Note:</b> The processing fee <u>does not</u> include credit card and bank charges.</p> |
| <b>Foreign University / College</b> | The certified copy of the degree certificate from a foreign university/college which is not in English language shall be accompanied by a translation of it in English or Bahasa Malaysia.   |  |
| <b>Supporting Documents</b>         | <p>Only complete application with all the supporting documentation will be processed and submitted to the Board for approval as IOW.</p> <p>Applicants, who have not fulfilled the relevant work experience requirement in accordance to their qualification, shall be registered as Intern IOW.</p> <p>Those intending to be registered as Intern IOWs shall submit the names and registration numbers of the PEs or IOWs they will report to on the same site for their day to day activities.</p> |  |
| <b>Issuing of Certificate</b>       | Upon approval, a Letter or certificate of registration as an Inspector of Works will be issued.  |  |
| <b>Processing Time</b>              | Every application for registration shall be decided upon by the Board within four months from the date of receipt of such application  |  |

## **REGISTRATION OF AIRCRAFT MAINTENANCE LICENSE (AML) HOLDER WITH BOARD OF ENGINEERS, MALAYSIA (BEM)**

BEM has conducted a study on the qualification of CAAM (formerly known as Department of Civil Aviation, Malaysia (DCAM)) Part 66 AML categories as equivalency for registration with Board of Engineers Malaysia. In accordance with the Registration of Engineers Act 1967 (Amendment 2015), BEM has set the following requirement for registration of the relevant categories with BEM.

Holder of the following license are eligible to apply for registration as Inspector of Works (Technician) to the Board of Engineers in Malaysia:

- **Valid CAAM / DCAM Category B1/B2 holder (without any type rating)**
- License Not Expired
- Signed License by Individual Holder
- Signature of CAAM / DCAM Issuing Officer.

## **REGISTRATION OF MARINE CERTIFICATE OF COMPETENCY (COC) HOLDER WITH BOARD OF ENGINEERS, MALAYSIA (BEM)**

BEM has conducted a study on the qualification of Marine CoC as equivalency for registration with the Board of Engineers Malaysia. In accordance with the Registration of Engineers Act 1967 (Revised 2015), BEM has set the following requirement for registration of the relevant categories with BEM.

Holder of the following CoC and condition set hereby is eligible to apply for registration as Inspector of Works (Technician) to the Board of Engineers in Malaysia:

- **Class 4 Certificate of Competency (CoC)**
- A valid or an expired CoC must be verified by Marine Department of Malaysia.
- Non-Malaysian who obtained CoC from Malaysian institution and verified by Marine Department of Malaysia.
- Malaysian with CoC from overseas institution with verification by Marine Department of Malaysia

- Verification/ endorsement of a PE or PEPC is essential for **ALL** documents (eg: photocopy of identification card and other qualification attached to the application).

## **RENEWAL OF REGISTRATION**

A Certificate of Registration issued to an Inspector of Works shall expire on the 31 December of the third year from the date the certificate of registration is issued.

IOW must renew their IOW registration **every 3 years** upon payment of RM30.00 and shall submit documentation proof that they have satisfied such conditions as determined by the Board.

The Board may refuse to renew the registration of an Inspector of Works if he/she has failed to satisfy any conditions as determined by the Board.

Every registered IOW shall notify the Register of any change in business address within three (3) months of the change as specified in Section 14 of REA.

## **DECLARATION TO BE SIGNED BY APPLICANT**

1. Applicant must declare that he/she agree to abide:
  - a. The Registration of Engineers Act 1967 (Revised 2015) and the Registration of Engineers Regulations 1990 (Revised 2015); and
  - b. Notifications and circulars issued by the Board of Engineers Malaysia
2. Authorise BEM to seek clarification on any information submitted in any manner and by any means as it deems fit and proper.

## **PENALTY**

The Engineering Consulting Practice and/or the Professional Engineer with Practicing Certificate named under Section 7B(2) (d) shall be liable to be charged under Section 24 of the Registration of Engineers Act 1967 (Revised 2015) for employment of unregistered IOW(s) to carry out supervision of engineering works on site.